

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING HELD AT 5:30 P.M. ON THURSDAY, FEBRUARY 3, 2022, IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN OFFICE BUILDING.

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

**TOWN EMPLOYEES PRESENT:** Police Chief Jeff Sanders, Office Lanette Rosacker, Town Attorney Mike Roberts, Clerk/Treasurer Ashley Masselink, Assistant Treasurer Izabela Tysver, Maintenance Employee Roger Chizek, Maintenance Employee John Laux, Maintenance Employee Jason Black, Community Events Director Monte Thayer, Fire Chief Eugene Goetz and Jason Knopp.

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

**OPENING OF MEETING:** Mayor Leif Johansson called the meeting to order. Councilmember McWhorter moved to approve January 20, 2022 minutes. Seconded by Councilman Gabelson, motion passed unanimously.

**APPROVAL OF THE AGENDA:** Councilman Dunlap moved to approve amended agenda for tonight's meeting. Seconded by Councilmember McWhorter, motion passed unanimously.

**RESIDENTS:** Leigh Nation

**PROJECT UPDATES:** Jason Knopp Edge Engineering updated the Council on the theater, he shared that the electrical company ECI still needs to come out and fix a few things. Jason shared the part that has not been completed is the five feet of the led lights as the lights still need to be ordered. Jason shared all keys and cores for the theater and Town Hall have been delivered. Jason also shared that the ice on the recreation center roof has been coming down onto the theaters roof. Jason stated he is looking at different fixes so that the theater roof doesn't get damaged.

Jason shared the deadline for the Wyoming Business Council Grant is March 1<sup>st</sup> 2022. Jason stated he will be holding the public hearing on February 17, 2022 at 5:30 right before Council meeting starts and the notice is already in the newspaper.

Jason requested approval for resolution 2022-02 which authorizes the submission of the application to the Wyoming Business Council under the Business ready community grant and the loan program for a community readiness grant on behalf of the governing body of the Town of Sinclair. Councilmember McWhorter moved to approve resolution 2022-02 for the submitting of the Wyoming Business Grant for the Town of Sinclair. Seconded by Councilmember Dunlap, motion passed unanimously.

Jason updated the Council on the Town Hall, Jason shared Caspar Building Systems pay application for retainage to be released in the amount of \$144,233.75. The original amount was \$152,033.75 but the AC units install was \$7,800.00 that was subtracted from the original amount. Jason shared a letter with the Council that he was going to send to Caspar Building Systems regarding the amount of money that was held from the retainage. Jason shared he brought the owners manuals and asked that maintenance install the door cores.

Last thing Jason shared was that Sheet Metal Specialties would be at the school next week to work on the AC units.

**MUNICIPAL JUDGE:** Councilmember McWhorter moved to approve Judges report in the amount of \$190.00. Seconded by Councilman Dunlap, motion passed unanimously.

**FIRE DEPARTMENT:** Fire Chief Gene Goetz shared with Council a quote for two outbuildings one is for \$44,890.00 and the other one is for \$49,181.00 that is 64 feet by 24 feet. Goetz shared there is a 5% discount right now if the Town orders before June 1<sup>st</sup> 2022 so the cost of the bigger building would then be \$47,331.00 which would only be \$2,441.00 more for a bigger building. Goetz also shared that is just for construction of the building the Town would also need to have insulation and plumbing done as well would cost about \$18,000.00 extra.

Goetz also brought up the siren for the Town emergency system and shared that the company who was going to install the new one is no longer installing and ComTech will now be installing. Goetz stated that the cost for the installation and parts would cost \$16,437.50. Goetz shared this is the same company that installed the system before and their equipment so they know what they are doing and will make

sure everything works as they came out and looked at it to give the quote. Councilmember McWhorter moved to approve ComTech to install the siren for the Town emergency system for \$16,437.50 and to use at least \$10,000.00 out of fire budget. Seconded by Councilmember Serres, motion passed with one abstaining.

**STREETS & PARKS DEPARTMENT:** Maintenance employee John Laux requested approval for six tires for the older dually pick up truck that maintenance has been using more to save wear and tear on the new trucks. Laux shared there are three quotes one for the price of \$1,1564.26, \$1,224.22 and one for \$1,809.34. Council discussed that going with a cheap tire might not be the best and not to pay for the most expensive aggressive tire. Councilmember McWhorter moved to approve ordering six tires in the amount of \$1,224.22. Seconded by Councilmember Gabelson, motion passed unanimously.

**TOWN BUILDINGS:** Maintenance employee Roger Chizek shared a few quotes with Council about scaffolding for the theater and recreation center. Chizek shared that the recreation center needs a 20-foot scaffolding and the theater only need a 15-foot one. Chizek shared that the Town would also need to purchase casters and leveling jacks as they were not included. Council asked that Chizek get with IT as that is the reason why the Town needs to purchase the scaffolding for placement of the internet in the theater but also use it with other projects. Council asked that Chizek bring back the information again to the next Council meeting.

