

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING HELD AT 5:30 P.M. ON THURSDAY, DECEMBER 02, 2021, IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN OFFICE BUILDING.

COUNCIL MEMBERS PRESENT: 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, Assistant Treasurer Izabela Tysver, and Jason Knopp with Edge Engineering.

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

OPENING OF MEETING: Councilman Dunlap moved to approve council minutes from November 18, 2021. Seconded by Councilmember McWhorter, motion passed unanimously.

APPROVAL OF THE AGENDA: Councilmember McWhorter moved to approve the agenda. Seconded by Councilmember Dunlap, motion passed unanimously.

RESIDENTS: Vice Mayor Serres welcomed residents: Nancy Pierson, Emily Townsend, and Angeli McCulloch, and asked them if there were anything they would like to address. Mrs. Pierson asked about the Elementary School rental fees for Quilters Club. She mentioned that the Club does not gain any profits from what they are doing. The Councilmembers responded saying that the scheduled fees are independent of being profit or non-profit and are applied to everyone renting the school.

GUESTS: Troy Hunsucker with PFM Asset Management LCC came to present to the Council the possibilities for the Town to manage their investments. He passed the sample proposal ideas to the Councilmembers. The Council decided to look at his proposal and be in touch with him.

PROJECT UPDATES: Jason Knopp with Edge Engineering shared with the Council the progress on the Town Hall and that the contractor is working on the punch list. He shared that the carpet repair and gutter in the theater is scheduled for the first part of January 2022. Jason shared that he is still waiting to hear back from Comtronix on a schedule for when they will complete work. Jason shared that the work on AC Unit will start tomorrow, December 3, 2021.

Jason asked the Council about what they would like to see for dust corners for the stairs going to the upstairs. The Councilmembers decided to purchase the Decorative Brass Dust Corners with Finish for approximately \$270.00. Councilmember McWhorter moved to approve purchasing the dust corners for approximately \$270.00. Seconded by Councilmember Dunlap, motion passed unanimously.

Jason asked about furniture for the townhall offices and conference rooms. The decided to purchase the following sets of furniture.

Councilmember McWhorter moved to approve to purchase 5 chairs for \$345.00 each with 5 chair mats (latte color). Seconded by Councilmember Dunlap, motion passed unanimously.

Councilmember McWhorter moved to approve to purchase 3 office desks for big offices for \$1,219.00. Seconded by Councilmember Dunlap, motion passed unanimously.

Councilmember McWhorter moved to approve to purchase 62 chairs (Gebry and Gaudi style) for all conference rooms for \$173.00 each. Seconded by Councilmember Dunlap, motion passed unanimously.

Councilmember McWhorter moved to approve to purchase 25 tables with modesty panels (charcoal/fusain color) for all conference rooms for \$1,013.00 each. Seconded by Councilmember Dunlap, motion passed unanimously.

Jason shared the information about Knox Box. The Knox Box for Theatre is already in and ready to install. The Knox Box for the school has been purchased, not here yet. And the Knox Box for townhall building will cost \$504.00 + shipping. Councilmember McWhorter moved to approve to Knox Box for townhall for \$504.00 + shipping. Seconded by Councilmember Dunlap, motion passed unanimously.

Jason shared also that on December 14, 2021, at 2:30 pm there will be Wyoming Business Council Application meeting (with Heather Tupper), and if Councilmembers want to attend, they are welcomed.

MUNICIPAL JUDGE: Councilman McWhorter moved to approve November 2021 Judges Report in the amount of \$202.00. Seconded by Councilman Dunlap, motion passed unanimously.

TOWN BUILDINGS: Maintenance employees Roger Chizek and John Laux updated the Council on the work they have been doing around the town. They repaired the furnace and post office and town office. They repaired the outlets in the park and on the deck. They installed CO detectors in the post office, town office and council chamber. They changed filters in furnaces in town buildings. Vice Mayor Serres thanked them for a great job they are doing.

FINANCIAL DEPARTMENT: The DVD Player for Theatre was purchased for smaller price than approved in the previous council meeting. The final price was \$423.19.

TOWN ATTORNEY: Town Attorney Mike Roberts informed the Council that the town is dealing with criminal case right now and it will be going for at least another month. Vice Mayor Serres thanked him.

UNFINISHED BUSINESS: Assistant Treasurer Izabela Tysver asked the Council about scheduling the workshop (per Mayor Johansson request) to discuss the potential changes in events/rental/lease scheduled fees. The workshop open to public was scheduled for Thursday, December 9, 2021, at 5:00 pm. Councilmember McWhorter moved to approve the workshop. Seconded by Councilmember Dunlap, motion passed unanimously.

Assistant Treasurer Tysver mentioned about Christmas Party for Town. It will take place at Peppermill in Rawlins, on December 11, 2021, on Saturday, at 6:00 pm arrival with dinner scheduled for 6:30 pm.

NEW BUSINESS: The "Santa Coming to Town" event was discussed. The event will start at 6:00 pm for kids to meet Santa and have some treats and activities. Then Santa will take off at 7:00 pm to deliver the gifts. The event details will be posted at Post Office, Rec Center and Townhall.

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

Vice Mayor Serres adjourned the meeting at 6:56 p.m.

The next regularly scheduled council meeting will be held on December 16, 2021, at 5:30 p.m. in the Council Chambers of the Town office building.

Leif Johansson, Mayor
TOWN OF SINCLAIR

ATTEST: CLERK/TREASURER