

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 3, 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, and Fire Department Captain Sam Warne.

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

APPROVAL OF MINUTES: Councilmember Robinson made a motion to approve March 20, 2025, Council Minutes. Seconded by Councilmember Dunlap, the motion passed unanimously.

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

EXECUTIVE SESSION: Mayor Meeks asked for a motion to enter Executive Session at 5:35 p.m. per WY Statute 16-4-405(ix) to consider or receive any information classified as confidential by law. Councilmember Sanders made a motion to enter executive session per Mayor Meeks request. Seconded by Councilman Serres, motion passed unanimously.

Councilmember Sanders motioned to adjourn from Executive Session and seal the minutes at 6:01 p.m. Seconded by Councilmember Dunlap, the motion passed unanimously.

Councilmember Robinson motioned to reenter to General Session at 6:01 p.m. Seconded by Councilmember Serres, motion passed unanimously. There was no objection to what was discussed during the executive session.

FIRE DEPARTMENT: Fire Department Captain Sam Warne mentioned Black Hills Energy is donating money, but they have not received an update on how much money is going to be donated to the department as of right now. Warne said they will have six volunteers going to fire training in Cody, from May 2, 2025, to May 4, 2025, totaling \$2,700.00 and requested approval for those six to attend. Councilmember Serres made a motion to approve \$2,700.00 for six volunteers to attend Cody training in May. Seconded by Councilmember Dunlap, the motion passed unanimously.

MUNICIPAL JUDGE: Councilmember Robinson made a motion to approve Judge's Report for March in the amount of \$637.00. Seconded by Councilmember Dunlap, the motion passed unanimously.

STREETS & PARKS DEPARTMENT: Maintenance Supervisor Chris Haldorson shared he submitted a grant for mosquito supplies for \$2,000.00. Haldorson said the sweeper is going to Wyoming Diesel next week for repair, and if the weather improves Haldorson and Maintenance worker Corey Davis will start mowing parks.

SANITARY LANDFILL, SANITARY & STORM SEWERS, WASTEWATER TREATMENT FACILITY AND WATER DEPARTMENT: Haldorson stated AquaFlow is down again and presented to the Council a quote from AquaFlow Int'l, Inc. for valve replacements and install in the amount of \$5,162.67 from budget 51-40-260 Water Department Maintenance. Councilmember Dunlap made a motion to approve the AquaFlow Int'l quote in the amount of \$5,162.67 from budget 51-40-260. Water Department Maintenance. Seconded by Councilmember Robinson, the motion passed unanimously.

TOWN BUILDINGS: Haldorson said once summer help starts, they will start laying the new carpet tiles in the old Library.

POLICE DEPARTMENT: Police Chief Jeff Sanders mentioned the turnaround has started, but they are not at full capacity yet.

RECREATION/EVENTS DEPARTMENT: Community Events Director Monte Thayer said Krendl Magic Show was a success. Thayer told the Council that Dueling Pianos this Saturday, April 5, 2025. Thayer shared with the Council that the youth clean-up of Sinclair is April 7, 2025, since

students are off from school. Thayer told the Council that the Sinclair Baptist Church will hold their Easter egg hunt April 19, 2025, and the Town of Sinclair will have an Easter egg hunt April 20, 2025. Thayer shared with the Council that the Movie night will be April 21, 2025, featuring The Wild Robot. Thayer said HF Sinclair will have Youth Earth Day April 22, 2025, and Thayer will have an adult field trip to Saratoga April 24, 2025.

FINANCIAL DEPARTMENT: Clerk/Treasurer Becky Slater requested approval for utilities and miscellaneous receipt books from Deluxe in the amount of \$3,593.96. Slater mentioned we were hoping to have enough to last until the next budget, but we do not quite have enough. Councilmember Robinson made a motion to approve payment of \$3,593.96 to Deluxe from Office Equipment 10-43-250. Seconded by Councilmember Serres, the motion passed unanimously.

TOWN ATTORNEY: Town Attorney Mike Roberts said there is still discussion about the MOU in the surrounding areas. Mayor Meeks mentioned there has been no meeting yet with Rutherford regarding the Town of Sinclair MOU.

Roberts told the Council that he made changes to the Employee Guidelines. Slater mentioned that she provided a copy to all the Council of the updated Employee Guidelines for their review.

UNFINISHED BUSINESS: Mayor Meeks asked the Council and Thayer what day would be best for the Rec and Theatre budget workshop. The Council and Thayer agreed on Wednesday, April 23, 2025, at 5:00 p.m.

BILLS: Mayor Meeks asked for a motion to pay the bills with a correction for Plus Electric paying \$10,119.75 for labor only on the Amphitheater project. Councilmember Robinson made a motion to modify Plus Electric and pay the bills. Seconded by Councilmember Sanders, the motion passed unanimously.

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

The next regularly scheduled council meeting will be on April 17, 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