

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING, HELD AT 5:30 P.M. ON THURSDAY, AUG 21, 2025, IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN OFFICE BUILDING.

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

TOWN EMPLOYEES PRESENT: Assistant Treasurer Gina Helmetag, Maintenance Supervisor Chris Haldorson, Museum Worker Rachael Barnhart, Town Attorney Mike Roberts, and Police Chief Jeff Sanders.

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

APPROVAL OF MINUTES: Councilmember Sanders made a motion to approve August 7, 2025, Council Minutes. Seconded by Councilmember Dunlap, the motion passed unanimously.

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

RESIDENTS: Vicki Gabelson with Carbon County Senior Center provided the council with a letter request for a contract donation for the annual fall fundraiser. Councilmember Serres suggested \$1,500.00. Councilmember Dunlap made a motion to donate \$1,500.00 to the Carbon County Senior Center. Seconded by Councilmember Robinson, the motion passed unanimously.

PROJECT UPDATES: North Fork Engineering, Jon Nelson and Kassey Westring were both present. Westring provided a project update that water is complete except for Madison Ave due to a live wire that belongs to CenturyLink/Lumen and since the live wire was hit, American West Construction started the sewer on Cleveland Avenue. Westring told the council that American West Construction was scheduled to work this Saturday but have changed the date to Saturday, September 6, 2025.

Westring presented the council with an estimated \$73,030.00 for Work Change Directive #1 that was part of the Workshop from last week. Councilmember Serres made a motion to approve the Work Change Directive #1 at the estimated \$73,030.00. Seconded by Councilmember Robinson, the motion passed unanimously.

Westring told the council that the digging of Madison Ave and hitting a live wire belonging to CenturyLink/Lumen was a shock to American West Construction and North Fork Engineering since calls were made to 411 before digging and the area was never marked. Westring told the council that calls have also been made to reach out to CenturyLink/Lumen with no luck in getting anyone to come out or resolve the issue of this live wire that was never marked, basically they have been non-responsive. Westring stated to the council that there are three options to prevent American West Construction from sitting idle and being paid for sitting idle until there is resolution with CenturyLink/Lumen, they are as follows:

- Option 1 – leave the live line on top, do extra potholing \$9,375.00 and another estimated \$50,000.00 extra.
- Option 2 – Bump water line to the North using existing supplies with potholing \$9,375.00 and estimated \$40,000.00 extra.
- Option 3 – Move water line South of phone line, remove all asphalt at an estimated \$126,000.

Nelson suggested to the council that a decision should be made on which option this evening because if we do not get anyone from CenturyLink/Lumen to contact us. Nelson told the council then the above option would need to be started next Monday or Tuesday to prevent American West Construction from sitting idle.

Councilmember Sanders made a motion for Option 2 potholing for Monday or Tuesday, tentatively, unless American West Construction, North Fork Engineering or Town Hall hears from CenturyLink/Lumen by Monday, August 25, 2025. Seconded by Councilmember Dunlap, the motion passed unanimously.

MUSEUM: Museum Worker Rachael Barnhart shared with the council she will be going to Carbon County Museum on Friday for training in the afternoon. Barnhart told the council that she purchased a television and DVD player and placed them upstairs to show the history video.

STREETS & PARKS DEPARTMENT: Maintenance Supervisor Chris Haldorson told the council that he wanted to thank the summer employees with all their help. Haldorson told the council they were a huge help this summer and worked hard.

SANITARY LANDFILL, SANITARY & STORM SEWERS, WASTEWATER TREATMENT FACILITY AND WATER DEPARTMENT: Haldorson shared with the council that the Sanitary Survey is next week. Haldorson told the council that the fill station has been repaired and is now up and running.

RECREATION/EVENTS DEPARTMENT: Community Events Director Monte Thayer told the council that The Last Rodeo movie is August 28, 2025. Thayer wanted to thank the council, staff, rec board, and everyone else who helped make The Sinclair Summer Arts & Music Festival a success, although patron numbers were lower due to other events in the surrounding area, it was still a great event.

Thayer asked the council if it would be alright to have the Homemakers Club only pay \$125.00 for rental space from July to December because the Homemakers Club may be disbanding their club in December. Councilmember Dunlap made a motion to approve the Homemakers Club to pay \$125.00. Seconded by Councilmember Serres, the motion passed unanimously.

Thayer asked the council if there was anything he needed to bring to the Van Workshop on September 2, 2025. The council asked Thayer to bring copies of the bid sheets to the council meeting.

Thayer told the council that we need to start thinking about dates for our Christmas party, since the gym is starting to book up with events. Thayer provided the council with the following dates of Friday, December 5, 2025, Friday, December 12, 2025, or Saturday, December 13, 2025. Mayor Meeks suggested to the council to think about this and follow up with a date at our next council meeting.

TOWN ATTORNEY: Attorney Mike Roberts shared with the council that he is still waiting for the changes with the MOU. Mayor Meeks stated that he spoke to Roberts before council about fire bands. Both Mayor Meeks and Roberts will be reading the county and state fire band rules as well as speaking with interim Fire Chief Levi Bezold to see if changes to general ordinance/resolution need to be made and to have a penalty put in place.

NEW BUSINESS: Councilmember Dunlap told the council he had a discussion with Clerk/Treasurer Becky Slater about those who have not paid their yearly fees, residents with chickens have not paid their fees for both 2024 and 2025. Mayor Meeks stated that he wants fees paid up for calendar year 2024 and 2025, and if payments are not received, fines will take place or there may be changes made to no longer allow chickens at all in the Town of Sinclair. Police Chief Sanders was provided with a list of residences and stated that he will go to those residences to remind them to come to Town hall and pay their fees. Councilmember Sanders suggested a yearly letter be sent to those with chicken permits to remind them to pay their yearly fee. The council all agreed that a letter needs to be sent yearly.

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

Councilmember Robinson made a motion to adjourn the meeting at 6:40 p.m. Seconded by Councilmember Serres, the motion passed unanimously. Mayor Meeks adjourned the meeting at 6:40 p.m.

The next regularly scheduled council meeting will be on September 4, 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