

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING HELD AT 5:30 P.M. ON THURSDAY, APRIL 20, 2023, IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN OFFICE BUILDING.

COUNCIL MEMBERS PRESENT: Mayor Cullen Meeks, Councilmembers Michelle Serres, Brennan Dunlap, Forest Ortiz, and David Robinson.

TOWN EMPLOYEES PRESENT: Assistant Treasurer Izabela Tysver, Maintenance Employee Roger Chizek, Police Chief Jeff Sanders, Community Events Director Monte Thayer, Jason Knopp with Edge Engineering, and Fire Chief Gene Goetz.

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

APPROVAL OF MINUTES: Councilmember Dunlap moved to approve April 6, 2023, Council Minutes. Seconded by Councilmember Serres, motion passed unanimously.

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

GUEST: Yvonne Johnson was present but did not present.

RESIDENTS: The following residents were present: Leigh Nation, Patty McCulloch, Nancy Pierson, and Lawrence Cyr.

PROJECTS: Town Engineer Jason Knopp with Edge Engineering shared with council the Theatre project for the exterior stucco renovations. The bid that the town run last December 2022, did not result in any interested parties. State permitted the town to pursue independent contractors and start the project. Knopp has been engaging with general contractors to see if the town could get a willing partner to do the project. Knopp has been in contact with Andrew Phillips from Durango, Colorado, who has significant experience with historic stucco. However, Phillips would need a general contractor to perform this state-funded project. Groathouse Construction out of Laramie and Shepard Construction Solutions out of Rawlins are interested. Knopp is working with them to get the pricing together with Andrew Phillips. In the meantime, Knopp is working with Phillips to send the town the sample of the exterior to start looking at what the finish product would look like. Knopp has asked also about the specifications to make sure that is historic one. Once these companies are on board, Knopp will do test wall on the North (extreme cold) and South (extreme warm) before starting any applications. The whole building will need to be scaffolded and the side walk will need to be closed off for around 2-3 months during summer of 2023. However, there will be open and safe access to the front door of the theatre. Mayor Meeks asked if the townhall building is a part of this project. Knopp responded no. The townhall would need to be a part of a new project if the council would want to paint it. There are lead-encapsulating paints that could be used. Maintenance employee Chizek could shop around for a painting company when decided to pursue it. Knopp will be willing to help.

Knopp shared the progress of the town survey. The survey will be finished the next week. They came up with three corners that did not map out and he is correcting it right now. Then Knopp will go around to set all pins inside the ground below surface to secure them. Knopp will provide another map at the next Council meeting, May 4th, 2023, once all pins are set and look at it once again. Every pin will have a separate license number.

MUSEUM BOARD: Museum board member Leigh Nation shared with council the recent accomplishments. On April 10, 2023, two Carbon County Museum display cases were moved to the museum. On April 18, 2023, the Museum Board met that discussed the upcoming 100th Town anniversary as well as the FY23-24 budget. Nation is also working on obtaining the lockable rifle cabinet for all museum rifles and pistols. Nation is working with Megan from CCVC to receive grant in the amount of \$4,000.00 which goal is to promote visitation of Carbon County by providing materials to be given away to the visiting public. Nothing would be for sale through this grant. This is the reimbursement grant where recipient of the grant spends first and submits all receipts to get reimbursement. The deadlines are on May 17 or May 31, 2023.

RECREATION ADVISORY BOARD: Board Member Patty McCulloch on behalf of other members – Nancy Pierson, Karmen Warrington, and Monte Thayer shared with council the report of the recent Board meeting on April 10, 2023. They went through past events where they evaluate them. They

planned also the upcoming events that can be seen on the Rec Hall Calendar. They discussed also the 100th Town Anniversary in 2024. McCulloch shared about new events that will be coming up in May and some in Summer. McCulloch shared that the next meeting will take place in Rec Hall on May 1, 2023, at 6:00 pm.

FIRE DEPARTMENT: Fire Chief Gene Goetz shared with council that he will start spraying the new building. He asked for \$3,660.00 for purchasing spray foam. Goetz presented two kinds of foams, one of them requiring the following paint. Councilmember Ortiz asked about the additional costs of the paint. Mayor Meeks asked Goetz to bring the quote for the extra paint costs to the next meeting, on May 4, 2023.

Next, Goetz asked to approve the purchase of diesel generator in the price of \$4,019.00 that will be used for lights at the scene. Councilmember Ortiz moved to purchase the generator Generac XD5000E in the price of \$4,019.00. Seconded by Councilmember Robinson, motion passed unanimously.

Mayor Meeks asked Goetz how many volunteers are recently on Fire Department. Goetz answered that there are 8 members. None of them, except for Goetz are certified FF1. Goetz will try to send some of the volunteers to the training in Cody in May 2023.

STREETS AND PARKS: Maintenance employee Roger Chizek shared that all mowers were serviced and are good to go. He performed the preventative maintenance and changed blades.

