

TOWN HALL

June 12, 2024

The meeting was called to order at 12:08 p.m. by Chairperson Port. Trustee Mueller was present, and Trustee Rambo was absent. The Board Administrator Melissa Palmer and Fiscal Officer Karen Walder were present.

Trustees discussed that they intend to hire someone part-time and would need to come up with a job description. Need to figure out if this individual will have an office space and will need to determine what office equipment will be needed.

This person would schedule events for both the Community Building and Town Hall. All Township Boards will have their meetings in the new building, but if someone wants to rent the Community Building the same day, the Township meetings can be moved to the Town Hall. Mrs. Palmer stated that with the new Geauga Connected website, scheduling may be able to be done online or through an app.

The Trustees discussed what they would allow the Community Building to be used for. Stated it would be used for wedding receptions, showers, birthday parties, holiday parties, Boy/Girl Scouts, political events. Discussed commercial use, such as wellness classes or yoga classes, and suggested having a contract for any use. Discussed having a list of approved uses and anything outside of that list would need Trustee approval. Discussed hours of operation would be 8:00 am to 11:00pm.

Trustees discussed food options and intended to discuss food trucks with the Zoning Inspector.

Trustees discussed deposits and need to decide if they allow alcohol, will there be a higher deposit amount. Stated deposits would be refunded as long as all the cleanup policies have been met, such as putting tables and chairs away and taking trash out.

Trustees briefly discussed fees. Talked about there being a resident and nonresident fee. Discussed if there should be a different rate for weekends and holidays. Ms. Port mentioned if there should be a different rate if someone wanted to rent the facility for 2 or 3 days in a row. Need to decide if there is going to be a cleaning fee or is that just part of the rental fee.

Trustees briefly discussed some policies. No animals will be allowed other than service dogs. Would like a no flame policy. Would like to know what our insurance covers and what the renters are liable for. Trustees want a cancellation policy in place and need to decide if someone cancels in a certain time period, will they receive their deposit back or not. Mrs. Palmer suggested that the Trustees review the current policies for the Town Hall and the same could apply to the Community Building.

Mrs. Walder suggested that the Trustees look through some of the agreements that Ms. Dorka got and highlight what they like. Mrs. Walder suggested setting deadlines for getting the rental agreement put together. Ms. Port suggested having the agreement together by Labor Day and then can start booking for December 2024. Mrs. Walder also recommended that the Trustees talk with other communities about their community buildings and what works for them.

Discussed what forms of payment would be accepted. Right now, it will be cash and checks. Ms. Port asked about Zelle/Venmo and credit card payments, but Mrs.

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Walder isn't sure if we are able to do that. Mrs. Walder stated that she will look into these options. Mrs. Walder stated that there would probably be a credit card fee and would have to add that to the agreement, so the Township isn't paying the extra fee.

Mrs. Walder asked how the Township is going to market the Community Building. Who are residents/nonresidents going to talk to when they have questions? Who will be handling social media updates?

Mrs. Walder also asked for clarification on the additions requested to the 2025 budget. Ms. Port explained she came up with \$22,000 per year, based on a part time rate of \$21.13 at 1040 hours per year. Mrs. Walder indicated that additional expenses related to OPERS, Medicare, Workers Comp, etc. would also need to be factored into the budget. Mrs. Walder noted that the Board included only \$7,500 of "rental" revenue for 2025 but is asking to budget over \$22,000 for additional staffing, and Ms. Port and Mr. Mueller said that is what they wanted. Ms. Dorka noted that a supplemental appropriation would be needed if this position was to be filled in 2024. She also recommended cross training and a designated backup person to allow for sick days, vacation, etc.

Mr. Mueller made the motion to adjourn. Ms. Port seconded the motion and it passed.

The meeting was adjourned at 1:12 pm.

Kristina Port, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Ezzone