

# Village of Bellaire

## PUBLIC WORKS COMMITTEE

**Eldon McPherson, Chairman**

**Patricia Drollinger**

**Dave Ciganick**

### COMMITTEE MEETING MINUTES

**JANUARY 21, 2015**

**9:30 a.m.**

1. **Call to Order:** Chairman McPherson called the meeting to order at 9:30 a.m.

#### **Attendance**

**Present:** Chairman McPherson, Trustee Drollinger and Trustee Ciganick

**Absent:** None.

**Staff Present:** Lori Luckett, Clerk; Ken Stead, DPW Superintendent

**Also Present:** N/A

2. **Approval of Agenda:** The agenda was approved as written.

**Motion by Trustee Ciganick, seconded by Trustee Drollinger, to approve the agenda as presented. Motion carried by unanimous voice vote.**

3. **Approval of the June 25, 2014 Meeting Minutes:** The minutes were approved.

**Motion by Trustee Drollinger, seconded by Chairman McPherson, to approve the minutes of June 25, 2014 as presented. Chairman McPherson and Trustee Drollinger voted in favor, Trustee Ciganick abstained.**

4. **Public Comment on Agenda Items:** None presented.

5. **Old Business** – Trustee Drollinger asked about the progress made at Meadow Brook. DPW Superintendent Stead reported that the water and sewer meter numbers are reading very close so it appears that the leaks causing infiltration into the sewer have been repaired. Staff will continue to monitor the readings and the sewer budget will have a recommendation to install a permanent sewer meter. Trustee Ciganick asked whether there was a protocol for handling situations similar to Meadow Brook and how residential irrigation meters were paid for.

6. **New Business**

**a) 2015-2016 Budget** - The committee reviewed the Water Fund budget by line item, comparing last fiscal year's approved amounts with actual expenditures through November 30, 2014. DPW Superintendent Stead provided responses to questions about specific revenues and expenditures. He noted that wage information has been input based on past wage amounts. Operating Expenses are increased because the hand held Auto Read reader is obsolete and will need to be replaced. The cost for a new Auto Read has been included in the Operating Expense line item. Trustee Ciganick asked whether there was a lease option available, noting that software upgrades often result in equipment being quickly outdated. Staff will explore whether leasing an Auto Read unit and updating software is possible. The increase in the Contractual Services/Lab Testing line item reflects the increased cost of

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testing services. DPW Superintendent Stead reviewed the Engineering and Capital Outlay line items. He noted that increases are for a new well and explained that the total costs are dependent on Michigan DEQ reports. The remaining Water Fund expenditure line items were reviewed. The committee next began its review of the Sewer Fund budget, however, with the exception of wage and wage-related line items, the staff's proposed budget amounts for the Sewer Fund were not yet available. Trustee Drollinger noted that revenues in the Sewer Fund as of November 30, 2014 were up from the approved 2014-2015 budget amounts. DPW Superintendent Stead informed the committee that there have been issues with the boilers at the Waste Water Treatment Plant. Price quotes for their replacement have been requested. The final figures will be presented at the next village council meeting.

7. **Discussion Items** – Trustee Drollinger asked DPW Superintendent Stead asked about a run water notice. Superintendent Stead reported that to date it had not been necessary. He indicated that there has been one reported problem, but it was because of a lack of insulation.
8. **Communications/Informational:** None presented.
9. **Member/Public Comment:** None presented.
10. **Adjournment: Meeting adjourned at 9:59 a.m.**

Minutes compiled by Lori Lockett, Clerk  
Minutes are subject to approval.

Approved: \_\_\_\_\_  
Eldon McPherson, Chairman

Date: \_\_\_\_\_