

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING, HELD AT 5:30 P.M. ON THURSDAY, DECEMBER 7, 2023, IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN OFFICE BUILDING.

COUNCIL MEMBERS PRESENT: Mayor Cullen Meeks, Councilmembers Forest Ortiz, Brennan Dunlap, and Michelle Serres, with Councilmember David Robinson being excused.

TOWN EMPLOYEES PRESENT: Clerk/Treasurer Becky Slater, Assistant Treasurer Izabela Tysver, Town Attorney Mike Roberts, Maintenance Supervisor Chris Haldorson, Fire Chief Fernando Banda, Jason Knopp with Edge Engineering, Police Chief Jeff Sanders, Community Events Director Monte Thayer

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

APPROVAL OF MINUTES: Councilmember Dunlap motioned to approve November 16, 2023, Council Minutes. Seconded by Councilmember Ortiz, the motion passed unanimously.

APPROVAL OF THE AGENDA: Mayor Meeks asked to amend the agenda for the meeting by adding the 1st reading of the Ordinance Resolution with Town Attorney. Councilmember Serres motioned to approve the amended agenda for tonight's meeting. Seconded by Councilmember Dunlap, the motion passed unanimously.

PROJECT UPDATES: Jason Knopp with Edge Engineering presented the council with a final cost for the welding of the plates to the railing for the theatre and for Shepard Construction Solutions, LLC to install it and metal cap after the roof membrane was completed. Councilmember Dunlap made a motion to approve Shepard Construction Solutions, LLC for the welding of the plates to the railing for the theatre and installation of the metal cap after the roof membrane was completed in the amount of \$4600.00. Seconded by Councilmember Serres, the motion passed unanimously.

Mayor Meeks asked Knopp when the railing would be installed. Knopp told the mayor that it would be installed after Gem City installed the roofing membrane. Maintenance Supervisor Christopher Haldorson asked if the gutter was being put back up on the theatre and Knopp stated that it would be.

Knopp asked the council if he could advertise the Amphitheatre project in the newspaper. Councilmember Serres asked Knopp when the bid closes Knopp stated that the end of December. Knopp told the council that he was still waiting for a quote for lights for the Amphitheater.

Knopp shared with the council that the reimbursement on the grant needed to go thru the portal which needed a portal password to use the site.

FIRE DEPARTMENT: Fire Chief Fernando Banda thanked everyone who helped with the Flag disposal ceremony. Banda stated that about twelve people attended the ceremony but not all those people went over to the park for the ceremony, some stayed at the Rec Hall. Councilmember Serres asked how many flags were received to dispose of. Clerk/Treasurer Becky Slater stated that 120 or more flags.

Banda shared with the council a quote from Advance Heating to install a 2,000 BTU heater for the fire department pole barn to be installed in the new year for the amount of \$5,180.00. Mayor Meeks asked Banda if a 2,000 BTU heater would be big enough. Banda stated that it would be fine for the building. Councilmember Ortiz made a motion to approve the quote for Advance Heating to install a 2,000 BTU heater in the fire department pole barn in the amount of \$5,180.00. Seconded by Councilmember Serres, the motion passed unanimously.

Banda shared with the council a quote from Building Crafts to install insulation in the fire departments pole barn in the amount of \$6,100.00. Mayor Meeks asked about the electrical surface Banda told Mayor Meeks that he would mount electrical. Mayor Meeks discussed that Building Crafts would be over \$8,000. Councilmember Ortiz asked Banda if we purchased the insulation. Banda said that insulation purchased was not enough for the building, Building Crafts will install what they have. Councilmember Dunlap made a motion to approve Building Crafts to install insulation in the fire department pole barn in the amount of \$6,100.00. Seconded by Councilmember Serres, the motion passed unanimously.

