

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING, HELD AT 5:30 P.M. ON THURSDAY, SEPTEMBER 19, 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 Councilmember Michelle Serres being excused.

TOWN EMPLOYEES PRESENT: Clerk/Treasurer Becky Slater, Assistant Treasurer Gina Helmetag, Maintenance Supervisor Chris Haldorson, Town Attorney Mike Roberts, Police Chief Jeff Sanders, and Community Events Director Monte Thayer.

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

APPROVAL OF MINUTES: Councilmember Sanders motioned to approve September 05, 2024, Council Minutes. Seconded by Councilmember Dunlap, the motion passed unanimously.

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

PROJECT UPDATES: Jon Nelson with North Fork Engineering reminded council of workshop October 1, 2024, at 5 p.m. Nelson shared with the council the draft letter that will be provided to residents affected by the upcoming project which will affect 12-14 people. Nelson told the council that Kassey Westring would attend the next council meeting on October 3, 2024. Nelson asked Mayor Meeks if he would sign the permit application. Councilmember Dunlap made a motion to approve the signing of the permit application by Mayor Meeks. Seconded by Councilmember Robinson, the motion passed unanimously.

FIRE DEPARTMENT: Assistant Fire Chief Alex Munoz shared with the council that the fire department is looking to bring on three or more new hires. Munoz told the council that one application was turned in today to Slater. Munoz told the council that they would be doing winter training, which is planned to have everyone fully trained by March 2025 with certifications. Munoz stated to the council that after March the plan is to have wildland red card and two trained for the engine boss for out of county fires. Munoz told the council that they plan to go out to the dump road to get more training with the semis and get the senior guys trained. Munoz told the council that the Fire Department currently has nine firemen, eight current with 1 deployed at this time. Mayor Meeks said to let Fire Chief Fernando Banda and crew know they did a good job on truck fire that happened a couple weekends ago.

STREETS AND PARKS: Maintenance Supervisor Chris Haldorson told the council that they will start with the blow out of sprinklers and fountain at the end of September. Haldorson stated that he would have Blackwater bring out a couple port a potty's in Washington Park until the end of October so they can finish the blow outs of sprinkler systems.

SANITARY LANDFILL, SANITARY & STORM SEWERS, WASTEWATER TREATMENT FACILITY AND WATER DEPARTMENT: Haldorson told the council that they are still working on the lead and copper survey with letters going out this week. Haldorson stated that those unresponsive will be marked as unknowns and will fix later. Haldorson stated that Maintenance and Fire Chief Fernando Bando will flush out the hydrants the 1st week of October. Mayor Meeks asked about the new generator, Haldorson said he would have a date by the next council meeting for installation. Haldorson asked the council if he could attend a water conference in Casper on the 3rd week in October. The council approved for Haldorson to attend the water conference.

POLICE DEPARTMENT: Police Chief Jeff Sanders told the council he will not be going to training at the end of September due to the turnaround. Sanders stated that the traffic has been heavy between 5 a.m. – 7 p.m. with close to 2,000 people being here for turnaround

RECREATION/EVENTS DEPARTMENT: Community Events Director Monte Thayer shared with the council that the upcoming movie night is a classic movie The Outlaw of Josey Wales. Thayer told the council that the Rec Advisory board will meet September 25, 2024. Thayer told the council that the adult field trip to Brush Creek is full for September 26, 2024. Thayer told the council that the Youth Adventure Day is on September 27, 2024. The day is for the HF Sinclair children and the town children are invited to Washington Park. Thayer told the council that the Game & Fish will be there

to speak with the children in attendance. Thayer asked the Mayor Meeks if he had heard anything more about the school district using the former Sinclair School as a daycare. Mayor Meeks stated that he had not heard anything yet but would reach out to Stacy with Carbon County School District #1 to see if she had heard anything yet.

Thayer told the council Steven McKnight with Wyoming PBS should be coming back to Sinclair early March to interview towns people to finish making the documentary on Parco/Sinclair, WY. Thayer asked the council if he could have the baby grand piano moved from the council chambers room to the theatre, council approved to the moving of the baby grand piano.

Thayer told the council he requested a \$5,000.00 grant from the Carbon County School Rec Board and \$20,000.00 grant from HF Sinclair to go towards a new van.

Thayer mentioned there is a Dueling Piano group out of Colorado coming for an HF Sinclair event and he would like them to perform the day after HF Sinclair's event, December 15, 2024. Thayer stated the cost would be \$2,500.00 not including hotel rooms for the extra night stay. Thayer does not think the town would make the money back. Thayer stated that Mike's Big City feeds them a nice dinner and this event would be different than some of the other events that have been held at the theatre.

Thayer shared with the council that Light the Night will be Friday November 22, 2024, with a craft fair both Friday and Saturday. Mayor Meeks stated that he will talk with Jason Knopp with Edge Engineering about the deadline for the amphitheater being completed prior to Light the Night. Thayer mentioned fireworks are planned for Light the Night since we were unable to use them during the 100-year Celebration.

FINANCIAL DEPARTMENT: Clerk/Treasurer Becky Slater asked for a budget amendment from Town Celebration 10-31-572 in the amount of \$12,000.00 and a budget amendment to 100th Anniversary Celebration 10-50-705 in the amount of \$12,000.00. Councilmember Dunlap made a motion to approve a budget amendment from Town Celebration 10-31-572 in the amount of \$12,000.00 and a budget amendment to 100th Anniversary Celebration 10-50-705 in the amount of \$12,000.00. Seconded by Councilmember Robinson, the motion passed unanimously.

Assistant Treasurer Gina Helmetag made the council aware that the IRS is auditing 9 vendors from 2021 that were missing W-9's. Helmetag and Slater had a zoom meeting with the IRS on September 18, 2024, providing the IRS everything they could find. Helmetag stated there will be a follow-up zoom meeting with the IRS after they look over the information that was provided and their findings. Helmetag and Slater will provide updates to the council, as they get them. Slater has been working on the Census F66 state audit currently being conducted and making progress.

OLD BUSINESS: Mayor Meeks read a letter from the library board member Maria Wenzel regarding closing the Sinclair Library September 30, 2024, it was asked that the town make an investment of \$12,000.00 per year to keep it open. Mayor Meeks spoke with Chairwoman Sue Jones about the closure and found we were mis-informed by the library board. Jones told Mayor Meeks that it was a 7% budget cut with all county entities. Mayor Meeks stated that the Sinclair Library is only open Tuesday and Thursday 3 p.m. – 5:30 p.m. Mayor Meeks suggested we let them go ahead and close the Sinclair Library, councilmembers all agreed to let them close the Sinclair Library as of September 30, 2024.

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

Councilmember Robinson made a motion to adjourn the meeting. Seconded by Councilmember Sanders, the motion passed unanimously. Mayor Meeks adjourned the meeting at 6:32 p.m.

The next regularly scheduled council meeting will be held on October 3, 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