



West Plainfield Fire Protection District
24901 County Road 95, Davis, CA 95616 (530) 756-0212

STANDING COMMITTEE – LILLARD HALL – MINUTES
April 27, 2023 at 4:00 PM

Held:
Lillard Hall
24905 County Road 95
Davis CA, 95616

1. Call the meeting to order (Chair Amy)

Chair Amy called the meeting to order at 4:00 PM.

Present were:

Board / Committee Members: Emily Amy and Warren Roos
Technical Support Staff: Hall Manager Ned Sykes and Fire Chief Cherie Rita
Public / Potential Renter: Son Chong, Common Grounds

2. Public comment

NONE

3. Discussion / Action – Kitchen Lease / Remodel (Chair Amy)

a. Meet with Son Chong

- The price for completion of the kitchen remodel project is now estimated to be between \$40,000 - \$60,000.00.
- Agreed that ADA compliant stove, microwave (unless Mr. Chong needs one), and hood would be installed later as money became available.
- Need to install / upgrade floor drains and grease trap.
- Confirmed that the County would need to agree to the sublease
 - o Chief Rita reported she had not yet heard back from Supervisor Frerichs' office and would follow up.
- Mr. Chong has an option for a month-to-month extension of his current lease.
- The remodel of the kitchen will have to happen in tandem with the bathroom remodels, or before, since it is likely the Health Department will require it.
 - o Hall Manager Sykes reported that we still need the actual remodel costs / bids, if necessary, before we can get approval for and begin the project.

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- Chair Amy will check with plumbers (Halls Plumbing and Yolo Plumbing at a minimum).
- Discussed lease terms:
 - 10-year lease term; Commissioner Roos suggested an alternate of a 5-year lease, with a 5-year option. Committee settled on, and Mr. Chong agreed to, a 5-year lease, with a 5-year renewal option.
 - Lease would NOT be triple-net.
 - Mr. Chong to advance the kitchen remodel costs, less: stove/range, microwave, and range hood; to be reimbursed by the District.
 - Regarding reimbursement of the kitchen remodel costs:
 - No repayment penalty.
 - No interest due.
 - Rent of \$1,000.00 per month, with a \$600 month credit until the kitchen remodel project is repaid to Mr. Chong.
 - Rental payment includes utilities: electric, water, garbage, propane.
 - Include a CPI increase based on either San Francisco or San Jose indices.
 - Rental payments would not include rodent control costs or other costs with maintaining the commercial nature of the kitchen once it is updated; those would be borne by Mr. Chong.
 - Mr. Chong would be able to assign the lease, which would include his right to remaining repayment of kitchen remodel costs; remaining kitchen remodel costs would then be due to new lessee.
 - Mr. Chong would need to maintain the usual liability insurance and security deposit as outlined in current Lillard Hall Use Policies.
 - On default by Mr. Chong:
 - Improvements become ours.
 - We would have no obligation to reimburse remaining kitchen remodel costs.
 - On default by the District:
 - If all reimbursement of costs advanced for the kitchen remodel has not been made, Mr. Chong is agreeable to lease term that specifies all parties would, at that point,

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enter into a written agreement regarding remaining reimbursement.

- Chair Amy requested that Chief Rita prepare a draft lease agreement based on the above. Chair Amy to provide the form to Chief Rita.

b. Recommendations to Board, if any

- i. The committee recommends that the Board move forward with the kitchen remodel / lease project with Mr. Chong under the terms outlined above.
- ii. The committee recommends that the Board approve the bathroom models to make them ADA compliant.

4. Open Forum – Other Hall Business (Chair Amy)

See above re bathroom remodel.

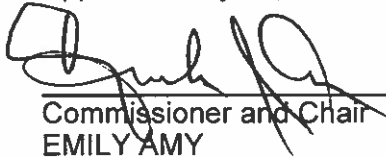
5. Calendar (Chair Amy)

a. The next Lillard Hall Committee meeting to be determined

No new meeting date set. Chair Amy indicated she would call another meeting as needed.

6. Adjourn Meeting (Chair Amy)

Approved May 16, 2023



Commissioner and Chair
EMILY AMY



Minutes Recorded by
CHERIE RITA, Fire Chief