**POLICE DEPARTMENT:** Chief Jeff Sanders shared with the Council that he would like to start moving upstairs but would like to order the blinds for his offices so he asked Council for approval to order the blinds for at least his office. The Council discussed ordering blinds for the whole upstairs instead of just a few offices. Chief Sanders came up with a cost of \$5,300.00 for putting blinds upstairs. Councilmember McWhorter moved to approve ordering blinds in the amount of \$5,300.00. Seconded by Councilmember Serres, motion passed unanimously.

**RECREATION/EVENTS DEPARTMENT:** Mayor Johansson introduced the new Community Events Director Monte Thayer. Thayer shared he met with the seniors this morning and got a feel for what they are looking for. Thayer also shared he has a few meetings setup to meet with residents like Cheryl and some people in Rawlins as well.

Thayer shared that on February 1, 2022 the recreation center had a fire inspections and only four things were needed to be addressed. The first thing was the occupancy to be placed in a frame. Second was the ceiling in the back storage room is falling and needs repair. Third is the fire extinguishers need to be replaced in a different location. Fourth thing that needs to be addressed is the batteries need to be changed in the fire alarm system. Thayer shared he was reading some past Council minutes and found inventory needs to be taken so he has started working on inventory.

Thayer shared he would like to have a concert on March 12, 2022. Thayer shared he has been working with John Laux and is reaching out to Chad Lore to see if he could perform.

**FINANCIAL DEPARTMENT:** Clerk /Treasurer Masselink shared with the Council that the title recreation in the budget sheet has been changed to Community Events Director. Masselink also shared that the Community Events Directors salary will be taken out of that going forward. Masselink shared ordinance 1-5-1B needs to be changed from Recreation Director to Community Events Director. Masselink shared the cost for the Town to convert over to IP phones and add a wireless conference phone. The Council discussed this and they wanted to know if the Elevator would be affected and if two wireless conference phones can be added. Council also shared they would need another phone line as the police department would be taking their phone line so would need a new phone line in the old police department office. Chief Sanders shared he currently has a fax line as well and asked if I could bring that up with 1<sup>st</sup> Call Communications.

Masselink shared pricing with Council on round tables from Sams and a cart from Amazon. The tables from Sams are currently priced at \$109.98 per table. The cart on Amazon is priced at \$199.99 it holds 10 tables. Council discussed getting 10 tables from Sams and ordering the cart from Amazon. Councilmember McWhorter moved to approve purchasing 10 tables from Sams and purchasing the cart from Amazon. Seconded by Councilmember Gabelson, motion passed unanimously.

**TOWN ATTORNEY:** Town Attorney Mike Roberts read ordinance 397 which was from 1-5-1B with the retitling recreation director to Community Events Director. Councilmember McWhorter moved to approve the first reading of ordinance 397. Seconded by Councilmember Serres, motion passed unanimously. Roberts also made mention to much sure all the new employees get a copy of the

employee guidelines as well as the sexual harassment and to have them sign that they received these as well.

**UNFINISHED BUSINESS:** Mayor Johansson talked about the fee schedule and that someone needs to talk to the boxing club about the fees going up. Johansson suggested that maybe Thayer could get in touch with someone either Fernando Banda or Art. Mayor Johansson also asked if Thayer received the fee schedule yet and he had not but the office people would get that to him so he could make adjustment if needed. Town Attorney Robert suggested that the fee schedule say instead a fee a service could be provide instead. Mayor Johansson shared the Town was looking into having a community room in the library at school for the residents. Johansson shared that might change as he was approached by someone who might want to rent out the library at the school.

**NEW BUSINESS:** Mayor Johansson shared that the Town has talked about getting items from around town that are no longer of use and auctioning them off. He would like to see that during the inventory of the Town departments that if a department has items that could be auctioned off to get a price for them and get them ready for an auction. Johansson asked that Thayer look to putting something together. Thayer thought a Bazaar would be nice to have during this time when the auction is happening to get more people out for the auction.

**BILLS:** Councilmember McWhorter moved to pay the bills and to accept them for payment. Seconded by Councilmember Serres, motion passed unanimously.

**EXECUTIVE SESSION:** Councilmember McWhorter moved to go into executive session at 7:45 pm to discuss personnel. Seconded by Councilman Dunlap, motion passed unanimously.

Councilmember McWhorter moved to adjourn from executive session and seal the minutes at 8:17 pm. Seconded by Councilman Dunlap, motion passed unanimously.

There was no objection to what was discussed during executive session.

Mayor Johansson adjourned the meeting at 8:18 p.m.

The next regularly scheduled council meeting will be held on February 17, 2022 at 5:30 p.m. in the Council Chambers of the Town office building.

Leif Johansson, Mayor  
TOWN OF SINCLAIR

ATTEST: CLERK/TREASURER