

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING HELD AT 5:30 P.M. ON THURSDAY, AUGUST 19, 2021, IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN OFFICE BUILDING.

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

**TOWN EMPLOYEES PRESENT:** Town Attorney Mike Roberts, Chief of Police Jeff Sanders, Maintenance Water Supervisor Jim Haldorson, Recreation Director Maja Chamberlain, Clerk/Treasurer Ashley Masselink, and Fire Chief Gene Goetz.

**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 August 5, 2021 Council meeting minutes. Seconded by Councilman Dunlap, motion passed unanimously.

**APPROVAL OF THE AGENDA:** Mayor Johansson had amendments for the agenda. Mayor Johansson added to put residents Justin Fuller and Cullen Meeks on the agenda as well as zoning board under new business. Mayor Johansson also moved guests Troy Hunsucker before the residents. Councilman Dunlap moved to approve the amended agenda for tonight's meeting. Seconded by Councilmember McWhorter, motion passed unanimously.

**GUESTS:** Troy Hunsucker with Wyoming Class introduced himself and explained how he stopped in last week and talked to the Clerk Ashley Masselink and Lezlee Musgrave as she was in the office at the time. Troy shared with the council that he went to LCCC and University of Wyoming and started working in investments in 2007 and in 2008 started his own business called Peaks Investment. Troy shared that Wyoming class is an alternative for cash for local government investment pools. He also shared that Wyoming Class has the highest yield in the state. Troy shared that Wyoming Class started last year in June and now has 16 counties and Carbon County is one of those 16 counties. Troy shared there are direct distributions from Carbon County that money can just be sent to the Towns account through the investments instead of the banks. Troy shared Wyoming Class has 11.5 basis points as WGIF only has 4 basis points so Wyoming Class yields a higher rate. Troy asked the council to look over the information he provided and if they had questions to reach out to him or even any of the other counties or municipalities that are working with him Wyoming Class currently. The council thanked Troy for his time.

**RESIDENTS:** Leigh Nation shared she just moved into 200 North 9<sup>th</sup> and moved her shed from Rawlins to her new house and she was stopped by Chief Jeff Sanders about the location of her shed. Leigh shared that the roof of her house over hung the shed and needed to be moved but that also the shed is an accessory building. Leigh shared the rules for an accessory building are that the building requires that to be 45 feet from the sidewalk for the front and rear yard locations and that there are no rules for feet listed for the side yard. Leigh was asking instead of the shed being in the front yard to move the shed to the side yard and be flush with the red wall (fence) and the house which will give her enough room to use her garage. The council held a discussion on this and shared with Leigh that at this time there is no zoning board or building inspector so until time she may leave it where it is. The Town will get a zoning board together and decide and get back to her. The council rules there will be no legal action at this time until there is a zoning board. Councilman Meeks moved to approve that no legal action will be taken at this time for Leigh Nation for her shed not complying until there is a zoning board. Seconded by Councilmember McWhorter, motion passed unanimously.

Justin Fuller came before the council to share he has lived in Sinclair for 13 years and just got a new dog as his old dog passed away. Justin shared he started to build a five-foot chain-link fence in his front yard and was stopped by Chief Jeff Sanders as the ordinance stated a front yard fence can only, be four foot tall. Justin shared he was building a fence five feet tall to protect his dog from jumping the fence as well as keep his dog in the yard. Justin shared he could do a four foot fence and put chicken wire on the top making it five feet but Justin stated that looks trashy and wanted things to look nice. The council discussed Justin's fence and determined that he currently is not going against any ordinances as the fence is not built yet just the poles in the ground. The council shared with Justin that until a zoning board is formed to hold off on doing any more work with the fence. Justin thanked the council for their time as well as the council thanked Justin for his time.

Cullen Meeks shared with council that he would like a in home business but doesn't know if his business would qualify as his property is zoned commercial industrial. Council had a discussion along with the Town Attorney Mike Roberts and until there is more of a definition of the ordinance or a zoning board Cullen Meeks will need to wait as well until the zoning board is formed.

**PROJECT UPDATES:** Jason Knopp with Edge Engineering was not able to attend the council meeting so Clerk/Treasurer Ashley Masselink shared updates and requested approval on behalf of Edge Engineering. Masselink updated the council on the progress of the theater and shared there was a walk through on August 11 with punch list given to contractor. Comtronix will be on site August 23 thru 25 to install the door access control.

Masselink requested approval for pay application number 12 in the amount of \$69,799.50 for Richardson Construction. Councilmember McWhorter moved to approve pay application 12 in the amount \$69,799.50 for Richardson Construction. Seconded by Councilman Meeks, motion passed unanimously.

Masselink shared change order request number 20 to add a module to work in conjunction with the fire alarm system and the sound system in the amount of \$898.21. Richardson Construction offered to just charge the raw cost with no mark up. Council asked if there was a previous module in the theater and Mayor Johansson shared there was one, but it broke the day of the fire inspection. Councilman Dunlap move to approve change order request number 20 to purchase the module in the amount of \$ 898.21. Seconded by Councilmember Serres, motion passed unanimously.

