

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 5, 2025, IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN OFFICE BUILDING.

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

TOWN EMPLOYEES PRESENT: Clerk/Treasurer Becky Slater, Assistant Treasurer Gina Helmetag, Maintenance Worker Corey Davis, Community Events Director Monte Thayer, Police Chief Jeff Sanders, Museum Worker Rachael Barnhart, Fire Chief Fernando Banda, and Town Attorney Mike Roberts.

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

APPROVAL OF MINUTES: Councilmember Dunlap made a motion to approve May 15, 2025, Council Minutes. Seconded by Councilmember Sanders, the motion passed unanimously.

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

GUESTS: Yvonne Johnson with Carbon County Economic Development (CCED) told council that CCED is going through a total organizational restructure. Johnson told the council that CCED is working with Wyoming Business Council to build a workforce and tax base. Johnson states to the council that an analyst from North Carolina is doing an assessment in Carbon County on retail and how to bring business into Carbon County. Johnson said board meetings are now bi-monthly and executive meetings are once a month; change is coming with by-laws. Johnson said she is going to receive her business retention certificate next week and will be attending a Brownfield training course in August. Johnson thanked council for Councilmember Serres representing the Town of Sinclair for CCED board meetings, and how nice it was to see Community Events Director Monte Thayer in attendance and representing the Town of Sinclair at the Governor's Grant Writing Conference back in April, Thayer and Johnson were the only ones representing Carbon County for the week, although there were a couple from Medicine Bow they did not stay the entire week.

PROJECT UPDATES: Kassey Westring with North Fork Engineering mentioned to council construction safety is very good. Westring said progress report has been provided and since the last council meeting construction has moved from 100 feet east at #2 manhole to 250 feet and are at manhole #4. Westring stated that they are still about two weeks behind, but it is too early to determine the completion date and will make up time when they work on water. Westring mentioned American West Construction has worked one Saturday so far and will be working Saturday June 21, 2025, and Jon Nelson will be onsite since she won't be able to be there that Saturday.

Westring presented to the council the change order for the force main tie in at manhole #1 in the amount of \$2,151.32 to American West Construction and Westring mentioned this has already been State approved as pay app #3. Councilmember Serres made a motion to pay American West

Construction \$2,151.32. Seconded by Councilmember Dunlap, the motion passed unanimously, and the Mayor signed the change order.

Westring presented to the council pay application #2 in the amount of \$348,870.40 to be paid to American West Construction with July bills. Councilmember Serres made a motion to pay American West Construction \$348,870.40 in July. Seconded by Councilmember Sanders, the motion carried unanimously.

Westring presented to the council the Loan Draft Request for the loan that shows the breakdown for the pay app. Councilmember Dunlap made a motion to submit to the state the Loan Draft Request for reimbursement. Seconded by Councilmember Serres, the motion carried unanimously.

Westring shared with council back in 2020 at manhole #4 there was an extra manhole near the alley that isn't being used and suggested that it be used to replace the one at the lift station, although it would require an extra 20 feet of line, time, and adjustments, roughly \$3,000.00 it would be beneficial and cost effective, Westring mentioned this would be done after the sewer portion has been completed then lift station would be last. The Council were all in agreement that this would be a good idea.

MUSEUM: Museum Worker Rachael Barnhart shared with council members that back in May she earned 2 certificates before graduation, one was USA Career Essentials Credentials that assessed workplace, personal, and technical skills, and the other was ACT Work Keys Test earning the national career readiness certificate in silver, this assessed skills in applied math, graphic literacy and workplace documents. Barnhart told the council that she provided a copy of the certificates for her employee file.

Barnhart shared with the council that she had four visitors on Saturday, Tuesday and Wednesday this week, with two visitors who were local, which was very nice. Barnhart told the council that today was slow with only one visitor, so she kept busy today rearranging a room in the museum and having Clerk/Treasurer Becky Slater help make a new brochure, choosing pictures and set-up on the computer. Barnhart asked council members to approach them to present the old brochure versus the new brochure, which has better pictures, a cleaner style, and easier to read.

RECREATION ADVISORY BOARD: Councilmember Dunlap announced he is resigning from the Recreation Advisory Board as of today. Councilmember Serres made a motion to accept Councilmember Dunlap's resignation from the Recreation Advisory Board. Seconded by Councilmember Sanders, the motion passed unanimously.

Mayor Meeks read a letter from Leif Johansson's request to be on the Recreation Advisory Board. Councilmember Dunlap made a motion to approve Leif Johansson to be a member of the Recreation Advisory Board. Seconded by Councilmember Serres, the motion passed unanimously.

