

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING, HELD AT 5:30 P.M. ON THURSDAY, FEBRUARY 1, 2024, IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN OFFICE BUILDING.

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

TOWN EMPLOYEES PRESENT: Clerk/Treasurer Becky Slater, Maintenance Employee Corey Davis, Town Attorney Mike Roberts, Police Chief Jeff Sanders, Community Events Director Monte Thayer, and Jason Knopp with Edge Engineering, and Alex Munoz stepping in for Fire Chief Fernando Banda.

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

APPROVAL OF MINUTES: Councilmember Robinson motioned to approve January 18, 2024, Council Minutes. Seconded by Councilmember Ortiz, the motion passed unanimously. Councilmember Dunlap motioned to approve January 24, 2024, Workshop Minutes. Seconded by Councilmember Robinson, the motion passed unanimously.

APPROVAL OF THE AGENDA: Councilmember Dunlap made a motion to amend tonight's agenda and add open sealed bids for the 1984 Ford Van to the agenda. Seconded by Councilmember Robinson, the motion passed unanimously. Councilmember Ortiz made a motion to approve the amended agenda for tonight's meeting. Seconded by Councilmember Robinson, the motion passed unanimously.

PROJECTS UPDATES: Mayor Meeks and the council stated that the Amphitheatre pictures was not what they wanted as they did not want the support columns in the deck. Knopp shared with the council that the columns are 25' from column to column, and the back columns are 40' wide. To be off the deck and that would double the Amphitheatre in size as the ramps go out 10' to 15' that would make the Amphitheatre triple to be wider. Councilmember Ortiz asked why the Amphitheatre had to cover the caboose as long as it covers the stage. Knopp told the council that if the structure is kept the way it was drawn up that the finish date would be the last week in July. Knopp stated that if any changes would possibly make the Amphitheatre not done in time for the 100th year celebration. Knopp stated that he would look for a local contractor to take apart the deck, so the support columns could be put under the deck and then have the local contractor put the deck back. Councilmember Dunlap asked if the deck could be moved. Knopp stated that it could not be moved as it was concreted in the ground. Mayor Meeks stated that the Amphitheatre had to be completed by the last week of July, and if it was made any wider than it would cost more. Mayor Meeks stated that he would like to see rock on the columns. Knopp stated that lowering the roof to be about 1' off the caboose stack. Councilmember Ortiz stated that he likes the idea of the roof being lowered down 3' and rocks put on the columns, cover with a weather grade tarp. Mayor Meeks stated that a heavy grade tarp and top half having a screen. Thayer asked if the columns moved back against the caboose and moving the roof back. Knopp stated that he could ask, but he believes that would change the completion date. Knopp stated that the starting of the construction would be in May to get the completion date at the end of July. Knopp asked the council if they liked the color of the columns and roof in the picture. Councilmember Dunlap asked about the roof being white. Mayor Meeks and the rest of the council stated that they liked the color in the picture. Knopp stated that the color that it is in the picture does not take away from the caboose. Mayor Meeks and the council decided to keep the color that is in the pictures and have Knopp check on lowering the roof down 3' to 1' off the stack on the caboose. Knopp told the council he would check on that and also look into local contractors to take apart the deck and put it back together after the columns were placed.

Knopp told the council that the quote from Wild Service for the concrete work at the theatre is more than the prior quote. Mayor Meeks stated that he would like Knopp to get a quote from High Desert, as there has to be a cheaper place to get concrete work done.

Knopp shared with the council that Dino from Gem City found black walking pads for the liner on the balcony of the theatre. The council stated that black walking pads were fine as long as they are not bright yellow.

Knopp told the council that Shepard will mount the rails for the theatre balcony in the spring, to have everything completed in May.

Knopp told the council that he has been working on finalizing the completion of the Wyoming Business Council grant, and that the town should get a one lump sum check for \$240,000.00.

Mayor Meeks asked the council if they had read the email from Jon at North Fork Engineering about the SLIB. Jon should be moving forward with this, and the council and Jon should be talking next month about it more.

REC BOARD: Thayer shared with the council that the Rec Board met on Monday, January 29, 2024. Mayor Meeks asked if there were minutes for these meetings and Thayer stated that he had the minutes and could email them so Slater could put them in packets for council meetings.

FIRE DEPARTMENT: Munoz told the council that fire fighters were trying to attend the training in Cheyenne, which is for Wildland fires. Munoz shared with council that there are 2 to 4 firefighters that need to certify for Fire Fighter 1. And some firefighters need to recertify and are working on certifying on extrication. Munoz stated that Midwinter training was cancelled, and they are looking at trying to go to Cody.

STREETS AND PARKS: Maintenance Employee Corey Davis told the council that he did not need to go over what Knopp had already talked about with the quote for the cement.

SANITARY LANDFILL, SALTARY & STORM SEWERS, WASTEWATER TREATMENT FACILITY AND WATER DEPARTMENT: Davis told the council that he has a burn permit to do a controlled burn at the landfill, starting on Monday, February 5, 2024, and burning thru the week. Munoz told Davis to get a hold of the fire department when they start the fire, and the fire department would use the burn for training.

TOWN BUILDINGS: Davis told the council that the quote for the plaque stand for the Historic plaque at the theatre would be \$200 and that it was getting made.

