

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 19, 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, and Fire Department Chief Gene Goetz.

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

APPROVAL OF MINUTES: Councilmember Dunlap asked that the minutes be corrected under oath of office Brennan is spelled Brenna. Councilmember Serres moved to approve the corrected minutes on January 5, 2022, council minutes. Seconded by Councilmember Robinson, motion passed unanimously.

APPROVAL OF THE AGENDA: Mayor Meeks asked to amend the agenda for the meeting by adding accepting John Laux letter of resignation and advertising for a new maintenance employee. Councilmember Ortiz moved to approve the amended agenda for tonight's meeting. Seconded by Councilmember Dunlap, motion passed unanimously.

RESIDENTS: Leigh Nation

MUSEUM BOARD: Leigh Nation gave the council a picture of the two display cases that the Carbon County Museum is going to donate to the Town of Sinclair for the Museum. Nation shared the display cases have two sides to them as well and would go upstairs.

Nation also shared she filled in a survey from Wyoming Cultural Heritage Needs Survey and the first phase is conduct a needs assessment and create recommendations based on survey results. The second phase is taking the results and recommendations from phase one and utilize them to establish a statewide Roving Archivist Program.

Nation shared that she also investigated the nonprofit status for the Historical Inc and what she and the clerk could find was it was last paid in 2020. Nation called the Secretary of State and asked if the Town was current on the dues for the nonprofit. Nation shared she found out the last time it was paid was in May 2022 and would be due before June 1, 2023, for the 2023 year. Nation shared that the person who is in charge of the non-profit might need to be someone who is currently a councilmember. Roberts the town attorney shared that it might be written in the bylaws of the nonprofit who the person should be.

Nation shared she was able to get into the Museum computer a little and found she was missing a cable for the computer that goes to the monitor, so she ordered one.

RECREATION ADVISORY BOARD: Councilmember Dunlap shared that the recreation board did have a meeting and the meeting minutes were given to the councilmembers. Mayor Meeks asked that Dunlap share what was talked about in the meeting. Dunlap said people talked about new ideas and would be meeting again but the board expressed interest in helping with the 100<sup>th</sup> year celebration.

FIRE DEPARTMENT: Fire Chief Gene Goetz requested that the Ford engine get lights on it so they could be visible on the I80 when they help. The price for the new lights and installation would be \$1,332.00. Councilmember Ortiz asked if the town does three quotes for purchasing items over a certain amount. Goetz shared that they usually do but the cost of the lights plus installation the town would pay more than the current cost and the light are special lights not just regular lights you buy at Walmart. Councilmember Ortiz agreed and moved forward with making a motion for purchasing the lights and installation in the amount of \$1,332.00. Seconded by Councilmember Serres, motion passed unanimously.

Goetz shared engine one currently has a seal that is leaking and he would look at it but might need to take the truck in but he would get back with Council if that needed to happen.

STREETS & PARKS DEPARTMENT: Mayor Meeks shared that him and Dunlap were talking and the town work trucks need to have caution beacon lights on them so people can see them better

especially the white new trucks. Meeks shared that the maintenance department purchased caution beacon lights for the town vehicles and equipment. The cost of each light was \$35.00 each and that five lights were ordered.

Maintenance employee Roger Chizek said he would like to thank Gene Goetz again for helping with removing snow. Chizek shared it is helpful since Laux is now gone. Councilmembers thanked Chizek and Goetz for their help with the snow.

Chizek shared that the Dawson representative Monte came down to fix the cable for the sewer camera that got stuck. Chizek also shared he received the burn permit and its good until May so he would try to get the burn done before May.

**WATER DEPARTMENT:** Chizek shared the Midco quote again to council and shared that if the council didn't approve the quote at this meeting, then the price for the quote would go up. Chizek shared the cost would not go down as the cost of labor would go towards doing more work on the corrosion. Chizek shared the tank is inspected every two years and that these items are not what EPA recommended this is just what the divers found. Chizek shared he could still do items 2 & 3 and that way the divers can work on more of the corrosion. Councilmember Serres shared the town should move forward on having the repairs completed before EPA is the one telling the town these items need to be completed. Councilmember Ortiz asked who Chizek will complete the task by himself and Goetz shared he is trained in harnesses and things and he would help to make sure Chizek was safe. Councilmember Dunlap moved to approve the quote for Midco to repair corrosion in the water tank in the amount of \$3,846.00. Seconded by Councilmember Robinson, motion passed unanimously.

**TOWN BUILDINGS:** Chizek shared that the fire alarm at the school has been fixed but that the theater fire alarm keeps going off but when the phone company was here to look at it the alarm was working.