FIRE DEPARTMENT: Volunteers Levi Bezold and David Rossi were present. Fire Chief Fernando Banda told the council that some minor maintenance on trucks as well as changing the old locks at both fire stations and that Banda had provided a spare keys to the Town Hall.

Banda asked the council since he has money in training he would like to try and send at least one or two volunteers to TEEX in Texas if there is something available prior to fiscal year ending at the end of this month.

Banda told the council he had Alex Munoz step down as Assistant Fire Chief and it was voted by everyone to appoint David Rossi as the new Assistant Fire Chief. Banda was reminded by Mayor that deadline to have receipts and invoices in no later than June 20, 2025, and anything over \$500.00 needs the approval of council.

JUDGES REPORT: Councilmember Serres made a motion to approve Judge's Report for May 2025 in the amount of \$2,317.00. Seconded by Councilmember Dunlap, the motion passed unanimously.

STREETS & PARKS DEPARTMENT: Maintenance Worker Corey Davis told the council that the summer help started this week, and it has been wonderful seeing the boys work hard and getting along, and it would be a very productive summer with these three boys helping.

Davis told the council that the small mower needs repaired due to some damage that was done to the bagging assembly in the amount of \$660.14 to Stokes Equipment and coming out of budget line Parks Equipment 10-70-250. Councilmember Sanders made a motion for repairs and payment to Stokes Equipment in the amount of \$660.14 from budget line Parks Equipment 10-70-250. Seconded by Councilmember Serres, the motion passed unanimously.

Davis shared with the council that they would like to purchase two push weed eaters from Bomgaars for \$1,200.00 each totaling \$2,400.00 from Parks Equipment 10-70-250. Councilmember Serres made a motion to purchase two push weed eaters from Bomgaars totaling \$2,400.00 from Parks Equipment 10-70-250. Seconded by Councilmember Dunlap, the motion passed unanimously.

Davis presented the council with a quote from CPS in the amount of \$1,086.82 for the drip system on the west-end tree area repair to come out of budget Parks Landscaping 10-70-260. Councilmember Sanders made a motion to approve repairs quote to CPS in the amount of \$1,086.82 from Parks Landscaping 10-70-260. Seconded by Councilmember Serres, the motion passed unanimously.

Davis told the council that at the west-end they will be pulling out the dead trees and would like to replace them with different trees for about \$3,000.00. The Council agreed this would be discussed at a later meeting.

SANITARY LANDFILL, SALTARY & STORM SEWERS, WASTEWATER TREATMENT FACILITY AND WATER DEPARTMENT: Davis shared with the Council that the Water 1 Lagoon Inspection took place, all is good. Davis stated that due to a raven's nest an extension was provided at the water tank until the raven's leave.

Davis told the council that Maintenance Supervisor Chris Haldorson has completed the CCR Report and Lead and Copper.

TOWN BUILDINGS: Davis shared with the council that they have been focused on getting the library painted with all white walls, the trim should be finished by next week and the week after that the carpet will be done, which means the library will be done by the end of the month.

POLICE DEPARTMENT: Police Chief Jeff Sanders told the council that a couple of barking dog calls, a dog a large and weeds and grass inspections throughout town to get them mowed down to a minimum. Sanders presented the council with a request from Dan and Rebecca Bisgrove on South 9th Street for a Chicken Permit. Sanders told the council that he inspected the chicken coop, and it passed, and it could house six chickens. Councilmember Dunlap made a motion to approve six chickens at Dan and Rebecca Bisgrove's residence on South 9th Street. Seconded by Councilmember Serres, Councilmember Sanders abstained, and Mayor Meeks voted in her place, the motion passed unanimously.

Sanders told the council that he had to take a dog to the Rawlins Animal Shelter, this dog was unclaimed. Sanders stated to the council that this is where the City of Rawlins Animal Shelter bill we had received was from. Sanders told the council that he signed the MOU for the City of Rawlins Animal Shelter along with our attorney Mike Roberts and Mayor and then took it to the Rawlins Police department as normally done in the past. Councilmember Serres stated she read on the front page today in the Rawlins Times newspaper that the City of Rawlins Council members did not approve of the signing of the MOU because it was not presented to their council. Sanders also told the council that he never received any information after turning in the MOU to the Rawlins Police Department.

