

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

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

TOWN EMPLOYEES PRESENT: Clerk/Treasurer Becky Slater, Assistant Treasurer Izabela Tysver, Community Events Director Monte Thayer, Town Attorney Mike Roberts, Summer Museum Curator Rachael Barnhart, Jason Knopp with Edge Engineering, Maintenance Employee Alex Munoz, and Fire Chief and Maintenance Employee Gene Goetz.

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

APPROVAL OF MINUTES: Councilmember Robinson moved to approve July 6, 2023, Council Minutes. Seconded by Councilmember Ortiz, motion passed unanimously. Councilmember Serres moved to approve July 17, 2023, Workshop Minutes. Seconded by Councilmember Robinson, 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.

RESIDENTS: Mayor Meeks welcomed residents Vickie Gabelson, Leif Johansson, and Chris Haldorson. Mayor Meeks invited Gabelson to stand before Council. Gabelson read the letter from Carbon County Senior Services, Inc. (CCSSI) presenting the information of what the CCSSI is providing communities with, such as Rawlins and Sinclair. She invited everyone, on behalf of CCSSI, to the Annual Fall Fundraiser on September 16, 2023, with the tickets for the meal \$15.00 per person and with silent action on site. She asked Council and the town for donation to CCSSI in any amount the Council will find fits. Councilmember Dunlap moved to approve the contract donation in the amount of \$300.00 to Carbon County Senior Services, Inc. Seconded by Councilmember Robinson, motion passed unanimously.

PROJECTS: Town Engineer Jason Knopp with Edge Engineering presented to the Council the quote from Peak Environmental/Shepard Construction Solutions, LLC, and Change Order # 1 in the amount of \$17,327.00 for the lead paint removal from the Theatre exterior. He mentioned if that quote will be approved at this meeting, the workers will be on site on Monday. Knopp asked maintenance employees about helping him to find the water access for this project as well as about the place where the materials could be safely stored. Mayor Meeks asked Knopp if there are any meetings being held, and Knopp answered that right now there are conference calls and he could send an invite to Councilmembers to attend, and once the project starts, there might be meetings held on site. He mentioned that the company needs to be state certified to remove lead, and all materials being removed will be disposed at Rawlins landfill for the time of the project and then will be transferred to Casper landfill. Knopp asked Councilmembers if anybody looked at the Theatre balcony railing. Knopp wants to confirm if it is original. Knopp will come to town on Monday and any Councilmembers are welcomed to visit with him and go through the project site. Knopp will be in touch with Events Director Monte Thayer about the events happening in Theatre so there could be arrangements made in order to secure access to theater. Councilmember Serres moved to approve the Change Order #1 for the amount of \$17,327.00. Seconded by Councilmember Robinson, motion passed unanimously.

Knopp brought up to the attention the project of painting the townhall building. He mentioned that this is lead so it would be important to use the paint encapsulating the lead. Knopp will work on that with soon-to-be Maintenance Employee, Chris Haldorson.

Mayor Meeks mentioned that he attended the meeting with Thayer and HF Sinclair Refinery related to the celebration events for town's 100th anniversary. Mayor Meeks said that the town will need to start talking about projects like painting buildings, etc. going forward. Knopp asked to keep him in loop so he could plan these projects.

MUSEUM BOARD: Summer Museum Curator Rachael Barnhart shared with the Council that she has received donation in the total amount of \$102.00. Barnhart mentioned that she sold mugs and cookbooks. Barnhart also mentioned that she put together and printed a few copies of Sinclair history books.

RECREATION ADVISORY BOARD: Community Events Director Monte Thayer mentioned that Rec Advisory Board members could not come tonight, and at the last meeting they went through the past and future events, and everything went well.

SINCLAIR HISTORIC COMMUNITY INC.: Board Member Leif Johansson asked if Councilmembers decided on the partnership between Sinclair Historic Community, Inc., and Wyoming State Parks. Mayor Meeks stated that he would like to move on and approve that partnership. Councilmember Serres moved to approve entering into the partnership with Wyoming State Parks. Seconded by Councilmember Robinson, motion passed unanimously.

