

**Village Board of Trustees  
Meeting Minutes of April 24, 2012**

Present: Mayor Lee, Trustees Gates, Speer, Bimmler, Fowler  
Village Manager, Janet Surridge  
Superintendent of Public Works, Mike McHenry  
Village Clerk, Shari Pearce  
Code Enforcement Officer, Mike Lissow  
Office, Debbie Jones

Guests: Shannon Zabelny

Mayor Lee called the special meeting to order at 5:00 p.m. with the pledge of allegiance to the flag.

**Public Forum:** There were no comments from the public. The public portion of the meeting was closed at 5:01 p.m.

**Community Center Discussion**

During the budget process, the Village Board was a little concerned about the increased cost to operate the Community Center so they requested that Mrs. Surridge prepare a cost analysis. The purpose of this meeting was to review the data that was prepared.

After reviewing the data, Janet Surridge updated the Board on the recent communication between our tenants and the community groups who use this building. She also remarked there is a new process to make building reservations including forms that need to be completed prior to any person or group renting the rooms in the Community Center. New signs listing our business hours and building hours are being installed in the two main entrances to the building.

Discussion took place regarding if the Community Center should be open every Saturday from 9:00 a.m. -3:00 p.m. and if the Village should absorb the cost for the custodial personnel. After a lengthy discussion, the board determined they are in favor of opening the building on Saturdays but due to budget constraints we can only afford about 50% of the associated costs to do this. A suggestion was made that we should approach the Town of Parma Board and ask if they would be willing to contribute the other 50% (which is about \$1,500) since Parma residents use the Community Center.

**Resolution** to open the Community Center on each Saturday of the month, except holidays, and approach the Town of Parma Board and ask if they will share 50% of the custodial/security fees. Motion made by Trustee Speer, seconded by Trustee Fowler. Carried 3-2 (opposed, Trustee Gates and Bimmler).

Trustee Speer stated as Liaison to the Town of Parma Board, he will ask to be placed on the next agenda to discuss this item with the Town Board members.

## **Lease Renewals**

A lengthy discussion took place regarding if there should be a rental rate increase to our tenants for the 2012-13 fiscal year. All the leases are up for renewal on May 31, 2012 except Recreation, which expires on 12/31/12. The board determined to raise the rates 1.5% due to the increased maintenance and operating costs of the building.

The Board then discussed the lease with the Life Quest Community Church. The Church has a verbal agreement with the Hilton Community Child Care to sublet several of their rooms on Sundays. Mrs. SurrIDGE reported that she was informed by our Day Care tenant that they would like this agreement to terminate for several reasons. The Village Board supports their position and instructed Mrs. SurrIDGE to inform Life Quest Church that they will no longer have the option of subletting space that we rent to the day care business.

Because of this decision, Mrs. SurrIDGE stated that when we renew the Church lease on June 1st, we can offer them the option of renting the Auditorium and room 7B. The Board agreed and asked Mrs. SurrIDGE to negotiate the new terms and report back on the outcome.

## **Rental of the Ingham Room**

Mayor Lee talked with the Board about the community groups who rent the Ingham Room. The kitchen area was originally created to be used as just the Hilton Parma Senior Center. Over the years, multiple organizations are using the kitchen which has a negative result. Items that belong to the seniors either get used or misplaced and to control this problem just about every drawer and cabinet has a padlock on it. In addition, we are storing the personal supplies used by a few community groups which takes up valuable space that the seniors could use. Mayor Lee feels that we should not allow community groups to use the kitchen area at all. After a brief discussion, the Board supported his recommendation and Mrs. SurrIDGE was directed to implement this change.

There being no further discussion, the meeting was adjourned at 7:00 p.m.

Respectfully Submitted,

Shari Pearce, Village Clerk