

Village of Bellaire

PROPERTY & BUILDING COMMITTEE

Butch Dewey, Chairman

Anne Wendling

Helen Schuckel

MEETING MINUTES
September 11, 2012 at 12:00 p.m.

1. **Call to Order:** Chairman Dewey called the meeting to order at 12:00 p.m.
2. **Roll Call Attendance**
 - Present:** Chairman Dewey & Helen Schuckel
 - Absent:** Anne Wendling
 - Staff Present:** Janet Koch, Clerk
 - Also Present:** Rachel Krino, Jamie Creason, Mary Ellen Murphy, all representatives of Parkside Arts Council
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 Dewey, to approve the minutes of August 22, 2012 as presented. Motion carried by unanimous voice vote.
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business**
 - a) **Lease – Parkside Arts Council:** The committee had recommended to council to increase the monthly rent in the lease agreement between the Village of Bellaire and PAC from \$450 a month to \$475 a month. Dewey said the proposed \$25 increase was in anticipation of what is likely to be an expensive boiler system repair. The representatives from PAC said they are concerned about their ability to pay a \$475 monthly rent.

Koch mentioned that the elevator had been repaired twice in the last few months, one repair being about \$700. Krino said the lease states that they're not responsible for repairs. Dewey said PAC will not be billed for any repairs; Schuckel said repair costs are incorporated into the rent.

Krino asked what the museum pays for rent. Koch said they pay \$2. She added that the museum is only open 3 months out of the year, and doesn't use any additional heat or air conditioning. Dewey added that they occupy space that wasn't being used otherwise. Jamie Creason will be the village's new contact for event scheduling.

Krino said the board had been talking about looking around for other space. She added that paying \$450 a month was hard to swallow since fellow organizations are paying \$1 for rent and utilities. Those organizations can afford to do more programming events. Murphy said Jordan River Arts Council and the Circle of Arts rent the old library in

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Charlevoix for \$1 and pays utilities only. Krino said she didn't know what they paid for utilities, that PAC may be getting a better deal. Krino asked if energy costs decreased, would the rent ever go down? Dewey said he couldn't answer that question.

Krino said she's writing grant applications for PAC that are due on October 1, but that PAC won't receive notification of grant awards until January. Murphy said PAC had \$2000 in hand, a little more than 4 months of rent. Renting month to month was discussed, as was defining the term of the lease to start in February instead of October, in order to match the grant award cycle.

Krino asked about the capital grant. She had emailed Koch about the Michigan Council for Arts and Cultural Affairs grant the day of the September 5 council meeting. Koch said since the grant application was extensive and since the due date was October 1, there wouldn't be time for her to complete the application. In addition, she said the age of the building meant the State Historic Preservation Office needed to be contacted regarding the building's eligibility for the National Register of Historic Places. She added that the 1:1 match was also a problem. Krino said their rent could be considered part of the match. Koch asked if the capital grant was an annual award; Krino said she didn't know.

Motion by Dewey, seconded by Schuckel, to recommend to the Village Council to continue the lease with Parkside Arts Council at \$450 per month until February 1, 2013. Motion carried by unanimous voice vote.

Koch said she'd look into the pros and cons of being registered with the National Register of Historic Places.

7. New Business

a) **Various Matters As Appropriate:** None discussed.

8. **Discussion:** None presented.

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

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

11. **Adjourn:** Meeting adjourned at 12:37 p.m.

Compiled by Janet Koch, Clerk

Approved: _____
Butch Dewey, Chair

Date: _____