

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING HELD AT 5:30 P.M. ON THURSDAY, APRIL 6, 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.

TOWN EMPLOYEES PRESENT: Town Attorney Mike Roberts, Clerk/Treasurer Ashley Masselink, Maintenance Employee Roger Chizek, Police Chief Jeff Sanders, Community Events Director Monte Thayer, and Jon Nelson with North Fork Engineering.

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

APPROVAL OF MINUTES: Councilmember Ortiz moved to approve March 16, 2023, council minutes. Seconded by Councilmember Robinson, motion passed unanimously.

Councilmember Serres moved to approve March 23, 2023, water workshop minutes. Seconded by Councilmember Ortiz, motion passed unanimously.

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

GUEST: Leigh Nation on behalf of the library board requested to use the upstairs of town hall for a Library meeting. Nation explained with the library closed due to plumbing problems, the Board will not be able to meet in the library for the monthly Board meeting on April 19 at 11 am as had been scheduled. Nation shared that Library board would like to meet April 19, 2023, in the town hall in one of the upstairs meeting rooms upstairs from 11 am to 1 pm. The council agreed the library board could use the upstairs of town hall to meet and will also waive the fee.

GUEST: Yvonne Johnson with Carbon County Economic Development shared she thinks coming to the meetings bi-monthly would work. Mayor Meeks asked that if she is going to come to get on the agenda before the meeting. Meeks shared the council packets go out the Monday of the week of the Council meeting. Johnson shared she would make sure she gets on the agenda next time.

Johnson gave an update on new businesses that will be coming into Carbon County as well as grant information that the municipalities can get for training and apprentice programs.

PROJECTS: Jon Nelson with North Fork Engineering gave an update on the Wyoming Water Development Commission application and that the Town was given a project manager but that the person is out sick. Nelson shared Keith Clearly is the Town's project manager for the water study.

Nelson also shared that he would like to start the sanitary sewer study as soon as the camera equipment is back up and running. Nelson shared that spring is just right around the corner and if the equipment is not up and running that the town can still look at a contractor to complete the jetting and camera part. Chizek shared that the cable is back but would need to have the representative Monte from the jet truck company come back out and attach the cable.

Mayor Meeks asked Nelson when the sewer line was run for the Library and Nelson believed it would have been 2016, and the lines in the street would have run to the property line. Nelson asked if there were any more questions and Council said no and thanked him for his time.

MUSEUM BOARD: Museum board member Leigh Nation shared the first museum board meeting was held and five people attended. Cullen Meeks, Nancy Sanders, Lee & Nancy Pierson, and then herself Leigh Nation. Nation presented the advertisement that will go into the Southern V.I.P. magazine to the council. Nation shared along with the exposure in the magazine that the Carbon County Visitors Council will be doing a year-round social media which the Town of Sinclair will share with City of Rawlins. Nation shared the topic for next board meeting on April 18, 2023, at 5:30 pm will be the budget. Lastly Nation shared the display cabinets from Rawlins will come Monday.

MUNICIPAL JUDGES: Councilmember Ortiz moved to approve the March judges report in the amount of \$0.00. Seconded by Councilmember Robinson, motion passed unanimously.

**SANITARY LANDFILL:** Maintenance employee Roger Chizek shared he started the burn at the dump on Monday.

**SANITARY SEWER:** Chizek shared he will get with the jet truck representative Monte to help install the cable and then get with North Fork when that is complete.

**WATER DEPARTMENT:** Mayor Meeks shared he met with Weickman the City of Rawlins Mayor, and they have decided to wait on holding a meeting as the City of Rawlins is waiting to get a report from their engineer so they can share it with Sinclair at this first meeting. The meeting will be determined once the engineer is complete with the report. Meeks shared it will only be two council members from Sinclair and two from Rawlins along with the clerks when needed.

Mayor Meeks shared that Jim Haldorson reached out to him about the town to paying for him to attend a conference in Casper for continuing education credit hr. Meeks shared he reached out to the council members, but nothing had been decided. The council talked about paying but would like to see the companies that Jim Haldorson is contracted with to help pay for the cost of the conference and hotel room. If the other companies can't or don't want to the town is willing to pay but then a month of Jim Haldorsons wages will be held.

**TOWN BUILDINGS:** Maintenance employee Chizek shared that he received three quotes for the library sewer project. Chizek shared there were three different prices but also three different types of bids. Chizek shared that Cowboy Plumbing's bid was for digging into Lincoln Ave. Silver Sage Plumbing's bid was for digging into Lincoln as well. B.R.E. Plumbing was not for digging into the street but stated if there were circumstances outside their control bid could go up (needing to dig into Lincoln). Councilmember Serres moved to approve the bid form B.R.E Plumbing in the amount of \$10,500.00. Seconded by councilmember Dunlap, motion passed unanimously.

**POLICE DEPARTMENT:** Chief Jeff Sanders shared that the new police truck is here and ready for pick up but that the decals won't be here until the end of April.

**RECREATION/EVENTS DEPARTMENT:** Community Events Director Monte Thayer shared with council that he will still be having the Easter egg hunt on Sunday.

Thayer also shared he will be showing the Blizzard of 49 again on April 18, 2023.

There is an upcoming senior trip on April 21, 2023, going to Brush Creek for a tour.

Carbon County Visitors Council with be having a meeting on April 12, 2023, upstairs in the town hall free of charge as a thank you for awarding the town with the two grants.

Cindy Loose is still working on the online e-tickets and Southern VIP advertisements for the theater.

April 28, 2023, there will be a little league baseball camp for Sinclair and Rawlins kids.

