

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 1, 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, Chief of Police Jeff Sanders, Office Lanette Rosacker, Clerk/Treasurer Ashley Masselink, Fire Chief Gene Goetz, Jason Knopp with Edge Engineering, Kassey Westring 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 and added he would like to amend the agenda to add the special meeting minutes to the agenda under approval of minutes. Councilman Meeks moved to approve June 17, 2021 Council meeting minutes and June 29, 2021 special meeting minutes. Seconded by Councilman Dunlap, motion passed unanimously.

**APPROVAL OF THE AGENDA:** Councilman Meeks moved to approve the amended agenda for tonight's meeting. Seconded by Councilman Dunlap, motion passed unanimously.

**GUESTS:** Ryta Sondergard

**PROJECT UPDATES:** Kassey Westring with North Fork Engineering updated the council with the findings of June 9 and 10<sup>th</sup> when American West came out and looked at the water vaults. Westring shared it was no fault of American West and their work or any warranty problems with the vaults. Westring shared three locations were looked at and all three were a result for the Town and the contractors of the products themselves. Westring shared American West spent two days looking into this as well as they used a mini excavator so the Town would be receiving a bill from American West for this. Westring asked if the Council had any questions and there was none. Westring shared if anything comes up the Council can call her.

Second item Westring shared with Council North Fork Engineering has completed a utility map that they have compiled into a master utility plan. Westring shared they are good working documents that Jim Haldorson will get along with the Town Clerk.

Council thanked Westring for her information and time.

Jason Knopp with Edge Engineering updated the Council with the progress of the Theater.

Jason shared the acoustic door should come in next week. He also shared the work for the arch ways is completed. Jason shared there is a part of the sidewalk that is lower and will cause a buildup of ice in the winter he does not know how much but there will be some. Jason stated that adding to the sidewalk with another project could help the ice from building if the Town wanted to go that route at a later date. Jason shared the carpet is in and the led light strips as the chairs will be in the week of July 12<sup>th</sup>. Lastly about the theater Jason shared the Town might want to look into an easement as there is not one.

Jason updated the Council on the Town Hall project and the progress. Jason shared the elevator will be installed the first part of September. The HVAC is all installed and the meters for Black Hills as now been combined into one meter and to look at the next few bills to make sure they are being billed correctly. Jason shared the ADA ramp is in and the fire Marshall has been on site testing the alarms. Jason shared there is no current monitoring system for the fire alarms and that would get with Comtronix to get a quote for monitoring the Theater, Town Hall and recreation center. Jason shared he is looking at getting 2 two-inch water meters as the ones that were previously at the Town Hall were very small. Jason is looking at starting with a four-inch splitting to 2 two inch one will be for the water and the other for the fire sprinklers. Last thing Jason shared was he has written a letter for the contractor to purchase the condensing units and the Town Attorney will look it over before sending it.

Council thanked Jason for his information and time.

**TREE ADVISORY BOARD:** Clerk/Treasurer Ashley Masselink shared Arbor Day will be July 9<sup>th</sup> from noon to 2 pm the Town will plant a tree and have hamburgers and hot dogs. Mayor Johansson read the Arbor Day Proclamation.

**MUNICIPAL JUDGE:** Councilman Meeks moved to approve the June Judges report in the amount of \$248.00. Seconded by Councilmember McWhorter, motion passed unanimously.

**TOWN BUILDINGS:** Clerk/Treasurer Masselink shared that Brad Benson from Snowy Range called about the proposal on fixing the school heating and AC. Brad would like to get the Council to sign the proposal so he can get the Town on the Schedule as he is booking up fast. He would like to come out in August to get the school completed. Council discussed looking into other options first before signing the proposal.

**POLICE DEPARTMENT:** Police Chief Sanders shared he had three things for Council. First Police Chief Sanders shared he would like the Council to approve him and Officer Roasacker to go to training August 11-13 in Casper at the Peace Officer conference it will be about \$800.00. Councilman Meeks moved to approve Police Chief Sanders and Officer Rosacker to go to the Wyoming Peace Office Conference in Casper. Seconded by Councilmember Serres, motion passed unanimously.

Second Chief Sanders has got in touch with the rancher to have him repair the fence.

Third Chief Sanders shared that Officer Rosacker has a report to be shared with the Council regarding the condensing units. Officer Rosacker was able to talk to Drummond and he was told to take the units and at the time he did not have a way of picking up the units up, so he came back an hour later and picked them up. At this point there is no criminal action that has taken place as Drummond was instructed to take the units.

**TOWN ATTORNEY:** Town Attorney Mike Roberts shared he has been working with Katie Friend but they have only been telephone tag but will hopefully get in touch soon. Mayor Johansson asked about little chairs that are at the school if another library could use them could we just donate them to them. Town Attorney Roberts shared if we have a contract with them we could. Town Attorney Roberts said he would investigate this and get back with the Council.

**UNFINISHED BUSINESS:** Mayor Johansson shared he would like to setup interviews for the part time assistant position as the position is now closed. Councilmember Serres asked if the Town is mowing the Refineries lot on 10<sup>th</sup> street for mosquito's reduction and Councilman Meeks shared that yes Haldorson has been. Councilmember Serres also asked if there was any more information on the fence. Jason Knopp shared he was not able to get a plat online, so he has the County Clerk sending him a plat.

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

**EXECUTIVE SESSION:** Councilmember McWhorter moved to go into executive session at 6:37 pm to discuss personnel and policy. Seconded by Councilman Dunlap, motion passed unanimously.

Councilmember Serres moved to adjourn from executive session at 7:56 pm and seal the minutes and to go back into regular session. Seconded by Councilman Dunlap, motion passed unanimously.

Mayor Johansson asked if there was any objection to what was discussed during executive session and Council replied with a no.

Mayor Johansson requested a motion to adjourn the meeting at 7:57 p.m. Councilmember Serres moved to adjourn the meeting at 7:57 pm. Seconded by Councilmember McWhorter, motion passed unanimously. The next regularly scheduled council meeting will be held on July 15, 2021, at 5:30 p.m. in the Council Chambers of the Town office building.

Leif Johansson, Mayor  
TOWN OF SINCLAIR

ATTEST: CLERK/TREASURER