

# Village of Bellaire

## PROPERTY & BUILDING COMMITTEE

Bryan Hardy, Chairman

Patrick Boyd

Helen Schuckel

### COMMITTEE MEETING MINUTES

November 12, 2020

7:30 AM

**I. Call to Order:** The meeting was called to order at 7:30 AM.

**II. Roll Call - Attendance:**

**Present:** Trustee Boyd, Trustee Schuckel, and Chairperson Hardy

**Absent:** None

**Staff Present:** Bradley Keiser, DPW Supervisor; Nicole Essad, Clerk; and Cathy Odom Treasurer.

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

**Motion by Schuckel, seconded by Boyd to approve the agenda as presented. Motion Passed by unanimous voice vote.**

**IV. Approval of Minutes – December 2, 2019:** The minutes of the December 2, 2019 meeting were approved as presented.

**Motion by Boyd, seconded by Schuckel to approve the minutes of the December 2, 2019 meeting as presented. Motion Passed by unanimous voice vote.**

**V. Conflict of Interest:** None presented.

**VI. Public Comment:** None presented.

**VII. Old Business:** None.

**VIII. New Business**

- a. **2021-2022 Budget Items:** DPW Supervisor Keiser stated that these two budgets [Property and Building Budget, and Dam Budget] were the easiest. He stated that the only revision he had for the Property and Building Budget was in repair and maintenance. He asked if this should be reduced as we have not spent what we budgeted for last year. DPW Supervisor Keiser also asked about allocating money for downtown bathrooms. Treasurer Odom stated that the annual load testing for the elevator will be about \$1200. Chairperson Hardy asked if there was anything on the building that needed to be repaired. Clerk Essad and Treasurer Odom indicated that the only thing they could think of was to clean the windows. DPW Supervisor Keiser stated he made two phones about this. Chairperson Hardy asked including the elevator

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testing is \$2500 a good number. DPW Supervisor Keiser stated that there are no big projects for this up coming year. Treasurer Odom suggested to keep it at \$3000. DPW Supervisor Keiser stated that the only other thing for this budget would be to put money away for downtown bathrooms. Chairperson Hardy asked Treasurer Odom what she felt comfortable with putting way for the downtown bathrooms. Treasurer Odom stated that this account is within the General Fund, so there is a good fund balance in there. She suggested starting with \$5,000 or \$10,000. She also stated that it would about a 25 % match from the Trust Fund Grant. DPW Supervisor Keiser suggested \$10,000. Chairperson Hardy agreed with \$10,000. He also asked what the estimated cost for the downtown bathrooms. DPW Supervisor Keiser stated that it was about \$175,000-\$200,000. He stated that these numbers were not close to being right because it had the Village paying for things the DPW can do, and local contractors had not been asked for quotes. Chairperson Hardy stated that if that was the actual numbers then he is in the wrong business. He also asked about the Community Hall cleaning. DPW Supervisor Keiser stated that that number should stay where it is, and that last year it was budgeted \$4,125 so far this year it is \$2,250. Trustee Boyd stated that a lot of time this year the building was closed. Treasurer Odom stated that there are four months left for this Fiscal Year. DPW Supervisor Keiser stated to leave the cleaning at \$4,500. Chairperson Hardy asked for any other questions or comments on the Property and Building Budget. He then stated to move on to the Dam Budget. DPW Supervisor Keiser stated that nothing is really changing. He stated that the State of Michigan is requiring the Village to do a little more maintenance out there, (maintain a wider area). He stated that because of that the equipment and wages had to go up. He stated that the dam/structure is good. IT was the consensus of the Committee to have staff move forward with both budgets.

**IX. Correspondence/Reports:** None presented.

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

**XI. Adjourn:** The meeting was adjourned at 7:41 AM to the call of the Chair.

Minutes compiled by:  
Nicole E. Essad, Clerk

**Minutes are subject to approval.**

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

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