

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING HELD AT 5:30 P.M. ON THURSDAY, OCTOBER 19, 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, Maintenance Supervisor Chris Haldorson, Maintenance Employee Alex Munoz, Community Events Director Monte Thayer, Police Chief Jeff Sanders, Town Attorney Mike Roberts, Kassey Westring with North Fork Engineering.

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

APPROVAL OF MINUTES: Councilmember Robinson motioned to approve October 5, 2023, Council Minutes. Seconded by Councilmember Ortiz, 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.

PROJECT UPDATES: Kassey Westring with North Fork Engineering shared with council the sewer study results. Westring explained to the council why the sewer study was conducted to receive better information on the sewer lines. Westring told the council that there were five lines that were in the worst shape. Westring stated that they will need to be taken care of in the future to prevent problems, most of these lines were clay pipe. Haldorson asked if the clay pipe could be slip lined, Westring told Haldorson she did not believe so but would check into it more.

Mayor Meeks stated that a workshop to discuss the sewer lines would need to be set up in the upcoming future. Westring told the council that she would be having a meeting with Haldorson on Monday, October 30, 2023, at 5 p.m. to go over the study. Mayor Meeks stated that councilmember Robinson and Mayor Meeks would also attend the meeting.

RECREATION ADVISORY BOARD: Community Events Director Thayer stated that they would be meeting after Halloween.

CARBON COUNTY ECONOMIC DEVELOPMENT (CCED): Mayor Meeks shared that there will be a CCED meeting with voting new members in on Monday, October 23, 2023, at 5:30 p.m. at the Econolodge in Rawlins and he would like one of the councilmembers to attend to represent Sinclair, and to remove Leif Johannson from the representative for Sinclair. Councilmember Robinson made a motion for Councilmember Ortiz to attend the CCED meeting to represent the town of Sinclair and to have Leif Johannson removed from representing the town of Sinclair. Seconded by Councilmember Dunlap, motion carried, with Councilmember Ortiz abstaining.

FIRE DEPARTMENT: Mayor Meeks asked for a motion to amend the budget to add a line to Fire Department expenditure for Fuel & Oil in the amount of \$3000.00. Councilmember Otiz made a motion to amend the budget to add a line item to the Fire Department for Fuel & Oil in the amount of \$3000.00. Seconded by Councilmember Robinson, motion carried.

Alex Munoz stepped in for Fire Chief Banda as he had to work. Munoz shared with the council that Fire would be doing live fire training on Saturday, October 21, 2023, at the dump.

Munoz told the council that fire had hired a new firefighter, Miles Slater, and he would be the engineer as he has experience as a driver.

Mayor Meeks asked Munoz if the new heater was already at the new building, and Munoz told him it was not.

STREETS AND PARKS: Maintenance Supervisor Chris Haldorson shared with the council that the street sweeper was back, and they had already used it.

Haldorson told council that the bid from 71 Construction to patch the roads was back and the quote was \$14,000.00 and that did not include all the patches that needed done. Haldorson stated that he

would like to wait until next spring to have them fixed so that the winter snow does not damage them. The council agreed that would be a good idea.

Haldorson told the council that the snowblower for the skid steer had arrived but had to buy a wire to use the joysticks to run snowblower. Councilmember Ortiz asked what the cost for the wire was and Haldorson stated it was \$268, and it had already arrived, just needed put on.

Haldorson shared that with the storm a big tree branch had fallen, but maintenance had already cut it up and removed it.

Mayor Meeks shared that Alex Munoz had turned in his resignation letter, as he was going to work for the refinery. Councilmember Robinson made a motion to accept Alex Munoz resignation letter. Seconded by Councilmember Ortiz, motion carried.

**SANITARY LANDFILL, SALTARY & STORM SEWERS, WASTEWATER TREATMENT FACILITY AND WATER DEPARTMENT:** Haldorson discussed that Rawlins had lost connection with the automated water level, as there is a tower out. Haldorson told the council that he is checking the levels daily.

Haldorson told the council that all the buffalo boxes were cleaned out. Haldorson stated that the state next year will have a new lead and copper pipe rule. The rule will have every town doing an inventory on the kind of pipes for both the town and residents. The results will have to be submitted by October 16, 2024.

Haldorson stated that he will be at the water conference all next week, but Munoz will be in town.

Haldorson stated that the propane for the lift stations will need to be refilled. The inspection of the generators was expensive, Haldorson stated that he believes he could do it next time and save the town some money. The inspector told Haldorson that the west lift station generator is old and might need to be replaced in the future.

Haldorson told the council that Hays Trucking delivered the salt/sand that WYDOT donated to the town. Haldorson also stated that the dump truck propane will be up and working tomorrow, October 20, 2023.

