

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING, HELD AT 5:30 P.M. ON THURSDAY, JUNE 6, 2024, IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN OFFICE BUILDING.

COUNCIL MEMBERS PRESENT: Mayor Cullen Meeks, Councilmember Michelle Serres, Councilmember David Robinson, Councilmember Brennan Dunlap and Councilmember Nancy Sanders was on Facetime.

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 Jason Knopp with Edge Engineering.

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

APPROVAL OF MINUTES: Councilmember Dunlap made a motion to approve May 16, 2024, Council Meeting Minutes. Seconded by Councilmember Robinson, the motion passed unanimously.

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

GUEST: Secretary Natasha Martinez and Vice President Arthur Montoya from Gladiator Boxing Club. Martinez provided the council with a little background on their organization. Martinez told the council that they are a non-profit organization, and that coaches are not paid with most of their money coming from grants. Montoya has 26 years of experience in boxing, and they mainly work with children. The Gladiator Boxing Club is currently renting a classroom and two sections of the gym and would like to discuss the rate changes. The Gladiator Boxing Club uses the areas from November to April normally and with the rate change wanted to see if the council would lower the new rate of \$3,600.00 yearly to a possible charge of \$1,800 yearly. The Council told the Gladiator Boxing Club that they would discuss this further and get back to the Club with an answer.

PROJECT UPDATES: Jason Knopp with Edge Engineering told the council that the stage breakdown would be next Wednesday, June 12, 2024, and that it could take up to two days to break down. Knopp told the council that cones, and caution tape would be in place after the breakdown of stage. Knopp stated to the council that the stage will be stored near the post office in that garage. Knopp will provide pricing for framing columns and footer for back columns. Knopp provided three quotes for lighting and circuits for stage. The first quote was from Plus Electric in the amount of \$12,500.00, the second quote was from CJ Enterprise in the amount of \$16,750.00, and the third quote was from Electrical Connections in the amount of \$14,715.00. Mayor Meeks suggested we go with the lowest bid. Councilmember Serres made a motion to approve Plus Electric in the amount of \$12,500.00 with the stipulation that the parts all need to be here on time. If Plus Electric cannot get the parts here on time than the next lowest company, Electrical Connections in the amount of \$14,715.00 would be awarded the job. Seconded by Councilmember Dunlap, the motion passed unanimously. Knopp told the council that he has not received the mason work quote.

Knopp told the council that Gem City billed him and not the Town of Sinclair. Knopp told the council that Double D Welding did the railing, and an extra row was added which was an extra \$200.00 more, but it brought the railing up to code. Haldorson asked about the paint and Jason said it would be delivered June 24, 2024.

Knopp provided to the council acoustic panel drawings and instructions which could be discussed later to reduce the noise upstairs in the town hall.

Knopp told the council that the grant for the theatre will be submitted June 7, 2024.

REPORTS FROM BOARDS AND COMMITTEE: Leif Johansson with Sinclair Historic Community Inc told the council that their request to become a 501C3 was rejected because they do not have enough members. The Sinclair Historic Community Inc. will have six months to get more members, if it does not happen it will no longer be a committee. Johansson stated to the council that there must be at least five members, a president, a vice president, a secretary and two additional. Slater asked if Johansson could change the mailing address from the Town of Sinclair's post office box to his post office box. Johansson stated that he will go to the post office to turn in a change of address.

STREETS AND PARKS: Maintenance Supervisor Chris Haldorson said sprinkler systems are all doing well. Haldorson told the council that he plans to do the town spraying for mosquitos this evening, June 6, 2024, and he will also spray the golf course. Haldorson told the council that he plans to start weed and feed to take care of the dandelions. Mayor Meeks suggested trying 24D to kill the dandelions.

