

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING, HELD AT 5:30 P.M. ON THURSDAY, APRIL 18, 2024, IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN OFFICE BUILDING.

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

TOWN EMPLOYEES PRESENT: Clerk/Treasurer Becky Slater, Assistant Treasurer Gina Helmetag, Maintenance Worker Corey Davis, Town Attorney Mike Roberts, Police Chief Jeff Sanders, Community Events Director Monte Thayer, Fire Chief Fernando Banda, 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 April 4, 2024, Council Minutes. Seconded by Councilmember Ortiz, the motion passed unanimously.

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

GUESTS: Abby Perry with UW Extension for Carbon County Park Challenge. Perry told the council that the incentive to visit every park in Carbon County, to earn a sticker. Perry stated that there are 25 parks in Carbon County. And in the future, she would like to see park improvements projects. Perry stated that if Sinclair joined in on the park challenge that an 18" by 24" sign would be installed at the parks with help from the Parks Department workers. The sign offers a QR link to look up different information about the county or even the parks. Councilmember Ortiz asked Perry if the visitors could rate the parks they visit. The council agreed that would be a good idea. Perry stated that she could maybe set that up. Mayor Meeks told Perry that the council would get back to her about Sinclair joining in on the Park Challenge.

PROJECT UPDATES: Jason Knopp with Edge Engineering shared with the council the mason should be here at the end of July. Knopp told the council that he was looking at one mason from Cheyenne, Wyoming and one from Laramie, Wyoming.

Knopp told the council that the rock picked at the previous meeting was called Monarch Stone, but he brought samples for the council to look at, as river rock was mentioned by Mayor Meeks at the previous meeting. Councilmember Ortiz asked if the river rock is an older look, Knopp stated that it was. All the Councilmembers and the Mayor like the river rock better than the Monarch Stone.

Knopp shared with the council that at the next meeting he will have prices for taking apart and putting back together the stage. Knopp also told the council that he is waiting for 2 quotes from electricians. Knopp stated that the building would be delivered July 5, 2024, and that the contractor does not have a pay app yet.

Knopp told the council that there looked to be a low spot on the new concrete in front of the theatre and he was going to ask Thayer to take a look at it. Knopp stated that Andrew will be in next week to get the stucco ready for the repair on the pillar in front of the theatre. Knopp told the council that the deck roof looks good, and that maybe the handrail will be ready next week. Knopp told Thayer that the marquee signs plexiglass should slide out.

MUSEUM BOARD: Clerk/Treasurer told the council that Rachael is doing a lot of work cleaning and rearranging the museum. Slater told the council that they could look at the work Rachael is doing upstairs in the museum.

FIRE DEPARTMENT: Fire Chief Fernando Banda told the council that 8 firefighters will be going to Cody Fire School, May 3rd thru May 5th, 2024. Mayor Meeks stated that there is plenty of money in the fire department training. Banda told the council that he is waiting on calls from the hotels to get the best rate. Banda stated to the council that when the firefighters are in Cody Fire School, the town will still have firefighters here to cover if anything happens in town that weekend. Mayor Meeks told the council that Carbon County Fire, took the water tender to a different location in Carbon County, so it is no longer in our town, Councilmember Serres stated that the tender had been in our town since either 2005 or 2006, it had been here a long time.

STREETS AND PARKS: Maintenance Worker Corey Davis told the council that the mowers would be back on Monday, April 22, 2024, as Maintenance Supervisor Chris Haldorson was picking them up in Casper, Wyoming.

Davis told the council that they would be opening the bathrooms at Washington Park the 1st or 2nd week in May.

Davis shared with the council that the fountain would be turned on the 1st part of May. Davis stated that next week that Haldorson and Davis would be inspecting everything for the fountain.

SANITARY LANDFILL, SANITARY & STORM SEWERS, WASTEWATER TREATMENT FACILITY AND WATER DEPARTMENT: Davis told the council that the power outage was all worked out and everything was back up and running.

TOWN BUILDINGS: Davis shared with the council that he would like to inspect the emergency equipment in the town buildings, like the fire extinguisher. Davis told the council that it would also be good training for the summer help workers to learn when they start working for the town. Davis stated that he would like to mark them or number them, so each extinguisher and other emergency equipment is marked. Knopp asked Davis and the council if there was a company that would come to inspect the elevator. Councilmember Serres stated that she believes there is a company that the town has to inspect the elevator.

