

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING HELD AT 5:30 P.M. ON THURSDAY, AUGUST 17, 2023, IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN OFFICE BUILDING.

COUNCIL MEMBERS PRESENT: Mayor Cullen Meeks, Councilmembers Michelle Serres, Forest Ortiz, Brennan Dunlap. Councilmember David Robinson was arrived at 5:31 p.m.

TOWN EMPLOYEES PRESENT: Clerk/Treasurer Becky Slater, Community Events Director Monte Thayer, Town Attorney Mike Roberts, Summer Museum Curator Rachael Barnhart, Police Chief Jeff Sanders, Maintenance Supervisor Chris Haldorson, and Maintenance Employee Alex Munoz, Summer Employee Hunter Haldorson, Jason Knopp with Edge Engineering.

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

APPROVAL OF MINUTES: Councilmember Serres motioned to approve August 3, 2023, Council Minutes. Seconded by Councilmember Dunlap, motion passed unanimously. Councilmember Dunlap motioned to approve August 8, 2023, Workshop Minutes. Seconded by Councilmember Serres, motion passed unanimously.

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

GUESTS: Mark Porter, Marless Porter with AC Tree Service. Mark Porter talked to the council about the mounds of wood at the dump. Mark Porter suggested turning the wood into mulch for people to use. Mr. Porter told the council that AC Tree Service could set up a rotation of coming to Sinclair to cut trees one year and the next grind up wood at dump into mulch. The wood could be cut up into three different styles, one would be chips, one would be mulch and one could be decorative for landscaping. Mr. Porter stated that he would work with the town to make sure the trees were trimmed as needed. Mayor Meeks asked Mr. Porter to get a bid for trimming and for making the mulch. Mr. Porter told the council that he would get a bid together.

RESIDENTS: Bill Curtis, Jane Curtis, and Leif Johansson. Bill and Jane Curtis told the council that they were at the meeting to discuss extending their driveway at 209 North 9th Street. Right now their entrance to their driveway is shared with their neighbor. The neighbor had her property surveyed and now has stakes marking her property. Mr. Curtis stated that they can not use her approach to get into their driveway. Mr. Curtis will get with High Desert Construction to get the curb removed. Jason Knopp stated that the Town of Sinclair ordinance says that to have access to their land. Councilmember Ortiz made a motion for Mr. Curtis to remove the curb and gutter for access to his property. Seconded by Councilmember Robinson, motion passed unanimously.

PROJECT UPDATES: Jason Knopp with Edge Engineering stated that the stucco project at the theatre is moving forward. Knopp told the council that the railing at the theatre is historic, that LCHIP (Land & Community Heritage Investment Program) does not like the removal of anything historic. Knopp suggested to keep the railing, cannot alter look; to cut railing off building build mounting blocks, cut bottom off building and weld feet on bottom of railing. Plates would bolt to metal on top of building cap on building. Will take off building to do stucco work and then put back on with reinforced railing. Council stated reinforce railing and put back on. Knopp stated that it is historic it does not meet height, but it is grandfathered in. Knopp explained that the channel is leaking so cap and bend a metal channel to go in trough to go on front of the front of deck between railing and deck. It will all be cleaned up and recoated the deck to seal it. Will be an additional cost that was not budgeted in. Council stated keep railing historic and beef it up.

Knopp told council about the downspout that comes off the deck drains right in front of the door. Knopp stated that it would ruin stucco in the future as water runs right back against the stucco. Knopp suggested that cut a channel in the concrete in the sidewalk and make a drain to the gutter, just like the one at the post office. This would keep the water away from the building. Knopp will get a bid from Sheppard Construction to cut the channel in the concrete and make it drain into the gutter.

Knopp stated that having a little issue with the conduit membrane roofing have electrician reattach the conduit. Contractors are going to redo the sandbags on the feet. Theatre has a TPO roof needs patched and reinspection, by Gem City. This is to keep the 25-year warranty, with inspections being done.

Knopp presented to the council to the amphitheater cover on the caboose. The caboose is 18 feet tall, so amphitheater is 23 feet tall stage is 40 feet wide. Foundation would go eight to nine feet into ground to hold up in the wind, with the size. Knopp told council that to get an order it is 18 to 24

weeks out. Knopp stated that we could use a canvas to cover the on side of the amphitheater, then would just have to replace the canvas every 5 years or so. Mayor and council will discuss the amphitheater. Knopp stated that must be ordered by October at the latest to get everything done for spring construction.

Knopp told the council that he would have a bid for the outside outlets for theatre by next council meeting.

POLICE DEPARTMENT: Police Chief Jeff Sanders told the council that he will be helping with the Art Festival this weekend. Sanders stated that he would be gone a while on Saturday morning to go to the Saratoga Officers memorial service.

Sanders shared with the council that the Digi ticket was ordered but he did not know when it would be arriving.

Sanders told the council that it had been quiet around town.

Councilmember Serres asked Sanders about the chicken permit. Sanders told Serres that it was not an ordinance.

MUSEUM BOARD: Summer Museum Curator Rachael Barnhart shared with the Council that she has had \$164 donations total since she has worked the museum. Barnhart stated that she has had about 16 groups since the last council meeting. Barnhart told the council that her last day would be Saturday, August 19th.

FIRE DEPARTMENT: Alex Munoz filled in for Fire Chief Goetz. Alex stated that training coming up in Wheatland for four firefighters, training is for live fire or extrication. All officers Gene, Alex, Fernando, and Levi are getting fire inspector one; it is an online course. Alex stated that Engine #1 is getting put back together and it should be up and running real soon.