Banda shared with the council a quote from Dell for a new laptop for the fire department in the amount of \$799.00. Banda stated that the one at the fire department was outdated. Councilmember Ortiz made a motion to approve the quote from Dell for a new laptop for the fire department in the amount of \$799.00. Seconded by Councilmember Dunlap, the motion passed unanimously.

Banda shared with the council that the annual Christmas delivery with Santa would be on December 20, 2023, at 6pm. The fire department with Santa will be delivering presents to the children and also food baskets donated by St Vincent De Paul.

MUNICIPAL JUDGE REPORT: Councilmember Dunlap made a motion to approve the Judge's report for November 2023 in the amount of \$413.00. Seconded by Councilmember Ortiz, the motion passed unanimously.

STREETS AND PARKS: Maintenance Supervisor Chris Haldorson shared with the council that Mayor Meeks, Councilmember Ortiz and himself had interviewed a gentlemen and Mayor Meeks had given him a job offer. Corey Davis will be starting December 26, 2023.

Haldorson told the council that the new lead and copper rule will be starting after the 1st of the year. Mayor Meeks asked why the mayor was not notified about this, besides from Haldorson. Haldorson told the mayor he did not know why. Haldorson also stated that he did not know exactly how this lead and copper rule was going to work. Knopp stated that this is the EPA's first step is to notify towns.

SANITARY LANDFILL, SANITARY & STORM SEWERS, WASTEWATER TREATMENT FACILITY AND WATER DEPARTMENT: Haldorson shared with council that he will be doing 4 more hours to finish his training.

Haldorson shared with council that AC Tree Service had finished doing the chipping at the dump. And that there is still a pile of wood that residents could take to burn if they would like. Mayor Meeks shared that the public can also take some of the wood chips if they would like.

TOWN BUILDINGS: Haldorson shared with the council two quotes from Casper Winnelson Company for a new hot water heater for the kitchen at town hall and for a water fountain that fills bottles at town hall. The quote for the water fountain is \$1289.48 and the quote for the hot water heater is \$561.18. Councilmember Ortiz made a motion to approve the water fountain from Casper Winnelson in the amount of \$1289.48. Seconded by Councilmember Serres, the motion passed unanimously. Councilmember Dunlap made a motion to approve the quote for the hot water heater from Casper Winnelson in the amount of \$561.18. Seconded by Councilmember Ortiz, the motion passed unanimously.

Haldorson asked the council if we will be using the security system. Police Chief Jeff Sanders stated that Comtronix never came back to train anyone to use the security system. Councilmember Serres stated that we need to have the system up and running. Mayor Meeks asked the clerks to call Comtronix and see if they could come and train us to use it.

Haldorson shared with the council that Western States Fire Inspection contacted him about doing an annual fire inspection and would cost \$1,625.00. Mayor Meeks told Haldorson to please do not approve them doing the inspection and to hold off until the next council meeting, so Haldorson could get more information.

Haldorson told the council that he had spoke with Joe McVey about the wire to the mission system that was not connected, and that McVey told him that it is for the SCADA system to let us know when the water tank gets below 10 feet. Haldorson stated that it still communicates with the SCADA system. It just does not call us to let us know it is below 10 feet in the tank. Haldorson shared with the council to wire to the mission system was \$1,499.16. The council decided to table until the next council meeting.

Haldorson shared with the council that he was waiting to hear from Daniel Hernandez for the concrete quote for the trenches in front of the theatre.

Mayor Meeks stated that the high school will be cutting the letters for the signs on the town buildings. Knopp stated that he should have the quote for the powder coating of the signs. Knopp also shared

with the council that the theatre address numbers should be done to meet fire code. Sanders asked about the restroom sign for upstairs in town hall. Knopp stated that he would check on the restroom sign upstairs in town hall.

Sanders also asked about the acoustic panels for the big conference room upstairs. Knopp stated he would also check on that.

Haldorson shared with the council that Community Events Director Monte Thayer had asked for an electrical plug in his office. Haldorson stated that Plus Electric will do the electrical plug and it will come out of town building supplies 10-51-240.

