

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING HELD AT 5:30 P.M. ON THURSDAY, JUNE 2, 2022, IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN OFFICE BUILDING.

COUNCIL MEMBERS PRESENT: Mayor Leif Johansson, Councilmembers Brennan Dunlap, Michelle Serres, Phyllis McWhorter, and Vickie Gabelson.

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

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

OPENING OF MEETING: Mayor Johansson called the meeting to order. Councilmember Serres moved to approve May 19, 2022, council minutes and May 23, 2022 workshop minutes. Seconded by Councilmember Dunlap, motion passed unanimously.

APPROVAL OF THE AGENDA: Mayor Johansson amended the agenda adding Emily Townsend resignation under Zoning Board and adding water for residents on HWY 76 under fire department. Councilmember McWhorter moved to approve amended agenda for tonight's meeting. Seconded by Councilmember Gabelson, motion passed unanimously.

RESIDENTS: Zade Cyr asked that the fence his brother Lawrence Cyr is building to be uniformly the same as the neighbors fence. Cyr shared that the neighbors fence goes out to the street, and he would like to do the same. Currently the fence on his neighbors property is not in accordance with the ordinance the fence is on the right of way. Cyr also shared there are a lot of discrepancy with the fences in the Town. Cyr shared that maintenance and the Mayor have been over and looked at the fence and know what he is talking about.

Town Attorney advised Cyr that the Council can't make a decision on this matter as it is an easement issue and not a variance issue.

GUESTS: Steve Sondergard and Asset Kopbayev asked Council if there were any questions that they could answer. Councilmember McWhorter asked when would they like to get started? Sondergard shared as soon as the contract is written. Mayor Johansson shared Sondergard would like to also use the caboose as well as the school. Councilmember Dunlap shared the history on the railroad from caboose would be a great idea. Councilmember Serres asked if Sondergard and the boxing club have come to an agreement? Sondergard shared they have they will use one part and the boxing club uses the other part. Sondergard also shared that they might come up with a way of moving equipment on rollers to help with setup and take down time as well as accessibility.

ZONING, TREE, RECREATION BOARD: Motion was made for Emily Townsend resignation from Zoning, Recreation and Tree board by Councilmember McWhorter. Seconded by Councilmember Gabelson, motion never passed as it was not voted on.

SINCLAIR HISTORIC COMMUNITY INC: The Mayor and Council discussed adding another person to the Sinclair Historic Community Inc bank account for signing of checks. Council decided to add Michelle Serres to the Sinclair Historic Community Inc bank account for signing of checks.

QUILTING CLUB: The quilting club asked that someone draw a name for the quilt. Chief Jeff Sanders drew a name as he was neutral and didn't buy any tickets for the raffle. Tina Hill won the quilt and Monte Thayer would get in contact with her to pick up quilt.

these residents that have livestock as the Town of Sinclair also helped them during the water crisis. Johansson shared he would get in contact with the residents and let them know the Town of Sinclair could help in an emergency. Councilmember McWhorter moved to approve the Mayor contacting the two residents on HWY 76 and supplying them with water in an emergency situation or for two weeks which ever comes first. Seconded by councilmember Serres, motion passed unanimously.

**STREETS & PARKS DEPARTMENT:** Maintenance Employee Roger Chizek will be jetting the sewer lines next week. Chizek shared they are currently working on the sprinkler systems and mowing. Mayor Johansson shared that the Town hire two kids for summer help. Resident Leigh Nation asked what they will be doing and the council shared helping with maintenance.

**WATER DEPARTMENT:** Mayor Johansson asked that the maintenance department get water levels of the tank daily.

**POLICE DEPARTMENT:** Chief Jeff Sanders shared he would be talking to residents about overgrown weeds and grass. Councilmember Dunlap asked if Sanders was going to share the bond schedule since the fines have not been increased for a while. Sanders asked if Council would like him to bring this to the next Council meeting and Council agreed that would be good.

**RECREATION/EVENTS DEPARTMENT:** Community Events Director Monte Thayer shared He has field trips planned for youth and seniors. Thayer shared June 28, 2022 is the showing of the Prison movie, July 30 is Kip Attaway. Thayer shared Burning Bridges will be back on September 10 and he is looking to try to get a free concert put on in the park at the caboose if he can get enough sponsorship. Thayer is still waiting to hear on his grant from Rocky Mountain Power and Holly Frontier. He is also still waiting for a date for the CPR class that he will have and the cost will be \$10.00.

