

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING, HELD AT 5:30 P.M. ON THURSDAY, MARCH 20, 2025, IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN OFFICE BUILDING.

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

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

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

APPROVAL OF MINUTES: Councilmember Robinson made a motion to approve March 6, 2025, Council Minutes. Seconded by Councilmember Sanders, the motion passed unanimously.

APPROVAL OF THE AGENDA: Councilmember Robinson made a motion to amend and approve tonight's agenda, moving the Recreation/Events Department and Bills Paid to come after Guests. Seconded by Councilmember Dunlap, the motion passed unanimously.

PROJECT UPDATES: Jason Knopp with Edge Engineering presented the Council with the change order from Quantum Contracting LLC. Knopp asked the Council to go ahead and pay Quantum Contracting LLC the remaining \$6,800.30 with a retainage of \$1,530.67. Councilmember Robinson made a motion to approve paying Quantum Contracting LLC in the amount of \$6,800.30. Seconded by Councilmember Serres, the motion passed unanimously.

Knopp mentioned the stage estimation of approximately 2000 square feet for a concrete stage would be roughly \$200,000.00 with stamping and possible color and would probably be about a month-long project. Councilmember Serres asked if they could get samples to have a better idea for the stage. Mayor Meeks and Councilmember Serres agreed that this project would need to be a May project rather than a Fall project. Councilmembers agreed unanimously that this would need to wait for possible design phase during budget 2025-2026 and the stage to construct during budget 2026-2027.

Kassey Westring with North Fork Engineering presented the Council with American West Construction, LLC request to start one week earlier than previously scheduled, a start date of April 14, 2025, rather than April 21, 2024, this would be pothole clean up and equipment staging in the holding area. Councilmember Robinson made a motion to have Mayor Meeks sign the date change to April 14, 2025. Seconded by Councilmember Serres, the motion passed unanimously. Westring mentioned to Mayor Meeks that she would stay after the council meeting was over for him to sign the date change to start April 14, 2025. Councilmember Serres asked how residents would be notified of the upcoming work. Westring told the Council that flyers could be posted. Police Chief Sanders said he could provide flyers to the individual residents that will be affected.

Westring also reminded the Council of the pre-construction meeting April 10, 2025, at 1:00 p.m. at Town Hall in the Council chambers with American West Construction, LLC. Mayor Meeks mentioned to the Council that they did not need to attend this meeting unless they wanted to be there, that this is more for maintenance team, fire department, police chief.

RECREATION/EVENTS DEPARTMENT: Community Events Director Monte Thayer said he is getting ready for the magic show tonight. Thayer told the Council that he is taking the youth tomorrow for skate, swim and pizza party to kick off their spring break. Thayer told the Council that the Dueling Pianos Roadshow will be the first Saturday in April. Thayer stated to the Council that Carbon County School District #1 will not be using Sinclair Elementary School for a daycare facility, as they have found a location in Rawlins. Thayer stated to the Council that Stephanie Chiu and her husband Chris would like to purchase a piano for the theatre as a donation to the Town of Sinclair; Chris has already found a Yamaha piano in Laramie that would be perfect for performances. Councilmember Serres said it was thoughtful and maybe we could get a nice name plate to mention who donated the piano, all the Council agreed it was a good idea.

Thayer shared with the Council that he received a call for the use of the large Pavilion this summer for a class reunion. Thayer asked the Council if someone from the class reunion would need to come to the Council and ask permission to stay at the park until Midnight rather than the 10:30 p.m. which

is the parks closing time. The Council agreed that the reunion could hold their event until Midnight if they clean up after themselves and understand the rules and regulations of the use of the park.

Thayer asked the Council to think about the up-and-coming Arts Festival and Craft Fair on the third weekend in August. Thayer stated he would like to bring in food vendors and maybe possible car show and concert.

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

FIRE DEPARTMENT: Fire Chief Fernando Banda shared they will have at least six firefighters going to Cody Fire Training in May. Banda told the Council that there is no word on MOU meeting with John Rutherford yet. Mayor Meeks asked if Type 6 was finished, Banda said yes, and it is up and running. Banda said they will be receiving a monetary donation from Black Hills Energy, but as of right now Banda does not know how much the donation will be.

MUSEUM: Museum Worker Rachael Barnhart asked council if she could return to work in the museum during her school spring break for four days starting March 26 through March 29 working 8:30 am – 5:00 pm with a 30-minute lunch. In addition, Barnhart asked council if she could work Saturdays 8:30 am – 5:00 pm with a 30-minute lunch for the month of April and May and with regular hours Tuesday through Saturdays 8:30 am – 5:00 pm with a 30-minute lunch for Summer starting May 31, 2025. The Council all agreed to Barnhart's requested dates of scheduling for the museum, Mayor Meeks requested she attend the April 3, 2025, council meeting, for a follow-up to her start of opening the museum.

STREETS & PARKS DEPARTMENT: Maintenance Supervisor Chris Haldorson shared with the Council that the spring cleaning will be getting started as the weather becomes nicer, with cleaning of the park and tree branch cutting. Haldorson told the Council that he is still working with Wyoming Diesel to schedule a good time to bring in the street sweeper for repairs.

SANITARY LANDFILL, SALTARY & STORM SEWERS, WASTEWATER TREATMENT FACILITY AND WATER DEPARTMENT: Haldorson stated to the Council that the west lift station generator is running, but has a slow leak, once the propane is empty repairs will be made to stop the slow leak. Haldorson shared with the Council that he is excited for the upcoming WWC Workshop for Level 1 study and masterplan April 2, 2025. Haldorson told the Council that the sewer cleaning will start in the next couple of weeks if the weather continues to improve.

POLICE DEPARTMENT: Police Chief Jeff Sanders told the Council that not much going on, although turnaround will be starting around April 8 or 9, 2025 and is expected to be done just before Memorial Day.

TOWN ATTORNEY: Town Attorney Mike Roberts told the Council that Assistant Treasurer Gina Helmetag received a payment for a traffic ticket from 2022. Roberts stated to the Council that the MOU among other towns are different, and Roberts said there is a public workshop meeting being held at Platte Valley Community Center March 26, 2025, at 6:30 p.m. for Saratoga and Encampment, but believes any towns fire department can attend this meeting. Roberts stated to the Council that he is still working on the Guidelines and will provide updates before the next council meeting.

NEW BUSINESS: Councilmember Dunlap provided an update on his CCCOG attendance meeting. Dunlap stated that there was discussion with the County Commissioners and library board on funding, hazardous mitigation grants, Fire District, State Legislation on property tax cut and we are still holding CCCOG in Sinclair on July 16, 2025.

Mayor Meeks mentioned he would like to start setting dates for Budget workshops starting in April. Dates agreed upon by the Council and departments heads are set for 5 p.m. on April 9, 2025, for Administrative, Non-Departmental, and Museum, April 14, 2025, for Maintenance, and April 29, 2025, for Fire Department, and Police Department. The Budget workshop for Revenue will be scheduled once the reports come in and Community Events and Theatre Departments after discussing with Thayer a time that will work for him.

Councilmember Robinson made a motion to adjourn the meeting at 6:49 p.m. Seconded by Councilmember Sanders, the motion passed unanimously. Mayor Meeks adjourned the meeting at 6:49 p.m.

The next regularly scheduled council meeting will be on April 3, 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