

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING HELD AT 5:30 P.M. ON THURSDAY, NOVEMBER 2, 2023, IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN OFFICE BUILDING.

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

TOWN EMPLOYEES PRESENT: Clerk/Treasurer Becky Slater, Assistant Treasurer Izabela Tysver, Maintenance Supervisor Chris Halderson, Community Events Director Monte Thayer, Police Chief Jeff Sanders, Fire Chief Fernando Banda, Town Attorney Mike Roberts, and Jason Knopp with Edge Engineering.

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

APPROVAL OF MINUTES: Councilmember Robinson motioned to approve October 19, 2023, Council Minutes. Seconded by Councilmember Ortiz, the motion passed unanimously.

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

PROJECT UPDATES: Jason Knopp presented the council with the quote from Gem City Roofing for the theatre deck roof in the amount of \$5,672.71. Knopp stated that if the council approves the quote, he will try to get Gem City to do the work before winter. Councilmember Ortiz asked Knopp what it would look like. Knopp stated that it would be white with walking pads to use for walking on deck. Councilmember Ortiz asked Knopp if the 2-year warranty was a short time for a roof warranty. Knopp stated that he could ask Gem City, but he believed that the 2-year warranty was for the workmanship not the roofing itself. Councilmember Robinson made a motion to have the Theatre balcony membrane installed by Gem City Roofing in the amount of \$5,672.71. Seconded by Councilmember Serres, approved. Mayor Meeks stated that Knopp needed to check on the warranty. This amount would come out of the Historic Theatre Restoration 10-50-960 account.

Knopp asked the council about lighting the approved Amphitheatre. Knopp told the council that the panel already at the caboose for electricity is too small to light the Amphitheatre. Knopp told the council he would get a description of what the electricity for the Amphitheatre is.

Tysver asked Knopp about the grant for the theatre restoration, it is \$300,000 total, and how to get reimbursement. Tysver asked if the deck roof will be from grant also, Knopp stated that the total for the grant was used so the \$5,672.71 will not be covered by the grant. Knopp stated that he will call and find out what is needed to get the reimbursement.

MUSEUM BOARD: Mayor Meeks told the council that the CD at Meridian Trust Federal Credit Union was transferred over to Mayor Meeks and Clerk/Treasurer Rebekah Slater's name. Mayor Meeks stated that will leave the CD until the first of next year and then will look at the rates to determine what to do if transfer to another bank. Slater shared with the council that it looks like two accounts, but one is the CD and the other is a savings account. Assistant Treasurer Izabela Tysver shared with the council that in the savings account there is \$3,800, and the CD is \$13,000 almost \$14,000. Tysver stated that when it was first opened in 2003 was \$9,000 so it has grown about \$5,000. Tysver told the council that there would be a penalty for moving the CD. Tysver told the council that the CD was never put into the budget not in any budget lines. Tysver told the council that the auditors give the town suggestions on what to do with the CD.

RECREATION ADVISORY BOARD: Nancy Pierson spoke to the council about the recreation advisory board. Pierson told the council that Community Events Director Monte Thayer had taken the eleven children to Casper to Jump Craze and to lunch at Pizza Ranch.

Pierson told the council that Thayer attended the Wyoming Recreation and Parks Association conference and was awarded the 2023 Outstanding Professional Award at the conference.

Pierson shared with the council that the Haunted House over three nights had 360 children attend. Pierson thanked Annette Penman, Lief Johansson, Andrea Thayer and her workers for all the help with the haunted house.

SINCLAIR HISTORIC COMMUNITY INC: Mayor Meeks stated that a discussion needs to be done with the Sinclair Historic Community. Mayor Meeks stated that he did not know who was still on the board and did not know what was going on. Knopp suggested that they can plan to help with the rest of the buildings. Mayor Meeks will reach out to Lief Johansson and talk with him to see what is going on, as the board needs to be active.

Knopp asked Slater how the plaque for the theatre was coming along. Slater stated that she had seen the template and it looked like the other historic signs. Slater stated that the sign was already paid for was just waiting for completion.

CARBON COUNTY ECONOMIC DEVELOPMENT (CCED): Yvonne Johnson shared with the council that CCED quarterly report travel miles of 1567 in Carbon County and 1484 out of Carbon County.

Johnson thanked councilmember Ortiz for being Sinclair's representative. Johnson shared with the council that there is a leadership program and suggested the town send Thayer to the program. The cost is \$400, the program is for seven months it starts in January and runs through July. The deadline for applications is November 17, 2023. Mayor Meeks stated that he would visit Thayer and see if this was something he would be interested in. Johnson shared with the council that the Guns & Roses banquet made \$42,000 to \$45,000.

