

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING HELD AT 5:30 P.M. ON THURSDAY, SEPTEMBER 16, 2021, IN THE COUNCIL ROOM #7 OF THE SINCLAIR ELEMENTARY SCHOOL BUILDING.

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

TOWN EMPLOYEES PRESENT: Town Attorney Mike Roberts, Police Officer Jeff Sanders, Maintenance Supervisor Jim Haldorson, 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 2, 2021, Council meeting minutes. Seconded by Councilman Dunlap, motion passed unanimously.

APPROVAL OF THE AGENDA: Councilman Meeks moved to approve tonight's meeting agenda. Seconded by Councilmember McWhorter, motion passed unanimously.

RESIDENTS: Mayor Johansson welcomed the resident Mr. Rick McWhorter.

GUESTS: Mayor Johansson welcomed the guest Stacy Crimmins from Saratoga. Stacey serves on Platte Valley Community Center Joint Powers Board, Saratoga Platte Valley Chamber of Commerce, and Platte Valley Arts Council. Mrs. Crimmins talked to the Council about the Theatre Project, gave many great advice and ideas, and offered help when needed. The main points were: 1) "you cannot be everything to everybody"; 2) finding niche and market is one of the first things to do; 3) trying and playing with different events that are most needed or wanted in the community; 4) working on fee structure; 5) hiring the skeleton staff; 6) being transparent with costs of maintaining and using the facility; and 7) preparing and applying for grants and funding. Mayor Johansson thanked her and offered to invite her again.

PROJECT UPDATES: Jason Knopp with Edge Engineering updated the Council with the progress of the Theater and Church.

Jason asked Mayor Johansson to approve and sign the Work Directive No.11 for \$2,780.64. Councilmember McWhorter moved to approve the Work Directive No. 2 for \$2,780.64. Seconded by Councilmember Meeks, motion passed unanimously.

Jason asked the Council to approve and sign the Richardson Pay App No. 13 for \$37,043.37. Councilmember Meeks moved to approve the Richardson Pay App No. 13 for \$37,043.37. Seconded by Councilmember Dunlap, motion passed unanimously.

Next, Jason moved on to update the Council on the Town Hall project. He mentioned that the Townhall will be turned back to the city in November.

Jason stated that he could have Comtronix coming to install door access to 3 previously mentioned doors at any time the Council wants. Councilmember McWhorter moved to approve the installation of door access by Comtronix to 3 doors in Town Hall and wait for the 4th door installation (if needed). Seconded by Councilmember Serres, motion passed unanimously.

Jason mentioned the Fire Alarms system and asked the Council how to proceed with it. The discussion about this project was postponed till next Council meeting on October 7, 2021.

Jason asked about the Town Hall security system. The Police Department space will be separated from the rest of the building. The Councilmembers asked Jason to bring the quote for this project to the next Council Meeting.

Jason asked about the UV film for Museum windows. He presented two quotes on the last meeting. Councilmember McWhorter moved to approve the Rawlins Glass Center, Inc. to perform UV films for the Museum windows for \$1,949.98. Seconded by Councilmember Dunlop, motion passed unanimously.

Regarding the letter from WPD&N about the condensing units Jason will email the draft of the response and the Council will look at it, discuss it and be prepared to be sent out by the Town Attorney Mike Roberts and/or Town of Sinclair.

Jason asked the Council to approve and sign the Casper Building Systems Pay App No. 9 for \$41,487.45. Councilmember McWhorter moved to approve the Casper Building Systems Pay App No. 9 for \$41,487.45. Seconded by Councilmember Meeks, motion passed unanimously.

Councilmember McWhorter asked about how the numbers on the Town Hall project look like. Jason offered to bring the up-to-date summary for the next Council Meeting on October 7, 2021.

In the end, Jason brought up the topic of Sinclair Town Right-of-Ways and Private Lands. The Councilmembers, the Town Attorney Mike Roberts, and Jason discussed the options on how to move on with some residential matters that aroused. Further discussion on this is required and it will take place during the future meetings.

