

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

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

TOWN EMPLOYEES PRESENT: Clerk/Treasurer Becky Slater, Maintenance Supervisor Chris Haldorson, Town Attorney Mike Roberts, Police Chief Jeff Sanders, Community Events Director Monte Thayer, and Jason Knopp with Edge Engineering. Fire Chief Fernando Banda being excused from the council meeting as he had to work.

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

APPROVAL OF MINUTES: Councilmember Robinson motioned to approve January 4, 2024, Council Minutes. Seconded by Councilmember Ortiz, the motion passed unanimously.

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

RECREATION/EVENTS DEPARTMENT: Community Events Director Monte Thayer shared with the council that all put one room in the school is rented. And that room has all the extra furniture stored in it.

Thayer thanked Slater for setting up the theatre seat donation paperwork and that will be posted on social media and in the next town bulletin. Thayer told the council that Mr. Rakoczy will help with putting the donation board up and putting on the plaques.

Thayer shared with the council that the webpage for the theatre/museum is in the proof stage, and everyone that has looked at it really likes it.

Thayer told the council that Brandon Jones will be the headliner for the 100th celebration just waiting on his contract to come back. Thayer shared with the council that the opening band for the 100th celebration will be Nathan Dean. Thayer told the council that on January 16, 2024, the 100th year celebration had a meeting, and it is a green light with HF Sinclair Refinery. Thayer stated that approximately \$127,300.00 for the Sinclair Centennial Celebration. Of this figure, HF Sinclair will be responsible for \$72,800.00 and the Town of Sinclair will be responsible for \$54,500.00. As far as the Town of Sinclair they are responsible for: Entertainment at \$19,000.00, Fireworks at \$7,000.00, Advertising at \$10,000.00, Miscellaneous Logistics (set-up, clean up, portable toilets, banners, transportation, donations to volunteer groups) at \$5,000.00, Video at \$10,500.00 and History Books at \$3,000.00. This money will be obtained through Town of Sinclair contributions, grants, and donations to the Town of Sinclair.

Thayer told the council that he is working on having Southern Fried in April or May. Councilmember Serres suggested maybe having Southern Fried do a fall concert. Thayer told the council that he also has a contract going with Tris Munsick for a March 29th concert. Councilmember Ortiz asked Thayer about the Airforce Band, Thayer stated that the invitation was sent out.

RESIDENTS: Sarah and Kelly Johansson went over the design packet to build a shop/garage on their property at 8th Street and Cleveland Avenue. Mr. Johansson told the council that he will need a variance as to put up the pole barn the poles have to go into undisturbed soil, and the old house that was there basement is at 20 feet. Councilmember Ortiz asked for Mr. Johansson to get an exact measurement. Haldorson asked Mr. Johansson for the east side exact measurement as well. Mayor Meeks told Mr. Johansson to get a drawing of the new measurements with the suggested variances. Mr. Johansson told the council that the driveway would be facing Cleveland Street. Mayor Meeks asked if Mr. Johansson planned on doing a valley pan curb and gutter. Mr. Johansson stated that was what he would like to do. Mayor Meeks also asked when Mr. Johansson planned on starting to build. Mr. Johansson told the council that he would like to start in the Spring maybe early Summer. Haldorson stated that with the variances Mr. Johansson will need to get the neighbors to sign off on the building. Mr. Johansson shared with the council that he would need to fix the sewer line. Councilmember Serres asked about the set back off Cleveland Street. Haldorson stated that he would look into it, but the main address is 8th Street not Cleveland Street.

PROJECTS UPDATES: Knopp shared with the council the advertisement for the amphitheater bids was out in the paper. And the only bid that came in was from Churchich Recreation with a 67-page packet with an estimate of \$287,768.00. Mayor Meeks asked Roberts if he needed to review the contract. Roberts and Knopp both stated that Roberts needs to go over the contract. Knopp stated that the lighting is simple. The council stated that they wanted to move forward with the amphitheater. Councilmember Ortiz made a motion to award Churchich Recreation with the bid for \$287,768.00. Seconded by Councilmember Serres, motion carried.

Knopp shared with the council that Wyoming Business Council Grant reimbursement, he will be working with Slater to get it completed and the reimbursement.

Mayor Meeks asked about the drain for the theatre. Haldorson stated that he was still trying to get a hold of Daniel Hernandez. Mayor Meeks stated we might have to find someone else to get a quote from for the cement work.

Knopp shared with the council that Gem City wants the weather to be above 40 degrees to do the work on the theatre roof.

Knopp stated that he is trying to get a hold of Troy for the railing installation.

Knopp shared that the theatre plaque is in and looks like the other plaques. Knopp stated that Haldorson will install the plaque for the theatre on a post to match the other plaques.

Knopp asked for more information on how the council wanted the Christmas lights for the arches installed. Mayor Meeks stated that will discuss it with Thayer at the next council meeting.