CARBON COUNTY ECONOMIC DEVELOPMENT (CCED): CCED Executive Director Yvonne Johnson came before the Council. She brought the annual invoice for the town's Gold Level Contribution. She presented the Council with printer quarterly report for CCED. Johnson shared that she made 1227 miles of traveling within the Carbon County and 1431 miles out of county. She shared that on July 31 there is Energy Day and Black Hills Energy will launch their 8/11 project. She mentioned that on October 6, 2023, there will be "Guns & Roses" CCED Annual Meeting and Fundraiser. Johnson stated that her goal is to have every municipality being represented at this meeting and have them to be proud of being a part of this organization. Johnson shared that CCEED had a board meeting on Monday in Baggs and the appointed representative from Sinclair is not showing up at these meetings. She shared that there is an interest in bringing a company from Missouri for the housing development projects in Rawlins. She shared also that there is federal grant money available for communities and she shared that if Sinclair has any projects on mind she asked to get assessments with town's engineers to apply for that money. She also shared the undergoing discussions about Fort Steel rest area project and how that is important for the area with 200 hundred trucks a day going on I-80.

FIRE DEPARTMENT: Councilmember Ortiz asked if Black Hills Energy started on the gas pipeline. Clerk/Treasurer Becky Slater answered that the project has been entered into the system. Mayor Meeks mentioned that the town will be spraying for mosquitos at the Golf Course once a week for \$400.00 per each spray.

Fire Chief Gene Goetz shared that Fire Marshall follow-up inspection has been completed and the town is current in all areas.

MUNICIPAL JUDGE: Councilmember Dunlap moved to approve the June 2023 Judges Report in the amount of \$976.00. Seconded by Councilmember Robinson, motion passed unanimously.

STREETS AND PARKS: Maintenance Employee Gene Goetz asked if everybody saw the newly planted maple trees. He asked also if the Council would like him to keep going by purchasing 2-3 trees now and then and planting them around the town. He also asked about planting trees by the snow fence. Councilmember Serres mentioned that the town budgeted \$7,000.00 for landscaping. Mayor Meeks mentioned that he would like to know where the trees are going before ordering all bunch of them. He asked Goetz to bring quotes for purchasing larger number of trees with discounts if possible and available. Councilmember Serres suggested to put a plan together of where the town needs trees to be planted.

Goetz shared that he had an accident with street sweeper and that it needs repairs. Goetz mentioned that there are more issues to it. He contacted the Titan Company in Denver as the company in Gillette did not answer his call to obtain the quote for the sweeper's repairs. Mayor Meeks asked to involve the soon-to-be maintenance employee Chris Haldorson.

Mayor Meeks mentioned that the new keys for the toilet paper holder at the park's restrooms must be made or any extra keys lying around brought to townhall for the cleaning company to have access to it. Mayor Meeks mentioned also that the light is off at the water fill station and needs to be replaced or repaired.

SANITARY LANDFILL & STORM SEWER, WASTEWATER TREATMENT FACILITY AND WATER DEPARTMENT: Maintenance Employee Gene Goetz mentioned that the plumbing in women's bathroom at townhall has been plugged. Maintenance employee Alex Munoz will run the snake on Friday morning. If that does not work, the plumber will need to be called.

Goetz mentioned also that the bathrooms at the park need something across the bottom of the door to prevent water from sprinklers running into the bathroom.

Mayor Meeks asked if maintenance employees are receiving any alarm calls from lift stations. Chris Haldorson mentioned that he will transfer these calls from former maintenance employee Roger Chizek to his name.

Mayor Meeks mentioned also he received the data from Midco Diving Company inspecting the town's water tank and that he will investigate it at the later time.

Chris Haldorson mentioned briefly that Alex Munoz and himself will need to sign up for the water conference in the fall for both of them to start accumulating hours for water license. Mayor Meeks asked Munoz about his current situation with studying and taking the mosquitoes control tests.

Chris Haldorson mentioned also that soon he would like to start cleaning storm sewers. Goetz mentioned that they were cleaned in the spring, and Kassey Westring from North Fork Engineering has recordings from this study.

Mayor Meeks asked when there is the last day for Summer Help employees. August 15 is the payroll day, they can stop working on that day or continue working till the last day of their summer vacations, whatever they choose.

TOWN BUILDING: The painting of townhall was mentioned but not further discussed until later in August.

