

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING HELD AT 5:30 P.M. ON THURSDAY, OCTOBER 5, 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, Maintenance Supervisor Chris Haldorson, Interim Fire Chief Fernando Banda, Community Events Director Monte Thayer, Police Chief Jeff Sanders, Jason Knopp with Edge Engineering, Kassey Westring with North Fork Engineering.

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

APPROVAL OF MINUTES: Councilmember Dunlap motioned to approve September 21, 2023, Council Minutes. Seconded by Councilmember Robinson, motion passed unanimously.

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

PROJECT UPDATES: Jason Knopp with Edge Engineering stated that got a lot of progress on the theatre, found a lot of laborers from Colorado. On Tuesday, October 10, 2023, they do the metal on top to keep the water or weather off. Will do metal caps on top will cap off keep tight and sealed off. Knopp taking railing to Casper to get the welding done on that. Theatre will need painted with a silicate base paint to protect the stucco. Knopp is going to check on the temperature it has to be to use the silicate base paint. Going to order the paint needs to be kept in a climate control area; if can be done in the cooler temperatures than the laborers will get it done. But if it needs to be warmer temperatures, then Maintenance Supervisor Chris Haldorson and Maintenance worker Alex Munoz can paint the theatre next spring.

Knopp stated that there was quite a bit of leftover hydrated lime. Mayor Meeks asked if they would take that back. Knopp stated that Community Events Director Monte Thayer asked if the leftover product could be used on the Rec Hall. Knopp did state that the windows, doors, and roof would need to be completed too. Knopp stated that it would be a cost for all the repairs that need to be repaired. Councilmember Ortiz asked what the storage life of the lime is and Knopp stated that it needs to stay dry, and it turns hard if left too long. Knopp stated that contractor would probably take the lime with him. Knopp stated that the repairs on the Rec Hall are going to be quite high. The Council stated that it would be alright to just get a price to do the Rec Hall repairs.

Knopp asked Clerk/Treasurer Becky Slater about the plaque for the theatre. Slater stated that the lady never returned an email so will email her on Tuesday, October 10, 2023, about the cost of the plaque and then get it ordered.

Knopp presented the council with a proposal from Shepard Construction Solutions, LLC in the amount of \$187,009.39. Councilmember Dunlap made a motion to approve Shepard Construction Solutions, LLC in the amount of \$187,009.39. Seconded by Councilmember Serres, motion passed unanimously.

Knopp stated that the quote that Haldorson received for the drain in front of theatre and rec hall was too high. Haldorson will check with Danny Hernandez for the drain in front of the theatre and rec hall.

Knopp shared with the council that Thayer wants something to hang the Christmas Lights around the arches on the theatre. Knopp stated that he could look into creating an arch to hang the lights on, Knopp will take to the welder about creating the arch.

Mayor Meeks shared with the council upon looking at the money the town has the money to pay for the amphitheater to go over the caboose. The council will need to have the decision by the next council meeting on Thursday, October 19, 2023. The councilmembers can make their decision and let the clerks know which one they choose.

Kassey Westring with North Fork Engineering shared with council that the sewer study was not finished as they were waiting for the small wheels to complete the last two sections. Haldorson shared that the 6-inch wheels will not fit into the 6-inch pipe. There was a misunderstanding and Monte thought that 8-inch wheels would be exchanged for 5-inch wheels. To buy the wheels out right they

are \$1300 for 5-inch wheels. Haldorson and Westring suggested waiting until next year's budget to do the last two sections. Kassey will wrap up the sewer study for the next meeting on Thursday, October 19, 2023.

RECREATION ADVISORY BOARD: Community Events Director Thayer stated that there was a meeting on Monday, October 2, 2023, nothing major to report on.

CARBON COUNTY ECONOMIC DEVELOPMENT (CCED): Mayor Meeks shared that the Guns & Roses event was coming up on October 6, 2023. Meeks was informed that the tickets were sold out.

FIRE DEPARTMENT: Mayor Meeks shared with council that Councilmember Dunlap and Mayor Meeks had a meeting with Fernando Banda and they decided to let him be an Interim Fire Chief for 6 months, and then decide after then. Banda told the council that Engine 1 is going the fire department got all the emergency lights going need to get a few lights for the compartment.

Banda stated that was waiting on a few quotes for the heater for the new fire building. Banda shared he believed the budget for the new heater was \$9000. Banda is also looking for some quotes to get the electrical into the building, is talking with a few electricians. Banda shared to council that they will be installing the insulation into the new building. Banda stated that he was looking at having someone come in to give ideas on how to fill the gaps. Mayor Meeks stated that spray insulation can be bought by the 5-gallon bucket and installed yourself.

Banda shared that they drained the type 6 and the deuce in half as they need to be stored dry for the winter. Banda also stated that there are a couple trucks that need maintenance so looking for a quote from Wyoming Diesel.

Banda reminded council that the fire prevention barbeque is on Wednesday, October 11, 2023, at 6 p.m.

MUNICIPAL JUDGE: Mayor Meeks asked for a motion to approve the municipal judge report. Councilmember Dunlap made a motion to approve the Judges report for September 2023 in the amount of \$510. Seconded by Councilmember Ortiz, motion passed unanimously.

STREETS AND PARKS: Maintenance Supervisor Chris Haldorson shared with the council the new street signs will be put up in the next few weeks. Haldorson stated that he is waiting on quotes from 71 for the road repair.

