

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING HELD AT 5:30 P.M. ON THURSDAY, MARCH 3, 2022, IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN OFFICE BUILDING.

COUNCIL MEMBERS PRESENT: Acting Mayor Councilmember Phyllis McWhorter, Councilmembers Brennan Dunlap and Vicki Gabelson.

TOWN EMPLOYEES PRESENT: Police Chief Jeff Sanders, Officer Lanette Rosacker, Town Attorney Mike Roberts, Clerk/Treasurer Ashley Masselink, Maintenance Employee Roger Chizek, Maintenance Employee John Laux, and Community Events Director Monte Thayer.

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

OPENING OF MEETING: Acting Mayor McWhorter called the meeting to order. Councilmember Dunlap moved to approve February 17, 2022 council minutes and public hearing minutes of February 17, 2022. Seconded by Councilmember Gabelson, motion passed unanimously with acting mayor voting.

APPROVAL OF THE AGENDA: Acting Mayor McWhorter added amendments to the agenda as follows; added emergency water under new business, Yvonne Johnson under guest, and to add the zoning board report. Councilmember Dunlap moved to approve the amended agenda for tonight's meeting. Seconded by Councilmember Gabelson, motion passed unanimously with acting mayor voting.

RESIDENTS: Leigh Nation

Acting Mayor McWhorter asked Leigh Nation if she had anything to address. Nation shared that she was just coming to listen.

GUESTS: Yvonne Johnson Carbon County Economic Development Director shared an update with the council. She also shared she would like to rent the recreation center as well as the theater in the third week of September. Johnson shared she will be getting together with the new community events director to talk about grants. Council thanked Johnson for her time.

PROJECT UPDATES: Jason Knopp from Edge Engineering was not present but Clerk/Treasurer Masselink shared the updates with the council. Masselink shared that the Wyoming Business Grant was submitted on March 1, 2022. She also shared that Rawlins City Council gave a letter of support for the grant.

Masselink shared that the insurance company has sent a check for the damages to the theater for roughly \$16,000.00. Maintenance employee Roger Chizek was asked to share information regarding the theater sprinkler head break. Chizek shared that there was a bunch of people present from most of the companies that completed work on the theater during the investigation on March 2, 2022. Chizek said that Mark Russel was thorough and looked at everything as well as took the sprinkler head with him. Masselink shared that the ECI came in and fixed the stage lights and all that needs to be completed at the theater is checking on the water meter reader and historic plaque.

Masselink shared that Caspar is unwilling to help with the cores at the Town Hall until they are paid in full for the retainage.

Masselink shared that Sheet Metal Specialties was working at the School.

ZONING BOARD: Councilmember Dunlap read the zoning board report for March 2, 2022. The zoning board approved the variance for Jody Petersen and Josh LaFond home business. Council asked Town Attorney Mike Roberts what needs to be done since they have approved the variance and home business. Roberts shared this should be just a recommendation and that final say would be from the council. Roberts shared that he would need to look into this a little more but would get back to council.

**WATER DEPARTMENT:** Maintenance employee John Laux shared with council that the Refinery has been helping out with the water restrictions they are running on a skeleton crew for the next few days. Maintenance Chizek shared that Jim Haldorson has been continuing to do testing for the water.

**TOWN BUILDINGS:** Maintenance employee Roger Chizek shared that the school heating system was fired up and all units were working. Chizek shared that the control board in the gym is broke and will need to be replaced. Chizek shared that Sheet Metal Specialties will get a quote for the price to fix the control board. Chizek shared that Sheet Metal Specialties suggested to leave the downstairs units off as it would cost a lot of money to run. Chizek shared to get the best results the Town would need to run the heating and cooling system together to show the extremes.

**POLICE DEPARTMENT:** Police Chief Jeff Sanders shared that there was two things to share with Council the first is he has been on call for the water emergency. Council shared that there is a section in the agenda where the water emergency will be talked about. Chief Sanders shared that the next part to share with council Officer Lanette Rosacker will share.

Officer Rosacker shared that she had been tasked by the Chief Sanders to make a schedule for the police department as council had suggested for the police department to work Monday thru Friday. Council suggested that both full time employees in the police department to work Monday thru Friday and give the Sheriffs department the calls on the weekend so the police department gets days off. Officer Rosacker shared starting March 7, 2022 the police department would like to start working Monday thru Friday which one person on days working from 7 am -3 pm am and the other person on nights and to come on from 3 pm-11 pm. Officer Rosacker shared that she had talked to the human resources department and since the work day starts at midnight to midnight the on call schedule should reflect this. Officer Rosacker confirmed with the council that the police department would not be taking calls on the weekends.

