

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 15, 2022, IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN OFFICE BUILDING.

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

TOWN EMPLOYEES PRESENT: Town Attorney Mike Roberts, Clerk/Treasurer Ashley Masselink, Police Chief Jeff Sanders, Maintenance Employee Roger Chizek, Fire Department Chief Gene Goetz, Community Events Director Monte Thayer.

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

APPROVAL OF MINUTES: Councilmember Dunlap moved to approve December 1, 2022 council minutes and November 30, 2022, workshop minutes. Seconded by Councilmember Serres, motion passed unanimously.

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

MUSEUM BOARD: Resident Leigh Nation put in a letter of interest to join the museum board along with some other requests. Councilmember McWhorter moved to approve Leigh Nation to be excepted on the museum board. Seconded by Councilmember Serres, motion passed unanimously.

Council discussed the other requested that Nation brought to the Council and at this time if any of the other requests were made it would be changing the ordinances which would take more than a motion approval. Councilmember Serres shared she is appreciative for all that Nation has done in the museum. Clerk/Treasurer shared it would be nice if Serres reached out to Nation herself thanking her for her work as well inform Nation she was approved to be on the museum board. Serres agreed to send her an email stating that she is approved on the board and that she is thankful for all she has done.

SANITARY & STORM SEWERS: Maintenance Employee Roger Chizek shared with Council he would like to hold off on the tank repair quote as he believes some of the items on the list the maintenance employees can fix. Chizek shared he was going to try to get a new quote and that the repairs can also wait until next years budget as divers probably could do repairs in the summertime.

POLICE DEPARTMENT: Chief Jeff Sanders requested approval for purchasing a radio and computer for the new truck that is being built. Sanders requested to purchase a computer in the amount of \$7,686.00 and a radio in the amount of \$3,448.55. Clerk/Treasurer Masselink shared before approving this quote there needs to be money in revenue and money in expenditures to approve spending the money. It was discussed that the police department might receive the grant, but it was never budgeted in. Councilmember Serres agreed it had not been budgeted and that the budget would need to be amended.

Councilmember Serres moved to approve amending the budget by adding \$11914.00 to the revenue. Seconded by Councilmember McWhorter, motion passed unanimously.

Councilmember Serres moved to approve adding \$11914.00 to the police department budget under expenditure in Capital outlay/vehicle. Seconded by Councilmember McWhorter, motion passed unanimously.

Councilmember Serres moved to approve Chief Sanders to purchase the radio and computer for the new truck not to exceed \$11,914.00. Seconded by Councilmember McWhorter, motion passed unanimously.

Sanders shared that the police department will be doing shopping with a cop with the help of the refinery donating. Sanders shared the refinery will meet him at Walmart with their credit card to pay for the purchases.

RECREATION/EVENTS DEPARTMENT: Community events director Monte Thayer shared that he dropped the ball on advertising for the first free movie night and since then Izabela has since make posters for the next free movies. Thayer shared he only had 12 people at the free movie.

Thayer shared he had 100 plus people attend the ventriloquist that was including town employees. Thayer shared the community Christmas party will be Saturday movie starts at 3 pm and the doors will open at 2:30 pm. He also shared that the delivery of presents, and donations will be given out on December 21, 2022.

Councilmember Serres shared that she found a credit card device that will work for the theater for ticket sales as well as concessions. Serres shared the systems are \$299.99 each plus whatever shipping is. Councilmember McWhorter requested approval to purchase 2 square credit card readers for the theater not to exceed \$800.00. Seconded by Councilmember Dunlap, motion passed unanimously.

Serres also shared the town should look into getting a IPAD as well since Sanders has been using his personal IPAD to be able to control the sound down on the stage instead of just in the control room.

Mayor Johansson shared there are some people that are wanting a Roku in the exercise room, so they don't have to use their phones. Masselink shared there should be a Roku already in the recreation center that can be taken over to the exercise room if it is not already being used.

FINANCIAL DEPARTMENT: Clerk/Treasurer Masselink shared with council that the cost for the HUB insurance has increased a little as the insurance is now covering the cost of replacing historical buildings to historical value. Masselink shared the quote in the amount of \$26,102.00 and requested approval. Councilmember Serres moved to approve the quote for renewal for HUB insurance in the amount of \$26,102.00. Seconded by Councilmember McWhorter, motion passed unanimously.

Masselink shared that the Town received a donation from Casper Antique and Collectors Club, INC in the amount of \$300.00. Masselink requested to amend the budget by adding \$300.00 to be museum supplies. Councilmember McWhorter moved to approve the amending the museum budget by adding \$300.00 to museum supplies from the donation that was received.

TOWN ATTORNEY: Mike Roberts shared that the lien on the property he has been sharing with the council has been filed with the land office now as well. Robert shared with the council they might want to get with Jason Knopp about the 501c3 that the town has under historical buildings.

UNFINISHED BUSINESS: Councilmember Serres asked what the word was on the wifi for the upstairs and Masselink shared that it would not be until next year that the parts will come in. Serres also asked on how the progress was going on rewriting the employee guidelines book. Masselink shared it will take a while to rewrite the changes along with everything else.

NEW BUSINESS: Mayor Johansson shared this will be his last full council meeting and he thanked everyone for working with him and all they have done. McWhorter also thanked everyone and would gladly like to help if she can.

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

Mayor Johansson adjourned the meeting at 6:17 pm.

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

The Council Meetings are recorded sessions available for public view at Townhall office.

Leif Johansson, Mayor
TOWN OF SINCLAIR

ATTEST: CLERK/TREASURER