

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 18, 2022, IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN OFFICE BUILDING.

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

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

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

OPENING OF MEETING: Mayor Johansson called the meeting to order. Councilmember Dunlap moved to approve August 4, 2022, council minutes. Seconded by Councilmember Gabelson, motion passed unanimously. Councilmember Serres moved to approve August 11, 2022, workshop minutes. Seconded by Councilmember McWhorter, motion passed unanimously.

APPROVAL OF THE AGENDA: Mayor Johansson asked to amend the agenda for tonight's meeting by adding executive session after the bills. Councilmember McWhorter moved to approve the amended agenda for tonight's meeting. Seconded by Councilmember Serres, motion passed unanimously.

RESIDENTS: Sarah and Jessica Johansson shared with council that they utilize the exercise rooms in the library and wanted to share that some free weight sizes are missing. Sarah and Jessica asked if those weight sizes can be replaced as well as maybe a TV put into the weight room. Council discussed this and the TV located in the council chambers can be moved to the exercise room. Maintenance employee John Laux shared that a rolling cart to place the TV on, this would allow the TV to be moved from one room to another.

Sarah and Jessica requested that maybe some of the equipment be upgraded as well since the equipment was donated several years ago. Council discussed that Fitness Tech has come in and check out the equipment and they said the equipment was in good shape nothing wrong with any of them currently. Council shared maybe it could be something budgeted in the future to get new equipment.

Sarah and Jessica also asked if the Town was going to do a bizarre again this year and if so, they would like to help. Council discussed they were going to have a bizarre this year and that Monte would oversee it. Sarah and Jessica both are willing to help Monte with the bizarre this year which is tentatively set for Nov. 19, 2022. It was discussed to charge \$10 per space and an additional \$5.00 for table and an additional \$5.00 for electricity.

FIRE DEPARTMENT: Fire Chief Gene Goetz shared with the council that he purchased a hose for the six-by-six truck the town received for wildland fires. Goetz requested approval to purchase a walk-through door for the new building. Councilmember Serres moved to approve purchasing a walk-through door for the new building. Seconded by Councilmember McWhorter, motion passed with one abstaining.

STREETS, PARKS, & WATER DEPARTMENT: Maintenance Employee shared with the council that the tank was clean August 17, 2022. Laux also shared that Rawlins had a water line break and they lost 600,000 gallons of water and asked that we ask the Town of Sinclair residents to still try to conserve water.

Laux shared with council that he believes roll out signs for the loading and unloading will be the best for the theater/recreation center as then the space can be used when there is not an event going on. Councilmember Gabelson shared roll out signs are a good idea as if people with kids that want to stay will be carting kids across Lincoln which is a heavy trafficked area. Monte Thayer Community Events Director agreed with the roll out signs as well.

Laux moved on to the lagoon cells as he was working with a gentleman from WARS who shared that smaller towns with extra space in lagoons use the extra lagoons for a dump station. This could bring in money for the Town of Sinclair, but Laux would get more information to the council once he researched a little more on it.

Councilmember Serres asked if maintenance had heard anything on the SCADA system and Laux shared he had not but that he would call them. Mayor Johansson shared that the valve to the water tank “fails closed” and the Town needs the valve to “fail open” so the Town doesn’t run out of water again.

**TOWN BUILDINGS:** Maintenance employee Roger Chizek shared that Jason Knopp was given the warranty list for Richardson to fix at the theater but has yet to hear when Richardson will come to do warranty work as the contract is up at the end of August.

**POLICE DEPARTMENT:** Police Chief Jeff Sanders shared a quote from Bob Johnson’s Computer Stuff INC, in the amount of \$554.99 this is the cost to fix the police portable computer. Councilmember Dunlap moved to approve fixing the portable computer for the police department in the amount of \$554.99. Seconded by Councilmember Serres, motion passed unanimously.

Sanders also shared a quote from Mountain West Motors in the amount of \$1,624.66. This will come out of the vehicle maintenance budget and its for Rosackers police truck which needed a new HVAC module and turn signal switch. Councilmember Serres moved to approve fixing the 2011 police truck in the amount of \$1,624.66. Seconded by Councilmember McWhorter, motion passed unanimously.

Sanders requested approval for the bond schedule with the changes that were asked to be added. Town Attorney Roberts asked why on the bond schedule was there not domestic assault and battery listed as the town ordinances has no distinction between simple and domestic. Sanders shared if there is a simple assault and battery in town it will be cited through county Court and a good chance, they will arrest someone on that and that is what has been done in the past. Roberts asked if it’s a simple assault would it come through the Town of Sinclair court. Sanders shared if it can be written as a misdemeanor, we could bring it into Sinclair court. Roberts wants to make sure that a domestic assault doesn’t come to the Town of Sinclair. Sanders shared that the domestic goes to County as other things are usually involved like strangulation which are felonies not misdemeanors. Councilmember Dunlap moved to approve the bond schedule. Seconded by Councilmember Serres, motion passed unanimously.

Police Chief Jeff Sanders shared with council the bids that came in for the new police truck; Dallin Motors came in at \$38,100.00 for a 2023 Dodge Ram 1500, Fremont Motors came in at \$39,636.00 for a 2023 Dodge Ram 1500, and Greiner Ford of Casper came in at \$50,410.00 for a 2023 Ford F-150. Sanders shared all the quotes had delivery times at the end of the fiscal budget year. Councilmember McWhorter moved to approve going with Dallin in the amount of \$38,100.00. Seconded by Councilmember Serres, motion passed unanimously. Sanders shared the company that does the uplift (outfits the truck to police gear) will order the items and have them sit so there is no change in prices until the truck comes. Sanders also shared that the uplift is going to be coming from a grant he received from Homeland security.

