

# Village of Bellaire

## PROPERTY & BUILDING COMMITTEE

Butch Dewey, Chairman

Anne Wendling

Helen Schuckel

**MEETING MINUTES**  
October 21, 2011 at 1:00 p.m.

1. **Call to Order:** Chairman Dewey called the meeting to order at 1:09 p.m.
2. **Roll Call Attendance**
  - Present:** Chairman Dewey & Helen Schuckel. Anne Wendling arrived at 1:11 p.m.
  - Absent:** None
  - Staff Present:** Janet Koch, Clerk
  - Also Present:** Betty Hoover, Mary Ellen Murphy & Rachel Krino
3. **Approval of Agenda:** The agenda was approved.
  - Motion by Schuckel, seconded by Dewey, to approve the agenda as presented.**
  - Motion carried by unanimous voice vote.**
4. **Approval of Minutes:** The minutes were approved.
  - Motion by Schuckel, seconded by Wendling, to approve the minutes of July 21, 2011 as presented. Motion carried by unanimous voice vote.**
5. **Public Comment on Agenda Items:** Chairman Dewey told the attendees that they could speak throughout the meeting.
6. **Old Business:** None presented.
7. **New Business**
  - a) **Volunteer Energy:** Koch said that she'd contacted Marcia Price, clerk at Elk Rapids. Marcia said they'd been with Volunteer Energy for about 10 months and had no complaints, but without going through invoices, it was difficult to estimate savings. Dewey said he liked that it was possible to change at any time with a phone call.
    - Motion by Dewey, seconded by Wendling, to recommend to the Village Council to switch to Volunteer Energy for the village's heating. Motion carried by unanimous voice vote.**
  - b) **Museum – picture panels:** Dewey asked Betty Hoover, who was representing the museum, about the location of the panels. She said they would be downstairs in the hallway, across from the museum's bulletin board. The panels would present a history of the community events in the Community Hall. They hope to get personal stories of past events. Hoover said Marge Fleet had agreed to do the research. She also said they planned to use insulation panels that they will cover with fabric and glue to the wall.
    - Motion by Dewey, seconded by Schuckel, to recommend to the Village Council to allow the Museum to put picture panels downstairs. Motion carried by unanimous voice vote.**

It was agreed that the staff at the village offices will collect information for the panels that people wish to drop off.

- c) **Museum - lease:** Dewey said the document is an addendum to the lease stating that Kearney Township has deeded the community hall to the village and that the substantive provisions of the lease remain in effect. It is the same lease, but Kearney Township isn't involved any more.

**Motion by Dewey, seconded by Wendling, to recommend to the Village Council to sign the lease addendum to the existing lease. Motion carried by unanimous voice vote.**

- d) **Public restroom cleaning schedule:** The committee discussed additional cleaning of the bathrooms during the summer months, particularly during holiday and festival weekends. Hoover showed the committee that museum attendance has risen steadily.

Koch said the cleaning lady, Jan Howland, had been paid \$100 a week to clean upstairs and the bathrooms downstairs, but is now being paid \$75 a week since she isn't cleaning the former Kearney offices. This takes 4-6 hours, resulting in roughly \$17 per hour. Koch said Howland hadn't been contacted about additional cleaning, but it seemed likely that she would be agreeable.

**Motion by Schuckel, seconded by Wendling, to recommend to the Village Council to budget to have the downstairs bathrooms cleaned an additional 5 times at \$25 a cleaning. Motion carried by unanimous voice vote.**

Koch said staff would talk to Howland and confirm that she will be able to clean on Fridays before Rubber Ducky, Harvest Festival, and before the Fourth of July holiday.

- e) **Public restroom toilet paper holders / paper towel holders:** Hoover said she was willing to approach local non-profit organizations and ask for donations to provide bathroom accessories. Koch presented prices and specifics for the accessories. She also noted that the toilet paper for the 9" rolls is significantly higher than the standard rolls and the 12" rolls.

Hoover asked if the village was committed to one supplier. Koch said they use Staples. Wendling said her school uses KSS Janitorial Supply; that they deliver and install accessories. Krino reminded the committee that obtaining a grant from Rotary is possible and to start thinking about what the village would want to do if money was available. Hoover mentioned a bench and curtains in the restrooms.

The issue was tabled until Hoover reports back to the committee regarding possible donations.

- f) **Public restroom wastebaskets:** The issue was tabled until Hoover reports back to the committee regarding possible donations.
- g) **Out of order signs for public restrooms:** Hoover requested that an "Out of Order" sign for the bathrooms be available. Wendling said she would print and laminate a sign.
- h) **Locks on public restroom doors:** The issue was tabled until is it determined if the Rotary grant can be obtained.
- i) **Door for men's stall in public restrooms:** The issue was tabled until is it determined if the Rotary grant can be obtained.

j) **Baby changing tables in public restrooms:** The issue was tabled until Hoover reports back to the committee regarding possible donations. The committee hopes to have something in place by May 1, 2012.

k) **Museum / Parkside internet access:** Koch said she talked to COLI and they said talk to our Internet provider, who is Charter Communications. Charter said that they'd installed the modem, but not the router, and so couldn't make any determination on security. The Charter representative did say that it was unlikely that anyone could breach the village's computers, but that it would be necessary to get a professional opinion to be absolutely sure.

Krino said that John from the PC Doctor owes her company work hours in trade and she'd be willing to have him stop at the village offices to look at the security issues.

**Motion by Wendling, seconded by Schuckel, that, depending on confirmation of security, to recommend to the Village Council to allow the museum and Parkside access to the village's wireless Internet. Motion carried by unanimous voice vote.**

l) **Parkside – relocation of cork board into hallway:** Krino said that Parkside would like to move the corkboard into the hallway. Hoover said that the museum has, in the past, decorated a Christmas tree in the corner where Parkside's signs are currently located. Krino said they would move the signs.

