

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING HELD AT 5:30 P.M. ON THURSDAY, DECEMBER 1, 2022, IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN OFFICE BUILDING.

COUNCIL MEMBERS PRESENT: Mayor Leif Johansson, Councilmembers Michelle Serres, Phyllis McWhorter, 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, Fire Department Chief Gene Goetz, Kassey Westring with North Fork Engineering.

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

APPROVAL OF MINUTES: Councilmember Dunlap moved to approve November 17, 2022, council minutes. Seconded by Councilmember Serres, motion passed unanimously.

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

PROJECT UPDATES: Kassey Westring from North Fork Engineering shared with Council the outcome of up-to-date survey of the sewer system lines that North Forks performed with John Laux and Roger Chizek in November. She shared with Council the detailed report of the findings. So far, 45% lines has been completed. The further studies need to be done to finish the survey of all town's lines. North Fork will proceed with these as soon as the weather is warmer. At the end of it, the town will receive the full report, diagnosis and suggestions of potential projects that may need to be done. Maintenance Employee John Laux mentioned that he is still working on repairing the cable for the camera in jet truck before continuing with the survey. Westring also reminded the Council about the water workshop discussing the water agreement with Rawlins that will take place on December 21, 2022, at 5:30 pm at townhall.

CARBON COUNTY ECONOMIC DEVELOPMENT (CCED): Yvonne Johnson, the Executive Director of CCED, shared with Council the recent activities. She handed the printouts to Council members. Johnson shared that they are still working with some hotels about extended stay to bring this in Sinclair. Johnson asked the Mayor if he will want to stay on the CCED board as the Sinclair municipality representative even after the administration change in January 2023 and he agreed to stay on that board. She reminded the Mayor that the CCED meetings are still happening quarterly.

FIRE DEPARTMENT: Fire Department Chief Gene Goetz shared with Council about the Christmas activities in which the Fire Department will be involved.

MUNICIPAL JUDGE: Councilmember Serres moved to approve Judges report in the amount of \$445.00. Seconded by Councilman McWhorter, motion passed unanimously.

STREETS & PARKS DEPARTMENT: Maintenance Employee John Laux shared with Council his test results from the water test – he obtained 69% out of 70. He mentioned about the miscommunication and misleading information he received from one of his mentors, Kim Parker. However, he is on a good track now to pass the test with the help of another person and better study materials.

SANITARY & STORM SEWERS: Maintenance Employee John Laux discussed with Council the water tank repairing quote. However, the Council members did not make any decision regarding this issue. Mayor Johansson asked Laux about the reports from SCADA System from the town's water tank. He mentioned that the monthly reports from town's tank would be very helpful for the water attorney and water engineer to work with. Laux said that he will look into it.

TOWN BUILDINGS: Maintenance Employee John Laux discussed the quote by TK Elevator Corporation for the extended elevator insurance. Laux did not find this quote to be feasible for the town's use of the elevator explaining that the town does not use elevator that much. The quote was not approved.

Laux brought up for the discussion about purchasing the wreath for the town building. He wanted to know more specifics about its size and decoration. The Council was ok spending on it anything between \$200.00- \$400.00. The next item that was discussed were solar lights for the town's

mound at the entry to the town. Laux did not present any quotes because there are many different options. He was asked by Mayor to bring a few examples of such lights to discuss further.

POLICE DEPARTMENT: Chief Jeff Sanders shared that there will be a training on Wednesday, December 7, 2022, between 1:00 and 4:00 pm and it will be held in the conference room of townhall building. Sanders shared also that Sinclair PD will participate in shop-with-a cop program with donation of \$500.00 from HF Sinclair Refinery. Councilmember Serres asked Sanders about the updates about the police truck. He shared that the delivery is being scheduled for February, maybe March 2023.

Next, Sanders mentioned to Council about Digi Ticket. He never included that in the cost of the new truck because of expanse. Even though the expanse for Digi Ticket was never included into Police Department budget nor Wind Creek impact funds, Sanders asked if he could bring quotes for the Digi Ticket system. The last quote he has seen seemed to be around \$20,000.00.

TOWN ATTORNEY: Town Attorney Mike Roberts read the lien on the property at 106 South 6th Street (account number 1730.1) owing \$88.00. Councilmember Serres moved to approve that lien. Seconded by Councilmember McWhorter, motion passed unanimously.

Roberts also mentioned that recently he issued six bench warrants and that if any of the person gets arrested, the town is liable for paying all the costs.

UNFINISHED BUSINESS: Assistant Treasurer Izabela Tysver asked Council questions related to town's Christmas Party; how the town wants to be billed for it, what table arrangement Council wished for it to be, and how many meals per an individual are going to be paid for.

Tysver asked about the water workshop attendees. Mayor Johansson suggested that there is no need for the water lawyer Rex Johnson and water engineer Phillip Stump to be present. However, Mayor invited North Ford for the water workshop that will be held on December 21, at 5:30 pm at townhall building conference room.

Next, Tysver brought to Council's attention the bid for Theatre stucco work that was drafted by Jason Knop with Edge Engineering. Councilmember Serres moved to approve the advertisement of the bid for stucco work. Seconded by Councilmember Dunlap, motion passed unanimously.

NEW BUSINESS: Mayor Johansson shared that the Council wants all department heads to write their job duties and standard operating procedures. There was a discussion held on what that entitles.

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

Mayor Johansson adjourned the meeting at 6:47 pm.

The next regularly scheduled council meeting will be held on December 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