

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING HELD AT 5:30 P.M. ON THURSDAY, SEPTEMBER 21, 2023, IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN OFFICE BUILDING.

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

TOWN EMPLOYEES PRESENT: Clerk/Treasurer Becky Slater, Assistant Treasurer Izabela Tysver, Town Attorney Mike Roberts, Maintenance Supervisor Chris Haldorson, Maintenance Employee Alex Munoz, Fire Chief Gene Goetz, Jason Knopp with Edge Engineering, Jon Nelson with North Fork Engineering, Assistant Fire Chief Fernando Banda, Maintenance Employee Roger Chizek, and Fire Department Volunteers: Levi Bezold, Brice Duff, and Sam Warne.

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

APPROVAL OF MINUTES: Councilmember Ortiz motioned to approve September 7, 2023, Council Minutes. Seconded by Councilmember Robinson, motion passed unanimously. Councilmember Dunlap motioned to approve September 13, 2023, Ordinance Workshop Minutes. Seconded by Councilmember Ortiz, motion passed unanimously.

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

RESIDENTS: Doris Goetz, and Leigh Nation. Leigh Nation told council that on behalf of the Carbon County Library Board that she would like to thank Maintenance Supervisor Chris Haldorson and Maintenance Employee Alex Munoz for putting up shades in the library.

PROJECT UPDATES: Jason Knopp with Edge Engineering stated that the stucco project at the theatre around 85% done on prep work. Knopp told the council that next week, Monday, September 25, 2023, that the crew would working on outside of building for about 2 weeks on the fixative. Knopp stated he would get with Community Events Director Monte Thayer to make sure the work being done would not interfere with an upcoming event. Knopp told the council after the next 2 weeks the final coat will be about another week after that. Completion will be in about 3 weeks so that puts it the middle of October. Knopp told the council that the final finish was never decided on there are three choices. 1<sup>st</sup> choice is trail on like hotel finish, 2<sup>nd</sup> choice is shotcrete like old fashion concrete splattered on the wall, and 3<sup>rd</sup> choice is thickness, rounder 3-d finish, the color will match the building color. Knopp recommended the 3<sup>rd</sup> choice to the council as easy to take care off. Council decided that 3<sup>rd</sup> choice was the one to go with.

Knopp presented the council with a proposal from Shepard Construction Solutions, LLC in the amount of \$24,896.00. The proposal has seven items on the proposal, number 1 remove concrete and install trench draw \$7200.00 Knopp stated this is high and Haldorson will look into another company to do the work. Knopp stated that on the proposal that number 1, number 4, number 5 and number 7 should be removed. Knopp told council that the roofing guy talked with him and Haldorson about sealing the deck like the roof but with walking plates on it. Knopp suggested that the council approve number 2 remove handrail and reinstall, number 3 install ¼ inch powder-coated plates on ledge, and number 6 install two outlets for balcony and main level. Knopp told council that he is bringing his trailer up to take the handrail back to Casper to get a quote to have it powder coated and the plates installed in Casper. Council suggested to just have number 6 install two outlets for balcony and main level completed by Shepard Construction Solutions, LLC. Councilmember Serres made a motion to approve Shepard Construction Solutions, LLC on proposal 1310 to install 2 outlets for balcony and main level in the amount of \$2,200.00. Seconded by Councilmember Robinson, motion passed unanimously.

Knopp presented the council with the bill for Shepard Construction Solutions, LLC in the amount of \$46,116.57. Councilmember Dunlap made a motion to pay Shepard Construction Solutions, LLC in the amount of \$46,116.57. Seconded by Councilmember Robinson, motion passed unanimously.

Knopp told the council about the historic plaque for the Theatre, the quote was in 2021 in the amount of \$192.34 and asked if the clerks could order it when the new quote was in. All councilmembers stated they did not see a problem with the plaque being ordered.

Knopp shared with council the next discussion was for the cover over the caboose and stage must be decided by the next council meeting on October 5, 2023, to get the work completed in time for the 100th anniversary. Council stated that the cover would help the town and add to the venues coming

into perform. Councilmembers stated that they liked number 5, and they will look into finances for it and decide at next council meeting on October 5, 2023.

Jon Nelson with North Fork Engineering shared with council the sanitary sewer survey will be completed the first week in October. Nelson stated that they will amend draft reports with final runs, and Cassie will have it done by October 19, 2023, council meeting. Nelson stated that the report can be used by the town for a guiding document for making decisions for sewer related projects and improvements moving forward. Last meeting with WWDC went well and agreed to incorporate a special project for Sinclair with Rawlins side, and Sinclair will receive a standalone document. Kassey let them know that Sinclair has their own tank reading sensors along with Rawlins tank reading sensors were not tying in together. Nelson stated that WWDC could look into that and figure out what is going on. Mayor Meeks suggested to Nelson that later on maybe setting up some water workshops in the following year after the 100th celebration.

