

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 5, 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 David Robinson being excused.

TOWN EMPLOYEES PRESENT: Clerk/Treasurer Becky Slater, Assistant Treasurer Gina Helmetag, Maintenance Employee Corey Davis, Town Attorney Mike Roberts, Police Chief Jeff Sanders, Community Events Director Monte Thayer, and Museum Worker Rachael Barnhart.

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

APPROVAL OF MINUTES: Councilmember Dunlap motioned to approve August 15, 2024, Council Minutes. Seconded by Councilmember Sanders, 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.

RESIDENTS: Library Board Members Leigh Nation, Branch Manager Missy White, Chairman Ken Miller, Executive Director Marie Wenzel, Vice President Karen Wilson. Wenzel spoke for the board to announce September 30, 2024, that the Sinclair library would permanently close due to budget cuts. Wenzel said there will be a public announcement later once all councils have been told. Mayor Meeks asked if there was a possibility the library would come back? Wenzel said she could not answer at this time. County commissioners were notified and aware of the closing; they made the decision to cut the budget and close Sinclair library since we are so close to Rawlins. Councilmember Sanders asked about what is spent to keep the library open; Wenzel said phone, internet, books and a librarian \$12,000.00 a year, \$1,000.00 a month. Mayor Meeks stated that he will call Sue Jones to let her know that the council is not happy to hear this news and ask why Sinclair and Medicine Bow were singled out. Mayor Meeks asked where all the books would be going. Wenzel stated they would re-home to other libraries in the county. Councilmember Sanders stated our town elderly have trouble traveling to Rawlins.

PROJECT UPDATES: Jason Knopp with Edge Engineering said contractors have started to erect stage, pillars are up but manufacturer who made the beams were wrong and will need to be rebuilt and would take 2 weeks to have manufacturer make new beams for the front. Mayor Meeks and the town council stated that they are not happy with this new delay.

Knopp provided the first payout for materials in the amount of \$202,138.15 which is 5% for retention. Councilmember Serres made a motion to approve payment to Churchich Recreation LLC in the amount of \$202,138.15 from budget line-item Caboose 10-70-650. Seconded by Councilmember Sanders. Councilmember Dunlap voted against payment. Mayor Meeks, being the deciding factor with voted to pay \$202,138.15 to Churchich Recreation LLC from budget line-item Caboose 10-70-650.

Knopp provided ideas for a windbreak wall near the caboose. Councilmember Serres stated she preferred to wait until the structure is up, all Councilmembers agreed.

Knopp said closed out WY Business Council payout, and we are still waiting on maintenance (owner manual) contract. Knopp stated that the contract is still open with Sheppard Construction.

Jon Nelson with North Fork Engineering wanted to provide a recap on project. Nelson told the council that the SLIB meeting is October 3, 2024, in Cheyenne. Nelson stated that he would have Kasey Westring check to see if Nelson or Westring or any council member need to attend. Nelson did not think we will need to attend but will provide an update by the next council meeting. Nelson told the council the schedule as follows: October 14, 2024, DEQ, mid-November advertising bids, December 5, 2024, bid process, and December 9, 2024, bids open.

Nelson would like to have a scope review meeting design workshop October 1, 2024, at 5:00 p.m. Nelson suggested a public relations meeting to let the public know how they would be affected, there are 14 residents that would be more affected than others. Mayor Meeks also suggested we send letters and hand deliver to the 14 residents that would be affected.

Nelson stated that the Level 1 WWC monthly meeting is going well. Nelson said he would attend the next meeting as well.

MUSEUM BOARD: Museum Worker Rachael Barnhart told the council that visitors are coming in on Saturdays since we started opening the museum 2 weeks ago on Saturdays. Barnhart has been dusting and cleaning the upstairs. Mayor Meeks asked how many were in attendance during the 100-year celebration. Barnhart stated that she would update the council of approximate numbers at the next council meeting.

