

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 5, 2021, IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN OFFICE BUILDING.

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

**TOWN EMPLOYEES PRESENT:** Town Attorney Mike Roberts, Chief of Police Jeff Sanders, Officer Lanette Rosacker, Maintenance Employee Ricci Pacheco, Water Supervisor Jim Haldorson, Recreation Director Maja Chamberlain, Clerk/Treasurer Ashley Masselink, Assistant Treasurer Izabela Tysver, Fire Chief Gene Goetz, Jason Knopp with Edge Engineering, Jon Nelson with North Fork Engineering.

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

**OPENING OF MEETING:** Mayor Johansson called the meeting to order Councilmember McWhorter moved to approve July 15, 2021 Council meeting minutes. Seconded by Councilman Meeks, motion passed unanimously.

**APPROVAL OF THE AGENDA:** Councilmember McWhorter moved to approve the amended agenda for tonight's meeting. Seconded by Councilman Meeks, motion passed unanimously.

**RESIDENTS:** Izabela Tysver requested approval from the council to have another cleanup day on September 11, 2021 at 11:00 am. Izabela requested for the Town to provide trash bags and water again. Councilmember McWhorter moved to approve for Izabela for cleanup day on September 11 at 11:00 am. Seconded by Councilman Dunlap, motion passed unanimously.

April and David Robinson shared that they just moved in last month and received a letter of notice about their shed as it is on the right of way. The Robinson shared the shed was already on the property when they bought it and they would not be able to afford to move the shed as it already has wiring connected. Robinsons requested to be grandfathered in or a variance. Town Attorney Mike Roberts shared grandfather would only be if an ordinance has changed at which the ordinance has not changed. Councilman Meeks asked if a variance can be granted. Jason Knopp with Edge Engineering shared this is not about a variance as it is about someone putting something on someone property so it would more be an easement. Jason shared an easement is giving someone rights to cross into someone else's land and with this there are rules to what can and can't happen.

Forest Ortiz addressed the council and wanted to apologize for the way he represented himself at the last council meeting and would like to request a variance or to get this resolved and move forward.

The Council discussed several different options but requested that both the Ortiz family and the Robinson family turn in a letter for extension since both parties will not be able to get the items removed from Town property.

The Council thanked the Ortiz family and the Robinson Family for their time.

**GUESTS:** Derrick Morse and Brandon Bassett with Pine Cove shared with the Council the different options for internet for the theater. Derrick shared somethings that can be a short time fix to get the theater up and going but also shared long term fixes as well. Derrick shared he has a bridge setup right now for the short-term fix, but long term might need to get a bigger bridge. Brandon with Pine Cove will work on getting some quotes for long term fixes with a bigger bridge. Council thanked Derrick and Brandon for their time.

**PROJECT UPDATES:** Jon Nelson with North Fork Engineering shared with the council that North Fork has completed a master set of the projects. Jon shared the clerk and maintenance has a copy of these master plans.

Jon also shared that he looked at the fire hydrant that was hit and he knows the nut is broke but doesn't know if the stem is broke. To find out if the stem is broke the hydrant would need to be dug up. Jon shared he received a quote from Rocky Mountain Sand and Gravel that was only for labor which came in at \$8,250.00 and the earliest they could start work is August 26 or 27 and the Town purchases the materials. The cost of the materials is any where from \$3200.00 to \$3500.00 and this doesn't include the cost if North Fork is present on site. Councilmember McWhorter asked if the Town fire trucks have enough hose to reach the next hydrant and Fire Chief Goetz shared that the Town has plenty of hose. Councilmember McWhorter moved to approve Rocky Mountain Sand and Gravel to repair the fire

hydrant between the amount of \$10,000.00 to \$15,000.00. Seconded by Councilman Dunlap, motion passed unanimously.

Jason Knopp with Edge Engineering updated the Council with the progress of the Theater. Jason shared The seats have all been installed and that two seats needed to be removed to meet fire code. The punch list for the theater will be completed on August 11<sup>th</sup>. Jason shared he is still working on the Wyoming Business Grant but wanted to know if the council wanted him to apply for September or December as each one has its plus and minus. The question came up how many times the town can apply for the grant and the answer was only once a year.

Jason shared the phone line will be installed as it is in the works.

Jason asked the council if they would like for shpo to do a historic building plaque the cost would be \$192.34 plus shipping. Jason shared he would have Richardson Construction install it. The council discussed some options as to even having historical home plaques as well. The council never decided on the plaques as for ordering them.

Jason also shared the church has decided they do not want to house the theater dumpster on the back of their lot. The County Health requires that the dumpster needs to be on concrete pad before they will approve it. Jason has asked Richardson Construction to investigate what it would take to install a pad on the back side of the recreation center.

Jason shared with the council about the progress on the Town Hall. He shared that the trim work on the HVAC ducts is completed, the contractor is currently working on the lighting and are stilling working on the tile company to correct some issues in the bathroom.

Jason shared Century Link has installed the two phone lines needed one for the elevator and one for the fire alarm system. Jason stated he has Comtronix looking at the fire monitoring for the Town Hall and theater. Jason stated the sprinkler system still works if there is a fire.

Jason shared with the council a letter that was written to Caspar regarding the AC units and the council held a discussion on it. Councilmember McWhorter moved to approve sending the letter to Caspar Building Systems. Seconded by Councilman Meeks, motion passed unanimously.

Jason requested approval for pay application number 8 in the amount of \$82530.56 for Caspar Building Systems. Councilman Meeks moved to approve pay application number 8 in the amount of \$82,530.56. Seconded by Councilmember McWhorter, motion passed unanimously.