TOWN BUILDINGS: Haldorson told the council that painting had begun. Haldorson stated to the council that the old fire station as well as windows and doors with the help of the summer help had been started. Haldorson asked Knopp about our paint supply for the theatre. Haldorson attended HF Sinclair water meeting and said the low water years should not affect the towns' water, and the rates are our right. Haldorson said that the maintenance team had killed a rattlesnake on the dump road. Haldorson told the council that the quote from Gem City for inspections of Town Hall, Rec Center, and Theatre would be in the amount of \$3,038.10, Haldorson told the council that he will get another quote for last budget workshop.

POLICE DEPARTMENT: Police Chief Jeff Sanders said he would be starting his courteous letters for yard clean up. Sanders told the council that United Rentals will be donating signs for exit 219 during the 100-year celebration. Sanders told the council that he would be attending training in Lander June 12 and 13, 2024. Resident Leif Johansson asked whose responsibility it is to clean up in alley ways. Sanders told Johansson that it is not in the ordinances, but the residents could do the clean-up.

RECREATION/EVENTS DEPARTMENT: Community Events Director Monte Thayer asked the council to purchase a cordless commercial extra power backpack vacuum cleaner from Amazon for the theatre, in the amount of \$814.44 being taken out of Theatre Equipment 10-52-250. Councilmember Dunlap made a motion to approve the purchase of the vacuum cleaner from Amazon in the amount of \$814.44 taken out of Theatre Equipment. Seconded by Councilmember Robinson, the motion passed unanimously.

Thayer told the council that a donation in the amount of \$5,000.00 was awarded from Discover Carbon County for the 100-year Anniversary celebration. Thayer asked to purchase prizes for drawings for the 100-year celebration from Amazon in the amount of \$8,262.84. Councilmember Robinson made a motion to approve Thayer to purchase prizes from Amazon in the amount of \$8,262.84. Seconded by Councilmember Dunlap, the motion passed unanimously.

FINANCIAL DEPARTMENT: Clerk/Treasurer Becky Slater asked to make the purchase of two new desks for the office from Amazon in the amount of \$3,310.04 and split it between Office Equipment and Office Supplies. Councilmember Serres made a motion to approve Slater to purchase two desks from Amazon for the amount of \$3,310.04, being split between Office Equipment and Office Supplies. Seconded by Councilmember Sanders, the motion passed unanimously.

TOWN ATTORNEY: Town Attorney Mike Roberts shared he is working on permit for right-a-way and once it is completed it will be presented to council. Roberts told the council that he has been busy with the police citations from those who have not paid. Roberts stated to the council that the case with the vicious dog attack continues in court.

UNFINISHED BUSINESS: Mayor Meeks asked for a motion to approve Resolution 2024-02 water and sewer rate increase will start on July 21, 2024. Councilmember Dunlap made a motion to approve Resolution 2024-02 water and sewer rate increase. Seconded by Councilmember Robinson, the motion passed unanimously.

Councilmember Serres was appointed to the Carbon County Economic Development board. The final budget workshop was set for June 17, 2024, at 5:00 p.m. in the council chambers.

NEW BUSINESS: Mayor Meeks asked for a motion to move the July 4, 2024, council meeting as it falls on a holiday. Councilmember Robinson made a motion to move the July 4, 2024, council meeting to July 11, 2024, at 5:30 p.m. in the council chambers. Seconded by Councilmember Serres, the motion passed unanimously.

Councilmember Dunlap made a motion to approve the second reading of Ordinance 2024-03. Seconded by Councilmember Serres, the motion passed unanimously.

Mayor Meeks told the council that a Meeting to kickoff Level 1 Master Plan Study on June 11, 2024, at 10 a.m. to Noon in the council chambers.

BILLS: Councilmember Robinson made a motion to pay the bills. Seconded by Councilmember Dunlap, 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 on June 20, 2024, at 5:30 p.m. in the Council Chambers of the Town Hall building.

The Council Meeting is a recorded session and available for public view at the Townhall office.

Cullen Meeks, Mayor
TOWN OF SINCLAIR

ATTEST: CLERK/TREASURER