FIRE DEPARTMENT: Fire Chief Banda shared with the council that the training event on November 1, 2023, was a fun event, and that of fire attended along with their significant other.

Banda told the council that he was working with Haldorson for the "Light the Night." Banda told the council that all of the fire department will be attending and that they will stay after the event for about an hour to make sure fire is out.

Mayor Meeks asked the council members to stick together, work together and step up and look at all the departments and recognize them. Mayor Meeks stated that he is seeing good things in all departments.

Banda shared with the council that the next training on November 16, 2023, will be search and rescue. Banda invited everyone to come to the training and there will be a potluck after the training is complete.

STREETS AND PARKS: Maintenance Supervisor Chris Haldorson shared with the council that it has been quiet. Haldorson stated that he had started decorating around town, and that he was working on the manlift trying to get it started to decorate.

Haldorson shared with the council that the street sweeper was working well. Mayor Meeks asked about the snow removal letter. Thayer stated that he had given them out to the senior citizens at donuts and they all were good with helping out.

Mayor Meeks stated that he would like to get interviews for the maintenance position. Council member Ortiz volunteered to do the interview with Mayor Meeks and Haldorson. Mayor Meeks, Haldorson, and Council member Ortiz decided to conduct interviews on Tuesday, November 7, 2023, at 4 p.m. in the council chambers.

Mayor Meeks is going to check with George Moser to see if Haldorson or a councilmember needs to attend the meeting in person.

SANITARY LANDFILL, SANITARY & STORM SEWERS, WASTEWATER TREATMENT FACILITY AND WATER DEPARTMENT: Haldorson discussed that he was waiting for parts for the water department. Haldorson shared with the council that he was 14 hours away from getting his licenses renewed.

Haldorson told the council that he, Mayor Meeks, and Council member Robinson went over the sewers with Kassey, and they discussed will need to set up a workshop, early next year.

Mayor Meeks shared with council that they needed to discuss the water drip program. Council members Ortiz and Robinson agreed with Mayor Meeks that the drip program did not need to be

reinstated. Council member Serres stated that she thought it should be allowed for residents. Slater shared with the council that last year the most anyone saved was \$2.39 and in the summer months more was spent watering lawns than during the winter months of dripping water. The council decided that the water drip program did not need to be reinstated for this winter.

Haldorson shared with the council that he had completed the water depletion report for October 2022 to September 2023 and sent it to the State of Wyoming. The report had to be sent in by the end of the year. The report takes into account the least water we sell to the refinery, the water we get from Rawlins, and the water we sell from our water fill station.

**TOWN BUILDING:** Haldorson told the council that he had been working on a list for Thayer and that all the heaters are up and going. Tysver asked Haldorson about the project sign that is setting in front of the garage door by the post office. Haldorson stated he had left it there for Sheppard Construction, Knopp told Haldorson that it could be put into the garage as they were done with it.

**POLICE DEPARTMENT:** Police Chief Jeff Sanders said that he did not have anything to report. Council member Serres asked Sanders how trick or treating went. Sanders stated that it went well at his house with about twenty-five children, headed out about 5:30 p.m. all at Rec Center at by 7 p.m. The haunted house was great, took pictures, good turnout.

**RECREATION/EVENTS DEPARTMENT:** Community Events Director Monte Thayer stated that he would like to thank Nancy Pierson for going over the rec board. Thayer stated that the November Calendar had a lot of activities. Mayor Meeks stated that Thayer had come to him about working the morning of November 10, 2023, for the Veteran's Luncheon, and Mayor Meeks approved it.

Thayer shared with the council that there is a blood drive on Thursday, November 16, 2023, from 11 a.m. to 3 p.m. Thayer shared with the council that the big event for the month is the "Light the Night" on November 17, 2023, at 6 p.m. HF Sinclair will have a wagon with hot cocoa, cookies, and some light sticks for the children. The elementary choir will be singing, not sure on how the parade signups are going as council member Dunlap had not attended the Rec Board meeting. Thayer will contact council member Dunlap about the parade signup, parade starts at 6:30 p.m. Thayer will be buying candy canes for Santa Claus to give to the children at the caboose.

Thayer shared that on November 18, 2023, there is a craft fair from 9 a.m. to 2 p.m. Thayer stated that there is another craft fair on the same day in Rawlins, and some of the crafters signed up have decided to go to the craft fair in Rawlins instead. Thayer stated he believes that the fair should have 24 to 30 crafters this year.

