

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING, HELD AT 5:30 P.M. ON THURSDAY, JANUARY 4, 2024, IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN OFFICE BUILDING.

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

TOWN EMPLOYEES PRESENT: Clerk/Treasurer Becky Slater, Assistant Treasurer Izabela Tysver, Maintenance Supervisor Chris Haldorson, Fire Chief Fernando Banda, Town Attorney Mike Roberts, and Maintenance Employee Corey Davis. Mayor Meeks shared that Police Chief Jeff Sanders and Community Events Director Monte Thayer were excused from the council meeting as they were on vacation.

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

APPROVAL OF MINUTES: Councilmember Dunlap motioned to approve December 7, 2023, Council Minutes. Seconded by Councilmember Serres, the motion passed unanimously.

APPROVAL OF THE AGENDA: Mayor Meeks stated that the agenda needs to be amended by removing the 3rd reading of the Ordinance and removing the December 2023 Judges report as we do not have one. Councilmember Serres motioned to amend the agenda for tonight's meeting by removing the 3rd reading of the Ordinances and removing the December 2023 Judges Report. Seconded by Councilmember Robinson, the motion passed unanimously. Councilmember Ortiz made a motion to approve the amended agenda for tonight's meeting. Seconded by Councilmember Robinson, the motion passed unanimously.

APPOINTMENTS: Mayor Meeks asked for a motion to appoint Becky Slater as Clerk/Treasurer. Councilmember Serres made a motion to appoint Becky Slater as Clerk/Treasurer. Seconded by Councilmember Robinson, the motion passed unanimously.

Mayor Meeks asked for a motion to reappoint Jeff Sanders as Police Chief. Councilmember Ortiz made a motion to reappoint Jeff Sanders as Police Chief. Seconded by Councilmember Serres, the motion passed unanimously.

Mayor Meeks asked for a motion to reappoint Mike Roberts as Town Attorney. Councilmember Serres made a motion to reappoint Mike Roberts as Town Attorney. Seconded by Councilmember Robinson, the motion passed unanimously.

Mayor Meeks asked for a motion to reappoint Daniel Massey as Municipal Judge. Councilmember Dunlap made a motion to reappoint Daniel Massey as Municipal Judge. Seconded by Councilmember Serres, the motion passed unanimously.

Mayor Meeks asked for a motion to appoint Fernando Banda as Fire Chief, as Banda has been doing a good job as interim Fire Chief. Councilmember Dunlap made a motion to appoint Fernando Banda as Fire Chief. Seconded by councilmember Robinson, the motion passed unanimously.

Mayor Meeks asked for a motion to appoint Chris Haldorson as Maintenance Supervisor. Councilmember Ortiz made a motion to appoint Chris Haldorson as Maintenance Supervisor. Seconded by Councilmember Serres, the motion passed unanimously.

Town Attorney shared with the council that the Community Events Director should be reappoint at this time as well to keep all reappointments together.

Mayor Meeks asked for a motion to reappoint Monte Thayer as Community Events Director. Councilmember Serres made a motion to reappoint Monte Thayer as Community Events Director. Seconded by Councilmember Robinson, the motion passed unanimously.

GUESTS: Mayor Meeks shared that Sarah and Kelly Johansson are supposed to be showing up to go over the design packet to build a shop on their property at 8th Street and Cleveland Avenue. Mayor Meeks discussed that the ordinance now states that buildings can only be 15 feet high and that the design from the Johansson's state that the shop will be 21 feet 8 inches high. Mayor Meeks stated that the ordinance has not been passed on third reading yet changing the height to 25 feet. Haldorson shared that the ordinance was for a building on a lot with another building not on a lot by itself. Mayor Meeks stated that he just wanted this to be noted as the 25 feet has not been amended yet. Mayor Meeks stated that the Johansson's have not arrived at the council meeting yet, but he will move them in when they do show up.

