

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 5, 2023, IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN OFFICE BUILDING.

COUNCIL MEMBERS PRESENT: Mayor Leif Johansson, Councilmembers Michelle Serres, Vickie Gabelson, Phyllis McWhorter, and Brennan Dunlap.

TOWN EMPLOYEES PRESENT: Town Attorney Mike Roberts, Clerk/Treasurer Ashley Masselink, Assistant Treasurer Izabela Tysver, Police Chief Jeff Sanders, Maintenance Employee John Laux, Fire Department Chief Gene Goetz, Community Events Director Monte Thayer and Jon Nelson with North Fork Engineering.

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

APPROVAL OF MINUTES: Councilmember Dunlap moved to approve December 15, 2022 council minutes. Seconded by Councilmember Serres, motion passed unanimously.

Councilmember Serres moved to approve December 21, 2022, workshop minutes. Seconded by Councilmember McWhorter, motion passed unanimously.

APPROVAL OF THE AGENDA: Mayor Johansson asked to amend the agenda for the meeting by moving the bills up to be paid before the oath of office. Councilmember McWhorter moved to approve the amended agenda for tonight's meeting. Seconded by Councilmember Serres, motion passed unanimously.

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

OATH OF OFFICE: Town Attorney Mike Roberts administered the Oath of Office to the newly elected Mayor Cullen Meeks and Councilmembers Brenna Dunlap, David Robinson, and Forest Ortiz.

GUESTS: Leo Black, Robin Umberger, and Alex Bakken

RESIDENTS: David Robinson, Forest Ortiz, Leigh Nation

PROJECT UPDATES: Jon Nelson with North Fork Engineering gave his history with working with the Town as a civil engineer for the last five years.

Nelson shared North Fork is currently working on a sewer study as well as a sanitary study. Nelson shared the Town about a year ago was talking about getting an application in for a level one study to be completed through Wyoming Water Development Program.

Nelson also shared that the Town of Sinclair along with water attorney Rex Johnson and Phil with HDR have been holding workshops to understand the water agreement between the Town of Sinclair and City of Rawlins. Nelson gave the council two dates that worked for the next workshop, first date is Monday January 23, 2023 and the second is Monday January 30, 2023. The council agreed January 30, 2023 at 5:30 pm upstairs in the conference room would work.

MUSEUM BOARD: Leigh Nation gave an update with the new council on the progress of the museum. Nation shared the museum received a \$300.00 donation from Casper Antique & Collectors Club and that money was spent on a piano bench and easel. She also told council she is still waiting on an evaluation on the piano for cost to repair and tune the piano.

Nation shared the Carbon County Museum donated two display cases to the Town of Sinclair free of charge.

Nation brought up that there are expenses for the museum that include not only the piano tuning but computer upgrade and computer programming. Nation expressed she was under the impress from the last council that the museum was closed for the winter months. Councilmember Serres shared that was not what was said by the old council. Serres also told Nation she could start

working on the budget for next year which will start in March and she can request money for specific items then.

CARBON COUNTY ECONOMIC DEVELOPMENT: Yvonne Johnson shared a report with the new council and told them that the representative for the Town of Sinclair is currently Leif Johansson. Johnson told council that Johansson expressed interest in still being the representative on the economic development board but had not attended any meetings. Councilmember Ortiz asked if he heard her right that he is on a board but has not attended any meetings. Johnson shared that is correct and that if the new council would like to appoint someone else to let her know. Johnson shared the term for a representative is three years and the meetings are quarterly.

FIRE DEPARTMENT: Mayor Meeks asked Fire Chief Gene Goetz for an update on the number of fire fighters that the Town has. Goetz shared there are currently 8 people on the fire department and 6 trucks. Meeks also asked about the fire district and Goetz shared the tax money will be coming from rural areas and won't affect the town but the town fire department will receive much needed training

STREETS & PARKS DEPARTMENT: Maintenance Employee John Laux shared with Council he didn't have much, but would like to recognize Gene Goetz for coming out on two days during the storm to help move snow with the loader. Laux shared that Goetz spent about 5 hrs. each day helping and that if the town could pay him for it, if not, at least recognize him for his help.

Mayor Meeks asked that maintenance look at moving some of the high snow piles by the intersections.

Councilmember Serres shared that the town received a lot of snow and in the past the town was able to put snow on the refinery property and hired people to come in and remove the snow. Meeks shared he would reach out to the refinery to ask if the town could put snow on the vacant land of the refinery. Sanders shared that he talked to Michael Whatley and he had already approved the town placing snow on the their property.

Laux shared with council he had a test scheduled but that it was cancelled due to the weather and would be rescheduled.

