

MINUTES OF A WORKSHOP HELD ON THURSDAY, DECEMBER 09, 2021, AT 5:00 P.M. IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN OFFICE BUILDING.

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

TOWN EMPLOYEES PRESENT: Assistant Treasurer Izabela Tysver and Police Officer Lanette Rosacker.

RESIDENTS: Angeli McCulloch, Emily Townsend, Karmen Warrington, Brenda Morgan, Patty McCulloch, and Stephanie Paulsen.

Mayor Leif Johansson called the workshop to order at 5:04 p.m. to discuss and update fee schedules for the Elementary School, Theater, Town hall, Recreation Center, and Church.

The first things that were brought up were residents' concerns about the recent fee schedule. The council shared with those who were present the utility break-out for all town buildings as a reference. Then the council members asked residents to give suggestions of what would be the preferable fees for events and rentals in town buildings.

The Council agreed to update fees based on the residential, non-residential, and commercial categories.

First, the council discussed the Elementary School fees.

The fees for renting rooms at the Elementary School:

- Daily fee for RESIDENTS \$10.00/day + \$50.00 refundable deposit
- Daily fee for NON-RESIDENTS \$20.00/day + \$50.00 refundable deposit
- Daily fee for COMMERCIAL \$100.00/day/room + \$100.00 refundable deposit
(for every additional room: extra \$50.00 fee + extra \$50.00 deposit)
- Monthly fees – to be determined by Council case by case as needed
- Yearly fee for RESIDENTS \$250.00 + \$250.00 refundable deposit
- Yearly fee for NON-RESIDENTS \$500.00 + \$250.00 refundable deposit
- Yearly fee for COMMERCIAL – to be determined by Council case by case as needed

The fees for renting the gym space at the Elementary School:

- Daily fee for RESIDENTS \$50.00/day + \$50.00 refundable deposit
- Daily fee for NON-RESIDENTS \$100.00/day + \$100.00 refundable deposit
- Daily fee for COMMERCIAL \$150.00/day/room + \$150.00 refundable deposit
- Weekly/monthly/yearly fee for any party – to be determined by Council case by case as needed

Next, there was a discussion about the COMMUNITY ROOM available for the Sinclair community only for FREE. The room can be used for any community events, such as senior donuts, family lunches or dinners, kids' birthdays. The room will operate based on:

- Scheduling the event with townhall office ahead of time
- Paying the key deposit of \$25.00 at townhall office upon picking up the key
- Receiving the deposit back after the inspection of the room by town employee
- If the person interested in scheduling the time at the Community Room is not sure about its use and if it will fit their needs – the person is asked to call townhall for any clarifications.

The second fee schedule discussed was the Town Hall office space and conference rooms.

- Daily fee for BIG conference room \$120.00/day + \$200.00 refundable deposit
- Daily fee for SMALL conference room \$60.00/day + \$200.00 refundable deposit
- Daily fee for OFFICE space \$25.00/day + \$100.00 refundable deposit
- Weekly fee for OFFICE space \$100.00 + \$100.00 refundable deposit
- Monthly fee for OFFICE space \$400.00 + \$100.00 refundable deposit
- Yearly fee for OFFICE space – to be determined by Council case by case as needed

The third fee schedule was the Theater.

- Daily fee for COMMERCIAL \$400.00/day + \$400.00 deposit.
- In this case deposit will be held and it 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).
- The theatre facility is no food and no drinks allowed space.
- The concession area will not be allowed to be opened and used by renting people.
- The concession area will be only used during the town's events.
- The use of the sound system costs \$100/use for the qualified town employee to operate it.

- The use of personal laptops is allowed upon signing the appropriate documents for the protective purpose.
- Person renting the theatre for movie display is responsible for covering the copyright license of the projected movie.
- RESIDENTIAL and NON-RESIDENTIAL use of the theatre - to be determined by Council case by case as needed

The fourth fee schedule is the Recreation Center.

- Daily fee for RESIDENTS \$100.00/day + \$100.00 refundable deposit
- Daily fee for NON-RESIDENTS \$200.00/day + \$200.00 refundable deposit
- Daily fee for COMMERCIAL \$300.00/day + 300.00 refundable deposit
- The Rec Center is still open for drop-in activities such as playing at the gym with the use of the key was obtained from townhall office. Such key is only available for RESIDENTS.

The fifth fee schedule discussed was the use of Church.

- The rental of Church is totally free.
- There is a refundable deposit of \$100.00 for the key and use of the chapel.
- There will be a lease contract to sign stating that cleaning is a responsibility of renting party.
- For any damages the renting party will be responsible.
- The Church is not food and no drinks space.

The use of Washington Park was discussed too.

- The use of Washington park is free.
- RESIDENTS can call 6 months in advance to schedule their events.
- NON-RESIDENTS can call 4 months in advance to schedule their events.

Residents present at the meeting expressed their interest in being more active in town's activities. They asked if the agenda of every Council Meetings could be posted in public places.

From now on, the agenda of every Council Meeting will be published on Town of Sinclair Facebook page and at post office.

Workshop adjourned at 7:52 p.m.

Leif Johansson, Mayor
TOWN OF SINCLAIR

ATTEST: CLERK/TREASURER