

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 18, 2021 IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN OFFICE BUILDING.

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 Roger Chizek, Maintenance employee John Laux, Fire Chief Eugene Goetz, Clerk/Treasurer Ashley Masselink and Jason Knopp with Edge Engineering.

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

OPENING OF MEETING: Councilmember Serres moved to approve council minutes from November 4, 2021. Seconded by Councilman Dunlap, motion passed unanimously.

APPROVAL OF THE AGENDA: Mayor Johansson amended the agenda for the meeting by adding right-a-way to Unfinished Businesses. Councilmember McWhorter moved to approve amended agenda. Seconded by Councilmember Serres, motion passed unanimously.

RESIDENTS: Mayor Johansson welcomed the residents Emily Townsend, Leigh Nation, Angeli McCulloch, Rick McWhorter, Don Koeneke for coming. Mayor asked the residents if they had anything to address with the council. Don Koeneke shared that he had a question on a tree that was removed from his property years ago. Don stated the tree was massive and had big roots and when the tree was removed the roots stayed in the ground and are now shrinking causing voids around where the tree was. Don asked what is his responsibility for any damage that might be caused from these voids? Don shared the voids have previously been filled in but keep occurring and he is afraid the sidewalk and right a way might collapse. The Council asked that maintenance look at the situation and maybe block off the parts that might be unsafe and have the town engineers look into the problem for it to be corrected.

Rick McWhorter asked about the zoning board and what needs to be done to get things going as there are current issues that need to be addressed. Emily Townsend shared she has not received any other contact information from other board members either. Rick shared he would get together with other members on the board as one lives by him and another one, he knew was out of town. The Mayor asked that when the board came up with a date to meet to let the Town office know.

Rick also asked the Council if they would take into consideration making a law or ordinance to restrict someone from causing a health hazard to another person's health. Rick shared its to late in his case but would like to see something done in the future.

GUESTS: Pine Cove Derrick Morse shared with council that for the Town Hall upstairs internet he would like to add 48 switches as the downstairs currently has 8 switches. Derrick shared he would rather get more switches then not enough as the use is still unknown at this time. Derrick shared most of the stuff purchased for the theater is here but still missing a few things. Mayor Johansson shared that the sound system can be ran off of a laptop and asked if there would be efficient internet for this to work. Derrick shared that the internet will be good and that it will also be isolated from outside users. Derrick talked about the basic voice over IP can be setup in the conference room and he would work on getting a sample phone so that it can be tested.

PROJECT UPDATES: Jason Knopp with Edge Engineering shared with the Council that the certificate of occupancy has been issued for both Theater and Town Hall. He also shared that the door cores should be coming to the Town Hall but have yet to come. Jason asked if the Town would need more training for personnel for the systems and the Council shared it would be a good idea as the Town has just added two new people to the maintenance department.

Jason shared a change order for carpet repair and gutter in the theater. The carpet repair is for where the row of seats were removed per the fire Marshall the seats were already installed and had to be removed so there are bolts showing and carpet missing in areas. The gutter is for the clubhouse as there is none upstairs and there should be some to protect the balcony outside as it has already been fixed because of sitting water. Councilmember Serres moved to approve the change order in the amount of \$3066.42 for the repair of carpet from bolts and gutters for clubhouse. Seconded by Councilmember McWhorter, motion passed unanimously.

Jason shared the SHPO requirement for the plaque needs to match the National Register nomination form for the Sinclair Historic District. Jason also asked if the Council would like the date to be on the plaque as well and Council agreed.

Jason requested approval to pay Richardson Construction Pay App #14 for \$164,437.83. Councilmember McWhorter moved to approve Pay App #14 in the amount \$164,437.83 to Richardson Construction. Seconded by Councilmember Serres, motion passed unanimously.

Jason shared that he would be holding off applying for the Wyoming Business Council Grant until May as Heather would like to meet with him and the Mayor so the Town has the best chance of getting the grant.

Jason shared the progress on the Town Hall and that the contractor is working on the punch list. Jason shared the retainage release 41-day notice has been started for advertising and will be completed on December 17. Jason asked the Council about what they would like to see for dust corners for the stairs going to the upstairs. The Council said they would need to look at it a little more and get back with him. Jason shared he is still waiting to hear back from Comtronix on a schedule for when they will complete work.

Jason shared a packet of colors for the furnishing for the Town Hall upstairs. He also shared he received two quotes for installing new AC units in the Town Hall. Advanced Comfort Solutions came in at \$10845.00 and Sheet Metal Specialties came in at \$5800.00 with CJ Enterprise doing the electrical for \$2000.00 making the total \$7800.00. This is about the same price that Caspar Building Systems quoted the Town for. Councilmember McWhorter moved to approve Sheet Metal Specialties in the amount of \$5800.00 and CJ Enterprise in the amount of \$2000.00 with a total of \$7800.00 to install the new AC units. Seconded by Councilmember Serres, motion passed unanimously.

Jason shared that Advanced Comfort Solutions has since changed what they want to charge the Town for working on the heaters at the School. They would have liked to move the units next to the school instead of leaving them where they are. They quoted moving the units instead of quoting the project like they were asked. Jason said since they changed what is being asked for them to quote and they did not quote the project correctly and want more money the Council should void their contract and go with Sheet Metal Specialties who was the next closest quote. Councilmember McWhorter moved to approve terminating contract with Advanced Comfort Solutions. Seconded by Councilmember Serres, motion passed unanimously. Councilmember McWhorter moved to approve Sheet Metal Specialties bid in the amount of \$17400.00 for fixing the heaters at the school not to exceed that amount unless Jason is aware of the change in cost. Seconded by Councilmember Serres, motion passed unanimously.

