

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING HELD AT 5:30 P.M. ON THURSDAY, JULY 6, 2023, IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN OFFICE BUILDING.

COUNCIL MEMBERS PRESENT: Mayor Cullen Meeks, Councilmembers Michelle Serres, Forest Ortiz, and David Robinson.

TOWN EMPLOYEES PRESENT: Clerk/Treasurer Becky Slater, Assistant Treasurer Izabela Tysver, Police Chief Jeff Sanders, Community Events Director Monte Thayer, Town Attorney Mike Roberts, Summer Museum Curator Rachael Barnhart, Jason Knopp with Edge Engineering, and Fire Chief and Maintenance Employee Gene Goetz.

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

APPROVAL OF MINUTES: Councilmember Robinson moved to approve June 1 and June 15, 2023, Council Minutes. Seconded by Councilmember Ortiz, motion passed unanimously.

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

PROJECTS: Town Engineer Jason Knopp with Edge Engineering presented to the Council the samples of exterior stucco for Theatre project. The samples are available at townhall office to be seen. The final selection can be made within next month.

Knopp mentioned that he prepared the standard form for the contract with Sheppard Construction Company for the stucco project and ask Town Attorney Mike Roberts to review it before he sends it out and have it signed at the next meeting, July 20, 2023. Knopp went over the logistics of the upcoming stucco project mentioning the power outlets, storing materials, and building scaffolding. The project will need around two and half months to be completed. Before that project, the lead needs to be scraped from the building walls.

Knopp mentioned that the railing at the balcony of the theatre is not a historic one, but it resembles it. It is connected in such way that would need to be removed and put back on it. The railing is not a good quality one and every time being removed and moved it gets more fragile. Knopp asked Councilmembers to look at it and decide if they want it to be kept or replaced by a new one. If the railing is being removed, the doors to balcony would need to be sealed.

Knopp mentioned that he did not have time to prepare survey maps, he will get them to the town as soon as he can.

MUSEUM BOARD: Summer Museum Curator Rachael Barnhart shared with the Council that during the past two weeks she had around 19 groups of people from random places stopping by the museum. She put guns from the walls to the gun cabinet. The outside sign seems to be attracting more attention.

RECREATION ADVISORY BOARD: Community Events Director Monte Thayer mentioned that they will have a meeting in the upcoming Monday, July 10, 2023, so someone will be at the next Council meeting to report.

SINCLAIR HISTORIC COMMUNITY INC.: Board Member Leif Johansson came before the Council and shared that Brandon Taylor resigned from the Board. Johansson asked if town would be able to advertise for new board members since the Board needs to have at least three members as a 501(c)(3) non-profit organization.

Johansson asked the Council if they decided anything about the partnership of Historic Community Inc. with State Wyoming Parks. They would like to know about the decision as soon as possible. The Council asked if Johansson could invite the representative before Council for the next meeting.

Johansson mentioned also that when they started the Theatre Project when he was the mayor, he wanted it to be as close to the original as possible. Mayor Meeks said that they will honor his wishes. Councilmember Serres mentioned that she would welcome Johansson's comments on the stucco project as well. He also suggested that the next projects that could be worth pursuing would be the

old jail and the bathroom in the church, and maybe the storage at the back of townhall building. Knopp mentioned that the old jail's building would need to be stabilized at first before working on it.

**FIRE DEPARTMENT:** Clerk/Treasurer Becky Slater brought up before the Council the quote and Service Line Agreement from Black Hills Energy to connect the new FD building with gas line for the heater Goetz had installed in that building. Councilmember Robinson moved to approve Black Hills Energy Service Line Agreement in the amount of \$2,256.00. Seconded by Councilmember Serres, motion passed unanimously.

**STREETS AND PARKS:** Maintenance Employee Gene Goetz mentioned that he is working with summer help on repairing fences around parks and school. Goetz mentioned that summer help employees are on and off, with some working all days and some working half days.

Goetz brought before the Council that HF Sinclair Refinery would like the town to spray for mosquitoes once a week. One-time spray would cost \$260.00. The Council decided that charging \$400.00 would be fair and Mayor Cullen asked Goetz to reach out to them and tell them the price before the Council entertain the motion on that. If HF Sinclair Refinery would like to come before the Council, they could do that at the next meeting.

