

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING HELD AT 5:30 P.M. ON THURSDAY, SEPTEMBER 2, 2021, IN THE COUNCIL ROOM #7 OF THE SINCLAIR ELEMENTARY SCHOOL BUILDING.

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

**TOWN EMPLOYEES PRESENT:** Town Attorney Mike Roberts, Police Officer Lanette Rosacker, Maintenance Employee Ricci Pacheco, Clerk/Treasurer Ashley Masselink, Assistant Treasurer Izabela Tysver, Jason Knopp with Edge Engineering, Jon Nelson with North Fork Engineering, and Fire Chief Gene Goetz.

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

**OPENING OF MEETING:** Mayor Johansson called the meeting to order Councilmember McWhorter moved to approve August 19, 2021, Council meeting minutes. Seconded by Councilman Dunlap, motion passed unanimously.

**APPROVAL OF THE AGENDA:** Mayor Johansson had removed the Executive Session from today's agenda due to the absence of two council members. Councilman Dunlap moved to approve removal of Executive Session for tonight's meeting. Seconded by Councilmember McWhorter, motion passed unanimously.

**RESIDENTS:** Nancy Pierson shared after talking to the community member and hearing that Town of Sinclair is planning to hire someone to run the Theatre that it would be great if the Community would be able to run or at least be involved in it. There was a discussion between the Mayor, Councilmembers, Ryta Sondergard, Jason Knopp and Izabela Tysver leading up to the conclusion that there is a need to hire someone who would be a full-time manager of the Theatre Project with community members being involved whenever needed. Nancy Pierson thanked for being heard.

**GUESTS:** Ryta Sondergard summed up the Theatre Grand Opening Events. She said that we brought in 34,822.00 minus expenses it came down to net amount of 20,169.79. Ryta said that good news is over and now the Theatre is out there and we as a town need to do something with it. She mentioned how such a project and place can be used. People need the place like the Theatre or Rec Hall to do their events. Maybe monthly movie events with \$1 entry fee or so, or quarterly Comedy shows as everyone liked them. With such a project comes a lot of responsibility. Paperwork needs to be done and keep continue (such as tracking people who donated, inviting them for events, and tracking budget). The Project needs someone who will run, promote, advertise, and market it to the public. The cleaning department is needed, too. It would be important to fill in and keep up-to-date the information about the Theatre 501 c (3) on the Charity Navigator website. It is important to use the momentum created by the Grand Opening Events and keep this project going. Jason Knopp mentioned about the grant for the Theatre which is due in December 2021. This grant could bring extra \$250,00-\$300,000, however, it would be very important to show the activities from now on till December and prove that the Theatre is an economic driver in the area. Jason also indicated that having a business plan for this project would be beneficial for not only grant, but also for the future. The conclusion from that discussion was that the Town of Sinclair will hire someone to manage the Theatre and Event Projects. Ryta was asked by the councilmember McWhorter if she could prepare the job description that would allow the town to hire person fulfilling the requirements. Ryta offered to do that. In the meantime, there was a question of to who the Theatre belongs to and who is financially responsible for it. The Theatre is owned by the Town of Sinclair, but the Theatre Inc. is a non-profit organization handling their budget and responsibilities.

**PROJECT UPDATES:** Jon Nelson with North Fork Engineering shared with the council that North Fork has completed a project on the fire hydrant that was hit. The project costs met the approved amount of \$10,000.00 to \$15,000.00.

Jason Knopp with Edge Engineering updated the Council with the progress of the Theater. Jason shared that they are still working on the punch list items, on concrete pad for dumpster and drainage reroute behind the post office.

Jason asked Mayor Johansson to approve and sign the Work Directive No.1 for \$2,780.50.

In terms of the lead paint removed from the theater building that is still at works. The company from Connecticut wanted to come out and evaluate the situation and make samples and that only would cost \$55,000.00. However, the Abstract Masonry from Salt Lake City, UT came through a few days before the

meeting and came up with the price of \$106,000.00 (which is almost half of the original price obtained from other company).

Jason asked about the Historic Theatre Building plaque. The council discussed it in the previous meeting, but the purchase of such plaque wasn't motioned and approved. Councilmember McWhorter move to approve the purchase of historic plaque in the amount of \$192.34. Seconded by Councilmember Dunlap, motion passed unanimously.

Next, Jason moved on to update the Council on the Town Hall project. There are still some touch-ups on the flooring, but they all are done. The elevator company is waiting on some equipment and need to put off their work until September 17<sup>th</sup>. Now they are working on bath partitioning and finishing up the roof replacement.

Jason mentioned the painting of the Town Hall building project. There is a new bid to do it for \$66,000.00, but they can contract this project out, too. There is also an option that the town employees could do it. Councilmember McWhorter move to approve taking the pocketed credited money and deciding on painting the Town Hall later. Seconded by Councilmember Dunlap, motion passed unanimously.

Jason stated that he could have Comtronix coming to install door access to 3 previously mentioned doors at any time the Council wants. It would be important to have them come once and do all jobs including installations, updates, fire alarm monitoring system, and security system at once. If the Council wants the door access to 4 doors the that would cost \$14,410.00. Jason mentioned that we still have time to do that, and the Council doesn't need to make the decision right now. The Councilmembers decided to wait for all members to be present and discuss the issue in October.

Jason asked about the UV film for Museum windows. He presented two quotes. The local Rawlins company gave the best deal. The Council will discuss this part at the next Council meeting on September 16, 2021.

The furnishing of the Town Hall renovated area was brought up too. The Councilmembers suggested to look at what is the town's inventory among other town buildings before deciding what needs to be purchased.

Regarding the letter from WPD&N about the condensing units – the Councilmembers will take their time to read it carefully and decide with the Town Attorney Mike Roberts what to write in the response letter.

**FIRE DEPARTMENT:** Fire Department Chief Gene Goetz asked about moving the white van out of the Fire Department building and he asked to be helped with that.

**SANITARY LANDFILL:** Ricci mentioned that the clean up for the fountain is scheduled for September 20, 2021, after which the fountain will be closed for the winter season.

**UNFINISHED BUSINESS:** Mayor Johansson asked about finding contractor to work on the school building and its Heating/AC unit. Jason called three contractors asking for more information.

**NEW BUSINESS:** Mayor Johansson shared that the journalist from Saratoga Sun Journal – Mike Armstrong would like to meet with Councilmembers to ask them about the previous Councilmembers and why they left their positions. Mayor Johansson mentioned that the town and Council never received any letter of resignations and the reason for their leaving is unknow. The Journalist Armstrong asked to meet with Councilmembers half an hours before the next Council meeting on September 16, 2021.

Mayor Johansson also discussed the need for hiring the cleaning services for town buildings. There are two offers so far, from KI Cleaning Services and Cleaning Services Superior Flooring. The decision on hiring the cleaning services will be discussed when there are all members of the Council present.

Mayor Johansson mentioned receiving information about the grants for water lines offered by Wyoming Rural Water. Mayor Johansson mentioned that LGLP have openings on their board. If there is anybody interested or wanting to be appointed, let the Councilmembers know.

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

Councilman Dunlap moved to approve adjourning from the Council meeting at 6:55 pm. Seconded by Councilmember McWhorter, motion passed unanimously.

The next regularly scheduled council meeting will be held on September 16, 2021, at 5:30 p.m. in the room #7 at the old elementary school.

Leif Johansson, Mayor  
TOWN OF SINCLAIR

ATTEST: CLERK/TREASURER