

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING HELD AT 5:30 P.M. ON THURSDAY, FEBRUARY 17, 2022, IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN OFFICE BUILDING.

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

TOWN EMPLOYEES PRESENT: Police Chief Jeff Sanders, Officer Lanette Rosacker, Town Attorney Mike Roberts, Clerk/Treasurer Ashley Masselink, Assistant Treasurer Izabela Tysver, Maintenance Employee Roger Chizek, Maintenance Employee John Laux, Community Events Director Monte Thayer, Fire Chief Eugene Goetz, and Jason Knopp with Edge Engineering.

PLEDGE OF ALLEGIANCE: Vice Mayor Michelle Serres led everyone in the pledge of allegiance.

OPENING OF MEETING: Vice Mayor Michelle Serres called the meeting to order. Councilmember Dunlap moved to approve February 3, 2022 council minutes and February 7, 2022 workshop minutes. Seconded by Councilmember Gabelson, motion passed unanimously.

APPROVAL OF THE AGENDA: Councilmember McWhorter moved to approve agenda for tonight's meeting. Seconded by Councilmember Dunlap, motion passed unanimously.

RESIDENTS: Leigh Nation, David Robinson.

Vice Mayor Serres asked residents if they have anything to address. David Robinson asked about his case with the shop on his property which is across the right-a-way line. He could try to move this as much as he can and that would be about 5.5 feet from the street. However, there is a concrete block around 3 feet in and above the ground that has been there since 2018. He asked if that would be enough to resolve the issue. Town Attorney Roberts advised that several scenarios the Council discussed previously require surveying the property lines. He said that at this point the Council cannot approve or disapprove because they do not have enough information. Vice Mayor Serres said that the Council will need to make some decision in this regard later.

Leigh Nation mentioned about how her and Lezlee are volunteering to clean up the museum and all the books that now are moved upstairs. Maintenance employees are very helpful with moving heavy things. She asked about repairing the floor in the old office area in the museum, so the floor is even, and people are not tripping. Maintenance Employee Roger Chizek looked at it and will do more research as there is an access to pipes through that floor. Nation mentioned that there is a museum budget of \$2000.00 which could be used to repair that floor. Nation mentioned also about purchasing mylar to protect the old newspapers while exhibiting them for the visitors. Councilmember McWhorter thanked her and Lezlee for all the work they have done. Nation mentioned that all members of the Museum Board are inactive except for Lezlee Musgrave. She mentioned that advertising to recruit new members might be worth doing and electing a director at some point.

GUESTS: Lenny Laymen from the Carbon County, Wyoming Office of Homeland Security Emergency Management. Community Events Director Monte Thayer introduced Mr. Laymen explaining how hosting the emergency response event and CCCOG meeting will be beneficial for the town and asked the Council to consider waving the fee for Rec Hall rental. Mr. Laymen handed out the flyers and printed info. Laymen is managing the training part of what his office is doing. He said that during the emergency response event there will be a free course MGT312 "Senior officials workshop for all-hazards preparedness" that will be delivered by TEEX (Texas Engineering Extension Service). TEEX delivers these types of courses for free, and it is at no costs to the county and agencies. This course is great for directors of local response agencies, department heads, elected officials, representations from municipalities, boards, superintendents of school districts, CEOs, and other top-level managements. The course would be limited to Carbon County only. The meeting will be on July 20, 2022, and that course will be 6-hour long from 9:00 am through 4:00 pm with lunch being provided by Mr. Laymen. The CCCOG meeting will follow the training. Laymen expressed that he would like to have this course in a new setting, however, he is not able to cover the costs of the venue. Vice Mayor Serres asked if the CCCOG meeting could be held upstairs, in the newly renovated conference room in townhall. Town Attorney Roberts mentioned that later in the agenda there is a discussion about the fee

schedule for town buildings and waving fee for this specific event will be discussed later during the meeting.

PROJECT UPDATES: Jason Knopp from Edge Engineering followed up on the grant and mentioned that he attended the Carbon County Commission Meeting and received a letter of support. He will attend the Rawlins Council Meeting and ask for letter of support. He did submit the final draft this week and the final deadline for grant submission is March 1, 2022. There are few things for mayor to sign. Part of it can be signed electronically.

