



AGENDA
DRAIN CIVIC CENTER ADVISORY COMMITTEE
February 23, 2023 @ 5:30 PM

CALL TO ORDER

TIME: _____

ROLL CALL

PRESENT

ABSENT

Grace Almaas

Candy Vickery

Laurie Fox

Wendy Fry

Mary Garrett

STAFF PRESENT

Jeni Stevens, City Administrator

MINUTES

1. Minutes from December 19, 2022

Moved _____ Second _____ Unanimous ___ Opposed ___

PUBLIC COMMENT (5 MINUTES PER PERSON)

BUSINESS

1. Vote in new Chair

Moved _____ Second _____ Unanimous ___ Opposed ___

2. Vote in new Vice-Chair

Moved _____ Second _____ Unanimous ___ Opposed ___

3. Vote in Secretary

Moved _____ Second _____ Unanimous ___ Opposed ___

4. Open House at the Civic Center – Discuss possibilities and if the Committee wants to partner with any other community groups.

5. Coded Locks for Civic Center – Discuss options

NEW BUSINESS FROM COMMITTEE

INFORMATION ONLY

1. The Hall has been rented several times for a reception, family Christmas party, birthday and community events in the month of November and December. No issues or concerns regarding the insurance requirements.
2. Next Meeting – April 17, 2023 @ 5:30 PM

PUBLIC COMMENT (5 MINUTES PER PERSON)

Meeting Adjourned: _____



**DRAIN CIVIC CENTER ADVISORY COMMITTEE
MINUTES OF MEETING
December 19, 2022**

1. Call to Order

The regular meeting of the City of Drain Civic Center Advisory Committee was called to order Monday December 19, 2022 at 5:30.

Roll Call:	Present	Excused	Absent
Grace Almaas	_____	—X—	_____
Candy Vickery	—X—	_____	_____
Laurie Fox	—X—	_____	_____
Wendy Fry	—X—	_____	_____
Mary Lou Garratt	—X—	_____	_____

City Staff present: CA Jeni Stevens

Others Present: Librarian Miriam Sisson

2. Approval of August 15, 2022 Advisory Committee Minutes: Wendy Fry moved to approve the October 17, 2022 meeting minutes with Laurie Fox as second. *Motion carried 3-0.*

Discussion: None.

L. Fox	<u>Yes</u>	C. Vickery	<u>Abstained</u>
W. Fry	<u>Yes</u>	M. Garrett	<u>Yes</u>

3. Public Comment: Miriam Sisson had questions about the fee schedule draft and suggested considering a deposit refund after a specified time for those who schedule multiple dates for Meeting Room or Community Hall use.

4. Business:

Community Center Fees: Committee members were provided a Proposed Fee schedule for Civic Center Usage in draft form.

- Committee members agree to not charge local tax supported groups for Meeting Room and Community Hall use.
- Committee members agree to regard Friends of Library the same as a local tax supported group.
- Committee members agree to not charge Special Districts and Local Non-Profit groups for Meeting Room use. Examples include but are not limited to North Douglas School District, Parks and Recreation, North Douglas Fair Board, Churches, Scouts, Lions, Grange and Chamber of Commerce. The use of the Community Hall will be 30 dollars a day.
- Committee members agree on the fee of 25 dollars an hour and 12 dollars each additional hour for Meeting Room use for Special Occasions. The nature of the Special Occasion might require an extra cleaning deposit. Special Occasion groups will pay the fee of 50

dollars for an hour and 30 dollars for each additional hour or 400 dollars per day (6am – Midnight) for use of the Community Hall.

- Committee members agree on 25 dollars an hour and 12 dollars each additional hour for business use of the Meeting Room and the fee of 50 dollars for an hour and 30 dollars for each additional hour or 400 dollars per day (6am – Midnight) for use of the Community Hall.
- Committee members agree to not charge nonlocal tax supported groups and nonprofit groups for the use of the Meeting Room and Community Hall. Examples include but are not limited to Douglas County Sheriff's Office and Red Cross.
- Committee members agree on the fee of 25 dollars for one hour and 12 dollars for each additional hour for Councils of Government, ODOT and County functions for the use of the Meeting Room as well as a fee of 50 dollars for an hour and 30 dollars each additional hour or 400 dollars per day (6am – Midnight) for use of the Community Hall.
- Committee members agree on a bridal package all-inclusive use fee of 600 dollars per event.

Bridal Packages include: Community Hall (1/2 day rehearsal and full day event); Meeting Room (full day of event) and Kitchen.

Committee members agree that the Bridal Package should stipulate “no rice.”

5. New Committee Business: Open house and electronic locks will be discussed at the next meeting.

6. Public Comment: None.

7. Adjourn:

The meeting was adjourned at 6:15 p.m.

Future meeting is February 13, 2023 at 5:30 p.m.

Chair Vickery

City Administrator, Jeni Stevens

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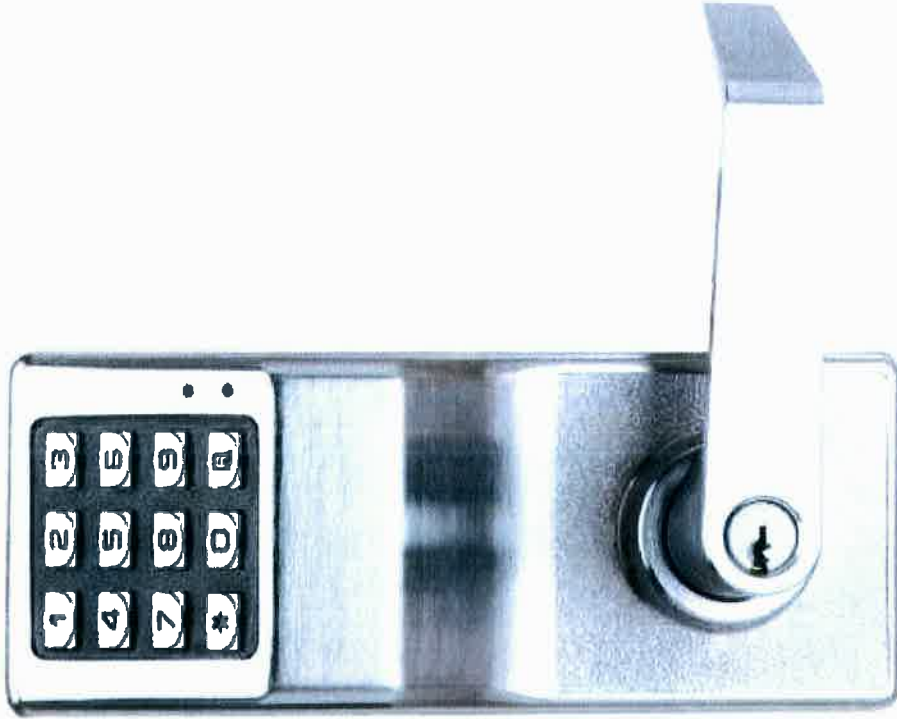
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