

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING, HELD AT 5:30 P.M. ON THURSDAY, FEBRUARY 6, 2025, IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN OFFICE BUILDING.

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

TOWN EMPLOYEES PRESENT: Clerk/Treasurer Becky Slater, Assistant Treasurer Gina Helmetag, Maintenance Worker Corey Davis, Community Events Director Monte Thayer, Police Chief Jeff Sanders, Town Attorney Mike Roberts, and Fire Captain Sam Warne arriving late at 5:50 pm.

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

APPROVAL OF MINUTES: Councilmember Robinson made a motion to approve January 23, 2025, Council Minutes. Second, by Councilmember Sanders, the motion passed unanimously.

APPROVAL OF THE AGENDA: Mayor Meeks asked for a motion to amend tonight's agenda adding Black Hills Energy as guests. Councilmember Serres made a motion to amend and approve tonight's agenda to include Black Hills Energy. Seconded by Councilmember Robinson, the motion passed unanimously.

GUESTS: Laura Farkas, Melinda Barrett, and Chris McMullen from Black Hills Energy Gas and Operations Division introduced themselves as our representatives. Melinda Barrett went over the new ordinance for 2025 through 2050 which would include 10-year increment adjustments that can be made during those times if needed as processes, technology improvements are always changing and evolving.

Attorney Mike Roberts asked Black Hills Energy representatives about ordinance 4.3, if maps are available to the Town of Sinclair, they are available upon request. Roberts also asked the Black Hills Energy representatives why in Ordinance 344 section 10.6 there is a No Waiver Clause, but the new Ordinance 2025-01 there is not one. Farkas made a note to look into the matter and will have it placed back in the ordinance and the revision resent to Town of Sinclair. Councilmember Dunlap made a motion on first reading of Ordinance 2025-01 pending review. Seconded by Councilmember Robinson, the motion passed unanimously.

PROJECT UPDATES: Jon Nelson with North Fork Engineering presented the letter of recommendation with notice of award to American West Construction base bid including alternate A & B in the amount of \$3,663,584.00. Councilmember Sanders made a motion to approve notice of award to American West Construction in the amount of \$3,3663,584.00. Seconded by Councilmember Serres, the motion passed unanimously.

Nelson told the council that American West Construction would have 30 days to return counterparts signed with performance payment, copy of bonds and proof of insurance. Nelson is hoping to present signed documents to council members at the first council meeting in March.

Nelson stated to the council that the Level 1 discrepancies between Rawlins and Sinclair water issue, which has been ongoing since 2022, would be spearheaded by Kassey Westring and Murray Schroder with assistance from our Maintenance Supervisor Chris Haldorson to investigate the discrepancies. Councilmember Serres stated that part of the issue could be the run out to Stinkers or to CIG even though repairs were done a couple years ago.

FIRE DEPARTMENT: Fire Captain Sam Warne shared with the council the Type 6 is scheduled to be worked on Friday, February 7, 2024. Warne told the council that 90% of the volunteer firefighters will be red card certified. Warne shared with the council that the new hires have been set up with their task books. Warne stated to the council that training on using SCBA equipment was conducted on Wednesday February 5, 2024, and there was a good turnout. Mayor Meeks stated that he had a conversation previously with Fire Chief Fernando Bando that John Rutherford and that the MOU has not been signed yet and the Fire Department should not be responding to fire calls outside the Town limits.

MUNICIPAL JUDGE: Councilmember Serres made a motion to approve January 2025 Judge's Report in the amount of \$341.00. Seconded by Councilmember Robinson, the motion passed unanimously.

SANITARY LANDFILL, SAITARY & STORM SEWERS, WASTEWATER TREATMENT FACILITY AND WATER DEPARTMENT: Maintenance Worker Corey Davis told the council that he is working to take down the Christmas decorations in town. Davis told the council that the company is hanging the light railing at the amphitheater.

Davis shared with the council that on Tuesday, February 4, 2025, he was trouble shooting with the company at the west lift station which is still down due to finding out it cannot run on liquid propane that it has to be vapor propane. Davis told the council that a part has been ordered to make it vapor propane and hoping it will deliver either on Friday or next week.

Davis said the water filling station is still down. Davis stated that he received a part for it last Friday, but it didn't fix the issue. Davis told the council that two new parts are being shipped and as soon as they arrive, he will install parts and hope this resolves the problem.

TOWN BUILDINGS: Davis shared he has been working at the old Library removing shelves which cleared two walls in doing so. Davis stated that the sheetrock is done and will start mudding tomorrow then paint walls. Davis also mentioned to the council that once the shelves were removed from the walls there is no carpet from where the shelving existed all the way to the walls and in future, we would need to think about replacing the carpet at the library. Community Events Director Monte Thayer mentioned he received a quote from Morgan's Flooring for replacement that includes removal of old and install of new between \$12,000.00 to \$14,000.00 and is awaiting Interior Galore to come in and provide a quote. Davis mentioned that he does have experience in installing carpet tiles and is confident that if we did carpet tiles that he and Maintenance Supervisor Chris Haldorson could do the installation of carpet tiles.

RECREATION/EVENTS DEPARTMENT: Community Events Director Monte Thayer mentioned movie night featuring, The Notebook is this Monday, February 10, 2025. Thayer told the council that a Valentine's luncheon will be held on February 12, 2025, and a Youth field trip to Casper will be February 18, 2025, since they have no school. Thayer shared with the council that a movie night will be held on February 24, 2025, featuring Fly Me to the Moon. Thayer also mentioned that the Gladiator Boxing Club is totally out of the school and has repaired walls and everything looks good.

Thayer asked the council to approve payment for the upcoming E Street Prophets concert that will be held at the Parco Theatre on February 22, 2025, at 7 p.m. in the amount of \$900.00 coming out of performance fees. Councilmember Robinson made a motion to pay E Street Prophets \$900.00 from budget code 10-52-280. Seconded by Councilmember Serres, the motion passed unanimously.

FINANCIAL DEPARTMENT: Clerk/Treasurer Becky Slater requested approval for Pine Cove quote for Sophos firewall which is good for 36 months in the amount of \$7,361.58. Slater mentioned Pine Cove would not charge the town for installation. Councilmember Sanders made a motion to approve payment of \$7,361.58 to Pine Cove for Sophos firewall from Prof & Tech 10-43-310. Seconded by Councilmember Robinson, the motion passed unanimously.

TOWN ATTORNEY: Town Attorney Mike Roberts mentioned to the council that he would like to see a No Waiver clause placed in the Black Hills Energy Ordinance 2025-01.

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

Councilmember Robinson made a motion to adjourn the meeting at 6:27 p.m. Seconded by Councilmember Serres, the motion passed unanimously. Mayor Meeks adjourned the meeting at 6:27 p.m.

The next regularly scheduled council meeting will be on February 20, 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