

VILLAGE OF BELLAIRE

PROPERTY & BUILDING COMMITTEE

Bryan Hardy, Chairman

Daniel Bennett

Helen Schuckel

COMMITTEE MEETING MINUTES December 19, 2018 7:30 a.m.

1. **Call to Order:** Chairman Hardy called the meeting to order at 7:30 a.m.
2. **Attendance:**
 - Present:** Chairman Hardy, Trustee Schuckel and Trustee Bennett
 - Absent:** None
 - Staff Present:** Lori Luckett, Clerk; Bradley Keiser, DPW Supervisor; Bill Drollinger, Chief of Police
 - Also Present:** None
3. **Approval of Agenda:** The agenda was approved as presented.
 - Motion by Trustee Schuckel, seconded by Trustee Bennett to approve the agenda as presented.**
 - Motion carried by unanimous voice vote.**
4. **Approval of Minutes:** The minutes of the January 9, 2018 meeting were approved as presented.
 - Motion by Trustee Schuckel, seconded by Trustee Bennett to approve the minutes of the January 9, 2018 meeting as presented. Motion carried by unanimous voice vote.**
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business** – None presented.
7. **New Business**
 - a) 2019-2020 Budget – The committee reviewed the proposed budget by item. DPW Supervisor Keiser explained that the \$15,000 amount in repair and maintenance included an amount for labor and materials to clean and paint the Community Hall. There was discussion about including an amount for signage on the front of the Community Hall; adding battery operated emergency lighting in the event of power outage; and reactivating the irrigation system around the building. Supervisor Keiser will get a quote for the signage and plug in emergency lights. An additional \$100 was added to the water and sewer line item for irrigation. Supervisor Keiser suggested it would take half a day to turn on and clean out the irrigation system. The old and unused cameras on the building will be removed when the building is cleaned and painted. Upon completion of the budget review, a motion was made to recommend the proposed budget to the Administration and Personnel Committee.
 - Motion by Trustee Bennett, seconded by Trustee Schuckel to recommend the proposed budget to the Administration and Personnel Committee. Motion carried by unanimous voice vote.**
 - b) Building “Must-Haves”- There was discussion about requirements for new village offices in the event of relocation. Public safety would like to have the same square footage as current. The space includes a shared office, a meeting room, and an evidence room. Two entries to the space and windows would also be nice. A garage for the storage of the police vehicles was suggested. A new location should have a larger public meeting space with upgraded technology, including a visual and sound

system for hearing impaired, and wired for internet. A security system with cameras for the building is recommended. A new location would have ADA accessible restrooms; connected office space for the clerk and treasurer; a private office space for the village president; space for office supplies and more storage, a small meeting room, and a kitchen space either within or near the large meeting space. It was suggested that we check with Forest Home Township and the City of Gaylord about their respective office buildings. On site employee parking would be nice. Chief Drollinger expressed his opinion that an office building be built at Craven Park. Craven Park has enough parking. Staff could monitor the campground and plowing would be easy. The space near the entrance of the park would accommodate the building. Because there is so much room at the park, there are many options available.

8. **Discussion** – None presented.

9. **Communication/Informational:** None presented.

10. **Closing Member/Public Comments:** None presented.

11. **Adjourn: Motion by Trustee Bennett, seconded by Trustee Schuckel to adjourn the meeting. Motion carried by voice vote.** Meeting adjourned at 8:26 a.m.

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

Approved: _____
Bryan Hardy, Chairman

Date: _____