

# Village of Bellaire

## PUBLIC WORKS COMMITTEE

**Eldon McPherson, Chairman**

**Patricia Drollinger**

**Dave Ciganick**

**COMMITTEE MEETING MINUTES**  
**October 17, 2018**

1. **Call to Order:** Chairman McPherson called the meeting to order at 9:32 a.m.

### **Attendance**

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

**Absent:** None

**Staff Present:** Lori Luckett, Clerk; Cathy Odom, Treasurer; Bradley Keiser, DPW Director; Chris Thompson, WWTP Operator

**Also Present:** Ben Kladder, Mike Smith, and Tucker Smith

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 voice vote.**

3. **Approval of the January 20, 2017 Meeting Minutes:** The minutes were approved. Trustee McPherson wondered about training for backup water services. Had it been brought to council? DPW Director Keiser noted that training funds were in the budget and staff was going to training.

**Motion by Trustee Drollinger, seconded by Trustee Ciganick, to approve the minutes of January 20, 2017 as presented. Motion carried by voice vote.**

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

5. **Old Business:** None presented although Trustee Drollinger asked Chris Thompson how the Meadowbrook sewer meter was operating. Thompson reported that it is working great.

6. **New Business:** Treasurer Odom asked if the new business items could be taken out of order so the little one in attendance could be taken home.

a) **Bellaire Lanes & Games Issue** – Mike Smith addressed the committee explaining that he had not intended to raise an issue; he was asking questions and had not planned to be on the agenda. He is fact-finding. Trustee Ciganick asked what services the village provides to the Bellaire Lanes & Games. Chris Thompson noted that the village currently receives their wastewater. The business has its own well. DPW Director Keiser added that he had read the email. This is a strange situation in that they are in the village limits are not hooked up to village water. A previous owner put the sewer line in; this sewer line bypasses the line at Antrim County Transportation and the Shanty Creek building. Mr. Smith is responsible for the line from his building to the manhole into which Meadowbrook also dumps. When Dollar General tied in, because there was no sewer line, they piggybacked onto the Bellaire Lanes line. The line was still in service, even when the bowling alley was shut down. Two years ago, the line clogged and needed to be repaired. The line does not belong to the village. The Meadowbrook manholes belong to the county. There are five buildings along this stretch of M-88, Animal Control, Antrim County Transportation, Shanty Creek, the bowling alley, and Dollar General, that are in the village limits but do not have water and/or sewer. Animal Control has water. Shanty Creek and Antrim County have their own well and drain field. Treasurer Odom noted that he bowling alley wanted to hook up years ago. The work done was at their request and expense. Mr. Smith acknowledged that he would like to have village water. He explained the well and well testing he has to do on a quarterly and annual basis. There is little information about the sewer line installed and the arrangement between the previous owner and the Dollar General; it is a private line. There was discussion about the extension of water lines and the cost. Property owners within the village should have access to water and sewer. Trustee Ciganick asked about entitlement to water and sewer if within the village. DPW Director Keiser stated that the Bellaire Lanes line is being treated as their service line. Would other businesses want to hook up to village water? Village code does not specify “entitlement” to water and sewer. DPW Director

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Keiser suggested that neighboring owners should be asked if they want to hook up to village water and sewer. Treasurer Odom noted that customers currently with their own wells do not have to connect to village water unless their system fails. DPW Director Keiser wondered if Dollar General would want to tie on to the line. He suggested that this would be a very big project for one business. There was discussion whether there were other properties within the village similarly situated. Chris Thompson said Harbor Street's forced main is privately maintained. Mr. Smith stated there is a large section within the village along M-88 that is not serviced. There was brief discussion about the effects on the Bellaire Lanes of not having village water. Mr. Smith would like to have village water and a sewer main. He is currently researching who is responsible for the line. Ben Kladder asked if it would be helpful for Fleis & VandenBrink to put together a concept drawing and a couple of estimates for some options of what can be done. DPW Director Keiser would like to find out who would be interested in connecting if water and sewer is installed. Trustee Drollinger wondered if the village should wait until the county makes a decision on their project. Would other businesses outside the village want to tie in? A study should be done to see what this would entail and figure who would like to tie in. Trustee Drollinger made a motion to recommend to village council that DPW Director Keiser survey the property owners to determine who would want to tie in. Ben Kladder said that a couple of drawings and cost estimates could be done without charge. The fieldwork has been done in the SAW Grant.

