

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING HELD AT 5:30 P.M. ON THURSDAY, OCTOBER 6, 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, Clerk/Treasurer Ashley Masselink, Police Chief Jeff Sanders, Officer Lanette Rosacker, Maintenance Employee Roger Chizek, Maintenance Employee John Laux, Events Director Monte Thayer, Fire Chief Gene Goetz and Jon Nelson with North Fork Engineering.

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

APPROVAL OF MINUTES: Councilmember Dunlap moved to approve September 15, 2022, council minutes. Seconded by Councilmember McWhorter, motion passed unanimously.

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

GUESTS: Pam Thayer shared with the council the upcoming Carbon County Start up Challenge. Thayer shared Impact 307 sponsors the startup challenge and Meghan is the representative for Carbon County. The startup challenge is an opportunity for Carbon County residents to receive business counseling, start up support, and access to seed funding to launch their innovative businesses.

PROJECT UPDATES: Jon Nelson with North Fork Engineering shared with Council a few dates if the Town would like to move forward with Phil Stump with HDR and Rex with Sherard, Sherard, Artery & Johnson. Nelson requested an approval to move forward with Rex. Councilmember Serres moved to approve excepting Phil Stump with HDR to work with the Town. Seconded by Councilmember McWhorter, motion passed unanimously.

Councilmember Serres moved to approve excepting Rex with Sherard, Sherard, Artery & Johnson. Seconded by Councilmember McWhorter, motion passed unanimously.

Date of Wednesday November 2, 2022, at 5:30 pm will be the workshop working with Phil and Rex on the water agreement.

Nelson shared the sewer study has been revised as Kassey and John went through a plan and have a game plan which will start October 7, 2022. Nelson shared Kassey will be on site while they camera the areas that have not been inventoried in the last 20 years.

Nelson requested approval for them to start the sewer study on October 7, 2022. Councilmember McWhorter approved Nelson to move forward on the sewer study. Seconded by Councilmember Dunlap, motion passed unanimously.

REPORTS FROM BOARDS AND COMMITTEE: Leigh Nation with the Museum shared that the piano that Diana was looking to donate to the museum will take a little bit of money to move it professionally. Nation shared two quotes for moving the piano the first was from Burke Moving from Cheyenne in the amount of \$3,006.25. The second quote was from Smooth Movers from Laramie in the amount of \$2,329.64. Nation shared that the museum has \$2,200.00 in the budget and that Burke moved another piano Diana donated to the museum in Cheyenne. Nation shared in the amount of \$3,006.25 it is over the amount in the budget, but they will do a great job as they have experience now moving the other piano. Councilmember Dunlap moved to approve Burke Moving and Storage for moving the piano in the amount of \$3,006.25 with the \$2,200.00 coming from the museum budget and the rest coming out of Wyoming Community Gas funds. Seconded by Councilmember McWhorter, motion passed unanimously.

MUNICIPAL JUDGE: Councilmember Serres moved to approve the September judges report in the amount of \$195.00. Seconded by Councilmember McWhorter, motion passed unanimously.

FIRE DEPARTMENT: Fire Chief Gene Goetz shared with the Council that he had the same story the building will hopefully be next week. Goetz shared the skid will be in next week as well and that October 12 Wednesday will be the presentation for the fire prevention week.

STREETS & PARKS DEPARTMENT: Maintenance Employee John Laux shared with the Council that the jet truck has two 12-volt batteries that are needing to be replaced. Laux shared the batteries have never been used but with lack of maintenance the batteries went bad. Laux shared the cost of one battery is about \$899.00 but he would investigate different options and bring them to Council. Laux shared he is currently working the camera on the jet truck off the generator.

Laux also shared he received a quote from Plus Electric that had four lights to be install instead of them installing two and having two for a backup. Laux shared he would get with Plus Electric and get back with Council.

Maintenance Employee Chizek shared that Randy Stevens came and helped him with the blowing out the sprinkler system but next year might need to dig up some of the lines.