Goetz asked the Council about purchasing four trees for tennis court and two dedicated trees for McCulloch Park. The cottonwoods trees go for \$100.00 and maple trees for \$200.00. Goetz would like to purchase six silver maple trees. Councilmember Ortiz moved to approve purchasing six maple trees for \$1,200.00. Seconded by Councilmember Robinson, motion passed unanimously. The costs for these trees will be taken out of Parks Landscaping account 10-70-260.

Councilmember Serres mentioned that she did ask for the updated quote for the Christmas tree lights with bigger lightbulbs and sturdier wires. The conversation about possible bidding for this project was held since it could be more than \$35,000.00. Knopp suggested that if we really want this specific company, we could put very tight specs in the bid application. The bidding needs to be advertised for 3 weeks; it could be cut to two. More discussion will be held at the next Council meeting once Serres gets more details on the quote.

**POLICE DEPARTMENT:** Chief Jeff Sanders shared that he has been advertising for the open Sinclair Police Officer position in other places as well.

**RECREATION/EVENTS DEPARTMENT:** Community Events Director Monte Thayer shared with council the past events. He asked the Councilmembers about what the town would like to have for sale during Sinclair Liquidation Sale on July 27, 2023. There are some chairs, old TV, some items from school – that would be something to think about and discuss during the next Council meeting.

Thayer shared the experience with holding wedding at the Theatre and Rec Hall. It has been a three-day event, with Rec Hall being closed for public.

Thayer updated the Council about 100<sup>th</sup> anniversary – after July 4, 2023, he will resume meetings with Annette Penman from HF Sinclair Refinery and bring on board the Recreational Advisory Board. They want to work on concrete details and itinerary.

Sinclair Summer Music and Art Festival is coming soon – August 18 and 19, 2023. Thayer is going to advertise more by radio and flyers. The live music will be held on both days. On Saturday there will be Art Show at the Rec Hall from 9-1 p.m., Craft Fair and Flea Market in the park, some dances and more live music.

Thayer mentioned that the check for the Wyoming Art Council grant in the amount of \$2,537.00 will be sent soon as he already signed the contract.

Councilmember Ortiz asked about the caboose cover project. Knopp would like to see the events schedule for August to be able to plan the project work around that.

Councilmember Ortiz asked also about what the charge for the wedding event was. It was \$400.00 for all three days. It was an intense three days with Thayer being involved in it. That amount would need to be higher than that. That would need to be discussed in the future at another workshop discussing updating schedule fees.

FINANCIAL DEPARTMENT: Assistant Treasurer Izabela Tysver brought before the Council purchasing computers for office and Rec Hall. Councilmember Ortiz asked how much the town budgeted for it, and since Tysver could not bring the specific amounts and accounts the money got allocated to, the discussion about it go tabled until the next Council meeting.

Tysver mentioned that the town received money from Wyoming Community Gas in the amount of \$3,762.00. These money were in the past usually used for town's beautification which can be discussed during upcoming workshops. Tysver asked if the Council would like the budget to be amended with that amount, to which council agreed. Wyoming Community Gas asked the town if the town would like to be included in TV commercial with projects the town did using Wyoming Community Gas money. The Councilmembers decided to entertain this invitation in the next year, hoping to have some nice projects to show.

Tysver brought before the Council the following budget amendments.

Tysver presented the bill for the fountain in the amount of 2,753.60 which did not get included in today's bills because there was never any money budgeted for that purpose. The mistake may have appeared from the fact that this project was supposed to be billed before the end of the FY23 fiscal year. Tysver asked if the Council wants to amend the budget by adding the specific amount to the fountain account or pay that bill from another account. The Councilmembers decided to add \$3,000.00 to the Fountain account.

