

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING HELD AT 5:30 P.M. ON THURSDAY, OCTOBER 20, 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, Events Director Monte Thayer, and Kassey Westring with North Fork Engineering.

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

APPROVAL OF MINUTES: Councilmember McWhorter moved to approve October 6, 2022, council minutes. Seconded by Councilmember Serres, motion passed unanimously.

APPROVAL OF THE AGENDA: Mayor Johansson shared there needed to be an amendment to the agenda adding approval of the Fiscal year 2021 audit report. Councilmember McWhorter moved to approve the amended agenda for tonight's meeting. Seconded by Councilmember Serres, motion passed unanimously.

RESIDENTS: Jeff Sanders just asked if the Council decided on his sewer line replacement. Mayor Johansson shared they had not decided yet.

PROJECT UPDATES: Kassey Westring with North Fork Engineering shared with Council that Jon wanted to remind Councilmembers about the workshop scheduled Wednesday November 2, 2022, at 5:30 pm. The workshop will be the with Phil and Rex on the water agreement.

Westring shared that the sanitary sewer study has been going well but will not be completed in the time frame they were thinking. Westring shared the Town has nice equipment and its nice seeing it be used but that has also contributed to why it is taking longer to complete. Westring shared there has been some glitches and the software needed an update and only a tech could do the update. She also shared since it is nice equipment, they are taking their time and not rushing things to create any problems.

Clerk/Treasurer Masselink shared a quote with the Council that Jason Knopp got from Bar-D Sign for two steel signs laser engraved with vinyl in the amount of \$1,050.00 plus shipping. Council discussed that this price is high and could look into other options.

FIRE DEPARTMENT: Clerk/Treasurer Masselink shared a quote that Comtronix gave for replacing the outside fire alarms at the school in the amount of \$772.00. Masselink confirmed this is not a fire requirement to replace the outdoor alarms. Council discussed that they don't need to spend the money that wasn't budgeted for.

STREETS & PARKS DEPARTMENT: Councilmember McWhorter shared that the dog waste container at the school is getting full and if the maintenance guys empty it. Chizek shared he will get it emptied before it gets too full.

SANITARY & STROM SEWERS: Maintenance Employee Roger Chizek shared with Council that maintenance needs to purchase two batteries for the jet truck camera. Chizek shared the price is about \$900.00 a piece plus shipping which is about \$200.00. Chizek shared no more then \$2,000.00 for the two batteries plus shipping. Councilmember Serres shared wastewater equipment would work to take it out of. Mayor Johansson agreed with Councilmember Serres. Councilmember McWhorter moved to approve the purchase of the batteries plus shipping for the jet truck. Seconded by Councilmember Dunlap, motion passed unanimously.

Chizek also shared that the sewer lines going north towards Monroe Street has a service "T" and the sewer is running into the manhole. Chizek shared the Town will need to rent a vac truck to suck out the manhole. Mayor Johansson shared the refinery has let the town use their vac truck in the past.

TOWN BUILDINGS: Maintenance Employee Chizek shared Sheet Metal Specialists will get a quote for the heat at the school. Chizek shared the final punch list for the Town hall was given to Jason Knopp as the contract is coming up.

POLICE DEPARTMENT: Police Chief Jeff Sanders shared that he received the Homeland Security Grant and will start purchasing the radio and computer for the truck. He also shared the truck might be here in January or February. Sanders shared that the refinery would not like to have a donation recognition on the truck. Sanders shared the refinery was good with just having pictures taken with the truck and a thank you letter.

RECREATION/EVENTS DEPARTMENT: Events Director Monte Thayer shared with council he had 10 people go to Kortez Dam tour and fire prevention week went well. Thayer shared the candidate forum had 9 candidates attend with about 24 spectators. Thayer shared comedian Mick Hickman will be here October 27, 2022. The Prison movie has been cancelled so Thayer can work on the Halloween party. Halloween party will be on Halloween but there will be a showing of the Halloween haunted house Friday and Saturday before Halloween with a \$3.00 charge. The Vitalant Blood drive will be November 10, 2022 at the recreation center. Ventriloquist will be here December 14, 2022 and Holly Frontier will sponsor the act as the Ventriloquist will be doing programs for the school as well. Thayer shared the kindergarten School Field trip to the theater will be December 20, 2022 to see a Christmas movie.

Thayer shared the cost for the fire extinguishers is a little more then what he expected as Fire Chief Gene Goetz needed to get a new 20-pound tank and bracket for the fire department. Council discussed that the extra for the fire department will come out of the Fire department budget not the Town Building budget. Thayer shared he will be attending the funeral of Steve Sondergard on November 1, 2022.

Mayor Johansson shared that a bicycling team called and asked to use the gym over the weekend if they get stuck on the road.

FINANCIAL DEPARTMENT: Clerk/Treasurer Ashley Masselink requested approval for the fiscal year 2021 audit report. Councilmember Dunlap moved to approve the fiscal year 2021 audit report. Seconded by Councilmember McWhorter, motion passed unanimously.

TOWN ATTORNEY: Town Attorney Mike Roberts shared he passed along a letter to the auditing company regarding the audit and that the clerk has a copy.

NEW BUSINESS: Council discussed decorating the Town for Christmas and the date that was picked is Monday November 14, 2022 at noon.

The council also discussed what they wanted to do for a Town Christmas party and when. It was decided that the office look around and see who can cater and who is open and then pick a date. All the fire department, town employees, attorney, engineers and community boards.

Mayor Johansson shared he would like to do something for the Veterans-on-Veterans Day. Clerk/Treasurer shared with him that Veterans Day is a holiday for the employees, and we would need to pay people for that day if they are going to work.

Thayer shared he will look into something to do and get back to council.

Thayer shared that Justin with WAM is going to be using the town hall upstairs for the regional meeting.

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

Mayor Johansson adjourned the meeting at 6:25 pm.

The next regularly scheduled council meeting will be held on November 3, 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