POLICE DEPARTMENT: Police Chief Jeff Sanders shared with the council that for the 100-year celebration he would like to have 2 badges, 100 pins, and 100 coins with the 100-year anniversary on them. Badges would look like the original 1924 badges, and pins and coins would be similar to the badges. Sanders presented the council with a quote for Artistic Custom Badges & Coins, LLC in the amount of \$2,036.80. Councilmember Ortiz made a motion to approve Artistic Custom Badges & Coins, LLC in the amount of \$2,036.80 for 2 badges, 100 pins, and 100 coins. Seconded by Councilmember Dunlap, the motion passed unanimously.

Sanders shared with the council that December 20, 2023, during the day would be Shop with a Cop at Walmart. The Rawlins Police Department, and HF Sinclair are funding the event. Elementary and Middle School children in need will be attending from Hanna, Medicine Bow, Elk Mountain, Saratoga, and Rawlins.

RECREATION/EVENTS DEPARTMENT: Community Events Director Monte Thayer shared with the council that Light the Night was a huge success, and that the bazaar the next day had sold out vendor tables.

Thayer reminded the council that a comedian would be at the theatre on December 14, 2023, and that the town Christmas party for residents would be on December 16, 2023. Thayer also shared with the council that there will be 3 movies for the month of December, the two on December 11th, and 16th will be free admission. And that the other movie on December 18, 2023, would charge for admission.

Thayer stated to the council that Camerahead was the company that came and filmed the Light the Night event, but their quote for the video for the 100th celebration was really high. Mayor Meeks stated that Thayer had contacted him to see about getting our stuff from them and paying them \$4,017.00 for the video of the Light the Night. Thayer told the council that he paid Camerahead and received our stuff from them.

Thayer shared with the council that HF Sinclair would be sending the town a check for \$20,000.00 to help with the 100th celebration. And maybe amending the budget revenue to include that amount. Thayer shared with the council that One Reel Media had a quote for \$6,500.00 for doing the 100th celebration video and that included video rights so the town could sell videos. Thayer stated that One Reel Media required ½ of the \$6,500.00 up front and the second ½ after video was completed. Councilmember Ortiz asked if the video could be done by July 15, 2024, not by August 2024 which was on the contract. Thayer stated that he would get with One Reel Media to get that changed. Councilmember Dunlap made a motion to approve the quote for One Reel Media for the ½ up front in the amount of \$3,250.00. Seconded by Councilmember Serres, the motion passed unanimously. Assistant Treasurer Izabela Tysver asked the council about amending the budget after the \$20,000.00 check from HF Sinclair arrives. The council agreed to wait until the \$20,000.00 check arrives from HF Sinclair to amend the budget and to pay the \$3,250.00 to One Reel Media.

Thayer told the council that the plates for the donation boards have arrived, and he would be putting them on. Thayer also stated that he would get with Clerk/Treasurer Becky Slater to make up a donation form for the buy a seat at the theatre.

FINANCIAL DEPARTMENT: Clerk/Treasurer Becky Slater shared with the council that 365 Microsoft subscription was coming due and needed paid in the amount of \$795.00. Councilmember Serres stated that was including tax and we are tax exempt. Slater stated she would look into the tax being charged on that. Councilmember Serres made a motion to approve the 365 Microsoft subscription in the amount of \$750.00. Seconded by Councilmember Ortiz, the motion passed unanimously.

Assistant Treasurer Izabela Tysver shared with the council that Caselle, upgrade for software as required by the IRS to have it all sent electronically was approved at the last council meeting. But when she sent it to Caselle, they told her that was not the correct quote they had sent us and that the amount was a onetime fee of \$1,000.00 and then a \$25.00 monthly fee. Councilmember Serres made a motion to approve the quote to Caselle for the \$1,000.00 onetime fee and the \$25.00 monthly fee. Seconded by Councilmember Ortiz, the motion passed unanimously.