Davis told the council that they were waiting for a quote from Triangle Heating for the Rec Hall and Museum heaters.

Davis told the council that there is a crack in the wall between the museum and the clerk's office. Knopp stated that it is a structure crack, that he had looked at it. Davis asked about mudding the crack with drywall mud. Knopp stated that it will probably still crack but to keep an eye on it.

POLICE DEPARTMENT: Police Chief Jeff Sanders told the council that he had been writing some tickets. Sanders told the council that he would be changing his schedule to adjust for the traffic for the turnaround. Sanders shared with the council that he had been working on the testing phase of DigiTicket with the clerks. Sanders told the council that he would be gone next week for the conference.

RECREATION/EVENTS DEPARTMENT: Community Events Director Monte Thayer told the council that the free cellist/pianist concert had 83 people attend. Thayer said that the rescheduled Easter Egg Hunt turned out alright. Thayer told the council that the Tris Munsick concert had 71 people paid for the concert.

Thayer told the council that the volleyball group decided to keep attending at the Rec Hall. Thayer told the council that he had two upcoming field trips, one for the youths and one for the adults. Thayer stated that he was working on getting a Queen cover band in May. Thayer asked the council when they had been in all the town buildings.

Thayer told the council that the grant writing he went to was good information about federal grants. Thayer stated to the council that he is working on a grant for a new bus or van. Thayer shared with the council that there might be a presentation on the Lincoln Highway.

Mayor Meeks asked Thayer about people buying tags for the seats at the theatre. Thayer told the council that Slater had set up a Come sit with us flyer, and he is working on the purchased tags for the seats.

FINANCIAL DEPARTMENT: Clerk/Treasurer Becky Slater shared with the council that on Tuesday, April 23 at 1pm Kassey Westring with North Fork Engineering, Shawn King with DEQ and Slater would be having a Zoom meeting to discuss the SLIB requirements.

Slater shared with the council that WAM-JPIC Health Insurance renewal was up there was no price increase for the renewal year. Councilmember Serres asked the employees if they liked the insurance and the employees stated they did. Councilmember Ortiz made a motion to approve the renewal of WAM-JPIC Health Insurance. Seconded by Councilmember Robinson, the motion passed unanimously.

Slater asked Councilmember Ortiz if his last day was going to be tonight or next week. Councilmember Ortiz stated that he was verbally announcing his resignation for the council as he was

moving. Councilmember Serres made a motion with regret to accept councilmember Ortiz's resignation. Seconded by Councilmember Robinson, the motion passed unanimously.

Slater told the council that on Monday, April 22, 2024, at noon, there will be a luncheon for Councilmember Ortiz, and that the council and the employees were invited to attend.

TOWN ATTORNEY: Town Attorney Mike Roberts shared with the council that he had been working on the permits for right-a-way and he had come up with the drafts, and he went over them with the council. Roberts told the council that the land office charges \$12 for the 1st page and \$3 for every additional page to be recorded at the land office. Roberts told the council that fees for each permit would need to be set. Mayor Meeks stated that the fees for these permits would be discussed at the next council meeting.

Roberts shared with the council that a special use permit was for nonpermanent structures and that for permanent structures would be an easement.

UNFINISHED BUSINESS: Mayor Meeks stated that the budget workshops need to start getting set as it was that time a year again. Mayor Meeks asked Sanders and Thayer when they would be ready and the told the council that they would be ready May 6, 2024. Councilmember Serres stated that they could set up a workshop and go over Revenues, first. Slater told the council that she was ready with Administrative and Museum. The council set a budget workshop for Thursday, April 25, 2024, at 5pm for Revenue, Administrative and Museum.

NEW BUSINESS: Mayor Meeks stated that a workshop needed to be set up to discuss the water rates. The council agreed to set the workshop for water rates for April 30, 2024, at 5pm.

Councilmember Serres told the council that at the next meeting on May 2, 2024, that HF Sinclair Refinery and WDEQ will be holding their public meeting first before the council meeting starts.

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

Councilmember Robinson made a motion to adjourn the meeting. Seconded by Councilmember Serres, the motion passed unanimously. Mayor Meeks adjourned the meeting at 7:07 pm.

The next regularly scheduled council meeting will be held on May 2, 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 the Townhall office.

Cullen Meeks, Mayor
TOWN OF SINCLAIR

ATTEST: CLERK/TREASURER