Knopp updated the Council on Theatre punch list. Contractors were here all week. They worked on electrical/stage light issues. They also need to replace some parts on the drinking fountain. Knopp updated the Council also on the recent water leak and damage. The sprinkler in one of the closet rooms expanded and caused a water leak. The system is set to trigger off the fire alarm, but it did not this time. According to Knopp it was better that it did not trigger the alarm because each sprinkler is 20 gallon a minute. The room where the sprinkler was is very cold with not a lot of insulation. There is discoloration on the walls and ceiling in the lobby. The hardwood floor upstairs did not have water for too long, the surface is uneven, but it does not bubble, swell, or bulge. Knopp suggested that Council members go and look at it and decide if they want it to be repaired. It does not look bad but can wear out quicker. The floor will dry out and it should not mold. The insurance company was notified and there is an investigator that will be coming to look at it on March 2, 2022. Knopp suggested that the cold room need to be fixed immediately. Right now, the door is open to let the warm air in. The carpet was cleaned once. There could be the need to shampoo the carpet once again. There was a conversation between Jason, council members and Maintenance employee Chizek about possible options to consider fixing the problem. Knopp confirmed that the building is functioning. However, all work was paused for the insurance company to come and see everything. Councilmember McWhorter expressed interest to look at it the next day. Vice Mayor Serres asked if anything of this situation qualifies for a warranty. Knopp cannot call contractors as a fault of it as of now, he will look at the plans. According to Knopp everything that was made was up to recent codes, too.

Knopp updated the Council on school and the heating system. The Sheet Metal Specialties will be back on Monday, February 28, 2022 and turn everything back on. The heater in the gym is having some issues, and it will be checked as well to see what it needs to be fixed. Knopp mentioned that he is still working on the cores in townhall building.

ZONING BOARD: Councilmember Dunlap mentioned that the townhall and residents are having issue to get a hold of the Zoning Board Chairman Emily Townsend. Masselink reminded everyone that at some point the mayor reached out to Jeff to help Ellie Bennett with her potential role as a secretary as she wanted to know more details before she could take on that role. Jeff mentioned that he reached out to Ellie Bennett and advised her to reach out to Emily Townsend for more information. Assistant Treasurer mentioned that she called Emily several times, emailed her, contacted her via personal Facebook profile, and we received no response. Right now, we asked Officer Rosacker to approach Emily personally at home and ask her to contact townhall. We have residents calling and we cannot get a hold of the chairmen of Zoning Board. Councilmember suggested to contact Emily Townsend in any way and ask what is going on. Vice Mayor Serres asked the councilmember McWhorter is her husband who is the member of Zoning Board could contact Emily. McWhorter agreed to do that.

FIRE DEPARTMENT: Fire Chief Gene Goetz shared with Council that he is looking into buying a printer and fax machine and those are around \$600.00. When he gets a quote, he will bring it to the Council. They should have a phone line over there already.

TOWN BUILDINGS: Maintenance employee Roger Chizek mentioned that Fire Marshall was at the Rec Hall and suggested a few repairs and painting. Community Events Director Thayer mentioned that he is addressing these and hoping that at his next visit we will pass.

Clerk Masselink addressed the expenses for repairing the Rec Storage room and Rec Hall Tea room painting and asked which account they should come out of. The other expenses that need to be considered were to purchase the round tables for Rec Hall and scaffolding for the town. The round tables will be paid from Rec Equipment account. The paint for painting the Tea room will be paid from left Halloween Party budget. Scaffolding will be paid from Town Building Equipment account. Community Events Director Thayer mentioned that he would like to use the

Dues, Seminars & Travels budget for the Grant Application Conference with Wyoming Community Foundation in Casper in May 17-18, 2022. Some extra Rec Center supplies and equipment will be paid from Rec Vehicle budget.

