



Agenda Memo

TO: City Council

FROM: Sharon Payne – City Clerk

SUBJECT: Doyle Building Maintenance

DATE: August 10, 2022

Background:

I was speaking with Linda Miller from the Lions Club regarding cleaning of the Doyle Building, she said they had someone that cleans the building. I said I thought that our maintenance staff cleans the building; they do somewhat. This item was brought up at the meeting discussing who would be doing what in the absence of a full maintenance department. We then discussed who should be cleaning the building

I told her that it is a city building that it should be maintained by the city; if an item were to incur a cost on the city's part that would need to be approved by the maintenance supervisor because he is responsible for the budget.

I know in the past the Lions Club has paid for repairs on the building, and at other times the city has paid. I can see if a repair were needed in the commercial kitchen, it would be the Lions Club cost, but if it were the air conditioner in the building it would be a city cost.

The person from Lent (Dave Benson) that cleans their hall contacted me, he met with Michael at Doyle. Michael said it is about 2-3 hours per week. Dave came in on August 3rd; I told him what I found out that we actually have someone who cleans; he said he was good with that and should something be to change we could reach out to him.

I asked Linda to have the person cleaning the building to supply invoices and a W9 to the city for payment.

Request:

Confirmation from the council that this building is like any other building in the city as it relates to maintenance.