**Motion by Dewey, seconded by Schuckel, that Parkside be allowed to move the corkboard into the hallway. Motion carried by unanimous voice vote.**

m) **Parkside – changing doors:** Krino said that Parkside would like to change the closed off doorway from a window to a full-pane exterior grade glass door and changing the other doors to nicer solid core doors, maybe exterior. Krino said this wouldn't necessarily happen right away; they want to get approval so they can start recruiting.

**Motion by Dewey, seconded by Schuckel, to allow Parkside to change the doors with approval of the DPW Supervisor. Motion carried by unanimous voice vote.**

n) **Parkside – use of stage area. Storage / workshops / haunted house:** Krino said she'd had artists ask if they could use the stage area for storage and for a workspace. Dewey said his concern is safety. There is no heat, the electrical systems aren't useable, and the stairs aren't safe or up to code. The committee said that the stage shouldn't be used by the public.

**Motion by Dewey, seconded by Wendling, to allow Parkside to use the stage area for storage, but not for public use. Motion carried by unanimous voice vote.**

o) **Parkside – gallery space lighting:** Krino said Parkside would like to replace the current florescent fixtures with track lighting. She said the old fixtures would be saved to be reinstalled if Parkside leaves.

**Motion by Dewey, seconded by Wendling, to allow Parkside to have track lighting installed pending approval of the DPW Supervisor.**

A discussion followed the motion. Koch asked if Ken Stead of the DPW could meet with Parkside's builder before the next council meeting. Dewey said he felt Parkside could do the lighting project even two years from now as long as they get approval of the DPW Superintendent. Koch wondered if council should have more information

regarding the lighting before making a decision. Dewey said if we do that, every project will be slowed down. Koch said going slow isn't a bad idea; that there is a lot to think about. Wendling said couldn't the committee just tell council what they recommended. Koch agreed, but added that it is a community hall, and she was trying to anticipate questions. Krino said there are always questions.

Dewey said his concern was that if, a year from now, Parkside suddenly has money, that bringing the issue to committee, then council, then if council has questions, that the project could be a three month process. Parkside is trying to make money and that's the difference between private enterprise and the village; they move faster. Krino said especially since they're a grass roots movement. Wendling and Schuckel said they'd prefer to allow Parkside to complete a project when they have funding. Krino said anything outside the walls would always come to council for final approval.

**Dewey amended the motion to have the lighting installed by a licensed electrician. Wendling seconded the amendment.**

Koch said the committee should think long term and that the establishment of precedent should also be considered.

**Motion carried by unanimous voice vote.**

- p) **Parkside – hallway painting:** Krino said Parkside would like permission to paint the public hallway, that it's kind of drab and they would like to spice it up. They don't have any firm plans at this time.

The issue was tabled until a design is presented.

- q) **Parkside – exterior building sign design:** Krino said their plan is to have a vertical sign "GALLERY," looking similar to their posters. The proposed sign will meet the zoning requirements. She hoped to mount the sign on the museum's sign bracket. Dewey said that council would need something visual. Krino said she could provide something. She said the sign would be installed by Pro Image Design.

**Motion by Dewey, seconded by Wendling, to recommend to the Village Council to approve the design for the Parkside Gallery exterior sign, and that Parkside will submit a design. Motion carried by unanimous voice vote.**

- r) **Parkside – use of council chambers:** Krino asked Koch if she'd received the Google calendar she'd sent to her and some other people to use for scheduling. Koch said she hadn't received it, but that she had put together a calendar using Coffee Cup software. It wasn't published on the website yet, but would be on the right hand column. Events could be sent to Koch and she would publish it on the village's website. Koch said she could include the times the Parkside Gallery is open and would also include museum events. Krino asked about installing a projection screen. Koch said that when the council chambers are reserved that it needs to be made clear which side is being reserved; north, south, or both.

Dewey said someone from Parkside had left windows open all weekend twice. Security and heating are both issues. Hoover said they have a checkout list for volunteers to use. Krino said there would be administrative work done the following day and procedures would be put in place. Hoover said the door from council chambers to the stairs outside was also unlocked; that there is direct access to the museum through that door.

Krino said they had two sets of flat files donated to Parkside. She said they don't fit well in the gallery; they wanted to know if they could put them on the north side of the council chambers. Dewey said usually tables were set up there anyway. Hoover asked what was in the kitchen area; Krino said that was going to be office space for ISLAND. Hoover asked about using the kitchen for events. Krino said they'd be glad to make the kitchen available when it was needed. Krino asked if there were any concerns about using the space as she suggested. Dewey said he felt they could go ahead; that if council doesn't approve, they'll hear about it.

Murphy asked if she could put a stained glass panel on the transom window over the main entrance. Koch said she'd like to have Ken Stead approve the method of attachment to ensure its stability. The committee gave Parkside permission to hang removable stained glass panel above the community hall's entryway.

**Motion by Dewey, seconded by Schuckel, to allow Parkside, the Bellaire Historical Museum, and ISLAND use of the council chambers with approval of Janet Koch, the village clerk, pending scheduling. Motion carried by unanimous voice vote.**

8. **Discussion:** Hoover asked if the committee would be interested in the museum proceeding with placing a bench in the downstairs women's bathroom. The committee said if the bench was stable that they didn't see why not. Hoover also said she'd like to install curtains on a spring-loaded curtain rod.
9. **Communication/Informational:** None presented.
10. **Closing Member/Public Comments:** None presented.
11. **Adjourn:** Meeting adjourned at 2:30 p.m.

Compiled by Janet Koch, Clerk

Approved: \_\_\_\_\_  
Butch Dewey, Chair

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