

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 3, 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 Michelle Serres.

TOWN EMPLOYEES PRESENT: Clerk/Treasurer Becky Slater, Maintenance Supervisor Chris Haldorson, Town Attorney Mike Roberts, 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 Dunlap motioned to approve September 19, 2024, Council Minutes. Seconded by Councilmember Robinson, the motion passed unanimously.

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

GUESTS: Phil Stump with HDR Engineering shared with the council that in 2022 HDR Engineering came aboard for the Town of Sinclair to help with the 50-year agreement that the Town of Sinclair has with the City of Rawlins. Stump told the council that he along with Rex Johnson are always keeping an eye on any water issues that arrive that would effect the Town of Sinclair. Mayor Meeks stated that he appreciates the help that HDR Engineering and Rex Johnson do for the Town of Sinclair. Stump told the council that he was here to get an approval of the Amendment #1 To Task Order 1 HDR Project #10356893 to keep performing the duties that HDR Engineering has been doing. Councilmember Dunlap made motion to approve Amendment #1 To Task Order 1 HDR Project #10356893. Seconded by Councilmember Serres, the motion passed unanimously.

Leslie Jefferson and Cindy Loose with the Carbon County Visitor's Council talked to the council about the Tourism Master Plan and that each town in Carbon County is unique. Jefferson told the council that they have a 27-person collaborating for Carbon County. Loose told the council that she works with the 11 communities in Carbon County and has a survey to be completed by the end of October and will roll out results from the data in November. Loose stated that after the first year there will be an interest group set up to work on the ideas from the survey.

PROJECT UPDATES: Mayor Meeks stated that there was a construction meeting, today, October 3, 2024, with Jason Knopp with Edge Engineering and the construction crew. Mayor Meeks shared that the metal structure was up and Plus Electric would be doing the electricity. Mayor Meeks stated that he told Lyle that the project needed to be completed before November 22, 2024, for our Light the Night. Mayor Meeks stated that Knopp will inform him weekly of the construction. Mayor Meeks told the council to go look at the structure and think of ideas for the wind wall. Mayor Meeks stated that Knopp had stated that the Masonry was slow, and that Knopp would call him to get him on track. Mayor Meeks told the council that they were welcome to attend the construction meetings, and the next meeting is next week, October 10, 2024, at 4pm in the council chambers.

Kassey Westring with North Fork Engineering shared with the council that the Town of Sinclair SLIB application was approved for \$1,000,000 with 50% forgiveness after the project is completed. Westring stated that would leave the Town of Sinclair owing \$2.3 million. Councilmember Serres stated that a letter to use the vacant lot for staging for the construction would need to be given to Jim Ruble, the refinery manager. Westring told the council that she would get a letter drawn up next week for Jim Ruble.

FIRE DEPARTMENT: Assistant Fire Chief Alex Munoz shared with the council that the fire department will be barbequing next week, October 9, 2024, for the Fire Prevention.

Munoz told the council that the Type 6 truck is down with a melted clutch from the fire at mile marker 204, where the truck was stopped in a hot spot. Munoz stated that he is working on quotes to get the truck repaired, he is guessing that the cost will be \$2,000. Mayor Meeks told Munoz to bring a quote to council to get the truck repaired.

Munoz told the council that one person will be voted in to the fire department at they next fire department meeting.

JUDGES REPORT: Councilmember Robinson made a motion to approve the Judge's Report for September 2024 in the amount of \$1,100.00. Seconded by Councilmember Serres, the motion passed unanimously.

SANITARY LANDFILL, SAITARY & STORM SEWERS, WASTEWATER TREATMENT FACILITY AND WATER DEPARTMENT: Maintenance Supervisor Chris Haldorson told the council that they have the sprinkler systems blown out, the fountain and the bathrooms winterized.

Councilmember Dunlap asked Haldorson about when he was putting up the holiday lights. Haldorson stated that would be started in 2 to 3 weeks.

Haldorson told the council that they would be completed with the Lead and Copper survey next week. Haldorson stated that there are 10 to 12 galvanized pipes that will need to be replaced in 2037.

