

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING HELD AT 5:30 P.M. ON THURSDAY, MARCH 16, 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: Town Attorney Mike Roberts, Clerk/Treasurer Ashley Masselink, Maintenance Employee Roger Chizek, Police Chief Jeff Sanders, Community Events Director Monte Thayer and Fire Chief Gene Goetz.

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

APPROVAL OF MINUTES: Councilmember Ortiz moved to approve March 2, 2023, council minutes. Seconded by Councilmember Dunlap, motion passed unanimously.

APPROVAL OF THE AGENDA: Mayor Meeks asked to amend the agenda by adding new application for maintenance under unfinished business. Councilmember Dunlap moved to approve the amended agenda for tonight's meeting. Seconded by Councilmember Robinson, motion passed unanimously.

GUEST: Kyle Hannis with ROI energy shared with council his proposal to upgrade town building lighting to energy efficient with incentives to help with the cost. Hannis shared that the cost of the project is \$42,243.00, but Rocky Mountain Power will have an incentive of \$3,099.00 and town would only pay \$39,144.00. Hannis shared the lights that will get installed will have a life span of 15 to 20 years which will save money over time. Hannis also shared some buildings like the school would be more like 25 years as its not used as much.

Hannis shared the process is if the town decides to move forward that it will take about 2 months from start to finish. The first step is giving the information to the council and then council to approve it. Once approved then he would go forward with getting a contractor for installation and get materials purchased. Hannis shared he has worked with Acme electric before but if the town had a contractor they would like to work with he was fine with another contractor as well. Hannis also shared if the town has qualified people the town could do the work of installation.

Hannis broke down each building with the cost and the type of lights currently in the building and what the new lights would look like. Hannis shared if there was a building that already had upgraded lighting like the town hall upstairs it was not included in the proposal. Hannis shared there could be some features on the lights like the watts which would dim the lights. Hannis shared that outside lights have a higher watt then the indoor lights. Hannis shared the indoor lights are at about 10 watts and the outdoor lights are around 24 watts. Councilmember Ortiz asked if the watt change was in a dimming switch and Hannis reply no this is something on top the light fixture itself that is adjusted during installation but there is also a option of a switch to if the town would like something like that. Hannis shared led lights don't require a ballast so that is a savings because if a light goes out you just replace the light and not the light and sometime ballast which is two expenses.

Hannis shared if the council would like to move forward there is an option to do payment plans instead of all at once. Hannis said there is a 2.9% of interest added for the 36 month payment plan. Hannis said the town could do the whole thing together or it can be done in sections. Mayor Meeks asked when would he need to know by and Hannis shared he doesn't need an answer at all he is just trying to help. Council shared they will need to wait for budget to see if they can budget for the upgrade. Hannis shared that the incentives from Rocky Mountain Power start in January and go until the funds run out so the sooner the better and higher chance that more funds will be available. Hannis did share that Rocky Mountain could decide to not do the incentive program next year but that he doesn't see them not doing it for the next year. Council thanked Hannis for his time and that they will get back to him.

MUSEUM BOARD: Museum board member Leigh Nation shared that she gave council information regarding a museum director. The information she provided was cost of a director in the amount of \$37,500.00 and maybe the refinery would be willing to pay for this director for the next four years. Nation shared if the town were to get a director they could possibly also get an intern from the University of Wyoming to work in the museum. Nation shared that the council needs to start thinking about these things as the advertising in the Southern VIP will be going out soon and if the museum will be open on weekends the town needs people to have it open. That or the town will advertise that the museum is closed on the weekends. Council shared they would think about this but would need to look at it more during budget time. Councilmember Dunlap asked how other smaller towns like Baggs and Dixon do it

and Nation shared that Baggs is covered by the Little Snake River Museum: paid director & help as is the GEM (Encampment museum). Hanna & Med Bow are covered by volunteers, & Saratoga is covered by paid positions. Nation also shared that maybe having a part time high school student during the summer months come down and give tours as this could give them an opportunity to work and get experience. Councilmember Serres shared she looked at the upstairs and saw what Nation has done in the museum and thanked her for what she has done.

RECREATION ADVISORY BOARD: Community Events Director Monte Thayer shared that he thought Patty would be at the meeting but that he didn't have anything important from the meeting to pass along.

