

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING HELD AT 5:30 P.M. ON THURSDAY, MARCH 17, 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, Maintenance Employee Roger Chizek, Fire Chief Gene Goetz, Assistant Treasurer Izabela Tysver, Community Events Director Monte Thayer and Jon Nelson with North Fork Engineering.

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 March 3, 2022, council minutes and March 2, 2022 workshop minutes. Seconded by Councilmember Dunlap, motion passed unanimously.

APPROVAL OF THE AGENDA: Mayor Johansson shared there is an amendment to the agenda adding COG under new business. Councilmember McWhorter moved to approve the amended agenda for tonight's meeting. Seconded by Councilmember Gabelson, motion passed unanimously.

PROJECT UPDATES: Jon Nelson with North Fork Engineering shared with council the paving projects costs North Fork came up with. Nelson shared three smaller projects that are under a total of \$35,000.00 or less for each project as the Town would not need to go out to bid for these projects under \$35,000.00.

The first project he shared was the fire department driveway the cost in this project would be \$34,154.00. Nelson shared this is a little higher cost then the other two smaller projects, but this project would include earth work. Nelson shared earth work would include using different machinery that would cost more money.

Second small project was north 7th street that came in at \$13,198.00 which Nelson included the cost of a where the water line break was and another section that a resident needed to finish. The council shared the part the resident needed to be finished has now been finished. Nelson gave a new cost for the section that was only the Towns responsibility which was only 33 square yards. The new cost of just that section was around \$8,500.00.

Third small project was Cleveland Ave where the main water line broke around Christmas of 2020. The cost of Cleveland would be \$10,887.00.

Mayor Johansson shared that the impact funds for the Rock Creek project might affect the fire department driveway. The fire department might be getting funds from the Rock Creek project which will help with the cost of an additional building for the fire department. If these funds come the building will go up first, then the driveway.

Fire Chief Gene Goetz asked if at minimal if gravel can be placed to help with the mud for now until the permanent fix happens.

Nelson shared a few bigger projects that the council could look at one at which was look at in 2019. Nelson shared in 2019 the council looked at fixing Jefferson between 8th and 9th street and the design is already completed and got bids in 2020 with an estimated \$63,522.00 for the materials with \$50,000.00 for mobilization with a grand total of \$113,522.00. Another bigger project is Madison between 9th and 10th which came in at \$111,423.00 and a grand total after the extra contingency and engineers' cost will be \$257,245.00 for both projects. Council discussed having at least 7th and Cleveland completed in this budget Nelson shared he will get firm quotes from 71 Construction for these two smaller projects and get back with council.

Nelson also gave an update on the resident who was worried about the sidewalk collapsing and Nelson said there no risk and the worst case is in the resident's yard.

Chief Sanders shared with Nelson that the previous contractor working on the town hall said there is an issue with the drainage by the installed elevator. Nelson shared he looked at this and he would recommend the maintenance employees to back drag it.

Mayor Johansson shared that the Wyoming Business Council would like to see Sinclair's 5- and 10-year plans as it would help going forward. Nelson shared a good place to reach out to would be to go to Wyoming Water Development Commission (WWDC) as they take on projects like this. Nelson shared that WWDC does a level 1 master plan and Nelson believes it could be something the town does in 2023. Nelson shared he didn't believe there is something for sewer out there like this, but it would be a start to look into WWDC. Nelson shared most of the town's pipes are now plastic and not clay anymore.

Council thanked Nelson for his time.

Jason Knopp from Edge Engineering was not present, but Clerk/Treasurer Masselink shared the updates with the council. Masselink shared pay application number 16 for Richardson Construction in the amount of \$10,831.42. Masselink shared it is also in the bills but wanted the council to be aware. Councilmember Serres asked what this amount was for and Masselink shared on the second page it looks like its part of change order 10 and 12.

Masselink shared Wyoming Business Council was here March 16 for the grant that the town has applied for. Mayor Johansson shared that the business council liked what the town has done with the town hall and the theater. Johansson shared that he and Monte Thayer were asked some questions regarding the town and theater.

Masselink shared that Richardson Construction was going to get a quote for repairing the damages in the theater from the sprinkler head that broke. Masselink shared that the water meter at the theater doesn't have a reader that reads to the tablet when the maintenance employees read the meter. Masselink shared she was informed by Ferguson Water works if the town is not billing the meter that it should not be on the route to be read by the handheld. If the town wants to know the usage being used the meter can be read manually. Maintenance employee Chizek shared there is no back flow on the meter at the theater that might be something the town would want the meter to have.

Maintenance employee Chizek shared that Deacon the heating system for the theater came out last week and fixed the heating system. Chizek said that the heating thermostat was not sensing the temperatures in the theater from the sensors around the theater it was only sensing the temperatures at the thermostat. All these thermostats were in the control room which stays warm because of the confined space.

Mayor Johansson asked that maintenance employee Chizek fix the cores that were not installed correctly as Caspar will not come back and fix them.

Masselink shared that Sheet Metal Specialties found the error code at the school was caused by a sensor that was out. Sheet Metal Specialties is going to look into the price for the part that needs to be fixed and will fix it.