SINCLAIR HISTORIC COMMUNITY, INC: Mayor Johansson shared that he requested that Chief Sanders to look into getting a 4k dvd player as the projector system is all state of the art and would need 4k dvd player for the quality of the movies to be the quality of the system. Mayor Johansson shared there is one priced at \$459.99 which is a Panasonic and a very nice dvd player. Mayor Johansson shared there is a lower quality dvd player that is \$214.00 but doesn't have the best quality. Councilmember Dunlap moved to approve purchasing the \$459.99 dvd player. Seconded by Councilmember McWhorter, motion passed unanimously.

FIRE DEPARTMENT: Jason Knopp shared that he tired to order a Knox box for the school but the address was unknown according to the system. Chief Sanders shared that he would get with the sheriff's office to find out the address. Jason requested approval to order the Knox Box for the school. Councilmember McWhorter moved to approve Jason to order a Knox Box for the school. Seconded by Councilmember Serres, motion passed unanimously.

STREETS & PARKS DEPARTMENT: Mayor Johansson introduces John Laux and Roger Chizek as new maintenance employees and shared that Jason Black will also be joying the maintenance department in January. John Laux shared with Council he will be trying to take his waste water test sometime in the next few weeks to see where he is at on the testing. John Laux also shared with the Council that he knows the truck for maintenance are new and that when he worked at a dealership the maintenance and oil changed needed to be documented by a professional and saved to keep the warranties valid. He asked if there was documentation somewhere with this and if maintenance qualifies as professional. The Council shared if there is not some kind of system or documentation for maintenance to create some form of tracking and that they should qualify as professional.

POLICE DEPARTMENT: Chief Sanders shared with the light the night he would have 10th street as the start of the line up for the parade. Mayor Johansson shared that Santa will be in the parade as well and will go to the caboose after the parade so kids can visit him.

UNFINISHED BUSINESS: Clerk/Treasurer Masselink asked what the Council would like to do about the light post base that was broken about two years back. Council decided to replace the light post base and send

the bill to the person who broke it. Councilmember McWhorter moved to approve purchasing the light post base. Seconded by Councilmember Serres, motion passed unanimously.

Masselink asked what the Council would like to see happen for the Christmas party as the Peppermill can accommodate 50 to 70 people and its \$24.00 a person. Masselink asked if the Council would like to have board members come and the Council would like to see the board members be invited.

Masselink asked the Council to look at a fee schedule table that was made to get approved for hanging up. The Council discussed that they would need to look at changing prices still for the rec. and school. Chief Sanders brought up the idea of a community room at the school that would be strictly for Sinclair residents only.

Masselink asked what day works well for Council members to interview the manager/director position. The Council would all be available on November 30. Masselink shared that November 30 would be Jim's last day and he would like to have Su Casa for lunch so anyone wanting to join can come on Tuesday November 30 at noon. Masselink asked if the Council would like to do a plaque for Jim or something and the Council shared that maybe a fishing pole of something he would enjoy would be better than a plaque.

Town Attorney Mike Roberts shared a draft for the right a way for residents that at not in compliance with the Town ordinance. Roberts also believes the Town should look into everyone who is at fault before continuing moving forward with the current resident who are not in compliance. Jason Knopp shared he could get the plat and find a cost for someone either maintenance or Town engineer to look into all the noncompliance residents.

NEW BUSINESS: The Council discussed contracting Jim Haldorson for his water and waste water license until the new maintenance staff get their licenses. John Laux shared that it would be beneficial to have Jim stay on with the Town for a few months so the new staff can be acquainted with things. Mayor Johansson shared that Jim would be willing to come in on Mondays to help with any questions the new staff has on top of letting the Town use his license. Council discussed that \$600.00 a month would be fair. Councilmember McWhorter moved to approve contracting Jim Haldorson for his license and his time in the amount of \$600.00 a month. Seconded by Councilmember Serres, motion passed unanimously.

Mayor Johansson shared that he attended the COG meeting in Rawlins and they are looking at getting a trailer for livestock in a grant. This trailer would be used when there is an accident and the livestock needs to be corralled to stay safe. The only negative thing about the trailer is the person would need to be trained in using such trailer and there would need to be a central location for the trailer so the whole County could use if when needed. Johansson shared the next COG meeting will be January 19 2022.

Clerk/Treasurer Masselink shared that the Carbon County Commissioners would like to hold here meeting on October 18 2022 at Town Hall. The Council agreed that would be fine. Masselink also shared that the Town office heater is down but the new maintenance employee Roger has temporarily fixed it but need to order the part to fix correctly. Councilmember McWhorter asked that the maintenance employees look at the heat over at the school as the entry way is very hot when you walk in.

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

Mayor Johansson adjourned the meeting at 7:54 p.m. The next regularly scheduled council meeting will be held on December 2, 2021 at 5:30 p.m. in the Council Chambers of the Town office building.

Leif Johansson, Mayor
TOWN OF SINCLAIR

ATTEST: CLERK/TREASURER