

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING, HELD AT 5:42 P.M. ON THURSDAY, May 2, 2024, IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN OFFICE BUILDING.

COUNCIL MEMBERS PRESENT: Mayor Cullen Meeks, Councilmembers Michelle Serres, David Robinson, Brennan Dunlap. Nancy Sanders was sworn in by Town Attorney Mike Roberts with Becky Slater as witness to the swearing-in and signing of our new council member.

TOWN EMPLOYEES PRESENT: Clerk/Treasurer Becky Slater, Assistant Treasurer Gina Helmetag, Maintenance Worker Chris Haldorson, Town Attorney Mike Roberts, Police Chief Jeff Sanders, Community Events Director Monte Thayer, Jason Knopp with Edge Engineering, Kassie Westring and Jon Nelson with North Fork Engineering.

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

APPROVAL OF MINUTES: Councilmember Dunlap motioned to approve April 18, 2024, Council Minutes. 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 Dunlap the motion passed unanimously.

RESIDENT: Nancy Sanders – to be sworn in to fill remainder of Forest Ortiz councilmember seat, who resigned on April 18, 2024.

PROJECT UPDATES: Edge Engineering Jason Knopp had construction meeting May 2<sup>nd</sup> on load numbers for wind load as follows; May 30<sup>th</sup> thru June 20<sup>th</sup> anchor system, July 22<sup>nd</sup> structure delivery. Suggestions of possible prefab offsite and then deliver and put together on site since structure needs put up before stage. Quantum Contracting, LLC \$6,865.09 with \$5,148.82 deposit for removal and assembly of stage vs KM Construction \$17,095.00. Councilmember Serres made a motion to approve Quantum Contracting LLC for the amount of \$6,865.09. Seconded by Councilmember Robinson the motion passed unanimously with funds from Caboose 10-70-650. Electrical will be discussed at the next council meeting.

End of May cracked pillar to be fixed and painted as well as clean up around grates at the Theater for the low spot between curb and sidewalk that causes a puddle.

Jon Nelson and Kassey Westring with North Fork Engineering discussion of 2025 project moving forward with application. Pre-app interview with DEQ, need decisions on scope of work. Kassey mentioned new documentation is required for application. 1 million loan, 50% forgiveness at 1.5% interest. Application due by June 5<sup>th</sup> with supporting documents of Sewer Rate ordinance, Resolution authorization, Rate Increases, Environmental letter and Public meeting post 15 days prior to submission of June 5<sup>th</sup>. Should set date May 30<sup>th</sup>, 2024, for public meeting and published in the Daily Times May 11, 2024. At the next council meeting Kassey will have the resolution ready. Certification requires town to submit to state – Kassey is going to investigate the certification. Jon spoke of the 1 million loan with 1.5% interest with 50% loan forgiveness. Pay off at loan completion. Project breakdown \$2.8 million at last meeting for Cleveland to 9<sup>th</sup> St. rehab replace of sewer all the way to 10<sup>th</sup> \$1.35 million North 10<sup>th</sup> to Monroe is poor with clay pipe sewer. Overlaying of street \$4.10 million. Madison between 9<sup>th</sup> and 10<sup>th</sup> - \$4.70 million old water line and asphalt. Bid out for belly sewer in lift station will need fixed eventually, spray on liner lasting up to 30 yrs. \$2.10 million. \$2.8 million is total for all. Mayor Meeks stated the importance of this future project and the longer we wait the more costly this project will be. Jon asked if North Fork Engineering needed to attend the budget workshop about ordinance Sewer fees. Mayor Meeks will set a date tonight before closing of meeting.

MUSEUM BOARD: Community Events Director Monte Thayer mention the Recreation Advisory Board had a meeting April 24<sup>th</sup>, 2024, about upcoming schedules with no other updates other than everything is good.

CARBON COUNTY ECONOMIC DEVELOPMENT (CCED): Director Yvonne Johnson talked about the I-80 project at Fort Steele Fuel Station, investors from Michigan as well as DEQ/Water contractor is lined-up. Housing and mileage for folks interested in employment is in discussions.

