

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 9, 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; with Councilmember David Robinson being excused.

TOWN EMPLOYEES PRESENT: Clerk/Treasurer Becky Slater, Assistant Treasurer Gina Helmetag, Maintenance Supervisor Chris Haldorson, Community Events Director Monte Thayer, Fire Chief Fernando Banda, and Town Attorney Mike Roberts. With Police Chief Jeff Sanders arriving late at 5:49 pm from a call.

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

OATH OF OFFICE: Town Attorney Mike Roberts administered the Oath of Office to the newly elected Councilmembers Brenna Dunlap, Nancy Sanders, and Michelle Serres.

APPROVAL OF MINUTES: Councilmember Dunlap made a motion to approve the December 19, 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 Sanders, the motion passed unanimously.

GUESTS: Ellen Carrico with CCSD#1 Daycare Director said CCSD#1 is hoping to open their doors by next fall. Carrico stated that leasing the Sinclair Elementary is one of the option the school district is looking into, but they are looking at other facilities. Carrico told the council that four to five classrooms, gym and office would be utilized by the school district, key card access would be used as it is at the schools. Carrico is asking for a proposed lease of what they would be responsible to pay and who will take care of maintenance of building. Carrico stated she would like a lease proposal by February 1, 2025, so she can present it to the school district board at their next workshop. Mayor Meeks mentioned to Carrico he will have discussions with the town's attorney and set-up a council workshop and will have a lease proposal before February 1, 2025. Carrico said the Sinclair Elementary is a great facility with plenty of space, play area outside and a great fire system. Carrico thanked the council and looks forward to the proposal.

PROJECT UPDATES: Kasey Westring with North Fork Engineering said water/sewer project is in the bidding stages. During the pre-bid the modifications for contractor qualifications was changed and has had a couple of contractors decide not to bid, due to some qualification limitations. Bid opening starts January 15, 2025, at 4:30 p.m. and potential bid award could be announced at the next council meeting on January 23, 2025. Westring said there are six bidders as of now and four bidders who are asking a lot of questions, which is a good thing. Westring said there is a loan payment of \$5,000.00 that should be paid as soon as possible. Mayor entertained a motion to sign agreement and pay \$5,000.00 from Engineering Services budget code 52-85-351. Councilmember Dunlap made a motion to approve Mayor Meeks to sign the agreement and pay \$5,000.00 for the loan payment from Engineering Services budget code 52-85-351. Seconded by Councilmember Serres, the motion passed unanimously.

FIRE DEPARTMENT: Fire Chief Fernando Banda shared with the council that they have two more applicants that he needs to get with Police Chief Sanders to do background checks on. Mayor asked Banda to stop by the office tomorrow about 4:00 p.m. to go over the MOU and sign the MOU after discussion.

MUNICIPAL JUDGE: Councilmember Sanders made a motion to approve Judge's Report for December in the amount of \$194.00. Seconded by Councilmember Dunlap, the motion passed unanimously.

SANITARY LANDFILL, SAIARY & STORM SEWERS, WASTEWATER TREATMENT FACILITY AND WATER DEPARTMENT: Maintenance Supervisor Chris Haldorson informed the council the new generator has been installed, but there is a fuel solenoid that may be bad, and Kohler will be coming out to take a look at it, if that is the issue Kohler will install a temporary generator while a new replacement is ordered all at Kohler's expense.

Haldorson said the east lift station generator has an antifreeze heater crack, parts have been ordered and will be fixed as soon as parts are delivered.

TOWN BUILDINGS: Haldorson shared with the council that Maintenance worker Corey Davis would like to return to Denver for a 3-day refresher before February 8, 2025, to re-take the building inspector test. Council members all agreed to send him and there would not be any issue paying his hotel fees while in attendance. Haldorson asked for permission to purchase a new water heater at the maintenance shop, the most it would cost is \$800.00 and he will choose to purchase the one with the best warranty. Councilmember Serres made a motion for the purchase of a new water heater in the amount of \$800.00. Seconded by Councilmember Sanders, the motion passed unanimously. Haldorson said the library should be done by the end of this month with the painting and repairs, then blinds could be ordered and replaced.

POLICE DEPARTMENT: Police Chief Jeff Sanders mentioned he received a MOU for Rochelle Animal Shelter, and the real changes is some fees have gone up. Sanders told the council that if an animal has been brought in and has been there over 5 days fees will start being charged, spay or neutering is a \$150.00 fee. Mayor Meeks and Attorney Mike Roberts signed the MOU as requested.

RECREATION/EVENTS DEPARTMENT: Community Events Director Monte Thayer shared with the council the youth really enjoyed St. Vincent Food delivery during Christmas break and heard the Sinclair FD food delivery and presents went well.

Thayer mentioned he has upcoming movie nights, a trip to a UW basketball game, trips to the library on a trial bases to see if there is interest for future trips, and an adult field trip to Rawlins to tour county buildings. Thayer said the new heater installed in the gym is working great.

Thayer mentioned he looked into having another magic show in February or March, he contacted the one from Utah who has performed at the theatre before and was quoted \$900.00 plus 40% of door sales, but he is not available to come until summertime. Thayer then received a call from another magician from back east who gave him a quote of \$2500.00 who seems to be the real deal with props and everything, and he could come out here on Wednesday March 14, 2025, Thayer asked council to approve bringing this magician for a performance. Councilmember Serres made a motion to approve \$2500.00 to have a magic show at our town theatre on March 14, 2025. Seconded by Councilmember Dunlap, the motion passed unanimously.

FINANCIAL DEPARTMENT: Clerk/Treasurer Becky Slater asked the council to sign the Disclosure Bank Statement presented to them prior to the start of council meeting.

TOWN ATTORNEY: Town Attorney Mike Roberts said not much going on, he did mention he would like to read over the MOU for the Fire Department, which Clerk/Treasurer Slater provided him a copy.

UNFINISHED BUSINESS: Mayor Meeks asked the council to decide on a date for a school district workshop, council agreed to Thursday January 16, 2025, at 5:00 p.m. Mayor Meeks also reminded councilmembers and staff that we will start looking into budget workshops and would like these workshops to start in March.

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

Councilmember Serres made a motion to adjourn the meeting at 6:34 p.m. Seconded by Councilmember Sanders, the motion passed unanimously. Mayor Meeks adjourned the meeting at 6:34 p.m.

The next regularly scheduled council meeting will be on January 23, 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