

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 7, 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, 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 Robinson motioned to approve the October 17, 2024, Council Minutes. Seconded by Councilmember Sanders, 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.

PROJECT UPDATES: Jason Knopp with Edge Engineering provided the council with the final invoice for the theatre project which was approximately \$24,000.00 under budget. Knopp told the council that the payment is to be made to Shepard Construction Solutions in the amount of \$18,790.05.

Knopps reminded the council of the Rec Center easement needing assessment on westside at some point in near future.

Knopps told the council that with the amphitheater project he chewed the contractor out and told them they need to be done by this coming Monday, November 11, 2024. Knopp stated to the council that the mason workers had to work on another project and will be short staff in the beginning when they are able to start the masonry work. Knopp stated that there is a possibility the project will not be completed by Light the Night November 22, 2024, and we could delay payment if the project is not completed prior to the Light the Night event.

Kassey Westring with North Fork Engineering mentioned to the council that the sewer/water project with DEQ, SRF, SLIB advertising is slated for November contingent on state approval. Councilmember Serres made a motion to approve the advertising of the sewer/water project. Seconded by Councilmember Robinson, the motion passed unanimously.

Westring told the council that once North Fork Engineering hears from the state, they will start the process of reaching out to contractors. Westring told the council that letters will be going out to residents for the December 3, 2024, public meeting.

Westring brought up to the council a suggestion to change the 1-year warranty on trench settlement to a 2-year warranty which would be an additional cost of possibly \$50,000.00, the council all agreed on trench settlement to pay for a 2-year warranty. Councilmember Serres stated she still needs to ask Jim Ruble about staging on their property for equipment and supplies for the sewer/water project.

FIRE DEPARTMENT: Assistant Fire Chief Alex Munoz shared with the council they received the new bunker gear, but it had the wrong wording on them, and they will be sending them back to hopefully get fixed at no charge. Munoz told the council that on the budget they were approved to get 3 SCBA's at \$26,619.17 from Fire Equipment, which currently has \$30,000.00. Munoz asked the council for approval to move forward in placing the order for the 3 SCBA's. Councilmember Dunlap made a motion to approve the ordering of 3 SCBA's in the amount of \$26,619.17. Seconded by Councilmember Robinson, the motion passed unanimously.

Munoz provided the council with two quotes for the Type 6, Fremont Motors \$2,887.05 and Mountain West Motors \$1,749.38. Munoz stated that Fremont Motors has a 3-year 30,000 miles warranty and is still needing Mountain West Motors to provide warranty information. Munoz said he should be able to provide warranty information from Mountain West Motors at the next council meeting.

Munoz let the council members know they have hired a new firefighter, Matt Johnson who is firefighter Brandon Langdon's older brother. Munoz told the council that training will not be done by Brandon Langdon and Matt Johnson is currently piggy backing with Fire Engineer Miles Slater. Munoz told the council that the fire department should have another application coming tomorrow.

STREETS AND PARKS DEPARTMENT: Maintenance Supervisor Chris Haldorson told the council things are quiet, but they have started to work on Christmas decoration and picked up 3 loads of wood and thanked the Sawmill in Saratoga for the 3 loads received for Light the Night.

SANITARY LANDFILL, SANITARY & STORM SEWERS, WASTEWATER TREATMENT FACILITY AND WATER DEPARTMENT: Haldorson told the council letters will go out to the unknowns for lead and copper project. Haldorson said during his conference last week it was asked How does municipalities pay for a private line? No one had an answer, so Haldorson asked attorney Mike Roberts to look into the question.

Haldorson told the council that Resident Mike Reed had a sewer line back up that affected 2 homes, the sewer auger was used a few times and finally got it opened back up, it was full of dirt. Haldorson was wondering if a new line would be best from 5th to 6th street from Madison Avenue. Mayor Meeks stated this is going to need to be addressed at some point. Haldorson stated that it was appreciated that Mike Reed helped out with the unclogging of sewer.

TOWN BUILDINGS: Haldorson told the council that he has not received a call back from Advanced on previous quote for rec center gym heater Triangle bid is good for 1-year on parts. Haldorson hopes to have Advanced quote back by next council meeting.

