

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING HELD AT 5:30 P.M. ON THURSDAY, APRIL 15, 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, Police Chief Jeff Sanders, Clerk/Treasurer Ashley Masselink, Water Supervisor Jim Haldorson, Recreation Director Maja Chamberlain, Maintenance Employee Ricci Pacheco, Jason Knopp with Edge Engineering and Jon Nelson 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 April 1, 2021 Council minutes. Seconded by Councilman Dunlap, motion passed unanimously.

**APPROVAL OF THE AGENDA:** Mayor Johansson asked to amend the agenda as guest Riata Little Walker was not able to make it to the meeting. Johansson asked to add Brad Benson with Snowy Range HVAC to guest and for new business elect a vice mayor. Councilmember Serres made a motion to approve the amended agenda for tonight's meeting. Seconded by Council member McWhorter, motion passed unanimously.

**GUESTS:** Brad Benson with Snowy Range HVAC

Brad Benson from Snowy Range HVAC joined the council meeting via Zoom. Brad shared with Council that he worked for Climate Control when they worked on the School heating system. Brad shared that Bobby with Tran also worked for Climate Control at the same time. Brad shared he could come out for \$1,000.00 to \$1,500.00 for one day and diagnosis what is wrong with the heating system. He shared he believes from talking to Gabe with Climate Control that Bobby with Tran was not interested in doing the job, so Bobby bid the job high. Brad shared he could come out put 600 pounds of nitrogen in the system and find all the leaks and fix the problem. The Council shared that Climate Control wanted \$11,000.00 to fix it and that did not include the cost for the freon. Mayor Johansson asked if there would be some training for the current Maintenance staff and Brad said he would show maintenance the basic maintenance of the system, but he would recommend that he come out twice a year to do the bigger maintenance on the system. Brad said he would give Council a quote for the repair and a quote for the maintenance that would need to be done at least twice a year. Council asked when he could come out to look at the system and Brad said next Tuesday April the 20<sup>th</sup>. Council requested that Brad come down and look at the system and give quotes. The Council thanked Brad for his time.

**PROJECT UPDATES:** Jon Nelson with North Fork Engineering was at the council meeting and had nothing to share was just checking in with the Town.

Jason Knopp with Edge Engineering updated the Council with the progress of the Theater he stated that the contractor is currently working the plaster and texture. He shared production of the new seats is going on now and that cutting for the guardrail has started. Jason shared hopefully the seats will be installed and done in June. Jason shared the doorway that was to be cut in has not happened as the Column was in the way, so the contractor is moving the ladder to the other side.

Jason shared change order number five for the Church roof he is still waiting to hear back on a materials warranty. He shared the contractor would warranty his work for five years but that is only the work not the materials.

Jason shared the door access control for the theater and town hall the \$45 a month is if Comtronix handles all the storage and programming. If the Town does the service, the Town will need a basic computer that only has door access on it. The plus side to this the Town Hall already has computers that can be used. Jason stated he was looking into the cost of a computer so the Town could figure out the cost. Jason shared if the Town would like Comtronix to come out and install things but do not have to use the door access right away they can plate the outlets and open later.

Jason shared was the arches for the theater as at one point they were removed which is not historical. Jason shared it is just at the arch ways and that is the reason the stucco is not original.

Jason requested approval for pay application number eight for Richardson Construction in the amount of \$93,991.50. Councilmember Serres moved to approve pay application number eight in the amount \$93,991.50. Seconded by Councilman Meeks, motion passed unanimously.

Jason shared with Council the progress on the Town Hall he stated a crane will be in sometime to put the HVAC units on the roof. Jason shared this would be on Lincoln so a WYDOT would be notifying, and he has not heard anything yet. He shared the bathrooms are completed but he has put a sign up, so the contractors are not using the Town bathroom.

Jason shared he is still investigating the Town Hall condensing units as they were removed. Jason shared that there should only be one person of contact, so things are not shared wrongly to the wrong person, so things do not get removed. Councilman Meeks stated the Council should be notified when big things are happening so the communication is clear and no one does anything before approval.

Jason requested approval of pay application number four for Caspar Building Systems in the amount of \$173,100.95. Councilman Meeks moved to approve pay application number four in the amount of \$173,100.95. Seconded by Councilman Dunlap, motion passed unanimously. The Council thanked Jason for his time.

**RECREATION DEPARTMENT:** Recreation Director Maja Chamberlain asked the Council what the current guidelines are for the seniors having a dinner. Council shared there is no longer guidelines. Mayor Johansson told Chamberlain to start planning. Chamberlain also asked if anyone knows where the car seats are for the van. The Council said they believed they are still in the van. Police Chief Sanders shared he is certified in installing car seats and could help get them setup. Sanders also shared that the seats need to be certified every year.

**WATER DEPARTMENT:** Maintenance employee Ricci Pacheco shared with the Council that Riata Little Walker will be at the next Council meeting to share about his apprenticeship program.

