

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING, HELD AT 5:30 P.M. ON THURSDAY, MARCH 21, 2024, IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN OFFICE BUILDING.

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

TOWN EMPLOYEES PRESENT: Clerk/Treasurer Becky Slater, Assistant Treasurer Gina Helmetag, Maintenance Supervisor Chris Haldorson, Town Attorney Mike Roberts, Police Chief Jeff Sanders, and Community Events Director Monte Thayer.

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

APPROVAL OF MINUTES: Councilmember Ortiz motioned to approve March 7, 2024, Council Minutes. Seconded by Councilmember Dunlap, the motion passed unanimously.

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

GUESTS: Katie Friend was not in attendance. Mayor Meeks advised Katie Friend paid \$1000.00 for the van and will give town discounts. \$1000.00 was placed in miscellaneous revenue 10-31-560.

PROJECT UPDATES: Jon Nelson with North Fork Engineering told the council that Kassey Westring with North Fork Engineering went over loan application with Clerk/Treasurer Becky Slater.

The 2025 project of Cleveland Avenue to Monroe Avenue- loan request \$600,000 in 2024 with potential to go up \$2.4, \$2.5, \$2.7 million for Monroe.

Intended use plan as follows SLIB will need an assessment/wish list completed to keep project going and we should bump loan to \$1 million. Deadline for the application is June 5th, 2024, with October 3, 2024, SLIB meeting, they will advertise by November 2024.

Next council meeting on April 4, 2024, Nelson can put a proposal together with a pre-application conference call in April with SLIB for loan. Westring will get with Slater about the SLIB pre-application also in mid-April.

Nelson suggested we focus on the application and the council all agreed. Mayor Meeks advised rates will increase if prolonged of project so we can proceed with the loan application process.

Nelson will be hosting OSHA refresher training hoping for mid-April this will be open to all municipalities.

REPORTS FROM BOARDS AND COMMITTEE: Rachel Barnhart started Monday March 18, 2024, at the museum. Barnhart has started cleaning inside the museum to prepare for opening season.

FIRE DEPARTMENT: Levi Bezold and Alex Munoz for Fire Chief Fernando Banda, let the council know there will be training BLM, Chainsaw, and Helicopter refresher March 27th in Hanna. Currently have a total of 9 volunteers with the Sinclair Fire Department. John Rutherford has approved fireworks and road closure for the 100th Anniversary. Mayor Meeks asked about the training in Cody and was told they would update the council at the next council meeting, on April 4, 2024.

STREETS AND PARKS: Maintenance Supervisor Chris Haldorson told the council that he has passed his pesticide test. Haldorson told the council he will continue studying so he can pass the mosquito test.

Haldorson told the council that he received a bid from Sims CAB Depot for skid steer door repair for \$1,937.65 and can be taken out of Street Equipment 10-60-250. Councilmember Robinson made a motion to approve the skid steer door repair from Sims CAB Depot in the amount of \$1,937.65 from Streets Equipment 10-60-250. Seconded by Councilmember Serres, the motion passed unanimously.

Haldorson told the council that the street sweeping has begun and will continue until our next snow.

Haldorson mentioned HF Sinclair has asked if the Town planned to spray the golf course during the summer again this year. The Council agreed to continue spraying with a \$400.00 charge for each time the golf course is sprayed.

Haldorson told the council that the lawn mowers are blowing belts. Haldorson stated that a 75-inch belt is currently on mowers that require 90-inch belts. Haldorson asked the council to get the lawn mowers taken to Stokes Equipment Company in Casper, Wyoming for a diagnostic test to figure out the issues with lawn mowers. The quote from Stokes Equipment Company is \$349.44 for both mowers to be diagnostic tested. Haldorson told the council that it could come out of Parks Equipment 10-70-250. Councilmember Dunlap made a motion to approve Stokes Equipment Company diagnosing both lawn mowers for \$349.44 to be taken from Parks Equipment 10-70-250. Seconded by Councilmember Robinson, the motion passed unanimously.

SANITARY LANDFILL, SANITARY & STORM SEWERS, WASTEWATER TREATMENT FACILITY, AND WATER DEPARTMENT: Haldorson told the council that TWE Enterprises had a bill. Slater told Haldorson that the bill was paid at the last council meeting on March 7, 2024.

