

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING, HELD AT 5:30 P.M. ON WEDNESDAY, JULY 2, 2025, IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN OFFICE BUILDING.

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

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

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

APPROVAL OF MINUTES: Councilmember Robinson made a motion to approve June 19, 2025, Council Minutes. Seconded by Councilmember Sanders, the motion passed unanimously.

APPROVAL OF THE AGENDA: Mayor Meeks asked for an amended agenda to move Recreation/Events to come after guests. Councilmember Serres made a motion to amend and approve tonight's agenda, moving the Recreation/Events Department to come after Guests. Seconded by Councilmember Dunlap, the motion passed unanimously

GUESTS: John Rutherford with the Carbon County Protection District discussed the MOU between Carbon County Protection District and Town of Sinclair Fire Department. Rutherford asked the council if they had any questions or changes needing to be made. Councilmember Dunlap said he would be abstaining. Rutherford told the council that there is no money exchange and Workman's Comp is handled by each town's own Workman's Compensation.

Rutherford shared with the council that the county could help with training in any way they could, getting access to the dispatch radio system and setting them up through WyoLink. Sinclair volunteer firefighter Miles Slater mentioned they could use some newer radios, and Rutherford mentioned he would find a way to get Sinclair Fire Department some radios.

Attorney Roberts asked Rutherford about Section 6 Hold Harmless. Roberts stated that LGLP cannot indemnify each other and should be modified so he would like to discuss with the Carbon County Protection District's attorney before the signing of the MOU. Councilmembers agreed that the two attorneys could work out the kinks in wording. Mayor Meeks asked Roberts to have the MOU ready for the next council meeting.

Rutherford let the council know that the MOU should be reviewed every year with a renewal every five years.

Gary Gilbert with Oasis Church thought he was to be at the council meeting to find out about the lease agreement for the old Sinclair Elementary School. Mayor Meeks asked Attorney Roberts if he

had completed the draft, Roberts stated he had not drafted the agreement yet and could have it by the next council meeting.

RECREATION/EVENTS DEPARTMENT: Community Events Director Monte Thayer shared with the council a \$10,000.00 grant accepted by Wyoming Community Foundation to put toward the Rec Van and Clerk/Treasurer Becky Slater would speak about this grant during financials.

Thayer asked the council to approve payment from performance fees to Jared Rogerson & Rodeo Wreck Band for \$3,500.00 as the opener for the August 16, 2025, Sinclair Days event. Councilmember Serres made a motion to pay \$3,500.00 to Jared Rogerson. Seconded by Councilmember Sanders, the motion passed unanimously.

Thayer asked the council to approve payment from performance fees to comedian Lisa Lane for \$1,500.00 on an upcoming event September 4, 2025. Councilmember Robinson made a motion to pay \$1,500.00 to Lisa Lane. Seconded by Councilmember Dunlap, the motion passed unanimously.

Thayer asked the council to approve payment to Rumors a Fleetwood Mac tribute band from performance fees in the amount of \$2,000.00 for an outdoor/indoor September 19, 2025. Councilmember Serres made a motion to pay to Rumors in the amount of \$2,000.00. Seconded by Councilmember Dunlap, the motion passed unanimously.

Thayer asked the council if they had any questions about the Sinclair Arts & Music Festival flyer with scheduled events. The council agreed they had no issues with the event. Thayer then asked Councilmember Serres if she would be the parade announcer and Councilmember Serres said she would.

PROJECT UPDATES: Kassey Westring with North Fork Engineering told the council construction is about 31% complete and the sanitary sewer is done and passed. Westring told the council that the West lift station is complete and next week will be the start of the water project. Westring told the council that there could be some water disruptions, but town residents will be notified to ensure everyone is aware and that this would be very minimal.

Westring presented to the council pay application #3 in the amount of \$571,952.25 to be approved and paid to American West Construction at the next council meeting July 17, 2025. Councilmember Serres made a motion to pay American West Construction \$571,952.25 in July. Seconded by Councilmember Dunlap, the motion carried unanimously.

Westring mentioned about putting a gravel barrier on Cleveland by the old Sinclair Elementary school, this could be discussed later down the road but just wanted to keep this on the table. Haldorson mentioned they would figure something out to move sprinkler system if gravel is used, but this could be handled next year.

MUSEUM: Museum Worker Rachael Barnhart shared with the council she has been changing displays. Barnhart told the council that the museum had received \$152.00 in June for donations.

**FIRE DEPARTMENT:** Volunteer Firefighter Miles Slater told the council that two new volunteer firefighters have joined, with one of the two being green, but this firefighter's goal is to be an EMT firefighter. Dunlap would also like to re-join as a Volunteer Firefighter but would abstain from anything since he is on the council.

**JUDGES REPORT:** Councilmember Dunlap made a motion to approve Judge's Report for June 2025 in the amount of \$931.00. Seconded by Councilmember Serres, the motion passed unanimously.

