

# Village of Bellaire

## PROPERTY & BUILDING COMMITTEE

Butch Dewey, Chairman

Anne Wendling

Helen Schuckel

**MEETING MINUTES**  
December 28, 2011 at 11:00 a.m.

1. **Call to Order:** Chairman Dewey called the meeting to order at 11:12 a.m.
2. **Roll Call Attendance**
  - Present:** Chairman Dewey, Anne Wendling & Helen Schuckel
  - Absent:** None
  - Staff Present:** Janet Koch, Clerk and Cathy Odom, Treasurer/Deputy Clerk
  - Also Present:** None
3. **Approval of Agenda:** The agenda was approved.  
**Motion by Schuckel, seconded by Wendling, to approve the agenda as presented.**  
**Motion carried by unanimous voice vote.**
4. **Approval of Minutes:** The minutes were approved.  
**Motion by Wendling, seconded by Schuckel, to approve the minutes of October 12, 2011 as presented. Motion carried by unanimous voice vote.**
5. **Public Comment on Agenda Items:** No public present.
6. **Old Business:** None presented.
7. **New Business**
  - a) **Wireless router** – Koch told the committee that she had not been able to change the access code for the wireless router. In addition, due to the connection between the wireless router and the Ethernet connection to the village office's primary internet access, she didn't feel confident that she could successfully reset the wireless password without interfering with the office's internet access.  
  
She recommended that the village develop a relationship with a reliable IT professional, that next year's budget could include a line item for an IT consultation. The committee discussed various possibilities for an IT consultant. Koch said she'd ask other area municipalities who they use for IT.  
  
**Motion by Wendling, seconded by Schuckel, to recommend to the Village Council that Parkside Arts Council pay for their own Internet connection and that \$1000 be put into next year's budget for computer technology upgrades and equipment.**  
**Motion carried by unanimous voice vote.**
  - b) **Community Room use policy** – Wendling said she thought the village should only allow community room use by the village and Parkside and see how that went. Dewey said that the Historical Society and ISLAND would need to be included. Koch said that the Chamber of Commerce and the Women's Resource Center already use the room occasionally.

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The committee discussed use of the space by entities other than the village and the village's tenants. The committee also reviewed hall rental policies provided by other municipalities. It was noted that most of those halls provided kitchen facilities and had an exterior door. Staff and the committee were both concerned with the building's security if keys were handed out to hall renters.

After a lengthy discussion, it was decided that the following items should be incorporated into a policy for renting the community room:

- 1) The room will be rented to municipalities or non-profit entities only.
- 2) Evening and weekend events must be hosted and attended throughout by a tenant. An exception is an event open to the general public – for an event of this type, the room can be rented by a municipality or a non-profit organization. However, private organizations may apply to the village council to have the community room opened for a general public event.
- 3) There will be no charge for events.
- 4) A \$25 deposit will be required from any renter who isn't a tenant.
- 5) The deposit is forfeited if a reserved event does not take place.
- 6) Reservations can be made one year in advance.
- 7) Repeating reservations will be allowed with a three-event trial period. If there are no difficulties, the reservation can be extended to 12 months.
- 8) Only unheated foods will be allowed.
- 9) No alcohol will be allowed with the exception of appropriately licensed tenant-hosted events.
- 10) No smoking is allowed in the building.
- 11) All renters must sign an agreement. The agreement should, at a minimum, include the following statements:
  - a) The Community Room is accepted in its present condition and will be returned to the Village in the same condition.
  - b) The Renter will reimburse the Village for actual costs of any repairs and/or cleaning needed as a result of damages.
  - c) The Renter shall indemnify, save and hold harmless the Village from any and all claims from Renter's guests.

**Motion by Dewey, seconded by Wendling, to recommend that the Village Council approve the above list of items. Motion carried by unanimous voice vote.**

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- 8. **Discussion:** None presented.
- 9. **Communication/Informational:** None presented.
- 10. **Closing Member/Public Comments:** Dewey noted that the grounds are in good shape, that the chimney needed retucking, but that it wasn't critical. He added that he'd talked to Ken Stead, DPW Superintendent, who said that buildings were in good shape.
- 11. **Adjourn:** Meeting adjourned at 12:16 p.m.

Compiled by Janet Koch, Clerk

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

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