POLICE DEPARTMENT: Chief Jeff Sanders shared with the Council that recently the Maintenance Department is being paid for call-out times. The timecards were recently adjusted to reflect these on-call hours. Sanders mentions that in our Town Employee Guidelines there is a section stating the payouts for on-call hours for Police Department. Upon talking to Masselink, even though we have that section in our guidelines, he was advised to come to the Council and ask for approval to start following it. Sanders read out loud the Section 4.6 of Town Employee Guidelines – “Call Out and On Pay”. He mentioned that there would need to be the adjustment written to the part where it is stated that the officer on-call must remain in the town limits as Officer Rosacker does not live in Sinclair. He also reemphasized that once the officer is on-call and been called out, they will be paid for the duration of that specific call on the 15-minute basis. Sanders asked the Council if they would approve for the PD Department to be paid for their on-call time according to these guidelines and with the adjustment to the officer being out of town limits. Town Attorney Roberts advised that we could specify the town limits to be as specific as possible by adding exact number of miles. Vice Mayor Serres said that it would be better to have another workshop to work on the guidelines, section 4 specifically. Also, she mentioned, that it we would need to determine how PD takes their calls, for instance why is it 3 am not 12 am. Sanders explained that it is to split the night in half for two officers and mentioned that Wyoming Highway Patrol do the same. Assistant Treasurer Tysver mentioned that this is true, however, they work differently than our PD Department. Sanders said that he is ok with changing it to 12am if that works better for paperwork and bookkeeping. The Council decided to hold off with making decision about pay-outs for on-call hours for PD Department.

Councilmember Gabelson asked Chief Sanders if he ordered the blinds for the townhall. He said that he did not because he was very busy this week. He will get in touch with Assistant Treasurer Tysver and get them ordered next week.

RECREATION/EVENTS DEPARTMENT: Community Events Director Thayer shared that he has been working with Town Attorney Roberts to prepare waivers for parents of the kids and potential volunteers for Rec Center. He reviewed them and made some changes to protect the town to the best ability. He suggested that we should have volunteers sign the release of information for the background check. He said that we have ready waivers for volunteers, for parents releasing their children, for adult participants, and he adapted the release of information for background check.

Community Events Director Thayer asked the Council if we, as a Town, covered to have a volunteer chaperon without town stuff to cover in case he himself is on vacation or not present at work. Clerk Masselink mentioned that as of now anybody can go to Rec Hall as we were giving keys away. Kids below age of 18 need to be assisted with their parents. And kids below age of 18 may use the workout room at their discretion. Roberts mentioned that it is not a good idea to have kids are at Rec Hall on their own. There was also a question about what qualifications the volunteer would need to have to watch out kids. Roberts mentioned that the only difference between the employee and volunteer is that the employee is paid. And with the background check that would make any volunteer to qualify for supervising and chaperoning. These volunteers can also participate and help with other town activities.

The CPR/AED qualifications were brought up too in case of helping medically with injuries. The regulations are very strict when it comes to giving CPR to kids without their parents present. Assistant Treasurer Tysver brought up that we could do CPR training as a town at townhall or Rec Hall for town employees, volunteers and even residents. There are plenty of organizations and agencies who could do such training. This is the topic that can be discussed further.

Community Events Director Thayer brought up another question related to minimum age of a child being dropped off at Rec Center without the parent/legal guardian. As of now, the Town does not have any regulations related to this aspect. Councilmember McWhorter mentioned that in the past we had two age groups – the kindergarten and elementary school up to 6th graders. Community Events Director Thayer mentioned that the Rec Hall in Rawlins has this type of regulation, however, he could not specify what was the reason for them to create it. He will do more work and research on that. He asked Town Attorney to let him know if he finds anything.

Councilmember McWhorter asked how many kids are showing up at Rec Hall. Community Events Director Thayer mentioned the numbers between 3 and 6 a day. McWhorter mentioned that there are some regulations stating that there might be a need for an extra adult in case the number of kids increases. Community Events Director Thayer mentioned that he would be comfortable to take care of 8 kids at the time. And during driving, there is a need for an extra adult apart from a driver. Chief Sanders mentioned that he could observe maximum of 14 kids getting off the school bus at some point, and he assumes that would be a few kids in town (between kindergarten and 5th grade).

Community Events Director Thayer mentioned that on March 12, 2022, we will have a concert. He shared flyers with council members. His idea was to deliver flyers door-to-door but since Sinclair residents do not have mailboxes, that did not work. He put the flyer around the town too. The tickets are ready to be picked up at townhall or Rec Hall. Community Events Director Thayer plans to fill the arena to the max. There will be one of the employees, John Laux playing before Chad Lore comes to the stage. The event starts at 6 pm with cocktail hour and theatre tour. Cullen Meeks with his Let'er Buck Enterprise, LLC will provide alcohol in the tea room in Rec Hall. The town will open the concession stand with soft drinks, pop, water, popcorn, nachos, hot dogs. The Quilting Club will put out the raffle stand with one of their quilts. He mentioned if performers would want the table with their CD and merchandise, there will be a room for them. Thayer mentioned that between John Laux and Chad Lore playing, he and Mayor will give a brief presentation about the history and restoration of the Historic Theatre. He will need some volunteers and town employees to help with concession stand, tickets and ushering. There mentioned that the theatre chairs have no cup-holders, so he is expecting some spills and cleaning after the event. He would like to see if he could get cup-holders for the future events.

