

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 7, 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: Clerk/Treasurer Becky Slater, Assistant Treasurer Gina Helmetag, Maintenance Supervisor Chris Haldorson, Museum Worker Rachael Barnhart, Town Attorney Mike Roberts, and Interim Fire Chief Levi Bezold arrived at 6:16 pm due to being at a fire out of town. Police Chief Jeff Sanders was away at training.

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

APPROVAL OF MINUTES: Councilmember Dunlap made a motion to approve July 17, 2025, Council Minutes with amending library to museum, under Museum. Seconded by Councilmember Robinson, the motion passed unanimously.

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

GUESTS: Gary Gilbert with Oasis Church was in attendance to finalize the lease agreement. Mayor Meeks asked Gilbert if he had any questions about the lease agreement to which Gilbert said he did not. Mayor Meeks asked for a motion to approve the lease agreement between Oasis Church and the Town of Sinclair. Councilmember Dunlap made a motion to approve the lease agreement for Oasis Church to lease the Old Sinclair Elementary School. Seconded by Councilmember Robinson, the motion passed unanimously. Oasis Church will start moving into the Old School August 24-25, 2025.

PROJECT UPDATES: Kassey Westring with North Fork Engineering told the council things are moving along, American West is still two weeks behind, but still within the towns schedule. Westring suggested a workshop with Jon Nelson and the contractor to discuss asphalt, concrete, fencing, sprinkler system, curb and gutter.

Westring presented and asked for approval for Pay App #4 to American West Construction in the amount of \$696,843.35. Councilmember Sanders made a motion to approve Pay App #4 to American West Construction in the amount of \$696,843.35. Seconded by Councilmember Dunlap, motion passed unanimously.

Westring presented and asked for approval on Loan Draft Request to send to the State in the amount of \$301,612.45. Councilmember Dunlap made a motion to approve Loan Draft Request to send to the State in the amount of \$301,612.45. Seconded by Councilmember Robinson, the motion passed unanimously.

Mayor Meeks asked for a motion to approve a budget amendment to pull \$696,843.35 from WYO Class Water and put into RNB Checking in revenue SRF Loan 51-31-840. Councilmember Serres made a motion to approve budget amendment to pull \$696,843.35 from WYO Class Water and put into RNB Checking in revenue SRF Loan 51-31-840. Seconded by Councilmember Sanders, motion passed unanimously.

Mayor Meeks asked for a motion to approve a budget amendment to put \$696,843.35 into the Expenditure SRF payment 51-40-760. Councilmember Dunlap made a motion to approve budget amendment to put the same amount of \$696,843.35 into the Expenditure SRF payment 51-40-760. Seconded by Councilmember Serres, motion passed unanimously.

MUSEUM: Museum Worker Rachael Barnhart shared with the council she has been doing well. Barnhart told the council that visitors are coming in steadily. Mayor Meeks asked about Saturdays, Barnhart said she has had visitors say they were glad to see us open on Saturdays since they have passed through Sinclair and it was always closed on a Saturday.

STREETS & PARKS DEPARTMENT: Maintenance Supervisor Chris Haldorson told the council that the snow fence is up, just need to finish staining after wind dies down. Haldorson told the council

that the pricing for supplies did go up about \$1,000.00 more than what they were quoted due to fluctuation of lumber.

Haldorson asked the council for approval to purchase a new chainsaw for approximately \$700.00 from Parks Equipment 10-70-250, Haldorson mentioned he would look at Bomgaars and Ace Hardware for better pricing. Councilmember Dunlap made a motion for Haldorson to purchase a new chainsaw in the amount of \$700.00. Seconded by Councilmember Robinson, the motion passed unanimously.

Haldorson told the council the street sweeper was able to go to Wyoming Diesel to repair rear motor so it is now up and running and street cleaning will start next week.

Haldorson shared with the council that park clean-up will continue at the ball field and Washington Park. Haldorson asked the council if two of the summer help could work on the event on August 16, 2025, as the other summer help will be leaving for school before then. The council agreed to let the two Summer help work the event.

SANITARY LANDFILL, SALTARY & STORM SEWERS, WASTEWATER TREATMENT FACILITY AND WATER DEPARTMENT: Haldorson shared with the council that the Sanitary survey is at the end of month, and he would be working on water reports to get ready for the survey.

