

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 7, 2023, IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN OFFICE BUILDING.

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

TOWN EMPLOYEES PRESENT: Clerk/Treasurer Becky Slater, Assistant Treasurer Izabela Tysver, Community Events Director Monte Thayer, Town Attorney Mike Roberts, Police Chief Jeff Sanders, Maintenance Employee Alex Munoz, Fire Chief Gene Goetz, Jason Knopp with Edge Engineering.

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

APPROVAL OF MINUTES: Councilmember Ortiz motioned to approve August 17, 2023, Council Minutes. Seconded by Councilmember Robinson, motion passed unanimously. Councilmember Robinson motioned to approve August 22, 2023, Ordinance Workshop Minutes. Seconded by Councilmember Serres, motion passed unanimously. Councilmember Dunlap motioned to approve August 29, 2023, Snow Removal Workshop Minutes. Seconded by Councilmember Robinson, motioned passed unanimously.

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

GUESTS: Mike Farver with HF Sinclair Refinery demolishing 2 houses in Sinclair. One house at 316 Madison Avenue and one house at 408 North 7th Street. They have already turned off the water, electricity, and gas. The gas meter will still be on the lot, just like the other lots where the houses have been demolished. There will be road base where the house is removed from, also they will cap the sewer. Mr. Farver told the council that they do not have a date for the demolition yet. Mr. Farver told the council that the lot at 316 Madison will stay empty, but in the future, they will build a new house on the 408 North 7th Street lot. The mayor asked Mr. Farver if this was to happen soon, and Mr. Farver informed the council that it was not to happen anytime soon. Councilmember Ortiz made a motion to give HF Sinclair Refinery permission to demolish the 2 houses, on 316 Madison Avenue and 408 North 7th Street and to wave the demolish fee. Seconded by Councilmember Robinson, motion passed unanimously.

PROJECT UPDATES: Jason Knopp with Edge Engineering stated that the stucco project at the theatre is moving along. Knopp told the council that next week, Wednesday, September 13, 2023, that the scratch coat would be in. Knopp stated that the injection of old school concrete paste worked well. They drilled holes to fill with a long needle the old school concrete paste. Mayor Meeks asked Knopp how long it took to cure. Knopp informed the council that it would take about a week to cure. Knopp told the council that they had cut the railing off so they could do all the stucco work. Knopp stated that the railing was quite heavy, he was very shocked. The railing is powder coated, so when the feet plates are welded on to the railing the feet plates will need to be powder coated as well. Knopp stated Troy Shepard with Shepard Construction is looking for a welder to weld the feet plates on the railing and to powder coat it. Knopp is also looking into welders that can do the feet plates and powder coat the railing, that way get the best quote for the job. Knopp showed the council the blueprints for the trench drain, and the reattachment of the railing.

Knopp shared with the council that he had received a email about an 8% amphitheater. He would find out more information about that. Knopp stated that October is the deadline November 1st at the latest deadline to have a May install. Mayor Meeks stated that he wants feedback from the council by next council meeting on September 21, 2023.

RECREATION ADVISORY BOARD: Community Events Director Monte Thayer told the council that Rec Board met on Tuesday, September 5, 2023 and talked about old events and future events, nothing to report.

FIRE DEPARTMENT: Fire Chief Gene Goetz told the council that he did not have anything to present. Mayor Meeks told Fire Chief Goetz that if he was not able to attend the council meetings, then the Assistant Chief Fernando Banda-Valadez needs to come to present not Alex Munoz.

MUNICIPAL JUDGE: Councilmember Dunlap made a motion to amend the agenda and to approve the municipal judges report for August 2023 in the amount of \$646.00. Seconded by Councilmember Serres, motioned passed unanimously.

STREETS AND PARKS: Maintenance Employee Alex Munoz told the council that Maintenance Supervisor Chris Haldorson and himself had been looking around the town at some of the holes in the streets that need to be patched, like South 6th Street, 8th Street, and North McCulloch. Mayor Meeks suggested that Munoz get some quotes for patching the roads. Councilmember Serres suggested to Munoz to see about piggybacking off HF Sinclair when they get their work done, that way it might be cheaper.

Munoz shared with the council the suggestions from Local Government Liability Pool for Washington Park and McCulloch Park. The Mayor and the council would like more information, Mayor Meeks will reach out to Andrea to find out.

Munoz asked the council to approve a quote from Econ Signs for \$1033.32 to replace more of the signs around town. Councilmember Ortiz made a motion to approve Econ Signs for \$1033.32 for street signs from 10-60-240 street supplies. Seconded by Councilmember Robinson, motioned passed unanimously.

Munoz informed the council that the street sweeper was taken to Denver on Friday, September 1, 2023. And that Haldorson told the company to only fix what needed to be done to get the street sweeper working again.

Councilmember Serres asked about the bid for the Christmas Tree Lights, Assistant Treasurer Tysver told council that the bid went out to the newspaper and that sealed bids would be due in the office on September 18, 2023 and then could be opened by council on the September 21, 2023 council meeting.

Munoz told the council that the west pump lift station kept tripping and that on Monday, September 11, 2023, when Haldorson gets back from vacation they would look into it more.

TOWN BUILDING: Munoz shared with the council that he needed to get the Rec Hall letters back up after they were painted.

Munoz asked the council to approve for approval for Haldorson to do a 12 hour online course on September 19th and 20th in the amount of \$565.00 for hours towards getting his Building Inspectors license back. Councilmember Serres made the motion to approve for Haldorson to attend the 2 day 12 hour online course on September 19th and 20th in the amount of \$565.00 from account the Building Inspection dues, seminars & travel 10-58-230. Seconded by Councilmember Robinson, motioned passed unanimously.

