

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING HELD AT 5:30 P.M. ON THURSDAY, NOVEMBER 16, 2023, IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN OFFICE BUILDING.

COUNCIL MEMBERS PRESENT: Mayor Cullen Meeks, Councilmembers Forest Ortiz, Brennan Dunlap, and David Robinson, with Councilmember Michelle Serres 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 Robinson motioned to approve November 2, 2023, Council Minutes. Seconded by Councilmember Dunlap, the motion passed unanimously.

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

RESIDENTS: Jim and Jo Laux presented to the council that they want to build a lawn care business for the residents of Sinclair at 102 North 10th Street. Laux told the council that the business would be a garage 22' x 26' and then later they would build an office that would be 16' x 30'. Mayor Meeks asked Laux if the lot was zoned business still as he thought at one time it was changed. Laux told the council that he believed it was still zoned business. Mayor Meeks stated that he would find out if the area was still zoned as business. Laux told the council that Backyard Barns would build the garage and later build the office. Backyard Barns would be built on site as it is too big to build and haul into the site. Laux also told the council that Hernandez would be doing the concrete work. Laux shared with the council that he would be getting a survey to determine the property line and the sewer and water lines. Laux told the council that the tentative plan to build would be in March or April 2024. Mayor Meeks told Laux that a building permit will need to be done with the clerks. Mayor Meeks told Laux to bring a plan for work and bring it to the next council meeting on December 7, 2023.

PROJECT UPDATES: Jason Knopp with Edge Engineering presented the council with a proposal from Shepard Construction Solutions, LLC in the amount of \$19,979.69 for the work completed. Councilmember Dunlap made a motion to approve Shepard Construction Solutions, LLC in the amount of \$19,979.69 for work completed. Seconded by Councilmember Ortiz, the motion passed unanimously.

Knopp presented the council with a Notice of Final Payment to be advertised in The Daily Times newspaper. Knopp explained to the council that this is the 5% which was held out of the amount that was paid each time, which is standard practice to do until all the work is completed. This Notice of Final Payment would be completed on January 2, 2024, and then paid out to contractor. Knopp stated that if more work was done later then they would do another hold on 5% and do another Notice of Final Payment at a later date.

Knopp told the council at the next council meeting he would have the price for the work on the railing. Knopp also told the council to think about putting Gem City for the roof inspections in next year's fiscal budget.

Knopp shared with the council that the quote to paint the theatre was too high. Knopp had talked to Maintenance Supervisor Chris Haldorson about painting the theatre next spring. Knopp told the council that he would help Haldorson to order the paint.

Mayor Meeks talked to Knopp about the welding class making the signs for the town out of metal. Mayor Meeks wanted to know if Knopp knew what powder coating the signs would cost. Knopp also suggested adding mounting brackets to the signs. Community Events Director Monte Thayer asked the council to consider just having the theatre sign say, "Parco Theatre", so it was not too long.

Knopp told the council that the outlets outside of the theatre were completed. Knopp shared with the council that the stucco guy would be back in the spring to do any touch ups on the theatre.

Knopp asked Haldorson to see if he could get a cost from 71 construction for the trenches to drain water from the theatre. Knopp also asked Haldorson about the Knox box, Haldorson stated that they had the Knox boxes that just needed to be installed.

Knopp told the council that he would have an updated cost on the amphitheater lighting at the next council meeting.

FIRE DEPARTMENT: Fire Chief Fernando Banda shared with the council that the fire department was ready for the Light the Night tomorrow night, November 17, 2023. Banda told the council that the fire department would be doing traffic control, there would be a medic walking around.

Banda told the council that the training on Wednesday, November 15, 2023, was search and rescue and that it went well. Banda shared with the council that the fire department would be setting up a flag burning ceremony. Assistant Treasurer Izabela Tysver asked Banda if he had a date set yet, and to let the clerks know the date so they could make up flyers.

MUNICIPAL JUDGE REPORT: Councilmember Ortiz made a motion to approve the Judge's report for October 2023 in the amount of \$100.00. Seconded by Councilmember Robinson, the motion passed unanimously.

STREETS AND PARKS: Maintenance Supervisor Chris Haldorson shared with the council that he had completed the Christmas light decorating. Haldorson shared with the council that he had the fire pit set up for the tree lighting and parade on Friday, November 17, 2023.

Haldorson stated that Mark with AC Tree Service was at the dump doing the chipping. Mayor Meeks stated he went out there and it was looking good, and that there will be two piles, one for landscape and one for gardens. Mayor Meeks stated that Mark was looking at getting jersey barriers so the pits could be divided instead of the piles of dirt being used right now.

Haldorson told the council that the town was approved for \$147,000 for the Level 1 Master Water Plan. Mayor Meeks stated that he would get with George Moser and ask about the amount.

