

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 7, 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, Assistant Treasurer Izabela Tysver, Maintenance Employee Roger Chizek and John Laux, Fire Chief Gene Goetz, Community Events Director Monte Thayer, and Kassey Westring 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 17, 2022, council minutes. Seconded by Councilmember Serres, motion passed unanimously.

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

GUESTS: Linda Poirier.

PROJECT UPDATES: Kassey Westring with North Fork Engineering shared with council information about WWDC project applications for water system (not sanitary system). The last deadline was on March 1, 2022. However, she strongly advised the Council and town to possibly try with it the next time. She explained that there are three levels for such projects; level 1 – with brainstorming and coming up with costs and estimates; level 2 – diving in priorities; and level 3 – the actual construction. Level 1 and 2 are 100% funded by state. The level 3 founding can be split. She printed out the application and gave it to the Councilmembers for viewing. She mentioned that turned in application does not guarantee the success though. However, when it gets selected, the town will get their own project manager and engineers. She offered her help when the town will decide to apply for WWDC project founding. Council thanked Kassey for his time.

Jason Knopp from Edge Engineering was not present. Mayor Johansson asked Maintenance Employee Roger Chizek to explain the situation with cores in the townhall building and roof leak in Post Office. He explained these situations in his letters that were presented to the Council members. In short, Chizek installed all door cores properly. When asked by Councilmember Serres what was the problem with them, he answered that it was a clear installation issue not a problem with cores itself. Chizek mentioned that all window blinds are up, he installed them together with other Maintenance Employee John Laux.

Chizek went ahead to explain the recent situation with roof leak at the Post Office building. He provided the Council members with pictures of the issue and a letter explaining everything. The Council members said that we need to let Edge Engineering know about it – which Assistant Treasurer Izabela Tysver confirmed being already done On Wednesday, April 6, 2022. Apparently, the gas pipe from the theatre was installed above the roof in such a way that a few tiles needed to be ripped off, that potentially could cause the leak. Chizek fixed a couple of tiles, but he could not do it all because the pipe is not high enough. Councilmember Dunlap expressed that we need to have this issue addressed and fixed by the contractor ASAP, as this is a part of the warranty.

RECREATION/EVENTS DEPARTMENT: Community Events Director Monte Thayer shared that Rec Hall is at normal operation. He has been working on new activities at low or no costs for the spring and summer season. He is also working on the calendar for these upcoming months. Assistant Treasurer Tysver asked him to provide her with it so she could upload it on the town's website. He mentioned that during summer there will be sack lunches provided for kids from Monday through Thursday, and Friday if requested. He also mentioned that there will be a Magic Show on April 28, 2022, at our Theatre. He provided the Councilmembers with the poster to be viewed. The magician costs \$1,250.00 and tickets will cost \$10.00 for adult, \$7.00 for kid, VIP tickets for kids with meet-and-greet for \$15.00. Tickets will be available on Monday, April 11, 2022. Councilmember Dunlap asked if he could make tickets non-refundable as most of the companies in our area do so. There will be only concession stand available, no alcohol. Thayer is

also planning a movie night with “Star Wars” movies being played on May 4, 2022. He received suggestions from others to play a movie “Prison” that was made in Rawlins and Thayer is planning to look into it as well. Thayer mentioned that he is in the middle of discussion with BigFoot99 Radio about the advertising deal for the Theatre – right now the offer is \$260.00 for a month for advertising on a daily and weekly basis through their outlets.

**FIRE DEPARTMENT:** Fire Chief Gene Goetz informed the Council members that it will be around 2-3 weeks until the FD will receive sirens. And the manufacturing and warranty will also be a better deal. Goetz thanked maintenance guys for doing a great job graveling for FD.

**STREETS & PARKS DEPARTMENT, SANITARY LANDFILL:** Maintenance Employee John Laux mentioned that to his knowledge the town has been having the issue with jet truck for the last 3 years or so. People’s houses are getting flooded, or the water is coming out causing problems. He said that in around 2-3 weeks there will be a guy coming to town to help them to repair that truck. Councilmember Dunlap asked if we need to give out notices to people, to which Laux said that notices are great, but we want to fix the problem and have no need for the notices to start with.

Laux mentioned also that he went through the town’s parks and notices several minor things that will need to be replaced, such as seat at one of the swings. He will start purchasing them slowly since most of them will be below \$500.00.

**TOWN BUILDINGS:** Maintenance Employee Roger Chizek mentioned that the scaffolding will be purchased from the new budget next fiscal year. Councilmember McWhorter asked Chizek if he could look at the old-time bell at the Elementary School, she was concerned that the wires might be hot. Chizek said that he will look at that ASAP.

