

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING HELD AT 5:30 P.M. ON THURSDAY, FEBRUARY 2, 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, Police Chief Jeff Sanders, Community Events Director Monte Thayer and Fire Chief Gene Goetz.

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

APPROVAL OF MINUTES: Councilmember Dunlap moved to approve January 19, 2023, council minutes. Seconded by Councilmember Robinson, motion passed unanimously. Councilmember Ortiz moved to approve February 1, 2023, council minutes. Seconded by Councilmember Dunlap, motion passed unanimously.

APPROVAL OF THE AGENDA: Mayor Meeks asked to amend the agenda for the meeting by adding Resolution 2023-02 water rate increase. Councilmember Serres moved to approve the amended agenda for tonight's meeting. Seconded by Councilmember Ortiz, motion passed unanimously.

RESIDENTS: Phyllis McWhorter asked if she could continue with the blood drives that she was doing, and the Council agree that was fine. McWhorter shared that the next date for the blood drive will be March 20 from 1 pm to 5:30 pm. at the recreation center.

MUSEUM BOARD: Leigh Nation shared with Council she put in a fact or fiction in the bulletin hoping to get people involved in the community about the Museum. Nation also shared that the computer is up and running but that the copier/fax/printer needs ink so she will be getting some. Nation also asked that Michelle Serres get with her about the nonprofit as she was wanting to put in for some grants for the Museum.

FIRE DEPARTMENT: Fire Chief Gene Goetz he has been busy helping maintenance had nothing for fire department.

STREETS & PARKS DEPARTMENT: Maintenance employee Roger Chizek share Goetz helping has been a big help and would like to see Goetz get more money for helping. Mayor Meeks shared the council would be discussing this later in executive session.

Mayor Meeks asked when maintenance was looking at burning the landfill and Chizek shared the permit is not up until May so hopefully sometime before then.

WATER DEPARTMENT: Chizek shared that Masselink had been watching peoples water accounts and shared that a resident house used 35,000 gallons of water which is most likely a water line break in the house as the house currently has no heat and no one is living in it. Chizek found the water meter and shut the water off outside the house. Chizek also shared that Jon Nelson and himself were looking into the Parco Inn as they had used 61,000 gallons in the month of December and in the month of January they had use 105,000. Chizek shared that there was a leak that was from the second floor to the first floor in the southeast corner of the building. Chizek asked the Parco Inn if anyone looked on the second or third floor and they replied that no one had. Chizek shared that Masselink reached out to the Parco Inn twice and that he himself had as well and were told there was no leak.

Mayor Meeks shared that with this being a leak that the Parco Inn will not be on the water drip program as this is not a drip but a leak and they will need to pay the water bill in full.

TOWN BUILDINGS: Chizek shared a quote for a snow blower attachment for the skid steer in the amount \$8,000.00.

POLICE DEPARTMENT: Police Chief Jeff Sanders shared he didn't have anything but that he would be in training February 7-8 in Cheyenne.

RECREATION/EVENTS DEPARTMENT: Community Events Director Monte Thayer shared that the 307 pitch night went well and everyone liked the venue. Thayer shared that the Chad Lore concert was cancelled due to lack of ticket sales and the Top Gun movie went well.

Thayer said that February 15, 2023 at the elementary school will be the senior lunch at noon and people are asked to bring a side dish to share. Also, the documentary "Winter of 49" will be played for free on February 21, 2023 for free.

Thayer shared that he talked to Mayor and Vice Mayor and the town will be holding their 100<sup>th</sup> in 2024 as that is when the refinery is doing their 100<sup>th</sup> year. The town will be joining with the refinery in the celebration of the 100<sup>th</sup> year of the refinery and the town.

Thayer thought that a celebration day every year in August for the town would be nice and he is looking at doing something on August 18-19, 2023 but is still working on ideas.

Thayer shared that fire alarm for the recreation and theater has been going off because the outside alarms are getting water. Comtronix gave two different quotes for two different types of jobs they can do. The first one is they can cap and weatherproof the outside alarms. The Second is they can fix the outside alarms, so they are functional. The capping and weather proofing would cost around \$800.00 and the fixing will cost around \$1,500.00. The council discussed the different options and decided the cheaper of the two. Councilmember Serres approved for Comtronix to cap the outside alarm. Second Councilmember Ortiz, motion passed unanimously.

Thayer finished with he would like to go to training March 21-23, 2023 in Casper for the Wyoming Parks and Recreation conference. Councilmember Ortiz moved to approve Thayer going to the conference in March 21-23, 2023 in Casper for training. Seconded by Councilmember Serres, motion passed unanimously.

FINANCIAL DEPARTMENT: Clerk/Treasurer Masselink requested approval to attend WAMCAT in person training in Casper April 12-14, 2023. Councilmember Serres moved to approve Masselink going to training in person in Casper for WAMCAT April 12-14, 2023. Seconded by Councilmember Robinson, motion passed unanimously.