Knopp asked about the size of the letters for the signs for the town buildings. Mayor Meeks stated that all one word on a sheet would look better. Knopp stated that all one word on a sheet would easier to install as well. Knopp asked for measurements to let Pepper Coat Steel know for a quote on the powder coating of the signs.

STREETS AND PARKS: Maintenance Supervisor Chris Haldorson thanked the council for the appointment and for hiring Corey Davis for maintenance employee. Haldorson shared with the council that he ordered for the GMC snowplow shoes which lift the blade off road not to tear up the buffalo boxes. Councilmember Ortiz asked how much the shoes were. Haldorson stated that the shoes were \$320.

Haldorson told the council that the Christmas lights were all turned off. Councilmember Serres stated that it was sad to see the lights turned off, but the lights have always been shut off on the 1st of January.

Councilmember Serres asked Haldorson about removing the snow pile that the church piled up. Haldorson stated that Mike Holmes had been told that he has to move the pile and from now on not pile it there.

SANITARY LANDFILL, SALTARY & STORM SEWERS, WASTEWATER TREATMENT FACILITY AND WATER DEPARTMENT: Haldorson shared with the council that everything is running great. Next week the water parts will be delivered, Slater asked if that was going to be an extra cost and Haldorson stated they are delivering for free.

Haldorson told the council that Western States Fire Protection will be doing the fire inspections on January 31, 2024.

Haldorson told the council that Andrew will be picking up some of the stuff from the garage next to the post office.

TOWN BUILDINGS: Haldorson shared with the council that the museum heater was not working correctly, he turned it off and back on and now working. The heater is outdated and if it goes out will need to be replaced, need to budget for in the next budget.

POLICE DEPARTMENT: Police Chief Jeff Sanders thanked the council for his 10th reappointment. Sanders apologized to the council for missing the last council meeting as his wife had an emergency surgery in Florida and was not released to fly back to Wyoming.

Sanders asked the council about changing 2-year reappointments for the Police Chief, Maintenance Supervisor, Clerk/Treasurer, Fire Chief, and Community Events Director to a 4-year reappointment. Mayor Meeks told Sanders that it is being worked on in the town ordinances.

Sanders told the council that 48 hours for moving of the trailers that are not registered that are sitting on the street. Sanders also told the council that the trailers should not be moved on the streets without being registered per state statute.

FINANCIAL DEPARTMENT: Clerk/Treasurer Becky Slater told the council that she needs a motion to amend the budget and add a Revenue line named General Fund Reserves 10-31-996, for the CD from the Bank of Commerce and any future money transfers from investment funds. Councilmember Serres made a motion to amend the budget and add a Revenue line named General Fund Reserves for any money transfers from investment funds. Seconded by Councilmember Robinson, motion passed unanimously.

Slater shared with the council that Comtronix contract needs to be renewed, in the amount of \$3,060.12. Councilmember Ortiz made a motion to approve the renewal of Comtronix contract in the amount of \$3,060.12. Seconded by Councilmember Robinson, the motion passed unanimously. Mayor Meeks stated that a renewal contract for Wyoming Cleaning Solutions and the contract did not change from last year as \$7,800.00 for the first payment for any events for 2024 and \$3,900.00 each month thereafter. Councilmember Serres made a motion to approve Wyoming Cleaning Solutions for the 2024 year. Seconded by Councilmember Robinson, the motion passed unanimously.

Slater shared with the council that she has submitted the 1099 to the IRS, but she has not sent the W-2's to the Social Security as she is still waiting for the code to sign in and she has sent out two emails asking for help to the Social Security. Slater stated that if she does not hear anything on Friday, January 19, 2024, she will place a call to them.

TOWN ATTORNEY: Town Attorney Mike Roberts shared with the council that he is still working on the ordinance updates. Roberts told the council that he will work with Slater when anything with the court for citation comes up as it is easier to teach when there is an actual case.

UNFINISHED BUSINESS: Mayor Meeks asked about the 3rd reading, Roberts stated that he will just add the extra pages for all the updated ordinances and on the 3rd reading they will all be updated together.

Mayor Meeks shared that Mr. Cyr's fence needs to be decided if council wants to issue a special license in regard to the trees on his property line. Halderson suggested going between the two trees with the fence. Mayor Meeks stated that he will go look at the property again and for the council members to go look also. Roberts suggested that the council give permission in a license to be out of compliance, a conditional use permit to use town property. Knopp suggested that a permit for nonpermanent structures and an easement for permanent structures.

NEW BUSINESS: Mayor Meeks stated that the quarterly water meeting with the City of Rawlins will be on Monday, January 22, 2024, at 5pm. Mayor Meeks stated that the projects for 2025 workshop will be on Wednesday, January 24, 2024, at 5pm.

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

Councilmember Ortiz made a motion to adjourn the meeting. Seconded by Councilmember Robinson, the motion passed unanimously. Mayor Meeks adjourned the meeting at 7:55 p.m.

The next regularly scheduled council meeting will be held on February 1, 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