



MAYFIELD
VILLAGE

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MEMORANDUM

TO: Council President Schutt and Members of Council
FROM: Diane Wolgamuth, Director of Administration
DATE: April 17, 2026
RE: Reserve Hall Used Theatrical Lighting

Dear Council President Schutt and Members of Council,

Last May, as part of the Civic Center painting project, I advised Council that the interior of Reserve Hall was being re-painted and the theater lighting that was installed in 2008 was being taken down. The lighting system has not been used for many years and lighting technology has changed drastically in the intervening years. I checked with Vincent Lighting, the company that did the initial installation, and they verified that even though the equipment is in good condition, it is obsolete and no longer has much value.

I request that Council declare the equipment, which includes 35 light fixtures, a light board, and all related cables, hangers, etc., as surplus so that we can offer it for sale on GovDeals.com. Thank you.

cc: Mayor Brenda T. Bodnar
Department Heads