

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING HELD AT 5:30 P.M. ON THURSDAY, SEPTEMBER 01, 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, Assistant Treasurer Izabela Tysver, Police Chief Jeff Sanders, Maintenance Employee Roger Chizek, Maintenance Employee John Laux, Events Director Monte Thayer, and Fire Chief Gene Goetz.

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

OPENING OF MEETING: Mayor Johansson called the meeting to order. Councilmember Serres moved to approve August 18, 2022, council minutes. Seconded by Councilmember Gabelson, motion passed unanimously.

APPROVAL OF THE AGENDA: Mayor Johansson asked to amend the agenda for tonight's meeting by adding changing the date for workshop to discuss employee's guidebook and adding the discussion about ideas for using money from Community Gas into Unfinished Business section. Councilmember Serres moved to approve the amended agenda for tonight's meeting. Seconded by Councilmember McWhorter, motion passed unanimously.

GUESTS: Ross Heupel from American Legal Publishing presented the information about how the ordinance book codification process looks like, the timelines, and payment methods. He answered questions the Council members had. Councilmember Serres asked Knopp about his opinion and he agreed that this is a good deal. Councilmember McWhorter moved to approve to start the codification process with 50% down payment and 50% payment upon completion. Seconded by Councilmember Dunlap, motion passed unanimously.

PROJECT UPDATES: Jason Knopp with Edge Engineering mentioned that the one-year warranty for the theatre is over, and Maintenance Employee Roger Chizek provided a very great punch list that he can work with. He reminded that one-year warranty for townhall is coming up in October and it would be good to start working the punch list for that too.

Knopp talked about exterior work for theatre building that will consist of lead removal and stucco work. The discussion was held about the bids, potential companies, and timelines. The events at the theatre will be continued with possibility to fence out some areas. The lead removal process will be safe for the environment, animals, and people.

Knopp talked about surveying the town. He asked the Council members what the goal of that surveying and what areas is to be surveyed. Mayor Johansson suggested to survey blocks in the town, as well as the Rec Hall and Townhall property. Knopp suggested the timeline through the winter and that would be the cheapest. Knopp will bring the copy of plate map for him to make notes and the quote for the upcoming council meeting.

REPORTS FROM BOARDS AND COMMITTEE: Nancy Pierson brought a letter of interest to be on the Recreation Board and Tree Board. Councilmember Dunlap moved to approve Nancy Pierson as a member of Recreational and Tree Boards. Seconded by Councilmember McWhorter, motion passed unanimously.

FIRE DEPARTMENT: Fire Chief Gene Goetz shared with the council that there will be an event on October 12 for the residents to celebrate the new Fire Engine with hotdogs, hamburgers, chips, and drinks on Wednesday, October 12, 2022, at 4:30-6:00pm. The Rawlins Fire Department will conduct the fire escape training for kids using their inflatable fire house. Goetz mentioned that the new FD building will be delivered on September 6, 2022.

SANITARY LANDFILL, SANITARY & STORM SEWERS, WASTEWATER TREATMENT FACILITY AND WATERDEPARTMENT: Maintenance Employee John Laux shared with the council that the Scada system is installed at the lift stations and water tank.

Maintenance Employee Chizek asked to approve the quote from TWEnterprise for maintenance of lift stations for the price of \$479.50 per one lift stations (there are two lift stations). The company

will be here on September 27, 2022, to do the work. Councilmember Serres moved to approve two TWEnterprise quotes for \$479.50 each. Seconded by Councilmember McWhorter, motion passed unanimously.

Chizek brought the quote from Sheet Metal Specialists, Inc. for \$1,440.00 for maintenance of HVAC system in the theatre and townhall. Councilmember Serres moved to approve the quote from Sheet Metal Specialists, Inc. for \$1,440.00. Seconded by Councilmember McWhorter, motion passed unanimously.

TOWN BUILDINGS: Maintenance employee Roger Chizek brought the quote from Plus Electric, Inc. for the fountain lights order, however, the quote listed only two lights. He suggested to order four lights at once. Mayor Johansson would like to have 4 lights ordered and budget for the next year to buy next four lights. The Council members asked Chizek to obtain a new quote for four lights for the next meeting.

Mayor Johansson mentioned that Chizek and Laux moved the flag poles by the post office. Mayor Johansson asked Chizek if he managed to purchase the scaffolding. Chizek answered no, but he will get some information for the next meeting.

POLICE DEPARTMENT: Police Chief Jeff Sanders informed the council that he will be hosting TMPS meeting in the big conference room on Tuesday and Wednesday, 2 classes each day.

RECREATION/EVENTS DEPARTMENT: Events Director Monte Thayer shared with council that the free concert and event at the park was a success. He shared that the Burning Bridges concert got cancelled by the band. He shared that he got scheduled the comedian, Mike Hickmann for the comedy night on October 27, 2022. The Holiday craftfair/bazaar got scheduled for November 5, 2022. Thayer created the calendars for upcoming months with all the events and information that will be attached to the outgoing September Newsletter.

TOWN ATTORNEY: Town Attorney Mike shared that he drafted the contract for Michael Martin Murphy concert.

UNFINISHED BUSINESS: The workshop to discuss the employee guidebook was changed from September 13 to September 22, 2022, on Thursday.

Next, Mayor Johansson shared that the town needs to discuss what the town would like to do with the money received from the Community Gas. There were several ideas discussed: solar lights for the mound at the entry to Sinclair, bench and tables for school park, the cover for the caboose stage, half-pavilion for the McCulloch Park, and the school hat for school kids. The clean-up of the Sinclair mound was discussed as well.

The Council also discussed creating a new Sinclair sign for the mound and asking residents if they might be interested in making one would be the great idea. They interested person could contact the townhall for more details. The information will be posted in September Newsletter.

NEW BUSINESS: Council discussed and started planning Christmas events. On November 18, 2022, there will be Light the Night event with Holiday Parade and Christmas Tree lighting. Councilmember Dunlap will plan and organize the parade – the theme of the parade would be “Holiday Offroads”. He mentioned that seniors offered donating cookies to that event, too. Councilmember Serres offered to ask the refinery if they could provide cookies and hot chocolate. And Santa will be at caboose as in the previous years. Decorating the town will be planned earlier this year, around October/November. The town will also start the Donation Drive on November 1, 2022, to collect donations that would be distributed among our residents who are in need by our Fire Department Volunteers and Santa Claus in December. More discussions about holiday events will be continued.

Councilmember Dunlap brought up the water restrictions for discussion. His idea was to lift up some of the restrictions as we are headed towards colder and shorter days. Assistant Treasurer Izabela Tysver reminded the Council that Rawlins just started irrigation restrictions and they are not doing better with water yet. Mayor Johansson reminded everyone that there will be a meeting in Rawlins addressing the new water rates on September 6, 2022. Mayor Johansson summarized that we should keep our water restrictions as they are now and re-evaluate at the next council meeting.

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

Mayor Johansson adjourned the meeting at 7:56 pm.

The next regularly scheduled council meeting will be held on September 15, 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