Thayer stated that we will be accepting donations for the food and toy drive in December. Thayer will get with Banda as fire department helped in the past with food and toy drive. Thayer stated that Tysver had helped with the drive last year as well.

Thayer stated that there will be two movies in November on the last two Tuesdays of the month. On November 21, 2023, will be the Barbie Movie and on November 28, 2023, will be the New Little Mermaid Movie.

Thayer stated that the next 100-year celebration meeting will be on November 9, 2023, at 9 a.m. Thayer stated that a local videographer is interested in doing the 25-minute video for the 100-year celebration. Thayer contacted Discover Carbon County about getting a grant to help with the 100-year celebration. Thayer asked the council if there was an amount to help with the planning of the 100-year celebration. Tysver stated that \$15,000 is budgeted for it for this year. Thayer stated that we will have to use the money to pay for the videographer. Mayor Meeks stated that setting up a sit-down discussion with Annette Penman for HF Sinclair. Thayer stated that the videographer was told that \$20,000 for the video.

Thayer stated that the fire extinguisher inspection was completed and that the fire department's new fire extinguishers would be separate for the town building replacement fire extinguishers. The invoice will be coming in for \$5,007 for the annual inspections.

Thayer asked the council to approve buying ink cartridges for his new printer in the amount of \$589.99. Council member Ortiz made a motion to approve ink cartridges in the amount of \$589.99. Seconded by council member Robinson, motion carried. The amount will be taken out of Rec Supplies 10-72-240.

Thayer shared with the council the donation board was completed. Tysver asked if the town paid for the donation board. Thayer stated that the town paid for the wood, but the work was completed by Carbon County Higher Ed. Tysver asked if the town should send a Thank you letter, Thayer stated that he was going to take some donuts to them instead. Deb Arnold is donating the plaques that will go on the donation board. Serres asked about the form for the \$250 per seat in the theatre. Mayor Meeks about what would happen if Arnold's could not do the plaques anymore, Thayer stated that there are other companies that have the same machine.

FINANCIAL DEPARTMENT: Assistant Treasurer Izabela Tysver shared with all employees that the town is observing Veteran's Day on Friday, November 10, 2023.

Clerk/Treasurer Becky shared with the council the two quotes for the town Christmas party on December 8, 2023. The first quote was from Win at The 19<sup>th</sup> Hole Bar & Grill for fifty people would be \$1180 which includes gratuity. Meal includes choice of Beef Medallions or Barbeque Chicken Breast. The second quote was from Mike at Michael's "Big City" Steakhouse for 50 to 52 people would be \$32 per plate plus gratuity that comes out to \$1600 for fifty people plus gratuity at 15% would be \$1840. The meal includes a choice of Prime Rib or Apricot Glazed Chicken. Slater told the council both places were holding the spot for December 8<sup>th</sup> until after decision at council meeting. Slater shared with the council that she would like to see the party being at The 19<sup>th</sup> Hole Bar & Grill. The council decided to have the Christmas Party at The 19<sup>th</sup> Hole Bar & Grill. Council member Robinson asked if it was family, and it was stated that is for Town employee and significant other.

Assistant Treasurer Izabela Tysver told the council that the auditors asked about a Statement of Investment Policy form. Tysver stated that upon looking at the last time was 2006 when the Statement of Investment Policy form was filled out. Tysver stated that it was updated with the new investments. Council member Serres made a motion to approve the new Statement of Investment Policy form. Seconded by council member Robinson, motion carried.

TOWN ATTORNEY: Town Attorney Mike Roberts shared with the council that he drafted a letter for Krehmeyer and sent it out. The council decided to give Krehmeyer 45 days from the date of the letter to move on with the next process.

UNFINISHED BUSINESSES: Mayor Meeks stated that the Wyoming Community Gas form needs to be decided on at this council meeting. Mayor Meeks suggested that the money be used to replace the town building signs around the town. Serres stated that if the cost of the new signs was more than the money received from Wyoming Community Gas the money on the budget for town signs would be used. Council member Serres made a motion to approve using the \$3762 from Wyoming Community Gas for town building signs. Seconded by council member Robinson, motion carried.

Ordinance workshop scheduled for Tuesday, November 28, 2023, at 5 p.m.

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

Councilmember Otiz made the motion to adjourn the meeting. Seconded by Councilmember Robinson, motioned carried. Mayor Meeks adjourned the meeting at 7:27p.m.

The next regularly scheduled council meeting will be held on Thursday, November 16, 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