Laux shared that he researched the solar lights and that maybe a marquee would be better that way the town could display what was happening in the town. Councilmember Dunlap shared that he believes there is no power out by the mound and that is why they need solar lights. Sanders also shared that is the right of way for Wyoming Department of Transportation and that we will probably need permission from them before proceeding with anything.

POLICE DEPARTMENT: Chief Jeff Sanders shared the police department has been helping on the highway patrol with crashes on the interstate due to the weather. Sanders requested approval for chicken application for Ashley Masselink as all requirements have been met. Councilmember Robinson moved to approve the chicken application for Ashley Masselink. Seconded by Councilmember Ortiz, motion passed unanimously.

Sanders introduced Alex Bakken the new Carbon County Sheriff to the Council. Bakken shared that community interaction is one of his goals and if Town of Sinclair ever needs anything to reach out.

RECREATION/EVENTS DEPARTMENT: Community events director Monte Thayer shared Chad Lore will be playing on January 21, 2023, and on January 25, 2023, the movie Top Gun will be played.

Thayer shared that the refinery will be using the upstairs large conference room and small conference room for training from January 9 thru 13 and January 16 thru 20 from 7 am to 4 am. A discussion was held on if the refinery would pay for the use of the conference rooms. Councilmember Ortiz shared at this time he believes the refinery is already under the impression they will not be charged. The councilmembers shared that going forward people including the refinery need to be paying for the use of the upstairs as that is why the upstairs was built to rent out and not give out.

Thayer shared he will not be at the next council meeting as Impact 307 will be using the theater on a donation basis.

FINANCIAL DEPARTMENT: Clerk/Treasurer Masselink requested approval to make RNB State Bank and Bank of Commerce depositories for the Town of Sinclair. Councilmember Robinson moved to approve RNB State Bank and Bank of Commerce as depositories for the town of Sinclair. Seconded by Councilmember Ortiz, motion passed unanimously.

Masselink requested approval to remove Leif Johansson from RNB checking and add Cullen Meeks. Councilmember Dunlap moved to approve removing Leif Johansson and add Cullen Meeks. Seconded by Councilmember Serres, motion passed unanimously.

Masselink shared that the CD currently in RNB State Bank will mature on January 11, 2023. Masselink shared the rate of 2.10 from RNB and 2.25 from Bank of Commerce. The council discussed they would like Masselink to move the CD to Bank of Commerce if there are no fees involved in opening the CD with them. Councilmember Serres moved to approve moving the CD to the Bank of Commerce if no fees are added which would lower the amount earned. Seconded by Councilmember Ortiz, motion passed unanimously.

TOWN ATTORNEY: Mike Roberts shared he had no legal items but that he believed that this is the year he is to be appointed to the Town Attorney position. Councilmember Serres shared she believes the appointments are on the even years and that he was just appointed. Roberts shared that he has a new fee agreement that his fees will go up 12.5% which is 20% below the water attorney fees the town has contracted out. Councilmember Serres moved to approve the fee schedule for the town attorney Roberts. Seconded by Councilmember Davidson, motion passed unanimously.

Mayor Meeks asked Roberts what the town can do about the vacant junk houses that people are not in compliance. Roberts shared he would need to look into this and get back to the council as there is criteria that needs to be met.

UNFINISHED BUSINESS: Councilmember Serres shared with new councilmembers that the Christmas tree needs repair to the lights. Serres shared the quote last year was around \$30,000.00. Serres suggested that the council look at doing part this year and part next budget. Councilmember Ortiz asked if the town could get quotes from other companies to check prices. Serres asked to get quotes at the next meeting as the town needs to move on getting someone booked so they can come in the spring and be ready by Christmas time.

NEW BUSINESS: Mayor Meeks shared that the new council needs to appoint a new vice mayor. Serres was nominated as she had previously been mayor. Councilmember Robinson moved to approve Serres as vice Mayor. Seconded by councilmember Ortiz, motion passed with one abstaining.

Masselink asked if the council would be interested in going to the WAM winter conference and or if they would like to go to the bootcamp which is just the first day and completely free. Masselink asked that the council get back to her if they would like to go.

Councilmember Dunlap asked that Sanders get with the new council and get them setup with Lenny for emergency respond IDs.

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

Councilmember Ortiz moved to adjourn from Executive Session and seal the minutes at 8:06 pm. Seconded by Councilmember Robinson, motion passed unanimously.

Councilmember Serres moved to go back into general session at 8:07 pm. Seconded by Councilmember Robinson, motion passed unanimously.

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

Mayor Meeks adjourned the meeting at 8:08 pm.

The next regularly scheduled council meeting will be held on January 19, 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