Thayer requested permission to spend \$705.00 plus shipping on recreation supplies and equipment. Councilmember McWhorter moved to approve Thayer to spend \$705.00 plus shipping on recreation supplies and equipment. Seconded by Councilmember Gabelson, motion passed unanimously.

**FINANCIAL DEPARTMENT:** Clerk/Treasurer Ashley Masselink requested approval for quote for replacing the fire alarm at the school in the amount of \$13,671.00 plus \$40.00 a month monitoring fee. Councilmember Dunlap moved to approve the quote for Comtronix to replace the fire alarm at the school in the amount of \$13671.00 plus the \$40.00 a month for monitoring. Seconded by Councilmember Serres, motion passed unanimously.

Masselink requested approval for the quote of sewer study in the amount of \$39,000.00. Councilmember Serres moved to approve the quote for the sewer study in the amount of \$39,000.00. Seconded by Councilmember McWhorter, motion passed unanimously.

Masselink requested approval for the scada system for the lift station and the water tank in the amount of \$8,042.20. Councilmember Serres moved to approve the quote for the scada system in the amount of \$8,042.20. Seconded by Councilmember Dunlap, motion passed unanimously.

Mayor Johansson share he would like to see the Town employees to get some kind of shirt or apparel that has the Town of Sinclair on it.

Masselink read for the second reading Ordinance 399 for the Fiscal budget 2023. Masselink asked Council if they would like to make the amendments as things were just approved. Council asked to amend the Ordinance 399 by adding the following; adding under revenue \$4,000.00 for the

399 with all the amendments and budget to be balanced. Seconded by Councilmember Serres, motion passed unanimously.

**TOWN ATTORNEY:** Town Attorney Mike Roberts shared with council he is still working on the wording for the Caspar Building System but would like Council to approve the Mayor to sign the agreement once the wording is good. Councilmember Dunlap moved to approve the Mayor signing the agreement for Caspar Building Systems once the wording is correct. Seconded by Councilmember Gabelson, motion passed unanimously.

Roberts shared a resident come in to get a building permit and Roberts just saw it today and Roberts shared it is not adequate for what is necessary. One of the thing and issues that is going to come up is the clerk is not able to make these decisions on whether or not something needs a building permit. Roberts shared that in the future the Council might want to look at appointing someone as a building inspector even if this person is not fully qualified, they can be an interim. We just need to make sure what they are bringing to the Town is accurate to what they are asking for a building permit. We can issue a building permit but if its not all there we could have issues going down the road. Basically, the council should consider appointing as building inspector probably someone from maintenance so something like that might have experience in that kind of thing. Making sure what the resident is bringing further to us is accurate. So that the Town meaning the administrations the Mayor and the Clerk can make a decision on approving the building permit or not. Roberts shared that is going to be an issue going forward. There needs to be someone to take on the initial thing.

Mayor Johansson shared he was talking to someone to become a building inspector, but that person was not sure on what training needed to be done.

Councilmember Dunlap asked if the person who is looking at becoming the building inspector could have an extension to taking their water test. The other Councilmembers shared the person doesn't have to be qualified but can be appointed interim until they are qualified.

Councilmember McWhorter shared the person is kind of qualified but also, he has that certain kind of knowledge.

Councilmember Dunlap asked if Council is going to make a decision on this today or next time? Mayor Johansson shared he should talk to the person to make sure they will do it before appointing them so we are tabling it until next meeting.

Roberts shared eventually we would like to have someone trained but, in the meantime, keep telling people that they can't have a building permit. Mayor Johansson agreed with Roberts and shared it will be tabled this until next meeting. Roberts also shared there is someone that is contracted that could do the building inspector stuff as they did it before.

Roberts shared he paid for his Erickson and Roberts seat at the theater.

**UNFINISHED BUSINESS:** Wyoming Business Council Grant was approved, and the Town will receive \$240,000.00 and will get information in about 6 to 8 weeks.

Mayor Johansson shared he would like to see the inventory list from each department. Thayer asked how specific it needs to be and Mayor Johansson shared he would like a list of any item over \$500.00. Mayor Johansson shared there will be an auction for these left-over items. Thayer shared if people using the school building come, and they want to use these items can they use them. Mayor Johansson shared they can use these items and they will not be auctioned off.

