

VILLAGE OF BELLAIRE

PROPERTY & BUILDING COMMITTEE

Bryan Hardy, Chairman

Daniel Bennett

Helen Schuckel

COMMITTEE MEETING MINUTES

January 13, 2015 at 8:30 a.m.

1. **Call to Order:** Chairman Hardy called the meeting to order at 8:31 a.m.

2. **Attendance:**

Present: Chairman Hardy, Trustee Schuckel and Trustee Bennett

Absent: None.

Staff Present: Clerk Luckett

Also Present: None

3. **Approval of Agenda:** Clerk Luckett pointed out the typographical error in the date under Approval of Minutes. The last meeting was February 11, 2014, not February 14, 2014. The amended agenda was approved.

Motion by Bennett, seconded by Schuckel, to approve the agenda as amended. Motion carried by unanimous voice vote.

4. **Public Comment on Agenda Items:** None presented.

5. **Old Business – No old business**

6. **New Business**

a) Parkside Arts Council Lease – Clerk Luckett reported that she had reviewed the lease as President Schulz had requested. Parkside will not be renewing the lease at the end of this term, January 31, 2015. There were questions about removal of fixtures at the end of the lease term and the restoration of the premises to the same condition as prior to the lease. Clerk Luckett stated that she had spoken to Mary Ellen Murphy of Parkside last Friday and had walked through the space with her. Ms. Murphy had questions for the committee including whether the doors that had been removed and replaced with glass display panels needed to be reinstalled. The committee inspected the hallway to view the glass display panels and agreed that the doors should be reinstalled. Clerk Luckett next asked about the art displayed in the hallway and whether the Village would like to continue its display. Trustee Bennett expressed concern about the liability for the artwork in the event it was damaged. The artwork on display is offered for sale and there would not be a representative of Parkside to monitor. The committee agreed that the artwork should be removed. Additionally, Ms. Murphy asked about the stained glass above the entry doors and the sculpture and whether these items could be removed when the weather warmed. After discussion, the committee agreed that allowing these items to be removed by the end of April was reasonable. Lastly, Ms. Murphy had asked about whether the Village wanted the dishes and refrigerator in the kitchen area. The refrigerator had been donated to Parkside and they did not need the dishes. Trustee Schuckel asked if they were offering these items to the Village without charge. Clerk Luckett indicated that she thought they were but that she would confirm. Clerk Luckett also advised the committee that once Parkside removed the artwork and displays they would be repairing and repainting the walls the light gray. In the event Parkside requests use of storage until all artwork can be removed, provided there is no other tenant needing the space and Parkside provides insurance coverage, the committee will recommend to council that Parkside have until February 13, 2015. Clerk Luckett also mentioned that all keys were to be returned. Trustee Bennett asked about a

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new lock for the rental space. It was agreed that the committee could address this matter, if needed, when there is a new tenant.

b) Community Hall Rental Policy – The committee next reviewed the Community Room Rental Policy that had been recommended by the Property and Building Committee December 28, 2011 and approved by the Village Council January 4, 2012. Clerk Luckett reported that the rental of the community room had come up recently. The yoga instructor, Daryl Allison-Busch, currently offers classes through Parkside and asked whether she could continue to rent the community room for her classes after Parkside vacated. Clerk Luckett advised the committee that she had responded to Ms. Busch and explained that under the current policy, the community room is available for rent to municipalities and non-profits only. Trustee Schuckel explained that parks are not allowed to be used for profit; this policy has also been extended to the community room. Chairman Hardy expressed his opinion as an employee of a non-profit, that there is not enough space for rent at reasonable rates available for use by non-profits. He did not think that the current rental policy should be changed. After further discussion the committee agreed that the current Community Room Rental Policy should stay in effect.

c) 2015-2016 Budget – The committee asked Clerk Luckett if she had received complaints or comments about the Village Office building. She reported that she had received a complaint about the lack of hot water in the public restroom. Clerk Luckett was directed to ask DPW Superintendent Ken Stead about a water heater for the public restroom. Future use of rental space was discussed and the committee agreed that it made sense to keep the vacated suite available for rent, possibly by multiple tenants. No other building or property budget requests have been presented for the committee's consideration.

7. **Discussion** – None presented.
8. **Communication/Informational:** None presented.
9. **Closing Member/Public Comments:** None presented.
10. **Adjourn:** Meeting adjourned at 9:01 a.m.

Compiled by Lori Luckett, Clerk
Minutes are subject to approval.

Approved: _____

Bryan Hardy, Chairman

Date: _____