

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING HELD AT 5:30 P.M. ON THURSDAY, MAY 20, 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, Clerk/Treasurer Ashley Masselink, Water Supervisor Jim Haldorson, Maintenance Employee Ricci Pacheco, Assistant Fire Chief Fernando Banda, 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 May 6, 2021 Council meeting minutes. Seconded by Councilman Dunlap, motion passed unanimously.

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

PROJECT UPDATES: Jason Knopp with Edge Engineering updated the Council with the progress of the Theater. Jason shared the contractors are working on the painting of the Theater and using a color scheme of red and aqua which give it that historical look. Councilmember McWhorter asked if they are going to start working on the arches next week and Jason confirmed they are. Jason also shared that if anyone would like to tour the theater they are more then welcome to just ask Mayor Johansson. Jason stated the last items they will be working on will be the carpet, the stage, and the hardwood flooring upstairs. He also shared that the seating company that is making the replica chairs as been waiting to get oak so hopefully there is not a delay in getting the chairs installed.

Jason requested approval for pay application number nine in the amount of \$184,609.94. Councilman Meeks moved to approve pay application number nine in the amount of \$184,609.94. Seconded by Councilmembers Serres, motion passed unanimously.

Jason updated the Council on the Town Hall project and the progress. Jason shared the sheetrock and primer are competed and the contractor has started painting. Jason shared the contractor will start the work on the skylights next week.

Jason gave Council information on office furniture that they can look at and get an idea for pricing for the conference room. Jason shared Wyoming Office Products and Interior will send a sample of a chair if the Town would like them to.

Jason shared change order number eight that was approved on 5/6/2021 by Council as part of this change order would need to purchase the additional profusion cable. Jason requested approval for an additional amount of \$368.00 for the additional profusion cable. Councilmember McWhorter moved to approve the additional profusion cable in the amount of \$368.00. Seconded by Councilman Dunlap, motion passed unanimously.

Jason shared with Council that Caspar Building Systems would like the Council to revisit the change order 7B which is for labor and materials for additional sanding and sealer for a cost of \$9,349.88. Caspar Building Systems has changed that cost now to \$7,935.63. The Council held a discussion on this and have decided to have Caspar Building Systems come to the June 3, 2021 Council meeting to share with the Council why this cost was not in the bid to start with and what other options are available such as carpet in some of the office rooms.

Lately Jason requested approval for change order request 14 which is to replace the fixture on the north east corner exit door. The fixture is old and out of code which is why the old fixture would need to be replaced. The amount to install a new g type fixture would cost \$708.79. Councilman Meeks moved to approve change order request number 14 in the amount of \$708.79. Seconded by Councilmember Serres, motion passed unanimously.

STREETS AND PARK DEPARTMENT: Water Supervisor Haldorson shared that the toilets at Washington park are not working so there two portable toilets at the park. He also shared that the sprinklers are on but are not working correctly because of the new meters that were installed. Haldorson also shared the fountain will be down for a few days as all power has been shut down while Plus Electric is putting in the

junction box in at the plaza. Haldorson asked Council if they are planning on fixing the backhoe. The Council had a discussion and would get back to Haldorson on the plans for the backhoe.

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

TOWN BUILDINGS: The Lamp post that was broke in front of the Parco Inn needs to be replaced as the post and the shaft are one unit and currently there is a shaft still in the concrete and the post is not attached to it. Tuscumbia Iron Works can get the Town a new post which comes with the shaft already attached for \$755.73 this includes shipping. The post itself cost \$380.76 plus \$78.00 extra dollars to be painted hunter green. The shipping cost is \$296.97. The lead time on the post would be about 8 to 10 weeks from date an order is placed. Council asked to try to find the post as the Town does not have the post and they can discuss it more at next Council meeting.

POLICE DEPARTMENT: Mayor Johansson shared he went to the Carbon County Council of Government meeting in Saratoga and learned about emergency preparedness. He shared they would like to see the public officials to be a part of the committee so they can take part if they are needed. Johansson also shared the next Carbon County Council of Government will be July 3rd in Baggs.

FINANCIAL DEPARTMENT: Clerk/Treasurer Ashley Masselink shared the 1st reading of the Fiscal year 2022. Councilman Meeks moved to approve the 1st reading of the fiscal year 2022 as read. Seconded by Councilman Dunlap, motion passed unanimously. Masselink asked the Council to discuss possibly extending Lezlee Musgrave contract until the end of July so she can help close out the end of the 2021 fiscal year. The Council discussed that they have some more discussion on items in the budget that they need to address. The Council decided they would hold another budget workshop Tuesday May 25, 2021 at 5:00 pm at the school to discuss these items. Council requested advertising go up in three places as getting an ad in the paper would push the meeting out one weeks.

TOWN ATTORNEY: Town Attorney Mike Roberts read ordinance 395 for third and final reading. Councilmember McWhorter moved to approve the third and final reading of ordinance 395. Seconded by Councilman Meeks, motion passed unanimously.

NEW BUSINESS: Advertising for summer help the Council discussed where to place an ad for the summer job. The Council decided to just hang flyers around town for the summer help.

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

Mayor Johansson adjourned the meeting at 6:50 p.m. The next regularly scheduled council meeting will be held on June 3, 2021 at 5:30 p.m. in the Council Chambers of the Town office building.

Leif Johansson, Mayor
TOWN OF SINCLAIR

ATTEST: CLERK/TREASURER