

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING HELD AT 5:30 P.M. ON THURSDAY, JUNE 15, 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. Councilmember Forest Ortiz was excused from meeting at 5:39 P.M. for work.

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

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

APPROVAL OF MINUTES: Minutes for June 1, 2023, meeting was not available for approval. Minutes for both June 1, and June 15, 2023, will be available for approval at meeting on July 6, 2023.

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

GUESTS: Stacy Hogue asked council to approve the demolishing of his house at 207 North 5<sup>th</sup> Street to be done on Monday, June 19, 2023, by High Desert Construction. Michael Martin contractor for High Desert Construction was available for questions about the demolition. Fire Chief Gene Goetz asked if the house was tested for asbestos. Stacy Hogue stated that the house was not tested for asbestos. Attorney Mike Roberts stated that no permit was needed for demolition but might need one for asbestos. Jason Knopp states that it could be considered structural altering and that would mean a permit was required; but the construction company would do that. Jason also stated that most residential buildings do not test for asbestos. Councilmember Robinson made a motion to allow Stacy Hogue to only tear down the house at 207 North 5<sup>th</sup> Street. Seconded by Councilmember Dunlap, motion passed unanimously.

GUESTS: HF Sinclair employees Annette Penman and Jodi Smith came before the council to ask if the town would be willing to lease or sale the Elementary School to HF Sinclair. HF Sinclair is interested in turning the Elementary School into a Daycare for HF employees and residents of both Sinclair and Rawlins that need child daycare. Jodi spoke that HF Sinclair would be willing to remodel the Elementary School to make it into a legal daycare center. Memorial Hospital of Carbon County would like to talk with HF Sinclair about using the daycare for their employees also. Mayor Meeks, Councilmembers Dunlap, Robinson and Serres all agree that that could be a potential for use of the Elementary School.

PROJECTS: Town Engineer Jason Knopp with Edge Engineering shared with council the survey boundaries are all pinned. Only two properties needed to be adjusted the Theatre and the Town Hall with an adjustment of about 1 ¼ inch. The lathe and flags around the town are just so everyone could see the boundaries. Jason stated he would get a map of all corners.

Jason Knopp with Edge Engineering gave an estimate for the Theatre stucco project of \$369,175.00. The stucco patching is not going to be as aggressive as the stucco that is on the buildings now; it is not going to match.

Jason Knopp shared that the cover for the stage on the caboose was going to be \$50,000 or more. He stated it could possibly be done by next August, but not by this August if it was approved for that amount.

**STREETS AND PARKS:** Maintenance employee Roger Chizek shared that the fountain is up and running with the new lights. Maintenance employee Chizek also stated that the water tank is filling by itself now. Fire Chief Goetz asked if some trees can be bought to replace some of the dead ones. Mayor Meeks stated that he would get him a name and number of Gilbert who could maybe help with the deer killing the trees.

**TOWN BUILDINGS:** Maintenance employee Chizek shared that the LED light switch over is progressing well. Maintenance employee submitted his resignation letter. Councilmember Serres motioned to approve Chizek resignation letter with regret. Seconded by Councilmember Robinson, motioned passed unanimously.

**POLICE DEPARTMENT:** Chief Jeff Sanders shared that his only business was that he had a Chicken Permit application for Beck's. Chief Sanders stated that the chicken coop was good and that the Beck's could have 6 chickens. Councilmember Robinson moved to approve the Beck's Chicken Permit. Seconded by Councilmember Serres, motion passed unanimously. Chief Sanders stated that the new Police truck was in the parking lot to see after the meeting.

**RECREATION/EVENTS DEPARTMENT:** Community Events Director Monte Thayer shared with council that Park Hopping field trip went well. Community Events Director Thayer stated that the teen field trip was canceled. Thayer also shared that the movie was light with just 15 people. The barbeque went well with around 50 people.

Thayer asked the council about the Free Masons renting a place at the Elementary School for \$250 a month with a \$250 deposit, council stated that renting it was approved. Thayer stated that he is working Sinclair Summer Music Fest.

**FINANCIAL DEPARTMENT:** Assistant Treasurer Izabela Tysver asked council to approve Ordinance 400 3<sup>rd</sup> reading. Councilmember Serres moved to approve the Ordinance 400 3<sup>rd</sup> reading with amendment adding \$137,633.75 to line item 10-50-960 Historic Theatre Restoration. Seconded by Councilmember Dunlap, motion passed unanimously. Councilmember Serres made a motion to approve the Theatre stucco project in the amount of \$369,175.00 to move forward. Seconded by Councilmember Robinson, motion passed unanimously. Awarded contract to Shepard Solutions with Andrew Phillips as the Sub who will be doing the work.

Next, Clerk/Treasurer Becky Slater asked the council to approve Caselle software for Direct Deposit for \$3,490.00. Councilmember Robinson moved to approve the Caselle Direct Deposit Software. Seconded by Councilmember Serres, motion passed unanimously.

**TOWN ATTORNEY:** Town Attorney Mike Roberts mentioned that sent off lien claim for 106 South 6<sup>th</sup> Street they received before the deadline. Hoping for the utility lien will be paid with Attorney Roberts bill also.

**UNFINISHED BUSINESS:** Assistant Treasurer Tysver stated that we need to set up the 2 Maintenance Employees positions advertisements. Councilmember Serres motioned to post advertisements for 2 maintenance employee's positions at Workforce, WAM-CAT, and on Facebook until positions are filled. Motioned 2<sup>nd</sup> by Councilmember Dunlap, motion passed unanimously.

**NEW BUSINESS:** Councilmember Serres asked that since are next meeting is the week of 4<sup>th</sup> of July and she wanted to know if we should change the meeting to the week before which would be June 29, 2023. Clerk/Treasurer stated that week is busy for their office as it is the end of the month which includes payroll, utilities, and deposits. And Assistant Tysver is just coming back from vacation. Council decided to leave the next council meeting on July 6, 2023.

Councilmember Robinson moved to go back to General Session at 8:02 pm. Seconded by Councilmember Dunlap, motion passed unanimously.

Assistant Treasurer Izabela Tysver will research the Rawlins National Bank if anything needs to be done to use them for the FY24.

Councilmember Dunlap asked if the rolling cart in the clerk's office could be removed. Assistant Treasurer Tysver stated that the cart has not been used all week. Treasurer Slater stated that she does not like and does not use it. It was discussed and the cart will only be used if there is only one person working in the office and they have money on the desk.

Mayor Meeks adjourned the meeting at 8:15 pm.

The next regularly scheduled council meeting will be held on July 6, 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