April 23, 2023, at 2:00 pm there will be a free concert given by a classical guitarist.

**FINANCIAL DEPARTMENT:** Clerk/Treasurer Ashley Masselink shared that the Let'er Buck Liquor license is up for renewal if she could get that approved. Mayor Meeks asked that Vice Mayor Michelle Serres step in as Mayor during this approval. Serres requested approval to renew the liquor license for Let'er Buck Liquors. Councilmember Ortiz moved to approve the renewal for Let'er Buck Liquors. Seconded by Councilmember Dunlap, motion passed unanimously with Mayor Meeks abstaining and Serres as acting Mayor.

Masselink asked to amend the budget in insurance in the amount of \$3,636.00 for Local Government Liability Pool to be paid before the start of the next year as the insurance starts July 1, 2023. Councilmember Dunlap moved to approve amending the budget by adding to insurance in the amount of \$3,636.00 for the Local Government Liability Pool to start July 1, 2023. Seconded by Councilmember Robinson, motion passed unanimously.

Mayor Meeks read the proclamation for child abuse prevention for the month of April.

Masselink shared the last few items were to schedule workshop dates and schedule interviews as the town received five or six applications currently and the job closes on Saturday April 8, 2023. Councilmember Serres asked if the town has received any revenue information and Masselink shared at this time, no. Serres shared, she would be gone the week of 10<sup>th</sup> and Robinson shared he would not be able to do anything the week of the 17<sup>th</sup>. The council discussed the March 25 and 27 at 5:00 pm would workshop for times for budget workshop.

Masselink asked if the council would like the dates of March 25 and 27 to be the days, they interview so they could get someone hired and the council shared those dates would be for budget workshop. Masselink then asked when the council would like to schedule the interviews. Council agreed May 1 and May 3 would be good days to schedule for interviews starting at 4:30 pm. Sanders shared that whoever is hired needs to have a job condition upon completion of a background not that the person is just hired.

**TOWN ATTORNEY:** Mike Roberts shared he sent his response to the auditors and that the clerk has a copy as well.

Mayor Meeks asked what the options for homes around town are that are run down. Roberts shared that the town has an ordinance about nuisance that would allow the town to send the resident a letter requesting them to pick things up and if they didn't, they could receive a fine. Roberts also shared the town adopted the National Code for Hazardous homes which could also lead to a fine. Meeks shared he would reach out to Roberts outside of the council meeting get information.

**UNFINISHED BUSINESS:** Councilmember Serres asked how the codification of the ordinances were going. Masselink shared she has not heard anything but would reach out.

Serres also asked about the employee guidelines book and if Izabela had gone through and red lined the changes the previous council came up with so the new council could look at it change it or approve it. Masselink shared that it has not even been started.

**NEW BUSINESS:** Mayor Meeks shared that new council members will need to go to a mandatory training before 2024 or they will be removed from office. Meeks shared that City of Rawlins will be holding a training that is being offered to the Town of Sinclair council members free of charge but there are only 30 spots available. Council members shared they would like to attend but just need to know the date and time.

Meeks shared that he received a letter from the Carbon County Sherriff Alex Bakken about the dispatching fees will go up next year to \$7,500.00 then in 2024 they will go up to \$10,000.00. Meeks shared he will reach out to Bakken and tell him that he thinks the price increase from 2023 to 2024 is happening rapidly. Sanders shared this is dispatching for police, fire, and ambulance not just police.

Councilmember Serres shared that the town should start advertising for summer help as kids will be getting out of school soon. Masselink asked where they would like to have this advertised and the council thought in the post office and the Town of Sinclair Facebook page.

**BILLS:** Councilmember Robinson moved to pay the bills and to accept them for payment. Seconded by Councilmember Serres, motion passed unanimously.

**EXECUTIVE SESSION:** Councilmember Robinson made a motion to move to enter Executive Session at 7:15 pm per WY Statute 16-4-405(ix) to consider or receive any information classified as confidential by law. Seconded by Councilman Serres, motion passed unanimously.

Councilmember Dunlap moved to adjourn from Executive Session and seal the minutes at 8:17 pm. Seconded by Councilmember Serres, motion passed unanimously.

There was no objection to what was discussed during executive session.

Mayor Meeks asked if there were any questions before selecting a candidate council responded with a no. Councilmember Dunlap made a motion for Mayor Meeks to give the job to Michael Drayton. Clerk/Treasurer Masselink asked that the council share how much the position will be hired at as she has been asked by the auditors where it does say who was hired, when they were hired and the wages.

Councilmember Serres shared that there was an offer letter new hires get before all this information could be given. . Masselink shared when she was hired, she never signed such paperwork. Masselink shared that in the past the mayor had been communicating with applicants if they received the job or not. Mayor Meeks shared he will reach out to Michael Drayton tomorrow about the maintenance position at \$23.00 an hour to start. Councilmember Ortiz shared he would like to see Chizek making at least two dollars more an hour. Councilmember Dunlap shared that if you increase Chizek wages then they would need to look at everyone's wages. Council discussed waiting for wage increases until budget as it's just a couple months away. Masselink shared the water salaries budget was already over and will need to be amended so if the council is worried about the budget, it is already at 91.9% as of February and only 67% of the budget year has been completed. Councilmember Serres shared it was over due to the amount of overtime. Councilmember Ortiz made a motion to hire Michael Drayton at \$23.00 an hour and the mayor calling the applicant. Seconded by Councilmember Robinson, motion passed unanimously.

Mayor Meeks adjourned the meeting at 8:38 pm.

The next regularly scheduled council meeting will be held on April 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