

MINUTES OF A WORKSHOP HELD ON THURSDAY, OCTOBER 20, 2021 AT 5:00 P.M. AT THE SINCLAIR ELEMENTARY SCHOOL.

COUNCIL MEMBERS PRESENT: Mayor Leif Johansson, Council members Michelle Serres, Brennan Dunlap and Phyllis McWhorter.

TOWN EMPLOYEES PRESENT: Clerk/Treasurer Ashley Masselink, Assistant Treasurer Izabela Tysver and Jason Knopp with Edge Engineering

Mayor Leif Johansson called the workshop to order at 5:03 to discuss fee schedules for the school, theater, Town hall and recreation center and right of ways and easements and furnishing of the Town Hall.

The first thing that was discussed was the fee schedules of other facilities around in Wyoming that have about the same population size as Sinclair.

The council discussed to have the school fee for a day at \$10.00 a day for daily use and a \$50.00 deposit. Residential/nonprofit fee to be \$250.00 a year with a \$250.00 deposit. If anyone uses the gym which will be community use, there will be an additional charge of \$100.00 for the year plus \$250.00 deposit. One time event in the gym will be \$100.00 with \$250.00 deposit.

The second fee schedule discussed was the Town Hall office space and conference rooms. The big conference room fee would be \$120.00 for a day with a \$200.00 deposit. The smaller conference rooms would be \$60.00 a day with \$200.00 deposit. The office rooms would be \$25.00 a day \$100.00 a week and \$400.00 a month with \$100.00 deposit.

The third fee schedule was the Theater which the Town has decided to not allow food or drinks in the theater if the function is not being held by the Town. The fee for a day would be \$400.00 and \$800.00 hold that will go towards the cleaning of the theater and the remaining balance will be returned. (The hold will make sure the theater is cleaned by a professional company and will be done to the Town standards). If anyone wants to rent the theater and wants to have food and drinks, they will need to rent the recreation center as well as the food and drinks will be allowed in the recreation center. Also the concession stand area will not be included for use during the theater rental. If any equipment of projection system needs to be ran for a private event there will be an additional charge of \$100.00 for the cost of the qualified person who is with the Town to run the equipment. If outside equipment is being used there will be a contract with renter equipment that will need to be signed as well (example an outside laptop not Town owned being used).

The fourth fee schedule is the recreation center which is \$200.00 an event with \$400.00 deposit.

Current events that are already planned will keep current fee schedule and will start new fee schedule January 2022. Moving forward with not already planned events the fee schedule will apply even if its 2021 year.

Jason Knopp with Edge Engineering discussed three different options that the Town can do for addressing residents with property on the Towns property. The first option is to do nothing and not to address anything. The second is address the ones that have already been addressed and ask them to correct the problem either move the property of the Towns property or get an easement at the resident's expense. The third would be to address the Town as a whole.

The discussion was held and the council will ask that the current residents correct their noncompliant issues and go from there.

The last thing discussed was the furnishing of the Town Hall office and conference spaces. Jason would get prices on TVs, microwave, refrigerator, and dish washer and share with council. The council discussed having the large conference room and small conference room furnished with tables and chairs. Three offices will be furnished with tables and chairs as well. Jason was going to get an updated quote with those areas furnished and the cost and share with council. The council also discussed where the money would come from if these things were purchased, and a Wyoming Community Gas Grant was brought up.

Workshop adjourned at 7:53 p.m.

Leif Johansson, Mayor
TOWN OF SINCLAIR

ATTEST: CLERK/TREASURER