

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 15, 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.

RESIDENTS: Vicki and Rick Cox, Leigh Nation. Mayor Johansson called the meeting to order. Mayor Johansson opened the meeting to resident open comments indicating that this will be just public comments without Councils comments and approvals.

Leigh Nation shared with the Council about the grand piano that has been proposed to be donated by the former Sinclair resident, Diana Olinger to the Sinclair Museum. She shared the story of the piano, its technical specifications and stated what would need to happen in order to bring it here. The town would need to decide where it is going, how do we transport it from Cheyenne, WY, how we tune it, and how we utilize it here. Mayor Johansson thank Nation.

Vicki Cox came to ask the Council the possibility to put the garage on their property. The garage placement cannot happen because there is a fence from their neighbors. However, the south-east side location of the garage would need them to remove the 100-years old tree that they do not want to do. Cox mentioned that they would do the temporary car port and driveway with gravel. Mayor Johansson said that this is just a time for residents to say what is on their mind and the Council will not comment on it right now. Cox could come later when there will be residents speaking and address that again and get some feedback. Cox had some questions, however, Mayor Johansson appreciated her for coming leaving Cox without an answer.

Mayor Johansson asked Jeff Sanders if he wanted to address his issue right now, and Sanders decided to speak under resident section.

APPROVAL OF MINUTES: Councilmember Dunlap moved to approve September 01, 2022, council minutes. Seconded by Councilmember McWhorter, motion passed unanimously.

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

RESIDENTS: Mayor Johansson stated that now they could comment on what Vicki Cox addressed. He asked her to come before Council with the plans showing where she wants to build driveway and car port and/or garage. Then Council will evaluate and decide about the building permit. Councilmember McWhorter mentioned that there are certain town guidelines to follow. Cox asked if the building permit is required for the driveway, which Mayor Johansson answered that it is not, however it is needed to build any structure. Mayor Johansson suggested to survey the property.

Jeff Sanders presented to the Council his personal sewer line replacement. Sanders explained what happened when he was replacing his sewer line and how the town's sewer lines were faulty. Sanders is asking the town to refund them for the project in the amount of \$10,695.00. Sanders expressed that he would like to have a decision made by the first Council meeting in October. Mayor Johansson mentioned that they will talk about it later.

PROJECT UPDATES: Jon Nelson with North Fork Engineering shared with Council the proposal for Water Rights Assistance from HDR company that is highly recommended. Another person brought to the table is Rex Johnson, the water rights attorney who has been already talking with town attorney, Mike Roberts. He did not put an engagement letter together yet. The HDR proposal is to advise, assist, and analyze the Town of Sinclair on the town's existing water rights and water supply agreements. This proposal, however, is not a necessity for preparing the application for WWDC level 1. Resident Leigh Nation asked about the purpose of this initiative. Nelson answered saying that the Council asked to evaluate the water and wastewater system for further prepare for

a long-term project that will be coming up such as continuing the agreement with Rawlins or planning to build the town's own water plant. And the WWDC project will perform more detailed evaluation of that system that will be serving as a master plan. The level 1 study that town will apply for in March will be fully funded by WWDC. The HDR studies are the preliminary diligence study that will not be funded by WWDC but by town. The level 1 is important, and the town will apply for it for sure, however, the HDR study are not necessary for that. The Council decided to move forward with it and ask for engagement letter from water right attorney.

Nelson proceeded to talk about sewer lines. He mentioned that in May there were some inventory studies. The town has some areas that had not be upgraded or replaced within the last 20 years. That would be the focus for now. Nelson suggested that the next step to access the sewer system would be to start inventorying, tv-ing and jetting starting in October. The town has the jetting truck with camera already so that would bring the costs down. Maintenance Employee John Laux will get in touch with a person who will inform him how to use TV camera. Nelson suggested to revise this issue with the information that Laux will gather and decide on it at the next Council Meeting on October 6, 2022.

Jason Knopp with Edge Engineering mentioned that Richardson's got the punch list and asked Knopp to reach out to the HVAC company to get the list finished. Knopp does not have any timeline for Richardson or other company (ECI) to come yet.

Knopp brought up the stucco project for the theatre. He mentioned that the grant does not have requirement on letting them know about the project's flow. Knopp mentioned that the state requirement is that when someone is dealing with lead, the asbestos needs to be addressed as well. The Council would like to move forward with this project and try to stay within one year of the timeline when it comes to contractor's work. Councilmember McWhorter moved to approve the project proposal to go ahead with stucco project at the theatre. Seconded by Councilmember Serres, motion passed unanimously.

Knopp brought up the proposal for surveying the town to retrace or reestablish block and town corners. He presented Councilmembers with the map and suggested spots for surveys. So far, he selected 170 dots and asked the Councilmembers to evaluate that and make decision on what dots they want to go with and which they do not. Councilmember Serres moved to approve Edge Engineering to move forward with surveying town. Seconded by Councilmember McWhorter, motion passed unanimously. Knopp mentioned that it will be important to let residents know about that process, so people are aware of the town employees walking in their yards.

Comtronix is coming on October 3-7, 2022 to work on fire alarm at the school and townhall.

**REPORTS FROM BOARDS AND COMMITTEE:** Councilmember Dunlap asked if they should discuss the piano that Nation mentioned about. Mayor Johansson mentioned that they are still waiting for more information, to which Councilmember McWhorter said that she already gave all history on it. Councilmember McWhorter moved to approve accepting the piano donation for the museum. Seconded by Councilmember Dunlap, motion passed unanimously.