Mayor Meeks asked Munoz if he got the road completed going to the water tower. Munoz told the council that he had it about 90% complete and that he would get it finished.

Munoz told the council that he had been replacing the water pump on the Chevrolet maintenance truck.

Mayor Meeks told the council about the quote from AC Tree Service in the amount of \$10,000.00 to do grinding of the old trees in the landfill. The Mayor and Council agreed that AC tree Service could do one year as tree trimming and then the next year as grinding. If there was an emergency of branches being down due to a bad storm; the town could contact AC Tree Service and let them know that we would need to split the grinding and trimming for that year. The Mayor and Council agreed that next year 2024 AC Tree could come and do grinding, since this year 2023 was tree trimming.

RECREATION/EVENTS DEPARTMENT: Community Events Director Monte Thayer shared that there was one movie night in August and nobody attended it.

Thayer shared that the Arts Festival August 18th and 19th went well.

Thayer let the council know that the State of Mind videos were cancelled due to nobody attending them.

Thayer reminded the council that he would be gone September 20th through September 22nd for the WY Work Together Conference in Lander, Wyoming. That this conference would help him with getting grant money and with good partnerships.

Thayer stated that the 100 Anniversary meeting went well and that they have divided up into committees now. The agenda has been finalized as follows:

9 a.m. – Register for raffles.

10 a.m. -Parade

10:45 a.m. – Opening Ceremonies

11:15 a.m. to 1:00 p.m. Free Lunch

There will be many activities including Petting zoo, carnival, live bands, art show @ the Parco Inn, and fireworks.

Thayer reminded the council about the Town Liquidation Sale on Thursday, September 28th at 9 a.m. Thayer asked the council and town staff for input, everything will be in the school gym for the liquidation sale by Wednesday, September 27th for a walk through of council and the mayor. Mayor Meeks asked if Thayer could have it set up early than Wednesday for a walk through. Town Attorney Mike Roberts told the council that there is no minimum amount we must sell the items for.

Thayer told the council that the donation board was getting completed; and that Gerry Rokoczy will install the plates so they are straight. Sean Dunn is working on the engraving of the metal plates, but it is a work in process.

Thayer told the council about the Fire Marshal inspection and that we passed.

Thayer stated that he received a call about a request to have a free Hip-Hop concert for New Year's Eve. Thayer stated that he needed more information about this.

Councilmember Serres asked Thayer about how the HF Sinclair was doing upstairs of the town hall. Thayer told her all was going well.

Councilmember Dunlap asked about the Daycare that HF Sinclair had brought before the council. Councilmember Serres stated that she had talked to them and told them that the council needs a proposal from them about the daycare.

FINANCIAL DEPARTMENT: Assistant Treasurer Izabela Tysver shared with the council that there needed to be a budget amendment for the yearly renewal of the software for the SCADA system in the amount of \$1042.20. Councilmember Robinson made a motion to amend the budget in the amount of \$1042.20 for the SCADA System yearly software in the Non-departmental SCADA System account 10-50-975. Seconded by Councilmember Serres, motion passed unanimously.

Tysver shared with the council that when the clerks make transfers in the accounts they need to be shared at the council meetings. Tysver shared that on August 1, 2023 a transfer from WYO STAR to RNB in the amount of \$100,000.00 was made to cover the upcoming bills. Tysver also shared with the council that on September 5, 2023, that a transfer from RNB to WYO CLASS Sewer in the amount of \$2040.00 and on that same day a transfer from RNB to WYO CLASS Water in the amount of \$35,955.45.

Clerk/Treasurer Becky Slater shared with council that the contract donations for Boys & Girls Club of Carbon County in the amount of \$1500.00 and Carbon County Economic Development in the amount of \$1000.00. Which was budgeted in contract donations 10-50-320 for the total amount of \$3000.00 and Carbon County Senior Services Inc had already received their contract donation in the amount of \$300.00, which makes the total only \$2800.00 with the donation for Boys & Girls Club of Carbon County and Carbon County Economic Development. Councilmember Ortiz made a motion to approve the contract donation for the Boys & Girls Club of Carbon County in the amount of \$1500.00 and to approve the contract donation for Carbon County Economic Development in the amount of \$1000.00. Seconded by councilmember Robinson, motion passed unanimously.

Slater shared with the council that she had a couple zoom meetings with the representatives for TextMyGov and that they had a proposal for the town so we could offer a way to let the residents of the town know about upcoming events and any water breaks or anything else. The council informed

Slater that they were not interested in the TextMyGov. Police Chief Sanders let the council know that we have Alert-Sense to let residents who are signed up know of any emergencies.

Mayor Meeks shared with the council that the Wyoming Community Gas Board had sent a letter telling the town that they had decided to hold the Community Project Distribution Checks until May 2024. And that we need to fill out the Community Project Distribution form and return by December 31, 2023. Mayor Meeks asked the council to think about what we will use these funds for.

TOWN ATTORNEY: Town Attorney Mike Roberts shared with Council that the 106 6th Street house lien needs to be signed by the mayor and notarized to release the lien.

UNFINISHED BUSINESSES: Councilmember Dunlap asked about a representative for the Carbon County Economic Development. Mayor Meeks stated we might need to delegate someone but need to see if former mayor Leif Johansson is still interested.

NEW BUSINESS: Councilmember Serres shared that we need to start looking at reservations for Christmas Party. Maybe setting up a workshop for the Light the Night on November 17, 2023.

Councilmember Robinson asked about a place for recycling here in town. The Mayor and council discussed that at this time it is not feasible.

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

Councilmember Serres made a motion to adjourn the meeting, seconded by Councilmember Robinson, motion carried. Mayor Meeks adjourned the meeting at 7:17 p.m.

The next regularly scheduled council meeting will be held on September 21, 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