**RECREATION/EVENTS DEPARTMENT:** Events Director Monte Thayer shared with council that the free outdoor concert will be August 26, 2022, in Washington Park and he has done advertising in the newspaper to try a new way of advertising.

Thayer shared that he will be trying to run a candidate forum on October 18 or October 20 and is reaching out to Dave Throgmorton will be the moderator. Thayer shared that the only contracts for the school that are still needing to be addressed are the escape room with Steve Sondergard, radio club, and quilts need to sign for the keys they were given.

Thayer shared out of the 100 recreation questionnaires that were handed out door to door only two were returned and they would like to see more family events, outdoor events, movies, and art shows.

Thayer shared the safe he was looking at does have the availability to bolt to the floor so he will be purchasing that safe. He also shared he will be getting another cash box. Thayer asked what council would like to do with the pianos that are in the recreation center. It was discussed the pianos could be auctioned off or they could be painted like they do in Fort Collins then place them in the parks for people to play.

Thayer shared he investigated a donor plaque, and which could be \$500.00 plus for a 60 by 24 plaque. He also shared that the 150 engraved plates that will fit could be \$2,400.00. Council suggested the Thayer get with Jason Knopp and ask where he got the ones for the theater from.

Thayer shared Michael Martin Murphy reached out to him and would like to do a concert Sept. 18 or 19, 2022. There are two options first one is the town pays a minimum of \$5,000.00 for him to perform or Murphy sells the tickets and the town charges Murphy \$400.00 for rental \$400.00 for deposit and the town keeps \$200.00 from the deposit for cleaning and town provides concessions and alcohol.

Thayer is going to try to get a comedian back in the theater and would like to have Mike Hickman again. There will be a blood drive in November. He also shared the open gym hours will be Monday and Wednesday from 3 pm. to 7pm. and Friday from 1 pm to 5 pm.

**FINANCIAL DEPARTMENT:** Clerk/Treasurer Masselink shared with Council bulletin will go out in September and the deadline for items needing to be put in bulletin are due by September 2. Masselink shared things already included will be any passed resolutions from the night's meeting, water resolution, and residents to water the trees in the right of way.

**TOWN ATTORNEY:** Town Attorney Mike shared resolution 2022-05 which is rescinding resolution 2022-04 for the parking regulations upon a portion of Lincoln Avenue. Councilmember McWhorter moved to approve resolution 2022-05 which rescinded resolution 2022-04. Seconded by Councilmember Gabelson, motion passed unanimously.

Roberts read and resolution 2022-06 creating parking regulations upon a portion of Lincoln Avenue and 5<sup>th</sup> Street continuing west for 60 feet. Councilmember McWhorter moved to approve resolution 2022-06. Seconded by Councilmember Gabelson, motion passed unanimously.

Roberts shared resolution 2022-07 creating handicapped and limited time parking regulations within. Councilmember McWhorter moved to approve resolution 2022-07. Seconded by Councilmember Serres, motion passed unanimously. Roberts shared if the town would like to use the rolling signs that are only put out during events that will be with in reason of this resolution.

Roberts shared resolution 2022-08 establishing hours of public use for the parks. Councilmember McWhorter moved to approve resolution 2022-08. Seconded by Councilmember Serres, motion passed unanimously.

Roberts shared with council that he talked to the water attorney and referred some of the questions from water attorney to Michelle as others were not available. He also referred them to Big Foot for articles as they have been sharing the articles. Roberts shared the Town of Sinclair can't be forced to be on water restrictions its just neighborly thing to do. Mayor Johansson shared that he received an email from a Tammy that shows reports on the Rawlins treatment plant from 2017 to 2020.

Lastly Roberts shared he drafted up a lease with adding some of the changes the council agreed with to the escape room lease. Roberts shared that it would be in the best interest to the council to have the escape room give a list of items they are wanting to modify or alter. Roberts shared the amounts are still left blank until its decided if the escape room will be a non profit or for profit.

**NEW BUSINESS:** Council discussed the flagpole over at the Post Office and it was agreed to just move the current flagpole out away from the building closer to the street. Masselink shared with council the cost and time frame for codification of the Town of Sinclair ordinances. Council discussed they would like a presentation by American Legal as well as know what they will be doing. Councilmember Serres shared the last time the ordinances were codified they did not really update the ordinances so it might not catch the things that are outdated.

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

**EXECUTIVE SESSION:** Councilmember Serres moved to go into executive session at 8:30 pm per WY Statute 16-4-405(ix) to consider or receive any information classified as confidential by law. Seconded by Councilman McWhorter, motion passed unanimously.

Councilman McWhorter moved to adjourn from executive session and seal the minutes at 9:04 pm. Seconded by Councilmember Gabelson, motion passed unanimously.

Councilmember McWhorter moved to go back into general session at 9:05 pm. Seconded by Councilmember Dunlap, motion passed unanimously.

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

Mayor Johansson adjourned the meeting at 9:07 pm.

The next regularly scheduled council meeting will be held on September 1, 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