

**Village of Bellaire
Ad Hoc Committee Minutes
Community Hall Relocation
January 9, 2020**

1. **Call to Order:** Chairman Ciganick called the meeting to order at 9:00 AM.
2. **Attendance:**
 - Present:** Council President Pro-Temp David Ciganick, Council President Dan Bennett, Members, Bradley Keiser & DPW Supervisor, Cathy Odom.
 - Absent:** N/A
 - Also Present:** Amanda Kik
3. **Approval of Agenda:** The agenda was approved.

Motion by Bennett, seconded by Keiser, to approve the agenda as presented. Motion carried by voice vote.
4. **Approval of Minutes:** The minutes of the November 19, 2019 meeting were approved.

Motion by Bennett, seconded by Keiser, to approve the minutes from November 19, 2019 as presented. Motion carried by voice vote.
5. **Public Comment:** None presented.
6. **Old Business:**
 - a) **Village Office Relocation:** Chairman Ciganick informed the committee that shortly after the last meeting; Mr. Keiser approached him with another idea for sharing the current community hall that came from the DPW. Chairman Ciganick explained that we would move the offices to the front of the building, with the Clerk on one side of the hallway and the Treasurer on the other. He explained that this idea seems to make the most sense. He suggested we do a walk about to show everyone what we had in mind. Amanda Kik did remind all that no matter what plan was chosen, everyone would still have to move out for construction. Locations were then discussed. Ciganick stated that the opinion for the school option has not moved forward at all. Receptiveness from the school board seemed very flat, which is surprising because it is hard to make any decision without all of the facts. He said we could certainly approach them again for a temporary location. Amanda Kik noted that we would need to be in a temporary location for approximately a year. The museum moving out was also discussed. She noted that she would like to gather costs for the move so they could be bundled into the fundraising efforts. Moving the items in the evidence room was also discussed. Mr. Keiser suggested a possibility of using a classroom that is located at the fire department as a temporary location for the Village offices.

The Committee then proceeded with a walk about to look at keeping their offices in the current location.

Ciganick noted that keeping the offices in the current location and sharing the space with the DDA after renovations was the option that best suited our needs and we could present this Council. The next move is to determine a temporary office location that can be used during renovations. It was noted that wherever we go we have to make sure it is ADA compliant. The school, the Unger House and the fire department were all locations discussed. Ciganick then noted we would have to determine what the relationship with the group that will be running the hall after renovations would look like. He said it seems like it would be a lease program. Items such as HVAC, electric, water & sewer were discussed. Amanda Kik said the DDA would be managing the space with Ciganick noting that whoever manages it may be someone other than the entity that pays the bills. Amanda Kik said she believes it would be the DDA. It might be possible for the Village to absorb the water & sewer bills, but HVAC costs, based on cubic space, may be different due to the size of the rooms. How to divide the costs for

utilities was then discussed. The bulk cost for renovations would fall on the DDA, but the costs of our office renovations could play a factor in the lease. The liabilities would have to fall on the DDA, but the cost for insurance may have to be shared. Also discussed was the space that is currently used by other entities. Example, the Chamber uses the some of the space for ornament making during light up the night. The DDA would take over those requests. Off topic, Amanda Kik asked if there was a spot some place where the carpet could be pulled back to see what was underneath it. Mr. Keiser said we could find a spot. Ciganick recapped the conversation, noting that we discussed the number of cubic feet regarding fuel, insurance shared costs, the Village would retain the cost of water & sewer, and temporary housing. Ciganick said he would take the lead on going back to the school for temporary housing with Mr. Keiser noting that the costs for modifying things at the school so we could stay there may not be worth it. Keiser will check with the fire department. The Health Center was also discussed as a temporary home; however, Keiser noted that they currently do not have water available. Ciganick also reiterated that costs for a temporary home should be incurred by the DDA because he feels the taxpayers should not have to incur any further costs than they normally do. Mr. Bennett noted that the Health Center could be an ideal location because there would be enough storage space for the museum items and for Village offices. Amanda said she would get with the contractor for more details about having to move out. Odom asked what the timeline was for the project. Ms. Kik said it depends on how quickly the fundraising goes. She said there is a one million dollar grant available from MEDC. This grant requires a match and the match has to be on hand before we can apply for the grant. Once the application is in, it will take another six months to process the grant. They are looking to raise 2.85 million for the project. She said she would like to have all of this done within a year. Renovations could begin after that. Using a portable office space was then discussed. There would be multiple locations available to place a portable building. Keiser will check into vendors.

- 8. **New Business:** None presented.
- 9. **Discussion Items:** None presented.
- 10. **Communication/Informational:** None presented.
- 11. **Closing Member/Public Comment:** None presented.
- 12. **Adjourn:** Meeting adjourned at 10:12 A.M.

Compiled by Cathy Odom
Minutes are subject to approval.

Approved: _____

Date: _____