

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING, HELD AT 5:30 P.M. ON THURSDAY, OCTOBER 17, 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, Museum Worker Rachael Barnhart, Maintenance Supervisor Chris Haldorson, Police Chief Jeff Sanders, Community Events Director Monte Thayer and Assistant Fire Chief Alex Munoz.

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

APPROVAL OF MINUTES: Councilmember Robinson motioned to approve October 3, 2024, Council Minutes. Seconded by Councilmember Dunlap, 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.

RECREATION/EVENTS DEPARTMENT: Community Events Director Monte Thayer shared with the council that the HF Sinclair annual Halloween Carnival and Haunted House is coming. Thayer told the council that a local premier of the new 100-year celebration which has added footage from the actual event. Thayer told the council that Craig Conrad will speak for a Veteran's Day event, Thayer asked the council to approve \$400.00 from Performance Fees 10-52-280. Thayer told the council that the Elk Lodge in Rawlins would be paying \$600.00. Councilmember Robinson made a motion to approve Craig Conrad speaking for Veteran's Day in the amount of \$400.00. Seconded by Councilmember Serres, the motion passed unanimously.

Thayer told the council that he had attended the Wyoming Recreation & Parks Association conference, and it went well, adding he has made new connections.

Thayer shared with the council that the CCSD #1 Rec Board said they would provide a grant contract of \$5,000.00 toward the shuttle bus. Thayer asked the council for approval to sign the grant contract. Councilmember Robinson made a motion to approve the signing of the grant to receive \$5,000.00 from CCSD #1 Rec Board. Seconded by Councilmember Dunlap, the motion passed unanimously.

Thayer asked the council if they wanted the desk from the Library Board which was removed from the Town of Sinclair Library, councilmembers stated that they would like the desk returned to the Town of Sinclair in addition to a rectangular table and red velvet chairs that were a part of the original Parco Inn if they are not already in our possession.

Thayer discussed with the council the possibility of former inmates speaking to the public about life lessons. Councilmembers agreed that this should be discussed in more depth at the next council meeting.

Councilmember Serres asked Thayer about Light the Night. Thayer mentioned everything is going well, elementary children will do caroling, we will have a parade, and a two-day craft fair will be held this year, we may also have fireworks and laser show in the trees.

PROJECT UPDATES: Jason Knopp with Edge Engineering told the council that the structure is complete, only thing remaining is concrete and masonry work. Knopp told the council that the mason work will start October 30, 2024, and should take about five days to complete, then caps, gutters and downspouts will be done. Knopp told the council that the completion should be by November 12, 2024.

Knopps provided to the council a quote from Kistler Tent & Awning for \$11,125.00 for coverage windbreaks for the Amphitheatre. Mayor stated that the quote was good pricing. Councilmember Serres aske with the windbreaks were translucent, Knopps stated they are not. The council will look at the Amphitheatre and discuss the windbreaks.

Kassey Westring with North Fork Engineering asked how the Pine Cove emails were going for the set-up of email bids. Slater stated that Pine Cove gave access to the quarantine folder, but we would like to have those bidding do a test email before sending actual bid once bidding starts.

Westring told the council on behalf of John Nelson he wanted to mention he received a call from someone wanting to do the Town of Sinclair crack sealing, Haldorson mentioned he received the same call, and he would do the follow up call and keep everyone updated.

Westring told the council that she would send out the resident meeting letter at the beginning of November. Westring and the council members agreed to the date of December 3, 2024, at 6:00 PM for the public resident meeting.

MUSEUM: Museum Worker Rachael Barnhart told the council that she has had a lot of people come in on Saturdays. Barnhart told the council she has been working on museum inventory when it is slow. Barnhart asked the council about her continuation of working on Saturdays. Mayor Meeks said how about we continue through the first part of November, and for her to attend the November 21, 2024, council meeting to discuss further.

FIRE DEPARTMENT: Assistant Fire Chief Alex Munoz shared with the council they held the Fire Prevention BBQ on October 9, 2024. Munoz told the council that Fire Chief Fernando Banda and himself are still working on bids for the Type 6. Munoz shared with the council that they are still waiting on previous order of bunker gear; it is an eight-to-twelve-week process. Munoz told the council that continued training will start again next week and may need to go to Bomgaars or Tractor Supply for a couple more reflective safety vests.

STREETS AND PARKS DEPARTMENT: Maintenance Supervisor Chris Haldorson told the council residents were asking him about AC Tree Service to come in and cut trees. Mayor Meeks said AC Tree Service has already tree trimmed for this year, and wood chipping is next year, this is every other year agreement unless there is an emergency. Mayor Meeks said he would also talk with our Town Attorney Mike Roberts about resident's trimming or removing trees.

SANITARY LANDFILL, SANITARY & STORM SEWERS, WASTEWATER TREATMENT FACILITY AND WATER DEPARTMENT: Haldorson told the council that the lead and copper survey has been completed, but there is about one hundred unknowns. Haldorson said North Fork Engineering helped complete the Flow test today. Haldorson mentioned he would be attending the WWQ water conference next week. Haldorson told the council that next week Maintenance Worker Corey Davis will be going thru all the Christmas lights to make sure they are working and order replacements as needed. Haldorson told the council that they would start getting the firewood ready for Light the Night, when he returns from the conference.

TOWN BUILDINGS: Haldorson presented the council with the heater bids for Rec Center Gym, the council asked that the heater bids be discussed at the next council meeting since council would like more details on warranty.

Haldorson told the council that Davis would be attending the Building Inspector training in Denver, Colorado the week of November 18, 2024. Haldorson told the council that they would start the work in the Library in December.

POLICE DEPARTMENT: Police Chief Jeff Sanders told the council that he has a grant for Bullet Proof Vest Panels for \$392.82 and asked the council to approve \$925.56 for the Ballistic Panels. Councilmember Robinson made a motion to approve \$925.56. Seconded by Councilmember Serres. Councilmember Sanders abstained, and Mayor Meeks voted in her place. Motion passed unanimously.

Sanders mentioned he would be attending a meeting in Converse County, this is a one-day meeting October 23, 2024.

Councilmember Dunlap asked Sanders if he has received anymore applications for the open positions for another police officer, Sanders stated he has only received three applications, and they do not qualify.

FINANCIAL DEPARTMENT: Clerk/Treasurer Becky Slater asked the council to approve Pine Cove Consulting with more Block hours in the amount of \$3,000.00 which equals twenty hours, this would be taken out of Professional & Tech budget 10-43-310 and that these hours are for all employees to use when contacting Pine Cove for assistance. Councilmember Sanders made a motion to approve \$3,000.00 to Pine Cove Consulting. Seconded by Councilmember Robinson, the motion passed unanimously.

UNFINISHED BUSINESS: Mayor Meeks read a Thank You Letter from the Carbon County Senior Services for the \$1,000.00 donation.

NEW BUSINESS: Councilmember Serres mentioned CCED Director Yvonne Johnson wanted Councilmember Serres to give everyone a heads up that Insight Community Assessment meeting will be at Best Western Cottonwood conference room November 20, 2024, 10 AM to 11:30 AM with lunch to follow right after and invites will be coming by email soon.

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 6:40 p.m.

The next regularly scheduled council meeting will be on November 7, 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 Townhall office.

Cullen Meeks, Mayor
TOWN OF SINCLAIR

ATTEST: CLERK/TREASURER