**TOWN BUILDING:** Haldorson shared that they put weatherstripping and filled gaps at the Theatre per request from Community Events Director Monte Thayer.

Haldorson stated that he would like to thank Alex Munoz for all his hard work.

**POLICE DEPARTMENT:** Police Chief Jeff Sanders said that he will be attending a free training on October 25, 2023, in Douglas, Wyoming.

Sanders told the council that HF Sinclair Refinery drew up letters asking the residents to remove the items they have parked on refinery property. Sanders stated that the refinery asked him to deliver the letters. Sanders stated that the refinery does not have a problem with the semi-trucks parking in the lot across from the liquor store.

**RECREATION/EVENTS DEPARTMENT:** Mayor Meeks congratulated Community Events Director Monte Thayer receiving Outstanding Professional of the Year at the WRPA conference. Thayer suggested that maybe Haldorson could go to the conference next year as it offered some great ideas for the parks.

Thayer shared that the youth field trip was to Casper instead of Ft Collins as the weather was bad that day. The eleven children went to Jump Craze and had lunch, they enjoyed it.

Thayer shared that the fire prevention barbeque went well, he just wished more children would of showed up.

Thayer told the council that HF Sinclair Refinery will be renting the large conference room for October 24-27, 2023.

Thayer shared with the council that the 100<sup>th</sup> celebration meeting will be held tomorrow, October 20, 2023. Thayer will set up a time with Everett Mann to drive around town, as the weather was bad last time, and Mr. Mann did not want to come out.

Thayer stated that his conference went well and that one of the speakers was Jason who runs the Jae Foundation that tells people to make an impact and check for signs of suicide. Thayer and all who attended received a new pair of cowboy boots.

Thayer stated that the fire extinguisher inspection for all town fire extinguishers will be on Tuesday, October 24, 2023.

**FINANCIAL DEPARTMENT:** Assistant Treasurer Izabela Tysver told the council that a few amendments to the budget need to be made. In revenue a line item for Mosquito spray needed to be added. Councilmember Dunlap made a motion to amend the budget and add a revenue line for Mosquito spray. Seconded by Councilmember Robinson, motion carried. Tysver told the council the next amendment needed to be in revenue a line-item Rec Donation in the amount of \$1600.00. Councilmember Dunlap made a motion to amend the budget and add a revenue line for Rec Donation in the amount of \$1600.00. Seconded by Councilmember Robinson, motion carried. Tysver that told the council that there needed to be an expenditure line in Community Events Director for Youth Fund in the amount of \$1600.00. Councilmember Ortiz made a motion to amend the budget and add an expenditure line to the Community Events Director for Youth Fund in the amount of \$1600.00. Seconded by Councilmember Robinson, motion carried.

Clerk/Treasurer Becky Slater asked the council to make a motion to remove Ashley Masselink from the CD at Bank of Commerce and to add Rebekah Slater and Izabela Tysver to the CD with Cullen Meeks who is already on there. Councilmember Ortiz made a motion to remove Ashley Masselink from the CD at Bank of Commerce and to add Rebekah Slater and Izabela Tysver to the CD at Bank of Commerce. Seconded by Councilmember Robinson, motion carried.

Slater informed the council that she would be taking three virtual classes from WAMCAT in November.

Mayor Meeks acknowledged Slater for all the certificates she received from the WAMCAT conference at the end of September.

**TOWN ATTORNEY:** Town Attorney Mike Roberts shared with council that he was working on the ordinances but was not done with them yet. Roberts stated that he should have the ordinances completed in ten days. Roberts told the council that he would get a courtesy letter out to the resident stating that needed to pay the bill or a lien would be put on the properties.

**UNFINISHED BUSINESSES:** Mayor Meeks stated that an ordinance workshop would be scheduled at the next council meeting on November 2, 2023.

The council decided on the Caboose Amphitheatre the choices were narrowed down to Mayor Meeks chose #5 & #10. Councilmember Dunlap, Ortiz and Robinson chose #5. So, the final decision was #5 the Monoslope Amphitheatre for \$316,544.00

Mayor Meeks stated to add the Wyoming Community Gas form to the next agenda.

**NEW BUSINESS:** Mayor Meeks shared that only two applications were received for the Maintenance Employee position. Munoz stated that he would be able to help out when he was not working at the refinery.

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

Councilmember Dunlap made the motion to adjourn the meeting. Seconded by Councilmember Robinson, motioned carried. Mayor Meeks adjourned the meeting at 6:53 p.m.

The next regularly scheduled council meeting will be held on November 2, 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