

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING, HELD AT 5:30 P.M. ON THURSDAY, MARCH 7, 2024, IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN OFFICE BUILDING.

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

TOWN EMPLOYEES PRESENT: Clerk/Treasurer Becky Slater, Maintenance Supervisor Chris Haldorson, Town Attorney Mike Roberts, 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 Dunlap motioned to approve February 15, 2024, Council Minutes. Seconded by Councilmember Robinson, the motion passed unanimously.

APPROVAL OF THE AGENDA: Councilmember Robinson made a motion to approve tonight's agenda. Seconded by Councilmember Ortiz the motion passed unanimously.

GUESTS: Katie Friend told the council that she would like to get the old food bus from the town and set up a contract with the Town. Friend would be willing to set up the contract as a trade instead of cash for the bus. Friend would be willing to serve ice cream to the residents of the town only, on three separate afternoons in June and July for both 2024 and 2025. Friend also told the council that she would be available for one community event in 2024 and one community event in 2025, and she would provide one free snack item of their choice and she would also have items to sell. Friend shared with the council that she would carry all the required insurances and licenses to operate the food bus. Friend would paint and refurbish the bus and make any repairs required. Friend would notify the town if there was any major mechanical defect is discovered in the first 30 days of ownership that would effect the agreement fulfillment. Friend also shared with the council that if any 'no fault' issues like health issues/illness, death, or if there is a 'at-fault' relocated, the Town would be notified and compensation for the bus would then be implicated. Friend shared with the council that after the 2-year contract she would like to keep up a relationship with the Town and offer discounts for her services. Mayor Meeks told Friend that the council and the Town Attorney would discuss the idea and let her know the discission.

PROJECT UPDATES: Jason Knopp with Edge Engineering shared with the council the draft agreement between the Town and Churchich Recreation for the amphitheater. Knopp stated to the council that it is a standard contract. Town Attorney Mike Roberts stated that he had looked over the contract and did not see anything that would cause the contract to not be signed. Mayor Meeks and the council agreed that Mayor Meeks could sign the contract.

Knopp shared with the council the lightening layout for the amphitheater, the lights will not go all the way to the front. Knopp also shared with the council that there will be outlets included for places to plug in. Knopp told the council that the roof is tongue and grove and there will be puck LED's lights that are flush to the roof not hanging down.

Knopp shared with the council some ideas with pictures for the rock around the pillars. Knopp stated that the cost for block rock with a rough texture would be around \$15,000.00. Knopp stated that regular rock would be 2 to 3 times the cost. Councilmember Ortiz asked who was doing the rock, Knopp stated that he is looking at masons to do the work. Knopp stated that the rock work was out a way and did not need a discussion right away.

Knopp told the council that the roll up door for the weather block is too much for the structure since the span is 20 feet. Knopp stated that putting up poles to attach the roll up door to instead of attaching to the amphitheater. Mayor Meeks stated that a tarp that could be rolled up is what he was thinking not a door. Knopp suggested to the council with pictures a wall instead of a roll up door. Knopp stated to the council that if the weather block is not part of the structure, it can be put up at any time. Mayor Meeks suggested that all the council and Community Events Director Monte Thayer go over and look at the area, Councilmembers Ortiz and Robinson go over and look at and then Councilmembers Serres and Dunlap go over and look and Mayor Meeks and Thayer can go over and look, that way there is no quorum. After everyone has looked, then a discussion of the pros and cons of the wall. Knopp stated that everything was on schedule and in about a week and a half he will have a better schedule.

Knopp told the council that the theatre railing is done and can be installed when Gem City has finished the repairs on the roof. Knopp stated that it would be the end of March or 1st part of April, that Gem City would be doing the repairs.

Knopp told the council that the painting of the theatre will be in June and at the same time Maintenance Supervisor Chris Haldorson could do the rec, the church, the library, the post office and old fire department building. Knopp stated that the colors would all match as they are making sure it is the same as Sherman Williams paint used on the town hall building.

Knopp asked about the concrete work that needs to be done in front of the theatre and Haldorson stated that he just received a quote from High Desert Construction. Mayor Meeks stated that the quote would be discussed with the Town Buildings.

