

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING HELD AT 5:30 P.M. ON THURSDAY, APRIL 21, 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: Police Chief Jeff Sanders, 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, Jon Nelson with North Fork Engineering, and Jason Knopp with Edge Engineering Group.

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 7, 2022, council minutes. Seconded by Councilmember Serres, motion passed unanimously.

APPROVAL OF THE AGENDA: Mayor Johansson amended the agenda adding Executive Session under Project Updates. Councilmember McWhorter moved to approve the agenda for tonight's meeting. Seconded by Councilmember Gabelson, motion passed unanimously.

RESIDENTS: Izabela Tysver, Dianne Johansson, and Jeff Sanders.

Izabela Tysver shared with Council the idea of doing the Spring Clean-Up Day in collaboration with Holly Frontier-Sinclair Refinery. As part of this collaboration, the Town would provide water and do advertising on social media and via flyers posted around the town. The Refinery would provide the trash bags, manage the pick-up of collected trash and offer the Grand Prize for those who will join the event. Everyone who will turn in their bag will be entered into the drawing. Anybody who will bring an additional person with them will earn another entry. The Grand Prize consist of the grill, a set of barbecue spices, and a set of barbecue utensils. The event will take place on May 9, 2022, on Monday. We will start at 3:30 pm at Washington Park in Sinclair.

Dianne Johansson addressed the issue with hydrogen heater and worsened air quality as an effect of using one in town. She proposed something like Clean Air Act and asked if there could be any way to change the materials/products that are burnt in such hydrogen heaters within town limits. She spoke about how the dense smoke coming from her neighbor's house affected her health and wellbeing throughout the entire winter and still does. She brought some evidence to file in with the Police Department. She offered that she will be willing to share her medical records as well. Her goal was to bring to the attention what is happening in our town and hoping for bettering the living conditions for all of us in near and further future. The Council thanked Dianne Johansson.

Jess Sanders explained to the Council that he needed to replace his sewer line on his private property during the last weekend. Upon replacement of his sewer line and the sewer line that the town did in 2005, the boot connecting the two was improperly installed. According to town maintenance and plumber there should be a cement encasement. Based on this he asked the Town and Council for a reimbursement of \$5,000.00 (out of a total \$11,000.00) as he made a reference to the town reimbursing other residents. The Council decided to talk about it further before making decision.

GUESTS: Loretta Hansen and Dawnette Spaulding with Carbon County Sheriff's Office Victims/Witness Program, Sheriff Archie Roydal, and Kyle Hannis with ROI Energy.

Loretta Hansen and Dawnette Spaulding with Carbon County Sheriff's Office Victims/Witness Program presented the basics of their work. At the end, they asked Mayor Johansson to read out loud the National Crime Victim's Rights Week Declaration. Mayor Johansson read and signed it.

Kyle Hannis with ROI Energy explained the ROI Energy project. He works with Rocky Mountain Power on an incentive program by changing over to LED lights and saving the cost on an energy bill for municipalities and other organizations. He presented what is the project, how does it work and how would the process look like once the Town decided to go for this project. He presented the Councilmembers with the booklet. The Council thanked him for his time.

PROJECT UPDATES: Jon Nelson with North Fork Engineering presented the quote for the street project to repair street patches on North 7th Street, alley way on Cleveland and two more patches on Cleveland for \$15,071.00. The work would be done by 71 Construction company by June 13, 2022, and billed by June 17, 2022, for the Council to approve it and pay it within this fiscal year. Councilmember Dunlap moved to approve the repair of the streets for the price not exceeding \$30,000.00. Clerk Masselink asked Nelson to send the receipt before June 2, 2022, to be approved on time. Seconded by Councilmember Serres, motion passed unanimously with Councilmember McWhorter abstaining.

Jason Knopp from Edge Engineering addressed the gas line and the roof issue behind the theatre stating that this is a warranty work and that he is working on scheduling that project. He said he is trying to ask them why they did that.

He also presented the scope of work and the cost to do the repairs to the water damage and the sprinkler system in the Theatre by Richardson Construction, Inc. Maintenance Employee Roger Chizek and Events Director Monte Thayer read through the list to make sure everything is covered in their repair job. Councilmember McWhorter moved to approve the water damage repair cost for \$11,385.00. Seconded by Councilmember Gabelson, motion passed unanimously. Clerk Masselink asked Knopp to do a separate billing so we could be able to show the costs of repair as we got reimbursed for it from the insurance.

Mayor Johansson mentioned to Knopp that we will be looking into getting additional outlets and power jacks mainly for the stage and some lightning. However, that project and its costs are on the wishlist for Theatre for next fiscal year. Knopp will do some shopping and present some quotes.

Knopp informed the Council that there were chairs missing in the last furniture delivery (38 total). He found them and they are on their way to be delivered to the town soon.

Knopp mentioned also that the interface for the AC Unity for the Elementary School will be delivered within next 2-3 weeks.

EXECUTIVE SESSION: Councilmember McWhorter made a motion to move to enter into Executive Session at 6:44 pm per WY Statute 16-4-405(ix) to consider or receive any information classified as confidential by law. Seconded by Councilman Dunlap, motion passed unanimously.

Councilmember McWhorter moved to adjourn from executive session and seal the minutes at 7:26 pm. Seconded by Councilmember Dunlap, motion passed unanimously.

There was no objection to what was discussed during executive session.

Councilmember Dunlap moved to go back into general session at 7:27 pm. Seconded by Councilmember Gabelson, motion passed unanimously.

