

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 21, 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 Officer Jeff Sanders, Maintenance Employee Ricci Pacheco, Water supervisor Jim Haldorson, Fire Chief Eugene Goetz, Clerk/Treasurer Ashley Masselink

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

**OPENING OF MEETING:** Mayor Johansson called the meeting to order. Councilmember Serres asked to amend the workshop minutes for October 21, 2021, to remove wording as there is too many days in the sentence and well as change words from have to revise and take out the sentence in the third fee schedule that reads as well as the food and drinks will be allowed in the recreation center. Councilman Dunlap moved to approve minutes from October 7, 2021, council meeting and October 14, 2021, workshop minutes as read and approved workshop minutes from October 20, 2021, as corrected. Seconded by McWhorter, motion passed unanimously.

**APPROVAL OF THE AGENDA:** Mayor Johansson amended the agenda for the meeting by adding Sarah Johansson, Jessica Johansson, and Emily Townsend to the agenda under residents. Mayor Johansson also added recreation director to unfinished business and Litigation to the Executive Session. Councilmember McWhorter moved to approve tonight's amended meeting agenda. Seconded by Councilmember Serres, motion passed unanimously.

**RESIDENTS:** Mayor Johansson welcomed the residents Sarah Johansson, Jessica Johansson, and Emily Townsend. Sarah and Jessica Johansson shared they would like to volunteer their time to hold the Sinclair Bazaar on November 20, 2021, from 9 to 2 pm. Sarah and Jessica shared they would like to charge \$20.00 a table for the vendors and all the money would go to the Town. Council discussed if this amount was a good price or if they wanted to change it and Council agreed that \$20.00 was reasonable. Council discussed this is a great idea that the community is coming forward and helping the community while the Town does not have a recreation director. Councilmember McWhorter moved to approve Sarah and Jessica Johansson to run the Bazaar on November 20, 2021, from 9 to 2 pm for the Town. Seconded by Councilmember Serres, motion passed unanimously.

Resident Emily Townsend said she is a resident coming to the meeting but wanted to share that the recreation advisory board would like to have a Halloween party on Sunday October 31, 2021. Emily shared the members of the board would have some food and hand out candy. Emily was unsure of the exact details as some of the members are out of town but would hang flyers as soon as all the details were put together.

**GUESTS:** Mayor Johansson welcomed Yvonne Jonson with Carbon County Economic Development Director. Yvonne shared that at this time last year the Sinclair recreation director received a laptop computer from Trihydro and that a total of \$70,000.00 was donated in computers last year in Carbon County. Yvonne also asked that she get a meeting setup with Mayor Johansson to discuss grants that she will be looking at for December that the Town might be interested in. One specific grant for Carbon County that would combine towns together for five million dollars for asbestos. Yvonne shared she has new board members but is still looking for more if anyone is interested in being a board member to get a hold of her. Last thing Yvonne shared is she is trying to get pipe and drape from a grant and for the town to get her information so the town can be included.

**PROJECT UPDATES:** Clerk/Treasurer Ashley Masselink shared information on behalf of Jason Knopp with edge engineering. The first thing that was shared is that the contractor is working on the punch list. The concrete pad for the dumpsters has been completed along with the church roof. The water meter is to arrive on November 10<sup>th</sup> and GW Mechanical will reroute the down spouts behind the theater at that time as well.

Sinclair Town Hall update the elevator insulation was completed and fire inspection was completed and passed. Mayor Johansson shared the Town will be getting an occupancy soon from the fire marshal for the upstairs. Change order number thirteen for contractor time to be extended for three additional days due to road closures on October 12 thru 13. Councilmember McWhorter moved to approve change order thirteen for the three additional days. Seconded by Councilmember Serres, motion passed unanimously.

Masselink requested approval for either four door access control or three door access control with Comtronix. The cost for four door control is \$14,410.00 and the cost for the three doors is \$13,048.00 but the lines that are already pulled for the fourth door would need to be terminated and to complete that the contract will need to cut the wall and pull the wire this cost would be an additional \$1,865.00. The total amount for the three doors when then be \$14,913.00 which will cost more then the four doors. Councilmember McWhorter moved to approve Comtronix and going with the four-door access control. Seconded by Councilman Dunlap, motion passed unanimously.

