

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING HELD AT 5:30 P.M. ON THURSDAY, JULY 21, 2022, IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN OFFICE BUILDING.

COUNCIL MEMBERS PRESENT: Vice Mayor Michelle Serres, Phyllis McWhorter, and Vickie Gabelson.

TOWN EMPLOYEES PRESENT: Town Attorney Mike Roberts, Assistant Treasurer Izabela Tysver, Police Chief Jeff Sanders, Maintenance Employee Roger Chizek, Maintenance Employee John Laux, and Fire Chief Gene Goetz.

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

OPENING OF MEETING: Vice Mayor Serres called the meeting to order. Councilmember McWhorter moved to approve July 7, 2022, council minutes. Seconded by Councilmember Gabelson, motion passed unanimously.

APPROVAL OF THE AGENDA: Vice Mayor Serres asked to amend the agenda for tonight's meeting by adding into the New Business section the discussion about 5th Penny tax. Councilmember McWhorter moved to approve amended agenda for tonight's meeting. Seconded by Councilmember Gabelson, motion passed unanimously.

GUESTS: Yvonne Johansson with Carbon County Economic Development shared with the Council the information about the Carbon County Economic Investor's Appreciation & Annual Meetings on September 19, 2022, at 6 pm. The meeting will be held at Town of Sinclair buildings. She is still working on obtaining the alcohol permit. She will need the Council's approval but would like to seal the details with Events Director, Monte Thayer.

RESIDENTS: Rick McWhorter. The Vice Mayor asked if he had anything to bring up, and McWhorter said no.

PROJECT UPDATES: Jon Nelson with North Fork Engineering shared with Council that the WWDC (Wyoming Water Development Commission) level 1 project application deadline is on March 1, 2023. The town applied for this project in 1995 last time, so there is a great chance to get it approved this time. Nelson suggested that getting ahead of the deadline would be wise and getting everyone up-to-speed about what is the current water agreement, what does it say, what are the options, or what are the recommendations. The recent water agreement between Sinclair and Rawlins is a 50-year long agreement initiated in 2002. The council asked Nelson to go ahead with the process and start making some calls and finding out the fees for water attorney and other experts needed for this project. Vice Mayor Serres mentioned that the town has actually two paths; has Rawlins breached the agreement and can town go that path and get town's own water plant; or can the town get out of it; or does the town need to stick to it until 50 years is over.

FIRE DEPARTMENT: Fire Chief mentioned that the building should be delivered in the first week of August and that sirens has been still tested.

STREETS AND PARKS DEPARTMENT: John Laux informed the Council that there will be company checking on the tree lights in the upcoming week. He asked the Council if he could go ahead and cancel discharging of lagoon monitoring, since the town is not needing it. After the discussion, Jon Nelson of North Fork Engineering suggested to not cancel it just in case that will be needed for the WWDC project.

Vice Mayor Serres asked Laux if he could ask the AC Tree service that is coming to town on August 1, 2022, to look at the "big pine tree" because it looks little sickly. She also mentioned that it would be good to mow the plots that are in town and belong to the HF Sinclair refinery and she was going to ask the appropriate people before asking the town's maintenance employees to do that. Police Chief mentioned that he could ask Michael Whatley, the refinery manager.

Councilmember Gabelson brought up the discussion about creating parking lot across from the theatre, in a place of a recent tennis court. She mentioned that there is no consideration of handicapped drivers when it comes to events happening at the Rec Hall and Theatre. The discussion was held and had concluded that the simplest way to do immediately would be to do

resolution in which there will be handicap and residential parking spots created around Rec Hall, Theatre and Post Office. In order to discuss further other options, workshop need to be scheduled.

POLICE DEPARTMENT: Police Chief Jeff Sanders informed the Council that he prepared bids for the new truck, he will run them through Mike Roberts, and they will be ready to be published. He also asked the Council if they had time to look at the Bond Schedule and decided about what they want to do with it. The Council did not. Councilmember McWhorter moved to table the bond schedule discussion till next meeting, on August 4, 2022. Seconded by Councilmember Gabelson, motion passed unanimously. Next, Sanders mentioned that the PD received the grant from WY State Homeland Security in an amount of \$11,914.55 and the money will be available around September 1, 2022.

Vice Mayor Serres asked Sanders about creating the emergency preparedness plan for the town of Sinclair. That can be done and discussed during workshop. Sanders suggested for the Council members to get on-line trainings for ISC 100, 200, 700, and 800.

RECREATION/EVENTS DEPARTMENT: Assistant Treasurer Izabela Tysver read the information behalf of the Events Director, Monte Thayer. On July 14, 2022, the Blood Draw went well. Councilmembers Serres and McWhorter discussed the option of possibly co-hosting these events together with refinery or taking over and hosting them as Town of Sinclair. On July 19, 2022, the panel discussion and "The First Day" movie event went well. On July 20, 2022, Emergency Management Training went well followed by CCCOG meeting. Thayer received the word from HF Sinclair refinery about the grant for \$2,000.00 to help fund an outdoor concert at Washington Park on Friday, August 26, 2022. On July 27, 2022, there will be senior BBQ and youth Water Day with water slide and swimming. On August 1, 2022, there will be a field trip for youth to County Fair to participate in "Energy Day". On August 3, 2022, there will be a field trip for seniors to Wind River Casino. On August 4, 2022, there will be Bike Rodeo for kids held by Sinclair PD. On August 6, 2022, seniors will go to "Candlelight Dinner Theatre" in Colorado.

FINANCIAL DEPARTMENT: Assistant Treasurer Izabela Tysver asked the Council to purchase the receipt book for Events Director so he could receipt every money he receives and deposit them with Financial Department properly. The Council ok'ed that. Tysver also informed the Council that Clerk Ashley Masselink will be at the Municipal Clerk training on September 14 through 16, 2022, in Casper.

Tysver asked the Council if they wanted to schedule the workshops that had been mentioned so far. Vice Mayor Serres suggested to schedule the workshop to continue working on the Employee Guidelines first before committing to other things. So, the workshop to work on the Employee Policy was scheduled for August 11, 2022, at 5 pm.

TOWN ATTORNEY: Town Attorney Mike Roberts read the Resolution No. 2022-03. Councilmember McWhorter moved to approve the Resolution No. 2022-03. Seconded by Councilmember Gabelson, motion passed unanimously. Roberts also mentioned about the lease for Mr. Sondergard who is leasing the space at the Elementary School. He mentioned that the lease is still being worked on between Mr. Sondergard, the Mayor Leif Johansson, and himself.

NEW BUSINESS: Vice Mayor Serres wanted to discuss the 5th Penny Tax. The town need to renew it this year before general election. She suggested some changes to be made on the town's portion of the flyer. She will be in touch with Clerk Masselink to find out all details and proceed with it.

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

Vice Mayor Serres adjourned the meeting at 7:17 pm.

The next regularly scheduled council meeting will be held on August 4, 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