FIRE DEPARTMENT: Fire Chief Gene Goetz shared he didn't have anything to report. Councilmember Dunlap asked how the truck was coming along with adding the scene lights. Goetz shared it is good but still working on it. Mayor Meeks asked what can be done about the mud down by the fire house and Goetz shared when there is an asphalt project then the town was going to put asphalt down there. Goetz shared the town was not going to get it just for the fire house so it will wait until its tied into another project. Councilmember Serres asked Goetz how the new building is holding up in after this winter and Goetz said it is fine.

MUNICIPAL JUDGES: Councilmember Dunlap moved to approve the February judges report in the amount of \$760.00. Seconded by Councilmember Serres, motion passed unanimously.

STREETS AND PARKS DEPARTMENT: Maintenance employee Roger Chizek shared he is working on the storm sewers. Chizek shared that the one on Union is a problem as it is not draining so they used the fire truck to flush water down and out but it is still clogged. Mayor Meeks shared he would like to see the maintenance employees using the fire hydrant instead of the fire truck in case there is an emergency. Chizek shared he thought since the water in the truck was warmer that it would do better than the fire hydrant.

TOWN BUILDINGS: Maintenance employee Chizek shared that Brian the plumber from Saratoga came and said that the pipe is collapsed as they were getting pvc pipe out of the sewer line. Chizek said he reached out to three plumbers for quotes but is still waiting to hear back. Chizek shared he also needed to call Sheet Metal Specialist to come look at the heating unit in the roof of the town hall the one that is connected to the museum as the museum has been out of heat. Chizek shared it is a part that needs to be ordered and that the part should be under warranty has the unit has a 5 year warranty for parts. Chizek shared he could put the part in, but he would like to see Sheet Metal Specialist to do it since its warranty work.

WASTEWATER DEPARTMENT: Mayor Meeks shared that Chizek passed his level one water distribution test. Chizek shared he talked to Kim Parker and there is a course he can take to get some credit hours instead of going to the conference. The course would give him enough credit he would be good for the next three years. Chizek asked if the council like him to take the course and save the town money. Ortiz asked if he could do both course and conference and Chizek shared he could but wanted to save the town money. Goetz and Masselink shared that going to the conference it also gives you the networking so you have other people you can reach out to. The council said Chizek could do whatever he felt was best.

Mayor Meeks shared that Jim Haldorson reached out to him about the town paying for him to go the conference that is in Casper. Meeks shared that he reached out to some councilmembers but believes the town shouldn't be the only place floating the bill for him to go to a conference and if so then the \$600.00 the town pays Haldorson should be forfeited. Mayor Meeks shared that this matter could be talked about more in executive session.

Chizek shared that Jim Haldorson was the person holding the mosquito license for the town to be able to spray and Haldorson no longer has a license so Chizek will need to get his. Chizek asked council what test they would like to see him focus on next mosquito or lagoons. Mayor Meeks shared that both need to be done but the council decided that doing the mosquito would benefit the town first as the mosquitos will be coming out soon. The council shared since it is free and in town it will possible to easier to complete the testing faster.

Mayor Meeks shared since Chizek passed his test he would like to give Chizek a \$1.50 an hour raise to start affective April 16, 2023. Councilmember Dunlap moved to approve Chizek to get an \$1.50 more an hour starting April 16, 2023. Seconded by Councilmember Robinson, motion passed unanimously.

POLICE DEPARTMENT: Chief Jeff Sanders shared that the refinery will be doing a turnaround in the next month it has started already but the bulk of the people will be here in a month. Sanders shared there will be about 1800 extra people and reminded people to make sure your trailers have locks and even a tennis ball in the ball so they can secure the trailer because the ball is in the way. Councilmember Dunlap asked if Sanders has heard anything on the police truck. Sanders shared it should be here in the first part of April it is currently on a train being shipped.

RECREATION/EVENTS DEPARTMENT: Community Events Director Monte Thayer shared that the Elvis movie went good and there is a blood drive on March 20, 2023 from 1:30 pm to 5:30 pm. Thayer shared that the town will be holding its Easter Egg hunt on Sunday April 9, 2023 and the church will have their Easter Egg hunt on Saturday. Thayer shared he would get with the refinery as they were going to help with the Easter Egg hunt but might not want to since it is a two-day thing now.

Thayer shared he received the two grants from the Carbon County Visitors Council one for the advertising for the Southern VIP magazine for the theater and the museum and one for the online ticket purchases. Thayer shared the amount he was granted was \$6,000.00 and it is roughly \$1,000.00 a piece for each advertisement in the magazine and about \$4,000.00 for the online tickets website. Masselink requested approval to amend the budget by adding the amount that was granted from Carbon County Visitors Council in revenue and expenditures. Councilmember Serres made a motion to add \$6,000.00 in revenue under the Carbon County Visitors Grant and to also add \$1,000.00 under museum supplies in expenditures and \$5,000.00 under theater supplies in expenditures. Seconded by Councilmember Dunlap, motion passed unanimously.

