

# Village of Bellaire

## PUBLIC WORKS COMMITTEE

Eldon McPherson, Chairman

Dan Bennett

Trish Drollinger

### COMMITTEE MEETING MINUTES

December 4, 2019

10:00 a.m.

1. **Call to Order:** Chairman McPherson called the meeting to order at 10:02 a.m.

#### Attendance

**Present:** Chairman McPherson, President Bennett, and Trustee Drollinger

**Absent:** None.

**Staff Present:** Lori Luckett, Clerk, Cathy Odom, Treasurer, and Bradley Keiser, DPW Supervisor

**Also Present:** None.

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

**Motion by President Bennett, seconded by Trustee Drollinger, to approve the agenda as presented.**

**Motion carried by voice vote.**

3. **Approval of the August 19, 2019 Meeting Minutes:** The minutes of the August 19, 2019 meeting were approved as presented.

**Motion by Trustee Drollinger, seconded by Chairman McPherson, to approve the minutes of the August 19, 2019 meeting as presented. Motion carried by voice vote.**

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

5. **Old Business:** None presented.

6. **New Business:**

a) **2020-2021 Budget Items:** The committee began with a review of the water fund budget. Supervisor Keiser reported that the budget amounts in the proposed budget stayed the same except for equipment rental and repairs and maintenance which increased due to the number of water mains that broke. The big wish list is the water line replacement equipment for capital outlay. The preliminary water line study was turned into DEQ and was accepted. The village now has until January 2021 to come up with a plan for, and to start repairs. The law requires that 5% of the lines be repaired a year. He has spoken with Boyne City and Charlevoix about their repair plans. The proposal is for the village to purchase its own equipment at a cost \$400,000 and for DPW staff to make the repairs. The village currently uses Chase from Freedom Utilities for directional boring because he has been the least expensive. If the village has five to ten lines scheduled, he would charge \$3000 a line. With 400 borings, the cost is 1.2 million dollars just for the boring; no excavation or hooking up the lines. Charlevoix purchased its own equipment and repairs 3 to 5 service lines a day. The equipment requires two guys. The truck proposed for purchase would be used for the water and sewer lines; sewer would rent it from water. Trustee Drollinger asked what the rental cost was. Supervisor Keiser explained that it cost \$12,500 for the month, plus an additional \$4200 for an extra week. This is the second year the equipment has been rented. Supervisor Keiser explained the line repairs made during the period the vac truck had been rented to clean the sewer line. This truck, with an employee, could also be rented to other municipalities. The village has twenty years to make repairs. According to Supervisor Keiser, the resale on the vac truck is amazing. The prices he presented are for a used vac truck and a new directional drill and jobsite truck and trailer. He said that many municipalities are buying their own equipment. Because a supervisor and licensed water operator have to be on site anyways, it makes sense to do the work. Treasurer Odom explained that at a cost \$2000 for each line, \$60,000 for the next twenty years, plus the cost of any equipment would have to be included in the budget, possibly \$100,000 a year. There was discussion that water and sewer could buy some of the equipment outright. Supervisor Keiser stated that a representative from Ditch Witch provided pricing for a new directional drill that would also include staff training. The goal is to complete the line replacement in ten years. Treasurer Odom reminded the committee, that the shorter the repair timeline, will require more money being budgeted annually. There will is a rate study scheduled in January

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that may also result in a rate increase. The committee agreed to explore the purchase of the water line replacement equipment. Motion was made by Chairman McPherson, to recommend to village council that the village explore the purchase of the water line replacement equipment as specified, including a used vac truck. There was brief discussion about buying a used directional drill. Supervisor Keiser explained that a used drill may not have all of the necessary rods and bits. They will look at refurbished. A jobsite box truck and trailer for the directional drill will allow all of the fittings and materials to be on the jobsite. After discussion, Trustee Drollinger supported the motion.

**Motion by Chairman McPherson, supported by Trustee Drollinger, to recommend to village council that the village explore the purchase of the water line replacement equipment as specified, including a used vac truck. Motion passed by unanimous voice vote.**

Treasurer Odom indicated that the details will be put in the water budget. The committee reviewed the sewer budget. Supervisor Keiser reported that he had reviewed the proposed budget with the waste water treatment operator. They would like to increase the repair and maintenance budget by \$50,000, to \$70,000 for the repair of lift stations and manholes identified in the sewer project. Hydraulic cement and epoxy of the lift station at S. Genessee or repairs to the Harbor Street lift station were identified. Supervisor Keiser reminded the committee that the village has the permits to do the work and that the permits are for five-years. Trustee Drollinger asked if the items identified in last year's budget were done. Supervisor Keiser explained that the boiler inspections are done annually and the sand filter/clarifier coating has been done yearly. He indicated that aeration has been a problem. The roof has been repaired, the chimney removal, the water heater replaced, and the lab and office lighting done. Shelving was not purchased and tools were not purchased because of overages in repairs and maintenance. Supervisor Keiser suggested that the amount for tools could be reduced to \$1000. The request is to increase the aeration amount because the cost of parts has increased. Treasurer Odom explained an error in the budget that will require a budget amendment. This will be done near the end of the fiscal year. There was discussion about the aeration equipment. Supervisor Keiser reported that three aerators have been replaced this year and electrical upgrades will be done by Rob Silk. Currently, there are six aerators in pond one. Gourdie-Fraser's assessment identified the number of aerators required. Pond two and three are done. Under capital outlay, the UTV has been purchased. The current request is for a flammable cabinet for storage of chemicals as recommended by risk management. The bond payment will also be added to the budget. The vac truck rental will be included also unless the village purchases its own equipment. Trustee Drollinger asked about the status of water training. Supervisor Keiser reported that two have gone this year and that they try to attend the free training. There was brief discussion about whether the budget required a recommendation to the Administration and Personnel Committee. Treasurer Odom indicated that it was not necessary.

7. **Discussion Items:** None presented.
8. **Communications/Informational:** None presented.
9. **Member/Public Comment:** None presented.
10. **Adjournment:** Motion to adjourn was made by President Bennett. Meeting adjourned at 10:33 a.m.

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

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

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