

Village of Bellaire

PROPERTY & BUILDING COMMITTEE

Butch Dewey, Chairman

Anne Wendling

Helen Schuckel

MEETING MINUTES
July 21, 2011 at 10:00 a.m.

1. **Call to Order:** Chairman Dewey called the meeting to order at 10:00 a.m.
2. **Roll Call Attendance**
 - Present:** Chairman Dewey, Helen Schuckel & Anne Wendling
 - Absent:** None
 - Staff Present:** Janet Koch, Clerk
 - Also Present:** Rachel Krino, Mary Ellen Murphy, and Jamie Creason from Parkside Arts Council. Brad and Amanda Kik from Island (Institute for Sustainable Living, Art & Natural Design).
3. **Approval of Agenda:** The agenda was approved.
Motion by Wendling, seconded by Schuckel, to approve the agenda as presented.
Motion carried by voice vote.
4. **Approval of Minutes:** The minutes were approved.
Motion by Schuckel, seconded by Wendling, to approve the minutes of July 13, 2011 as presented. Motion carried by voice vote.
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business**
 - a) **Rental of Community Hall office space** – Chairman Dewey said he'd discussed a lease with the village attorney. He presented the committee with notes from that meeting. Dewey told the committee that, due to state requirements, rental costs have to cover half the expenses. Otherwise it's considered a sponsorship and isn't legal. The \$400 a month discussed at the previous committee meeting barely covers expenses. Dewey presented the option of separating the front office space for other rental possibilities and renting the remaining space to Parkside Arts Council for \$400.

Murphy asked what the price difference would be if they wanted the front office also. Dewey said he didn't know. Dewey added that while \$400 a month might cover operating expenses, it won't pay for major repairs or improvements, items which, in the past, Kearney Township paid half. He said it wouldn't be expected that Parkside pay for half of major repairs, that the village is responsible for those expenses. Dewey added that they'd like to offer Parkside a reasonable rental price. Rachel Krinos of Parkside said she had board approval for up to \$400 per month.

Dewey said another expense would be upgrading the interior village office doors to be more secure. Wendling said that would need to be done no matter who the tenant would be. Dewey said the lease will be modeled on a standard commercial lease. He added

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that extraordinary repairs and incidental repairs would need to be defined. Krinos said that was pretty standard, that within the walls of a lease, if they break it, they fix it.

Dewey said the village would need written approval for any subleases to other non-profit organizations. Dewey added that the village attorney said that art can be displayed in the public hallway with prices. Koch asked if council would want approval of art displayed in the hallway.

Krinos said that they've encountered this issue in the past and are conscious of the potential problems. Within general public spaces they would be aware of placing only appropriate art. Brad Kik said that if council required approval of any art publicly displayed, it would probably be a deal breaker. Dewey added that the time issue would also be a problem, since council only meets once a month. The committee and Parkside agreed they'd work together if any problems came up.

Another attorney requirement was liability insurance in the amount of \$1 million with \$2 million of aggregate coverage. Koch said this sounded similar to what the Bellaire Area Historical Society is required to have.

Dewey said the attorney said it would be fine for Parkside to provide alcohol at show openings with the appropriate license and liability coverage. He also said the village would have to provide the right to erect signage, which would have to follow the requirements of the zoning ordinance. Another concern of the attorney was that a provision be made for no extraordinary utility expenses.

Dewey asked what Parkside thought about the rental costs. Brad Kik said Island is willing to pay \$75 a month to be able to use Parkside's space on a regular basis. Kik thought it would be worthwhile to have the front office space. Wendling liked the idea of adding Island's \$75 a month to Parkside's \$400 a month and having them use the entire office space. Krinos said that the Parkside board, when approving the \$400 a month rental price, had assumed that Island would be contributing some monies. Signage was discussed.

Dewey said he would ask permission from the village president to have the village attorney draw up a lease agreement. Krinos asked about wireless Internet access. Koch wasn't sure about the transmission abilities, and it would be up to council to give access to Parkside. Krinos said that Parkside has some technical experience with computers.

Kik asked if Parkside spent money on energy upgrades, if that money could be credited towards their rent. Dewey said that it could be taken under consideration at the renewal of the lease. Everyone at the table agreed that obtaining grants and partnerships was going to be the way of the future. Krinos said block grants are available.

Krinos said she didn't think it would be fair to promise that Parkside could pay anything more than \$450 a month.

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Motion by Wendling, seconded by Schuckel, that the committee talk to David Schulz, the village president, to gain approval for preparing a lease agreement between the village and Parkside Arts Council to rent the former Kearney Township offices for \$450/month, with the intention of presenting the lease to the village council on August 3. Motion carried by unanimous voice vote.

Motion by Schuckel, seconded by Wendling, to recommend to the Village Council that the office furniture in the former Kearney Township offices be traded in for stackable chairs. Motion carried by unanimous voice.

- b) **215 North Maple** – Koch said she'd contacted Virginia Lacy, the adjacent property owner who'd shown interest in the parcel. Mrs. Lacy was interested in purchasing the property, but said she was not in a position to pay \$10,000 for the property.

Motion by Dewey, seconded by Wendling, to recommend to the Village Council that the property at 215 Maple be relisted for \$10,000. Motion carried by unanimous voice.

7. **New Business:** None presented.
8. **Discussion:** None presented.
9. **Communication/Informational:** None presented.
10. **Closing Member/Public Comments:** None presented.
11. **Adjourn:** Meeting adjourned at 10:45 a.m.

Compiled by Janet Koch, Clerk

Approved: _____
Butch Dewey, Chair

Date: _____