CARBON COUNTY ECONOMIC DEVELOPMENT (CCED): Mayor Meeks read CCED Contract Donation letter request of yearly donation of \$1000.00. Councilmember Sanders made a motion to approve \$1000.00 from budget line-item Contract Donations 10-50-320. Seconded by Councilmember Serres, the motion passed unanimously.

STREETS AND PARKS: Maintenance Worker Corey Davis told the council that he is working on the bench by the fountain. Davis told the council that he is stripping and repainting the bench. This is the reason for the orange cones near the fountain.

SANITARY LANDFILL, SANITARY & STORM SEWERS, WASTEWATER TREATMENT FACILITY AND WATER DEPARTMENT: Davis said there was a small leak at the small vault, but he fixed the leak with copper tubing. Davis told the council that he continues to make his rounds on the lead and copper project and drew up a letter to place at the residents who were not available to answer questions. Davis shared with the council that he has had a few responses and so far, no one has had lead lines yet.

TOWN BUILDINGS: Davis told the council not much to report on town buildings, most things were done prior to 100-year celebrations. Councilmember Serres told Davis that the town looks good.

POLICE DEPARTMENT: Police Chief Jeff Sanders told the council turnaround is starting up with east and west gate going to be heavily trafficked and mid-October is when the road is expected to re-open by main gate. Sanders stated that the bridge on the east side of town should be completed by end of September.

Sander told the council that The Wyoming Peace Officer conference training was good, and he was glad he could attend. Sanders asked the council if he could attend a full training course in Thermopolis September 25-26, 2024, costing approximately \$650.00. Councilmember Serres made a motion to approve approximately \$650.00 for Sanders to attend a training course in Thermopolis. Seconded by Councilmember Dunlap. Mayor Meeks voted due to Councilmember Sanders abstained conflict of interest.

Mayor Meeks asked Sanders if he has received any applications for the open position. Sanders told the council that at this time the answer was no.

RECREATION/EVENTS DEPARTMENT: Community Events Director Monte Thayer shared with the council the upcoming September calendar of events highlighting 3 adult field trips, 1 youth field trip and youth day adventure at Washington park.

Thayer will be attending the Wyoming Recreation & Park Association Annual Conference on October 14-16, 2024, in Cheyenne. Wyoming PBS was in Sinclair for the 100-year celebration getting video footage of the event and will be back in a few weeks to interview some more town people to make a short documentary on the Parco/Sinclair.

Thayer asked the council to put some thought into naming the pavilion over the caboose once the structure is in place. Thayer asked about the leftover money in 10-31-572. Mayor Meeks mentioned some of that money is going to pay for the AC Tree Service that was done prior to the 100-year celebration and Clerk/Treasurer Slater mentioned there are bills still coming in needing to be paid from the leftover money.

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 Serres stated that

at this time there was no reason to do this. Slater stated that at this time we would not do this budget amendment until the next council meeting when we had a better understanding of what was being used from 100th Anniversary Celebration 10-50-705. No further discussion was needed at this time.

TOWN ATTORNEY: Town Attorney Mike Roberts shared with the council we continue to be busy with the municipal court. Mathill water bill continues unpaid on 5th street and foreclosure process will start. He also mentioned we can discuss yard, fence and building special permits later.

NEW BUSINESS: Mayor Meeks sent a letter of support per request by the City of Rawlins regarding a grant application for water repair. Mayor Meeks asked the council what a good date for them was to attend the quarterly meeting with City of Rawlins, suggested date September 24, 2024, at 5PM was decided on by the council.

Mayor Meeks read a 100-year celebration thank you card received via mail from nearby residents thanking all those who helped pull off such a fantastic celebration.

BILLS: Councilmember Dunlap moved to pay the bills. Seconded by Councilmember Serres, the motion passed unanimously.

Councilmember Sanders made a motion to adjourn the meeting. Seconded by Councilmember Dunlap, the motion passed unanimously. Mayor Meeks adjourned the meeting at 7:14 p.m.

The next regularly scheduled council meeting will be held on September 19, 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