

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING, HELD AT 5:30 P.M. ON THURSDAY, DECEMBER 5, 2024, IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN OFFICE BUILDING.

COUNCIL MEMBERS PRESENT: Mayor Cullen Meeks, Councilmember Nancy Sanders, Councilmember Michelle Serres, Councilmember Brennan Dunlap; with Councilmember David Robinson being excused.

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

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

APPROVAL OF MINUTES: Councilmember Dunlap made a motion to approve the November 21, 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.

PROJECT UPDATES: Jason Knopp with Edge Engineering asked about the amphitheater. Mayor Meeks asked about the leftover rock, Clerk/Treasurer Becky Slater stated the rock pick up would be taking place next week. Mayor Meeks stated the deck needs to come out in the front between the two front pillars as well as the steps in front of the columns. Knopp stated it could be extended like a T-shape and no railing on front just on stairs, more electrical would also be needed as well for the extended deck.

Knopp provided the council with an invoice from Gold Brick Masonry for the amount of \$45,900.00. And two invoices from Quantum Contracting invoice #165 for the amount of \$6,865.09 and invoice #176 for the amount of \$25,778.03. Knopp told the council that invoice #176 included a change order of \$6,800.30 for certain missed items not included in the original bid. Mayor Meeks asked the council how they wanted to handle the change order, council members agreed to pay the original invoice #176 in the amount of \$18,977.73 not the change order in the amount of \$6,800.30 will be discussed later, but \$2,490.45 should be paid by Polygone for their original bid error and \$930.99 was missed by Quantum Contracting on their bid, this would leave the Town of Sinclair to pay the amount of \$3,378.86 from the change order.

FIRE DEPARTMENT: Fire Chief Fernando Banda shared with the council this Sunday, December 8, 2024, the Type 6 Fire Truck will be on a trailer and headed to Fremont Motors for repairs. Mayor Meeks told Banda to look over the map and give ideas for safety routes. Banda told the council that the fire department will be doing a walk thru of the streets that will be affected and get a plan together. Assistant Fire Chief Alex Munoz asked about an alternate on Madison Avenue. Mayor Meeks said it may possibly be done after the main project is done. Munoz said it was only a block and maybe it could be done first. Mayor Meeks stated it is up to the contractors and the pre-bid meeting is

December 12, 2024, at 1 p.m. Banda said they will see everyone at the Town Employees Christmas party tomorrow, Friday, December 6, 2024.

**SANITARY LANDFILL, SAITARY & STORM SEWERS, WASTEWATER TREATMENT FACILITY AND WATER DEPARTMENT:** Maintenance Supervisor Chris Haldorson informed the council that he is waiting for the new generator installation at the west lift station.

**TOWN BUILDINGS:** Haldorson shared with the council that he was calling Advanced Heating due to the museum heater not working again, the drain has condensation, and the crawl space cannot be accessed to clean out the drain.

Councilmember Dunlap asked what the plan was with the old generator and if it is possible to use it at the school. Haldorson said the generator is too old and isn't big enough and uses propane.

**RECREATION/EVENTS DEPARTMENT:** Community Events Director Monte Thayer told the council that he had to cancel the youth field trip due to weather conditions. Thayer said he received DVD's and Thumb Drives of the History of Sinclair; they are for sale in the museum and Town Hall for \$10.00 each.

Thayer mentioned the upcoming events Dueling Piano's is next weekend Saturday, December 14, 2024, the K1-Kindergarten Christmas movie is scheduled for Thursday, December 19, 2024, The Annual Sinclair Christmas present and Food delivery is set for December 20, 2024. Thayer said with the Christmas break approaching he has set up roller skating, St. Vincent Food Delivery and youth field trip to Rawlins Aquatic center.

Thayer told the council that Ellen Carrico with Carbon County School District #1 would like to come to the next council meeting on December 19, 2024.

Thayer told the council that he had someone come look at the baby grand piano in the council chambers and he stated it is not worth anything to repair, there is too much damage to keys.

Thayer provided the council with three quotes for new tires for the van and asked for Shivley Hardware in the amount of \$703.96 which includes mounted and balanced. Councilmember Dunlap made a motion to pay Shivley Hardware in the amount of \$703.96 to purchase new tires which includes mounting and balancing. Seconded by Councilmember Serres, the motion passed unanimously.

Thayer reminded the council that on December 11, 2024; Wyoming PBS will air the Town of Sinclair if anyone wants to watch.

**NEW BUSINESS:** Mayor Meeks asked the council to look over the Postal Lease agreement and if changes need to be made or updated to be ready with questions and if changes need to be made, they will have a discussion at the next council meeting to go over the lease.

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

Councilmember Dunlap made a motion to adjourn the meeting. Seconded by Councilmember Sanders, the motion passed unanimously. Mayor Meeks adjourned the meeting at 6:30 p.m.

The next regularly scheduled council meeting will be on December 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 the Townhall office.

Cullen Meeks, Mayor  
TOWN OF SINCLAIR

ATTEST: CLERK/TREASURER