**POLICE DEPARTMENT:** Police Chief Jeff Sanders asked to get approved to buy some extra furniture (a table, 4 chairs, and a storage cabinet) for a total of \$1,515.63. He would use the money from his Maintenance budget as he spent from that budget only 20.3% so far. Councilmember Serres moved to approve purchasing the furniture for around \$1,515.00. Seconded by Councilmember McWhorter, motion passed unanimously.

Sanders also mentioned that he would like to buy the 2 big tables from Sam’s club that he could pick up when he will be traveling for his conference at the end of April. The cost for these tables will be below \$500.00. Another small purchase he would like to do is to buy the Wi-Fi adaptor for his computer (one of their two computers already have one). The cost of such a device would be around \$30.00 from Amazon.

**MUNICIPAL JUDGE:** Councilmember Serres moved to approve Judges report in the amount of \$59.00. Seconded by Councilman Dunlap, motion passed unanimously.

**FINANCIAL DEPARTMENT:** Assistant Treasurer Izabela Tysver read that ARPA money will be spent on payroll and the conserved money from payroll can be used for Fire Department building. She explained that Clerk Masselink learned during the last WAMCAT training that ARPA money can be spent on payroll as well, allowing her to not have too much paperwork to be done according to the federal requirements for spending ARPA money. Councilmember McWhorter asked if that’s allowed. According to Masselink she learned that from the person from Wyoming Secretary State.

Tysver mentioned also the Councilmembers received the letter from Masselink in their packets concerning yearly audit. Masselink is still in the process to look for the company that could do the audit for our fiscal year 2021.

Then Tysver moved on to schedule the Budget Workshops to discuss the budget for the fiscal year 2023. Five workshops were scheduled: on April 13<sup>th</sup> at 5:00 pm to discuss revenue and non-departmental budget; on April 20<sup>th</sup> at 5:00 pm to discuss budget for Fire Department and Rec Hall; on April 27<sup>th</sup> at 5:00 pm – budget for Maintenance Department; on May 2<sup>nd</sup> at 5:00 pm – budget for Police Department and Admin; and on May 18<sup>th</sup> at 5:00 pm to discuss personnel and anything else that will need to be addressed. All workshops will take place in council chamber at Townhall.

**TOWN ATTORNEY:** Town Attorney Mike Roberts read 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 Dunlap, motion passed unanimously.

UNFINISHED BUSINESS: Assistant Treasurer Izabela Tysver shared with the Council that the old maintenance smartphone got set up with Verizon and it is ready to be used during weekends when the Maintenance Department is on-call. Tysver offered to inform the community about the new phone number by posting the information in Post Office, Rec Hall and Townhall as well as on Town's Facebook.

Mayor Johansson mentioned that people who want to buy the seat in the Theatre for \$500.00/per seat could pick up the seat. The answer to that was – yes, they can, however, the seat they buy is not giving them the privilege to sit in that seat at the events. It is not going to be their designated seat.

NEW BUSINESS: Assistant Treasurer Izabela Tysver provided the Councilmembers with the Change of Work Schedule Request Form that was prepared by Mike Roberts, and the Leave Request Form that was prepared by Tysver. She asked what Council thinks about it, received some suggestions on how to make one form out of these two, and was asked to bring the modified version to the next meeting.

Next, Mayor Johansson read out loud the Proclamation about April being the Child Abuse Month and asked for everyone to be vigilant and aware of any child abuse happening in our community, in April and all year.

Tysver asked the Councilmembers about the summer help that town hires every summer as a way to give an employment and work experience opportunity to the community teens. She asked if we need to advertise already, and how shall we do that. She was asked by the members to draft some kind of advertisement and send it out to the Councilmembers for their input. We could advertise that by posting the info in public places around the town, on social media and on water bill slips.

Tysver addressed the Council with the offering to organize this year's Spring Clean-up Day for Town of Sinclair on May 7<sup>th</sup>, 2022. Councilmember Serres counteroffered with suggestion that the Sinclair Refinery is planning to do their clean-up day at the similar early-May time. She offered to find out more from Refinery and be in touch with me. Tysver suggested that she will bring the Clean-Up Day once again with more details to the next meeting.

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

EXECUTIVE SESSION: Councilmember McWhorter moved to go into executive session at 7:16 pm to discuss personnel. Seconded by Councilman Serres, motion passed unanimously.

Councilmember Dunlap moved to adjourn from executive session and seal the minutes at 9:22 pm. Seconded by Councilmember Gabelson, motion passed unanimously.

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

Councilmember Serres moved to be back into regular session. Seconded by Councilmember McWhorter, motion passed unanimously.

Councilmember McWhorter moved to adjourn the Council Meeting at 9:23. Seconded by Councilmember Gabelson, motion passed unanimously.

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

The next regularly scheduled council meeting will be held on April 21, 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