

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING, HELD AT 5:30 P.M. ON THURSDAY, JUNE 19, 2025, IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN OFFICE BUILDING.

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

TOWN EMPLOYEES PRESENT: Clerk/Treasurer Becky Slater, Maintenance Worker Corey Davis, Community Events Director Monte Thayer, Police Chief Jeff Sanders, Town Attorney Mike Roberts, Museum Worker Rachael Barnhart, Fire Department Captain Sam Warne, and Assistant Fire Chief David Rossi arriving at 5:46pm.

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

APPROVAL OF MINUTES: Councilmember Sanders made a motion to approve June 5, 2025, Council Minutes. Seconded by Councilmember Dunlap, the motion passed unanimously.

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

GUESTS: Gary Gilbert Senior Pasto with Oasis Church gave his proposal for the Old Sinclair Elementary School to the council. Gilbert told the council that he would like to have a 1-to-5-year lease to have monthly payments. Gilbert shared with the council that we would like to have 5 unleased rooms and the gymnasium in the old elementary school. Gilbert stated that they are willing to work cooperatively with the current tenants in the building. Gilbert told the council that if the homemakers group and the artists group were willing to move rooms that would work better for them, but if they were not willing to move that would be alright.

Community Events Director Monte Thayer told the council that the artists were alright with moving and that Gilbert would have some people to help them move. Thayer told the council that he had not yet talked to the homemaker group yet. Mayor Meeks asked if there were any questions for Gilbert. Slater asked if they would be carrying their own insurance. Gilbert stated that they could carry their own insurance. Councilmember Sanders asked if they would clean their own space and Gilbert stated they would.

Town Attorney Roberts stated that he would like to draw up an agreement for the council to go over. Gilbert shared with the council that he would like to add activities for the town and be part of the communities activities. Mayor Meeks told Gilbert that the council would discuss it and look over the agreement that Roberts draws up.

PROJECT UPDATES: Kassey Westring with North Fork Engineering told the council that American West Construction will be working on Saturday, June 21, 2025, Saturday, June 28, 2025, and that this Saturday the main on 10th & Cleveland would be done. Westring shared with the council that next week Jon Nelson and Westring would be testing. Westring told the council that American West Construction is doing a great job.

Mayor Meeks asked Westring about the tie in at 9th Street. Westring stated that it is for the water line not the sewer line which they are currently working on. Westring told the council that some moisture on the street at 10th & 11th Street was from the sprinkler at the old school. Westring stated that maybe moving them to keep curb and gutter in good shape.

Westring presented the council with change order #2 to line the #4 manhole, with the work to be done by Spector Shield, check to be paid to American West Construction in the amount of \$10,735.00. Councilmember Dunlap made a motion to pay the change order #2 to American West Construction in the amount of \$10,735.00. Seconded by Councilmember Robinson, the motion passed unanimously.

MUSEUM: Museum Worker Rachael Barnhart shared with the council that she was busy in the museum with lots of people coming through, and that she had four locals come in and visit. Barnhart told the council that she had been doing some rearranging and organizing. Barnhart mentioned to the council that she ordered an LED open/closed sign for the front door, and some mannequins as the old ones were falling apart.

FIRE DEPARTMENT: Fire Captain Sam Warne shared with the council that they had training, and they went through the tools for wildland. Warne told the council that the three new firefighters were off probation. Warne asked the council if the fire department could use some of the money in training for wildland boots. Mayor Meeks told Warne that money cannot be moved from training to equipment. Mayor Meeks stated that the new budget would start in July, and the boots could be purchased then. Mayor Meeks told Warne to get with Kene trek to see if they would honor the prices, in July.

STREETS AND PARKS DEPARTMENT: Maintenance Worker Corey Davis asked the council to approve for him to purchase some trees from Doggett Greenhouse in the amount of \$2,000.00 to come out of Parks Landscaping. Councilmember Sanders asked Davis about the drip system for the trees. Davis told the council that it would be completed after the old library work was completed. Councilmember Sanders made a motion to approve Doggett Greenhouse in the amount of \$2,000.00. Seconded by Councilmember Serres, the motion passed unanimously.

Councilmember Serres asked about the half dead lilac bush in the plaza. Davis stated that it will be pruned on the next mow cycle.

SANITARY LANDFILL, SALTARY & STORM SEWERS, WASTEWATER TREATMENT FACILITY AND WATER DEPARTMENT: Mayor Meeks asked Davis about the Rawlins SCADA system working, and that a written report from maintenance if it goes down. Davis told the council that either Haldorson or Davis checks it every day.

TOWN BUILDINGS: Davis told the council that all the painting is completed in the old library and the old carpet is out and about 70% of the new carpet is in and it looks good but will need some more carpet to finish about 4 boxes.

Davis shared with the council that the Air Conditioner went down in the town hall, and that it was a switch that was bumped into, but it is up and running now. Davis told the council that the summer help is doing a good job and working well.