MUNICIPAL JUDGE: In the amount of \$307. Councilmember Dunlap made a motion to approve the July 2023 Judges report in the amount of \$307. Seconded by Councilmember Robinson, motion passed unanimously.

STREETS AND PARKS: Maintenance Supervisor Chris Haldorson stated that he got a hold of the gentlemen at The Christmas Light Professionals and received a quote for the Christmas tree lights adding the blue lights which is \$37,571.52. Haldorson talked to him about the 12 volt system and the gentlemen at Christmas Light Professionals stated we should steer away from the 12 volt system. Councilmember Serres asked about the C 9 lights, Haldorson stated that the gentlemen was up and down about those lights, it is a heavier gauge wire, the quote was for \$45,830.20. The company would like to have a group come the end of September for insulation. Councilmember Serres stated that we must have a bid for the lights and insulation. Council said start the bid process so we can get the lights done.

Haldorson asked the council to approve the snowblower for the skid steer to get it ordered for \$8,690.25. Councilmember Serres made a motion to approve the snowblower in the amount of \$8,690.25. Seconded by Councilmember Robinson, motion passed unanimously.

Haldorson shared with the council that the street sweeper would be going to Denver next week to get repaired.

Haldorson asked the council to get new tires for the maintenance trucks and from the quotes he presented to the council that Kilburn Tire had the cheapest quote for both trucks to get tires for \$2,253.28 plus \$100 per truck to get an alignment which they both need. Councilmember Oritz made a motion for both trucks to get tires and an alignment in the amount of \$2,453.28. Seconded by Councilmember Dunlap, motion passed unanimously.

Mayor Meeks asked Haldorson if the dirt in the vacant lot was cleaned up. Haldorson stated that it was not cleaned up yet, but it will get done next week.

TOWN BUILDING: Haldorson that the painting of town hall is completed, just need to do some touch up on handrails and window trim and they will be completed over the next month. Haldorson shared with council that approximately \$5,000 was spend on paint and lift rental.

Haldorson let council know that Rachael and Hunter will finish and their last day will be Saturday, August 19, 2023.

Haldorson let the council know that Hunter Haldorson wanted to address the council. Mayor Meeks invited Hunter to the podium. Hunter thanked the council for the opportunity to work. Hunter asked if he could help during the winter break. Council stated that Hunter he could help when he was not in school.

RECREATION/EVENTS DEPARTMENT: Community Events Director Monte Thayer shared that event for the teens "Ft. Fun" was cancelled, but the other events went well. Thayer stated that State of Mind video is not going well. Thayer stated that town Barbeque went well; Thayer thanked for the help.

Thayer reminded council about the Sinclair 100-year Centennial Celebration on Wednesday, August 30, 2023, at 11 a.m. HF Sinclair is buying lunch for this meeting.

Thayer let the council know that everything was going well for the Art and Music Festival for August 18th and 19th. That there will be over 100 quilts on display, so of the quilt racks were broken so Lee and Nancy Pierson donated their time and supplies to fix them. Thayer thanked everyone for all their help getting everything all set up.

Thayer shared with council that he had the donation contract made up for the performers and clubs for the weekend festival. Mayor Meeks stated that he had signed the contracts, along with the contract for Vicki Gablesen with CCSI, since that was approved on July 20th council meeting.

FINANCIAL DEPARTMENT: Clerk/Treasurer Becky Slater asked the council to make a motion to take Lezlee Musgrave off the CD at Meridian Trust for Sinclair Parco Museum Agency Fund and put Cullen Meeks and Rebekah Slater on the CD. Councilmember Robinson made a motion to remove Lezlee Musgrave and put Cullen Meeks and Rebekah Slater on the CD at Meridian Trust for Sinclair Parco Museum Agency Fund. Seconded by Councilmember Serres, motion passed unanimously.

Slater asked the council to amend the budget for ACH Files for Direct Deposit and Direct Pay in the amount of \$720. Slater suggested to put this amount in a new item line under Administrative for ACH file and to make the amount \$1000 in case any extra ACH files comes across as each time a file is sent to the bank it is \$15. Councilmember Serres made a motion to amend the budget and put in a new item line for ACH file in Administrative in the amount of \$1000. Seconded by councilmember Robinson, motion passed unanimously.

Slater shared with council that the approved computers from Dell for the amount of \$2,900 the amount came to \$3,206.83 so in the excess of \$306.83. Councilmember Serres made a motion to approve the computers from Dell in the amount of \$3,206.83. Seconded by councilmember Dunlap, motion passed unanimously.

Slater let the councilmembers know that AFLAC is coming to the town hall to talk with employees about AFLAC on August 22nd at 11 a.m.

Slater let council know that on August 23rd that Assistant Treasurer Izabela Tysver and Clerk/Treasurer Becky Slater will be going to training in person in Cheyenne, and the town hall will be closed that day.

TOWN ATTORNEY: Town Attorney Mike Roberts shared with Council that the house with the utility lien on it had sold and that he received a check in the amount of \$359.29. Roberts discussed that the new owner of the house had paid the back utility bill to get the water turned on. Roberts stated that the clerks could call the new owner and see if she wanted a check in the amount she paid or a credit to her water bill. Roberts told the council that he will release the utility lien on the house.

UNFINISHED BUSINESSES: Ordinance workshop Tuesday, August 22, 2023, at 5 p.m. in Council Chambers. Snow removal workshop Tuesday, August 29, 2023, at 5 p.m. in Council Chambers

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

Mayor Meeks adjourned the meeting at 6:55 p.m.

The next regularly scheduled council meeting will be held on September 7, 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 the Townhall office.

Cullen Meeks, Mayor
TOWN OF SINCLAIR

ATTEST: CLERK/TREASURER