Councilmember Serres asked about paving repairs getting completed for the roads. Haldorson stated that he would be getting a quote from 71 construction.

**CARBON COUNTY ECONOMIC DEVELOPMENT (CCED):** Councilmember Dunlap reminded the council that the Guns & Roses event was coming up on October 6, 2023.

**FIRE DEPARTMENT:** Fire Chief Gene Goetz told the council that he will receive a quote from 71 construction for the asphalt for the fire department. Goetz stated that this weekend the fire crew will work on the other truck to get it all ready. Goetz stated that the cookout for fire prevention will be on Wednesday, October 11, 2023, at 6 p.m. Goetz shared that the fire department will be barbequing hot dogs.

**STREETS AND PARKS:** Maintenance Supervisor Chris Haldorson shared with the council as stated before he was getting a quote from 71 construction for the patches on North 7th Street, South 6th Street, and by the old fire department on North 5th Street. Scotty with 71 construction was not for sure if he could get the patches done this fall, as it was late. Haldorson stated that they have some cold patch for the smaller potholes around town. Councilmember Dunlap asked if the cold patch could be used on some potholes on 1st Street. Haldorson told council, that the cold patch could be used there as well, and that Haldorson would use the backhoe to smooth it up.

Haldorson stated that the flushing of the fire hydrants would be completed on Friday, September 22, 2023, as there were two more hydrants on Lincoln Avenue that needed flushed. Haldorson stated that one fire hydrant on 6th street and Madison Avenue is not draining well. Haldorson and Munoz will check on it on Friday, September 22, 2023.

Haldorson told council that next week, Tuesday, September 26, 2023, that him and Munoz would be winterizing the park restrooms, the fountain, and blowing out the sprinkler systems in the parks.

Haldorson shared with council that he had spoke with the company repairing the street sweeper and they are about 2 weeks away from being it completed. Haldorson should see an email from them on Monday, September 25, 2023, to see what the total for repairs will be.

Councilmember Ortiz asked Haldorson what was going on with the snowblower. Haldorson told the council that it was ordered and should be here the first part of October.

Maintenance Employee Alex Munoz asked council if anyone ever got a hold of Andrea Hixon with LGLP about her email about the parks. Mayor Meeks told Munoz that he was not able to get a hold of her, and that he would try to contact her on Friday, September 22, 2023.

Councilmember Dunlap shared that there are some weeds and grass that is over-grown by the emergency exit by the rec center and by the fire department. Haldorson stated that they will get that all done within the next week.

**SANITARY LANDFILL, SANITARY & STORM SEWERS, WASTEWATER TREATMENT FACILITY AND WATER DEPARTMENT:** Haldorson stated that he talked to F&S Trucking about 35 valves that they cannot get a water key on as full of dirt. F&S Trucking would come over and hook a vac truck up to and suck out the dirt out of the Buffalo Boxes, they are charging \$225 per hour. Haldorson stated that he is anticipating it take 1 to 2 days max with a total of \$1800 to \$3600 total. Haldorson stated that he did not look at budget to see where money would come from, but probably water department maintenance. Assistant Treasurer Izabela Tysver stated that there is

\$10,000 budgeted in water department maintenance 51-40-260. Mayor Meeks asked about \$3000, and Haldorson stated worse case \$3600. Mayor Meeks also asked if Haldorson tried any other company besides F&S Trucking and Haldorson stated that Evergreen never would get back to him. Mayor Meeks stated that is important to get them all cleaned out before turns bad. Councilmember Ortiz made a motion to approve \$3600 to F&S Trucking to suck out the Buffalo Boxes. Seconded by Councilmember Robinson, motion passed unanimously.

Haldorson told council about the quotes from TW Enterprises for the generator maintenance on the west lift station generator and the east lift station generator for a total of \$959, to come out of Wastewater Equipment 52-80-250, for both generators. Councilmember Dunlap made a motion to approve TW Enterprises to maintenance on both generators. Seconded by Councilmember Robinson, motion passed unanimously.

Haldorson shared with council that they will be using the camera with Kassey October 4<sup>th</sup>-6<sup>th</sup>, 2023.

**TOWN BUILDING:** Haldorson shared that he took his class for residential building inspection certification and that he is 3 hours from having his license. Haldorson stated that he will be taking another class next week to finish his license. After he gets Munoz going on the blowing out of the sprinklers. Haldorson that stated that after that class he would then have his residential building inspection license.