Sanders shared with the council that he attended the Discover Carbon County Bike Path Project from Sinclair to Walcott meeting was not a good funding source, we would be required to maintain the 10-foot bike path year-round which means plowing the bike path during the winter months.

RECREATION/EVENTS DEPARTMENT: Community Events Director Monte Thayer shared with the council the upcoming events continue with a Kora Harp Concert, Adult and Youth field trip and one movie night.

Thayer asked the council to approve to pre-pay for the lighting equipment in the theatre not to exceed \$15,300.00 which includes 4 VL600 Zoomspot lights for key lighting, 2 VL600 Acclaim Fresnel lights for color wash out and 1 Presidor Wall Station Controller in addition this money would also cover any hardware, wiring, and unknowns when installed. Councilmember Dunlap made a motion to pre-pay for equipment from Theatre Equipment budget code 10-52-250. Seconded by Councilmember Sanders, the motion passed unanimously.

Thayer asked the council for permission to let the Ham Radio group use the Pavilion for 24 hours on June 28, 2025, wrapping up June 29, 2025, for their testing during park closure hours. Councilmember Serres made a motion to approve the Ham Radio group to use the Pavilion for 24 hours. Seconded by Councilmember Sanders, the motion passed unanimously.

Thayer told the council that the summer event on August 16, 2025, will have arts, crafts, parade, dance studio performance, Indian sun dancers, goats, kids' carnival, car and motorcycle show and our

headliner band Shuffle from Utah will perform on stage in the evening. Thayer asked for thoughts or ideas from the council on who they think should be Grand Marshall for the parade.

Thayer asked the council for approval to pay half of the \$6,000.00 cost for the headliner band Shuffle. \$3,000.00 would be paid to Green Light Booking now and the remaining \$3,000.00 would be paid at the time of the event. Councilmember Dunlap made a motion to pay \$3,000.00 to Green Light Booking for the band Shuffle. Seconded by Councilmember Serres, the motion passed unanimously. Thayer told the council that Shuffle does not include sound equipment and Damien Cesko has offered to do sound equipment for the band Shuffle and his normal charge is \$100.00 per hour, but he would charge the town a flat rate of \$600.00 for the all-day event and asked the council if they would approve the use of Damien Cesko for the event. Councilmember Sanders made a motion to approve the payment of \$600.00 to Damien Cesko. Seconded by Councilmember Dunlap, the motion passed unanimously.

Thayer told the council that we needed to come up with a mission statement because a lot of the grants require you to provide a mission statement, Slater mentioned she has looked back through computer records, and files and cannot find a mission statement. Mayor Meeks said that Thayer and Slater should work together to create a mission statement if we cannot find one.

Thayer shared with the council that he has \$20,000 in grant money for the shuttle van, \$5,000.00 from each business Williams, HF Sinclair, Carbon County School District Rec Board will reimburse us \$5,000.00 after purchase of a new shuttle van. He said grant money is usually good for a year and if we don't use the money we will have to give it back. The Mayor suggested we go out for bid by submitting exact specs of what we are looking for and make the purchase in the new fiscal year to buy a new van rather than a used one with no warranties, he asked for the council to think about it and that we would talk about this again later.

FINANCIAL DEPARTMENT: Clerk/Treasurer Becky Slater told the council that Comtronix came to install the door chime last week, but broke the connector for the evidence room and we are waiting for him to return and replace what he broke and finish the evidence room.

TOWN ATTORNEY: Town Attorney Mike Roberts said since the City of Rawlins did not approve the MOU for the Animal Shelter that it would revert to the previous MOU that was approved. Roberts said he would talk to the City attorney and that there would then be an amendment to the new MOU for approval, but he will provide an update at the next council meeting.

UNFINISHED BUSINESS: Mayor Meeks asked for a motion to approve the 2nd Reading of Ordinance 2025-02. Councilmember Dunlap made a motion to approve the 2nd Reading of Ordinance 2025-02. Seconded by Councilmember Sanders, the motion passed unanimously.

BILLS: Mayor Meeks asked for a motion to pay the bills, withholding \$200.00 payment to City of Rawlins Animal Shelter. Councilmember Serres made a motion to pay the bills except for \$200.00 to City of Rawlins Animal Shelter. Seconded by Councilmember Sanders, the motion passed unanimously.

Councilmember Serres made a motion to adjourn the meeting at 7:25 p.m. Seconded by Councilmember Dunlap, the motion passed unanimously. Mayor Meeks adjourned the meeting at 7:25 p.m.

The next regularly scheduled council meeting will be on June 19, 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