

VILLAGE OF BELLAIRE

PROPERTY & BUILDING COMMITTEE

Butch Dewey, Chairperson

Daniel Bennett

Helen Schuckel

COMMITTEE MEETING MINUTES

February 11, 2014 at 11:00 a.m.

1. **Call to Order:** Chairman Dewey called the meeting to order a 11:01 a.m.
2. **Roll Call Attendance**
 - Present:** Chairman Dewey and Dan Bennett.
 - Absent:** Helen Schuckel
 - Staff Present:** Lori Luckett, Clerk
 - Also Present:** Mary Ellen Murphy and Rachel Krino from Parkside Arts Council
3. **Approval of Agenda:** The agenda was approved.
Motion by Dewey seconded by Bennett, to approve the agenda as presented. Motion carried by unanimous voice vote.
4. **Approval of Minutes:** The minutes were approved.
Motion by Bennett, seconded by Dewey, to approve the minutes of August 1, 2013 as presented. Motion carried by unanimous voice vote.
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business – No old business**
7. **New Business**
 - a) **Parkside Arts Council Lease** – Recap of current lease agreement and discussion of new lease effective February 1, 2014 by Krino and Dewey. Discussion whether ISLAND should be added to the lease as a lessee since Parkside and ISLAND are paying one-half of the monthly rent. Monthly rent to be set at \$450.00 per month for a lease term of one year.

Discussion jumped to second item of new business, yoga classes, because the classes are an important to the payment of rent by Parkside. Dewey raised Village of Bellaire Policy #27, dealing with Community Room Rental and whether a “for profit person/business may use the Community Room when item 3) on the policy states, “(t)here will be no charge for events.” Dewey explained Village property is not to be used for profit.

Krino asked of sublease of Parkside space and whether it was separate from Village policy. Krino indicated that Parkside would lose revenue if it could not charge to teach art classes instructed by artists hired for profit.

Dewey asked about amendments to the lease to address parties to the lease and whether it can be sublet for yoga classes. Suggestion by Krino that any monies received for any classes, including yoga, would be collected by or on behalf of Parkside.

Bennett stated that it would be best if fees were collected in this manner. There would be a paper trail. Dewey indicated that the Village policy on the use of the Community Room would likely not change.

Discussion of sharing of space between Parkside and ISLAND. According to Krino the Village Council already approved the sharing of leased space between Parkside and ISLAND with each to share equally in the payment of rent.

Krino advised that tables had been purchased for use by Parkside and ISLAND that would need to be stored. Discussion of space being used by Parkside: office space; use of the Village Council meeting room/Community Space; and north half of the stage for storage.

Discussion of the proposed lease terms: Lessee - Parkside Arts Council; rent \$450.00 per month; one year lease term commencing February 1, 2014; inclusion of storage space currently being used by Parkside, north half of the stage; assignment and subletting paragraph was included to address ISLAND; required liability insurance.

Krino informed committee that Parkside was going to have an influx of tables, 10 or 12, for use by classes and workshops. Tables are to be stored in the gallery or on the north half of the stage.

Question as to whether a new lease should be drafted or whether an is addendum sufficient? **Dewey made motion, seconded by Bennett, to have Clerk contact village attorney to inquire whether a new lease agreement should be entered addressing lease provisions or whether amendments to the lease agreement addressing proposed terms are sufficient. Motion carried by unanimous voice vote.**

Krino requested approval to continue yoga classes. There has been confusion about when and whether classes could be conducted. According to Dewey because classes are being offered through Parkside, they may continue until further notice.

Krino advised there was a new board member taking over the gallery who would like to bring art back to the hallway. Additionally, Parkside would like to revisit the repainting of the hallway to augment the artwork. Color would be muted and pre-approved by the Village Council. According to Krino, Parkside had approval to add track lighting to gallery. Parkside would also like to do fundraising to add track lighting to the hallway. Dewey indicated that repainting would not likely be approved but suggested that painting and lighting be presented to the Council.

Dewey made a motion to recommend to Village Council that it receive a proposal on colors and track lighting for the hallway. Seconded by Bennett. Motion passed by unanimous voice vote.

Krino asked about signage. Advised that she had been approached by the president of the historical museum about appropriate signage for the building. Historical museum would like to partner with Parkside to create "appropriate signage." Dewey suggested they submit a proposal for removal of Kearney Township from the sign. Parkside is under signage restrictions. Krino had a question on limit of signage. She was directed to contact the zoning administrator.

Krino advised of an October 1 deadline for a capital grant for which Parkside would like to apply to assist with carpeting and other capital improvements to the building.

According to Krino, line items for building upkeep and maintenance from the Village budget may be used in the proposal. Because the Village owns the building, the Village would have to join in the application. Dewey directed her to make a proposal to the Village Council.

b) Yoga classes – Discussion of collection of fees and use of space addressed in conjunction with Parkside Arts Council Lease.

- 8. Discussion** – None presented.
- 9. Communication/Informational:** None presented.
- 10. Closing Member/Public Comments:** None presented.
- 11. Adjourn:** Meeting adjourned at 11:47 a.m.

Compiled by Lori Luckett, Clerk

Approved: _____
Butch Dewey, Chair

Date: _____