

# Village of Bellaire

## STREETS AND MOTOR POOL COMMITTEE

Dave Ciganick, Chairman

Bryan Hardy

Eldon McPherson

### COMMITTEE MEETING MINUTES

December 3, 2019

7:30 a.m.

1. **Call to Order:** Chairman Ciganick called the meeting to order at 7:30 a.m.
2. **Attendance**
  - Present:** Chairman Ciganick, Trustee Hardy, and Trustee McPherson
  - Absent:** None
  - Staff Present:** Lori Luckett, Clerk; Cathy Odom, Treasurer, Bradley Keiser, DPW Supervisor
3. **Approval of Agenda:** The agenda was approved as presented.  
**Motion by Trustee McPherson, seconded by Trustee Hardy, to approve the agenda as presented. Motion carried by voice vote.**
4. **Approval of Minutes:** The minutes of the December 18, 2018 meeting were approved as presented.  
**Motion by Trustee Hardy, seconded by Trustee McPherson to approve the minutes of the December 18, 2018 meeting as presented. Motion carried by voice vote.**
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business:** Chairman Ciganick requested an update on the sidewalk removal and repair projects. Supervisor Keiser reported that the sidewalk along the old Moka location will be done in the spring. The early snow interfered with replacement of this section. The sidewalk sections on Court Street have been removed and seeded. The sidewalk in front of the Magnus, Court Street towards Broadway home has been removed and repaired, as has the damaged section by Forest Home Avenue. In addition to the sidewalk near the trunk turn on East Cayuga, the sections in front of Mortensen's Funeral Home down to Harbor Street will be removed and re-poured in the spring. Trustee Hardy asked about the budgeted amount for sidewalks. Treasurer Odom explained that invoices are pending.
7. **New Business**
  - a) **2020-2021 Budget Items:** Chairman Ciganick requested that Treasurer Odom review the budgets with the committee. Treasurer Odom explained the revenue sources in the major streets fund by line item. She noted that the wages are populated from the prior year's budget amounts by percentage. The amounts generally vary from year to year. Chairman Ciganick asked if wages were footnoted to notice discrepancies as the year progresses. The adjustments have to be hard coded. Treasurer Odom explained that the wages, administration, employer's social security and fringes amounts are automatically populated in the budget spreadsheet, as are the retirement and pension amounts. She explained that sometimes there is a discrepancy in the BS&A system and is working to figure out the reason. Treasurer Odom explained how the winter maintenance amount is expensed or inventoried. Chairman Ciganick asked whether the amount for sand and salt needed to be increased. Supervisor Keiser reported that the cost this year would be roughly the same. We switched to a local contractor for sand and reduced the cost of sand from \$10,000 to \$4800. He explained that the annual bridge inspection will cost \$1500 and should be left under the engineering line item. Crosswalks will be redone in the spring. The cost, \$4300, will be divided between major and local streets. The crosswalks will be ground and reflective stickers recessed. Trustee McPherson asked about the new crosswalk across from Real Estate One. Supervisor Keiser explained that a grant request was being submitted. The big request for this fund is the paving of Broad Street from Bridge to Maple. The quote from Elmer's is \$102,500 and is being

requested because only one service line remains to be repaired along this stretch. The quote is to grind, reset manhole covers, and lay three inches of asphalt, two courses, making it a Class A road. There was discussion about the funding of this project. Treasurer Odom will research possible funding options. Broad Street is considered a major street. There was brief discussion about street classification. While local streets fund has the money, Supervisor Keiser explained that more state funding is generally available for major streets. Treasurer Odom explained her research of the street millage and ballot language, noting that there was nothing requiring the funds to go solely to local streets. While there is no connection between the water issue and paving of streets, Supervisor Keiser explained that he will not repave a road until the water lines are replaced. Treasurer Odom suggested that a resolution be proposed to reallocate the millage funding for the upcoming year, 70% to local streets, 30% to major streets. Motion was made by Trustee McPherson supported by Trustee Hardy to recommend to village council a resolution to specify the reallocation of millage funds between local streets and major streets.

**Motion by Trustee McPherson, seconded by Trustee Hardy, to recommend to village council a resolution to specify the reallocation of millage funds between local streets and major streets, 30% to major streets, 70% to local streets. Motion carried by voice vote.**

Supervisor Keiser reported that the intersection of Birch Street and M-88 will be done; paid for by the state because the curbing does not meet MDOT standards. MDOT authorized Supervisor Keiser to get quotes.

The committee reviewed the local streets budget. Sidewalk repairs will be carried over. Amounts for trees and dust control should remain the same. Chairman Ciganick noted that no new trees were planted this year. Supervisor Keiser explained that the decision not to pursue grant funding this year was made so that staff could focus on culling out dead trees and on strategic planting. MDOT and Mike Meriwether do not want maple trees planted because their root systems pop sidewalks. Through the ReLeaf grant and other grants about 125 trees had been planted over the last few years.

The committee reviewed the motor pool budget. Supervisor Keiser requested \$1000 for building maintenance to replace a window, lighting, and a garage door opener. The front loader is paid off but the plow trucks are an issue. Money needs to be put away for a new plow truck. Treasurer Odom recommended that money be put away annually in a CD. This may be done at the end of the budget cycle to see what amount is available. Motor pool may already have a CD. Treasurer Odom explained that money is put away annually for a police vehicle. There was brief discussion about the purchase of a new pickup truck using the rotation schedule. Supervisor Keiser explained that base model, stripped down vehicles have been purchased in the past only to spend more money to buy the parts at Auto Value to make needed upgrades. For purposes of the resale program it makes sense to buy the next level of vehicle. Supervisor Keiser explained the success to date with the resale program. Chairman Ciganick asked about the payoff amount on the new plow truck. Supervisor Keiser explained that it only has a sander on it. It plows snow and this is it; it cannot be used as a dump truck. The village currently has a 1986 plow truck and a 1991 plow truck. The new plow truck only has sander and is used only to plow snow. This truck barely does winter maintenance and is often in the shop for repairs. Chairman Ciganick asked what the trade-in value versus what is owed on this truck. The committee discussed an amount to be set aside in a CD for a new plow truck. The cost of a new outfitted plow truck is \$170,000. Consequently, DPW staff has been looking at used plow trucks. Plow/dump trucks are not replaced like the other vehicles. Chairman Ciganick said there is not enough in the current budget to put \$10,000 into a CD. Capital outlay for the upcoming budget is \$35,558. Can capital outlay stay at the current amount? Treasurer Odom explained that the funds were not available in the motor pool fund. She also explained that staff has been more accurately accounting for work between the appropriate funds. After discussion the committee decided to allocate \$10,000 in capital outlay towards a CD. Funds are not an expense until spent. According to Supervisor Keiser, the new plow truck is not worth trying to remove and replace the box. Staff will actively look for a used truck.

**8. Discussion Items:** None presented.

**9. Communications/Informational:** Chairman Ciganick asked Supervisor Keiser what they would do if they ran out of space at the leaf pile. It is clear that the treatments for the Japanese Knotweed are not working. Fire will not kill the

Knotweed. There is one site just outside of the village that has been treated. It is the site to watch to see if it comes back. The leaf pile, will be expanded with the removal of the pine tree on the south side.

**10. Member/Public Comment:** None presented.

**11. Adjournment:** Motion to adjourn made by Trustee McPherson and seconded by Trustee Hardy. Meeting adjourned at 8:35 a.m.

Compiled by Lori A. Lockett, Clerk  
Minutes Subject to Approval

Approved: \_\_\_\_\_

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