Tysver shared that town's contractors, Jim and Christopher Haldorson have been so far paid from two different accounts. During the last year's audit, the auditors strongly suggested to separate the employee's salaries from contractors pays. Therefore, the new item line was created, Contractor Expenses, from which, starting this FY24 fiscal year, these two contractors need to be paid from. However, the town never budgeted any amount in this account. Tysver asked how much Council would like to budget and the Council agreed to add \$6,000.00 to it. Tysver reminded the Council that salaries, social security, workers comp, unemployment and health insurance will need to be amended too after the Council decide who they will hire for the two open Maintenance positions.

Tysver shared that the budget for LED lights was 42,000.00, however, the bills presented to the Council today sum up to the total amount of \$43,071.53. Tysver asked if Council wants this item line be amended. The Council decided to not amend that item line.

Councilmember Ortiz moved to approve amending the item line 10-31-230 Wyoming Community Gas from \$3,400.00 to \$3,762.00. Seconded by Councilmember Robinson, motion passed unanimously.

Councilmember Robinson moved to approve amending the item line 10-70-280 Fountain from \$00.00 to \$3,000.00. Seconded by Councilmember Serres, motion passed unanimously.

Councilmember Robinson moved to approve amending the item line 51-40-270 Contract Expenses \$00.00 to \$6,000.00. Seconded by Councilmember Serres, motion passed unanimously.

TOWN ATTORNEY: Town Attorney Mike Roberts shared that he received the emails from WAM about grants and he will share them with the Council and clerk office. He also shared that City of Rawlins is going to contract with the law firm to hire interim attorneys and he just was giving a heads up to the Council.

NEW BUSINESSES: Mayor Cullen read the email from American Legal Publishing company stating that the town has a deadline by August 25, 2023, to get back to them with ordinance draft updates. Therefore, the Council decided to schedule workshops to discuss ordinances. Mayor Meeks invited Town Attorney Roberts and Town Engineer Knopp to join the workshops if possible. The workshops are going to be held on Monday, July 17, and on Tuesday, July 25, 2023, at 5 p.m. at townhall council chambers.

In terms of big projects for town, Mayor Meeks suggestion was to not pursue them to not have town torn out for the upcoming 100<sup>th</sup> anniversary next year.

On Wednesday, July 19, 2023, there is a CCCOG meeting in Baggs. Councilmembers Ortiz and Dunlap will be attending it.

BILLS: Councilmember Robinson moved to pay the bills except for the bill to Chris Haldorson and to accept the rest of them for payment. Seconded by Councilmember Ortiz, motion passed unanimously.

EXECUTIVE SESSION: Councilmember Serres made a motion to enter Executive Session at 7:17 pm per WY Statute 16-4-405(ix) to consider or receive any information classified as confidential by law. Seconded by Councilman Robinson, motion passed unanimously.

Councilmember Ortiz moved to adjourn from Regular Session at 7:18 pm. Seconded by Councilmember Robinson, motion passed unanimously.

Councilmember Robinson moved to adjourn from Executive Session and seal the minutes at 8:01 pm. Seconded by Councilmember Ortiz, motion passed unanimously. There was no objection to what was discussed during executive session.

Councilmember Robinson moved to reenter to General Session at 8:01 pm. Seconded by Councilmember Ortiz, motion passed unanimously.

Councilmember Serres make a motion to have Mayor Meeks make calls to maintenance applicants with job offers. Seconded by Councilmember Ortiz, motion passed unanimously.

Councilmember Serres make a motion to increase the pay for Gene Goetz from \$21/hour to \$27/hour and back pay Goetz for the time from the last employment day for Roger Chizek. Seconded by Councilmember Robinson, motion passed unanimously.

Councilmember Serres make a motion to pay Roger Chizek \$40/hour for emergency maintenance as needed for the time of no maintenance personnel. Seconded by Councilmember Ortiz, motion passed unanimously. Chizek will be called by Mayor only, and in case of Mayor's absence, that would fall on vice mayor Serres.

Councilmember Robinson make a motion to withhold payment for Chris Haldorson for July 2023 in the amount of \$400.00 and pay Haldorson the remaining of the bill in the amount of \$1,600.00. Seconded by Councilmember Ortiz, motion passed unanimously.

Mayor Meeks adjourned the meeting at 8:08 pm.

The next regularly scheduled council meeting will be held on July 20, 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