

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

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

TOWN EMPLOYEES PRESENT: Town Attorney Mike Roberts, Clerk/Treasurer Ashley Masselink, Assistant Treasurer Izabela Tysver, Maintenance Employee Roger Chizek and John Laux, Fire Chief Gene Goetz, Community Events Director Monte Thayer, and Officer Lanette Rosacker.

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

OPENING OF MEETING: Mayor Johansson called the meeting to order. Councilmember McWhorter moved to approve April 21, 2022, council minutes. Seconded by Councilmember Dunlap, motion passed unanimously.

APPROVAL OF THE AGENDA: Mayor Johansson amended and corrected the agenda adding Steve Bruce and Shawn Metcalf under guests and correcting May 1 thru 7th for Clerks week. Councilmember McWhorter moved to approve amended and corrected agenda for tonight's meeting. Seconded by Councilmember Gabelson, motion passed unanimously.

GUESTS: Steve Bruce with Inberg Miller Engineering introduced himself to the Council and shared he has 40 years of experience in engineering streets, sewer, and water drainage. He would like to offer his services of the Town and would like the chance to bid on projects that the town has going forward. Bruce shared he works with local funding to help with costs of projects as well as enjoys trouble shooting. The Council thanked Bruce for his time.

Joe McVey and Victor with Imperial Pumps Solutions presented the Council with information about the Scada System that could be used for the lift stations as well as the water tank. The Scada systems can show the levels of the tanks as well as give alerts when things are not working properly. Scada System also can monitor different high and low levels within the same tank. The current system only gives an alert, and the employees have to investigate what is wrong as the Scada system will tell the employees what is wrong with the lift station. The Scada System can alert on temperatures, moisture switches and power loss. Scada System also calls out to cell phones and can be monitored by any electric device and reports can be pulled from such devices cutting man hours.

The Scada System comes with a yearly service plan for maintenance. Joe shared with Council he currently does the service on the lift stations and is familiar with the Towns systems. Council asked if there were any quotes for the Scada Systems and Joe shared he would send quotes for the Scada systems.

Yvonne Johnson with Carbon County Economic Development gave an update to what she has been doing and the upcoming meetings that are planned in Carbon County.

Shawn Metcalf introduced himself to the Council as the City Manager of the City of Rawlins and he was at the Council meeting to share the overview on water situation. Metcalf shared the City of Rawlins is replacing 10,000 feet of pipe for the water lines which is going to cost \$20,000,000.00 in a loan that the City of Rawlins is taking to fix. Metcalf shared the City of Rawlins is currently on water restrictions as the residents can water one hour once a week. The water restrictions are due to drought (run off a lot less than last year at this time) as well as the replacement of the pipes that are being worked on currently.

Metcalf shared that some places are worried about their lawns for example the soccer fields and other sporting fields. Metcalf did share that the golf course is not affected as it comes from a level 2 which is water that is pulled from the river. Councilmember McWhorter asked why the golf course is not restricted as Sinclair gives 2 cubic foot per second to the City of Rawlins for treating water and one of the cubic feet per second is to come back to Sinclair. Metcalf shared the golf course is pulled from the river. Councilmember McWhorter shared if Sinclair is giving 2cfps then the Town of Sinclair shouldn't be restricted if the golf course is not being restricted as the water

Sinclair is giving to the City of Rawlins is from the river and that is being limited coming back to the place that gave it as the golf course is not restricted. Councilmember McWhorter shared this is in the contract for 50-year agreement the Town of Sinclair and City of Rawlins which was created in 2003. Metcalf shared he has not read the water agreement to be able to say much on the issue. Mayor Leif Johansson shared that it is not hearing over the radio the news about the water issues when the Town of Sinclair is just as much involved with the water issues. Mayor Johansson asked Metcalf when the pretreat plant will back up and running and Metcalf shared hopefully in about 2 to 3 months.

Metcalf shared to offset the cost of projects the City of Rawlins might have to increase rates for customers. Councilmember Serres shared there is a section in the agreement that talks about water rates as well that he might want to read as well. Councilmember Serres also asked if the City of Rawlins is looking to refurbish the old treatment plant or if they are looking for new one. Metcalf shared refurbish. Serres shared there is a lot of new technology out there with new systems and Metcalf agreed.