**STREETS & PARKS DEPARTMENT:** Maintenance Supervisor Chris Haldorson told the council they took out the old drip system and the new one would be installed next Tuesday. Haldorson shared with the council that the trees will be ready to be picked up next Tuesday. Mayor Meeks asked the size of drip system, Haldorson said it is ¾".

Haldorson told the council that someone soaped the fountain last week, so it was drained, scrubbed clean and refilled. Haldorson stated to the council that the snow fencing would be ordered the week of the 14<sup>th</sup> so they can start working on it once delivered.

**SANITARY LANDFILL, SALTARY & STORM SEWERS, WASTEWATER TREATMENT FACILITY AND WATER DEPARTMENT:** Haldorson shared with the council they have started the clean out of storm drains and have about a dozen remaining to complete, everything else is all good and wanted to thank American West and Kassey Westring for all their help.

Haldorson told the council that July 14 through 18, 2025, the blade will be delivered, clean up and rock spreading will take place at the landfill.

**TOWN BUILDINGS:** Haldorson shared to the council that the old library walls and carpet have been completed and both look good. Haldorson told the council that the men's restroom door at the park will be ordered and replaced since it is in bad shape.

**POLICE DEPARTMENT:** Police Chief Jeff Sanders told the council that he spoke with Pine Cove about his computer and will be getting quotes for the next council meeting for a new computer.

**FINANCIAL DEPARTMENT:** Clerk/Treasurer Becky Slater told the council that a grant was received from Black Hills Corporation for the Fire Department in the amount of \$2,500.00, it was deposited into the bank in the revenue line-item Fire Department Donation 10-31-960; it is not in expenditure side for Fire Department Maintenance 10-57-250 until it is needed.

Slater shared with the council that a check from Wyoming Community Foundation for the Rec Van in the amount of \$10,000.00 and a check from the Williams Company in the amount of \$5,000.00 were received, and they were both deposited into the bank in the line-item Rec Van 10-31-892; they are not in the expenditure side of the Community Events Capital Outlay 10-72-691.

Slater asked the council for a motion to approve \$7,999.00 to Pine Cove for the new servers from Prof & Tech Services 10-43-310. Councilmember Dunlap made a motion to approve \$7,999.00 to Pine Cove for new servers. Seconded by Councilmember Robinson, the motion passed unanimously.

Councilmember Dunlap made a motion to approve Slater to amend the budget from the Transfer to Enterprise Fund 10-50-790 in the amount of \$97,269.85. Seconded by Councilmember Serres, the motion passed unanimously.

Councilmember Serres made a motion to approve Slater to amend the budget Caboose 10-70-650 to add the amount of \$97,269.85. Seconded by Councilmember Dunlap, the motion passed unanimously.

Councilmember Dunlap made a motion to approve Slater to transfer funds from WYO Class Sewer in the amount of \$348,870.40 to RNB Checking and put into the Sewer Revenue SRF Loan 52-31-840. Seconded by Councilmember Robinson, the motion passed unanimously.

Councilmember Serres made a motion to approve Slater to put \$348,870.40 into the Sewer Expenditure SRF Loan Payment 52-85-920. Seconded by Councilmember Sanders, the motion passed unanimously.

Councilmember Dunlap made a motion to approve Slater to transfer funds from WYO Class Sewer in the amount of \$543,452.25 to RNB Checking and put into the Sewer Revenue SRF Loan 52-31-840. Seconded by Councilmember Robinson, the motion passed unanimously.

Councilmember Sanders made a motion to approve Slater to put \$543,452.25 into the Sewer Expenditure SRF Loan Payment 52-85-920. Seconded by Councilmember Dunlap, the motion passed unanimously.

Councilmember Serres made a motion to approve Slater to transfer funds from WYO Class Water in the amount of \$28,500.00 to RNB Checking and put into the Water Revenue SRF Loan 51-31-840. Seconded by Councilmember Robinson, the motion passed unanimously.

Councilmember Dunlap made a motion to approve Slater to put \$28,500.00 into the Water Expenditure SRF Payment 51-40-760. Seconded by Councilmember Robinson, the motion passed unanimously.

TOWN ATTORNEY: Town Attorney Mike Roberts apologized to the council for not having the school draft completed for this council meeting.

Attorney Roberts asked the council how he should proceed with 203 North 5<sup>th</sup> Street, the owner admits they have defaulted and could pay \$100.00 a month to pay down what the owner owes for the water bill. Halderson mentioned meter could be taken out to lower the fee charged monthly if need be. The Council agreed court costs would be outrageous, and they would accept \$100.00 per month, but if late or continue to miss payments further action will be discussed.

UNFINISHED BUSINESS: Mayor Meeks asked the council to look over the new Rec Van quotes and at the next council meeting will need to set up a workshop about the rec van.

NEW BUSINESS: Councilmember Dunlap stated that the CCOG meeting will be held at Town Hall July 16, 2025, at 6 p.m.

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

Councilmember Serres made a motion to adjourn the meeting at 7:07 p.m. Seconded by Councilmember Robinson, the motion passed unanimously. Mayor Meeks adjourned the meeting at 7:07 p.m.

The next regularly scheduled council meeting will be on July 17, 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