

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING HELD AT 5:30 P.M. ON THURSDAY, JANUARY 20, 2022, IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN OFFICE BUILDING.

COUNCIL MEMBERS PRESENT: Mayor Leif Johansson, Councilmembers Phyllis McWhorter, Vicki Gabelson, and Michelle Serres.

TOWN EMPLOYEES PRESENT: Clerk/Treasurer Ashley Masselink, Assistant Treasurer Izabela Tysver, Maintenance Employee Roger Chizek, Maintenance Employee John Laux, Maintenance Employee Jason Black, Town Attorney Mike Roberts, Fire Chief Eugene Goetz, Police Chief Jeff Sanders.

PLEDGE OF ALLEGIANCE: Mayor Johansson lead everyone in the pledge of allegiance.

OPENING OF MEETING: Mayor Leif Johansson called the meeting to order. Councilmember McWhorter moved to approve January 6, 2022, council minutes. Seconded by Councilmember Serres, motion passed unanimously. Councilmember McWhorter moved to approve January 10 and January 18, 2022, workshop minutes. Seconded by Councilmember Serres, motion passed unanimously.

APPROVAL OF THE AGENDA: Mayor Johansson amended the agenda to add under New Business the Military Leave Resolution for Town Guidelines for Employees. Councilmember McWhorter moved to approve amended agenda for tonight's meeting. Seconded by Councilmember Serres, motion passed unanimously.

RESIDENTS: Jody and Robert Peterson, Leigh Nation, and Rick McWhorter.

GUESTS: Miguel Molina. He presented to the Council the reconstruction and rebuilding project for the new house for 210 North 8th Street – the owners Jody and Robert Peterson. Their house burnt on September 20, 2021. He asked for updating the ordinances for this project to happen. According to Mr. Molina the project meets some setbacks with Sinclair zoning resolution. Mayor Johansson suggested that the owners approach the neighbors and consult with them the setbacks, and then that Mr. Molina presents the project to the Zoning Board that meets on April 6, 2022.

PROJECT UPDATES: Edge Engineering was not able to attend the Council meeting, so Clerk/Treasurer Masselink shared with the Council the quote for clear glides with felts for all 38 chairs for upstairs townhall for \$481.84. Councilmember McWhorter moved to approve the quote for \$481.84. Seconded by Councilmember Gabelson, motion passed unanimously.

Jon Nelson from North Fork came to discuss possible paving projects for the town and answer some questions. He mentioned that North Fork did in 2018 some small patches on 7th Street and Washington Ave., 10th Street and Madison Ave., and 10th Street and Monroe for \$23,797.00. In 2019 they did work on Jefferson Ave., 8th Street and 9th Street for \$18,240.00. And in 2020 they some work on 9th Street and Lincoln Ave. for \$34,000.00. Nelson asked if there is anything that mayor and members have in mind for doing in 2022. Mayor Johansson had in mind to do the asphalt in front of the fire station. Fire Chief Gene Goetz asked also about getting done the 60x30 feet area in front of the fire station. Mayor Johansson mentioned that the area on Madison Ave. between 9th and 10th Street. On the south side of that street there is also an old curb and gutter that will need to be changed first before lying down a new street surface. Other ideas were 10th Cleveland (after the street got taken up when line broke by the school), South 8th Street – big hole, Jefferson between 7th and 8th Street – with adding the curb on the north side. Mayor Johansson asked Nelson to look into doing curb and asphalt on Jefferson and 7th and 8th Street, as well as 8th Street and 9th Street and bring the quotes. Nelson mentioned that due to the past issue with STC Company from Cheyenne who did all the street work for Town, North Fork does not work with them anymore. The Town can either to continue to work with STC without North Fork being involved (North Fork can prepare all paperwork though) or go with other companies through North Fork. This will be a decision to be made in the future.

SINCLAIR HISTORIC COMMUNITY INC.: Ted Baker from Baker & Associates from Casper will be in town on January 24, 2022, at 10 am to go over the sound and light system in Theatre. Mayor Johansson asked maintenance employees to be present during that meeting and training.

FIRE DEPARTMENT: Fire Chief Gene Goetz explained the situation with sirens. He removed Yancy from doing Town Alarm System as he wanted to charge \$10,000.00 for something that costs less than that. Goetz did some research and he found Wayland company that will come and give a new quote. Goetz also mentioned that he will need to buy pump for type 6 and that will be around \$6,000.00-\$7,000.00.