SANITARY LANDFILL: Maintenance employee Roger Chizek shared that the fires are done, and landfill is ready to be used again. He ordered the signs for landfill separating grass and leaves from branches to create compost.

SANITARY AND STORM SEWER: Maintenance employee Chizek shared that he will be getting ready to get them cleaned after winter. Roger is planning to call the person who is helping them with jet truck and Kassey from North Fork Engineering will join them then too.

WASTEWATER TREATMENT: The levels of water are where they are supposed to be. Lagoons are all good.

TOWN BUILDINGS: Maintenance employee Chizek shared the change order for the library sewer line project in the amount of \$3,264.81. Chizek explained the details of what there was found once they started the project. Councilmember Dunlap moved to approve change order for the library sewer line project in the amount of \$3,264.81. Seconded by Councilmember Robinson, motion passed unanimously. Mayor Meeks asked for the timeline for this project, Chizek suspects that it may be done by the next week. Councilmember Dunlap mentioned to Chizek that there are couple of new trees growing in the enclosure behind the school and Chizek will remove them.

POLICE DEPARTMENT: Chief Jeff Sanders shared that there is real turn around and there is traffic twice a day, coming and going from and to Refinery. That usually happens between 5:30-7 in the morning and in the evening.

Sanders also informed the council that he and officer Rosacker will be gone next week through Thursday for the Sheriff's and Chiefs Conference in Casper. Sheriff's office will take any calls during that time. Councilmember Dunlap asked Sanders to take care of the place where the Lincoln Ave curb has been painted yellow by the resident.

RECREATION/EVENTS DEPARTMENT: Community Events Director Monte Thayer shared with council the past events such as Easter Egg Hunt. The upcoming Field Trip for seniors and adults will take place tomorrow, April 21, 2023. Thayer shared that he is working on FY 23-24 budget with inclusion of 100th Town Anniversary. Councilmember Serres suggested to look back at the budget when the town had 90th anniversary events. The 100th Town anniversary is planned to happen in August 18 & 19, 2024. Thayer shared that it would be important to look into budgeting for the permanent awning. Thayer asked about the price of the theatre seat for when someone wants to buy it - the price is \$500.00 per seat for lifetime. Thayer mentioned that he is planning to do the donation board that would list all donators and would be exposed in the lobby as a recognition.

RESIDENTS: Mayor Meeks backed up and asked the resident Lawrence Cyr to address his issue. He did mention to him that he needs to put himself on the agenda next time in order to be able to present

to the council. Council looked at Cyr's plans for building fence around his property. Mayor Meeks asked councilmembers to go to Cyr's property to look at it and the issue will be discussed. He asked Cyr to leave the number with clerk for further questions.

FINANCIAL DEPARTMENT: Mayor Meeks brought up the resignation letter from Town Clerk, Ashley Masselink. Councilmember Ortiz moved to approve the resignation letter for Ma5, 2023, from Ashley Masselink. Seconded by Councilmember Serres, motion passed unanimously. Councilmember Serres asked to express thanks to Masselink for all her hard work.

UNFINISHED BUSINESS: The planned budget workshops are on April 25 and 27, 2023, and the Clerk position interviews will take place on May 1 and 3, 2023. On the first budget workshop the revenues and administration will be discussed. On the second budget workshop non-departmental, Rec Hall and Museum will be discussed. The next workshops will be scheduled at the next Council meeting, May 5, 2023.

Councilmember Dunlap reminded the council that WAM Bootcamp training is hosted in Rawlins between 10am – 4pm, on Saturday, April 29, 2023. It is a mandatory training for all council members.

Mayor Meeks spoke to Mr. Keith and Kassey about the WWDC project. The town put in the grant for master plan for water. There was not any of such project done for 20 years. The meeting to approve that grant will take place in Cheyenne on May 11, 2023. Mayor Meeks asked who would be able to travel with him – councilmember Dunlap agreed to go. That study are the major and important ones if the town wants to pursue any 3water projects.

Mayor Meeks spoke with Sheriff Bakken about the dispatch fees. The fees will go up. The price may jump from \$7,500.00 to 10,000.00, however that is just number, and the exact price is still unknown.

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

EXECUTIVE SESSION: Councilmember Robinson made a motion to move to enter Executive Session at 7:01 pm per WY Statute 16-4-405(ix) to consider or receive any information classified as confidential by law. Seconded by Councilman Serres, motion passed unanimously.

Councilmember Dunlap moved to adjourn from Executive Session and seal the minutes at 7:37 pm. Seconded by Councilmember Robinson, motion passed unanimously. There was no objection to what was discussed during executive session.

Councilmember Robinson moved to go back to General Session at 7:37 pm. Seconded by Councilmember Dunlap, motion passed unanimously.

Mayor Meeks adjourned the meeting at 7:39 pm.

The next regularly scheduled council meeting will be held on May 4, 2023, 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.

Cullen Meeks, Mayor
TOWN OF SINCLAIR

ATTEST: CLERK/TREASURER