TOWN BUILDINGS: Haldorson told the council that he had been speaking with Mayor Meeks about storage space and was able to get a quote from Conex Shipping Containers in Sheridan WY for a 40-foot Conex is \$6,800.00 with \$2,700.00 delivery fee, or we could rent one for \$185.00 per month plus \$2,700.00 delivery. All the Councilmembers were all in agreement to get more quotes, and this may be part of next year's budget.

RECREATION/EVENTS DEPARTMENT: Community Events Director Monte Thayer told the council that The Last Rodeo movie is August 28, 2025. Thayer told the council that The Sinclair Summer Arts & Music Festival is coming along, have received \$500.00 from United Rentals, \$120.00 from Su Casa to use as prizes for kids' games, Oasis Church Youth Group will help with kids' games. Rifleman will be selling alcohol, Michael's Big City Bar & Grill will pay for the bands' meals, and Mountain Crane has agreed to pay Kistler Tent & Awning out of Casper for 20' x 60' awning, 12 tables and 100 chairs.

FINANCIAL DEPARTMENT: Clerk/Treasurer Becky Slater asked the council to approve a quote from Western States Fire Protection to upgrade the fire alarm system monitoring from phone lines to cellular pathway for the school, rec. center and elevator with the initial set up being \$3,000. to come out of Prof & Tech 10-43-310. Slater stated that the cost after the initial set-up would be \$65.00 per month for the school, \$65.00 per month for rec. center, and \$45.00 per month for elevator, this is still a cost savings from what we paid CenturyLink. Councilmember Robinson made a motion to approve Western States Fire Protection quote in the amount of \$3,000, including \$65.00 per month for the school, \$65.00 per month for rec. center, and \$45.00 per month for elevator from Prof & Tech 10-43-310. Seconded by Councilmember Dunlap, the motion passed unanimously.

Slater asked the council to approve a quote from Pine Cove Consulting for new block hours in the amount of \$3,000.00 which would come out of Prof & Tech 10-43-310. Councilmember Dunlap made a motion to approve Pine Cove Consulting for new block hours in the amount of \$3,000.00 which would come out of Prof & Tech 10-43-310. Seconded by Councilmember Sanders, the motion passed unanimously.

TOWN ATTORNEY: Attorney Mike Roberts shared with the council that the Street; 203 N. 5th Street, he spoke with the owner's son who mentioned he is working to takeover getting the town paid at \$250.00 per month and first payment would be within the next 7 days.

Roberts shared with the council that he is awaiting updates to changes on MOU with Carbon County Fire and Town of Sinclair about Harmless Section. Councilmember Dunlap asked about Vin numbers in contract and not being on the interstate with new truck. Roberts mentioned it would be in the MOU.

FIRE DEPARTMENT: Interim Fire Chief Levi Bezold apologized for being late to the council. Bezold told the council that Justin Hood with WY Apparatus will inspect all trucks since he is qualified to work on them at no charge for inspection.

Bezold told the council that somehow, they have one BK radio that belongs to Rawlins Fire which he will be returning to them. Bezold shared with the council that HF Sinclair Refinery has 9 new radios' they could donate to us if we fill out paperwork requesting the need for new radios which Slater filled out today. Bezold told the council that Yancy Allison will do Simo cast programing next week then truck radio will be completed.

Bezold told the council that the volunteer fire fighters went to Carbon County fire training using Engine 1 and the new SCBA pack.

Bezold also let council know David Gier said there is free training in Evanston the first weekend of September, not sure who would all be going, but hotel stay would be the only charge, but there is a possibility rooms maybe donated to their volunteers, Bezold said he would keep council informed.

NEW BUSINESS: Mayor Meeks stated he needs approval from the council for him to sign Encampment and Saratoga Joint Resolution Consensus Funds FY15/16. Councilmember Dunlap made a motion to approve Mayor Meeks to sign Encampment and Saratoga Joint Resolution Consensus Funds FY15/16. Seconded by Councilmember Robinson, the motion passed unanimously.

Mayor Meeks told the council a workshop is needed to be set up for discussion regarding the work on the Sewer and Water Project 2025 with North Fork Engineering and the contractors. The Council agreed to set the workshop on August 13, 2025, at 5:00 pm for the workshop in council chambers.

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 6:44 p.m. Seconded by Councilmember Serres, the motion passed unanimously. Mayor Meeks adjourned the meeting at 6:44 p.m.

The next regularly scheduled council meeting will be on August 21, 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