

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING HELD AT 5:30 P.M. ON THURSDAY, OCTOBER 07, 2021, IN THE COUNCIL ROOM #7 OF THE SINCLAIR ELEMENTARY SCHOOL BUILDING.

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

TOWN EMPLOYEES PRESENT: Town Attorney Mike Roberts, Police Officer Jeff Sanders, Maintenance Employee Ricci Pacheco, Fire Department Chief Eugene Goetz, Clerk and Treasurer Ashley Masselink, Assistant Treasurer Izabela Tysver, and Jason Knopp with Edge Engineering.

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 September 16, 2021, Council meeting minutes. Seconded by Councilman Dunlap, motion passed unanimously.

APPROVAL OF THE AGENDA: Mayor Johansson had amendment for the agenda. Mayor Johansson added Litigation to the Executive Session on the agenda. Councilmember McWhorter moved to approve tonight's meeting agenda. Seconded by Councilmember Serres, motion passed unanimously.

RESIDENTS: Mayor Johansson welcomed the residents Rick McWhorter, Dianne Johansson, and Aaron Kirker.

Mr. McWhorter addressed the smoke coming from his neighbor's property. Then Chief Sanders stated that Officer Rosacker is addressing this open matter as an active police investigation.

Aaron Kirker addressed the need of Council approval for his plan to build a garage in the yard. He already put concrete in that place which he is willing to alter based on the codes. Mayor Johansson stated that the Council cannot do anything today as the new Zoning Board is going to be formed at this meeting. Mr. Kirker asked to be informed about the Zoning Board meeting so he could come and address his issue.

Dianne Johansson spoke about the idea of creating Fine Arts Club/Room for adults at the Elementary School. She, as an artist, would like to create a space where adults could visit during creative time. She has not set up the day and time of such meetings. She is open to ideas. Anyone can contact her directly via her phone number 328-5600 or 321-5732, or indirectly, by bringing the ideas to the townhall office.

GUESTS: Ryta Sondergard discussed the Theatre needs and the lack of activities related to this great "town's jewel". She emphasized the importance of that place and how residents and local communities are waiting for it to start operating. The Theatre needs a great management to start organizing the cultural activities in town.

Jordan Walcker and Dan DeBruyn presented to the council their newly found non-profit organization "The Wrestling Room". They presented the mission and goals of their organization, emphasizing the need for a space. The Sinclair's Elementary School seems to be one of the spaces they would like to use in the future. The Council was very pleased by this idea.

PROJECT UPDATES: Jason Knopp with Edge Engineering updated the Council with the progress of the Theater and Church. Contractors has completed the new roof on the church.

The Council decided to sell the Theatre seats for lifetime for \$500.00 per seat. The Councilmember McWhorter moved to approve the price of \$500.00 per seat in the Theatre. Seconded by Councilmember Serres, motion passed unanimously.

Jason invited the Council for the general inspection and walk through the Townhall on Wednesday, October 20, 2021, at 9 am.

Jason asked Mayor Johansson to approve and sign the Change Order No.12 for Kick Plates \$382.92 and time extension of 5 days. Councilmember McWhorter moved to approve the Change Order No.12 for Kick Plates \$382.92 and time extension of 5 days. Seconded by Councilmember Serres, motion passed unanimously.

Jason and Council members discussed the door access control in townhall building for the option of either 3 doors or 4 doors. No decision was made.

Jason informed the Council that the Fire Marshall will do the walk through on Wednesday, October 13, 2021, to evaluate the Fire Alarm Monitoring and Elevator Monitoring.

Jason asked the Council to approve the Comtronix townhall security system 5-door upgrade for \$1714.00. Councilmember McWhorter moved to the Comtronix townhall security system 5-door upgrade for \$1714.00. Seconded by Councilmember Dunlap, motion passed unanimously.

Jason asked about furnishings for the second level in townhall building. He did some shopping and brought some ideas and offers. The Council decided to make a workshop to discuss the town's inventory before purchasing new furnishings. The workshop will take place on October 20, 2021, and it will be advertised at Post Office, Rec Center, Townhall and Library.

Jason asked the Council to approve and sign the Casper Building System Pay App No. 10 for \$104,198.41. Councilmember McWhorter moved to approve the Casper Building System Pay App No. 10 for \$104,198.41. Seconded by Councilmember Serres, motion passed unanimously.

Jason discussed the Sinclair School AC Unit repair. He received 7 offers and 4 of them were not worth to look at it. The remaining 3 were: Snowy Range for \$24,405.00, Sheet Metal Specifics for \$17,400.00 and Advanced Comfort Solutions from Cheyenne for \$18,656.00. After the discussion, Councilmember Dunlap moved to approve Advanced Comfort Solutions from Cheyenne for \$18,656.00. Seconded by Councilmember McWhorter, motion passed unanimously.

In the end, Jason brought up the topic of Sinclair Town Right-of-Ways and Private Lands. The Council decided to make a workshop on it. The workshop will take place on October 20, 2021, and it will be advertised at Post Office, Rec Center, Townhall and Library.

Derrick Morse from Pine Cove discussed the costs of the networking system updates for Theatre that will tie the theater and townhall buildings and get the theater up and running. Derrick mentioned that on October 20th, during the general inspection, he can come over and estimate the networking system updates for Townhall building. Councilmember McWhorter moved to approve the Pine Cove Networking updates for \$4,373.24. Seconded by Councilmember Dunlap, motion passed unanimously.

FIRE DEPARTMENT: The Fire Department Chief Eugene Goetz asked the Council to approve buying 1,500 feet of hoses from Curtis for \$5,005.00. Councilmember McWhorter moved to approve buying 1,500 feet of hoses from Curtis for \$5,005.00. Seconded by Councilmember Serres, motion passed unanimously with the councilmember Dunlap abstaining.