TOWN BUILDINGS: Haldorson asked the council to approve Maintenance Worker Corey Davis to go to Denver, Colorado to a building inspector class. Councilmember Dunlap made a motion to approve Davis going to a building inspector class in Denver, Colorado. Seconded by Councilmember Robinson, the motion passed unanimously.

Haldorson told the council that Plus Electric will be here next week to fix the electric coming out of the middle of the floor at the library and do some work at the theatre. Mayor Meeks stated that everything was moved out of the library. Mayor Meeks stated that him and Police Chief Jeff Sanders had done a walk thru of the library, and the noticed the electric coming out of the floor, some patches needed to be done to the drywall, the carpet needing to be shampooed. Mayor Meeks stated that when that work is completed the library would then become the Community room for the seniors. Haldorson stated that the drywall work would be done by him and Davis, and that some new blinds would be purchased for the windows.

Councilmember Serres asked Haldorson about the stair corners for upstairs in Town Hall, the noise reducers for the walls, and a restroom sign. Haldorson told the council that he would find out about the stair corners and work on the noise reducers and the restroom sign.

RECREATION/EVENTS DEPARTMENT: Community Events Director Monte Thayer shared with the council that the events last month all went well.

Thayer told the council that the Fire Prevention night would be on October 9, 2024. Thayer stated that there are two movies for October the first one is Jaws on October 7, 2024, and the second one is Beetlejuice on October 21, 2024. Thayer stated that the Piatigorsky Tour Concert will be on October 17, 2024.

Thayer told the council that he will be attending the Wy Recreation & Parks Association Annual Conference on October 14-16, 2024, in Cheyenne, Wyoming.

Thayer asked the council to approve the Dueling Pianos in December in the amount of \$2,500.00. Councilmember Sanders made a motion to approve the Dueling Pianos in December for the amount of \$2,500.00. Seconded by Councilmember Robinson, the motion passed unanimously.

Thayer asked the council about getting internet at the library, the council agreed that internet was needed at the library. Slater stated that she would get with Pine Cove about internet being set up there.

Thayer shared with the council that there were questions about the front library desk that was taken by the library moving out. The council stated for Thayer to find out if the desk was truthfully the towns. Thayer asked the council if the town had a use for the desk if it was the town's property. Munoz stated that the fire department could use it. Thayer said he would check on the desk to see if it was town's property or not. Councilmember Serres stated that she would check with Adam to see if the refinery manuals that were at the library need to be kept at town hall now.

Mayor Meeks stated that the department heads will need to do inventory of their departments, he asked the council if they agreed if \$500 and above was what needed to be put on the inventory. Mayor Meeks stated that this will be discussed more later.

Thayer told the council that the Fire Marshall will be in for a fire inspection tomorrow, October 4, 2024. Thayer told the council that the Health Inspector would be here to do the theatre inspection on Monday, October 7, 2024.

FINANCIAL DEPARTMENT: Clerk/Treasurer Becky Slater asked the council to approve to add a new revenue line to the budget named WY Community Foundation Grant 10-31-892. Councilmember Serres made a motion to add a new revenue line to the budget named WY Community Foundation Grant 10-31-892. Seconded by Councilmember Robinson, the motion passed unanimously.

TOWN ATTORNEY: Town Attorney Mike Roberts told the council that he was still working on the lien/foreclosure for the past due water bill. Roberts told the council that he had been busy with the

municipal court, as Judge Massey had asked him to research information on the abundant vehicles rules.

NEW BUSINESS: Mayor Meeks stated that the council needed to decide on designating the Wyoming Community Gas Distribution in the amount of \$4,015.08, and that it needs to be decided before December 31, 2024. Councilmembers Serres and Robinson stated town beautification. Councilmember Dunlap stated trees and plants around the mound. Councilmember Serres stated solar Christmas lights for the mound. Councilmember Sanders stated decorative streetlights. Police Chief Sanders suggested a fence around the mound. Mayor Meeks stated that the fence around the mound would have to be approved by WYDOT as it is their property. Slater asked the council when to put it back on the Agenda for a decision. Mayor Meeks stated to put it back on the agenda on the November 7, 2024, council meeting.

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 6:37 p.m.

The next regularly scheduled council meeting will be held on October 17, 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