TOWN BUILDINGS: Clerk/Treasurer Ashley Masselink mentioned that she reached out to Jason Knopp and Lyle about cleaning the museum. Caspar will send the crew to clean the museum and Lezlee Musgrave will be present to oversee it.

Maintenance Employee Roger Chizek will be starting the work on the bathroom in Church. He will start with ceiling and go from there. Mayor Johansson approved him to start and do the work.

POLICE DEPARTMENT: Chief Jeff Sanders asked for approval to attend the Wyoming Association of Sheriffs and Chiefs of Police Annual Legislative meeting in Cheyenne on February 23 and 24, 2022. Sanders would need to book one night at the hotel and have a couple of meals covered. Councilmember Serres moved to approve Sanders attending the Wyoming Association of Sheriffs and Chiefs of Police Annual Legislative meeting in Cheyenne on February 23 and 24, 2022. Seconded by Councilmember Gabelson, motion passed unanimously.

RECREATION DEPARTMENT: Mayor Johansson mentioned that emergency management people would like to use Rec Hall for meeting in July and they need round tables. Mayor Johansson suggested to buy 10 round table, 60 inches in diameter, with racks to start with. Mayor Johansson asked to check prices and bring quotes to the next meeting on February 3, 2022.

FINANCIAL DEPARTMENT: Clerk /Treasurer Masselink shared that Comtronix came in the beginning of this week and did an amazing job setting things up. During that time there was an issue with the panel for Burglary Alarm with Wyoming Security System. Comtronix could not do anything because they could not get access from Wyoming Security System. They offered to monitor that system too. However, we would need to cancel Wyoming Security System and purchase some new equipment for Comtronix to take over it and be able to monitor it together with everything else they already do for town. Masselink asked to approve two quotes from Comtronix, one for purchasing the Panel Board and parts for \$861.00 and second one for purchasing electric door strike for main entrance door for \$941.00. Councilmember McWhorter moved to approve both quotes for Comtronix, for \$861.00 and \$941.00. Seconded by Councilmember Serres, motion passed unanimously.

UNFINISHED BUSINESS: Masselink brought up the issue of phones for upstairs townhall. She made some calls to Century Link and was given information about adding another line or lines. All fees seem to be outrageous and would make the installations very expensive in the end. Jon Nelson mentioned that this truly sounds very expensive. He did some research some time ago for his company and he can help with that. He mentioned that other companies will provide phones and services as all-included. Masselink then said that she also called First Call Communication and their customer service was much more helpful. That person was planning to be next week in Rawlins, so he could stop by and that way we could find out more about what they are offering.

Masselink mentioned that the theater wireless internet equipment has come in, but we need to figure out how we can get the equipment to the ceiling in theater. Mayor Johansson mentioned that he talked briefly with Roger about purchasing the lift or scaffolding. According to Roger the scaffolding is a better option, it is cheaper and easier to store. He will look into it and bring some quotes to the next meeting.

NEW BUSINESS: Town Attorney Mike Roberts read Resolution No. 2022-01 which is modifying the Town of Sinclair Guidelines for Employee by establishing a provision for paid military leave for officers and employee of the Town of Sinclair, Wyoming. Councilmember McWhorter moved to approve the Resolution. Seconded by Councilmember Gabelson, motion passed unanimously.

EXECUTIVE SESSION: Councilman McWhorter moved to go into executive session at 6:28 pm to discuss personnel. Seconded by Councilmember Serres, motion passed unanimously.

Councilmember McWhorter moved to adjourn from executive session at 7:19 pm and seal the minutes and to go back into regular session. Seconded by Councilmember Gabelson, motion passed unanimously.

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

Councilmember McWhorter moved to approve to go back to General Session at 7:19 pm. Seconded by Councilmember Gabelson, motion passed unanimously.

Councilmember McWhorter moved to approve Mayor to call and hire the Events Director. Seconded by Councilmember Serres, motion passed unanimously.

Councilmember McWhorter moved to approve Mayor to call and hire the cleaning company. Seconded by Councilmember Serres, motion passed unanimously.

BILLS: Councilman McWhorter moved to pay the bills and to accept them for payment. Seconded by Councilmember Gabelson, motion passed unanimously.

Mayor Johansson adjourned the meeting at 7:25 p.m.

The next regularly scheduled council meeting will be held on February 3, 2022, at 5:30 p.m. in the Council Chambers of the Town office building.

Leif Johansson, Mayor
TOWN OF SINCLAIR

ATTEST: CLERK/TREASURER