FIRE DEPARTMENT: Fire Chief Fernando Banda thanked the council for the appointment. Banda shared with the council that the heater and gas line were installed at the fire department pole barn, just waiting on the final tie in. Mayor Meeks asked Banda if he had any ideas for an Assistant Fire Chief. Banda told the council that he does but as of right now he would like to start by getting a few more people on the department before he starts moving people up. Mayor Meeks shared that the fire department pole barn turned out nice.

STREETS AND PARKS: Maintenance Supervisor Chris Haldorson thanked the council for the appointment and for hiring Corey Davis for maintenance employee. Haldorson shared with the council that he ordered for the GMC snowplow shoes which lift the blade off road not to tear up the buffalo boxes. Councilmember Ortiz asked how much the shoes were. Haldorson stated that the shoes were \$320.

Haldorson told the council that the Christmas lights were all turned off. Councilmember Serres stated that it was sad to see the lights turned off, but the lights have always been shut off on the 1st of January.

SANITARY LANDFILL, SALTARY & STORM SEWERS, WASTEWATER TREATMENT FACILITY AND WATER DEPARTMENT: Haldorson shared with the council that next week he would be getting with DEQ for setting up a burn permit to burn at the dump, and that this will probably be the last time for doing a burn as Mark with AC Tree would like to turn all the wood into mulch.

Haldorson told the council that last week he helped the City of Rawlins install a new water meter at the tank. As the City of Rawlins did not believe that the old one was accurate.

Haldorson told the council that the water and sewer parts he ordered from the last council meeting were about 3 weeks out. To get them stocked and the back room organized a little better.

TOWN BUILDINGS: Haldorson shared with the council that the new water heater for the kitchen downstairs in the town hall has been installed, and that the new fountain fill station also installed. Mayor Meeks stated that it was not the fountain that was wanted but that it looked good. Haldorson stated that it was a little higher than he wanted it but the way the plumbing is it had to be to cover the plumbing. Mayor Meeks stated that now there is hot water in the kitchen, Haldorson shared that the line was clogged that was why there was no water coming into the hot water heater.

Haldorson told the council that he talked with Jason Knopp about Gem City for the repair on the theatre roof and Knopp stated that he is still working with Gem City to see if it will be this winter or in the spring.

Banda asked Haldorson if the fire department was needed for the burn to be done at the dump. Haldorson stated that it is just a burn that does not need to be monitored all the time, just checked on. Banda told Haldorson that the fire department would help if needed.

Haldorson told the council that he also talked with Jason Knopp about the balcony railing for the theatre. Mayor Meeks asked if we found anyone to cut the concrete for the downspouts at the theatre. Haldorson stated that Daniel would be here on January 12, 2024, for that.

Haldorson shared with the council that the Rec Hall water froze and broke the water meter as both him and Thayer forgot about the heater that needed turned on. Haldorson stated that the heater is now on, and the water meter is replaced. Haldorson stated that he checked all the town buildings, and the school had a heater in the basement, and he turned that heater on.

FINANCIAL DEPARTMENT: Clerk/Treasurer Becky Slater thanked the council for the appointment. Slater shared with the council that the CD at Bank of Commerce was maturing on January 11, 2024, and the rate is at 2.25%. The CD for the museum at Meridian Trust Federal Credit Union matures on September 13, 2027, and the rate is at 2/25%. Slater suggested to the council to leave the CD at Meridian Trust Federal Credit Union until it matures so there is no penalty. Then moving the CD to a State Audit approved bank, as Meridian Trust Federal Credit Union is not an approved bank as it is a credit union. Slater shared with the council that the CD at Meridian Trust Federal Credit Union total is \$13,837.16 and that the CD at Bank of Commerce total is \$293,570.90. Councilmember Serres asked if the council wanted to cash out the CD at the Bank of Commerce. Councilmember Ortiz made a motion to cash out the CD at the Bank of Commerce and put in RNB State Bank checking in the amount of \$293,570.90. Seconded by Councilmember Robinson, motion passed unanimously.

