

Village of Bellaire

PUBLIC WORKS COMMITTEE

Eldon McPherson, Chairman

Patricia Drollinger

Dave Ciganick

COMMITTEE MEETING MINUTES

January 20, 2017

1. **Call to Order:** Chairman McPherson called the meeting to order at 9:02 a.m.

Attendance:

Present: Chairman McPherson, Trustee Ciganick and Trustee Drollinger

Absent: None.

Staff Present: Lori Luckett, Clerk; Cathy Odom, Treasurer; Aaron Kirt, DPT; Chris Thompson, WWTP Operator

Also Present: None

2. **Approval of Agenda:** The agenda was amended to include “Asset Management Team” under New Business. The agenda was approved as amended.

Motion by Trustee Ciganick, seconded by Trustee Drollinger, to approve the agenda as amended.

Motion carried by unanimous voice vote.

3. **Approval of the August 10, 2016 Meeting Minutes:** The minutes were approved.

Motion by Trustee Drollinger, seconded by Trustee Ciganick, to approve the minutes of August 10, 2016 as presented. Motion carried by unanimous voice vote.

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

5. **Old Business:** A brief update on the status of the Meadow Brook meter project was provided by Chris Thompson.

6. **New Business:**

a) **Asset Management Team:** The committee reviewed the materials provided by Fleis and VandenBrink. As part of the SAW grant, the village is required to designate an Asset Management Team for the wastewater collection and treatment systems. A draft level of service statement was reviewed and revised by the committee and Chris Thompson. The revised level of service statement will also serve as a mission statement. The asset management team will include this committee and the wastewater treatment plant operator. After discussion of the requirements, Trustee Ciganick made a motion to recommend to the village council approval of the documents as amended during the meeting, that were recommended by the EPA for Asset Management Team of the Village of Bellaire.

Motion by Trustee Ciganick, seconded by Trustee Drollinger, to recommend to village council approval of the documents as amended during the meeting, that were recommended by the EPA for Asset Management Team of the Village of Bellaire. Motion carried by unanimous voice vote.

b) **2017-2018 Budget Items:** The committee began with a line-by-line review of the proposed sewer fund budget. Trustee Drollinger noted that there was not any connection revenue in the current year. Operating expenses were reviewed. There was discussion about the hand held base and support software divided between the sewer and water budgets. Treasurer Odom explained that the budget includes an amount to replace the hand held unit and software to support it. Because the current equipment is still working, the hand held base and software have not been purchased. The amount in the budget is based on a quote received two years ago. The committee decided to increase the amount in the line item to \$7500 to account for any price increase. Chemical costs for the waste water treatment plant were discussed. Trustee Drollinger asked why the proposed budget amount was so much lower than the final 2015-2016 amount. Thompson explained what had been purchased. Trustee Ciganick asked whether there were expenditures that justify the proposed budget

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being so high. Thompson explained that he had ordered fertilizer for the spring melt and thaw, and alum that were about \$1600 and \$5000 respectively. He will also be buying supplies in bulk. The proposed amount covers those costs. Trustee Ciganick asked about employment social security and fringes. Treasurer Odom explained that a wage formula was used. Thompson noted that the wages for training and sewer cleaning should be added. As part of the asset management plan, Thompson will begin cleaning the sewer lines within the village. He proposes to clean lines in half of the village this year and the other half the following. The budget should reflect the wages, figured at 160 man hours and equipment rental of the dump truck for the same amount of time. Trustee Ciganick asked how the sewer line cleaning had been handled in the past. Thompson reported that they had been cleaned in 2008. Some of the lines had been cleaned during the televising of lines for the SAW grant. Trustee Drollinger asked about the discrepancy between the proposed wages and the comments. Treasurer Odom explained that there is a formula for wages and wages will be included at the time the budget is approved. Trustee Ciganick made a motion to recommend approval of the wages at \$57,352. Treasurer Odom suggested that the motion be revised to recommend that wages include the proposed cost of the project based on the hours needed. Thompson explained that he calculated wages at \$20 for 160 hours for \$3200, but included \$5000. Trustee Ciganick moved to amend his recommendation that wages line item for 2017-2018 be increased by \$5000.