Masselink requested approval to do virtual training for WAMCAT February 16 thru March 9, 2023 every Thursday for two hours. Councilmember moved to approve Masselink to do virtual training for WAMCAT February 16 thru March 9, 2023 on Thursdays. Seconded by Councilmember Ortiz, motion passed unanimously.

Masselink shared the resolution 2023-01 with the Council which was a letter of support to fill out the application for the Wyoming Water Development Program. Councilmember Ortiz moved to approve resolution 2023-01 to apply for the WWDC Program. motion passed unanimously.

Masselink also requested approval to pay the application fee of \$2,000.00. Masselink shared the cost to the town if not selected for a level one study is \$250.00 and the rest of the money would be given back to the town. Councilmember Ortiz moved to approve paying the application fee of \$2,000.00. Seconded by Councilmember Robinson, motion passed unanimously.

Masselink updated council on the progress with Pine Cove and that still waiting on equipment but everything is up and operational. Masselink also shared that some of the cable that was ran is broke and will need to be checked to see if it is useable. Masselink shared Derrick is on vacation but was planning on checking it when he returned.

Lastly Masselink told council that the contract for Wyoming Cleaning and Solution was up at the start of February but the company has still keep cleaning. Masselink shared that Wyoming Cleaning had asked for roughly a 6% increase for the cost of living. Masselink share it was a increase of \$3,555.00 more a year. Masselink asked council if they would like to keep Wyoming Cleaning or if they would go out for bid again. Council discussed that going out for bid would mean no cleaning for town buildings until other company was found. Councilmember Dunlap moved to approve Wyoming Cleaning to contract for an other year starting in February with an increase of \$3,555.00 move a year. Seconded by Councilmember Serres, motion passed unanimously.

Roberts shared the resolution 2023-02 with the Council about the water rate increases. Councilmember Ortiz moved to approve resolution 2023-02 increasing water rates. Seconded by Councilmember Serres, motion passed unanimously.

TOWN ATTORNEY: Mike Roberts shared the resolution 2023-02 with the Council about the water rate increases. Councilmember Ortiz moved to approve resolution 2023-02 increasing water rates. Seconded by Councilmember Serres, motion passed unanimously.

Roberts shared he was aware of the water issue with the church and updated council that something like this had happen before and a cease-and-desist letter was giving. Roberts shared in this case the entity was aware and working on the problem as before the entity did not work on their problem and continued to waste water and per the ordinances a letter can be given.

Roberts also shared he would like to work on the language for the water drip program if the town would like to continue with it. Council all agreed that would be great as it was talked about those things needed to be updated.

UNFINISHED BUSINESS: Mayor Meeks the council needed to reschedule the water workshop with Rawlins and the council decided February 15, 2023 at townhall upstairs at 5:30 would work.

NEW BUSINESS: Councilmember Dunlap brought up the boards and communities and how there are some boards that are active and some that are not. Dunlap shared maybe the town could put out a letter to the boards asking what board they are on if they would like to stay active. Dunlap also shared that maybe we could advertise again. Masselink shared the advertising is still going on and no one has shown interest. Dunlap thought that maybe a councilmember could be on a board so there is someone to guide the board and get them going. Masselink also shared maybe combining boards so that not as many people are needed and business for two boards is completed in one meeting. Masselink shared she will have something in the bulletin about boards and communities.

Mayor Meeks shared he would like to see residents come to the council meetings to express concerns but he also didn't want people coming and talking for a long time as well. Meeks shared he would like to keep the council meetings to a reasonable time and not three to four hours long. Meeks shared he would like to keep people to 5 minutes for sharing if it is longer then that 5 minutes to have them send their information ahead of time so council can look at it and get back to them.

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

EXECUTIVE SESSION: Councilmember Robinson made a motion to move to enter Executive Session at 7:00 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 7:40 pm. Seconded by Councilmember Robinson, motion passed unanimously.

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

Councilmember Dunlap moved to go back into general session at 7:41 pm. Seconded by Councilmember Robinson, motion passed unanimously.

Mayor Meeks asked for a motion for Mike Roberts to draft a new employment agreement for Gene Goetz as well as his pay rate will be \$21.00 an hour and taxes and social security will be paid by the town. Masselink shared if Goetz is a contract employee the town can't take taxes out that is on the contracted employee to do. Councilmember Ortiz moved to approve Roberts to draft a new employment agreement for Gene Goetz with the pay rate of \$21.00 an hour and taxes and social security being taken out. Seconded by Councilmember Robinson, motion passed unanimously. Mayor Meeks adjourned the meeting at 7:43 pm.

The next regularly scheduled council meeting will be held on February 16, 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