**POLICE DEPARTMENT:** Chief of Police Jeff Sanders requested approval for a Galls order in the amount of \$1,055.40 to purchase body armor carriers and equipment holders. Councilmember McWhorter moved to approve the purchase of body armor carriers in the amount of \$1,055.40. Seconded by Councilman Meeks, motion passed unanimously. Sanders also shared he will be attending the Chiefs and Sheriffs conference in Casper and the only cost is the room.

**FIRE DEPARTMENT:** Councilman Dunlap shared that Hanna Fire Department is holding a hot dog day on April 24, 2021 if anyone is interested. Councilman Meeks shared that the old fire truck since it is just sitting should be donated to a smaller town. Town Attorney Roberts said he would investigate what could be donated or how the Town could get use out of the truck.

**FINANCIAL DEPARTMENT:** Clerk/Treasurer Ashley Masselink requested approval to remove Kristy Waeckerlin from the WYOSTAR account, Rawlins National Bank signature card, Wyoming Government Investment Fund. Councilman Meeks moved to approve the removal of Kristy Waeckerlin from the WYOSTAR account, Rawlins National Bank signature card and Wyoming Government Investment Fund. Seconded by Councilmember Serres, motion passed unanimously. Mayor Johansson shared that the Town should start looking into advertising for a part time assistant treasurer. Councilmember Serres asked if maintenance was going to hire summer help. Maintenance said they would hire two people for summer help. Mayor Johansson shared he has a webinar regarding hiring summer help and that he will share his information at next council meeting. Councilmember McWhorter moved to approve advertising for part time assistant treasurer. Seconded by Councilman Dunlap, motion passed unanimously.

**TOWN ATTORNEY:** Town Attorney Mike Roberts read ordinance 2021-395 with changes to definition of Vice Mayor. On page three under Vice Mayor, it includes that if the Mayor is unavailable or unable to perform said duties for any reason. This would be an example of the Recreation Director and the Mayor the Vice Mayor can oversee the Recreation Director as he would be unable to perform supervisory duties over the Recreation Director. Also when the Mayor is out of town the Vice Mayor can perform Mayor duties. Councilmember McWhorter moved to approve the first reading of ordinance 2021-395. Seconded by Councilman Meeks, motion passed unanimously.

**UNFINISHED BUSINESS:** Council also discussed Chris Haldorsons contract as Chris requested a few things different in his contract. Chris will continue to let the Town use his License to stay in compliance at the rate of \$400.00 a month. Chris would like the rate of \$50.00 an hour for him to come out and trouble shoot and for repairs on top of the \$400.00 a month. Lastly, he would like if the Town wanted him to be

a standby employee for repairs, he would like some kind of workers compensation or he could get his own and pass the bill to the Town. The Council discussed these things as previously the Town paid \$400.00 just for the license and not for him to do repairs. The Council asked why Chris would be needed for repairs and the answer was for him to run a track hoe as the maintenance staff are not certified running a track hoe. The Council asked that maintenance look into training to get certified to run a track hoe. Jason Knopp shared that McMurray and OSHA have trainings for these types of equipment.

**NEW BUSINESS:** Mayor Johansson shared that he has been in contact with Rawlins City Council about a walking/biking path from Rawlins to Sinclair along the pipeline. This would start from the Rawlins Golf Course to Sharks tooth (water tank). Councilmember McWhorter shared that an engineer had a plan put together but then it was dropped she thought maybe the Mayor in Rawlins changed or something. The Council shared they can try to find grants and maybe Rawlins could apply for a grant as well. Councilman Dunlap shared he would like to do a small Sinclair day this year and start planning for the 100<sup>th</sup> which will be in 2024. Mayor Johansson shared he has talked to the tree advisory board and they will be picking an arbor day.

Mayor Johansson asked if there were any volunteers for Vice Mayor. Councilmember Serres said she would volunteer there was no other volunteers. Clerk/Treasurer asked if Councilmember Serres could be added to the Rawlins National Bank signature card as well. Councilman Meeks moved to approve Michelle Serres as the Vice Mayor and to add her to the Rawlins National Bank signature card. Seconded by Councilmember McWhorter, motion passed with Councilmember Serres abstaining.

**BILLS:** Councilman Dunlap asked Council for clarification to why the Town pays Chris Haldorson when the contract is expired. Town Attorney Roberts shared that the new contract includes a clause that states at the expiration of the term the employee may be retained as an employee by the employer, at the employer's sole option on an "at will" basis. Councilmember McWhorter moved to pay the bills. Seconded by Councilman Meeks, motion passed unanimously.

Mayor Johansson adjourned the meeting at 7:17 p.m. The next regularly scheduled council meeting will be held on May 6, 2021 at 5:30 p.m. in the Council Chambers of the Town office building.

Leif Johansson, Mayor  
TOWN OF SINCLAIR

ATTEST: CLERK/TREASURER