**BUILDING INSPECTOR:** Maintenance employee Ricci Pacheco shared with the council that another resident has approached him about building a fence to the curb. Pacheco asked what the council would like him to do. The council discussed that any resident that wants to build anything needs to come to a council meeting with their plans and share with the council and let the council make the decision.

**MUNICIPAL JUDGE:** Councilmember McWhorter moved to approve the judges report for the month of July in the amount of \$804.00. Seconded by Councilman Dunlap, motion passed unanimously.

**RECREATION DEPARTMENT:** Recreation Director Maja Chamberlain shared that she would like to go to Back on Track an annual WRPA conference September 13-15 2021. The cost is \$245.00 which includes the conference and yurt tour. The council discussed if there is money in her budget she can go. The next thing Chamberlain shared was she has a new schedule that is out for the month of August starting on the 19<sup>th</sup> when kids go back to school. Chamberlain shared with the council that the week of the grand opening for the theater she will need help moving things from the recreation center to the school. The last thing Chamberlain shared was she would like to a tie dye and pizza party on August 16<sup>th</sup> for the kids going back to school.

**WATER DEPARTMENT:** Water supervisor Haldorson shared with Council that a water sample wasn't taken in the month of June so letters went out to the residents sharing this information to them. Councilmember McWhorter asked how Ricci's wastewater test went on Thursday. Ricci shared that he was out sick and was not able to take his test but reschedule the test for next Tuesday. Haldorson shared that he had silver Sage Plumbing come out and look at the hot water for the sink in the kitchen. Currently the hot water is not working, and the town can replace the small hot water heater or just connect into the big hot water heater that was just installed. The council asked for a quote before deciding.

Pacheco shared with council that he was approached by the water manager from Rawlins about water restrictions. The council had a discussion on water restriction and found until someone comes to the meeting and requests something the town will continue as normal.

**TOWN BUILDINGS:** Maintenance employee Pacheco shared that he looked at the base of the light in front of the Parco Inn and it is broken. Pacheco asked the council what they would like to see happen and he council asked Pacheco to get in touch with Mike Holmes to get in touch with Evan Holmes so he can get it fixed

**FINANCIAL DEPARTMENT:** Clerk/Treasurer Ashley Masselink asked to work four ten hour days as Izabela would work five days a week part time. Councilmember McWhorter asked why work these hours. Masselink shared that Mondays are slow days and Fridays are really busy days and that it would be nice to have longer hours on the busy days so there is more time for residents to be able to come in. Masselink also shared that there are a lot of days when people come in right at 5 pm so she stays to help them. The council had a discussion and said they would like the office to be open Monday thru Friday for the full eight hours.

Masselink requested to add Izabela Tysver to the Rawlins National Bank signature card. Councilmember McWhorter moved to approve to have Izabela Tysver added to the Rawlins National Bank Signature card. Seconded by Councilman Dunlap, motion passed unanimously.

Masselink requested to have the peddler permits waived for those food vendors that have been asked to come to the events. Councilman Meeks moved to approve the peddler permits be waived for those who are going to be at the events for the grand opening. Seconded by Councilmember McWhorter, motion passed unanimously.

Masselink requested that the Wyoming Community Gas funds go towards the school heating repairs. The council discussed this and said it was a good idea.

Masselink requested to amend the budget for the fire hydrant repair from WGIF water investment to water department maintenance. Councilmember McWhorter moved to approve to amend the budget for the fire hydrant repair to come from WGIF water investment to water department maintenance. Seconded by Councilman Meeks, motion passed unanimously.

Masselink asked the council where they would like to hold the September council meetings as the council chambers will not available. The council decided that council meetings on September 2 and 16<sup>th</sup> will be held at the school.

Lastly Masselink asked Town Attorney Mike Roberts to read resolution 2021-02 that included to add the day after Thanksgiving to be added to the Holidays that the employee receives off as previously it was used as the floating holiday but was not at the employees discretion. Councilman Meeks move to approve resolution 2021-02 adding the day after Thanksgiving to the list of holidays an employee receives off. Seconded by Councilman Dunlap, motion passed unanimously.

**TOWN ATTORNEY:** Town Attorney Mike Roberts shared with the council that he still has been working with Katie Friend on the food truck. Roberts shared there is a state statue that states the sale of anything over \$500.00 to a person that would benefit the economic development could be sold to an individual. Roberts shared Katie would provide services back to the Town which will help with the economic development of the town. Roberts also shared the food truck was Katie Friends before it was sold to the refinery. Councilman Meeks moved to approve the disposal of the food truck to go to Katie Friend for economic development benefits. Seconded by Councilmember McWhorter, motion passed unanimously.

**UNFINISHED BUSINESS:** Mayor Johansson talked about the school heating needs to be addressed soon as we are approaching winter. The council discussed that they would like to see at least three bids before moving forward. Jason Knopp shared he would help with getting some bids. Jason also recommended to go under ground instead of above as the above is exposed more. Councilmember McWhorter moved to approve Jason to get bids on the school heating system. Seconded by Councilman Dunlap, motion passed unanimously.

**NEW BUSINESS:** Mayor Johansson asked what the council thought about seat plaques for the chairs in the theater. They discussed prices and time frames and shared they would take it to the committee.

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

**EXECUTIVE SESSION:** Councilmember McWhorter moved to go into executive session at 8:07 pm to discuss personnel and litigation. Seconded by Councilman Meeks, motion passed unanimously.

Councilman Meeks moved to adjourn from executive session at 8:50 pm and seal the minutes and to go back into regular session. Seconded by Councilmember McWhorter, 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 8:50 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