PROJECT UPDATES: Jason Knopp with Edge Engineering was not present but did send a quote for Council Chairs. Clerk/Treasurer Masselink shared the quote in the amount of \$4,545.00 for 5 Council chairs. Councilmembers thought they had previously purchased the chairs but did not purchase the chairs because the furniture was not budgeted for but wanted to get furniture upstairs so people could start renting the office space. Masselink shared she will need to make a amendment to the budget already for the 1% specific purpose tax project going over the budgeted amount so if the Council would like to add this to it as well. Council member Serres moved to approve purchasing the chairs in the amount of \$4,545.00. Seconded by Councilmember Gabelson, motion passed unanimously.

North Fork Engineering was not present but did send an update that Clerk/Treasurer Masselink shared with the Council. Jon with North Fork wrote that he was able to met with 71 Construction and they have agreed to include the additional asphalt repair requests by Council and would stay within the budget of \$20,000.00 and not to exceed. The additional repairs will include an area approximately 45' x 7.5' on Cleveland just west of 9th and two potholes on south 8th just west of Su Casa. 71 Construction will start on the concrete curb next week and will return for asphalt before the end of May (will fire up asphalt plant May 15th).

MUNICIPAL JUDGE: Councilmember Serres moved to approve the judges report in the amount of \$59.00. Second by Councilmember Dunlap, motion passed unanimously.

FIRE DEPARTMENT: Fire Chief Gene Goetz shared with Council that Monte has reached out to the Fire Alarm system people and will be setting up a training so everyone knows who should know how the fire alarm systems work. Goetz shared the fire alarm system at the recreation center was going off and he didn't know what was wrong with it and found a wire had become disconnected.

Goetz share the Town Siren will be installed May 12, 2022. Goetz shared a test will be done weekly on Friday. Council discussed that maybe the Town could do their testing 5 mins. before noon or 5 mins. after noon so that the Town could hear the test as the refinery does their test at noon every Friday. Goetz shared he will find a time to do the test but also didn't want refinery workers thinking they need to do something when the Town tests their system.

Mayor Johansson asked Goetz what kind of fire system setup is in the school. Goetz shared he didn't know as he has not had a key to the building until last week. Goetz said he would look at it and figure out what needs to be done.

STREETS & PARKS DEPARTMENT: Maintenance Employee John Laux shared he reached out to Tim Green with Plus Electric as the fountain lights were not working. Green shared he would look at getting a quote to fixing the lights and get back with Laux.

SANITARY LANDFILL, SANITARY & STORM SEWERS, WASTEWATER TREATMENT FACILITY AND WATER DEPARTMENT: Maintenance Employee John Laux shared with Council he has been working hard on getting his water test completed but is still needing some time to get it completed. Council agreed to extend the time in which the employees must get their water test completed.

TOWN BUILDINGS: Maintenance Employee Roger Chizek shared that Sheet Metal Specialist came and fixed the part of the heater that was broke in the school gym.

RECREATION/EVENTS DEPARTMENT: Community Events Director Monte Thayer shared he has been doing some outside activities since it is getting warmer. He shared that he and the kids picked up trash on Monday May 2, 2022 at the parks from 6th to 8th street down by the tracks. Thayer shared he wanted to get the school done but they ran out time.

Thayer shared he took some of the seniors to lunch at the senior center and will go again this month and he is hoping for a better turn out. Thayer shared the magic show went over well and the show paid for itself and made \$740.00 in profit.

Thayer shared the Star Wars movies could have gone better but he knows to not do a double feature on a weekday as there was about 23 people. Thayer shared the Burning Bridges concert will be May 7, 2022. The pay for the band will be on a sliding scale because of the timing and short notice there might not be a big turnout. Clerk/Treasurer reminded Thayer to make sure Let'er Buck Liquors comes in to pick up a catering permit.

Thayer said Councilmember Serres is looking into a way for people to pay by credit card. As well as some other people he has reached out to that might be able to help with ticket sells. Thayer shared he will be meeting with a gentleman who is with the Rocky Mountain Power Foundation on Saturday about the Rocky Mountain Power Grant Foundation to turn in the grant. May 17 and 18th Thayer will be going to a grant conference.

Thayer asked for permission for the refinery to use the community room for training on the May 23 thru 25 2022. Mayor Johansson asked if the refinery could use the upstairs instead of the community. Thayer said he will get with the person who asked to use the school and see if the town hall will work. Thayer asked if the town would waive the fees for the use of the town hall for the refinery since they donated \$42,000.00 for a new police truck. Councilmember McWhorter moved to approve waving the fee for the refinery for training on May 23 thru the 25 2022. Seconded by Councilmember Gabelson, motion passed with one abstaining.

FINANCIAL DEPARTMENT: Clerk/Treasurer Ashley Masselink asked Mayor Johansson to read the Proclamation for the 53rd Annual Professional Municipal Clerks week. Mayor Johansson read the Proclamation for Clerks week and signed it.