RECREATION/EVENTS DEPARTMENT: Community Events Director Monte Thayer shared with Halloween event was a huge success with a larger attendance than previous year. Thayer stated to the council that the Veteran's Day Acknowledgement and Presentation will be with Craig Conrad with lunch at 11:30 a.m. and 12:30 p.m. with a presentation in the theatre. Thayer told the council that the In reach/Outreach will be November 14, 2024, Thayer would give the 2 speakers gas money and pay for one night stay in Rawlins for \$50.00.

Thayer told the council that December 11, 2024, WYPBS will air with an 8-10 minute documentary on Parco/Sinclair.

Thayer informed the council members that the desk that Carbon County Library board that the desk from the Sinclair Library was the Carbon County Library boards desk and they provided pictures of matching desks, council members agreed to let them keep the desk. Thayer mentioned to council that Carbon County Library asked if they could have 2 long shelves if we were not going to be using them for a library in Fremont County. The Council agreed a decision would not be made at this time because the Town of Sinclair may be utilizing the shelves elsewhere.

Thayer gave the council a briefing for Light the Night schedule on Friday, November 22, 2024. Thayer stated that the parade will start at 6:30 pm, the tree lighting after the parade with Christmas carols sung by Rawlins Elementary students, a 5-7 minutes firework display, goat petting and craft fair until 9 pm. HF Sinclair would be serving hot chocolate and cookies with a visit from Santa. Thayer also stated that the craft fair will be open again on Saturday, November 23, 2024, from 9 a.m. to 1 p.m.

FINANCIAL DEPARTMENT: Clerk/Treasurer Becky Slater asked the council to approve modification of budget line name WY Community Foundation Grant 10-32-892 to add Rec Van. Councilmember Robinson made a motion to add Rec Van to WY Community Foundation Grant 10-32-892. Seconded by Councilmember Serres, the motion passed unanimously.

Slater provided the council with two catering quotes for the Christmas party to be held at the Sinclair rec center on December 6th or 7th, 2024. Councilmembers agreed on Stems & Steams and on the date of December 6, 2024, at 5:30 pm. Councilmember Dunlap made a motion to move forward with Stems & Steams in the amount of \$2,466.60 and the date of December 6, 2024, at 5:30 p.m. Seconded by Councilmember Robinson, the motion passed unanimously.

TOWN ATTORNEY: Attorney Mike Roberts said not much is going on other than municipal court has been busy with thirteen suspensions sent out this month.

UNFINISHED BUSINESS: Mayor Meeks asked the council for suggestions of what to use the Wyoming Community Gas Distribution money for. Councilmembers all agreed money should be designated for Welcome to Sinclair sign, Trees, and holiday lighting, and possibly a new bench.

Mayor Meeks asked the council members as well as Town Employees that were present for suggestions on naming the Amphitheatre. The decision was to name the Amphitheatre Centennial Amphitheatre.

NEW BUSINESS: It was decided that awards for Light the Night Parade would be something the council will look into for next year. Mayor Meeks stated a date for the Employee Handbook workshop will be on the agenda at end of December, to set a date for the workshop sometime in January.

Councilmember Serres mentioned CCED Director Yvonne Johnson wanted Councilmember Serres to give everyone a heads up that Insight Community Assessment meeting that will be at Best Western Cottonwood conference room on November 20, 2024, 10 a.m. to 11:30 a.m. with lunch to follow right after and the invites will be coming by email soon. Councilmember Serres stated that the CCED fundraiser for next year will be at the Carbon County Fairgrounds as it has outgrown the Jeffrey Center.

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

EXECUTIVE SESSION: Councilmember Robinson made a motion to enter Executive Session at 7:04 p.m. per WY Statute 16-4-405(ix) to consider or receive any information classified as confidential by law. Seconded by Councilman Serres, motion passed unanimously.

Councilmember Robinson motioned to adjourn from Executive Session and seal the minutes at 7:33 p.m. Seconded by Councilmember Serres, the motion passed unanimously.

Councilmember Dunlap motioned to reenter to General Session at 7:34 p.m. Seconded by Councilmember Robinson, motion passed unanimously. There was no objection to what was discussed during the executive session.

Councilmember Robinson made a motion to adjourn the meeting. Seconded by councilmember Dunlap, the motion passed unanimously. Mayor Meeks adjourned the meeting at 7:35 p.m.

The next regularly scheduled council meeting will be on November 21, 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