Haldorson told the council that they had been thawing pond 1 and draining into pond 2 and that it should be done over the weekend.

Haldorson told the council that he would like to attend a WY Rural Water conference April 16-19, 2024, the total would be \$873.00, which is \$107.00 for the motel per night and \$445.00 for conference. Councilmember Dunlap made a motion to approve Haldorson attending the WY Rural Water conference on April 16-19, 2024, for the total of \$873.00. Seconded by Councilmember Serres, the motion passed unanimously.

TOWN BUILDINGS: Haldorson told the council that the theatre balcony that Gem City is still working on wear pad and one piece of flashing. Haldorson told the council that Michael Martin is

waiting on gutters to be finished by F & S and once complete, Martin will do the concrete, this will be done around Thayer's concerts lined up in April.

Haldorson told the council that once the weather is starting to warm up and they will start painting around windows, and balcony doors,

POLICE DEPARTMENT: Police Chief Jeff Sanders is attending the Sheriff Annual Conference April 22-25, 2024, in Casper. Sanders told the council that the contractors are starting to roll in for the turnaround so traffic in the Sinclair area is picking up.

RECREATION/EVENTS DEPARTMENT: Community Events Director Monte Thayer shared with the council of upcoming Easter Egg Hunt he had received donations from HF Sinclair, City Market, Pizza Hut, Family Dollar, Walmart, and McDonald's for the hunt. Mayor Meeks asked Thayer to send thank you notes to those businesses that donated after the event.

Thayer told the council that HF Sinclair has the upstairs conference rooms steadily booked through June 2024. Thayer received a \$5,000.00 sponsor for the 100th Celebration. Thayer told the council that is working on a \$10,000 grant to help with the 100th-year celebration.

FINANCIAL DEPARTMENT: Clerk/Treasurer Becky Slater asked the council for a motion to remove Izabela Tysver from RNB signature card and from the RNB account holder and to add Gina Helmetag to the RNB Signature card and to the RNB account holder. Councilmember Dunlap made a motion to remove Izabela Tysver from the RNB signature card and the RNB account holder and to add Gina Helmetag. Seconded by Councilmember Robinson, the motion passed unanimously.

TOWN ATTORNEY: Town Attorney Mike Roberts shared with the council that the land special use permits at Land office for fences on town right-a-ways. Mayor Meeks asked Roberts bring a draft to the workshop next Tuesday March 26th, 2024, at 5 p.m.

UNFINISHED BUSINESS: Mayor Meeks read and signed the Proclamation for Arbor Day to be held on June 8, 2024, in the Town of Sinclair. The Council discussed the town planting a tree on the mound, and maybe other places around town.

NEW BUSINESS: Councilman Dunlap shared that he had contacted WYDOT about closing Lincoln Avenue for the 100th celebration. Councilmember Dunlap stated that WYDOT will provide signage for semis on both the East side and the West side. The only thing WYDOT asked was to have at least a month's notice. Sanders did not agree with the closure, stating that trucks would not follow the closure signs. . The Council voted to shut down during the celebration from 6 a.m. to Midnight on August 17th, 2024. Councilmember Robinson made a motion to shut down Lincoln Avenue from 6am to Midnight on August 17, 2024, for the 100th celebration. Seconded by Councilmember Ortiz, the motion passed unanimously. Nelson suggested to the council to possible hire a flaggers company to direct traffic during the event

Councilmember Serres asked about the summer help hiring. Haldorson and Slater stated that currently the town has Rachael Barnhart in the museum and Hunter Haldorson will be coming back again. Haldorson stated that he would like the council to only hire two more for the summer.

Mayor Meeks asked Slater to advertise starting on April 1, 2024, using Facebook, the Town website, with the Workforce, and to make up a newsletter to go out in April with the two positions for summer help in that. Slater asked the council if she needed to advertise in the newspaper and the council stated they did not feel it was necessary.

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

Councilmember Robinson made a motion to adjourn the meeting. Seconded by Councilmember Dunlap, the motion passed unanimously. Mayor Meeks adjourned the meeting at 6:56 pm.

The next regularly scheduled council meeting will be held on April 4, 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