

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING, HELD AT 5:30 P.M. ON THURSDAY, MAY 16, 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.

TOWN EMPLOYEES PRESENT: Clerk/Treasurer Becky Slater, Assistant Treasurer Gina Helmetag, Maintenance Supervisor Chris Haldorson, Town Attorney Mike Roberts, Police Chief Jeff Sanders, Jon Nelson with North Fork Engineering, with Community Events Director Monte Thayer arriving late at 5:35 pm.

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

APPROVAL OF MINUTES: Councilmember Dunlap made a motion to approve April 30, 2024, Water Rate Workshop minutes. Seconded by Councilmember Robinson. Councilmember Serres made a motion to approve May 2, 2024, Council Meeting Minutes, seconded by Councilmember Dunlap, the motion passed unanimously. Councilmember Dunlap made a motion to approve the May 6, 2024, Fees and Rates Workshop minutes, seconded by Councilmember Robinson, 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.

GUEST: Zane Cyr on behalf of Lawrence Cyr about Special Fence Permit.

PROJECT UPDATES: Jon Nelson with North Fork Engineering discussion on Resolution 2024-04 scope of projects \$1 million dollar loan with 50% forgiveness. Nelson provided Resolution Authorization Form requesting approval and signatures. Councilmember Serres motioned to approve Resolution 2024-04. Seconded by Councilmember Dunlap, the motion passed unanimously. Nelson presented the Council with the Master Service agreement 2018, term of 5 years renewal with written instrument January 31, 2023, for 5-year term, outline scope of services including cost and rates as well as the Task order to proceed with project design going into 2025. Mayor Meeks is requesting the Councilmembers to read, review and discuss at the next council meeting on June 6, 2024. Mayor Meeks signed the Master Service Agreement at tonight's meeting.

Nelson reminded the council about the Public Meeting scheduled for May 30th, 2024, at 5 p.m., a quorum is not needed, and that North Fork Engineering has already advertised for this meeting to take place.

Councilmember Dunlap asked Mayor Meeks about the sewer RV dump station at AquaFlow. Nelson stated that it should not be in with this project, that could be discussed at another meeting.

STREETS AND PARKS: Maintenance Supervisor Chris Haldorson said the Fountain is up and running and Washington Park restrooms are now open. Haldorson said he passed his mosquito test for licensing. Haldorson told the council that the sprinkler system will be up and running soon. Haldorson requested to have both truck windshields replaced from Rawlins Glass in the amount of \$800 taken from Streets Department Maintenance 10-60-260. Councilmember Robinson made a motion to approve Rawlins Glass in the amount of \$800.00 for both truck windshields to be replaced. Seconded by Councilmember Serres, the motion passed unanimously.

TOWN BUILDINGS: Haldorson shared with the council that he would like to get a new heater for the museum from Triangle Heating in the amount of \$5,120.00 to be taken from the Town Building Equipment 10-51-250 budget. Councilmember Dunlap made a motion to approve for Triangle Heating to replace the museum heater in the amount of \$5,120.00. Seconded by Councilmember Robinson, the motion passed unanimously.

Haldorson told the council that he would like to finish purchasing paint from Sherwin Williams for town buildings and get a lift rental at \$12,000.00 from Town Buildings Capital Outlay-Improvements 10-51-730 to start painting by June 4 and receive the bill before June 20, 2024. Councilmember Dunlap made a motion to Purchase the paint from Sherwin Williams and to rent a lift to finish painting. Seconded by Councilmember Robinson, the motion passed unanimously.

Councilmember Dunlap asked about the Welcome Sign on the mound. Mayor Meeks stated he would see if the Carbon County Higher Education could make that sign.

Mayor Meeks asked Haldorson about a bill he saw from Plus Electric at the library. Haldorson told the council that it was for the library emergency EXIT signs.

POLICE DEPARTMENT: Police Chief Jeff Sanders presented the council with a quote from Mountain West Motors in the amount of \$1,283.61 to repair the 2011 Ford with the battery being recently replaced and the wiper sprayer motor being replaced to be taken out of Police Department Maintenance 10-54-260. Councilmember Serres made a motion to approve the quote for Mountain West Motors in the amount of \$1,283.61 for the repairs for the 2011 Ford. Seconded by Councilmember Robinson, the motion passed unanimously.

Sanders mentioned to the council that this week is Law Enforcement Memorial Week and that he attended the ceremony in Rawlins and that it was a nice ceremony even though no one from the Sheriff's office showed up.

Sanders mentioned to the council that the turnaround at HF Sinclair has tapered off considerably. Sanders told the council that HF Sinclair finished painting the outside wall and fencing which looks nice.

RECREATION/EVENTS DEPARTMENT: Community Events Director Monte Thayer said the next turnaround is scheduled from September through October with approximately 1700 contractors.

Thayer told the council that all past and present events are going as scheduled. Thayer mentioned the 100th Anniversary planning is starting to fall into place. Thayer said the Leadership Carbon County 2024 will be planting flowers around town on May 21 at 1 p.m.

Councilmember Dunlap asked about the repairs to walls from the boxing club, Thayer said they have not fixed them yet, but are still planning to repair them.

TOWN ATTORNEY: Town Attorney Mike Roberts shared with the council permit for right-a-way that an application and permit would be required for a new build and for a pre-existing build is requested the requirement would be a notice application and permit. Town Clerk Slater and Maintenance Supervisor Haldorson are to review the draft. Mayor Meeks asked if we had to charge the ones who have been asking or waiting for permits for over a year which Roberts said they could keep going with their projects.

Councilmember Dunlap requested to have a form for the Special Permit ready for the next council meeting.

Roberts told the council that he is moving forward with the lien enforcement paperwork and that it would be going out as certified mail according to ordinance rather than in person but would investigate an in-person delivery as well.

UNFINISHED BUSINESS: Mayor Meeks stated that a fencing permit discussed per building code no permit is needed. Mayor Meeks stated that a fee for a fence does make your property look good. Guest Cyr stated that the fence cost them \$10,000 and fencing came with instructions for 24-inch-deep posts on vinyl fence, he also mentioned this was the engineering fence instructions that came with the purchase of fencing material. Councilmember Dunlap stated that he thinks that a fee should be charged. Councilmember Sanders stated she felt a safety concern is a reason to charge a fee. Mayor Meeks asked Haldorson how deep the holes for fence post needed to be with. Haldorson stated that it is to be 3 feet deep. Police Chief Sanders suggested a \$5.00 fee for permit. Councilmember Robinson saying it should be a \$50.00 fee for a permit. Councilmember Serres made a motion to approve Resolution 2024-03 with the amended fence building permit of \$50.00. Seconded by Councilmember Robinson, the motion passed unanimously.

NEW BUSINESS: Councilmember Serres motioned to adopt the 2012 IRC Building Code to replace the 1991 Uniform Building Code. Seconded by Councilmember Robinson, the motion passed unanimously.

Mayor Meeks motioned to have License and Permit Fees effective July 1, 2024. Councilmember Dunlap motioned to amend Resolution 2024-03. Seconded by Councilmember Robinson, the motion passed unanimously.

Councilmember Serres stated that about half of the budget is left in FY2024 budget and we need to utilize the money.

BILLS: Councilmember Dunlap motion to move to pay the bills. Seconded by Councilmember Sanders, 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 6:45 pm.

The next regularly scheduled council meeting will be held on June 6, 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