Haldorson told council that the propane hose for the dump truck will be replaced. Haldorson also said that the street sweeper was done, and that F&S Trucking would be picking it up in the next few days. Christmas tree lights were all put up and left a few ruts in the island so will be worked on next spring, by maybe adding some more soil and planting seed. Haldorson told council that the parks were winterized, and he would get with Dirty Boys Sanitation to pick up the port a potty.

Mayor Meeks told council that he talked to Andrea with LGLP about the playground inspections and she stated that these were recommendations not requirements. Meeks stated that he asked Andrea about the pea gravel as it makes a mess and was wondering if wood chips would work instead. Andrea told Meeks that wood chips would be fine as long as 12 inches out from the merry go round. Meeks shared that the school district in Rawlins has wood chips to get rid. Meeks said that Haldorson and Munoz will go get the wood chips from behind the middle school in Rawlins and put them in the park instead of the pea gravel. Andrea stated that the play at your own risk signs need to be put up in both parks. This will keep the premiums down, also put the wood chips under the teether-totter.

Haldorson shared that him and Munoz went and got one load of wood for Light the Night and will be going to get one more load of wood. Mayor Meeks shared to get with the Fire department.

Haldorson shared that will be decorating this month for the holiday, and Councilmember Dunlap stated that he would be willing to help decorate. Councilmember Serres asked if we need to have a workshop for Light the Night. Thayer stated that he had talked with Annette Penman about the refinery helping and they will. Thayer stated that he will be working on the Light the Night on November 17, 2023, and the craft fair on November 18, 2023. Meeks stated that it sounds like Thayer has it covered, so no need for a workshop.

SANITARY LANDFILL, SANITARY & STORM SEWERS, WASTEWATER TREATMENT FACILITY AND WATER DEPARTMENT: Haldorson discussed will try and use our street sweeper

to clean out the buffalo boxes. Haldorson will get quotes for the water parts. The air bubbler pump went out, and a new one was put in and then fixed the one that went out.

TOWN BUILDING: Haldorson shared that he took his last class for residential building inspection certification and now has his license. Haldorson stated that they will be checking the heaters and filters around town.

POLICE DEPARTMENT: Police Chief Jeff Sanders that he was on a video call with the people for Digi Ticket so will need to set up a spreadsheet for our 7-1-1 to reference our traffic ordinance with the state statute and the bond amount.

Sanders will be attending a free training on October 25, 2023, in Douglas, Wyoming may get with Clerks about staying the one night in a hotel.

Sanders will be helping Rawlins with traffic control for the Outlaw Homecoming parade on Friday, October 6, 2023.

RECREATION/EVENTS DEPARTMENT: Community Events Director Monte Thayer adult Medicine Bow Museum trip. Fire Prevention on October 11th have presentation and gifts even for adults that show up. Youth Pumpkin patch and corn maze trip to Bartels in Fort Collins, Colorado on Friday, October 13, 2023, as no school on that day. Thayer gone for Conference on October 16th through October 18, 2023, back on Thursday, October 19, 2023, for council meeting. Thayer will be setting up Haunted House in theatre on 9am through 11am Monday, October 23rd through Wednesday, October 25th, and on Thursday, October 26th will be haunted house practice then will be open for tours on Friday, October 27th and Saturday, October 28th then again on Tuesday, October 31, 2023, along with the Halloween Carnival.

Thayer shared that the 100-year centennial that he received a quote for the video to show the history of refinery and town and received two options \$89,500 or \$59,500. Thayer will get with committee members and Annette Penman, and she was going to get with Carol Holding see if she would be willing with the cost. Thayer stated that he will driving around with Everett Mann and asking questions on Thursday, October 12, 2023, at 10 a.m.

Thayer stated that Cindy Loose has the Parco/Sinclair Theatre webpage is close to going live, Thayer will go through the preliminary set-up to fine tune it.

Thayer stated that he helped get the long drive golf guy to Rawlins and for the help the golf guy donated it all back, and the town of Sinclair received \$1600. Thayer would like to use the money to make cost free youth trips.

Thayer stated that the pop in from the health and safety inspection, and we passed. Thayer discussed putting in an application for the road closed for the 100-year centennial celebration. Thayer asked if anyone was interested in Town of Sinclair shirts, will be discussed at next meeting.

FINANCIAL DEPARTMENT: Clerk/Treasurer Becky Slater shared with the council \$2040.00 was transferred from RNB bank to WYO Class Sewer Account and \$34,863.80 was transferred from RNB bank to WYO Class Water Account.

UNFINISHED BUSINESSES: Mayor Meeks stated that employees Comp time needs to be used by the end of the year. This year Sanders, and Thayer will need to use their Comp time, but Haldorson, Munoz and Slater will get to carry their Comp time through this year but needs to be used by the end of next year.

The Ordinance Workshop will be scheduled at next council meeting on Thursday, October 19, 2023.

Councilmember Serres suggested to the council that the Wyoming Community Gas Distribution money be used for beautification projects around the town. Discussed maybe using for the town sign on the mound.

NEW BUSINESS: Mayor Meeks shared that need to get the snow removal letter out by November 1, 2023. If the council has any suggestions need to get them to the clerks by next week. The letter will state in reference to residents moving the vehicles and trailers off the streets so town can plow the snow.

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

Councilmember Serres made the motion to adjourn meeting. Seconded by Councilmember Ortiz, motioned carried. Mayor Meeks adjourned the meeting at 7:04 p.m.

The next regularly scheduled council meeting will be held on October 19, 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