

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING HELD AT 5:30 P.M. ON THURSDAY, JULY 15, 2021, IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN OFFICE BUILDING.

COUNCIL MEMBERS PRESENT: Mayor Leif Johansson, Councilmembers Cullen Meeks, Michelle Serres, and Phyllis McWhorter.

TOWN EMPLOYEES PRESENT: Town Attorney Mike Roberts, Chief of Police Jeff Sanders, Maintenance Employee Ricci Pacheco, Water Supervisor Jim Haldorson, Recreation Director Maja Chamberlain, 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: Mayor Johansson called the meeting to order Councilman Meeks moved to approve July 1, 2021 Council meeting minutes. Seconded by Councilmember McWhorter, motion passed unanimously.

APPROVAL OF THE AGENDA: Councilmember Serres moved to approve the amended agenda for tonight's meeting. Seconded by Councilmember McWhorter, motion passed unanimously.

PROJECT UPDATES: Jason Knopp with Edge Engineering updated the Council with the progress of the Theater. Jason shared the acoustic door should come in next week as they are taking a little longer. He also shared that the curtains are up and are gold and they look good with the dark blue and red color of the Theater. He shared the hardwood floors are complete and they will be the same look as the Town Hall will have once completed as they will have the same finish. Jason shared the seats keep getting pushed back but he found out that they should be here on July 26. The chair company has asked that they be able to work on the weekend of July 30th and Jason said the contractor will be available that weekend so they can do their work. Jason shared he would like Council to do a walk through so if they see something that needs to be addressed it can be before the contractor is completely done.

Jason requested approval to start the paperwork for the Wyoming Business Council for the lead that is in the exterior paint of the Theater. Councilmember McWhorter moved to approve Jason to move forward with the paperwork for the Wyoming Business Council. Seconded by Councilmember Serres, motion passed unanimously.

Jason shared change order number 15 in the amount of \$3,305.25 to power wash, paint, and install the old steam heat registers in the club house. Councilman Meeks move to approve change order number 15 in the amount of \$3,305.25 for the cleaning and installing of the old heat registers. Seconded by Councilmember Serres, motion passed unanimously.

Jason requested approval for change order 16 in the amount of \$3100.81 for Richardson construction to fix the drainage problem behind the theater and post office. The drainage will go through the old fire department and go out the storm sewer. Councilmember McWhorter moved to approve change order number 16 in the amount of \$3100.81 to fix the drainage problem behind the theater. Seconded by Councilman Meeks, motion passed unanimously.

Jason requested approval for pay application number 11 for Richardson Construction in the amount of \$168,246.35. Councilman Meeks move to approve pay application number 11 in the amount of \$168,246.35. Seconded by Councilmember McWhorter, motion passed unanimously. Jason shared that the remaining 10% of the bill from Richardson will be the last bill as the Town is currently close to 90% paid off for the theater.

Jason updated the Council on the Town Hall project and the progress. Jason shared that the elevator will be installed the first part of September and that the Town will need to hold Council meetings somewhere else. Jason shared that Black Hills has now been combined and asked to look at the next few bills to make sure they are being billed correctly. Jason shared Gem City is working on the Town Hall roof and once completed will go to the church and start that roof.

Jason requested approval for the Town to purchase two 2-inch water meters and reader. Councilman Meeks moved to approve for the Town to purchase two 2-inch water meters and reader. Seconded by Councilmember McWhorter, motion passed unanimously. Jason shared that when the bill comes in to watch to make sure Ferguson does not charge the Town sales tax.

Jason requested approval for pay application number 7 to Caspar Building systems in the amount of \$271,385.62. Councilmember Serres moved to approve pay application number 7 in the amount of \$271,385.62. Seconded by Councilmember McWhorter, motion passed unanimously.

Last thing Jason shared was a historical light in the museum broke and the contractor will be replacing the globe. There is a company that will do a replica of the globe light as before. Jason could not find someone to create the same globe.

Council thanked Jason for his information and time.

SINCLAIR HISTORIC COMMUNITY, INC: Mayor Johansson requested approval to order toilet paper dispensers, paper towel dispensers and soap dispensers for both the theater and the Town Hall. Councilman Meeks moved to approve purchasing toilet, paper towel and soap dispensers for the Theater and the Town Hall projects. Seconded by Councilmember McWhorter, motion passed unanimously.