Knopp mentioned that he will email Clerk Masselink the price for the gutters. He also brought up that the building where the old jail was is sinking and it is something to have it on the budget list to address. He mentioned that it would be very beneficial for the Town to have an actual CIP Plan of the town whenever the town would be pursuing projects such as water, sewer, storm sewer, parks, and buildings. The town could use it as a guideline for 5, 10 and more years. Grant people usually like to see CIP Plans. He also wanted to bring to the Council that Town's Ordinances need to be updated and it is something that needs to be on Council member's minds.

Kopp reminded the Council that the next Wyoming Business Council meeting is on Zoom on May 11, 2022. The time has not been determined yet.

FIRE DEPARTMENT: Fire Chief Gene Goetz asked the Council to approve his budget for the new building. Assistant Treasurer Tysver asked the Council to amend Fire Equipment budget FY22 to add \$50,000.00 to the budget for the out-building. This will be a part of the ARPA funds which is \$34,254.07 and the rest would come out the general funds. Councilmember Serres moved to approve the updates to the Fire Department budget. Seconded by Councilmember McWhorter, motion passed unanimously with Councilmember Dunlap abstaining.

Goetz wanted to bring to the attention the issue with the dense smoke and poor air quality that some members of our community are experiencing. He said that there is an Ordinance to where it is an inversion. Town Attorney Mike Roberts asked Goetz about the details of the inversion and how would the town be able to get/apply that. More information needs to be obtained.

**STREETS & PARKS DEPARTMENT:** Maintenance Employee John Laux brought up to the Council attention the issue with dog poop in the town's parks. He wanted to discuss the options about what to do with this issue. The idea was to possibly build the Dog Park in the future, however, for now, there will be signs purchased and distributed around parks to let people know to start cleaning after their animals.

**SANITARY LANDFILL, SANITARY & STORM SEWERS, WASTEWATER TREATMENT FACILITY AND WATER DEPARTMENT:** Maintenance Employee John Laux mentioned that they are exercising valves, working on the jet truck, and preparing for the water tank inspection.

**POLICE DEPARTMENT:** Police Chief Jeff Sanders shared that Holly Frontier-Sinclair Refinery is donating \$42,000.00 for a new Police truck and that he is working on details related to receiving this money.

**RECREATION/EVENTS DEPARTMENT:** Community Events Director Monte Thayer shared about Rec Hall activities – meet and greet with parent, lunch with seniors, next week's bingo game with gift cards donated by SuCasa and Ichiban, and recent Egg Hunt which was attended by around 75 kids and 60 adults. He shared that we would have several events in the Theatre in the upcoming two weeks, the Magic Show on April 28, Star Wars Movie Night on May 4, and the concert by Burning Bridges on May 7, 2022. He mentioned also that he already acquired the movie made in Rawlins entitled "Prison" and now he will think of when to show it off – Halloween seemed to be a popular idea for doing that and maybe even making it an annual event. He mentioned also about two grants that he has applied for and hoping to hear from the Grant Committees soon.

Thayer mentioned that kindergarten asked him if they could bring kids for a field trip, see theatre, and maybe watch a short movie. He asked the Council about their opinion and possible permission. Councilmember McWhorter moved to approve the kindergarten kids visit and wave the fee to visit the Theater and have a movie. Seconded by Councilmember Dunlap, motion passed unanimously.

Then Thayer brought to the Council's attention the issue with obtaining alcohol at the concert event on May 7, 2022. Let'er Buck Enterprises LLC asked for \$250.00 of set-up fee from Town of Sinclair. The Council decided to table this issue until Thayer finds out more details about it and will discuss this at the next Council Meeting, May 5, 2022. Councilmember McWhorter moved to table the alcohol providing for the concert on May 7, 2022. Seconded by Councilmember Serres, motion passed unanimously.

**FINANCIAL DEPARTMENT:** Assistant Treasurer Izabela Tysver presented to the Council the quote for adding an additional phone to the Council office. However, there was a discussion about possibly adding a line for Rec Hall that would be hooked up into the same system. Tysver said that she will bring the new quote to the next meeting.

**TOWN ATTORNEY:** Town Attorney Mike Roberts read the third and final reading of ordinance 398 adopting chapter 3 of title 2 of the Sinclair Municipal code to establish a Museum Board. Councilmember McWhorter moved to approve ordinance 398 adopting a Museum Board with amendments to section 2-3-3 B that states instead of reading the Community Events Director will be the secretary of the board. It would read the museum advisory board shall designate any member of the board to serve as secretary of the board. Also, to include the Community Events Director shall serve the board in an advisory capacity. Second by Councilmember Gabelson, motion passed unanimously.

**UNFINISHED BUSINESS:** Assistant Treasurer Izabela Tysver presented to the Council the new Change of Work Schedule Request Form and asked if they are ok and could be used from now on for all employees at Town of Sinclair. She received an "OK" from the Councilmembers.

Tysver shared with the Council the new contract prepared by Roberts for anybody who would be renting the town properties. The rentals with an official fee schedule and signed contracts will start officially on July 1, 2022. Roberts explained the details of the contract he prepared and offered his

help preparing other contracts based on the needs in the future. The renters of Elementary School will be notified.

**NEW BUSINESS:** The Councilmembers discussed the Junior Water Rights. After that, Tysver asked the Council to approve and OK the advertisement for Town of Sinclair summer help. After minor corrections, the advertisement for summer help was approved and will be posted around the town and on social media starting the next day.

Mayor Johansson mentioned that he is going to meet with Steve Sondergard the next week about him wanted to either buy or lease the Elementary School.

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

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

Mayor Johansson adjourned the meeting at 8:47 pm.

The next regularly scheduled council meeting will be held on May 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