POLICE DEPARTMENT: Clerk/Treasurer Becky Slater presented to the Council two chicken applications, one for Samantha Pruett being approved for 4 chickens and second one for Shawn and Lisa Smith being approved for 6 chickens. Councilmember Ortiz moved to approve two chicken applications, one for Samantha Pruett and second for Lisa and Shawn Smith. Seconded by Councilmember Dunlap, motion passed unanimously.

RECREATION/EVENTS DEPARTMENT: Community Events Director Monte Thayer shared with council the past events. He mentioned that he is doing last-minutes field trip for kids on Friday to the Rawlins' splash pad. He asked Councilmembers about their preferences for the "slogans" for donation board. Sinclair resident, Garry Rakoczy will be helping to create that donation board and installing brass gold plates. Councilmembers voted the third slogan saying, "We truly thank you for your generosity and support through your contribution!" their favorite.

Thayer mentioned the recent meeting with HF Sinclair Refinery concerning the town's 100th anniversary. HF Sinclair Refinery is planning to create a big event with huge dollar amounts being invested in it. Mayor Meeks mentioned that the town needs to step up the game. He suggested that all of us, Council members, employees, and residents, need to partner and start talking about it. The idea of getting committee to be created moving forward was brought up. The recent meeting was about preliminary ideas, what committees need to be created, but nothing set in stone yet. The next meeting will be on Wednesday, August 30, 2023. Thayer shared if anybody is interested in being a part of organizing committee for this event, to get a hold of him. Mayor Meeks suggested that we need to get the newsletter out and ask in it for residents to get involved too.

Thayer mentioned that the Sinclair Summer Art & Music Festival agenda is going to change slightly with the performance by "Los Del 307" going away.

Thayer mentioned that Wyoming Art Council check is in, and that money were supposed to be partially used to give some donations to Sinclair Quilt and Art Clubs for their work participation to the Summer Festival. After the conversation with town's attorney Mike Roberts, however, Thayer understood that the town cannot simply give money to other parties. Roberts explained that the town can contract with any entities or person with a reasonable service contract in which there provided services are listed. The contracted services would not need to send any invoice or bill. Councilmember Ortiz moved to approve to create contracts for Quilt and Art Clubs by Mike Roberts. Seconded by Councilmember Dunlap, motion passed unanimously.

Thayer mentioned that Alex Munoz will bring the lift in the next days to the theatre so Derrick Morse from Pine Cove could finish setting up the internet in theatre.

Thayer mentioned also that the planned Liquidation Sale scheduled for July will not take place. It will be carried out later in a year.

Thayer thanked Leif Johansson for helping out with concession every single time there is an event at the Theatre.

FINANCIAL DEPARTMENT: Assistant Treasurer Izabela Tysver brought before the Council purchasing computers for office and Rec Hall. Two computer towers for clerks' office would be purchased from the Town Office Equipment account 10-43-250 where the budget states \$10,000.00 with additional \$2,000.00 budget for computers update. The third tower together with a monitor and a printer would be purchased from the Theatre Equipment account 10-52-250 where there was extra money budgeted for lights that are not going to be installed in this fiscal year. Councilmember Dunlap moved to approve purchasing two towers for clerks being paid from town office equipment, and one tower, one monitor, and one printer for Thayer being paid from theatre equipment for the amount of \$2,900.00. Seconded by Councilmember Robinson, motion passed unanimously.

Tysver brought before the Council the following budget amendments.

Tysver shared that the check from Thayer's grant from Wyoming Art Council arrived, however, she did not know which revenue account that needs to be deposited to since it was not discussed earlier. Tysver mentioned that Thayer's previous grants received last fiscal year were deposited to miscellaneous revenue account, and it may be easier to stay consistent with this current check being deposited into the same account. Councilmember Serres mentioned that it would be the best to have every grant as separate item line going forward at next budget. It was decided that the WY Art Council check will be deposited to miscellaneous revenue account 10-31-560.

Councilmember Dunlap moved to approve amending the item lines 10-31-550 Rec Board Grant Revenues and 10-72-630 Rec Board Grant Expenditure from \$5,000.00 to \$00.00 as these money is not going to be received in this fiscal year. Seconded by Councilmember Robinson, motion passed unanimously.

Councilmember Robinson moved to approve amending the item lines 10-31-890 CC Visitor's Council Grant from \$8,000.00 to \$4,000.00. Seconded by Councilmember Dunlap, motion passed unanimously.

