

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING HELD AT 5:30 P.M. ON THURSDAY, DECEMBER 16, 2021, IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN OFFICE BUILDING.

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

**TOWN EMPLOYEES PRESENT:** Town Attorney Mike Roberts, Police Chief Jeff Sanders, Maintenance Employee Roger Chizek, Maintenance Employee John Laux, Assistant Treasurer Izabela Tysver, Fire Chief Eugene Goetz, and Jason Knopp with Edge Engineering.

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

**OPENING OF MEETING:** Councilmember McWhorter moved to approve amended council minutes from December 02, 2021. Seconded by Councilmember Serres, motion passed unanimously.

Councilmember Dunlap moved to approve amended workshop minutes from December 09, 2021. Seconded by Councilmember Serres, motion passed unanimously.

**APPROVAL OF THE AGENDA:** Councilmember McWhorter moved to approve the agenda. Seconded by Councilmember Dunlap, motion passed unanimously.

**EXECUTIVE SESSION:** Councilman Dunlap moved to go into executive session at 5:30 pm to discuss personnel. Seconded by Councilmember Serres, motion passed unanimously.

Councilmember McWhorter moved to adjourn from executive session at 6:07 pm and seal the minutes and to go back into regular session. Seconded by Councilman Dunlap, motion passed unanimously.

Councilmember McWhorter moved to approve to go back to General Session at 6:07 pm. Seconded by Councilmember Dunlap, motion passed unanimously.

Mayor Johansson asked if anything was talked about in the Executive Session that was inappropriate. Mayor Johansson announced that the new member of the Council got nominated – Vicki Gabelson. She will be sworn in at the next Council meeting on January 6, 2022. Councilmember McWhorter moved to nominate and appoint Vicki Gabelson for a vacant Council member position. Seconded by Councilmember Serres, motion passed unanimously.

**RESIDENTS:** Mayor Johansson welcomed residents: Emily Townsend, Angeli McCulloch, Mike Reeds, and Lillian and Dale McLain. He asked them if there was anything they would like to address.

Emily Townsend spoke on behalf of Recreation Advisory Board. Emily, together with other residents was preparing to have hot chocolate, cookies and coloring pages for kids meeting with Santa on Saturday, December 18, 2021. She also contacted the Zoning Board members, and their first meeting will take place on Wednesday, January 5, 2022, at 5:00 pm at Council Chamber at townhall.

**PROJECT UPDATES:** Jason Knopp with Edge Engineering shared with the Council the progress on the Theatre. The carpet repair is scheduled for January 2022.

Jason explained the costs of Richardson Construction Pay App #15 and asked the Council to approve the bill for \$56,619.30. Councilmember McWhorter moved to approve Richardson Construction Pay App #15 for \$56,619.30. Seconded by Councilmember Serres, motion passed unanimously.

Jason explained the need to extend the contract with Richardson Construction for another 150 calendar days through May 31, 2022. Councilmember McWhorter moved to approve Contract Time Extension for Richardson Construction for 150 calendar days. Seconded by Councilmember Dunlap, motion passed unanimously.

Jason talked to the Council about the Wyoming Business Council meeting that took place on December 14, 2021. He discussed with the Council about the grant which the Town of Sinclair wants to submit to finish the work on the Theater building. The council decided to think about it and communicate with Jason at the next Council meeting on January 6, 2022.

Jason shared with the Council the progress on the Town Hall and that the contractor is working on the punch list. Comtronix is scheduled for work at townhall and theatre on January 10, 2022.

Jason mentioned also that the furniture selected during the last Council meeting will be ordered on December 17, 2021, and will arrive and be installed by the company in March 2022.

Jason shared that the AC Unit at townhall is running well. He asked to approve to pay the invoices for Sheet Metal Specialties for \$5,800.00 and for CJ Enterprises for \$2,000.00. Councilmember McWhorter moved to approve to pay the invoices for Sheet Metal Specialties for \$5,800.00 and for CJ Enterprises for \$2,000.00. Seconded by Councilmember Serres, motion passed unanimously.