Thayer mentioned that he had a discussion with the Owner of Movie Theater in Rawlins about collaborating. She was opened to do something like profit sharing. Thayer was thinking to get some training for doing movies in the future. The owner of Rawlins Theater proposed to move the Movie Club from their theatre to Sinclair. Thayer mentioned that he also got people, for instance Kids Karate Club asking about renting the theatre for playing movies. That is why he wants to move on in getting this going.

Thayer mentioned that Rec Hall is open now on Mondays, Wednesdays and Fridays, opposite to Library hours, so kids have place to go. Rec Hall is open on Mondays and Wednesdays from 3:15 pm to 7 pm, and on Fridays from 1:15 pm to 5 pm. He is planning to start monthly luncheon for seniors in March.

FINANCIAL DEPARTMENT: Clerk /Treasurer Masselink asked to get approval to transfer the Liquor License to Let'er Buck Enterprise, LLC. They have paid the transfer fee and advertising has already been published in the paper. Liquor Commission approved the application already. Councilmember Dunlap moved to approve the transfer of the Liquor License to Let'er Buck Enterprise, LLC. Seconded by Councilmember Gabelson, motion passed unanimously.

Clerk /Treasurer Masselink shared the updated quote with the costs for 1st Call Communications company for one additional desk phone and one additional conference phone. The office fax line and the monitoring system for fire alarms and elevator will stay the same with Century Link. PD fax will be in-bound only, all faxes coming in will go to PD email. PD will need to come to the office downstairs to fax out-bound for now. Masselink will need to figure out about the Fire Department fax and phone lines and include them to that quote.

Masselink asked to get a motion to approve the mayor to sign the resolution for Clerk office to move Wyoming Investments funds to WyoClass for town to earn higher interest. Recently the town is receiving 4% yield and the town can receive 16%. Councilmember McWhorter moved to approve to move Wyoming Investments funds to WyoClass. Seconded by Councilmember Dunlap, motion passed unanimously. Masselink said that after talking to Lezlee Musgrave moving the funds is a good thing to start with.

TOWN ATTORNEY: Town Attorney Mike Roberts read ordinance 397 for the second time which was from 1-5-1B with the retitling recreation director to Community Events Director. Since the last reading he amended the title of the resolution to be clearer. Councilmember

McWhorter moved to approve the second reading of ordinance 397. Seconded by Councilmember Gabelson, motion passed unanimously.

UNFINISHED BUSINESS: Town Attorney Roberts mentioned that the Council wanted to treat non-profit separately. Recently the Council made a deal with a couple of non-profit organizations which was not mentioned on the fee schedule. The fee schedule states in some cases to determine the fee case by case. Roberts suggested to add the non-profit and government entity to the fee schedule for all town buildings and add something along the line “per Council discretion” or “to be determined by Council case by case as needed”. Councilmember McWhorter moved to approve adding the information about the fee being determined by the Council case by case into the fee schedule. Seconded by Councilmember Gabelson, motion passed unanimously.

The council decided to approve waving the rental feel for Rec Hall and Townhall for the emergency response event and CCCOG meeting hosted by Lenny Laymen. Councilmember McWhorter moved to approve waving the rental feel for Rec Hall and Townhall for the emergency response event and CCCOG meeting. Seconded by Councilmember Dunlap, motion passed unanimously.

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

EXECUTIVE SESSION: Councilmember McWhorter moved to go into executive session at 8:21 pm to discuss personnel. Seconded by Councilman Dunlap, motion passed unanimously.

Councilmember McWhorter moved to adjourn from executive session and seal the minutes at 9:35 pm. Seconded by Councilman Dunlap, motion passed unanimously.

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

Vice Mayor Serres asked to schedule the workshop for discussing the Town Employee Guidelines for March 2, 2022, on Wednesday, at 5:00 pm.

Vice Mayor Serres adjourned the meeting at 9:39 p.m.

The next regularly scheduled council meeting will be held on March 3, 2022 at 5:30 p.m. in the Council Chambers of the Town office building.

Michelle Serres, Vice Mayor
TOWN OF SINCLAIR

ATTEST: CLERK/TREASURER