Davis shared with the council that the Gym blower motor went out in one of the heaters in the gym and that the heater was over 44 years old. Davis stated that the heater would need to be replaced but could wait until the next budget to plan for that as the cost is \$6,000.00 to replace it. Davis stated that the other heater in the gym was doing just fine at keeping the gym warm.

Davis stated that he would like to attend a free math class it was either for February 18, 2024, or February 28, 2024, Councilmember Serres made a motion for Davis to attend the free math class. Seconded by Councilmember Ortiz, the motion passed unanimously.

POLICE DEPARTMENT: Police Chief Jeff Sanders told the council that he received the pins and the challenge coins for the 100th celebration. Sanders presented the council each with one coin and one pin.

Sanders told the council that in February he had a lot of training going on February 6, 2024, February 20, 2024, February 21st, 2024, February 22nd, 2024, February 28th, 2024, and February 29th, 2024, in Rawlins, Wyoming. Sanders told the council that in March on a Sunday he has training in Cheyenne, Wyoming.

RECREATION/EVENTS DEPARTMENT: Community Events Director Monte Thayer shared with the council that he has received a lot of reservations from HF Sinclair for use of the offices and conference rooms in the town hall. Thayer stated that February 12th through 15th and February 20th through 22nd HF Sinclair has rented out and paid for the use of the conference rooms, office and even two days of the council chambers.

Thayer told the council that HF Sinclair is still looking at the use or lease of the school for them, it is not a dead issue.

Thayer told the council that he had some signed contracts for concerts. Trist Munsick would be on April 13, 2024, in the theatre, \$500.00 up front and then 60% of sales of the concert. Southern Fried concert is booked for Saturday, April 27, 2024, it is a full band it is \$2,500.00. Mayor Meeks asked if Southern Fried could not come in the fall like Councilmember Serres had suggested at a previous council meeting. Thayer said that this was a date that would work for them, Mayor Meeks stated that it was fine. A free concert who is a cellist on Thursday, April 11, 2024, and that the Arts Council pays for that concert. Thayer stated that will need a piano in the theatre to accompany the cellist, and that the Arts Council will pay to have the piano tuned. Air Force Band cannot attend the 100th celebration as that date does not work for them. Thayer made a request to the 67-army band to attend the 100th celebration. They stated that will conduct the national anthem but not march in the parade.

Thayer told the council that save the dates cards went out for the 100th celebration and on July 1, 2024, the invitations will go out to the same people save the date cards were sent to. Sponsor letters will be sent out to all the contractors that are out at HF Sinclair Refinery on Monday, February 5, 2024. Thayer told the council that any donations that the contractors make will come straight to the town and go into the 100th celebration account were the \$20,000.00 went from the HF Sinclair donation.

Thayer told the council that he has a group that has rented the gym to play volleyball Tuesdays and Thursdays. And a group to play pickleball earlier on Tuesdays and Thursdays, before the volleyball group comes in.

Thayer told the council that the maintenance guy will be in on Tuesday or Wednesday of next week to service all the treadmills and all the equipment.

Thayer stated to the council that all the contracts for the 100th celebration is taken care of. On February 13, 2024, the guy making the video will be in town to do the first interviews, doing 2 maybe 3 interviews on that day. Wants to get the refinery in the background for one interview, the Parco Inn in the background for another interview, and the theatre for the other interview. Had our 100th celebration meeting yesterday January 31, 2024, everything is moving ahead well.

The Parco/Sinclair Theatre web page will go live anytime as everything has been set up on it. Thayer can add and delete items on the web page as he needs too.

Thayer told the council that on February 29, 2024, he will be working out of the office as he is at Rawlins High School to be a shuttle driver for regional basketball.

Thayer shared with the council that HF Sinclair has a Cingo De Mayo set up and in the daytime will be activities for the children of HF Sinclair employees and town children and the in the evening a dance with a Latin band coming in to play.

FINANCIAL DEPARTMENT: Clerk/Treasurer Becky Slater told the council that only 3 applications have been received for the Assistant Treasurer's position. Mayor Meeks stated that the council needs to stop by the town hall and look at the applications. Mayor Meeks stated that Slater, himself and one council member would be able to conduct the interviews for the position.

Slater told the council that she got the W-2's electronical submitted to Social Security on Monday, January 29, 2024, and now everything is taken care of for the IRS and Social Security for reporting for the 2023 year.

TOWN ATTORNEY: Town Attorney Mike Roberts shared with the council that he is still working on the ordinance updates.

UNFINISHED BUSISESS: Mayor Meeks opened the only sealed bid for the 1984 Ford Van, Bernard and Amanda Garcia bid was for \$1,000.00. Councilmember Dunlap made a motion to approve the sealed bid of \$1,000.00 from Bernard and Amanda Garcia. Seconded by Councilmember Robinson, the motion passed unanimously. Mayor Meeks told Slater to call the Garcia's tomorrow and let them know their bid was accepted.

NEW BUSINESS: Mayor Meeks stated that a workshop needed to be set up to discuss the fees for renting town buildings. The Council agreed to set the workshop for Monday, February 12, 2024, at 5pm in the Council Chambers of the Town office building.

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

Councilmember Dunlap made a motion to adjourn the meeting. Seconded by Councilmember Robinson, the motion passed unanimously. Mayor Meeks adjourned the meeting at 7:00 p.m.

The next regularly scheduled council meeting will be held on February 15, 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