

The City Council had a work session on Thursday, February 4, 2010 at City Hall beginning at approximately 7:25 p.m.

Present: Mayor Jay Jenkins, Councilmembers LaFray Kelley, Brett Ferrin, Beth Koford and Bruce Higley  
Staff: Diane Hirschi  
Also Present: Roy Burton, Standard Examiner

The purpose of the work meeting was to discuss the policy for city facilities, newsletters and the marquee.

**Senior Center:**

Diane handed out a copy of the policy that she has from 2003. The Mayor noted that it appears to be a pretty good policy. The council went over each item in great detail.

There was a discussion about changing the door for the east room. As it is now, that room can't be locked because the door is hung the wrong way. Councilmember Ferrin reported that he has been looking into some bids for a keyless entry pad for some of the doors. It was reported that it may be kind of expensive as compared to re-keying the building.

They discussed paying at the time it is reserved. The council liked the idea and wants to have the rental fee paid at the time of reservation and then the deposit paid when the key is picked up.

There was a discussion about only renting to Plain City residents only. It was agreed that the rental has to be paid by the resident. The resident would then understand that they are responsible for the building.

Some minor changes were discussed with some of the wording.

Deposits were discussed. Diane noted that in the past, the deposit check was cashed and then the city wrote a check back to them. The reason being that the auditor strongly suggests everything that comes in, be deposited within 3 days. There was discussion about having people pay the deposit before they got the key and the city would hold their check until the next business day. If they didn't come to pick up their check, it would be cashed and then re-issued with a city check. There was a discussion about getting a drop box to put the key in when they are done. It was noted that the key would be available the day before or Friday if they had it on the weekend. It was suggested that the policy read that they could pick up their key 48 hours prior to the day of use. It was noted that rental of one or both rooms would include use of the restrooms. If there were two things going on in different rooms, they would both have use of the restrooms.

It was discussed that no overnight reservations would be allowed.

Cancellations will be accepted 72 hours prior to usage. If notice is not adequate, the fee is nonrefundable. It was suggested that any appeals to this would be taken to the city council.

Fees were discussed. It was noted that the cleaning deposit is alright at \$100. The west room with the kitchen is \$75 and the east room is \$50. For funerals, it is \$20 with no deposit and employees can use it for \$25. It was noted that the employee is responsible for the building however, and if they let it be used for someone else, the employee still has to sign for it and be responsible for it. This includes anyone on the payroll. Senior citizens were addressed and that fee would include anyone 65 years and older.

The checklist was discussed and some minor changes were to be made to it.

Diane will make the changes and this will be put on the Feb 18 agenda to be approved.

The Mayor went through the fee schedule for other areas. The council felt that non-resident fees for the senior center be taken off. It was noted that non-residents could rent the Lions Club Park.

There was a discussion about impact fees for subdivisions. Councilmember Ferrin wonders if it would be better to charge the developer upfront for the impact fees rather than one by one per building permit. His reasoning is that some of the lots may not get built on right a way. He will have the Planning Commission look at that. It was mentioned that the Planning Commission would like to have the council come to a work meeting on Feb. 25 for Four Mile. Diane will remind them.

**Marquee:**

Only city affiliated functions will be put on the marquee.

**Newsletter:**

No advertising will be allowed. Only city affiliated items will be allowed and will be approved by the Mayor and City Council.

Councilmember Ferrin noted that could be a vacancy on the Planning Commission.

Councilmember Kelley noted that it is her feeling that if someone is appointed to the Board of Adjustment or Planning Commission that they have training within one year or they will be taken off. The council liked that idea.

Councilmember White reported that the County Commissioners finally approved two more members to the cemetery board.

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