**Motion by Trustee Drollinger, to recommend to village council that DPW Director Keiser find out who interested and then based on that do the study.**

There was discussion. Ben Kladder offered a couple of concept drawings and two cost estimates at no charge. The fieldwork had been done in the SAW Grant. Trustee Drollinger again made a motion recommend to village council that DPW Director Keiser check with the people in the neighborhood to see who is interested in water and sewer and if appropriate have the study done.

**Motion by Trustee Drollinger, seconded by Trustee Ciganick, to recommend to village council that DPW Director Keiser check with people in the neighborhood to find out who is interested and then based on that do the study. Motion passed by voice vote.**

Chairman McPherson said that in the meantime the study would be done. Mike Smith asked if there was entitlement to water and sewer in the village ordinances. Staff will review the ordinances.

**b) SAW Grant and Project Timeline** – Ben Kladder suggested that the item should be the USDA Project because the project has completed the grant phase. DPW Director Keiser explained his efforts to learn more about the project. He has been getting more information about the project. What can be done to help cut costs? Director Keiser has spoken with surrounding communities who have completed large projects. Their recommendations were to take control of the project. With the water line upgrade requirements, money is going to be tight. Mike Ingalls will be doing a rate study. DPW Director Keiser is concerned about the cost of the sewer project with a water project down the line. There are items that the village DPW can do to help with the costs of the project. Ben Kladder explained certain line items. DPW Director Keiser understands that the work needs to be done. He has questions about the process and the bidding. The village needs to be the project manager. Ben Kladder explained the USDA bidding process and selection of contractors. General specs meet usual requirements. Fleis & VandenBrink wants to work closely with the village. This is something that has not been done in the past. Going forward, they would like to sit down with DPW staff to review. There is an in depth review of contractors and bids before selection. Background checks are done in conjunction with the USDA. DPW Director Keiser explained his concerns about awarding contracts to contractors not known to the village. If a familiar contractor is selected and that contractor is not the low bid, the rationale for not going with the low bid would have to be outlined in writing to the USDA. Local contractors would have to qualify and submit a bid.

Questions were asked about the amount of the loan if the project came in under the stated amount. Mr. Kladder explained that costs are listed conservatively. He described the bid, loan and bid review process. The

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village would only close on the amount used. If the project costs come in under the estimated amount, the lower amount is the amount of the loan.

DPW Director Keiser suggested that there were project components that could be done by the village DPW for cost savings. He stated that they are currently implementing better time management and this is their job.

Mr. Kladder was asked about the timeline. He explained that bids would be accepted in early winter; construction will start in June 2019 with the project to be completed by the end of 2019. The USDA is pushing for progress on the project. Treasurer Odom suggested that the biggest concern was the cost of the project with the water line upgrades coming. Can this project be done less expensively? Mr. Kladder explained that contractors are concerned about liability but there are items that the village can help with. The proposal is trying to build in enough in the event the bids come in higher. It is not possible to go back and ask for more. Mr. Kladder stated that the goal is to work closely with the village staff. GIS training is in the budget but there has been resistance to training. Fleis & VandenBrink will come in and train staff at one time. The Asset Management Plan can be also being reviewed with staff. Fleis & VandenBrink would like to be more involved in communicating with the village staff including GIS training and meetings regarding the scope of the project. Anyone who is interested in the meetings would be welcome to attend.

7. **Discussion Items:** Trustee Ciganick expressed his concerns about the MDEQ mandate requiring waterline replacement of pre-1970 lines. DPW Director Keiser noted that the actual scope and extent of required replacement is yet to be determined. There is question about whether cast iron water mains and fire hydrants are included. The rate study will be done to consider any rate adjustments to help pay for it. All agreed the mandate is a big deal. Treasurer Odom suggested that the rate study would allow the village to plan for the 5% annual requirement. Members wondered what the state would do if villages were not able to comply. Mr. Kladder suggested that certain permits would not be authorized. There was discussion about the ready to serve fees, an account that does not pay ready to serve fees, on/off fees, after hour's service fees, and on-line bill payments. These items will be brought up at the November village council meeting.
8. **Communications/Informational:** None presented.
9. **Member/Public Comment:** Mike Smith directed the committee's attention to Chapter 123 Article V for review of his questions.
10. **Adjournment:** Meeting adjourned at 10:52 a.m.

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

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

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