RECREATION DEPARTMENT: Councilmember Serres asked for an update on the water slide day and Arbor Day. Mayor Johansson gave an update on Arbor Day and shared that a tree was planted on the east side of Washington Park with a plaque for the Sabin family. He also shared fire department cooked hamburgers and hot dogs. Recreation Director Maja Chamberlain shared that the water slide/Bike rodeo day had about 15 to 20 kids who came and fire department cooked hamburgers and hot dogs. The fire department let the kids dress up in the uniform and spray the fire hose. Chamberlain shared that she has created a Facebook page and hopes she did it correctly. Chief Sanders asked that next time there is a bike rodeo if he could be part of it as well since in the last 16 years the police department has done the bike rodeos.

PARKS DEPARTMENT: Water supervisor Haldorson shared with Council that Mark with AC tree service came out and the Christmas tree has a fungus on it, and he applied nitrogen to the base in hopes that it kills the fungus. Haldorson asked for permission to have Mark with AC Tree Service to come out and trim trees. Council agreed that it was fine as it is in the budget. Councilman Meeks also shared he had a resident approach him about removing a tree that the resident believes is getting into their sewer line. Council shared it can be removed but the Town requests another be planted in replace of the removed tree.

WATER DEPARTMENT: Water supervisor Jim Haldorson requested approval to purchase Biolyneus bugs for the lagoons in the amount of \$2872.80. Councilman Meeks move to approve the purchase of the Biolyneus bugs in the amount of \$2872.80. Seconded by Councilmember Serres, motion passed unanimously. Maintenance employee Ricci Pacheco shared he will be going to Casper to test for his water certificate.

TOWN BUILDINGS: Maintenance employee Pacheco shared that Brad with Snowy Range Heating and AC came and looked at the school to get some plans put together and maintenance employee Pacheco shared with Brad that the Council has not made any plans yet for the school.

FIRE DEPARTMENT: Jason with Edge engineering shared that he was in the process of getting a Knox box for the fire department.

POLICE DEPARTMENT: Police Chief Jeff Sanders shared that a resident has painted parts of the Town's curbs with paint that is not supposed to be painted. Town Attorney Mike Robert will work with Police Chief Sanders on this issue. Police Chief Sanders shared that he has a chicken application for a resident Aaron Winebrenner who has received signatures but needs to address two items and pay for the application before it will be approved. Chief Sanders requested permission to complete the application after the two items are address and the application is paid. Councilman Meeks moved to approve chicken application for resident Aaron Winebrenner after he completes the two items and pays for the application fee. Seconded by Councilmember Serres, motion passed unanimously. Councilman Meeks shared that the Town is starting to look bad with all the residents that have not mowed their yards and weeds down.

TOWN ATTORNEY: Town Attorney Mike Roberts asked the Council how much the Town is willing to pay for a public defender as the Town has a case that is going to trial, and the defendant has requested a public defender. Town Attorney shared that the Judge would determine if the defendant will pay the Town back for the public defender. The Council decided that \$75.00 an hour and half of \$75.00 for mileage. Councilman Meeks move to approve the amount of \$75.00 an hour for a public defender and half of \$75.00 for mileage. Seconded by Councilmember McWhorter, motion passed unanimously.

UNFINISHED BUSINESS: Mayor Johansson requested approval to work on the policy book. Councilmember McWhorter moved to approve working on the policy book. Seconded by Councilmember Serres, motion passed unanimously.

NEW BUSINESS: Jason with Edge Engineering shared with the Council that he was able to get a printout of the plat of the Town of Sinclair. Jason shared that the fence the resident built is on Town land and it is up to the Town to what they are going to do moving forward. Town Attorney Roberts will draft up a letter that the police department will serve to the resident.

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

EXECUTIVE SESSION: Councilmember McWhorter moved to go into executive session at 6:49 pm to discuss personnel. Seconded by Councilman Meeks, motion passed unanimously.

Councilmember McWhorter moved to adjourn from executive session at 8:19 pm and seal the minutes and to go back into regular session. Seconded by Councilman Meeks, 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 moved to approve hiring of Izabela Tysver for the part time assistant treasurer. Seconded by Councilmember Serres, motion passed unanimously.

Councilman Meeks moved to approve changing the policy book for the Police Department only to receive 10 hours holiday pay. Seconded by Councilmember McWhorter, motion passed unanimously.

Councilman Meeks moved to approve adjourning from the Council meeting at 8:21 pm. Seconded by Councilman Meeks, motion passed unanimously.

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

Leif Johansson, Mayor
TOWN OF SINCLAIR

ATTEST: CLERK/TREASURER