

Village of Bellaire

PUBLIC WORKS COMMITTEE

Eldon McPherson, Chairman

Patricia Drollinger

Dave Ciganick

COMMITTEE MEETING MINUTES

May 25, 2016

8:30 a.m.

1. **Call to Order:** Chairman McPherson called the meeting to order at 8:35 a.m.

Attendance

Present: Chairman McPherson, Trustee Ciganick and Trustee Drollinger

Absent: None.

Staff Present: Lori Lockett, Clerk

Also Present: None.

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

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

3. **Approval of the May 19, 2016 Meeting Minutes:** The minutes were approved.

Motion by Trustee Drollinger, seconded by Trustee Ciganick, to approve the minutes of May 19, 2016 as presented. Motion carried by voice vote.

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

5. **Old Business:**

a) DPW Policies: The committee reviewed the draft "Work Order Policies and Procedures" document together with the log and work order forms to be used by staff. There was discussion by the committee and a request for explanation of forms from Clerk Lockett. Clerk Lockett indicated that the policy, if recommended for approval, would be policy number #28. Trustee Ciganick made a motion to recommend to village council that the proposed document be the adopted policy for DPW work orders.

Motion by Trustee Ciganick, seconded by Trustee Drollinger, to recommend to village council that the proposed document be the adopted policy for DPW work orders. Motion carried by voice vote.

6. **New Business:** None presented

7. **Discussion Items:**

a) Possible DDA request: Clerk Lockett indicated that the DDA may be approaching the village with a request to assist in installing hardware for the stringing of lights over the walkway adjacent to Uniquely North. The committee agreed that this request should be directed to the building owners.

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8. Communications/Informational: None presented.

9. Member/Public Comment: None presented.

10. Adjournment: Meeting adjourned at 8:45 a.m.

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

Approved: _____
Eldon McPherson, Chairman

Date: _____