

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 17, 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, Maintenance Employee Ricci Pacheco, Fire Chief Gene Goetz, Recreation Director Maja Chamberlain, 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 June 3, 2021 Council meeting minutes. Seconded by Councilmember McWhorter, motion passed unanimously.

APPROVAL OF THE AGENDA: Mayor Johansson asked to amend the agenda adding under unfinished business hiring part time office help. Under new business Katie and the Dino Van. Councilmember McWhorter moved to approve the amended agenda for tonight's meeting. Seconded by Councilman Dunlap, motion passed unanimously.

RESIDENTS: Forest Ortiz and Emily Townsend

Resident Ortiz came to Council Meeting to ask about building his fence on his property. Ortiz wanted to know if there was a height limit to a fence going up to a stop sign. He also wanted to know if there are any ordinances for building his fence. Maintenance employee Ricci Pacheco shared he couldn't find anything that says anything about setbacks, but he wanted to talk to the Council and the Town attorney before saying for sure there was not one. The Council shared there is a fence right away around town for the other residents so there is most likely a fence set back. Ortiz shared he didn't see anything in his deed about the property line and right away for the town. The Council shared there is most likely something in written somewhere they just need to find it. Ortiz shared he doesn't have time to wait two weeks for a decision. Jason Knop with Edge Engineering shared he would help the town to look into the situation as he could get an answer sooner. Jason shared there has to be a platt that would show his property line. The Council shared they would look into the situation and get back to Ortiz. Orbitz shared he just got his tags for hunting, and he doesn't have time to wait to get his answer. The Town Attorney advised Ortiz to wait until the Town looked into the situation because if there is not an ordinance about the fence then the Council would make a decision and how to proceed.

Emily Townsend asked that the maintenance department to put up the tennis nets.

PROJECT UPDATES: Jason Knopp with Edge Engineering updated the Council with the progress of the Theater. Jason shared the theater is painted and just doing touch up work. Jason shared the acoustic door came in but it was damaged so it was sent back. He also shared the demo work for the arch ways went quick as they were already bad. Jason shared the contractor will be doing the work on the hardwood floors as the stage is a cherry wood and the upstairs is a soft wood.

Jason shared change order number 8 in the amount of \$3,145.39 for changing the catwalk and ladder to the other side of the door due to an old door header and column. Councilman Meeks moved to approve change order number 8 in the amount of \$3,145.39. Seconded by Councilmember Serres, motion passed unanimously.

Jason then shared change order number 9 for the contractor to purchase spare clay title rakes for the theater and town hall. The contractor found a place in Denver that has clay title rakes that the theater and Town Hall both use and need more of. The contractor will use some of the purchased title rakes and the rest will be spares when they are needed. The total amount is \$2,204.86 for change order number 9. Councilmember McWhorter moved to approve change order number 9 in the amount of \$2,204.86 for the contractor to purchase extra clay title rakes. Seconded by Councilman Dunlap, motion passed unanimously.

Jason requested approval for pay application number 10 in the amount of \$139,275.00 to Richardson Construction. Councilman Meeks moved to approve pay application number 10 to Richardson Construction in the amount of \$139,275.00. Seconded by Councilmember McWhorter, motion passed unanimously.

Jason also shared that he had a company come out of Fort Collins that x-rayed the theater and town hall buildings and both exterior paints has lead the theater has more than the town hall but the town can just be cover unlike the theater. Jason suggested the town try to go to the Wyoming Business Council and try to get a grant with them. Jason shared last time the town was denied as they didn't see the town going through with the project as no money had been invested. Jason shared since the town has put money into the theater the board should see the town is vested into the project. Jason asked if the council would ask Lezlee Musgrave to work on the letter or if they wanted him to do it. The council shared the town will reach out to Lezlee and see if she will do it if not, they will contact Jason to do.

Jason updated the Council on the Town Hall project and the progress. Jason shared the frame for the elevator is pretty much completed the contractor continues to work on water and sewer lines. Jason shared the contractor will work on the hardwood floors starting August 1st.

Jason shared a water meter with the council that he would like to share with Jon Nelson with North Fork Engineering before installing the meter. He also shared the water line was a ½ inch to a ½ meter and the new meter will be 2 inches.

Jason last thing he shared was the condensing units and that he shared a report that he wrote to the council. The Council is having the police department open an investigation of their own to see if there is a different outcome.

Council thanked Jason for his information and time.

