

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING, HELD AT 5:30 P.M. ON THURSDAY, APRIL 17, 2025, IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN OFFICE BUILDING.

COUNCIL MEMBERS PRESENT: Mayor Cullen Meeks, Councilmember David Robinson, Councilmember Nancy Sanders, and Councilmember Brennan Dunlap and Councilmember Michelle Serres.

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

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

APPROVAL OF MINUTES: Mayor asked for an amendment to April 3, 2025, minutes pertaining to the executive sessions sealing of minutes as there was an error on time that was not caught prior to signing of the minutes from 7:22 p.m. to 6:01 p.m. Councilmember Serres made a motion to amend April 3, 2025, time from 7:22 p.m. to 6:01 p.m. Seconded by Councilmember Robinson, the motion passed unanimously.

APPROVAL OF THE AGENDA: Councilmember Robinson made a motion to approve tonight's agenda. Seconded by Councilmember Serres, motion carried.

PROJECT UPDATES: Kassey Westring with North Fork Engineering was on the phone for the council meeting. Westring said American West is on site and has had a great week. Westring stated that American West had started potholing, utilities have been located and started mulling asphalt. Westring told the council that equipment and materials started to be delivered this week. Westring mentioned there is no evidence of leakage in the 200-block 10th Street area, and with that said the cost savings of \$31,000.00 would not be spent on repair. Westring told the council that this opens the possibility of lining the brick manhole by the lift. Mayor stated that barricades were needed on streets that are being milled because it is considered to be construction. Westring mentioned that there will be a water disruption on Monday, April 21, 2025, for the areas of 10th street, 11th street, and Cleveland from 11 a.m. to 6 p.m.

STREETS & PARKS DEPARTMENT: Maintenance Supervisor Chris Haldorson shared he would be handing out papers to all residents in the areas that will be affected by the water disruption on Friday, April 18, 2025. Haldorson said he has started fertilizing the parks and is about halfway done. Haldorson told the council that he received the repair quote on street sweeper from Wyoming Diesel to fix fuel pump, oil change and service both motors and asks for approval for Wyoming Diesel to do repairs at a cost of \$2,730.12 and this could be taken out of Street Equipment budget code 10-60-250. Councilmember Dunlap made a motion to approve repairs at Wyoming Diesel in the amount of \$2,730.12 from Streets Equipment. Seconded by Councilmember Sanders, the motion passed unanimously.

SANITARY LANDFILL, SAIATARY & STORM SEWERS, WASTEWATER TREATMENT FACILITY AND WATER DEPARTMENT: Haldorson told the council that the Department of Agriculture inspection is scheduled for April 23, 2025, this is where they will do an inspection on mosquito chemicals. Haldorson mentioned that Maintenance Worker Corey Davis and himself had

passed their mosquito spray test. Haldorson told the council that they have been asked to continue summer mosquito spraying of manager building at the Sinclair Golf Course as they will still have some workers out there this summer even though the golf course is closed all summer. Haldorson suggested to the council that we would continue to charge \$400.00 each time the golf course is sprayed. Haldorson presented a quote from AES in the amount of \$1,985.70 for the purchase of a 55-gallon drum of mosquito adulticide from Mosquito Control budget 10-70-640 and asked for approval to make the purchase. Councilmember Dunlap made a motion to approve AES in the amount of \$1,985.70 to purchase the 55-gallon drum of mosquito adulticide from the Mosquito Control budget. Seconded by Councilmember Serres, the motion passed unanimously.

Haldorson told the council that Kassey Westring and Dan with American West Construction have helped with the broken buffalo water box that can now be repaired. Haldorson stated that so far American West Construction has been very helpful and pleasant to work with.

POLICE DEPARTMENT: Police Chief Jeff Sanders mentioned the turnaround has started, and there has been a lot more traffic, heavy in the morning and afternoon. Sanders said he continues to work on his budget and will be ready April 23, 2025.

RECREATION/EVENTS DEPARTMENT: Community Events Director Monte Thayer said youth field day was a success, 15 bags of garbage and 7 kids were in attendance for cleaning up Sinclair. Thayer told the council that the Easter egg hunt may be postponed to a later date if the snow continues, and a decision will be made no later than Friday, April 18, 2025. Thayer mentioned to the council that the County Republican Committee would like to use the large conference room at Town Hall on Saturday, May 10, 2025, at 10 a.m. Thayer told the council that he signed off to be an onsite location for CCSD#1 Summer Nutrition Program which provides lunches to children Monday thru Thursday from June 1, 2025, to July 31, 2025, with no service during the week of June 23, 2025, to June 26, 2025, due to school training at that time.

Thayer told the council that on May 27, 2025, at 6:30 p.m. there will be a memorial for Allan Simpson and an educational presentation in the theatre on renovations of our town, the history from Parco to Sinclair with the showing of our 100-year celebration as well as the Wyoming PBS presentation. Thayer would like to purchase a few T-shirts and mugs at a cost of about \$75.00 as give-away prizes which would come out of Theatre Equipment. Thayer mentioned he would be gearing up for a comedian on May 22, 2025.

UNFINISHED BUSINESS: Mayor Meeks mentioned he spoke with Thayer and Art Canaday about the purchase of a recreation van replacement. Mayor Meeks said we are not able to attend auctions to find one. Canaday is willing to help locate a van for the town of Sinclair with the specifics we are looking for in a handicap accessible passenger van, this would be in the \$20,000.00 price range as we have the money from grants.

Mayor Meeks asked the council to look over the Fire District Grant Application for \$155,000.00 to purchase a training trailer and if council is okay with the application that was presented, all Councilmembers were okay with the Fire District applying for the grant.

The Council agreed on the water workshop with Rawlins to be set on June 24, 2025, at 5 p.m. in Rawlins the location will be determined by Rawlins at a later date.

Mayor Meeks asked for a motion to approve the Resolution 2025-03 Town Employees Guidelines. Councilmember Dunlap made a motion to approve Resolution 2025-03 for the Town Employees Guidelines. Seconded by Councilmember Robinson, the motion passed unanimously.

BILLS: Mayor Meeks asked for a motion to pay the bills. Councilmember Robinson made a motion to pay the bills. Seconded by Councilmember Serres, the motion passed unanimously.

Councilmember Robinson made a motion to adjourn the meeting at 6:25 p.m. Seconded by Councilmember Sanders, the motion passed unanimously. Mayor Meeks adjourned the meeting at 6:25 p.m.

The next regularly scheduled council meeting will be on May 1, 2025, 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