

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING, HELD AT 5:30 P.M. ON THURSDAY, MAY 1, 2025, IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN OFFICE BUILDING.

COUNCIL MEMBERS PRESENT: Mayor Cullen Meeks, Councilmember David Robinson, Councilmember Nancy Sanders, 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 Museum worker Rachael Barnhart.

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

APPROVAL OF MINUTES: Councilmember Robinson made a motion to approve April 17, 2025, Council Minutes. Seconded by Councilmember Sanders, the motion passed unanimously.

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

PROJECT UPDATES: Jon Nelson with North Fork Engineering mentioned American West Construction has been on-site for three weeks and two weeks with a full crew. Nelson told the council that the manhole at 11th and Cleveland is now installed. Nelson shared with the council that the crew is slow moving but will speed up as they get more space. Nelson mentioned Kassey Westring has been on-site daily and that he has been on-site as fill-in when Kassey isn't available to do inspections, daily journals of progress along with photo records. Nelson asked the council if they would like a bi-weekly report with pictures of progress for their records, and the council agreed they would like updates for council meetings. Nelson told the council that the traffic control has been solved by street closures, and it seems residents are avoiding the area. Nelson mentioned there is damage to about 200 feet of pavement from a loader between 11th street and Cleveland, this is a contractor issue, and they take full responsibility to fix and no cost to the Town of Sinclair. Nelson stated that this will be fixed when asphalt paving is ready to be completed. Nelson mentioned the force main at 11th and Cleveland from lift station east to west gravity feed, maintain pipe, and additional concrete pan removal and fix valve was done late afternoon with an additional valve found, blow out and testing was done, and valve will be abandoned. Nelson stated that this delay in finding an additional valve and work done was a change order charge of an extra three hours. Nelson mentioned the waterline on 10th street repair leak near Mayor Meeks home which was part of Alternate A \$31,000.00 found no water or leak. Nelson told the council that this \$31,000.00 cost savings since there is no water, or leak could be used for the change order and working on manholes. Mayor Meeks asked for cost and to keep the council updated.

Nelson presented the council with payment number one in the amount of \$161,726.10 has been provided by American West Construction and this is 5% of project. Councilmember Serres asked Nelson if he was happy with the project so far even though they just started, he stated they are moving slower than he expected, but it will most likely change as they move forward. Mayor Meeks asked for a motion to approve American West Construction's first payment. Councilmember Dunlap made a motion to pay \$161,726.10 to American West Construction. Seconded by Councilmember Serres, the motion passed unanimously.

MUNICIPAL JUDGE: Councilmember Robinson made a motion to approve Judge's Report for March 2025 in the amount of \$989.00. Seconded by Councilmember Sanders, the motion passed unanimously.

STREETS & PARKS DEPARTMENT: Maintenance Supervisor Chris Haldorson said they went to pick up the street sweeper and it died before leaving. Haldorson said the whole fuel system needs cleaned, looked almost like silicone in the fuel or something. Haldorson provided a Wyoming Diesel Service Estimate of \$2,973.88 and asked the council for approval to pay from Streets Maintenance 10-60-260. Councilmember Sanders made a motion to approve \$2,973.88 to Wyoming Diesel Service to pay from Streets Maintenance 10-60-260. Seconded by Councilmember Dunlap, the motion passed unanimously.

Haldorson shared they had an inspection of records and found out they had two more tests to take since they are paid employees and are spraying for weeds, feeding lawns, and insect kill in the lawns they are required to be licensed. Haldorson said both he and maintenance worker Corey Davis passed

the first test, although Davis passed the second test, Haldorson did not and will re-take the killing insects in lawns test later.

SANITARY LANDFILL, SALTARY & STORM SEWERS, WASTEWATER TREATMENT FACILITY AND WATER DEPARTMENT: Haldorson stated there has been internet issues with Aquaflow. Haldorson mentioned he contacted Pine Cove and was advised we need a new bridge update as ours is outdated, hope to have quotes soon.

TOWN BUILDINGS: Haldorson said clean up was completed at the old post office garage which means Chief Jeff Sanders can use the old fire station again.

Haldorson stated that there has been an issue with the recreation door lock, Davis met with a locksmith to get help with fixing the issue without having to replace the lock and getting new keys for everyone. Haldorson said they are awaiting an update from the locksmith and will provide an update at the next council meeting.

POLICE DEPARTMENT: Police Chief Jeff Sanders mentioned it's been a busy week with sulfur truck wreck, a traffic wreck involving two contractors out here for turnaround. Sanders reminded everyone he will be out of the office Monday through Thursday to attend WASCOP conference.

RECREATION/EVENTS DEPARTMENT: Community Events Director Monte Thayer said he cancelled the adult field trip to Saratoga due to lack of interest. Thayer told the council that an additional pickleball net was purchased to put in the school for use, pickleball is getting busy.

Thayer mentioned he will be showing the movie Grease on May 19, 2025, at 6:00 p.m., a comedy/magic show is scheduled for May 22, 2025, youth baseball clinic on May 23, 2025.

Thayer also mentioned May 27, 2025, the Historic Preservation Event if there were any pictures he could share of the progression and updates to the theatre. Thayer said he has some, but if anyone as more he would love to have them for the event.

Thayer mentioned to the council he would like to purchase two volleyball standards for about \$1,200.00 to come from budget Recreation Equipment 10-72-250. Councilmember Sanders made a motion to approve the purchase of two volleyball standards in the amount of \$1,200.00 to be taken out of Recreation Equipment 10-72-250. Seconded by Councilmember Robinson, the motion passed unanimously.

Thayer said he would be on vacation May 5 through May 9, 2025; during his absence the subwoofer would be installed by Police Chief Sanders and Maintenance Supervisor Haldorson.

Thayer presented Mayor Meeks with Historic Proclamation Preservation Month. Mayor Meeks read aloud to the Council May 2025 is Historic Preservation Month in Sinclair, Wyoming and signed the proclamation.

FINANCIAL DEPARTMENT: Clerk/Treasurer Becky Slater mentioned to the council that she provided them with update number 2 budget worksheet for the upcoming budget workshop.

TOWN ATTORNEY: Town Attorney Mike Roberts provided the Council with a copy of another town's MOU proposal to the Fire District contract.

UNFINISHED BUSINESS: Mayor Meeks asked the Council to decide on a day that would work for next week to hold a wages budget workshop, all agreed on Wednesday May 7, 2025, at 5:00 p.m.

BILLS: Mayor Meeks asked for a motion to pay the 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 at 6:22 p.m. Seconded by Councilmember Sanders, the motion passed unanimously. Mayor Meeks adjourned the meeting at 6:22 p.m.

The next regularly scheduled council meeting will be on May 15, 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