**FIRE DEPARTMENT:** Fire Chief Gene Goetz shared with the Council that the building is being built and around 3 more weeks to go. Mayor Johansson asked if Goetz got ahold of the fire marshal. Every public building needs to be approved by fire inspector/marshal. However, the building being built is a barn and all it needs is some insulation. It will serve as garage for the fire truck. However, Goetz will call the fire inspector to make sure he is good to go. He will plan for budgeting for the heating for that building next year.

Mayor Johansson mentioned that fire inspector was here and made some changes, which in the end were the issues that the town needed to make in order to be following fire safety requirement. The fire inspector has not been to school yet.

**STREETS & PARKS DEPARTMENT:** Maintenance Employee John Laux shared with the Council the quote for the Christmas Tree lights replacement as they may be due this or next year. The lights usually hold 5- 10 years, however, in our rough weather condition that is not a guarantee. Councilmember McWhorter asked about the wellbeing of the tree as it is not doing very well now and changing lights now may not be good for the tree as well. Laux emphasized that buying the pump for water stations would be a bigger priority, and he suggested that the Christmas lights could possibly be covered by some grant. Mayor Johansson recommended that the town waits till

next year, budgets for it in fiscal year FY22/23 and do it right. In the meantime, allowing the tree to recover.

Laux asked to get a motion to approve \$1,625.00 for town's annual fire sprinkler and fire inspection that needs to be done by October. Councilmember Serres moved to approve \$1,625.00 for annual fire sprinkler and fire inspection. Seconded by Councilmember McWhorter, motion passed unanimously.

Maintenance Employee Roger Chizek asked to get a motion to approve the rental of compressor to blow out the sprinkler system, fountain, and park restrooms for up to \$680.00 a week. They are planning to do that on September 26, 2022. That will be the day to turn off the fountain, restrooms, and sprinkler system. Councilmember McWhorter moved to approve compressor rental for up to \$680.00 a week. Seconded by Councilmember Dunlap, motion passed unanimously.

**POLICE DEPARTMENT:** Police Chief Jeff Sanders shared the updated quote for the upfit of the new police car for \$11,728.00. Councilmember Serres moved to approve \$11,728.00 for upfit of police vehicle. Seconded by Councilmember McWhorter, motion passed unanimously.

**RECREATION/EVENTS DEPARTMENT:** Events Director Monte Thayer shared with council that he is working on bringing the ventriloquist to the theatre, possibly on December 15, 2022, in conjunction with HF Sinclair Christmas party. However, the December 15 is the Council Meeting evening, so Thayer is trying to move this to December 14, 2020, in conjunction with the school district doing anti-bullying program.

The upcoming event is South Wyoming Department of Environmental Quality doing Brownfield Workshop Meeting on October 25, 2022, with 50 people involved – that will be held at the theatre.

Thayer shared that Jacob Koptke with Oasis Church of Rawlins would like to rent Rec Hall 2-4 times per month on Sundays between 6:30-8pm for approximately 6 kids. The Council discussed the rental cost and ended up offering the lease of \$100.00/month with \$100.00 non-refundable deposit to cover the extra costs of heat and light and \$100.00 of refundable deposit. Councilmember McWhorter moved to approve the lease of \$100.00/month with \$100.00 non-refundable deposit to cover the extra costs of heat and light and \$100.00 of refundable deposit to Oasis Church of Rawlins. Seconded by Councilmember Serres, motion passed unanimously.

Next, Thayer brought the updated quote for the annual fire extinguisher inspection and maintenance. Councilmember McWhorter moved to approve the annual fire extinguisher inspection and maintenance not to exceed \$1,000.00. Seconded by Councilmember Gabelson, motion passed with two in favor votes (McWhorter, Gabelson), one against (Dunlap) and one abstaining (Serres).

**TOWN ATTORNEY:** Town Attorney Mike shared with the Council the draft of a new resolution amending/rescinding temporary outdoor watering restrictions. He shared that he would write a correct copy based on the Council decision today. The Council decided to lift the water restrictions for the Town of Sinclair. Councilmember McWhorter moved to approve the Resolution No. 2022-09 to rescind the water restrictions for the Town of Sinclair. Seconded by Councilmember Gabelson, motion passed unanimously.

**UNFINISHED BUSINESS:** Assistant Treasurer Izabela Tysver brought up to the Council's attention the unfinished lease for school rental for Mr. Sondergard as he has been asking about it frequently. Roberts drafted up the lease with things that the Council agreed and there are still some things that are not completely answered, however, that draft was never sent to Mr. Sondergard for further discussion. The Council also never came up with the amount for that rental. The Council discussed about some unclear points of the lease including the rental fee. Councilmember Serres moved to approve the lease for 3 rooms and ½ of the gym at the school building for Mr. Sondergard in the amount of \$20,000.00 per year with \$2,000.00 non-refundable deposit. Seconded by Councilmember McWhorter, motion passed unanimously.

Mayor Johansson reminded that on Wednesday, September 21, 2022, there is CCCOG meeting, and he asked if anybody would be interested to represent the town. Councilmembers Dunlap and Gabelson decided to go to that meeting.

The Council discussed rescheduling workshop to discuss the employee guidebook again. The Workshop was rescheduled from September 22 to October 10, 2022, on Monday, at 5:00pm.

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

Mayor Johansson adjourned the meeting at 8:34 pm.

The next regularly scheduled council meeting will be held on October 6, 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