

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING HELD AT 5:30 P.M. ON THURSDAY, JUNE 3, 2021, IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN OFFICE BUILDING.

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

TOWN EMPLOYEES PRESENT: Town Attorney Mike Roberts, Office Lanette Rosacker, Clerk/Treasurer Ashley Masselink, Water Supervisor Jim Haldorson, Maintenance Employee Ricci Pacheco, Fire Chief Gene Goetz , Jason Knopp with Edge Engineering and Jon with North Fork 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 May 20, 2021 Council meeting minutes. Seconded by Councilman Dunlap, motion passed unanimously.

APPROVAL OF THE AGENDA: Mayor Johansson asked to amend the agenda adding Jon Nelson in with North Fork Engineering to the agenda. Councilmember Serres moved to approve the amended agenda for tonight's meeting. Seconded by Councilmember McWhorter, motion passed unanimously.

GUESTS: Caspar Building Systems Dave, Wes and Colton

PROJECT UPDATES: Jon Nelson with North Fork Engineering updated the Council on the irrigation vaults as they are leaking and need to be repaired. Jon stated the vaults are under warranty so he called the contractor and they are planning on coming out later next week. Jon shared he has a pretty good idea of how to fix them but the contractor will have more knowledge on how to fix them.

Jon also shared he has hired two college interns that will be out in Sinclair with hard hats and safety vests on measuring and checking to make sure plans match up. Jon asked the Council if they had any questions and they did not. The Council thanked Jon for his time and update.

Jason updated the Council on the Town Hall project and the progress. Jason shared the frame for the elevator has been installed and the contractor is working on putting in the water and sewer lines. Jason shared that is why there is no water currently for the meeting. Jason stated the contractors would flow fill next and the week after will complete the surface. Jason shared he did get the WYDOT permit for it as well.

Jason introduced Caspar Building Systems to the Council for questions on change order 7B which is for labor and materials for additional sanding and sealer for a cost of \$7,935.63. Caspar Building Systems shared there is no real way to be able to predict that the floor would have been in that bad of shape and that it would have been soft wood instead of hard wood. The Council discussed other options with Caspar like doing some room carpet and what if they go in and the wood needs more will there be another change order costing the Town more money.

Jason requested approval for pay application number six in the amount of \$156,114.11. Councilman Meeks moved to approve pay application number six in the amount of \$156,114.11. Seconded by Councilmembers Serres, motion passed unanimously.

Jason shared with the Council a sample chair for the office furniture he shared they are stackable and easy to clean. Jason also showed the Council the rubber sliders for the bottom of the chair to show it will not scratch the hard wood floors.

Jason Knopp with Edge Engineering updated the Council with the progress of the Theater. Jason shared the theater is painted blue, red and gold and looks great. Jason shared he believes he and Richardson Construction have found a fix for the drainage problems behind the recreation center. Jason shared he hopes that Richardson will get him a price before next council meeting. Jason shared that there will be training in July on the theater equipment and that he knows the Mayor is one that will be in training. Jason stated Comtronix training will be in July as well. Jason also brought in the replica seat that will be in the theater so the Council could see them.

Council thanked Jason for his information and time.

MUNICIPAL JUDGE: Councilmember McWhorter move to approve the Judge's report in the amount of \$789.00. Seconded by Councilman Dunlap, motion passed unanimously.

STREETS AND PARK DEPARTMENT: Water Supervisor Haldorson shared a quote for the street sweeper in the amount of \$2,393.53. Haldorson would like to take the \$2,393.53 out of the snow removal equipment or supplies under streets. Councilmember McWhorter moved to approve the amount of \$2,393.53 for the street sweeper to be fixed. Seconded by Councilmember Serres, motion passed unanimously.

WATER DEPARTMENT: Jim is going to the Wyoming Rural Water Conference August 24-27 in Casper

TOWN BUILDINGS: Maintenance employee Pacheco shared with the Council he tried to get in touch with Mike Holmes at the Parco Church to get the base for the lamp post but Mike has been out of Town.

FIRE DEPARTMENT: Fire Chief Gene Goetz shared with Council that he has been getting a lot of phone calls from the fire alarm system in the school and that at some point if there really is a fire no one is going to show up as there are some many false calls from the alarm system. Fire Chief Goetz also asked if there will be some key system that he and the fire department will get as they do not have keys to some of the Town Buildings and does not want to break a door to get in if he could just get a key. The Council shared the Town is working on getting a door card key that you only need one card to get into all the Town buildings. Maintenance employee Pacheco shared he would see in the meantime if he could get a hold of Jesse to see if Jesse knows the codes for the alarm system. Jason Knopp said he would get with API to see if he could find something out about the alarm from them.

FINANCIAL DEPARTMENT: Clerk/Treasurer Ashley Masselink shared the 2nd reading of ordinance 396 Budget FY 2022 with amendments to Clerk/Treasurers salary and building inspector budget. Councilman Meeks moved to approve the 2nd reading of ordinance 396 Budget for fiscal year 2022 as amended. Seconded by Councilmember Serres, motion passed unanimously. Council discussed holding a budget workshop to balance the budget.

NEW BUSINESS: Mayor Johansson shared he would like to talk about hiring summer help during executive session.

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

EXECUTIVE SESSION: Councilman Meeks moved to go into executive session at 6:24 pm to discuss personnel. Seconded by Councilmember Serres, motion passed unanimously.

Councilman Dunlap moved to adjourn from executive session 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.

Councilman Meeks moved to approve hiring of all three kids for the summer help and to start June 7th if their schedules allow. Seconded by Councilmember Serres, motion passed unanimously.

Mayor Johansson adjourned the meeting at 7:13 p.m. The next regularly scheduled council meeting will be held on June 17, 2021, at 5:30 p.m. in the Council Chambers of the Town office building.

Leif Johansson, Mayor
TOWN OF SINCLAIR

ATTEST: CLERK/TREASURER