

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING, HELD AT 5:30 P.M. ON THURSDAY, JANUARY 23, 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 Supervisor Chris Haldorson, Community Events Director Monte Thayer, Town Attorney Mike Roberts, Police Chief Jeff Sanders, and Assistant Fire Chief Alex Munoz came late 5:35, and Fire Captain Sam Warne arriving late 5:45 pm.

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

APPROVAL OF MINUTES: Councilmember Dunlap made a motion to approve the January 9, 2025, Council Minutes. Seconded by Councilmember Robinson, the motion passed unanimously.

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

PROJECT UPDATES: Jason Knopp with Edge Engineering mentioned he has a meeting scheduled January 28, 2025, to discuss the gutter touch ups and soundbar on the Amphitheatre. Knopp told the council that with the change order we can release some of the money but hold some for Quantum, and that Quantum is alright and aware of partial payment. Knopp shared with the council the three previous quotes from contractors: Plus Electric, ECI, and CJ Enterprise. Knopp spoke of Plus Electric \$12,000.00, repair to deck \$3,780.77 on electrical, and materials were correct for job. Knopp mentioned the government doesn't like time and material without proof of receipts. Knopp suggested to the council to let Plus Electric be aware, payment would not be made until itemized receipts are provided, this is for auditing purposes and to stay within government guidelines.

Knopp discussed windsail for the outdoor Amphitheatre, and the company stated that the windsail cannot be attach to structure, but it is possible to make it a stand-alone windsail. Mayor Meeks stated this should be discuss this in spring or summer, and to also discuss the deck. Knopp stated railing will also need to be changed since it doesn't meet commercial standards.

Kassey Westring and Jon Nelson with North Fork Engineering provided a breakdown from bid opening January 15, 2025. Councilmember Sanders asked what the risk is if we did go with the lowest bid. Westring said she spoke with Stan Miller with SRF, and a letter can be written stating why we did not choose the lowest bidder. Nelson stated OSHA regulations, and not meeting two of the requirements with utility work of more than 20 feet deep and not completing at least five projects within five years that exceed \$1,000,000.00. Nelson said the scope of this project may not be the time for the lowest bidder to learn, even though they have done great work, but not the 20 feet deep which is dangerous for people going into a trench. The council asked about a warranty on trenchless, Nelson said he will look into the warranty. Nelson mentioned that a decision did not need to be made this evening; we have 60 days to decide, and we could have a bid workshop to go over in more detail. The council agreed to set up a bid workshop which is scheduled for February 4, 2025, at 5:00 pm.

FIRE DEPARTMENT: Assistant Fire Chief Alex Munoz shared with the council that they have two more new hires. Mayor stated attendance records for meetings and training need to be provided to clerks every month, this for recordkeeping and auditing purposes. Mayor Meeks asked for update on Type 6, Munoz said he would be setting up an appointment tomorrow, January 24, 2025, to get it in the shop for repairs.

SANITARY LANDFILL, SAITARY & STORM SEWERS, WASTEWATER TREATMENT FACILITY AND WATER DEPARTMENT: Maintenance Supervisor Chris told the council that he had talked to Thayer about the white ford, and for Thayer to be able to use it for his day-to-day tasks. Haldorson stated that it needs some repairs, and he will get quotes for repairs and provide the quotes at next council meeting.

Haldorson mentioned the sewer lagoon discharge license is up for renewal by the end of month and asked council if they wanted him to continue with the renewal license since we have never used the

discharge. The council agreed we need to hang on to the sewer lagoon discharge license since we are grandfathered in.

Haldorson told the council that he received the results from the Sanitary Survey from 2022. Haldorson stated that there were only a few items from the survey, one on integrity of air vent and hatch which will be fixed during the spring. Haldorson told the council that on the survey was recommended for a storage tank mixer for water life. Haldorson told the council that after speaking with Nelson he decided that a storage tank mixer is not a good idea.

Haldorson said the west end lift station generator is working well, and they have someone coming out next week to fix the east lift station.

TOWN BUILDINGS: Haldorson shared with the council that the museum heater is having an issue, and it is possible we may need to have a vent out wall.

Haldorson told the council that the library repairs are still ongoing and will take a bit longer after moving some bookshelves and needing wall replacement.

RECREATION/EVENTS DEPARTMENT: Community Events Director Monte Thayer shared he had to cancel the adult field trip to UW basketball game due to weather last weekend. Thayer told the council that the concert had a good turnout. Thayer told the council that the Gladiators boxing club turned in keys today and had completed all the repairs at the school.

TOWN ATTORNEY: Town Attorney Mike Roberts provided council with a draft lease for the Sinclair Elementary School.

UNFINISHED BUSINESS: Mayor Meeks asked the council to decide on a date for the Employee Guidelines Handbook workshop. The council decided to have a workshop on February 11, 2025, at 5:00pm to go over the Employee Guidelines Handbook.

NEW BUSINESS: Councilmember Dunlap mentioned that the Town of Sinclair will host the CCCOG meeting in July and Dunlap said he is now Vice Chair for CCOG. All attending the council meeting wished Councilmember Serres a Happy Birthday.

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 7:08 p.m. Seconded by Councilmember Serres, the motion passed unanimously. Mayor Meeks adjourned the meeting at 7:08 p.m.

The next regularly scheduled council meeting will be on February 6, 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