Thayer also shared he received the grant for the Carbon County School District #1 for the rec. board grant in the amount of \$5,000.00. Thayer shared the \$5,000.00 will help with the purchasing of the chairs and chair holders. Thayer shared the amount is around \$10,455.00 for the chairs and he will use the grant money plus recreation equipment and performance fees to pay for the chairs and chair holders. Thayer requested approval to purchase the chairs and chair holders since he received the grant from the Carbon County School District #1 for the rec board grant. Councilmember Ortiz moved to approve Thayer to purchase the chairs and chair holders. Seconded by Councilmember Serres, motion passed unanimously. Masselink shared a motion needs to be made to amend the budget by placing the Carbon County School District rec board grant into revenue under the Carbon County rec board grant in the amount of \$5,000.00 and by adding \$5,000.00 to rec. equipment in expenditures. Councilmember Serres made a motion to approve amending the budget by adding \$5,000.00 to the revenue under Carbon County rec. board grant and adding the \$5,000.00 to the expenditure side under rec. equipment. Seconded by Councilmember Ortiz, motion passed unanimously.

Thayer asked if the weather is bad, and he doesn't feel comfortable taking the rec. van to Casper for training can he take his own vehicle or another vehicle that is available and council shared he didn't see a problem in taking another vehicle of the towns or his own vehicle. Mayor Meeks shared he would get with Thayer before he leaves, and they will figure it out.

Thayer also shared that he would be looking into making the outdoor basketball court into dual purpose for basketball and parking for the theater.

FINANCIAL DEPARTMENT: Clerk/Treasurer Ashley Masselink shared the audit is complete and that the auditors made recommendations to start some new processes and going forward these will be implemented. Masselink also shared that her husband received a promotion with his company and that she would be moving to Gillette. Councilmember Dunlap asked when she was planning on moving and Masselink said she didn't know but that she would give an official two week notice when it got closer to time. Dunlap asked if the council should go out for advertising councilmembers all agreed that they should start ASAP. Councilmember Dunlap made a motion to go out for advertising for a Clerk/Treasurer with wages depending on qualifications and open until filled. Seconded by Councilmember Robinson, motion passed unanimously.

TOWN ATTORNEY: Mike Roberts shared he had nothing, and Councilmember Ortiz said that he was pulled in by the auditors and was wondering if the attorney needed to be present. Roberts shared no that any information they give is ok in this case.

UNFINISHED BUSINESS: Mayor Meeks shared the water workshop has been rescheduled for March 23, 2023 at 5:30 pm upstairs. Councilmember Serres asked if maintenance has ordered the signs for the

loading and unloading for the theater as well as handicap signs. Maintenance shared they have not they have been busy with other projects.

Mayor Meeks asked when council would like to interview the candidate that has since put in for the maintenance position. Council decided that Monday March 20, 2023 at 4:30 pm would work.

NEW BUSINESS: Discussion was held about street parking and snow plan removal for the next winter season as it has been hard to plow this year. Roberts shared with the council what the past council had been working on before they stopped so they have an idea of what was being done previously. Councilmember Ortiz didn't like the idea of telling people where they can't and can park. Masselink shared this only is addressing the trailers and that maybe the town can have parking on side of the street on certain days then switching once streets are plowed. Nation asked if the town has looked into having land so residents can park on town property. Meeks shared that there is no land available and the town shouldn't carry the burden to take care of the residents issues. Nation asked if getting land from the refinery was an option and council shared the town tried to get land from Sinclair refinery prior for a police and fire department building and that was shut down. Goetz shared the town was lucky to have been able to place the snow on the refinery property. Roberts shared maybe making a limit to if its more than six inches then there is the restriction to vehicles and trailers being moved in a limited time frame. Council shared they would revisit this issue but to be thinking about the options before its winter again.

Councilmember Dunlap shared he would like to have a beautification committee for residents to get involved with making the town look nicer. Councilmember Serres shared that is what the tree advisory board is for. Mayor Meeks shared he knew someone who was looking to get on a board and he would reach out to them so they would join the tree board so then maybe they could get more people on the board and could move forward.

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

Mayor Meeks adjourned the meeting at 7:32 pm.

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