Slater shared with the council that she needs a motion to approve RNB State Bank, Bank of Commerce, and Meridian Trust Federal Credit Union as the town's depositories for the 2024 year. Councilmember Ortiz made a motion to approve RNB State Bank as depository for the Town of Sinclair for 2024. Seconded by Councilmember Dunlap, the motion passed unanimously. Councilmember Ortiz made a motion to approve the Bank of Commerce as depository for the Town of Sinclair for 2024. Seconded by Councilmember Robinson, the motion passed unanimously.

Councilmember Robinson made a motion to approve Meridian Trust Federal Credit Union as depository for the Town of Sinclair for 2024. Seconded by Councilmember Dunlap, the motion passed unanimously.

Councilmember Serres asked Slater about letters for the council member for depositories of their personal account. Slater told the council that she would look into the letters and see what she could find.

Slater shared with the council that she along with Thayer set up a flyer for the Name a Seat campaign for the theatre. And those seats can be purchased for \$250. Councilmember Serres stated that the flyer needs to say that it is not a guarantee for that seat at any function. Slater read the flyer stating that: While we can't wait to see you in your seat, for lots of logistical reasons, we can't guarantee that the seat(s) you've named will be available for screenings or events. But rest assured, anyone who sits in your seat will know how devoted you are to the Parco Sinclair Historic Theatre, and the thrilling theatrical experience (and maybe they'll thank you)! The council told Slater that the flyer was good.

TOWN ATTORNEY: Town Attorney Mike Roberts thanked the council for the reappointment. Roberts told the council that he had been holding the release of the lien on the Henderson house. The lien has been satisfied so the release of the lien is complete. Councilmember Serres asked Roberts if he could remember how many liens the Town of Sinclair still had. Roberts stated that was the last one he could remember, Mayor Meeks and Slater asked about the Mathill lien. Roberts stated that was still a lien and suggested doing something with that lien this year.

UNFINISHED BUSISESS: Roberts stated that the ordinances 4-4-2-B-2 that contractors should pay \$50 instead of \$25. 4-1-C-1C no more than 6 malt beverage licenses unless approved by the Town Council is obtained. 5-1-1 Definition Junk or Litter add Including but not limited to and at the end of sentence or any scrap or salvage material. 5-1-2-C-1 add substantially interfere, 5-1-2-C-2 add with the exception of wood smoke emitted from a fireplace or stove properly installed as per manufacturer's specifications and in good working order, 5-1-2-C-6 add except wood smoke discharged from a fireplace, boiler, stove, or similar device properly installed as per manufacturer's specifications and in good working order; 5-1-2-C-10 remove property value. 5-1-3-A-2 took out for the purpose of storage. 5-1-3-B-1 took out town council being repeated. 5-1-3-B-2-A took the wording that term. 5-1-3-B-3 add Costs of publication shall be borne by the owner of the property on which condition constituting a public nuisance was situated. 5-1-4-F add et. Seq., 5-1-8 change litter and junk to nuisances. 5-1-10 add or such person designated by the Mayor. 5-1-11 add to the penalties imposed by the general penalty provisions contained in 1-4-1. The same shall apply for each separate day of violation hereof. 5.2-1 Roberts stated about the map to be at town hall. Councilmember Serres stated that she did not think we ever received the map. 5-3-4-B Changing wording to if a water tap is connected to the premises. 5-3-4-C changed to the same wording as B. 5-3-5-B took the word only out. 5-3-B-D remove rebus and refuse to any matter.

Roberts stated that the next one will be junk and delict vehicles. The 3rd and final reading will approve all the ordinances being changed.

NEW BUSINESS: Mayor Meeks stated that Wyoming Community Gas Board sent an email asking if anyone wanted to be two representatives for the Town of Sinclair. The council stated that nobody was interested, Councilmember Serres stated that she believed nobody has ever been a representative for the Town of Sinclair.

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

Councilmember Dunlap made a motion to adjourn the meeting. Seconded by Councilmember Robinson, the motion passed unanimously. Mayor Meeks adjourned the meeting at 6:35 p.m.

The next regularly scheduled council meeting will be held on January 18, 2024, 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 the Townhall office.

Cullen Meeks, Mayor
TOWN OF SINCLAIR

ATTEST: CLERK/TREASURER