Clerk/Treasurer Masselink shared that the town should look at getting a dumpster located at Town Hall as with people using the upstairs there is no place to put trash outside. Masselink shared she could see about a small residential size or using one of the theater ones for now. Masselink also shared a quote for rugs from Wyoming Cleaning and Solution for upstairs to protect the hardwood floors more. Council asked that Masselink get a quote from Eagle Uniform as well.

**RECREATION/EVENTS DEPARTMENT:** Mayor Meeks shared a person who works at Seminole Dam approached him and would like to use the recreation center for three to four weeks for baseball practice. Meeks shared the gentlemen would like to be at the meeting to ask councilmembers in person but was able to make the meeting. Meeks shared it's a nonprofit for high school age kids on Tuesday and Thursday nights from 6 pm to 8 pm. Council discussed that they would not charge a fee for the use of the recreation center but they would like to see the team later in the spring help with cleaning up of the town as a community service type charge. Roberts shared that he didn't see a problem in this but in the lease agreement they terms should be in the lease.

Meeks shared that with Monte Thayer being at the 307 pitch night that Thayer had asked about people renting the old folder chairs for \$2.00 each and a maximum of \$100.00 for all 80 chairs plus a \$100.00 deposit. Council agreed that the chairs can be rented at this price for events in the summertime. Councilmember Dunlap also shared that Saratoga is going to be getting rid of their chairs later and maybe the town can purchase their used chairs. Lastly Meeks shared that Thayer gave a gentlemen a price of \$300.00 plus \$200.00 deposit to rent the recreation center for a wedding and the theater for a 30 min ceremony. Council shared they would like the contract to state that once the wedding ceremony is over that the theater door closes and is not to be open again.

**FINANCIAL DEPARTMENT:** Clerk/Treasurer Masselink shared that the amount in the CD at RNB State Bank was higher than the amount given at previous council. Masselink shared she told council it was \$285,000.00 when it was \$287,000.00.

Masselink shared that the water bill from City of Rawlins has increased from \$1.80 to \$2.09 per thousand gallons. It was agreed that the City of Rawlins is not in compliance of the water agreement. Council discussed that they would like a letter to go to the Mayor and Vice Mayor sharing they are not in compliance. A workshop was scheduled for February 1, 2023 at 5:00 pm to discuss the water rate increases for residents, commercial and corporate consumers.

TOWN ATTORNEY: Mike Roberts shared he received the mortgage letter following up with the lien on the Henderson home.

UNFINISHED BUSINESS: Councilmember Serres shared her list which is the Christmas tree lights, going through the ordinances, the survey around town, and the mound lights. Serres shared she could call the Christmas tree light people and see what they can give her for a quote and time they could come out. Serres shared the process will probably take a couple of times of them coming out to get everything completed. Serres shared with Laux leaving the mound lights are at a stand still unless someone looks at prices. Lastly Serres asked about the parts that are still needed from Pine Cove to complete the upstairs with internet. Masselink shared she would get with Brandon from Pine Cove to get the update.

NEW BUSINESS: Mayor Meeks shared John Laux put in his letter of resignation and the council would need to accept his letter of resignation. Meeks shared that Laux was going back to school for music as that is a passion for him. Councilmember Dunlap moved to approve accepting John Laux letter of resignation. Seconded by Councilmember Ortiz, motion passed unanimously.

Mayor Meeks shared the next thing is to go out for advertising for the open maintenance position. Masselink asked where the council would like the job posted. Council shared that would like the job to be posted on Facebook, newspaper, Wyoming at Work, EBLAST on WAM. The council also discussed they would like input on the job description and ad as well. Masselink shared she would send the information to the council members so they can review and share their thoughts.

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

EXECUTIVE SESSION: Councilmember Dunlap made a motion to move to enter Executive Session at 6:53 pm 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 moved to adjourn from Executive Session and seal the minutes at 7:10 pm. Seconded by Councilmember Ortiz, motion passed unanimously.

Councilmember Serres moved to go back into general session at 7:11 pm. Seconded by Councilmember Ortiz, motion passed unanimously.

There was no objection to what was discussed during executive session.

Mayor Meeks asked for a motion for Mike Roberts to draft a contract for Gene Goetz to help maintenance as needed in the amount of \$15.00 an hour. Councilmember Robinson moves to approve Mike Roberts to draft a contract for Gene Goetz to work for maintenance as needed in the amount of \$15.00 an hour. Seconded by Councilmember Serres, motion passed unanimously.

Mayor Meeks adjourned the meeting at 7:13 pm.

The next regularly scheduled council meeting will be held on February 2, 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