Masselink shared with the council change order request number 18 in the amount of \$2,966.26 for misc. items like the water meter, pigtail for popcorn machine and install monument plaque. Councilman Meeks moved to approve change order request number 18 in the amount of \$2,966.26. Seconded by Councilman Dunlap, motion passed unanimously.

Masselink shared change order request number 19 in amount of \$2,155.86 for the concrete pad for the dumpster. The dumpster is currently on the east side of the building but will go back behind the recreation center on a concrete pad. Councilman Meeks move to approve change order request number 19 in the amount of \$2,155.86 for the concrete pad. Seconded by Councilman Dunlap, motion passed unanimously.

Next Masselink shared the progress on the Town Hall project she shared that the contractor is working on the lighting, bathroom accessories and still working with tile company to correct issues.

Masselink shared change order request number 18 in the amount of \$1,726.10 to repair floor joist as the contractor had to remove old plumbing pipes in the floor joists. Councilmember McWhorter move to approve change order request number 18 in the amount of \$1,726.10. Seconded by Councilmember Serres, motion passed unanimously.

Masselink shared change order request number 17 in the amount of \$652.72 for the threshold for the museum opening/floor build up on east entrance to transition between floor elevations. Councilmember McWhorter moved to approve change order request number 17 in the amount of \$652.72. Seconded by Councilman Meeks, motion passed unanimously.

Last thing Masselink shared with Council is that the Edge Engineering has been negotiating with Caspar Building Systems on eliminating alternative 2. The original bid price was \$33k the new price that has been given by Caspar is \$66K. The Town can take full credit for alternative 2 and look to possibly bid out the painting project next spring or the Town can paint the building in house. The Council discussed having Town employees paint the building as they have done so in the past. The Council decided to make a decision on this at the next council meeting.

**SINCLAIR HISTORIC COMMUNITY, INC.:** Mayor Johansson shared with the council that the health inspection for the theater was passed and that he is certified food handler.

**STREETS & PARKS DEPARTMENT:** Water Supervisor Jim Haldorson shared with the council that he has gone through all the sprinklers and turned them to only three days a week as the baseball field was every day.

**TOWN BUILDINGS:** Water Supervisor Jim Haldorson shared with the council that he got a quote in the amount of \$485.00 to fix the hot water heater in the kitchen.

**POLICE DEPARTMENT:** Councilmember Serres asked Chief Sanders what happened with the resident that painted the curb yellow for no parking when that is not a no parking spot. Chief Sanders shared that the resident is going to purchase paint that is similar in color to the concrete and paint over the yellow.

**FINANCIAL DEPARTMENT:** Clerk/Treasurer Ashley Masselink requested approval to attend WAMCAT Institute in Casper College September 13 thru 15. Councilmember McWhorter move to approve Clerk/Treasurer Ashley Masselink to go to Casper College for WAMCAT training. Seconded by Councilman Dunlap, motion passed unanimously.

Masselink shared there will be a lunch and get together at the Little Snake River Museum on August 23, 2021. Masselink asked if anyone would be able to attend and all council will be busy that day.

Council asked how Izabela is working out and Masselink shared great as she is a quick learner.

**TOWN ATTORNEY:** Town Attorney Mike Roberts shared that he has a purposed contract for Katie Friend and the food truck that he will discuss at next council meeting.

**UNFINISHED BUSINESS:** Mayor Johansson shared with the council that the Town of Rawlins has reached out to him about using less water. Mayor Johansson shared with Rawlins the Town will cut back on water parks. Rawlins shared their water filters are not working properly when the river water from Sinclair water rights runs through their treatment plant.

**NEW BUSINESS:** Mayor Johansson shared a new wind turbine company will be putting up windmills and has shared information about the project but that it is in the first stages and the Town can not sign up for impact funds at this time.

Mayor Johansson shared that Jim Haldorson will be retiring soon and need to look at hiring someone. Councilmember McWhorter moved to approve advertising for maintenance employee. Seconded by Councilman Meeks, motion passed unanimously.

Mayor Johansson requested approval for the Town to give keys to the cleaning company that will be cleaning during the grand opening events. Councilmember McWhorter moved to approve giving keys to the cleaning company keys so they can clean during the grand opening. Seconded by Councilmember Serres, motion passed unanimously.

Mayor Johansson shared that the Town needs to look for zoning board members. Chief Sanders shared he would do it again as he was on the previous board Leigh Nation shared she would be interested in being on the board as well. The Council would like letter of interest from interested parties.

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

**EXECUTIVE SESSION:** Councilman Dunlap moved to go into executive session at 7:18 pm to discuss personnel. Seconded by Councilmember McWhorter, motion passed unanimously.

Councilman Meeks moved to adjourn from executive session at 7:59 pm and seal the minutes and to go back into regular session. Seconded by Councilmember Serres, 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 adjourning from the Council meeting at 8:0 pm. Seconded by Councilman Dunlap, motion passed unanimously.

The next regularly scheduled council meeting will be held on September 2, 2021, at 5:30 p.m. at the old elementary school.

Leif Johansson, Mayor  
TOWN OF SINCLAIR

ATTEST: CLERK/TREASURER