Masselink shared that at the workshop meeting it was discussed about the furnishings of the tables and chairs for the office space and conference rooms.

Advanced Comfort Solutions is working on a price to install the AC units for the Town Hall.

It was shared the contractor was supposed to start working on the school AC units October 18, 2021 but has not so Jason will press the contractor on his schedule.

Masselink also shared that right-of-way and private land was discussed at the workshop as well.

**STREETS & PARKS DEPARTMENT:** Water supervisor Jim Haldorson shared that the company who does the Christmas tree lights has not got him a quote yet, but he wanted to request approval to use the full amount that was budgeted for the Christmas tree lights. Councilman Dunlap moved to approve using the budget for the Christmas tree lights in the amount of \$3,000.00. Seconded by Councilmember Serres, motion passed unanimously.

**SANITARY LANDFILL, SANITARY & STORM SEWERS, WASTEWATER TREATMENT FACILITY AND WATER DEPARTMENT:** Maintenance Employee Ricci Pacheco shared with Council he will be out of Town next week and will be in Casper in a water conference. Pacheco shared he will be taking his test on Friday of next week.

**UNFINISHED BUSINESS:** A quick discussion was held on hiring a cleaning service which was from a previous council meeting the council tabled this until next council meeting as not all the quotes were in the current council packet as it was given out in a previous meeting. Councilmember McWhorter moved to approve tabling the clean service until next council meeting. Seconded by Councilman Dunlap, motion passed unanimously.

**NEW BUSINESS:** Council discussed the usage of the recreation center for people wanting to use it as daily use. As it would be open but since there is no recreation director they will need to wait until someone has been appointed to that position.

Mayor Johansson shared the fee schedules for all the Town's buildings. The school daily fee is \$10.00 for a classroom with a \$50.00 deposit. A yearly fee for residential or nonprofit is \$250.00 with a \$250.00 deposit. If someone who is already renting a room wants to use the gym, there will be an additional fee of \$100.00 a year plus \$250.00 deposit. If someone wants to rent the gym for a one-time event the fee is \$100.00 a day and \$250.00 deposit.

Town Hall will have a fee schedule of \$120.00 a day for the big conference room with a \$200.00 deposit. The Small Conference room will be \$60.00 a day with a \$200.00 deposit. An office space will be \$25.00 a day, \$100.00 a week and \$400.00 a month with a \$100.00 deposit.

The theater will be \$400.00 a day with \$800.00 hold which will pay for the cost to clean the theater and any remaining amount left will be given back. There is to be no food or drink in theater unless it is a town event. If the equipment such as projector or speakers need to be used there will be a \$100.00 fee for the time of the town employee who is trained in running the sound equipment.

Recreation Center is \$200.00 a day with \$400.00 deposit and food and drink are allowed in place of the theater but the recreation center fee will need to be paid as well.

These fees will go into effect January 2022 and if something has already been planned the current fee will stay the same. If it is a new event the fee schedules that will start in January will start effective immediately.

Councilmember McWhorter moved to approve the fee schedules that were talked about in the workshop and read by the mayor. Seconded by Councilmember Serres, motion passed unanimously.

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

**EXECUTIVE SESSION:** Councilman Dunlap moved to go into executive session at 6:27 pm to discuss personnel and litigation. Seconded by Councilmember Serres, motion passed unanimously.

Councilmember McWhorter moved to adjourn from executive session at 8:48 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 McWhorter made a motion to approve the Mayor to contact applicants. Seconded by Councilmember Serres, motion passed unanimously.

Councilmember McWhorter moved to approve adjourning from the Council meeting at 8:49 pm. Seconded by Councilman Dunlap, motion passed unanimously.

The next regularly scheduled Council Meeting will be held on November 4, 2021, at 5:30 p.m. at Townhall.

Leif Johansson, Mayor  
TOWN OF SINCLAIR

ATTEST: CLERK/TREASURER