

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING HELD AT 5:30 P.M. ON THURSDAY, MAY 4, 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: Clerk/Treasurer Ashley Masselink, Assistant Treasurer Izabela Tysver, Maintenance Employee Roger Chizek, Police Chief Jeff Sanders, Community Events Director Monte Thayer, Jason Knopp with Edge Engineering, Kassey Westring with North Fork Engineering, Town Attorney Mike Roberts, 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 20, 2023, Council Minutes. Seconded by Councilmember Ortiz, motion passed unanimously.

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

GUESTS: Yvonne Johnson was present but did not present.

RESIDENTS: The following residents were present: Leigh Nation and Leif Johansson.

PROJECTS: Town Engineer Kassey Westring with North Fork Engineering shared with council that she was here to answer any questions about the Wyoming Water Development Commission (WWDC) project level 1 study. She mentioned that Mayor Meeks, Maintenance employee Roger Chizek and her met in April with project manager who explained the process moving forward. Today, she wanted to talk about the meeting that will be happening next week, on May 10, 2023. This is going to be Wyoming Water Development Commission meeting during which they will be going through all applications, including the one from Town of Sinclair. It is important that the town will have a representative at the meeting. Mayor Meeks and Councilmember Dunlap will attend that meeting. Westring handed the printed agenda to council members. She gave a few helpful tips in terms of the meeting and how to present and answer questions.

Town Engineer Jason Knopp with Edge Engineering shared with council the updates on theatre exterior stucco progress. He hoped to pick up the stucco samples while being in Cheyenne, but it did not work this time. He brought the bio, resume, credentials, and scope of experiences of the person who will be doing stucco project for councilmembers to review him. Knopp mentioned that he is still pursuing someone to become a general contractor.

Knopp mentioned that the property corners are being marked and installed. The stakes are for visual view of where the town property lines go through. The pins will be installed inside the ground and will not be visible. He mentioned also that it would be worth pursuing the conversation with the homeowner who is neighboring with rec hall because for the future projects there might be a problem to access that wall. Knopp also reminded that based on the survey there is not actually alley behind the townhall.

MUSEUM BOARD: Museum board member Leigh Nation shared with council the letter of interest from Teri Winter for becoming the Museum Board Member. Councilmember Dunlap moved to accept Terri Winter for the Museum Board. Seconded by Councilmember Serres, motion passed unanimously. Nation received two banners as the museum signs that she would like to place on the west side of the plaza and on the townhall building before Memorial Day. She invited all interested in the next Museum Board meeting that will take place on May 16, 2023, at 5:30 pm at townhall.

SINCLAIR HISTORIC COMMUNITY, INC.: Member Leif Johansson shared with council that he got recently in touch with a person who is the manager of State Park Historic Sites, Kyle Bernis. He was wondering if Sinclair Historic Community, Inc. would be interested in partnering with WYO Parks. If they would have a grant, they would like to have 501(3)(c) as a partner. Johansson asked Councilmembers to get back to him with their decision. He also informed council that he recently renewed the 501(3)(c) license and is currently working on taxes.

FIRE DEPARTMENT: Fire Chief Gene Goetz shared with council that one of the FD volunteer and trainer left town's department to go to postgraduate conductor program.

STREETS AND PARKS: Maintenance employee Roger Chizek shared that he passed the mosquito and pesticides test today. He still needs to take a test for spraying dandelions. Goetz and Chizek have been working on cleaning up the Washington park from branches and leaves. Chizek also mentioned that they started sweeping the streets.

SANITARY LANDFILL: Maintenance employee Roger Chizek shared that they received the signs for landfill, and he is planning to put them to segregate grass from branches.

SANITARY AND STORM SEWER: Maintenance employee Chizek shared that the person who could work on the jetting truck for the sewer study will be able to come and help on the third week of May.

TOWN BUILDINGS: Maintenance employee Chizek shared that museum heater was repaired, parts were warranted, and the cost will be only for labor. The library sewer got finished too, and the person did very good job.

POLICE DEPARTMENT: Chief Jeff Sanders shared that he would like to purchase a new radar unit for the new truck. The new truck will be here in a couple of weeks. Councilmember Ortiz moved to approve the purchase the new radar unit for \$2,372.50. Seconded by Councilmember Dunlap, motion passed unanimously.

RECREATION/EVENTS DEPARTMENT: Community Events Director Monte Thayer shared with council that he is working on donation recognition plate with Kenny Wilson from Casper (the plate will be around \$300.00, and the engraving will be more expensive). There can be 110 plates hang on that wooden plate.

Thayer also shared that HF Sinclair Refinery would like to rent the large conference room for all July and all of August. After talking to Mayor, he thought that charging them monthly fee of \$1,500.00 with daily cleaning being on them, and our cleaning services doing just weekly mopping and sweeping. Denise Vigil from HF Sinclair was grateful for having the price dropped from \$4,200.00 to \$3,000.00. Councilmember Robinson moved to approve renting the large conference room to HF Sinclair Refinery for \$1,500.00 per month. Seconded by Councilmember Ortiz, motion passed unanimously.

Councilmember Serres asked Jason Knopp about the sound boards/panels for the large conference room. He did some shopping a while ago, does not have it with him, and will bring information for the next meeting.

