

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING, HELD AT 5:30 P.M. ON THURSDAY, AUGUST 15, 2024, IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN OFFICE BUILDING.

COUNCIL MEMBERS PRESENT: Mayor Cullen Meeks, Councilmembers Nancy Sanders, David Robinson, Brennan Dunlap, and Councilmember Michelle Serres being excused.

TOWN EMPLOYEES PRESENT: Clerk/Treasurer Becky Slater, Assistant Treasurer Gina Helmetag, 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 Robinson motioned to approve August 1, 2024, Council Minutes. Seconded by Councilmember Dunlap, the motion passed unanimously.

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

PROJECT UPDATES: Mayor Meeks told the council that Jason Knopp with Edge Engineering emailed a updated quote from Quantum Contracting, LLC adding the studs that were missed from the last quote from them. Mayor Meeks stated that the new quote was in the amount of \$18,977.73 and the old quote without the studs was \$15,613.80. Mayor Meeks told the council that this quote needs to be approved so the Amphitheatre over the caboose can move forward. Councilmember Robinson made a motion to approve the quote from Quantum Contracting, LLC in the amount of \$18,977.73. Seconded by Councilmember Dunlap, the motion passed unanimously.

FIRE DEPARTMENT: Fire Chief Fernando Banda shared with the council that he tested the siren at the fire department and apologized that he did not give anyone notice of the test. Banda told the council that a lightning strike months back had interfered with the siren working. Banda called Yancy Allison to repair the siren, which he did, and now it is up and working again. Mayor Meeks told Banda that siren should be tested. Banda told the council that it will be tested every Friday after the refinery test their siren.

Banda shared with the council that there will be all eight fire fighters attending the 100<sup>th</sup> celebration to help where they are needed and that some of those fire fighters will be security on Friday, August 16, 2024, in the evening,

STREETS AND PARKS: Maintenance Supervisor Chris Haldorson told the council nothing new to report, just getting the list done for the 100<sup>th</sup> celebration on Saturday, August 17, 2024. Haldorson told the council that the Manway cover was in the plaza, but it was not in the final place, he just did not want the plaza drove on with the wet grass, so it will be moved to the final place later when the grass is not so wet.

SANITARY LANDFILL, SAITARY & STORM SEWERS, WASTEWATER TREATMENT FACILITY AND WATER DEPARTMENT: Haldorson shared with the council that a company with

the jet truck would charge the town \$2,600.00 per day for training. Haldorson stated that his dad, Jim Haldorson was going to look at the jet truck and see if he could remember how to use it, so he could show Haldorson and Davis how to run it.

Haldorson told the council that the Level One Water Study meeting went well, there were some things that he will need to complete before the next meeting in September.

Haldorson told the council that the lift stations service was completed, and one pump is running hot, it is not a big concern, but will get a quote to fix it.

**TOWN BUILDINGS:** Haldorson told the council that the church would remain locked for the 100<sup>th</sup> celebration as it was not in the best shape. Mayor Meeks told Haldorson that the signs all looked good.

**POLICE DEPARTMENT:** Police Chief Jeff Sanders told the council that he had a quote from Comtronix for the town hall alarm system to separate the door alarms into 2 zones and a separate one for the police department's evidence locker. Sanders shared with the council that changing the door alarms this way they would be used as right now when the upstairs is rented if the door alarm was disarmed it would disarm the alarms in the whole building including the evidence locker. Sanders told the council that the quote from Comtronix in the amount of \$4,860.00 would separate the alarms. Councilmember Robinson made a motion to approve Comtronix in the amount of \$4,860.00. Seconded by Councilmember Dunlap, the motion passed unanimously. Mayor Meeks asked Slater to see where to take from in the budget. Slater stated that she would figure it out and let the mayor know where it was coming out of.

**RECREATION/EVENTS DEPARTMENT:** Mayor Meeks shared that the school district was supposed to have a workshop to discuss the school building for the daycare. Mayor Meeks stated that he did not know if it was going to move forward as the school board did not want to get involved.

Community Events Director Monte Thayer shared with the council that everything for the 100<sup>th</sup> anniversary was going well, and he thanked everyone for all the help getting everything ready for the day. Thayer told the council that Everett Mann will be riding in a 1925 vehicle for the parade. Mayor Meeks stated that if any ice was needed for Saturday, that he had some at the bar he would just donate for the day.

Thayer shared with the council that he received a \$10,000.00 WYCEP grant for the bus. Thayer stated that with the money from the refinery in the amount of \$10,000.00 and the money the town stated they would put in the amount of \$12,000.00. Thayer stated that he will be looking for some more grants to help pay for the new bus for the rec hall.

Thayer shared with the council the 100-year plaques from the HF Refinery, one will be in town hall and the other will be in the museum.

Thayer told the council that the Hospital District committee had come to him about using the theatre. Thayer gave the Hospital District committee a price to rent the theatre and they told him that was too

high for their budget. Mayor Meeks stated to table this until the next meeting on Thursday, September 5, 2024.

FINANCIAL DEPARTMENT: Clerk/Treasurer Becky Slater told the council that the check from the Wyoming Business Council was received in the amount of \$240,000.00 and it was put into WY Bus Council Energy Grant 10-31-720.

TOWN ATTORNEY: Town Attorney Mike Roberts shared with the council that it has been a busy municipal court month.

UNFINISHED BUSINESS: Mayor Meeks stated that the contract donation for the Carbon County Senior Services needed to be decided on. Mayor Meeks suggested paying the Carbon County Senior Services \$1,000.00 as there is \$3,000.00 in the Contract Donations 10-50-320 and normally, we only have three entities that ask for the contract donations. Councilmember Robinson made a motion to donate Carbon County Senior Services \$1,000.00 in Contract Donations 10-50-320. Seconded by Councilmember Dunlap, the motion passed unanimously.

NEW BUSINESS: Mayor Meeks read the Proclamation to change the town's name for a day on Saturday, August 17, 2024. Councilmember Dunlap made a motion to approve the Proclamation Town Name Change for a day on Saturday, August 17, 2024. Seconded by Councilmember Robinson, the motion passed unanimously.

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

Councilmember Robinson made a motion to adjourn the meeting. Seconded by Councilmember Sanders, the motion passed unanimously. Mayor Meeks adjourned the meeting at 6:03 p.m.

The next regularly scheduled council meeting will be held on September 5, 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