Haldorson shared the quote with the council for patching the holes on the theatre roof and inspect the theatre roof from GCR Gem City Repair in the amount of \$572.33 to come out of Town Building Maintenance 10-51-260. Haldorson also shared that GCR Gem City Repair also included a quote for a preventative roof maintenance program. Knopp asked if the preventative roof maintenance program was a requirement, Haldorson stated that he was not sure. Knopp and Haldorson can get with them and find out if it is a requirement. Mayor Meeks said that they would wait for Knopp and Haldorson to get back with them. Councilmember Serres made a motion to approve GCR Gem City Repair in the amount of \$572.33. Seconded by Councilmember Dunlap, motion passed unanimously.

**RECREATION/EVENTS DEPARTMENT:** Councilmember Dunlap stated that meeting about the 100 video is going smoothly still discuss on how long to have video. Will come look at town, they are on a timeline will do a short clip interview. Mayor Meeks stated that Annette Penman with HF Sinclair was going to look into funding for video. Community Events Director Monte Thayer left a list for the liquidation sale, for council to go over. Mayor Meeks asked Haldorson if him and Munoz had any items to add to the liquidation sale. Haldorson stated that there is a desk, old air compressor, and an old woodchipper is too small for anything done at town that could be for the liquidation sale. Councilmember Dunlap questioned the sale of the two old depot benches. Mayor Meeks that Councilmember Dunlap could discuss this more with Thayer.

**FINANCIAL DEPARTMENT:** Assistant Treasurer Izabela Tysver shared with the council that a decision needs to be made with the Deferred Compensation Plan (457) for the employees' town does not have to pay into it as it will come out of employees checks pretax. Mayor Meeks and councilmembers suggested to offer it to the employees.

Tysver shared with council that a decision needs to be made about when accumulated Comp time needs to be used. Mike Roberts said that he looked into it a little bit and it needs to be used within one year from time accrued. Councilmember Robinson stated that the county makes it used within the year it is accrued or paid out. Roberts stated that we need to go by what the IRS states we need to do. Mayor Meeks suggested that Roberts could look into it for the next council meeting on October 5, 2023.

**TOWN ATTORNEY:** Town Attorney Mike Roberts shared with Council that he has been working on the ordinance's updates. Roberts has drawn up some drafts up through Title 3; numbers and words can be listed but be done all in one reading. Roberts stated that repealing and reserving would have to be done separately. Knopp asked if we could start all readings at the same time. Roberts stated that we could do that and maybe stagger them. Mayor Meeks asked if we want to set up another workshop. Roberts stated that he would like to see the workshop set up on October 5, 2023. Roberts will get the drafts to everyone to go over before the next workshop.

**UNFINISHED BUSINESSES:** Mayor Meeks stated that him and Councilmember Ortiz went to the water meeting in Rawlins, and it went well. Everyone agreed that everyone needs to work together and get along. Rawlins stated that 5 spring boxes need to be revamped, if 5 or 6 of the spring boxes get revamped it would be enough water for 60,000 people. Pretreatment plant back online but cannot take water with a lot of turbidity. Mayor Meeks suggested to stay in good working

relationship with Rawlins to keep it going. The next meeting will be quarterly and the next one is in January in Sinclair. Mayor Meeks told Haldorson, Munoz, and Slater that they need to start attending the quarterly meetings. Mayor Meeks stated that maybe getting a second water tank up on the hill. Councilmember Serres suggested another way to get water to town if waterline failed coming to town from tank. Mayor Meeks suggested to touch base with George Moser about another tank or another line if first line fails.

Councilmember Dunlap shared with council that the CCCOG meeting went well talking about the Wyoming Heritage Commissioner working with Natrona County and Carbon County.

Councilmember Dunlap asked the council if at the next council meeting on October 5, 2023, could go over what was going to be done with the Wyoming Community Gas Distribution form.

NEW BUSINESS: Councilmember Serres opened the only bid received for the Christmas tree lights. The bid was for \$37,571.52 from Christmas Light Professionals with the town providing the lift. Councilmember Serres made a motion to approve the bid for Christmas Light Professionals in the amount of \$37,571.52. Seconded by Councilmember Dunlap, motion passed unanimously.

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

EXECUTIVE SESSION: Councilmember Dunlap made a motion to enter Executive Session at 7:06 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 from Executive Session and seal the minutes at 8:14 p.m. Seconded by Councilmember Ortiz, motion passed unanimously.

Councilmember Dunlap motioned to reenter to General Session at 8:14 p.m. Seconded by Councilmember Serres, motion passed unanimously. There was no objection to what was discussed during executive session.

Mayor Meeks adjourned the meeting at 8:15 p.m.

The next regularly scheduled council meeting will be held on October 5, 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