Motion by Trustee Ciganick, seconded by Trustee Drollinger, to recommend to village council, that the wages line item for 2017-2018 be increased by \$5000. Motion carried by voice vote.

The committee reviewed the line item for engineering fees. This amount includes the USDA loan application fee. It was suggested that the line item be reduced to cover the application fee of \$15,000. Thompson was concerned that there might be other projects requiring engineering fees. It would be necessary to come to council for an amendment. Trustee Ciganick explained that the budget is nothing more than a road map. The village has responsibility because there is only so much money coming into the village. After further discussion, the proposed line item was reduced by \$5000. Discussion moved to the cost to clean the lagoons. Thompson reported that he had solicited a quote that came in less. There was discussion of what to do if there were not enough funds in the sludge removal account to cover the cost of removal. Trustee Drollinger asked if the removal could be delayed. Thompson said that it should not be. Trustee Ciganick suggested that the available funds could determine the amount of sludge to be removed. Assuming the recent quote is correct, the available funds would cover removal of most of the sludge. Thompson reported that the engineers had figured removal at 5 cents per gallon; the quote came in at 3½ cents per gallon. Trustee Ciganick suggested that the budget line item be reduced. Thompson explained his budget and assured the committee that based on his calculations there would be enough to cover the proposed amount. Chairman McPherson asked about the amount for pump repair. Thompson explained that this was an unknown amount because you do not know how long a pump will last. Interest on the G.O. bond as corrected to report the actual amount, \$22,225.

The committee began its review of the proposed water fund budget. Chairman McPherson asked about the number of question marks. Treasurer Odom explained that she had included those and the reason why. Review of the budget began with consideration of the revenues. "On fees" were adjusted to \$2700. Chairman McPherson asked what "Other revenues" includes. Aaron Kirt explained how he had determined certain line item amounts. Trustee Ciganick asked about the need to repair the new well and the \$6000 line item. Kirt explained that repairs were needed. The committee agreed to allocate the amount between engineering fees and repairs and maintenance. The respective line items were adjusted accordingly. Education and training were reviewed. Thompson and Keiser will be trained to get their water licenses.

Chairman McPherson referred the committee back to the education and training item in the sewer budget. Trustee Drollinger asked who would be trained. It was suggested that DPW employees be asked to determine who is interested in pursuing training. Trustee Drollinger asked Thompson to provide a list of the training

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requirements for the wastewater treatment operator license. After discussion that another employee might have to be hired, it was decided that the training and number of DPW employees discussed by the full council.

Discussion returned to the water fund budget. Treasure Odom reported that the "other revenue" line item includes fire suppression fees, outside irrigation, and NSF fees. Trustee Ciganick asked how the worker's compensation amount was determined. The operating expense line item was increased to reflect the projected cost for the hand held base and software. Unemployment and worker's comp was increased to \$1450 account for a possible increase in wages. Education and training was reduced by half; one employee trained this year, another next year. Repair and maintenance was increased by \$31,000 to cover tools and an air compressor. The total line item is now \$47,000. The miscellaneous expense line item was reduced to \$200. Trustee Drollinger made a motion to recommend approval of the proposed water and sewer fund budgets with the changes.

Motion by Trustee Drollinger, seconded by Trustee Ciganick, to recommend to village council, approval of the proposed water and sewer fund budgets. Motion carried by voice vote.

7. **Discussion Items:** None presented.
8. **Communications/Informational:** None presented.
9. **Member/Public Comment:** There was brief discussion about the ice rink.
10. **Adjournment: Meeting was adjourned at 10:20 a.m. after a motion by Trustee Ciganick, supported by Trustee Drollinger, to adjourn the meeting.**

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

Approved: _____
Eldon McPherson, Chairman

Date: _____