

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

COUNCIL MEMBERS PRESENT: Mayor Cullen Meeks, Councilmembers Nancy Sanders, Michelle Serres, Brennan Dunlap, and David Robinson.

TOWN EMPLOYEES PRESENT: Clerk/Treasurer Becky Slater, Assistant Treasurer Gina Helmetag, Maintenance Supervisor Chris Haldorson, Police Chief Jeff Sanders, Community Events Director Monte Thayer, Museum Worker Rachel Barnhart, Fire Chief Fernando Bando, Assistant Fire Chief Alex Munoz, and Town Attorney Mike Roberts.

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

APPROVAL OF MINUTES: Councilmember Sanders motioned to approve the November 7, 2024, Council Minutes. Seconded by Councilmember Robinson, the motion passed unanimously.

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

GUEST: Derrick Morse with Pine Cove discussed recommendation to replace existing server since it is only a five-year warranty. Mayor Meeks asked if we could get quotes during budget planning since warranty is going to be up on existing server and was not budgeted in for this year. Morse said yes, quotes could be provided, and this warranty may have fallen through the cracks due to office personnel changes and transitions. Councilmember Serres asked if we wait 6 months, so this runs with our fiscal, could this hurt us; to which Morse said it would not hurt us to wait for next budget. Councilmember Serres asked if this would be an upgrade to our existing server, Morse replied this really is not an upgrade but more added space and another five-year warranty. Councilmember Sanders asked if the new server would have down time, Morse said yes. Mayor Meeks asked what the replacement downtime would be, Morse replied no downtime for replacement. Mayor Meeks and the Councilmembers agreed to wait until the next budget for new server upgrade.

PROJECT UPDATES: Jason Knopp with Edge Engineering mentioned Amphitheatre progress with the mason work is moving slowly but is looking good. Knopp stated that there has been no final cost from Quantum, due to railings still need to be put up. Knopp mentioned the soundbar, that most bands bring their own, but would get with Thayer to decide if and how he would like a soundbar in the future.

Knopp mentioned there are at least five lights out on the deck area of caboose. Knopp said the electrician will be out to replace the five and provide a few extra bulbs for future replacement. Knopp mentioned these are low voltage and believes they are LED lights.

Knopp said he wanted to discuss the windbreak which would need anchors that screw in; he can get a quote from Quantum for install or suggested that Haldorson could do the anchor mounting, Haldorson said possibly in the spring this could be done. Knopp said Kisler Tent quote of \$11,000.00 is for both sides of the Amphitheatre. Mayor Meeks said we will have more discussion at a later time on the windbreak.

Jon Nelson with North Fork Engineering mentioned plans and specs have been submitted to DEQ, and SLIB. Nelson told the council that the advertising starts November 27, 2024, and will run again on December 4, 2024, and December 11, 2024. Kasey Westring has contacted twenty-five contractors with eighteen showing interest which Nelson said is good feedback. Nelson reminded everyone pre-bid meeting is December 12, 2024, at 1 p.m., this is also an opportunity to do a walk through of the locations that will be involved in the project. December 3, 2024, is the public meeting for residents and Nelson invited and encourage the police and fire department to attend. January 9, 2025, bids must be received by 5 p.m. Nelson said by the council meeting on January 18, 2025, the notice of award would be announced.

Mayor Meeks let Nelson know he has received the letter from Jim Ruble with HF Sinclair for the approval for the use of vacant lot. Clerk/Treasurer Slater will email Nelson a copy to read about standard rules and regulations with the use of the vacant lot for the contractors that end up with the bid.

MUSEUM: Museum worker Rachael Barnhart said Saturdays have slowed down but would be in this Saturday and on Wednesday, November 27, 2024, to clean and assist with moving of furniture. Barnhart said she suggests she stop working after that and is hoping council will consider her to come back sometime in March or April of next year; Saturdays only with the possibility of changing the schedule for the summer to working Tuesday thru Saturday. Mayor Meeks said council will take her suggestions into consideration and thanked her for her updates.

FIRE DEPARTMENT: Fire Chief Fernando Banda shared they would like to go with Fremont Motors to do the repairs for the Type 6. Councilmember Serres made a motion to approve Fremont Motors in the amount of \$2,887.05 to Fremont Motors for the repairs on the Type 6. Seconded by Councilmember Robinson, the motion passed unanimously. Slater asked what budget code would this be taken out and it was decided to come out of Fire Department Maintenance budget code 10-57-270.