REPORTS FROM BOARDS AND COMMITTEE: Yvone Johnson with Carbon County Economic Development shared with the council that the fueling station at Ft Steele is ready to go as the area has been rezoned. Johnson told the council that the fueling station will be on the south side of the highway. Police Chief Jeff Sanders asked Johnson if she knew if WYDOT was moving the road closed gates to Ft Steele, otherwise the fueling station would not be utilized when the roads were closed at the present road closure gates in Sinclair. Johnson told Sanders that she had not heard anything about the gates being moved.

Johnson shared with the council the new board for CCED. Johnson told the council about the free summit in Riverton on April 8 thru April 12, 2024. Johnson told the council that the annual meeting would be in August and the fundraiser would be on September 13, 2024, in Rawlins.

STREETS AND PARKS: Maintenance Supervisor Chris Haldorson told the council that he did not have much, just replacing street signs and trash clean up. Councilmember Dunlap asked about the welcome sign. Haldorson stated that he had not heard anymore about that. Mayor Meeks asked Councilmember Dunlap if he would like to work on getting the welcome sign. Councilmember Dunlap said he would work on it.

Haldorson stated that he is working on taking the core test for pesticides, next Friday, March 15, 2024. Haldorson stated that this test needs to be taken and passed before taking the mosquito test.

SANITARY LANDFILL, SAITARY & STORM SEWERS, WASTEWATER TREATMENT FACILITY AND WATER DEPARTMENT: Haldorson told the council that Maintenance Employee Corey Davis past his water license test and will be licensed in June 2024 after 6 months experience. Haldorson told the council that Davis is working on his wastewater license now.

Haldorson told the council that Rawlins had called him about a low temperature alarm in the vault at the water tank. Haldorson and Davis found that the heater was not working, so they brought in a portable heater to try to keep the temperature up. Haldorson called Plus Electric to check on the heater, they found the heater was not working and was a 220 heater and was wired with 120 wiring. Plus Electric put in a new breaker and new wiring and the heater works well now.

Haldorson told the council that Jon & Kassey with North Fork Engineering would be working with him about the new lead and copper rule coming up and to be completed by 2027. Haldorson told the council that he is worried about the CIG and Stinkers waterlines as they go a long way. Haldorson stated that they would be doing some pot holing to verify what lines are there.

TOWN BUILDINGS: Haldorson told the council that the theatre cement quote from High Desert Construction was for \$7,800.00. This quote is to replace a 16-foot by 21-foot piece of cement in front of the theatre and to put in the drains for the theatre. Thayer asked when the work was to be done, and for it to be done in May, as he had three concerts coming up in April. Councilmember Dunlap made a motion to approve the quote for High Desert Construction to replace the concrete in front of the theatre and to put in the two drains at the theatre in the amount of \$7,800.00. Seconded by Councilmember Serres, the motion passed unanimously. Haldorson asked where this amount was to be taken out of, Mayor Meeks stated he would look. The council decided that High Deserts concrete work and the paint for the theatre and the other buildings should be taken from Capital Outlay-Improvements 10-51-730.

Mayor Meeks asked Knopp to look at the church as the stucco is breaking out. Knopp stated that we had leftover stucco from the theatre project. Knopp stated that he would look at the church.

Mayor Meeks told the council that he had received complaints about the floor being very dirty at the post office. Mayor Meeks talked to the Assistant Postmaster in Rawlins about the floor needing to be cleaned daily. Mayor Meeks stated that he was told it would be vacuumed daily by the worker at the post office. Mayor Meeks stated that he asked Brian Halcomb with Wyoming Cleaning Solutions to look at the carpet to get it shampooed. Halcomb told Mayor Meeks that the carpet is in really bad shape and might not last after being shampooed. Halcomb talked to the council about replacing the carpet at the post office with VCT tile, which is used at City Market. Halcomb stated that it would be sealed to protect it and make it not too slick. Councilmember Serres stated that the carpet was put in around 2012. Mayor Meeks stated that the post office's contract was up in January 2025, and would like to make sure in the next contract it is stated that the post office is responsible for keeping the floors clean. Halcomb gave the council a quote of \$5,761.97 to pull up the carpet, level the floor, put down the VCR tile and seal the tile. The council decided to table this for the new budget and just have Halcomb shampoo the carpet for now. Mayor Meeks asked Halcomb how long this quote was good for and Halcomb stated that he would check prices again when the town was ready for the new budget.

