

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 6, 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 with Councilmember Michelle Serres being excused from tonight's meeting.

TOWN EMPLOYEES PRESENT: Clerk/Treasurer Becky Slater, Assistant Treasurer Gina Helmetag, Maintenance Supervisor Chris Haldorson, 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 February 20, 2025, Council Minutes. Seconded by Councilmember Dunlap, the motion passed unanimously.

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

PROJECT UPDATES: Jon Nelson with North Fork Engineering mentioned the water/sewer project is moving along. Nelson told the council that last Tuesday, March 4, 2025, there was an onsite visit with the contractor to walk through the area of construction. Nelson said that the contractors will start right away April 21, 2025, with potholes and the main project will start April 28, 2025.

Nelson presented to Mayor Meeks the contract with American West Construction to be signed tonight. Councilmember Dunlap made a motion to approve and sign the contract with American West Construction. Seconded by Councilmember Robinson, the motion passed unanimously.

Nelson also mentioned the contractor would like to set up a pre-construction meeting with the Maintenance team, the Fire Dept, and the Chief of Police for April 8 or 10, 2025, all departments stated either date would work for them. Nelson told the council that he would get back to Clerk/Treasurer Becky Slater with a date and time and she can forward to the departments involved.

Nelson mentioned the WWC workshop for Level 1 study and the Masterplan would need to be set up and asked the council if they had a date in mind for this workshop. The council asked the date be set on Wednesday, April 2, 2025, at 5 p.m. Nelson congratulated everyone on a job well done with the water Level 1 going from 45% loss to .11% loss.

FIRE DEPARTMENT: Fire Chief Fernando Banda shared with the council that the Type 6 has been picked up from repairs and seems to have no issues at this time. Mayor Meeks said he has tried to get hold of John Rutherford to set up a meeting to go over the MOU and wouldn't continue to try since he is not getting a response. Banda said he would go see Rutherford next week to set up a meeting. Mayor Meeks asked Banda to let him know when the meeting would be because he would like to attend. Banda let the council know some desks and chairs were donated to the fire department and they are working on getting everyone Red Card certified along with Firefighter 1.

STREETS & PARKS DEPARTMENT: Maintenance Supervisor Chris Haldorson mentioned there is an issue with the street sweeper, the motor has died and can't get it running. Haldorson said when the weather is a bit nicer, he would like Jack's Auto Body to tow the sweeper to Wyoming Diesel for repairs. Haldorson told the council that Jack's Auto Body provided a quote of \$400.00 to tow the street sweeper to Wyoming Diesel.

SANITARY LANDFILL, SANITARY & STORM SEWERS, WASTEWATER TREATMENT FACILITY AND WATER DEPARTMENT: Haldorson mentioned when the weather is better, he would be taking pictures of the screen. Haldorson told the council that the new water meter for the truck stop has been delivered, it needs two gaskets and once received, they will do the installation of the new meter.

TOWN BUILDINGS: Haldorson said they have received new carpet tiles for the library and when the summer help comes on they will install the carpet.

**POLICE DEPARTMENT:** Police Chief Jeff Sanders provided the council with a quote and request to approve Comtronix for \$490.00 for evidence room wireless keypad installation, Sanders said he has plenty of money in Police Department Equipment to pay for the installation. Councilmember Robinson made a motion to approve installation and payment to Comtronix in the amount of \$490.00. Seconded by Councilmember Dunlap, the motion passed unanimously.

**RECREATION/EVENTS DEPARTMENT:** Community Events Director Monte Thayer said a local volleyball group has booked several dates for private rental. Thayer mentioned the Wicked movie is up and coming as well as a Magic show. Thayer told the council that he is taking the youth to a skate, swim, and pizza party during the kickoff of spring break and the senior center lunch trip will travel on their own for senior center birthday month luncheon in Rawlins.

Thayer asked the council for approval to bring back the Dueling Pianos in the amount of \$2,500.00 with performance date of April 5, 2025. Councilmember Robinson made a motion to approve \$2,500.00 for the Dueling Pianos. Seconded by Councilmember Sanders, the motion passed unanimously.

Thayer told the council that for a possible future event in May would be a Comedian/Magic show. Thayer told the council that Discover Carbon County grant was requested for \$4,000.00, but he was awarded \$2,000.00 for the sponsoring of the upcoming August Art Festival.

**FINANCIAL DEPARTMENT:** Clerk/Treasurer Becky Slater presented a quote for a door chime from Comtronix in the amount of \$720.00 out of Prof & Tech 10-43-310. Councilmember Robinson made a motion to approve payment of \$720.00 to Comtronix from budget Prof & Tech to install a door chime on the front door. Seconded by Councilmember Sanders, the motion passed unanimously.

**TOWN ATTORNEY:** Town Attorney Mike Roberts investigated MOU for the fire department as well as talking with other towns in the county and it seems there is some miscommunications with the MOU's provided to other towns in the county as well. Nelson with North Fork Engineering mentioned he is aware that a workshop was set up with Saratoga/Encampment and John Rutherford to go over the MOU. Mayor Meeks asked Banda how many firefighters are certified in execution, Banda stated there are six firefighters who are fully certified.

**UNFINISHED BUSINESS:** Third reading of Ordinance 2025-01 for Black Hills Energy approval. Councilmember Dunlap made a motion to approve the third and final reading Ordinance 2025-01. Seconded by Councilmember Robinson, the motion passed unanimously. Chris McMullen, with Black Hills Energy, was present and Laura Farkas was on the phone thanked the council for their continued support and business with Black Hills Energy.

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

Councilmember Robinson made a motion to adjourn the meeting at 6:20 p.m. Seconded by Councilmember Sanders, the motion passed unanimously. Mayor Meeks adjourned the meeting at 6:20 p.m.

The next regularly scheduled council meeting will be on March 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