Banda said they are ready for the bonfire tomorrow night. Banda stated that he will get the with Rawlins Fire Department to assist with fireworks. Banda stated to the council that his team is watering trees and blasting trees to get dead leaves off, to prevent fires.

Banda told the council that he donated a good washing machine to the Sinclair Fire Department to wash bunker gear. Mayor Meeks and councilmembers thanked Banda for the donation of the washer.

Councilmember Dunlap asked Banda if he could start providing Slater with copies of their monthly training and firefighter reports.

STREETS AND PARKS DEPARTMENT: Maintenance Supervisor Chris Haldorson told the council things are quiet, been decorating and getting ready for the Light the Night. Haldorson said he has reached out to Blackwater to rent a couple of port-a-potties for the event, he has not heard from them yet but would contact Jeremiah Garner tomorrow to get some for the event.

SANITARY LANDFILL, SANITARY & STORM SEWERS, WASTEWATER TREATMENT FACILITY AND WATER DEPARTMENT: Haldorson told the council letters have been sent out for galvanized/unknowns. Haldorson said he attended the WWOC water meeting and if we treated our own water, it would be very expensive. Haldorson said the next meeting is December 5, 2024, at 9 a.m. Haldorson wanted to thank Jim Haldorson for training him and maintenance assistant Corey Davis on the Jet truck.

TOWN BUILDINGS: Haldorson told the council that he would like the gym heater bid to go to Advanced Heating Inc, they are providing a ten-year warranty with the cost of \$8,820.00. Councilmember Dunlap made a motion to approve Advance Heating Inc in the amount of \$8,820.00. Seconded by councilmember Sanders, motion carried unanimously.

Haldorson said Davis is attending Building Inspector training in Denver and should return from class this Saturday, November 23, 2024.

Haldorson said the masonry workers would be gone by 3:30 p.m. November 22, 2024.

POLICE DEPARTMENT: Police Chief Sanders said he didn't have anything other than he is ready for Light the Night.

RECREATION/EVENTS DEPARTMENT: Community Events Director Monte Thayer shared with Craft fair set-up is from 1 p.m. to 6 p.m. Friday, November 22, 2024, parade is at 6:30 p.m. followed by tree lighting, fireworks. Santa Claus will be at the pavilion with a heater with goat petting nearby. Thayer told the council that the craft fair will open later in the evening and continue Saturday, November 23, 2024, from 9 a.m. to 1 p.m. Thayer said they will have an extra lock on the Rec Hall doors for Friday night since craft fair vendors will have their items inside overnight and removal of second lock will be done once they open on Saturday.

Thayer said the Veteran's Day and Inside Out Presentations went very well, although movie night of Titanic did have a very good turnout. Thayer mentioned today the Blood Drive was taking place and would be finished by 5:30 p.m.

Thayer told the council History of Sinclair Premiere Night II will be Monday, November 25, 2024, at 7 p.m., and youth field trip to Cheyenne is November 27, 2024, since students are out of school for school break.

FINANCIAL DEPARTMENT: Clerk/Treasurer Becky Slater presented a quote and contract for our Ricoh printer from Mountain West Business Solutions at \$179.00 a month, which is \$24.00 less than our previous contract. Slater mentioned there is a one time \$75.00 set-up fee and this would be taken out of budget 10-43-250. Councilmember Robinson made a motion to move forward with a new lease from Mountain West Business Solutions at \$179.00 a month and to include approval for the one-time set-up fee of \$75.00 from budget 10-43-250. Seconded by Councilmember Dunlap, the motion passed unanimously.

TOWN ATTORNEY: Attorney Mike Roberts said not much going on other than municipal court other than the final suspension notices to WYDOT.

Roberts said the Utility Lien and foreclosure were mailed out, and they were returned as Vacant from the post office, and he would be looking into how to get them personally served.

UNFINISHED BUSINESS: Councilmember Serres said she was not able to attend the Wyoming Business Council and InSite Consulting meeting held by Carbon County Economic Development Corporation since she was in training.

Councilmember Dunlap mentioned he missed the CCOG meeting that was held on Wednesday, November 20, 2024.

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 Serres, the motion passed unanimously. Mayor Meeks adjourned the meeting at 6:30 p.m.

The next regularly scheduled council meeting will be on December 5, 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