

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 3, 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 excused from meeting.

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, Police Chief Jeff Sanders, Maintenance Supervisor Chris Haldorson, and Maintenance Employee Alex Munoz.

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

APPROVAL OF MINUTES: Councilmember Serres motioned to approve July 20, 2023, Council Minutes. Seconded by Councilmember Ortiz, motion passed unanimously. Councilmember Ortiz motioned to approve July 25, 2023, Workshop Minutes. Seconded by Councilmember Serres, motion passed unanimously.

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

RECREATION/EVENTS DEPARTMENT: Community Events Director Monte Thayer shared that July went well with no issues, the memorial service and dinner went well they loved the theatre. Free concert Friday, August 4, 2023, put on by Rawlins Music Academy, there will not be any concessions as Leif Johansson will be in Cheyenne. Thayer stated that we need to find someone to go through the course for food handling. Then we could have back up for concessions, Thayer stated that he would investigate that for the future.

Community Events Director Thayer went over his schedule with Jason Knopp and there will not be any issues with the schedule during the painting of the theatre. Mayor Meeks asked if the lead abatement crew had been in this week and Thayer stated that they had gotten it all done. Thayer said that Andrew one of the gentlemen working on the painting job walked around discussing with the crew doing the job for about four hours. Mayor Meeks asked when this was to start getting painted. Thayer stated he did not ask for exact started date, but it was to go quite quickly. Thayer believed next week was when they were starting or maybe the week after.

Community Events Director Thayer mentioned that the next meeting for the 100th Anniversary will be Wednesday, August 30th at 11 a.m. Mayor Meeks encouraged anyone going to be involved in this need to attend some of these meetings.

Community Events Director Thayer stated the Sinclair Summer Music Festival coming up August 18th and 19th is falling into place. Maintenance Supervisor Haldorson and Maintenance Employee Munoz talked with Thayer about what they needed to do to help. Thayer stated that possibly a car and bike show will be part of the Sinclair Summer Music Festival but not for sure at this time.

Community Events Director Thayer mentioned that the Town Liquidation sale postponed until later this fall, Thayer talked with Haldorson and Munoz about what equipment could be liquidated.

Community Events Director Thayer told the council that Pine Cove got the Wi-Fi working again in the theatre. The bridge came off the wall, Derrick Morse with Pine Cove, got it back up and working.

Community Events Director Thayer mentioned with the work being done on the outside of theatre he would like to see an electrical outlet installed outside. That way when Christmas lights are put up an extension cord is not being used and running it through the doorway and across the hallway going to the west side of the balcony, which people had to step over it. Mayor Meeks asked Haldorson who could install the exterior outlet. Haldorson stated that Plus Electric could do the exterior outlet for the theatre.

Community Events Director Thayer stated that Town Attorney Roberts will be bringing up the service contract for donations and services.

MUSEUM BOARD: Summer Museum Curator Rachael Barnhart shared with the Council that the visitors to the museum have slowed down since school is starting. Barnhart stated mostly out of towners like 3 or 4 people a week.

RECREATION ADVISORY BOARD: Community Events Director Monte Thayer stated the Recreation Advisory Board normally meets on Mondays, but nobody could make it, so they met on Wednesday, August 2, 2023, at 11 a.m. and they went over past and future events, nothing much to report. Councilmember Serres asked if they will be able to help with the 100th Anniversary, Thayer stated they will help. Thayer stated he will figure out where they will be utilized at; several will attend August 30th meeting. Govern's office wants to know specific time to be here, Air Force band also wants to know specific time to here for the 100th Anniversary. This will be the main topics brought up at meeting on August 30, 2023, at 11 a.m. at Sinclair Rec Hall.

FIRE DEPARTMENT: Maintenance Employee Alex Munoz stood in for Fire Chief Gene Goetz as Goetz is out with shoulder surgery, Munoz stated that Goetz is doing good. Munoz stated that the fire department will have four guys to help with the town cookout on August 9, 2023, at 11 a.m. at Washington Park. Munoz also stated that the fire department is hoping to help with the demolition derby in Rawlins on August 5, 2023.