Pine Cove sent out the estimated costs of the networking system for Town Hall and Theater. The Councilmembers looked through it and requested the presence of Pine Cove personnel so they could ask them questions they may have before moving forward with this project.

FIRE DEPARTMENT: Nobody from the Fire Department was present. However, Mayor Johansson mentioned that the Carbon County is planning to put Fire District in the county to centralize all fire departments for a better service of people. Further discussion needs to take place once Fire Department Chief Eugene Goetz will be present. Also, Mayor Johansson would like to ask him about the preferred way to get fuel for their vehicles (WAX vs. Stinker).

MUNICIPAL JUDGE: Councilman McWhorter moved to approve August 2021 judges report in the amount of \$69.00. Seconded by Councilman Dunlap, motion passed unanimously.

STREETS & PARKS DEPARTMENT: Maintenance Supervisor Jim Haldorson said that they will be blowing out the sprinkler system on Monday together with cleaning up the fountain for the winter season.

POLICE DEPARTMENT: Police Chief Jeff Sanders mentioned that both patrol vehicles require new sets of tires. He obtained three quotes, first for \$2396.00, second for \$2397.97 and third for \$1810.96 and asked the Council to approve either of them. The Councilmember Cullen moved to approve the patrol vehicle tires exchange by Kilburn Tire in Rawlins for \$1810.96. Seconded by McWhorter, motion passed unanimously.

Next, Jeff wanted to discuss about the Police Department evidence and interview rooms and what will be needed for that space to be furnished (tables, chairs, blinds). Jeff did some shopping. Jeff asked from what account the costs of window blinds is going to be used. Jeff will bring some quotes. Jason Knopp offered to do some shopping too. Both, Jeff, and Jason will bring more information to the next Council Meeting on October 7, 2021.

FINANCIAL DEPARTMENT: Assistant Treasurer Izabela Tysver brought into the attention to the Council the use of town vehicles by town employees without them claiming the taxable fringe benefits per Use of Town Vehicle Policy. Since this is the town law and town employees must comply with, Izabela asked what the Council's decision on that is. The Councilmembers agreed that employees using the town vehicles for their convenience must claim the fringe benefits starting from the next Payroll period, which is September 15 -30, 2021.

UNFINISHED BUSINESS: Cullen Meeks brought into the Council's attention the unresolved matter of approving his residential in-house business. According to Town Attorney, that is a matter that needs to go through Zoning Board first, which members will be able to make decision. If the decision is not in favor, the person can appeal in front of the Council. To have Zoning Board, there could be 3 members starting it and doing their duties while looking for 2 more members to have the final complete Board of 5 members.

That allowed the Councilmembers to appoint three members at today's Council Meeting who expressed their interest in serving on board. At 7:56 pm, the Councilmember Dunlop moved to approve and appoint Jeff Sanders, Leigh Nation and Rick McWhorter as Zoning Board members. Seconded by councilmember Serres, motion passed unanimously with the councilmember McWhorter abstaining.

Assistant Treasurer Izabela Tysver presented to the Council the description of job application for the full-time position for maintenance employee asking to prof-read it and add any comments, corrections, or adjustments. Councilmember McWhorter moved to approve the Job Application for the Maintenance Employee full-time position for advertising. Seconded by Councilmember Meeks, motion passed unanimously.

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

The General Session was then finished at 8:07 pm and the Council moved on to the Executive Session.

Councilman McWhorter moved to approve adjourning the Executive Session at 9:01 pm. Seconded by Councilmember Meeks, motion passed unanimously.

Councilman Meeks moved to approve adjourning the General Session at 9:02 pm. Seconded by Councilmember McWhorter, motion passed unanimously.

Councilman Meeks moved to approve adjourning from the Council Meeting at 9:03 pm. Seconded by Councilmember Dunlap, motion passed unanimously.

The next regularly scheduled Council Meeting will be held on October 7, 2021, at 5:30 p.m. in the room #7 at the old elementary school.

Leif Johansson, Mayor
TOWN OF SINCLAIR

ATTEST: CLERK/TREASURER