Wee Folks and Boys and Girls Club teamed up with CCSD#2 for Hanna Schools. RPlus Energies meeting June 26, 2024, with a meet and greet. Seminole Dam project May 15, 2024, in Medicine Bow at the Virginian.

**STREETS AND PARKS:** Maintenance Supervisor Chris Haldorson received lawn mowers back and maintenance has started mowing. The fountain should be up and running in the next couple of weeks as well as getting the restrooms open by the end of this month at the park.

**SANITARY LANDFILL, SANITARY & STORM SEWERS, WASTEWATER TREATMENT FACILITY AND WATER DEPARTMENT:** Haldorson stated Aqua Flow is operational again, working well. Haldorson shared with the council a quote 120 Water Software which will assist in preparing of the copper/lead project up and coming. Haldorson asked the council to approve \$5,900.00 software from 2 budget codes 51-40-250 Water Department Equipment and 51-40-260 Water Department Maintenance. Councilmember Robinson made a motion to approve, Seconded by Councilmember Serres, motion passed unanimously.

**TOWN BUILDINGS:** Haldorson shared they installed new emergency Exit signs at the library, replaced batteries in smoke detectors. Maintenance Employee Corey Davis created a checklist for fire extinguishers, exit signs and smoke detectors to be checked monthly. Haldorson also questioned summer help which will possibly be discussed at the next council meeting per Mayor Meeks.

**POLICE DEPARTMENT:** Police Chief Jeff Sanders told the council that he has been writing some citations and with turnaround there is a 2-hour window during start time and shift changes with turnaround that traffic is a bit heavier.

Sanders told the council that he would be attending the wind project meeting with the C4 team in Rawlins; this will be an introduction with contractors to discuss Emergency Road and Dirt work for substation being done this year.

Sanders told the council he plans to attend Plate Valley Community Center May 13<sup>th</sup> @ 5:30 p.m. on the collaboration between Saratoga/Rawlins. Rawlins Sheriff Department said hackers attacked the VPN which gives no access to the Spellman; he will get more information as it comes.

**RECREATION/EVENTS DEPARTMENT:** Community Events Director Monte daily use is up; kids and adult field trip went very well. Southern Fryed concert was good; downfall it was same time as Elk Foundation Banquet which didn't help the turn out. Boxing club is going to fix wall damage. Bid is out on 2013 transportation van that holds at least 12 passengers.

Thayer told the council that May 15<sup>th</sup> will be the next 100-year Anniversary meeting.

**FINANCIAL DEPARTMENT:** Clerk/Treasurer Becky Slater no updates to provide. Councilmember Serres asked Slater about the water bill issue, if Sensus had returned her call. Slater told Councilmember Serres that Sensus had not yet got back to her.

**TOWN ATTORNEY:** Town Attorney Mike Roberts shared with the council permit for right-a-way and to email if anyone has questions. By next meeting permit for Fences should be ready. Roberts stated that he is working on moving forward with the lien on 203 North 5<sup>th</sup> Street.

**UNFINISHED BUSINESS:** Mayor Meeks stated that the budget workshops as well as fees needs to happen and be completed. He is firm that all councilmembers be present to all workshop/meetings unless for unknown reason you are not able to be present that you attend via phone.

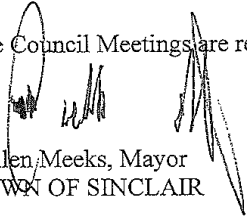
**NEW BUSINESS:** Mayor Meeks requested to set dates for remainder of the workshops. All Councilmembers agreed to the following time of 5 p.m. and dates:  
 May 8<sup>th</sup> – Revenue, Project \$\$, Financials, Administrative (if time permits Non-Departmental)  
 May 13<sup>th</sup> – Police Dept., Community Events Director, Fire Dept.  
 May 15<sup>th</sup> – Maintenance (Non-Departmental if not completed May 8<sup>th</sup>)  
 May 16<sup>th</sup> – 1<sup>st</sup> Reading of budget  
 May 22<sup>nd</sup> - Wages

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

Councilmember Robinson made a motion to adjourn the meeting. Seconded by Councilmember Serres, the motion passed unanimously. Mayor Meeks adjourned the meeting at 7:31 pm.

The next regularly scheduled council meeting will be held on May 16, 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