STREETS AND PARKS: Maintenance Supervisor Chris Haldorson stated that some of the east side of town parkway trees have been trimmed so vehicles can drive under them, and the rest will be trimmed next week.

Haldorson asked the council to approve \$770.16 for new signs around town which included stop signs, and some street signs. Councilmember Ortiz made a motion to approve the street signs in the amount of \$800, Seconded by Councilmember Dunlap, motion passed unanimously. Basketball court lines have been painted, Community Events Director Thayer ordered the nets, and they will be put up when they come in.

Haldorson stated that the street sweeper bid from Hayes Trucking to haul the sweeper from Sinclair to Aurora, Colorado and back will be \$2,400 and the bid from Joe Johnson Equipment in Aurora, Colorado for the vacuum repairs not for electrical repairs which is a worst-case scenario is \$16,865.89. Mayor Meeks stated that the street sweeper is not doing the town any good broken. Mayor Meeks asked how the dash got damaged which is the electrical damage, it was stated nobody reported the damage. Councilmember Serres made a motion to repair the street sweeper starting out with the amount of \$20,000. Seconded by Councilmember Ortiz, motion passed unanimously. Assistant Treasurer Izabela Tysver questioned what account this was coming out of, Council discussed it. Councilmember Serres motioned to amend budget and add \$20,000 in Streets Department Equipment. Seconded by Councilmember Dunlap, motion passed unanimously.

Haldorson talked to JD with F&S Trucking about getting the new town sign on the mound. Haldorson stated that if the town comes up with a design JD can cut it with his water jet. And then JD could give us a quote on the sign design. There was discussion that Jerry Rakoczy was talked to also about making the town sign.

Haldorson brought a quote for a Dump Truck which was in Denver, Colorado for \$49,500. Munoz stated that the town could finance it and if we picked it up, we could get it for \$1000 off. Councilmember Dunlap asked if they would take a trade from our old dump truck. Munoz stated he could check with the company to see if they would do that. Haldorson stated that maybe we could put it on next year's wish list. Mayor Meeks asked to let the council discuss it.

Haldorson told the council that him and Munoz made a map for AC Tree Service from the trees that need looked at. Mayor Meeks asked what the worse ones were. Haldorson stated that one on Lincoln base is rotting out, and three big ones. Haldorson and Munoz had already cut some small ones.

SANITARY LANDFILL & STORM SEWER, WASTEWATER TREATMENT FACILITY AND WATER DEPARTMENT: Haldorson asked permission for him and Munoz to attend the W.W.Q.R water conference October 23-27, 2023, in Casper. The cost of the conference is \$340 per person plus motel fees. Councilmember Serres made a motion to send Haldorson and Munoz to the water conference in Casper October 23-27, 2023. Seconded by Councilmember Dunlap, motion passed unanimously.

Haldorson talked with Joe McVey about the new transducer for the water tank is for the town to have our own transducer not use the City of Rawlins' transducer the cost is \$1,439.16. Mayor Meeks stated to hold off on it, will call Mayor Weickum.

Haldorson told council that Plus Electric came and replaced the light at the Aqua flow fill station, which was full of water.

Haldorson, Munoz, and the summer help cleaned out eight full backhoe buckets from the storm sewer, they are all cleaned out. Haldorson suggested that since the storm sewers are getting a lot of debris maybe getting a vac truck to clean them out, in the future.

TOWN BUILDING: Haldorson is working with Jason Knopp on getting paint, for the town hall building. Haldorson called Sherwin Williams about paint; the Clerks are setting up an account with Sherwin Williams. Haldorson stated that stucco paint and primer for 25 gallons paint at \$450 per 5 gallons, which is takes about 2-3 weeks to arrive. Councilmember Ortiz made a motion to approve stucco paint and primer for the town hall building in the amount of \$10,000 in Town Buildings Capital Outlay, Seconded by Councilmember Serres, motion passed unanimously.

Haldorson shared with the council that the summer help has been taking down and painting town signs on the buildings.

Haldorson will work on the Christmas tree lights; Councilmember Serres will pass all the information on to Haldorson.

Mayor Meeks thanked all the town employees for all their hard work.

