

VILLAGE OF BELLAIRE

PROPERTY & BUILDING COMMITTEE

Bryan Hardy, Chairman

Daniel Bennett

Helen Schuckel

COMMITTEE MEETING MINUTES

January 9, 2018 at 7:30 a.m.

1. **Call to Order:** Chairman Hardy called the meeting to order at 7:31 a.m.
2. **Attendance:**
 - Present:** Chairman Hardy, Trustee Bennett and Trustee Schuckel (in at 7:32 a.m.)
 - Absent:** None.
 - Staff Present:** Clerk Luckett and DPW Supervisor Stead
 - Also Present:** None
3. **Approval of Agenda:** The agenda was approved as presented.
 - Motion by Trustee Bennett, seconded by Chairman Hardy to approve the agenda as presented.**
 - Motion carried by unanimous voice vote.**
4. **Approval of Minutes:** The minutes of the October 12, 2017 meeting were approved as presented.
 - Motion by Trustee Bennett, seconded by Trustee Schuckel to approve the minutes of the October 12, 2017 meeting as presented. Motion carried by unanimous voice vote.**
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business:**
 - Sidewalk Assessment:** Trustee Bennett has completed his review of the sidewalks in the assigned area. Chairman Hardy and Trustee Schuckel have not finished their respective reviews. There was discussion about the condition of portions of the sidewalk on Bridge Street. It was noted that the sidewalk within the Central Business District would be eligible for repair with TIF dollars. However it is not known what the DDA intends. The committee noted that some sidewalks have been damaged by tree roots and should just be removed. During the discussion of repairs, it was noted that the funds come from the local streets budget. The committee requested that DPW Supervisor be contacted. Supervisor Stead subsequently joined the meeting. After discussion about the removal and/or replacement of certain sections, Supervisor Stead confirmed that the funds for sidewalk repairs and replacement are in the Local Streets budget. There was brief discussion about the cost of concrete per cubic yard, \$95.00, and that four (4) sections, 4" deep, could be replaced per yard of concrete. As a member of the Streets and Motor Pool committee, Chairman Hardy suggested that further action regarding the sidewalk assessment be directed to that committee.
7. **New Business:**
 - 2018-2019 Budget Items** – The committee reviewed the Property & Building budget. The repairs and maintenance line item was discussed. Elevator maintenance, repairs to the pillars, emergency lighting recommended by risk management, and paint for the food pantry were itemized. Clerk Luckett noted that as part of the USDA loan process, the village is required to conduct an accessibility self-evaluation of the community hall. The assessment identifies items that will have to be changed to meet accessibility requirements. Clerk Luckett identified updates to the first floor restroom in order to designate it as an accessible restroom. The toilet will be replaced to meet requirements. \$200 was allotted for this

purchase. A request was made to remove the urinal. Door handles will have to be replaced with lever, push-type or U-shaped handles. Clerk Luckett presented information about lever handles that had deadbolts, passage way and privacy options. The prices ranged from \$50.00 and less. Additionally, raised or indented characters and Braille signage is required. A mirror set a maximum of 40" to the bottom will be added. The grab bars, sink and switch height are appropriate. Interior doors will have to have lever operated door hardware. Minimum clear door width is 32". The building entrances currently meet the minimum clear door width of 32". The timing to close has been slowed down. It was noted that accessible parking is available approximately one block away within the village-owned lots. Symbols are painted on the pavement and signs are present. After discussion is what suggested that \$1200 be allocated to cover the cost of items identified in the accessibility self-evaluation. A motion was made to recommend the proposed budget to the Administration and Personnel Committee with the addition of the \$1200.

Motion by Trustee Bennett, seconded by Trustee Schuckel, to recommend the proposed budget to the Administration and Personnel Committee with the addition of the \$1200. Motion carried by unanimous voice vote.

- 8. **Discussion** – None presented.
- 9. **Communication/Informational:** None presented.
- 10. **Closing Member/Public Comments:** None presented.
- 11. **Adjourn:** Meeting adjourned at 8:22 a.m.

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

Approved: _____
Bryan Hardy, Chairman

Date: _____