

MINUTES OF A WORKSHOP HELD ON THURSDAY, JANUARY 18, 2022, 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, Vicki Gabelson, and Phyllis McWhorter.

**TOWN EMPLOYEES PRESENT:** Clerk/Treasurer Ashley Masselink.

**GUEST:** Ryta Sondergard.

Mayor Leif Johansson called the workshop to order at 5:03 to discuss the events director position and cleaning services.

Mayor Johansson started the workshop with discussing the candidates for the Events Director position and what is the pay range going to be. He also shared this was a position that was not budgeted for but shared that all candidates had qualifications. He shared that most of them had recreation experience but no true theater experience, and some ideas of what it would take for getting the theater going.

There was a discussion held on each candidate as to what their strengths would be and if they would be a good fit for the multiple job position.

Ryta shared there would be a lot to learn, and they will have to be self-driven to reach out to get education on developing the programs into something. Ryta shared you don't always want to pay someone what they are expecting and then they can become complacent. Ryta shared the Town could also contract out the person as the Events Director instead of giving them the benefits - if the Town wanted to pay the person more. Ryta asked the Council what they expect this person to do. The Council replied with creating a program for the seniors, high school kids and elementary age kids. They shared right now the seniors are the only ones doing anything and that is coffee and donuts. The seniors would like to have a dinner once a month but that is about it for the seniors as of now.

Clerk/Treasurer Masselink shared that at one point her and Lezlee Musgrave put together a mock salary position to start at \$35,000.00 and then add workers comp. retirement, and taxes the Town would have to pay on a person and \$35,000.00 went up to \$45,000.00 which doesn't include the Town paying for the health insurance premium which can be anywhere from \$800.00 a month to \$2,200.00 a month then times that by 12 months and that is an additional \$10,000.00 to almost \$30,000.00 extra added to the salary of that person so a \$35,000.00 person's benefits could turn into \$75,000.00.

Ryta shared that her feelings on pay would be \$55,000.00 to \$60,000.00 and no more as the benefits are a bonus to the salary amount. Ryta also included this is not a supervisor position currently as well but later could be. Unless the Town makes the person a contract employee then they get the salary but no benefits.

Masselink asked Ryta to share the difference between the employee of Sinclair Historical Inc. or town. Ryta shared soliciting bigger companies and charities they tend to give more to nonprofits instead of a municipality because of tax write offs. Also, some places will only look at nonprofits instead of a Town when looking to give grant money.

Serres asked if the employee can be both an employee for the Town and the president for the Sinclair Historical Inc. Ryta shared yes, they can wear both hats but then you will need them to come to all the meetings.

Ryta added that she would have an expectations list for that person as well and give them 90 days to prove they can do the job. Some of the expectations should be attending meetings for the theater, example of writing skills, give a list of grants they would be going for, agenda of a fee schedule, timeline, and educate themselves with criteria for nonprofits and to advance their career.

Ryta thanked the Council for asking her to be a part of the Events Director position but those were her thoughts. The Council thanked Ryta for coming and sharing information.

Next, Mayor Johansson wanted to look over the cleaning services that have provided bids for cleaning town's buildings.

Johansson shared that one cleaning company is \$39,000.00/year, another about \$47,000.00/year and the last one \$54,000.00/year. Johansson shared that all bids were bided differently so they would need

to look at each one. For example, one bid all the Town buildings together with a lump, as the other ones put in detail what would happen daily, weekly, and monthly and the prices per building.

After discussing each bid the Council concluded that two companies stood out as they listed everything they would do so the Town could hold them to the list to make sure it was getting completed like it states. While looking at the two bids it was noticed that some extra buildings were added in one bid that didn't need to be done so Council asked that Masselink call the two companies and get quotes for the same buildings and to be cleaned the same number of times per week and get back with the council.

Mayor Johansson adjourned the workshop at 6:33 p.m.

Leif Johansson, Mayor  
TOWN OF SINCLAIR

ATTEST: CLERK/TREASURER