RECREATION ADVISORY BOARD: Councilman Dunlap shared with the council the minutes from meeting 10/7/2020 and 4/22/2021.

TREE ADVISORY BOARD: Clerk/Treasurer Ashley Masselink shared the Sabin family reached out to the town and would like to have a tree planted for Verla Sabin as the town planted a tree for her husband Jim. Masselink asked the Council if the town could do an Arbor Day to plant a tree in memory of Veral Sabin.

RECREATION DEPARTMENT: Recreation Director Maja Chamberlain shared with the council she would like to have a water day/bike rodeo in Washington park on July 2nd. The council discussed that a different day would be better as most people are leaving town for the 4th of July.

Recreation director Chamberlain asked the council if she could paint the dome in the recreation center. Council told her is there was money in her budget she could do it.

STREETS AND PARK DEPARTMENT: Maintenance employee Ricci Pacheco shared with the Council that Jim has picked up the street sweeper from Gillette. Pacheco shared the backhoe should be done on June 27th so hopefully can get the bill and get it paid.

Pacheco shared with council that American West came out to look at the meter vaults and the meters were not a contractor problem was on maintenance and the sprinkler side of things. Pacheco shared the baseball field has been filling up with water and that has ever happened before. Pacheco shared Randy Stevens with Quality Landscape came out to help with programming the sprinklers as maintenance had the programming off. Pacheco shared that maintenance has been manually turning on and off the sprinklers. Councilman Meeks asked Pacheco what the bill was for at Stotz Equipment for \$660.01. Pacheco shared he order mower bags and Stotz never sent them so he called and asked them to send them and Stotz doubled the order.

Councilmember Serres asked how the summer help was doing and Pacheco shared that they are awesome and have had no problems.

WATER DEPARTMENT: Maintenance employee Pacheco shared that the cows are breaking the fence to get to the lagoon to get water. Police Chief Sanders said he would get in touch with the rancher to have him repair the fence.

FIRE DEPARTMENT: Fire Chief Gene Goetz shared with Council he has been attending meeting regarding a fire district as the county has no money. Goetz shared he would not like to join as then the budget the Town currently has will go to the County. Goetz shared he would be willing to share resources.

Goetz asked Council if at the 1st of July if he can get the Town siren alarm fixed and the Council told him yes as it was in the budget for the next fiscal year to get fixed.

Last thing that was shared is the Town needs to get a contract and certification for an annual inspection of the fire alarm and system.

FINANCIAL DEPARTMENT: Clerk/Treasurer Ashley Masselink shared the 3rd and final reading of ordinance 396 Budget FY 2022 and to amend the theater restoration budget to cover over expenditure of \$548,141.51. Councilmember Serres moved to approve the 3rd reading of ordinance 396 Budget for fiscal year 2022 and the amendment of the theater restoration budget by \$548,141.51. Seconded by Councilman Dunlap, motion passed unanimously. Masselink requested approval for the Mayor to sign the ARPA funds contract. Councilman Meeks moved to approve the Mayor to sign the ARPA funds contract. Seconded by Councilmember McWhorter, motion passed unanimously. Masselink shared she has moved back to the Town Hall this week and that she has a 1% specific purpose tax meeting June 23rd in Saratoga.

UNFINISHED BUSINESS: Mayor Johansson shared he would like to close the part time job for the assistant treasurer.

NEW BUSINESS: Mayor Johansson shared that Katie Friend has reached out to him regarding using the food truck. Katie would donate services back to the Town like light the night and some other events. The Council agreed this would be a good idea. Town Attorney Mike Roberts asked if the Town would like him to draft up a contract. The Council agreed that would be a great idea. Councilman Meeks moved to approve Town Attorney Roberts to draft a contract for the food truck to be used by Katie and her for her to contract some of her work to repay the Town. Seconded by Councilmember McWhorter, motion passed unanimously.

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

EXECUTIVE SESSION: Councilman Meeks moved to go into executive session at 8:12 pm to discuss personnel. Seconded by Councilmember Serres, motion passed unanimously.

Councilman Meeks moved to adjourn from executive session 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 adjourned the meeting at 9:18 p.m. The next regularly scheduled council meeting will be held on July 1, 2021, at 5:30 p.m. in the Council Chambers of the Town office building.

Leif Johansson, Mayor
TOWN OF SINCLAIR

ATTEST: CLERK/TREASURER