SANITARY LANDFILL, SANITARY & STORM SEWERS, WASTEWATER TREATMENT FACILITY AND WATER DEPARTMENT: Haldorson shared with council that he talked with Bud the water supervisor in Rawlins, and when Haldorson is gone on vacation, they will back up Sinclair if anything happens. Haldorson told the council that he would get all the numbers to contact Rawlins to the clerks, just in case they are needed.

POLICE DEPARTMENT: Police Chief Jeff Sanders shared with the council that this will be the 9th year of the Light the Night, and the best weather.

RECREATION/EVENTS DEPARTMENT: Community Events Director Monte Thayer shared with the council that Veterans Luncheon went well. Thayer stated that there were some speakers that came in to speak at the luncheon and that he gave out coins to the veterans. Thayer told the council that Mike Lujan with Michael's Steakhouse donated the food for the luncheon. Thayer will give Lujan and Santa and Evertt Mann gift certificates for their help.

Thayer shared with the council that the blood drive went well. Thayer told the council that he would be having 31 vendors for the craft fair on Saturday, November 18, 2023.

Thayer stated that he will be having a youth field trip on November 22, 2023, that it will be a give thanks field trip where the children will pick up trash.

Thayer told the council that the 100th celebration needs to set up a budget, so they know what they have to spend. Mayor Meeks asked what the refinery is doing for the 100th celebration. Thayer stated that Holly Frontier is nervous about putting their name on anything due to liability. Thayer stated that Annette told him that they will do it locally to help with the celebration.

Thayer told the council that the film crew will be at the Light the Night filming, so they have footage of the evening. Thayer stated that the film crew would not put the town on the hook for payment.

Thayer also stated that there will be a petting zoo of goats at the Light the Night, and it only cost \$250. Thayer also shared that Santa will be going through the parade, and then he will be in the caboose after to see the children and hand out candy canes.

Thayer told the council that the ride along with Everett Mann went well and that it was recorded and then Clerk/Treasurer Becky Slater put the recording on to a CD. Thayer told the council that maybe next summer Rachael could put the recording of Everett Mann on to paper so it could be documented.

FINANCIAL DEPARTMENT: Clerk/Treasurer Becky Slater shared with the council that the HUB insurance policy was up for renewal in January 2024 and review. Slater stated that she had Haldorson go through the vehicles, equipment, and buildings on the policy to make sure everything was correct. Slater shared with the council that the only changes were to the driver's list, to delete Gene Goetz and add Chris Haldorson and Miles Slater.

Slater shared with the council that Tree City USA had sent an email about the program, but the town cannot put in for Tree City USA as the town no longer has a tree board. Slater shared with the council that the last time anything was done with Tree City USA was in 2019. Slater stated that the town could do an Arbor Day Proclamation to celebrate Arbor Day in June as Arbor Day is in April and it is still too cold to plant any trees then. Slater told the council that Mayor Meeks would need to sign the proclamation with the date that we will be doing our Arbor Day celebration and then it will be emailed to Tree City USA.

Assistant Treasurer Izabela Tysver shared with the council that Caselle, at the end of year taxes since we are issuing more than 10 W-2 and 1099's needs an upgrade for software as required by the IRS to have it all sent electronically. Tysver stated that the amount of the upgrade would be \$38.00 per month host maintenance, and that our monthly total is \$5,214.00 so a total of \$456.00 per month would be added for the required software. Tysver stated that since it was under the \$500.00 limit there was no vote needed to pay the amount, and that there is no option to opt out of the upgrade. Mayor Meeks stated that he did not see any reason to vote as it was staying under the \$500.00 limit. Mayor Meeks also stated that we had to do the upgrade.

TOWN ATTORNEY: Town Attorney Mike Roberts shared with Council that he had been contacted by the town auditors about the audit, and that after November 20, 2023, he had to do the attorney audit report and he will send a copy to the clerks. Mayor Meeks asked Roberts about the Mathill property if there was a lien on the property. Roberts stated that he thought there was a lien on the property a long time ago, but not foreclosed on the property. Roberts stated that he would check into it.

UNFINISHED BUSINESSES: Mayor Meeks stated that he would be checking with the refinery to find out if they were still interested in the elementary school to use as a daycare.

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

EXECUTIVE SESSION: Councilmember Ortiz made a motion to enter Executive Session at 6:47 p.m. 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 Robinson motioned to adjourn the Executive Session and seal the minutes at 7:04 p.m. Seconded by Councilmember Ortiz, motion passed unanimously.

Councilmember Robinson motioned to reenter to General Session at 7:04 p.m. Seconded by Councilmember Ortiz, motion passed unanimously. There was no objection to what was discussed during executive session.

Councilmember Robinson made a motion to adjourn the meeting. Seconded by Councilmember Ortiz, the motion passed unanimously. Mayor Meeks adjourned the meeting at 8:15 p.m.

The next regularly scheduled council meeting will be held on December 7, 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