

**CITY OF WINNFIELD  
SPECIAL MEETING  
March 03, 2020**

The special meeting of the Mayor and City Council was called to order at 4:34pm, March 03, 2020 by Mayor George Moss. Those present in addition to Mayor Moss were Councilperson, Junkin, Phillips, Miller, Holden, Deborah Castete, City clerk Katina Smith and Angel Martin.

**I. Call to Order**

**II. Agenda Amendments**

None

**III. Guest and Audience Participation**

None

**IV. Old Business-Action Items**

None

**V. Old Business- Non-Action Items**

**1. Rental Facility Rates- Junkin**

Councilperson Junkin stated that it has been brought to the attention of the Council that the City is losing money on rental buildings, and that the City is breaking even for community use or for-profit events organizations and it would be great if we could break even on other things that we do, but we have not been breaking even and there are also some discrepancies with the contracts are worded and she has been communicating with the City Attorney to clean up the contracts. Mayor Moss asked Councilperson Junkin if she has a comparable contract from the City of Ruston. Junkin presented Ruston contract.

Councilperson Miller asked if we are looking to change the policy and rates and if we would bring in Rec director Anthony Hall and building facilitator Margie Randle to discuss the building rentals policies. Councilperson Junkin stated that we should include them in on the decisions on the contracts, but the main things she wanted to discuss what type of changes to be made and if we want to use Ruston contract as a guide. She suggested Ruston contract because it was more detailed than ours and easily interpreted. Councilperson Junkin reviewed our contracts and discussed the rental hours and she think that changes should be made there and with rental rates and deposits. Councilperson Junkin stated that Margie and Anthony that our biggest lost is with the cleaning deposit because we loose money because the facilitator has to clean behind the renters even if they clean. Mr. Castete suggested that cleaning deposit be added to the rent and we rent and clean. Councilperson stated that the rental cost at the gym facility is so low and needs to be raised or charge by the hour after first four hours because of employee pay. Councilperson Holden suggested that there be a higher rental rate for Grove than Moss street because of the recent remodel of Grove and it is in better conditions. Councilperson Junkin asked the Mayor about the purchase of Grove Street Gym and Secretary Deborah Castete answered that the City attorney is working with Attorney Neville about the legalities of it all. Councilperson Holden asked what are purchasing from the Winn Parish School board. Clerk Katina Smith stated that the school board is offering all the facilities on Brown Street (gym, both schools and cafeteria). Secretary Castete stated that this would be a donation from the Winn Parish School Board to the City. Castete asked about liability insurance coverage and Councilperson Junkin and City Clerk confirmed that coverage is in place. After reviewing the City of Ruston rental contracts, the Council and Mayor discussed adding a scheduling and damages deposit, deadline for canceling events, using two police officers instead of city employees or one officer and one City employee for security City Attorney suggested that there be language applied to the contracts that fire and police department City facilitator has access to come in at any at any time during their event ) and re-wording of contract concerning serving alcohol beverages at events. Also, it was discussed adding a damage deposit and a checklist for the renter and facilitator to review after the event for

renter to receive deposit back. Council discussed getting a cleaning crew (recreation department and building facilitator) to clean building and to include in contract that if there be any damages caused during event that renter will accept responsibility and include a facilitator fee if renter want to access time on the day that building is not rented in the amount of \$15an hour, because facilitator is only required to be there when building is rented.

Discussion was had and tabled for further discussion.

**VI. New Business- Action Items**

None

**VII. New Business- Non-Action**

None

**VIII. Adjournment**

On motion by Councilperson Miller duly seconded by Councilperson Junkin after no public comment, the Council unanimously voted to adjourn the meeting March 03, 2020 at 5:44 p.m.

*George Moss*

*Katina Smith*

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George Moss, Mayor

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Katina Smith, City Clerk