POLICE DEPARTMENT: Police Chief Jeff Sanders stated that there have not been any applications for the open position. Sanders will rebrand the application from an Officer to Assistant Chief. Sanders will look at posting job opening in other places.

Sanders told council that when he was on vacation the Sheriff's Office in Rawlins only received a few calls like for a fender bender and a well-fair check.

Sanders stated that the Motorola Digi Ticket was already budgeted but he would like to have it approved again in the amount of \$22,782 in Police Department Capital Outlay. Councilmember Ortiz made the motion for the Motorola Digi Ticket in the amount of \$22,782. Seconded by Councilmember Dunlap, motioned passed unanimously.

Sanders told the council that not he was not using the new patrol car since the new computer modem went out, it is under warranty; the new one is on the way back to us.

FINANCIAL DEPARTMENT: Assistant Treasurer Izabela Tysver brought before the Council that Summer help last day of work will be August 18th. Haldorson asked if the summer help could finish their last day as August 19th. Mayor Meeks asked if council had a problem with summer help staying until August 19th. Council did not have an issue with the four remaining summer help working and will work through August 19th. Tysver asked Mayor Meeks about the budget for the 100-anniversary celebration which is at \$20,000. Mayor Meeks stated that he spoke with Thayer about the budget that is set for this year and for now the \$20,000 budgeted amount will be fine. Mayor Meeks stated that we can then budget more next year.

Clerk/Treasurer Becky Slater asked the council if her and Tysver could attend Public Officer Training on Wednesday, August 23, 2023, two options in person or virtual. Slater stated that the State Legislature passed a law which requires all public officers complete this class. Slater stated that the training is an all-day class and Slater asked the council if the town hall office could be closed that day, so both Tysver and Slater could attend the meeting. Council and Mayor said put a sign on door to let people know to anticipate their needs as the office will be closed on Wednesday, August 23, 2023. Tysver stated that her and Slater could let them know if they decide to attend the meeting in person.

TOWN ATTORNEY: Town Attorney Mike Roberts shared with Council that he prepared a form for the contract for services agreement for the non-profits and trading services for labor and fees. The older contracts were way to vague, on this new contract the contracting agency needs to

describe the services they are providing in detail. This contract can be used for the donations and the organizations asking for donations. Roberts stated that once a town employee fills it out the form then the mayor or vice mayor needs to sign it then clerk signs it. Then it is sent to the contracting agency to sign and return to the town. Roberts stated that he might add on this form for the fiscal year.

UNFINISHED BUSINESSES: Mayor Meeks stated that Clerk/Treasurer Slater and Assistant Treasurer Tysver sent out the newsletter.

NEW BUSINESSES: Mayor Meeks stated that AC Tree Service will be coming to town either the week of August 14th or August 21st. Tysver asked the council if the residents could use AC Tree services during the time they are in town. Mayor Meeks stated that the Clerks could make a flyer and post letting the residents know when AC Tree Service will be in town and they could schedule and pay for their trees to be trimmed. If AC Tree Service has time to trim their trees.

Mayor Meeks stated that a workshop about snow removal needs to be set up before the end of the month it does not need to be a long workshop. The residents should be in on the workshop for snow removal. Mayor will discuss with council after working out some dates.

The next Ordinance Workshops are on August 8, 2023, at 5 p.m., and August 22, 2023, at 5 p.m.

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

EXECUTIVE SESSION: Councilmember Dunlap made a motion to enter Executive Session at 7:03 p.m. per WY Statute 16-4-405(ix) to consider or receive any information classified as confidential by law. Seconded by Councilman Serres, motion passed unanimously.

Councilmember Dunlap motioned to adjourn from Executive Session and seal the minutes at 7: 18 p.m. Seconded by Councilmember Ortiz, motion passed unanimously. There was no objection to what was discussed during executive session.

Councilmember Dunlap motioned to reenter to General Session at 7:19 p.m. Seconded by Councilmember Ortiz, motion passed unanimously.

Mayor Meeks adjourned the meeting at 7:20 p.m.

The next regularly scheduled council meeting will be held on August 17, 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