FINANCIAL DEPARTMENT: Clerk/Treasurer Ashley Masselink asked council to approve the WAM Health Insurance for town's employees at the current rates increased from \$781.00 to \$789.00 per single person (1.02% increase). Councilmember Dunlap moved to approve the WAM Health Insurance renewal. Seconded by Councilmember Ortiz, motion passed unanimously.

Next, councilmember Serres moved to approve the proclaimed the Clerks Week April 30 - May 6, 2023. Seconded by Councilmember Robinson, motion passed unanimously.

TOWN ATTORNEY: Town Attorney Mike Roberts mentioned that we have court call yesterday and that we have 5 citations that are unpaid and that he is doing 20-day notices for those.

UNFINISHED BUSINESS: Clerk/Treasurer Ashley Masselink mentioned that we have 5 applications for Summer help. The councilmembers discussed if they want to do interviews for them or just hire them. Councilmembers decided that the town will hold the interview for all applicants on Friday, May 12, 2023, starting at 4pm.

Councilmembers set up the next budget workshops for the following days: Monday on May 8, 2023, for Fire and Police Department; on Wednesday, May 10, 2023 for Maintenance Department, and on Monday, May 15, 2023 for employees' wages. All workshops will take place at townhall at 5pm.

Next, Mayor Meeks started the discussion about building the fence on town property. Mayor Meeks gave the resident Lawrence Cyr the approval, however, as Councilmember Serres voiced it out that this should not be done and that is why the town is performing the town's property survey. Town Attorney Roberts mentioned that there is state statute prohibiting giving town's property to people without getting value for it. Even these residents who have fences on town's property technically is still town's property. PD Chief Sanders reminded the council that the primary goal to perform town's survey was to be able to address permits going forward. Mayor Meeks asked if this current survey is the same as the survey at land office. Town Engineer Jason Knopp came up to answer this question, stating that the survey that town is doing, and all the markers are the same as the one established on County plat map. All the points were established back in early 1900s. There were just a few points that needed to be adjusted by no more than an inch. These pins are all legally established as property lines that were originally in the ground. Nothing has been adjusted since the original survey. Permitting people to build on town's property is giving away the town's legal property. In case for such an individual being able to use public land there would need to prepare an easement for each individual case. Easements are recorded do the particular home owner to allow them to have it, but not own it and be able to build anything new on it. Easements need to be very specific to the particular thing. And then they are filed to the land office so prospective buyer have access to them. Town Attorney Roberts mentioned that for the non-permanent structures it might be easier to prepare "special permits" that would not be transferred between different homeowner in case of when the property is being sold. That permit is for a person, not for a land. Also, once the structure is being destroyed or reconstructed, then the homeowner would need to follow the town's rules. The town has a choice, no matter what these people will do on that public property, it is never going to be theirs. Roberts stated that the town cannot give permission to something that is possibly illegal. Mayor Meeks would contact Mr. Cyr about the final decision.

Next, Councilmember Ortiz moved to approve the hiring wage for Maintenance position being \$27.00/hour. Councilmember Serres asked if the town would reach to the previously interviewed people offering them the higher wage and giving them the option to choose or start over with advertising from the beginning. Mayor Meeks offered to reach out to them. Seconded by Councilmember Robinson, motion passed unanimously.

NEW BUSINESS: Councilmember Dunlap asked what the town will use the money for from Wyoming Community Gas. However, we haven't received the check yet. The discussion will take place again once the new check will be received.

Mayor Meeks mentioned about the LED Project to convert all lights in town's properties into the more energy-efficient and money-saving LED lights. The project can be started now; however, the town will need to budget that for the next fiscal year FY23-24 to pay for it. Councilmember Robinson moved to start the project of updating the lights to LEDs for amount of \$42,000.00. Seconded by Councilmember Dunlap, motion passed unanimously.

BILLS: Councilmember Serres moved to pay the bills except for the bill for \$7,500.00 to Carbon County Sheriffs and to accept the rest of them for payment. Seconded by Councilmember Ortiz, motion passed unanimously.

EXECUTIVE SESSION: Councilmember Ortiz 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 at 6:58 pm. Seconded by Councilman Dunlap, motion passed unanimously.

Councilmember Robinson moved to adjourn from Executive Session and seal the minutes at 8:24 pm. Seconded by Councilmember Dunlap, motion passed unanimously. There was no objection to what was discussed during executive session.

Councilmember Dunlap moved to go back to General Session at 8:24 pm. Seconded by Councilmember Robinson, motion passed unanimously.

Councilmember Ortiz moved to pay the bill for \$7,500.00 to Carbon County Sheriffs. Seconded by Councilmember Robinson, motion passed unanimously.

Councilmember Robinson moved to hire Becky Slater for the full-time Clerk/Treasurer position as a first choice for \$27.00/hour wage and Haylee Scheller as a second choice. Seconded by Councilmember Dunlap, motion passed unanimously with Councilmember Ortiz voting against.

Councilmember Ortiz moved to approve Ashley Masselink contract, for training a new clerk part-time position, with \$33.00/hour, no more than 30 hours per week, paid milage at the state amount of \$0.655/mile if she is residing out of town and paid lodging if she sells her house with month-to-month contract. Seconded by Councilmember Dunlap, motion passed unanimously.

Mayor Meeks adjourned the meeting at 8:34 pm.

The next regularly scheduled council meeting will be held on May 18, 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