Councilmember Gabelson shared that the council said they wanted the police department to do a schedule working only weekdays and that they would revisit the schedule in the summertime. Acting Mayor shared that the police department be two shifts one in the morning and one in the evening coverage for 16 hours in the day with 8 hours of on call and weekends off and calls going to the Sheriffs department.

Officer Rosacker shared she set the calls up for the person who is working days to have the calls for 7 hours on that day and the person working nights will only have calls for an hour. This will keep the on-call hours simple and will be from midnight to midnight.

Chief Sanders also asked about the holiday pay if it will be one and a half times or what the holiday pay would be. Town Attorney Roberts shared that if there is something in the employee guidelines that is not there or needs to be change it will need to be changed through a resolution.

Chief Sanders than requested that the on-call policy for the police department start to be implemented when the new schedule is approved. Council agreed that the on-call policy will come into effect when the new schedule is approved.

Chief Sanders asked about special events being planned on the police department days off how is that going to be handled. The council shared it will be on a base to basis need and Mayor discretion. Sanders gave an example of this March 12, 2022 there will be a concert and the community events director would like police to be present. Sanders asked if this would be overtime or if the police department can get compensation time.

Councilmember Dunlap moved to approve the new police schedule with both employees working Monday thru Friday with calls from midnight to midnight and the weekend calls to go to Sheriffs department. Seconded by Councilmember Gabelson, motion passed unanimously with acting mayor voting.

**RECREATION/EVENTS DEPARTMENT:** Community Events Director Monte Thayer shared the recreation center has been open Monday, Wednesday, and Friday as the kids go to the library Tuesday and Thursdays. Thayer shared March 18, 2022 he will be taking seniors to the Rawlins Senior Center for senior lunch.

Thayer shared he is still working on the age limit for the recreation center with the Town attorney Roberts. Roberts shared he still needs to look into this more, but he will get with Thayer to what the rules are. Roberts shared for now any kid under the age of four needs to have an adult stay with them at the recreation center. There is no dropping them off unless there is a volunteer there to help with the other kids.

Thayer shared he has been researching on bingo and how the Town can do Bingo and still follow the Wyoming gaming division guidelines. Thayer shared the small groups can happen but the larger groups there would need to be more thought as the cost to set bingo and buy the equipment could be costly.

**FINANCIAL DEPARTMENT:** Clerk /Treasurer Masselink asked to get approval for the renewal of Liquor License to Let'er Buck Enterprise, LLC. Councilmember Dunlap moved to approve the renewal of the Liquor License for Let'er Buck Enterprises, LLC. Seconded by Councilmember Gabelson, motion passed unanimously with acting mayor voting.

Mayor Leif Johansson made it to the meeting at this time and allowed acting Mayor to continue with the rest of the meeting.

**TOWN ATTORNEY:** Town Attorney Roberts shared he has been looking through services contracts so he can add contracts for the nonprofit groups that are donating services for monetary values. Roberts gave an example with the quilting club he can draw up a contract for them donating their quilts instead of paying for rental fees for the school.

**UNFINISHED BUSINESS:** Museum board advertisement for new board members. Resident Leigh Nation shared that there was a lot of members on the museum board but a lot of them are inactive. The council said they can look at the ordinance about a museum board to figure out how many people should be on the board. Town Attorney Roberts shared he didn't recall seeing a museum board in the ordinance.

**NEW BUSINESS:** Clerk/Treasurer Masselink asked if council would want maintenance to have a company phone so on the call out days the phone can be reached by anyone in the community. Councilmember Dunlap moved to approve getting maintenance an on-call phone with the cheapest plan and phone. Seconded by Councilmember Gabelson, motion passed unanimously.

Mayor Johansson shared that he received a call from Ryta Sondergard about a company that is willing to purchase the school.

Leif Johansson shared he just got back from the Rock Creek Wind Project pre-hearing and the site permit was approved. Johansson shared he was able to share the Town's wants at the pre-hearing and will not be returning for Friday. Johansson shared the Town requested \$110,200.00 for a police truck and an addition to the fire department building.

Clerk/Treasurer Masselink asked the council if everyone is volunteering for the concert on March 12 or are people going to get paid including council members and the council said no it will all be volunteering.

Water emergency the council talked about how the Town is on limited water use and a boil order. The council shared flyers were handed out to residents door by door, social media were updated and newsletters sent out informing them on the water situation

Council suggested that the Town do a bulletin so some of the information from the water break can be in the bulletin. Clerk/Treasurer Masselink shared that is a lot of work and the Town residents should get the information now. The Town will do a bulletin and introduce community events director Monte Thayer.

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

Acting Mayor McWhorter adjourned the meeting at 7:55 p.m.

The next regularly scheduled council meeting will be held on March 17, 2022 at 5:30 p.m. in the Council Chambers of the Town office building.

Leif Johansson, Mayor  
TOWN OF SINCLAIR

ATTEST: CLERK/TREASURER