

VILLAGE OF BELLAIRE

PROPERTY & BUILDING COMMITTEE

Bryan Hardy, Chairman

Daniel Bennett

Helen Schuckel

COMMITTEE MEETING MINUTES

November 20, 2015

1. **Call to Order:** Chairman Hardy called the meeting to order at 8:01 a.m.
2. **Attendance:**
 - Present:** Chairman Hardy and Trustee Schuckel
 - Absent:** Trustee Bennett
 - Staff Present:** Lori Luckett, Clerk (8:23); Cathy Odom, Treasurer; Bradley Keiser, DPW
 - Also Present:** None
3. **Approval of Agenda:** The agenda was approved as presented.
Motion by Trustee Schuckel, seconded by Chairman Hardy, to approve the agenda as presented. Motion carried by voice vote.
4. **Approval of Minutes:** The minutes from the February 11, 2014 and January 13, 2015 meeting were approved as presented.
Motion by Trustee Schuckel, seconded by Chairman Hardy, to approve the minutes of the February 11, 2014 meeting and the January 13, 2015 meeting as presented. Motion carried by voice vote.
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business:** Window sills on the Village offices were discussed. Keiser reported that the lower window sills are in bad shape, there are chunks of wood missing. Paul Newman had inspected the windows with Ken Stead and thought that it would be a straightforward easy fix that the DPW could do. It is on the board to do in the spring. This will be included in the budget. Trustee Schuckel asked whether Parkside and Island had put the rental space back together. Treasurer Odom reported that they had.
7. **New Business:**

2016-2017 Budget Items – Window sill replacement costs have not yet been determined. Four or five sills will have to be replaced; the remainder have been or will be scraped and painted. According to Keiser, the boards may have to be planed to size. The windows will not have to be removed to replace the sills. Chairman Hardy asked for an approximate cost. Keiser thought \$500 a window including labor and that the work could be done in the spring. Trustee Schuckel asked whether there was special consideration to be taken because of the possible historical designation of the building. Odom reported that with the energy grant there was some reference to the building being historical. Staff will contact the State of Michigan Historical Society to determine whether there are certain guidelines to be followed. Chairman Hardy asked if there were other items to consider for the budget. Keiser reported that the steel entry door at the

WWTP needs to be replaced but that Chris Thompson intends to include it in his proposed budget. There are also a couple of doors at the DPW office that need to be replaced. The signs at the entry to the DPW property are in need of replacement. The current signs are very large. Odom suggested that we could approach Scott Boni in Central Lake about a new sign indicating “Village of Bellaire DPW and Wastewater Treatment Facility”. Keiser asked if the old sign by the brush and leaf pile, identifying the construction company and council at the time the facility was constructed, could be removed. Trustee Schuckel made a motion to recommend the removal of the sign.

Motion by Trustee Schuckel, seconded by Chairman Hardy, to recommend to the village council that the old construction sign by the brush and leaf pile be removed. Motion carried by voice vote.

Keiser requested that the budget include funds for a 32” residential steel entry door for the DPW office. Odom asked whether there were any other repairs to be made to the Village offices. Keiser pointed out that the cement work on the front of the Village office building was in need of repair. The concrete on the pillars broken and the re rod is exposed. The question of repairs will be posed to the Michigan Historical Society. Chairman Hardy asked whether the trim paint color could be changed. Staff will verify whether the building is designated as a historical site.

The committee continued its review of the line items in the budget. Budget items to include window seal replacement for the two windows in the center office; new flags; community hall cleaning; carpet replacement in the Village offices; and a new PA system. There was discussion of which fund would pay for the PA system. Odom suggested that it would be paid from the General Fund. Staff will obtain cost quotes.

8. **Discussion:** None presented.
9. **Communication/Informational:** Luckett informed the committee that a draft lease for the office space had been prepared.
10. **Closing Member/Public Comments:** None presented.
11. **Adjourn:** Meeting adjourned at 8:40 a.m.

Compiled by Lori Luckett, Clerk
Minutes are subject to approval.

Approved: _____
Bryan Hardy, Chairman

Date: _____