

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING, HELD AT 5:30 P.M. ON THURSDAY, DECEMBER 21, 2023, 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, Assistant Treasurer Izabela Tysver, Maintenance Supervisor Chris Haldorson, Fire Chief Fernando Banda, 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 December 7, 2023, Council Minutes. Seconded by Councilmember Robinson, the motion passed unanimously.

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

RESIDENTS: Mayor Meeks shared that Jo Laux would be attending the meeting to discuss more on them building their business on 10th Street and Lincoln Avenue, and she would be here around 6 p.m. And when she arrives then she will be able to present to the council.

RECREATION ADVISORY BOARD: Community Events Director Monte Thayer shared with the council that the board met earlier this month and they were waiting to meet until after the holidays.

FIRE DEPARTMENT: Fire Chief Fernando Banda shared with the council that there were happy people with the gifts and the baskets that the fire department gave out on Wednesday, December 20, 2023. Councilmember Serres asked Banda about how many kids received gifts, Banda told the council that there were 6 stops. Banda stated that a couple of those stops were for two children.

Banda told the council that the insulation and plywood was installed in the fire department pole barn. Mayor Meeks stated that he would go over and look at the work. Banda told the council that some dirt needs to be moved along the bottom of the garage doors to seal them. Maintenance Supervisor Chris Haldorson told Banda that he would bring the skid steer over to move the dirt. Banda told the council that with the insulation it was a 13 degrees difference from before the insulation was installed. Mayor Meeks asked Banda when the heater was to be installed. Banda stated that he was hopeful it would be installed before Christmas. Mayor Meeks told the council that Banda paid for the plywood for the pole barn out of his own pocket. Councilmember Ortiz stated that Banda should be reimbursed. Banda told the council that he did not want reimbursed. Banda told the council that some 2x4's was bought to strengthen the plywood and that add \$160.71 to the price.

STREETS AND PARKS: Mayor Meeks shared that the town of Sinclair will host the CCCOG meeting on July 17, 2024, the second meeting in July. Mayor Meeks also shared that he will get with Lynn Shear about the town hosting the water meeting in January.

SANITARY LANDFILL, SAITARY & STORM SEWERS, WASTEWATER TREATMENT FACILITY AND WATER DEPARTMENT: Maintenance Supervisor Chris Haldorson shared with council that he has a quote from Ferguson Waterworks for water and sewer parts in the amount of \$8,666.00. Mayor Meeks shared that he was called about a sewer leak, and he contacted Haldorson. The leak was not a leak but during the summer Haldorson had turned on a valve that was an abandoned line. And for four months it pressured up and finally failed. Haldorson stated that he talked with Lee Groshart and learned that the line probably went to Sugar Creek years ago but was bypassed with the new system. Mayor Meeks stated that he would like to see it deleted with the Cleveland project. Haldorson told the council that he noted the line and painted it so it would not get turned on again. Councilmember Dunlap made a motion to approve Ferguson Waterworks for the water and sewer parts in the amount of \$8,666.00. Seconded by councilmember Ortiz, motion carried. Mayor Meeks asked if the parts needed to be stored inside. Haldorson told the council that the parts needed to be stored inside. Haldorson also shared with the council that he would go and pick up the parts from Ferguson Waterworks as they are very heavy, and shipping would be quite high.

Haldorson shared with the council that he has learned more about the SCADA mission system and the \$1600 does not need to be set up as everything works fine the way it is. If the water tank gets low he is notified.

TOWN BUILDINGS: Haldorson shared with the council that the Western States Fire Protection contract was signed by John Laux making it a binding contract. Haldorson stated that Western States Fire Protection had done an inspection last year. The contract with Western States Fire Protection is for 3 years for the town hall and Parco Sinclair Theatre. Haldorson told the council that it is \$1625.00 for the inspection. Councilmember Ortiz made a motion to approve Western States Fire Protection in the amount of \$1625.00. Seconded by councilmember Robinson, motion carried.

Haldorson told the council that the fountain for the town hall and the water heater for the town hall downstairs kitchen came in. Haldorson stated that he tried to set up the hot water heater in the kitchen but there was no water coming to it, and all the valves were on. Haldorson stated that the water heater is not the correct one, so it will be exchanged for the correct one or maybe just tying into the big hot water heater.

POLICE DEPARTMENT: Police Chief Jeff Sanders shared with the council that the Comtronix training went well. It was discovered that the evidence room was not on a separate alarm like it was supposed to be. Sanders told the council that the control panels are outdated and that the company that made them went out of business. Sanders stated that with them being outdated we cannot just add a new keypad for the evidence room. Sanders shared that we will receive a quote to get two new keypads and a new one for the evidence room. The wiring for them will not need to be changed. Sanders shared that Clerk/Treasurer Becky Slater could set up a temporary code for visitors to use the conference and offices upstairs. Sanders told the council that now the council room door from the stairs is locked.

Sanders shared with the council that the Shop with a Cop at Walmart went well there were about 50 kids. All the agencies from the entire county were involved with the Shop with a Cop. Sanders stated that each kid gets to spend \$100, the kids can buy gifts for themselves and for other family members.

RECREATION/EVENTS DEPARTMENT: Community Events Director Monte Thayer thanked Sanders for covering for him with the elementary children so he could go to a funeral.