POLICE DEPARTMENT: Police Chief Jeff Sanders told the council that he did not have anything. Sanders stated that his badges came in for the 100-year celebration.

RECREATION/EVENTS DEPARTMENT: Community Events Director Monte Thayer shared with the council that the events are doing good. Thayer told the council that he had one problem with the youth swimming and pizza party one of the participant's sister had picked them up but did not tell Thayer which caused a panic until Thayer contacted the participant's mother who contacted the sister and verified that the child was home safe.

Thayer asked the council if he could enter into an agreement with HF Sinclair to trade some rental time in exchange for 15 brand new 4-foot folding tables, the cost to buy these tables would be \$900.00. Thayer told the council that this agreement would be in affect soon as HF Sinclair would be renting the Large conference room, the small conference rooms in the town hall building for March 25, 2024, through June 28, 2024. Thayer told the council that this would be \$16,800.00 if paid in full and would give a 10% discount bringing the total to \$15,000.00 and then deducting the money for the tables making the total \$14,000.00. Thayer stated that HF Sinclair would pay \$5,000.00 the first of April, \$5,000.00 the first of May and \$4,000.00 the first of June. Councilmember Ortiz stated that is \$100.00 short of the amount it should be that it should be that it should be \$14,100.00. Thayer stated that he would tell HF Sinclair that it would be \$5,000.00 for the first of April, \$5,000.00 for the first of May, and \$4,100.00 for the first of June. Mayor Meeks stated that a vote did not need to be conducted for this agreement.

FINANCIAL DEPARTMENT: Clerk/Treasurer Becky Slater told the council that she did not have anything just welcoming Gina Helmetag. Mayor Meeks stated that he will introduce Gina at the next council meeting. Councilmember Serres asked Slater if Helmetag would be working 40 hours, Slater told the council that she would be until she completes training.

TOWN ATTORNEY: Town Attorney Mike Roberts shared with the council that completed a draft of the ordinances to be gone through, it is just a draft so there are some mistakes.

Roberts shared with the council that he met with Slater as there was a court call on Wednesday, March 6, 2024, and went over some of the information needed for the process of the citations.

Roberts told the council that now that he has gotten the ordinances mostly taken care of he will start working on the delinquent utility bill.

UNFINISHED BUSISESS: Town attorney Roberts stated that he will look into how to make a permit for the fence on town property and get back to the council.

NEW BUSINESS: Mayor Meeks stated that a workshop for Ordinances needs to be set. The council agreed and set the workshop for Tuesday, March 26, 2024, at 5p.m. in the council chambers of the Town Hall building.

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

EXECUTIVE SESSION: Councilmember Ortiz made a motion to enter Executive Session at 7:16 pm 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 Serres moved to adjourn from Executive Session and seal the minutes at 7: 56 pm. Seconded by Councilmember Robinson, motion passed unanimously. There was no objection to what was discussed during executive session.

Councilmember Robinson moved to reenter to General Session at 7:50 pm. Seconded by Councilmember Ortiz, motion passed unanimously.

Councilmember Dunlap made a motion to approve Rachael Barnhart to come back to work at the museum on or after Monday, March 18, 2024, at \$15.00 per hour for 2 or 3 days a week. Seconded by Councilmember Robinson, the motion passed unanimously.

Councilmember Robinson made a motion to adjourn the meeting. Seconded by Councilmember Ortiz, the motion passed unanimously. Mayor Meeks adjourned the meeting at 7:52 pm.

The next regularly scheduled council meeting will be held on March 21, 2024, at 5:30 p.m. in the Council Chambers of the Town Hall building.

The Council Meetings are recorded sessions available for public view at Townhall office.

Cullen Meeks, Mayor
TOWN OF SINCLAIR

ATTEST: CLERK/TREASURER