TOWN ATTORNEY: Town Attorney Mike Roberts shared with Council that he had received the response from the audit, and that he gave the clerks a copy of the letter.

Roberts discussed with the council the gift cards and Christmas bonuses for the town employees Christmas Party. Roberts stated that the gift cards were fine to give out, but that the Christmas bonuses would probably need to have FICA taken from them. Mayor Meeks asked if that still needed to be done as the money was not coming from payroll, but from the Town Party budget. In the total amount of \$600.00, which is \$100.00 for each employee. Roberts stated that he believed that it should still be taken out.

Roberts shared with the council the Ordinance Resolutions 1st reading amendments and that anything in the resolutions could be changed prior to the 3rd reading. Roberts stated that the amended ordinances 1st reading 1-3-1 through 2-2-6 and Title 3 as amended updating. Councilmember Serres made a motion to approve the amended ordinances 1st reading 1-3-1 Ordinance provisions: Construction, 1-3-2 General definitions, 1-5-2 Determination of Vacancy, 1-5-3 Salaries of Council and Mayor, 1-6-5 Municipal Retention Schedules, 1-7-2 Municipal Judge and Alternate, 1-7-3 Clerk of Court, 2-2-3 Officers of Board, 2-2-6 Duties and Title 3 Finance and Taxation as amended. Seconded by Councilmember Dunlap, the motion passed unanimously.

UNFINISHED BUSINESS: Mayor Meeks stated that he set aside 30 minutes to go over the ordinances. Mayor Meeks stated that anyone that did not need to stay to go over ordinances could leave the meeting. Roberts with the ordinance resolutions 1-5-3 Salaries of Council and Mayor. Mayor Meeks stated that this ordinance would not go into effect until the next council was elected. Mayor Meeks stated that it will be gone over at the next reading when all council members are present. Roberts stated that Title 4 is Business and License Regulations Ordinance 381, and the correct date is 11-17-2017. Attorney Roberts stated that 4-1-1 definition of a "club" wrong state statue should be 12-1-101-A-3, 4-1-B-1 needs kept, 4-1-B-6 needs kept, 4-1-C-3 needs kept, 4-1-C-6 needs kept and 4-1-D-2 to be repeal and reserved these sections. Roberts stated that 4-1-2 not 4-2-2 Compliance required should be removed as this was repealed, 4-2-1 needs kept, 4-2-2 needs kept, 4-3-2 needs kept, 4-4-2 Knopp stated that we are low compared to other towns Mayor Meeks stated that the town should be at \$50.00 instead of \$25.00. Roberts shared that 4-5-3 garbage haulers fee is \$75.00 per year needs kept. Roberts told the council that Title 5 under derelict vehicles is not in the state statues as a derelict vehicle it is an abandoned vehicle. Roberts shared with the council that is the section he is working on to get it the same as state statues. Mayor Meeks asked Roberts if we need to set up a workshop at this time. Roberts stated that not at this time, maybe after next council meeting if there a need, as we have gone over all this in the previous workshops.

NEW BUSINESS: Mayor Meeks stated that the discussion of reimbursement for other meetings for councilmembers was discussed by Roberts in unfinished business with ordinances.

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

EXECUTIVE SESSION: Councilmember Dunlap made a motion to enter Executive Session at 8:03 p.m. 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 motioned to adjourn the Executive Session and seal the minutes at 9:03 p.m. Seconded by Councilmember Dunlap, motion passed unanimously.

Councilmember Ortiz motioned to reenter to General Session at 9:04 p.m. Seconded by Councilmember Dunlap, motion passed unanimously. There was no objection to what was discussed during executive session.

Councilmember Dunlap made a motion to adjourn the meeting. Seconded by Councilmember Ortiz, the motion passed unanimously. Mayor Meeks adjourned the meeting at 9:05 p.m.

The next regularly scheduled council meeting will be held on December 21, 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