Thayer told the council that the free movies went well, but only three people showed up for the Oppenheimer movie.

Thayer shared with the council that the Santa and fire department gifts and baskets went well. Thayer thanked Banda for the fire departments help. Councilmember Serres asked if a needy child could have gotten a gift. Sanders stated that Mike's Toys for Tots were the ones that did gifts for needy children.

Thayer shared with the council that two rooms in the school have been rented by Forest Ortiz's Martial Arts club and Stephanie Haldorson's Crafters Club. Mayor Meeks asked about HF Sinclair leasing the school. Thayer stated that it was still in limbo. Councilmember Serres stated that HF Sinclair stated that they were waiting on the town of Sinclair to make a decision. Mayor Meeks stated that the town was waiting on HF Sinclair to make a decision. Mayor Meeks stated that he would get a hold of HF Sinclair and see if we could get it moving forward.

Thayer told the council that he has a contract for Brandon Jones but was waiting on an updated contract as there is nothing on the back of the contract like it states on the front. Thayer shared with the council that the contract also stated that two security guards at the corners of the stage, and Thayer did not believe that was needed for a concert in Sinclair. Thayer told the council that after the updated contract is back it would be a \$1500 deposit to have Brandon Jones for the 100th year celebration.

Thayer shared with the council that the new web page will be up and running soon as Cindy Loose will have a meeting with the clerks on January 9, 2024, to discuss any questions on the new website and the square.

Thayer told the council that comedy night went well. Thayer stated that HF Sinclair will be renting the big conference room and two small conference rooms in the town hall for January 9th thru 11th, 2024.

Thayer told the council that he will be getting some shirts embroidered with the Town of Sinclair logo by a lady in Saratoga. Thayer stated that if any other department heads and council members are interested in shirts let him know.

Thayer told the council that he would not be able to attend the January 4, 2024, council meeting as he would be on vacation. Councilmember Robinson asked Thayer about the December 28, 2023, youth holiday activity. Thayer told the council that it was a trip to Casper to go to Jump Craze and Pizza Ranch again as the children liked it.

RESIDENTS: Jo Laux arrived at the meeting and Mayor Meeks invited her to present to the council. Laux told the council that Johnathon from Backyard Barns had made the drawing of the size of the shop for the lawn mowing business that she would like to have built on the corner of 10th street and Lincoln Avenue. Laux told the council that the surveyor was in the process of surveying the property. Laux stated that the building would be at least 75 feet from 10th street and at least 75 feet from the alley. Mayor Meeks asked what way the shop would be facing. Laux told the council that the shop would be facing south. Mayor Meeks asked if Laux had gotten with WYDOT and Laux stated that she had. Laux told the council that she needed to know where the center of the alley is and Haldorson stated that he would paint the center of the alley, so she knew where it was. Mayor Meeks told Laux that with Town Attorney Mike Roberts not being present that the council would not approve without Roberts' approval to do so. Laux told the council that she would get with Haldorson after the survey is completed. Mayor Meeks asked Laux when she was planning on breaking ground. Laux stated that would be in March or April depending on frost.

FINANCIAL DEPARTMENT: Assistant Treasurer Izabela Tysver shared with the council that a budget amendment was needed to add a line item to the revenue side for the \$20,000.00 donation that was received for the 100th year town celebration. Councilmember Serres made a motion to amend the budget to add a revenue line item named Town Celebration Donation. Seconded by councilmember Dunlap, motion carried.

Clerk/Treasurer Becky Slater shared with the council the HUB insurance renewal was completed and the estimated premium is \$31,069.00 for 2024. Councilmember Serres made a motion to approve the HUB insurance renewal in the amount of \$31,069.00. Seconded by councilmember Dunlap, motion carried.

Slater shared with the council a quote from Pine Cove in the amount of \$3,000.00 for block hours. Slater explained that the block hours are used when any computer problems arise, and Pine Cove is contacted to fix them. Councilmember Dunlap asked if getting them to fix things was finally better. Tysver stated that Brandon with Pine Cove calls monthly to talk to Slater and see how things are going. Slater stated that since she has been employed for the town, she has not had any problems with Pine Cove. Councilmember Ortiz made a motion to approve Pine Cove block hours in the amount of \$3,000.00 to come out of account Prof & Tech 10-43-310. Seconded by councilmember Dunlap, motion carried.

TOWN ATTORNEY: Mayor Meeks stated that Town Attorney Mike Roberts told the clerks that the 2nd reading for the Ordinance amendments could be approved and signed even though Roberts was not able to attend the council meeting. Councilmember Dunlap made a motion to approve the 2nd reading of the ordinance amendments. Seconded by councilmember Serres, motion carried.

NEW BUSINESS: Mayor Meeks stated that a workshop for 2025 projects needs to be set up and Jon Nelson and Kasey Westring need to be invited to the workshop. Councilmembers agreed that a workshop be held for January 24, 2024, at 5 p.m. would work for everyone.

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

Councilmember Ortiz made a motion to adjourn the meeting. Seconded by Councilmember Robinson, the motion passed unanimously. Mayor Meeks adjourned the meeting at 6:37 p.m.

The next regularly scheduled council meeting will be held on January 4, 2024, 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