Councilmember Robinson moved to approve amending the item line 51-40-110 Water Salaries and Wages from \$116,000.00 to \$156,000.00. Seconded by Councilmember Serres, motion passed unanimously.

Councilmember Ortiz moved to approve amending the item line 51-40-131 Water Social Security from \$9,000.00 to \$12,000.00. Seconded by Councilmember Robinson, motion passed unanimously.

Councilmember Robinson moved to approve amending the item line 51-40-132 Water Unemployment from \$2,000.00 to \$3,000.00. Seconded by Councilmember Dunlap, motion passed unanimously.

Councilmember Dunlap moved to approve amending the item line 51-40-134 Water Retirement from \$10,900.00 to \$12,000.00. Seconded by Councilmember Robinson, motion passed unanimously.

Councilmember Robinson moved to approve amending the item line 51-40-135 Water Workers Comp from \$2,800.00 to \$4,000.00. Seconded by Councilmember Serres, motion passed unanimously.

Tysver mentioned that Water Hospital and Life Insurance account 51-40-133 did not need amendment because it was calculated for two employees with family's premium to start with and that is the case with current new hires.

Tysver asked the Council about the workers comp for Maintenance employee Gene Goetz if the Council wants this employee to be on paid or unpaid leave. It was decided that Goetz will be on unpaid leave that way required to file for Temporary Disability Leave with Wyoming Workers Comp office.

Clerk/Treasurer Becky Slater brought before Council that she would like to attend the WAMCAT Fall Institute and conference in Casper in September 27-29, 2023. Councilmember Robinson moved to approve Slater going to WAMCAT Conference. Seconded by Councilmember Dunlap, motion passed unanimously.

TOWN ATTORNEY: Town Attorney Mike Roberts shared with Council that he is going through ordinance books and there are several places where fines and rates are inconsistent. He mentioned

that the deadline for the updates and corrections is on August 25, 2023. However, that is not a deadline by when the town and Council need to make official public readings and approvals. Knopp asked Council how they would want to work on the ordinances, he suggested to do section by section, so everyone has time for reading and preparing for it. The American Legal Publishing company would be fine with the town not meeting the deadline and extending it if needed. Mayor Meeks asked clerks to make printed copies for all parties involved in workshops discussing ordinance book. Roberts mentioned that it is in town's interest to go through the book thoroughly to not miss anything and have the book that will be good and consistent. Councilmember Serres asked to schedule the next Ordinance workshop and that will take place on August 8, 2023, at 5:00 pm in the Council Chamber of the townhall building.

UNFINISHED BUSNIESES: Councilmember Dunlap reminded the new maintenance employees that we received money for replacing the mound town's sign so they could work on it.

Councilmember Ortiz remind also that the town budgeted for the snowblower so the maintenance employee could also start working on purchasing one.

NEW BUSINESSES: Councilmember Dunlap shared that he started talking with Thayer about the soon-to-come holiday events.

Mayor Meeks shared with Council that there is a resident still awaiting council's decision related his fence project. Mayor Meeks asked Town Attorney Roberts if the town could grant the variance. Roberts mention that variance does not work for right-a-way issues. He suggested that this resident could be granted an easement that ends at particular time and cover the costs of it. Knopp mention that his best advice is that residents build always on their properties and that is the safest. Knopp mentioned that he can give the town the easement template, however, there is a cost associated with it because easements need to be recorded. Mayor Meeks said to give Roberts some time to figure it out and discuss this further.

BILLS: Councilmember Dunlap moved to pay the bills. Seconded by Councilmember Robinson, motion passed unanimously.

EXECUTIVE SESSION: Councilmember Ortiz made a motion to enter Executive Session at 7:32 pm per WY Statute 16-4-405(ix) to consider or receive any information classified as confidential by law. Seconded by Councilman Robinson, motion passed unanimously.

Councilmember Serres moved to adjourn from Executive Session and seal the minutes at 7: 56 pm. Seconded by Councilmember Robinson, motion passed unanimously. There was no objection to what was discussed during executive session.

Councilmember Robinson moved to reenter to General Session at 7:57 pm. Seconded by Councilmember Serres, motion passed unanimously.

Mayor Meeks adjourned the meeting at 7:58 pm.

The next regularly scheduled council meeting will be held on August 03, 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