TOWN BUILDINGS: Maintenance Employee Laux shared that Comtronix was in and put up the new fire alarm system but will be reaching out with a new quote as they didn't know there were four outside alarms as well. Laux shared the outside alarms must be weather proofed. Clerk/Treasurer Masselink shared that Comtronix also fixed a door in town hall as well and found out that the switching of the phone lines messed with the communication with the alarm company as well. The service charge for the monthly service will just increase of the wireless communication.

Maintenance Employee Roger Chizek shared that TW enterprise was out doing their year check of the lift stations. Chizek shared that the west lift station will need new wire and hoses soon. Chizek shared that Sheet Metal Specialists came and checked the town hall and Climate Control fixed the compressor on the theater and it was the wiring was done wrong. Chizek shared there is an error code coming up at the school and he called Bobby to see if he could give help as the other person who use to work on the system has passed away.

POLICE DEPARTMENT: Police Chief Jeff Sanders shared he will be on vacation next week to go to Florida to fix his house since the hurricane. Sanders shared the refinery is also doing a turn around as the residents will see an increase of people. Sanders shared he was told about 500 to 800 people. Serres shared that it is more like 800 to 1,000 people.

RECREATION/EVENTS DEPARTMENT: Events Director Monte Thayer shared with council he will be holding a candidate forum on October 18, 2022, with Dave Throgmorton. Thayer also shared the Prison movie that he was going to play on October 30, 2022, has been cancelled so he can focus on the haunted house and Halloween party.

Thayer shared he is working to get the fire extinguishers inspected for the month of October. The theater passed its annual inspection with the health department. Thayer also asked Council what their thoughts were on if someone reserves the park but due to bad weather, they use the recreation center. Council shared they would like to see them be charged for using the recreation center as they are still cheaper then other places.

FINANCIAL DEPARTMENT: Clerk/Treasurer Ashley Masselink asked council where they would like to designate the funds from Wyoming Community Gas. Council shared they could use the \$800.00 to move the piano to the museum and then the rest use it for solar lights for the mound at the Town entrance. If they can also purchase a new Town entrance sign as well. Masselink asked to get an amendment to the budget to add the amount into the parks landscape. Councilmember McWhorter moved to approve using the funds from Wyoming Community Gas for the piano and solar lights for the mound and to make an amendment to the budget adding the Wyoming Community Gas to parks landscape. Seconded by Councilmember Dunlap, motion passed unanimously.

Masselink also requested approval to amend the budget for misc. ordinances to add the amount for the codification the Town will be doing in the next year. Councilmember McWhorter moved to approve to amend the budget by adding \$4,250.00 to misc. ordinances. Seconded by Serres, motion passed unanimously.

Masselink shared information with the council regarding a printer for the Community Events director.

UNFINISHED BUSINESS: The Council discussed rescheduling workshop to discuss the employee guidebook. The Workshop was rescheduled from October 10, 2022, to Thursday November 10, 2022, at 5:30 pm.

NEW BUSINESS: Councilmember Dunlap shared with council that he attended the COG meeting in Baggs and there was not enough to make a quorum. Dunlap shared that Yvonne Johnson with Carbon County Economic Development would like to see Monte Thayer as the representative for the Town of Sinclair. Councilmember Serres moved to approve Monte Thayer as Town of Sinclair representative. Seconded by Councilmember McWhorter, motion passed unanimously.

Dunlap shared that Lenny with the emergency response is looking for communities to help pay for an assistant to work under him in the emergency response department.

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 7:33 pm per WY Statute 16-4-405(ix) to consider or receive any information classified as confidential by law. Seconded by Councilman Dunlap, motion passed unanimously.

Councilman McWhorter moved to adjourn from executive session and seal the minutes at 8:00 pm. Seconded by Councilmember Gabelson, motion passed unanimously.

Councilmember McWhorter moved to go back into general session at 8:01 pm. Seconded by Councilmember Gabelson, motion passed unanimously.

Mayor Johansson asked if there was any objection to what was discussed during executive session and Council replied with a no.

Mayor Johansson adjourned the meeting at 8:01 pm.

The next regularly scheduled council meeting will be held on October 20, 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