Jason also indicated that he delivered two copies of each town's plat for the Council and the town.

Assistant Treasurer Izabela Tysver asked the Council about the American West lost invoice for \$4,375.00 and what the Council is wishing to do with it. The council decided to pay for it.

**FIRE DEPARTMENT:** Fire Chief Eugene Goetz asked the Council to approve purchasing the boots for firemen from The Fire Store for \$1134.72. Councilmember Serres moved to approve buying the boots for firemen for \$1134.72. Seconded by Councilmember McWhorter, motion passed unanimously with the councilmember Dunlap abstaining.

**STREETS AND PARKS DEPARTMENT:** Maintenance Employee John Laux brought up to the Council awareness that he had an incident where he needed to wash his eyes and there wasn't any Eye Wash available. He used the water from his bottle. He asked the Council if it would be possible to purchase the eye wash portable station for the Maintenance employees. The Council agreed and suggested for him to look for all other safety equipment such as safety glasses, vests and helmets and bring the list and quotes to the next Council meeting.

**SANITARY LANDFILL, SANITARY & STORM SEWERS, WASTEWATER TREATMENT FACILITY AND WATER DEPARTMENT:** Maintenance Employee John Laux shared with the Council that he is going to take his first test for wastewater on Tuesday, December 21, 2021. Councilmembers wished him good luck.

**TOWN BUILDINGS:** Maintenance employees Roger Chizek and John Laux updated the Council on the work they have been doing around the town. Roger has been working on the heater in Rec Center. Roger and John plowed all weekend during the 3-day long snowstorm and kept the streets clean. Councilmembers expressed their gratitude for doing that. Additionally, there has been several lights in the Theatre (inside and outside) that are out and need attention.

**FINANCIAL DEPARTMENT:** HUB Insurance for town's properties, vehicles, fountain, generators, and other items is due to be renewed by December 31, 2021. Mayor Johansson questioned the amount of lawn mowers on the policy, he could see that there is only one lawnmower insured even though the town owns three. He asked assistant treasurer Izabela Tysver to find out about that first.

Mayor Johansson mentioned that due to the expiration date of town's Microsoft Office 365 license he approved its renewal before the Council meeting. Councilmember McWhorter moved to approve mayor's decision to renew Microsoft Office 365 license for \$795.00. Seconded by Councilmember Serres, motion passed unanimously.

Assistant Treasurer Izabela Tysver asked the Council about their decision related to what Troy Hunsucker proposed at the last Council meeting. The Council agreed to schedule the workshop to discuss the town's options with its investments. This workshop will be scheduled at the next Council meeting on January 6, 2022.

**UNFINISHED BUSINESS:** Assistant Treasurer Izabela Tysver brought up into the Council attention the newest updated Sinclair Events Fee Schedule and asked if these can be created into the official table and posted on town's website and social media. Town Attorney Mike Roberts had several questions and corrections added to it. Councilmember McWhorter moved to approve amended workshop minutes from December 09, 2021. Seconded by Councilmember Serres, motion passed unanimously.

Resident Mike Reeds informed the Council that due to the higher fee for renting the room at the Elementary School the Radio Club will not be able to continue the lease.

**NEW BUSINESS:** The Council discussed the need to acquire TVs, mounting brackets, projectors, smart boards and phones for the office and conference space in townhall. Further discussions will be continued at next meetings.

The Town's Employee Policy, specifically accruing of vacation time by town's employees, was discussed. The Council ordered to go back to what the guidebook says and start following it starting next year 2022.

Other things will need to be discussed at the workshop that Council members will schedule at the next Council meeting on January 6, 2022.

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

Mayor Johansson adjourned the meeting at 7:50 p.m.

The next regularly scheduled council meeting will be held on January 06, 2022, at 5:30 p.m. in the Council Chambers of the Town office building.

Leif Johansson, Mayor  
TOWN OF SINCLAIR

ATTEST: CLERK/TREASURER