

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING HELD AT 5:30 P.M. ON THURSDAY, NOVEMBER 04, 2021, AT TOWNHALL.

COUNCIL MEMBERS PRESENT: Mayor Leif Johansson, Councilmembers Brennan Dunlap, Phyllis McWhorter, and Michelle Serres.

TOWN EMPLOYEES PRESENT: Town Attorney Mike Roberts, Police Chief Jeff Sanders, Maintenance Employee Ricci Pacheco, Fire Chief Eugene Goetz, Clerk/Treasurer Ashley Masselink, and Assistant Treasurer Izabela Tysver.

PLEDGE OF ALLEGIANCE: Mayor Johansson lead everyone in the pledge of allegiance.

OPENING OF MEETING: Councilmember Serres moved to approve council minutes from October 21, 2021. Seconded by McWhorter, motion passed unanimously.

APPROVAL OF THE AGENDA: Mayor Johansson amended the agenda for the meeting by adding Judges Report for October 2021, right-a-way to Unfinished Businesses, and litigation in Executive Session. Councilmember McWhorter moved to approve amended agenda. Seconded by Serres, motion passed unanimously.

RESIDENTS: Mayor Johansson welcomed the residents Leigh Nation and Emily Townsend. Mayor asked them if they had anything to address, they said they did not.

PROJECT UPDATES: Clerk Masselink asked Mayor Johansson to approve and sign the Casper Building System Pay App #11 for \$111,523.41. Councilmember McWhorter moved to approve the Casper Building System Pay App #11 for \$111,523.41. Seconded by Councilmember Serres, motion passed unanimously.

FIRE DEPARTMENT: Fire Chief Goetz asked the council to approve the purchase of Standard- and Heavy-Duty Air Hammer Rescue Kit (for taking apart the cars) for \$1,705.25. Councilmember McWhorter moved to approve the purchase of Air Hammer Rescue Kits for \$1,705.25. Seconded by Councilmember Serres, with councilmember Dunlap abstaining, motion passed unanimously. Then Goetz asked the council to approve the purchase of two nozzles for \$1,210.00. Councilmember Serres moved to approve the purchase of two nozzles for \$1,210.00. Seconded by Councilmember McWhorter, with councilmember Dunlap abstaining, motion passed unanimously.

MUNICIPAL JUDGE: Councilman McWhorter moved to approve October 2021 Judges Report in the amount of \$296.00. Seconded by Councilman Dunlap, motion passed unanimously.

RECREATION DEPARTMENT: Mayor Johansson asked Emily Townsend about how the Halloween Party they did on Sunday, October 31, 2021, go. Emily responded that they had a good turnout.

STREETS & PARKS DEPARTMENT: Maintenance Employee Ricci Pacheco reported that the last week there was a water leak at 211 7th Street recognized by Jim Haldorson, that he tried to take care of on Saturday together with Clerk Masselink. Ricci and Jim were repairing the water leak for the last couple of days. Everything was repaired and seems to be good.

SANITARY LANDFILL, SANITARY & STORM SEWERS, WASTEWATER TREATMENT FACILITY AND WATER DEPARTMENT: Maintenance Employee Ricci Pacheco shared with Council that the last week he participated in classes in Casper, after which he took his Wastewater Treatment test. He obtained 62% out of 100%, which is considered failed.

TOWN BUILDINGS: Police Chief Jeff Sanders brought up the estimates for purchasing the blinds for Town Hall 2nd floor windows. There are 36 windows total, with 25 facing south and east and 11 facing north. The minimum the town may consider to purchase is 24 blinds for all windows facing south and east except for the break room. The cost for all 36 windows is approx. \$3,864.24 (roughly \$107/window). The costs for 24 windows will be approx. \$2,576.00. The Council decided to table that issue for now and think more about it.

FINANCIAL DEPARTMENT: Clerk Masselink presented the quote from Pine Cove for \$3,717.56 for purchasing the equipment for Town Hall internet. The Council asked Clerk Masselink to ask Pine Cove representative to come to the next meeting to answer some questions the Council may have.

Clerk Masselink proposed to the Council the change in the Clerk and Treasurer working hours. Masselink would work 4 days for 10 hours each, with Mondays off. Assistant Treasurer Izabela Tysver would work 8 hours on Mondays, take Tuesdays off and work the rest of the week as long as needed. In both cases,

Masselink and Tysver would work their required hours, 40 hours, and 20 hours, respectively. The Office opening hours would remain the same. The Council will think about it and discuss at the next meeting.

UNFINISHED BUSINESS: A quick discussion was held on hiring a cleaning service. The KI Cleaning Services, Cleaning Services Superior Flooring and WYO Cleaning & Solutions were the companies that bid the cleaning after the Theatre Grand Opening. The Council decided that the Town needs to advertise for such services to contract them to clean Town of Sinclair buildings. Councilmember McWhorter moved to approve advertising for contracting the cleaning services asking them to bring their offers and quotes. Seconded by Councilmember Serres, motion passed unanimously.

Major Johansson asked to table indefinitely the right-a-way. Councilmember McWhorter moved to approve tabling indefinitely right-a-way. Seconded by Councilmember Serres, motion passed unanimously.

NEW BUSINESS: The Council discussed and set up the date for Santa to come to town. Santa will come to town on December 18, 2021.

Clerk Masselink asked to clarify the use of Rec Hall keys by the community. The keys for Rec Center to use gym and basketball area are for \$5 for Sinclair residents. However, the use of Rec Center for events will be charged according to the fee schedule of \$200.00 a day with \$400.00 deposit, effective from January 2022.

The retirement celebration for Head of Maintenance Department Jim Haldorson was discussed. His last day at work is November 18, 2021. Our new Maintenance Employees, John Laux, Jason Black, and Roger Chizek will start these upcoming weeks. The town will offer the plaque to Haldorson on December 2, 2021. And the employee lunch-on with the retiree will take place on November 30, 2021.

BILLS: Councilmember Dunlap moved to pay the bills. Seconded by Councilman McWhorter, motion passed unanimously.

EXECUTIVE SESSION: Councilman Dunlap moved to go into executive session at 6:20 pm to discuss personnel and litigation. Seconded by Councilmember Serres, motion passed unanimously.

Councilmember McWhorter moved to adjourn from executive session at 7:46 pm and seal the minutes and to go back into regular session. Seconded by Councilman Dunlap, motion passed unanimously.

Mayor Johansson asked if there was any objection to what was discussed during executive session and Council replied with a no.

Councilmember Dunlap moved to approve to go back to General Session at 7:47 pm. Seconded by Councilman McWhorter, motion passed unanimously.

The Council asked the Town Attorney Mike Roberts to update leases for town buildings/properties for events with the newest fee schedule. Councilmember Serres moved to approve updating the leases for town buildings for events with new fee schedule. Seconded by Councilman McWhorter, motion passed unanimously.

Councilmember McWhorter moved to approve extending advertising for a vacant Council seat due to the lack of interest till November 17, 2021. Seconded by Councilman Serres, motion passed unanimously.

Councilmember Serres moved to approve adjourning from the Council Meeting at 7:49 pm. Seconded by Councilman McWhorter, motion passed unanimously.

The next regularly scheduled Council Meeting will be held on November 18, 2021, at 5:30 p.m. at Townhall.

Leif Johansson, Mayor
TOWN OF SINCLAIR

ATTEST: CLERK/TREASURER

11/04/2021