MUNICIPAL JUDGE: Councilman Serres moved to approve September 2021 judges report in the amount of \$25.00. Seconded by Councilman McWhorter, motion passed unanimously.

STREETS & PARKS DEPARTMENT: Maintenance Employee Ricci Pacheco mentioned that there will be company coming in the middle of October to look at the broken Christmas lights for the tree. He mentioned also that everything in parks has been winterized.

SANITARY LANDFILL, SANITARY & STORM SEWERS, WASTEWATER TREATMENT FACILITY AND WATER DEPARTMENT: Maintenance Employee Ricci Pacheco mentioned that the walk through with Earl of Rocky Mountain Construction on Cleveland Avenue went well. Also work done by 71 Construction was done great. Councilmember McWhorter asked Ricci about his upcoming tests.

TOWN BUILDINGS: Mayor Johansson asked Maintenance Employee Ricci Pacheco if he got a hold of Evan Holmes about paying for the base of the lamp in front of Parco Inn that got broken. Ricci said "no" and that he is still trying to get in touch with Mike Holmes to get Evan's contact information.

FINANCIAL DEPARTMENT: Treasurer Ashley Masselink asked the Council to approve her attendance in the online WAMCAT training in November and December 2021. She mentioned that she received the full reimbursement from the September WAMCAT training that she couldn't attend due to her sick leave. Councilmember Serres moved to approve the online WAMCAT training for Ashley Masselink in November and December 2021. Seconded by Councilmember McWhorter, motion passed unanimously.

Ashley mentioned that Troy Hunsucker sent his proposal. Mayor Johansson said that the Council will look at it and discuss later.

TOWN ATTORNEY: Town Attorney Mike Roberts mentioned that Sweet Katies will be out of town and will not be able to supply town with food in her food truck during Light the Night event. That means that she will not comply with agreement. Mike asked to table that issue. Councilmember McWhorter moved to approve tabling the Sweet Katies food truck absence. Seconded by Councilmember Serres, motion passed unanimously.

UNFINISHED BUSINESS: The Council decided to accept Leigh Nation's resignation from Zoning Board. Councilmember Serres moved to approve Leigh Nation's resignation from Zoning Board. Seconded by Councilmember McWhorter, motion passed unanimously.

Then Councilmembers went on to appoint new members of Zoning Board. Jeff Sanders stepped out of the position, however, he will be open to advise the Board in the future. Councilmember Dunlop moved to approve and appoint Emily Townsend, Ellie Bennett, Ron Bach, and Mike Reed as Zoning Board members. Seconded by councilmember McWhorter, motion passed.

NEW BUSINESS: Clerk Ashley Masselink asked the Council to approve the initiative called "Pick-what-you-need" Rack that would be organized with Assistant Treasurer Izabela Tysver. The one-day event will be held at Rec Center twice, on November 6, 2021, and December 4, 2021, on Saturdays. Its idea is to gather donations of clothes, shoes and stationery/coloring items for kids and adults, and then offer them at Rec Center for anybody to pick whatever they need. The remaining donated items will be distributed further on to those in needs in other communities such as Rawlins. Councilmember Dunlop moved to approve two "Pick-what-you-need" Rack events. Seconded by councilmember Serres, motion passed.

Then the Council moved to accept the Cullen Meeks resignation from the Council and approve the advertising for that position. The advertisement will be posted at Rec Center, Post Office, Library, and Townhall. The letters of interest from those who are interested will be accepted until November 3, 2021. Councilmember McWhorter moved to approve Cullen Meek's resignation from the Council and start advertising for the vacant position. Seconded by Councilmember Dunlap, motion passed unanimously.

Clerk Ashley Masselink asked the Council to remove Cullen Meeks from the Signature Card at Rawlins National Bank. Councilmember McWhorter moved to approve to remove Cullen Meeks from the Signature Card at Rawlins National Bank. Seconded by Councilmember Serres, motion passed unanimously.

The Council discussed scheduling two separate workshops. The first workshop on discussing the Christmas events such as Light the Night and decorating the town will be held on October 14, 2021, at 5 pm at Townhall. The second workshop on discussing the town's inventory and furnishing for newly renovated townhall space; Sinclair Town Right-of-Ways and Private Lands; and Theater renting fees will be held on October 20, 2021, at 5 pm at Townhall. Both workshops are open for the public and will be advertised in Rec Center, Library, Post Office, and Townhall.

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

The General Session was adjourned at 7:44 pm and the Council moved on to the Executive Session. Councilman McWhorter moved to approve adjourning the General Session at 7:44 pm. Seconded by Councilmember Serres, motion passed unanimously.

Councilman McWhorter moved to approve adjourning the Executive Session at 9:42 pm. Seconded by Councilmember Dunlap, motion passed unanimously.

Councilman Dunlap moved to approve entering into the General Session at 9:42 pm. Seconded by Councilmember Serres, motion passed unanimously.

Councilmember McWhorter moved to approve to create advertising and job description for the position of Theatre Director with other responsibilities. She mentioned that the Council will be seeking the consultation from Ryta Sondergard. Seconded by Councilmember Serres, motion passed unanimously.

Councilman McWhorter moved to approve adjourning from the Council Meeting at 9:49 pm. Seconded by Councilmember Serres, motion passed unanimously.

The next regularly scheduled Council Meeting will be held on October 21, 2021, at 5:30 p.m. at Townhall.

Leif Johansson, Mayor
TOWN OF SINCLAIR

ATTEST: CLERK/TREASURER