ZONING BOARD: The zoning board had a meeting on March 2 and approved a variance and home business but there is no factual report of why they made this approval. Town Attorney Mike Roberts shared with the council there needs to be facts for their decision, and it needs to be in writing so if anyone asks why the decision was made the town can explain. Roberts shared the resident takes an appeal of a variance to the zoning board. The zoning board follows Wyoming State Statutes and ordinances to make sure what the resident is requesting is not breaking the law. Then if it is not breaking the law they can recommend the variance to move to the council. Roberts also shared the zoning board can't approve they can only recommend to the council and the council has the final say. Roberts told council he would get with the zoning board and help them as they are all new and don't know what is expected besides what the ordinance reads.

FIRE DEPARTMENT: Fire Chief Gene Goetz shared the renewal of the mutual aid agreement with the council. Councilmember Serres moved to approve the renewal of mutual aid agreement between Carbon County Fire Department and the Town of Sinclair Fire Department. Seconded by Councilmember McWhorter, motion passed with Dunlap abstaining. Goetz also shared everyone

did a great job with the water emergency and there should be a thank letter sent to the refinery for their willingness to help. They were willing to send reinforcements to weld of other personal that would be needed free of charge to help with the fixing of the broken pipelines.

POLICE DEPARTMENT: Police Chief Jeff Sanders shared that he had a meeting at the C4 wrapping things up and everyone discussed what went well and what didn't go well. Sanders shared that the emergency response team didn't even include or think of Sinclair during the water emergency. The city of Rawlins failed to communicate with the Town of Sinclair until the Town showed up.

RECREATION/EVENTS DEPARTMENT: Community Events Director Monte Thayer shared he will be scheduling a meet and great will be sharing the waivers and explain the legal side of the recreation center. Thayer shared he is working with Yvonne Johnson on the grant for the pipe and drape for the recreation center.

Thayer said he has been having the senior day at the school in the community room and it seems to be going well. He also shared he will be doing bingo next week for the seniors in the community room. He shared he will be taking about 6 to 9 seniors to the Rawlins Senior Center for lunch as well.

Thayer said the concert went well and he has somethings he will be working on to fix and improve. The first will be taking pictures of the event as he got to enjoying the concert and didn't take any pictures. Second was to look into getting more jack outlets for equipment. Thayer shared he is looking to have a magician come on May 4th as the next event.

FINANCIAL DEPARTMENT: Clerk /Treasurer Masselink asked council if they would like to start scheduling workshop. The council discussed that they would need a little more for the revenues before starting the work shops and will look at scheduling these workshops on April 7, 2022. Masselink requested approval for her to go to Casper for WAMCAT training March 30 thru April 1, 2022 in the amount of \$300.00. Councilmember Serres moved to approve Masselink going to Casper for WAMCAT training. Seconded by Councilmember Gabelson, motion passed unanimously.

Masselink requested approval to purchase the conference phones for upstairs of town hall as well as switching over the office phones. Masselink shared there will be a one-time fee of \$1,419.40 and then a monthly bill of \$200.80 a month to go with 1st Call Communications. Councilmember McWhorter moved to approve switching over the phone system to 1st Call Communications in the one-time fee of \$1,419.40 and a monthly bill of \$200.80. Seconded by Councilmember Gabelson, motion passed unanimously.

TOWN ATTORNEY: Town Attorney Mike Roberts read ordinance 397 which was from 1-5-1B with the retitling recreation director to Community Events Director. Councilmember McWhorter moved to approve the first reading of ordinance 397. Seconded by Councilmember Serres, motion passed unanimously.

Town Attorney Mike Roberts read ordinance 398 adopting chapter 3 of title 2 of the Sinclair Municipal code to establish a Museum Board. The council discussed if the number of members on the board is enough as in the past the mayor was always on the boards. The council discussed changing 2-3-3 B that states the Community Events Director will be the secretary of the board. The council decided to have the members of the board shall appoint a secretary. Town Attorney Roberts shared the ordinance can be read and later changed by resolution if more members need to be added.

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 Dunlap, motion passed unanimously.

Roberts also shared he looked over the contract donations forms, and he thinks the forms can be updated and give better examples of service that the entity will be providing. He also shared a start

date of the July 1st or January 1st would be good start dates for these contracts. Roberts shared he has drafted an agreement for the quilting club and asked the council to look at it.

UNFINISHED BUSINESS: Council asked the progress on the maintenance on call phone. Masselink shared she asked the maintenance employees to look at phones and see what would fit their needs and bring this to council. It was shared that spectrum mobile is about \$15.00 a month for one phone but only get limited data.

NEW BUSINESS: Assistant Treasurer Izabela Tysver asked council for suggestions on communication regarding schedule changes. Tysver shared there have been a lot of schedule changes and these changes have not been communicated to the payroll department. Town attorney Roberts said that any changes to a schedule should be done in writing. Councilmember McWhorter shared there shouldn't be many changes to schedules anymore as things have been addressed.

A discussion was held on outdoor furnaces and how they effect residents as well as how the town can monitor or restrict the use of such furnaces. Council discussed banning these or having a permit be in place before they are installed.

Mayor Johansson shared information he received from the COG meeting.

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 Dunlap moved to adjourn from executive session and seal the minutes at 9:14 pm and be back into regular session. Seconded by Councilmember Serres, motion passed unanimously.

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

Mayor Johansson adjourned the meeting at 9:15 p.m.

The next regularly scheduled council meeting will be held on April 7, 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