POLICE DEPARTMENT: Police Chief Jeff Sanders shared with the council that it is quiet around town, and he has just been contacting residents about their weeds and relocating nine squirrels. Councilmember Serres asked Sanders about the weed problem. Sanders stated that rentals are the ones not living in the state and the one with the lien on it are the ones with the weeds. Sanders stated that he will need to get with Town Attorney Roberts about the house with the lien.

FINANCIAL DEPARTMENT: Clerk/Treasurer Becky Slater reminded the council about the water meeting with the City of Rawlins on Tuesday, June 24, 2025, at 5 p.m. and a count of who was attending was needed for food. Mayor Meeks stated that seven will be attending.

Slater shared with the council that Cheyenne with WWC sent an email about the Level 1 Master Plan draft asking if it was alright with no changes. Councilmember Serres stated as long as the changes were made from the previous meeting then everything looked fine, the council all agreed. Slater told the council that the WWC will be having a public meeting on July 9, 2025, at 1p.m. in the council chambers.

RECREATION/EVENTS DEPARTMENT: Community Events Director Monte Thayer shared with the council that the youth field trip and the senior field trip went well. Thayer told the council that the town beautification of the flower planting went well, and he would like to thank Leigh Nation, Nancy Pierson, Nori Vyvey, Anabel Rule and Daisy Rule for all the help.

Thayer told the council that he has been working on a grant from Wyoming Community Foundation for \$10,000.00 to go towards the new bus. Thayer presented the council with three quotes for buses so the council could have an idea of the cost for setting up for bids at a later date.

Thayer asked the council to approve a quote to the Comet for advertising in July and August in the amount of \$840.00, to be taken from Advertising/Marketing. Councilmember Serres made a motion to approve the Comet in the amount of \$840.00. Seconded by Councilmember Sanders, the motion passed unanimously.

Thayer asked the council to approve a quote to Toga Radio for advertising in July and August in the amount of \$1,200.00, to be taken from Advertising/Marketing. Councilmember Serres made a motion to approve Toga Radio in the amount of \$1,200.00. Seconded by Councilmember Dunlap, the motion passed unanimously.

Thayer asked the council to approve Mile High Theatrical for the theatre lighting in the amount of \$21,649.95 to be taken out of Theatre Equipment. Councilmember Dunlap made a motion to approve Mile High Theatrical in the amount of \$21,649.95. Seconded by Councilmember Serres, the motion passed unanimously. Thayer told the council that the installation would be a separate cost.

Thayer told the council that he was in contact with Casper Tent and Awning about a 20x60 awning for the Town of Sinclair Day in August. Thayer stated that he is hoping that some contractor will sponsor the event as the cost of the awning is \$2,100.00.

TOWN ATTORNEY: Town Attorney Mike Roberts told the council that the MOU with the City of Rawlins Animal Shelter had been ratified and that the town could now pay the bill.

Roberts asked the council if anyone had attended WAM and heard about the LGLP with the conceal and carry gun. The council stated that they had not attended WAM and had not heard anything about it. Roberts stated that he would get more information and get back to them.

Mayor Meeks asked Roberts about the lien on the house on 5th Street. Roberts stated that he will talk to the District Court Clerk and get the right forms to move forward.

UNFINISHED BUSINESS: Mayor Meeks asked for a motion to approve the 3rd Reading of Ordinance 2025-02. Councilmember Serres made a motion to approve the 3rd Reading of Ordinance 2025-02. Seconded by Councilmember Sanders, the motion passed unanimously.

NEW BUSINESS: Mayor Meeks asked the council to set a date for the first council meeting in July as the day after the meeting falls on a holiday. Councilmember Dunlap made a motion to set up the first council meeting in July to be on July 2, 2025, at 5 p.m. Seconded by Councilmember Robinson, the motion passed unanimously. Councilmember Sanders stated that she will be attending by phone.

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

EXECUTIVE SESSION: Councilmember Serres made a motion to enter Executive Session at 6:46 p.m. per WY Statute 16-4-405(ix) to consider or receive any information classified as confidential by law. Seconded by Councilman Sanders, motion passed unanimously.

Councilmember Serres motioned to adjourn from Executive Session and seal the minutes at 7:52 p.m. Seconded by Councilmember Sanders, the motion passed unanimously.

Councilmember Dunlap motioned to reenter to General Session at 7:53 p.m. Seconded by Councilmember Serres, motion passed unanimously. There was no objection to what was discussed during the executive session.

Mayor Meeks asked for a motion to remove the Fire Chief from his duties do to incompetency and neglect of duties. Councilmember Serres made a motion to remove the Fire Chief from his duties do to incompetency and neglect of duties. Seconded by Councilmember Sanders, the motion passed unanimously.

Councilmember Sanders made a motion to adjourn the meeting at 7:54 p.m. Seconded by Councilmember Robinson, the motion passed unanimously. Mayor Meeks adjourned the meeting at 7:54 p.m.

The next regularly scheduled council meeting will be on July 2, 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