

MINUTES OF A WORKSHOP OF THE TOWN OF SINCLAIR, WYOMING HELD AT 5:00 P.M. ON MONDAY, JULY 17, 2023, IN THE CONFERENCE ROOM OF THE SINCLAIR TOWN HALL OFFICE BUILDING.

SINCLAIR COUNCIL MEMBERS PRESENT: Mayor Cullen Meeks, Council members Brennan Dunlap, Michelle Serres, David Robinson, and Forest Ortiz, with Forest Ortiz leaving early for work at 5:58 p.m.

TOWN EMPLOYEES PRESENT: Clerk/Treasurer Becky Slater, Assistant Treasurer Izabela Tysver, Police Chief Jeff Sanders Town Attorney Mike Roberts, and Jason Knopp with Edge Engineering.

Mayor Meeks started the workshop at 5:02 p.m. Mayor Meeks stated that the ordinances were organized into chapters, subchapters, and sections. Title 1 was Administration, Title 2 Boards and Commissions, Title 3 Finance and Taxation, Title 4 Business and License Regulations, Title 5 Health, Sanitation and Environment, Title 6 Police and Public Safety, Title 7 Motor Vehicles and Traffic, Title 8 Public Ways and Property, Title 9 Public Utilities, Title 10 Building Regulations, Title 11 Zoning Regulations, and Title 12 Subdivision Regulations.

Mayor Meeks read the first suggested change from American Legal Publishing, for 1-3-1 subsections to be changed to divisions. Jason Knopp and Attorney Roberts stated that would be acceptable to change from subsections to divisions.

Knopp brought up the next suggested change 1-5-2 to incompetent. Council members and attorney Roberts stated that would be acceptable to change. Attorney Roberts brought up the next suggested change 1-6-5 need new records management manual reference new manual and state requirement.

Knopp brought up the 2-2-3 and 2-2-6 that Recreation Director should be changed to Community Events Director. Attorney Roberts and Council stated that it would be correct.

Attorney Roberts Title 4 Ordinance 381 has two different dates 11-16-2016 in 4-1-C-3 and 11-17-2017 in another passage. And the correct date is 11-17-2017.

Attorney Roberts stated that 4-1-1 definition of a “club” wrong state statute should be 12-1-101-A-3.

Attorney Roberts stated that 4-1-C-3 and 4-1-D-2 Reserved he will check on it might be able to be repealed and reserved these sections.

Attorney Roberts 4-1-2 not 4-2-2 Compliance required should be removed as this was repealed. Attorney Roberts will go through all and check the state statutes for all.

Attorney Roberts stated that Title 5, 5-1-4 division F should add 16-3-101.

Attorney Roberts and Jason Knopp stated that 5-4-2 Definitions they will investigate it more to change the language.

Attorney Roberts stated that Title 6, 6-2-5 Members Division D “Wyoming Volunteer Firemen’s Retirement Fund” was repealed and should be changed to “Volunteer Firefighter, EMT Search and Rescue Pension Account”

Attorney Roberts will read through Chapter 4 – General Offenses and Chapter 5 Minors so we could put a penalty section in one end and refer to 1-4-1.

Attorney Roberts stated that Chapter 6, 6-5-1 Curfew needs to be changed at the end to state, “unless exempted under division (B) of this section.” B-1, B-2, B-3, B-4 B-5, B-6, B-7, B-8, and B-9 all need the changed.

Attorney Roberts stated that Title 7, 7-1-6 Truck Routes Designated does not need to be changed.

Attorney Roberts stated that 7-2-2 Permitting Violations State Driver’s License Act add the Wyo. Statue 31-7-101 can be added.

Attorney Roberts stated that Chapter 6 Parking Schedules does not need to be changed, but he will investigate it.

Attorney Roberts stated that Title 8, 8-1-1 Standard specifications for Public Works Adopted that need to get a new edition from 1984.

Knopp stated that Title 9 Resolution 2022-23 water restriction need to be removed, council agreed.

Knopp stated that 9-1-4 (a) water rates are available in the at town hall with the town clerk. But remove where it is on the town's website, council agreed.

Mayor Meeks stated that 9-1-4 (b) needs to be discussed more to update the fees for late and delinquent water bills, council agreed.

Knopp stated that Title 10, 10-1-1 should be updated from 2012 to 2020 need to talk to Fire Chief Gene Goetz and Knopp will also look into it.

Knopp stated that Title 11, 11-4-7 Density Schedule for R District needs to be looked through.

Knopp stated that Title 12, 12-2-2 General Definitions needs to be looked through.

Knopp stated that all Building, Zoning and Subdivision needs to be looked through.

Title 1: 1-5-3 needs kept, 1-7-2 needs kept, 1-7-3 needs kept; Attorney Roberts will go through more thoroughly.

Title 3: 3-3-2 needs to be repeal and reserve all of Chapter 3 needs to be repeal and reserve for further use. But call City of Rawlins about 911 surcharge.

Title 4: 4-1-1 needs kept, 4-1-B-1 needs kept, 4-1-B-6 needs kept, 4-1-C-6 needs kept, 4-2-1 needs kept, 4-2-2 needs kept, 4-3-2 needs kept, 4-4-2 Jason Knopp will investigate other towns this size, for resources and 4-5-3 needs kept.

Title 5: 5-4-7 needs kept, 5-4-12 needs kept.

Title 6: 6-3-1 Definitions "Working Dog" needs changed to "Service Animal", 6-3-3(c) needs to be kept, 6-3-3(g) needs to be discussed more and add into Chickens, Ducks and Rabbits. 6-3-A-1 needs kept, and 6-4-B-2 needs kept.

Title 8: 8-2-2 needs kept.

Title 9: 9-1-5 needs kept, 9-1-8 Jason Knopp stated that $\frac{3}{4}$ inch and 1 inch need to be \$1250 and there is a typo that $\frac{1}{2}$ inch should be 1 $\frac{1}{2}$ inch \$1500 and 2 inches is negotiated. 9-2-3 needs to repeal and reserve check state statue, 9-2-4 needs kept, 9-2-A-3 needs kept, 9-2-A-5 change fee from \$10 to \$50 turn on and \$50 to turn off, 9-2-B-8 fees need to be changed to \$12 residential \$20 business and \$50 industrial, and 9-2-B-9 will be the same rates as the water bill which needs to be discussed.

Title 12: 12-1-10 needs to be kept.

Jason Knopp suggested that the council members read through the Building, Zoning and Subdivisions to be prepared for the next workshop.

Next workshop to be held on Tuesday, July 25, 2023, at 5 p.m.

Workshop adjourned at 7:45 p.m.

Cullen Meeks, Mayor
TOWN OF SINCLAIR

ATTEST: CLERK/TREASURER