Masselink shared with the Council that there has been a joint resolution amending the 2019 Specific purpose tax escrow account permitting Carbon County Treasurer to make distributions from 2019 specific purpose sales and excise tax collections, and interest thereon, to pay administrative fees and expenses to the Carbon County specific purpose tax joint powers board as originally contemplated as the time of entering into such escrow agreement, but inadvertently not incorporated therein. Councilmember McWhorter moved to approve the mayor to sign the 2019 specific purpose tax escrow agreement. Seconded by Councilmember Serres, motion passed unanimously.

Masselink asked council what budget they would like to take the reimbursement for the damages to Lezlee Musgraves car from. Councilmember Dunlap shared with council that Chef Sanders had backed into Lezlee Musgraves car and the hitch on the police truck went through Lezlees bumper. Councilmember McWhorter moved to approve that the \$1,237.68 for repairing Lezlee Musgraves car comes from the casualty insurance account number 10-43-510. Seconded by Councilmember Serres, motion passed unanimously.

Masselink shared with council that the new health insurance premiums were in and asked for council to approve the new health insurance rates if they would like to keep it. Councilmember McWhorter moved to approve keeping the same health insurance. Seconded by Councilmember Serres, motion passed unanimously.

TOWN ATTORNEY: Town Attorney Mike Roberts shared with council a conflict of interest that he compiled as a cheat sheet from the Wyoming State statues. Roberts shared the long and short of it, if there is no monetary benefit there is not a conflict of interest. Also shared if there is not a direct benefit and no affect down the line.

Roberts shared that one of the residents that had a letter sent to them about property being on the right of way has an attorney representing them now. Roberts also shared he has a meeting with Caspar Building Systems regarding the retainage. Lastly Roberts shared that when doing raffles if the amount is \$500.00 or higher there needs to be advertising for the raffle.

UNFINISHED BUSINESS: Clerk/Treasurer Masselink shared a quote from First Call Communications to add two phones, one for the recreation center and one for the council office as well as add a fax to phone for the fire department. McWhorter moved to approve the purchase of two phones and the lines of service. Seconded by Councilmember Gabelson, motion passed unanimously.

Masselink shared with council that there are residents with high utility bills one in the amount of \$2,594.50. Town attorney Roberts shared he would look into and come back to council with information.

Mayor Johansson shared with council he had a meeting with Steve Sondergard regarding the school. Mr. Sondergard would like to rent the library room and the gym for school. Sondergard would like to start renting on July 1st, 2022. Discussion was held and the Mayor will get back with Sondergard to get more information.

Thayer shared he did have one more thing to address under unfinished business. Thayer shared Lenny Layman manager of Carbon County Emergency would like to use the upstairs for a meeting sometime in the future, but the date has yet to be determined and would like to use it rent free.

NEW BUSINESS: It was shared that in the first part of June the Town would like to do a flag burning ceremony. The fire department and the residents needing to retire any flag are welcome to come.

Councilmember McWhorter moved to accept Jason Blacks resignation letter. Seconded by Councilmember Gabelson, motion passed unanimously.

Mayor Johansson asked that Assistant Treasurer Izabela Tysver to share with the council the art project she and Marge McCrea are working on. Tysver shared that Marge McCrea who owns Red Dessert Art is a local artist who received a grant from Wyoming Art Council. McCrea is doing a kite project and would like the town of Sinclair to join. Tysver shared that kids and adults can color a kite and at the summer festival in August there will be a day for kite flying when everyone can fly their kites. Tysver shared McCrea would come out to Sinclair and help with the residents of Sinclair to create their kites.

Council discussed water restrictions and thought that right now until next council meeting just to encourage people to not water between 10 am and 6 pm as well as be mindful and conserve water. Council will look at water restriction at the next council meeting after they go to the Rawlins meeting on May 18, 2022.

Councilmember Serres asked about the quote from Midco. Masselink shared this is quotes that is for cleaning the water tank and the quote is good for 30 days unless signed then the quote is good for longer. Masselink shared if council locks in on the quote it will be the same price today as next years budget. Councilmember Serres moved to approve the quote for cleaning the water tank in the amount \$2,849.00 plus \$225.00 and \$350.00. Seconded by Councilmember McWhorter, motion passed unanimously.

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

Councilmember McWhorter moved to adjourn the Council Meeting. Seconded by Councilmember Dunlap, motion passed unanimously.

Mayor Johansson adjourned the meeting at 8:10 pm.

The next regularly scheduled council meeting will be held on May 19, 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