

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING, HELD AT 5:30 P.M. ON THURSDAY, MAY 15, 2025, IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN OFFICE BUILDING.

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

TOWN EMPLOYEES PRESENT: Clerk/Treasurer Becky Slater, Assistant Treasurer Gina Helmetag, Maintenance Supervisor Chris Haldorson, Community Events Director Monte Thayer, Police Chief Jeff Sanders, Town Attorney Mike Roberts.

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

APPROVAL OF MINUTES: Councilmember Robinson made a motion to approve May 1, 2025, Council Minutes. Seconded by Councilmember Serres, the motion passed unanimously.

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

GUESTS: Gary and Elijah Gilbert with Oasis Church came before the council. Gary Gilbert told the council that the church has been leasing in Rawlins for 13 years and said he is looking to possibly lease a portion of Sinclair Elementary School since they are outgrowing their current building. Mayor Meeks asked the size and what is needed for him to have services. Gary Gilbert said they have 72 chairs and if all attend this leaves no room for more people, a kitchenette, nursery, and office area is needed. Community Events Director Monte Thayer said he has at least five rooms available and does not see a problem with leasing the Sinclair Elementary School. Gary Gilbert said he would use the gym for services on Wednesdays and Sundays along with having a nursery, and Sunday school. There would be once a month senior bible study, teen group is usually twice a month and is currently held at the Sinclair Rec Hall, and counseling sessions when needed with a pastor. Councilmember Serres suggested working with Thayer to look at the Sinclair Elementary School and come up with a proposal.

RESIDENTS: SL and Rachael Burkman where in attendance.

PROJECT UPDATES: Kassey Westring with North Fork Engineering mentioned to council construction safety is very good. 10th to 11th and Cleveland American West Construction is on their 3rd manhole, moving slowly but confident they will still finish this project on time. Westring mentioned she will continue to send the weekly construction meeting minutes along with pictures of the progress before each council meeting. Westring said there is dust concern, and a water truck has been brought to the job site to help minimize the dust and debris. Westring mentioned contractor would like to start working weekends with herself or Jon Nelson being onsite and if they are not available to do a weekend, no construction would take place on that weekend. Mayor Meeks asked when they wanted to get started on weekends. Westring said May 31, 2025, for the next three months with at least two Saturdays a month but they would not be back-to-back weekends. Westring said at the next council meeting her or Nelson would be attending and would present a change order discussion as well as presenting additional manhole lining.

STREETS & PARKS DEPARTMENT: Maintenance Supervisor Chris Haldorson mentioned he spoke with Greg at Carbon County Higher Ed., and they are not able to make a Town of Sinclair entrance signage. Haldorson presented the council with a temporary sign suggestion to which all councilmembers agreed on no temporary signage. Haldorson said it was suggested he contact Job Corp in Riverton and the Penitentiary to see if they could make signs for us.

Haldorson mentioned the mosquito sprayer has been calibrated, PPE has been ordered, and they are waiting for re-inspection. Haldorson told the council that starting next week, they will be working on getting the fountain, sprinklers, and restrooms working and open for after the upcoming holiday and once the restrooms are opened, they will have the porta potties moved to McCullough Park. Haldorson told the council that the street sweeper is back and working great, although the back motor is not starting up every time and he will call for some troubleshooting techniques.

SANITARY LANDFILL, SAITARY & STORM SEWERS, WASTEWATER TREATMENT FACILITY AND WATER DEPARTMENT: Haldorson asked the council for approval and provided a quote of \$541.00 from Pine Cove Consulting to replace the bridge that is outdated to keep Aquaflow up and running via the internet to be taken out of the budget in Water Department Maintenance budget code 51-40-260. Councilmember Serres made a motion to approve \$541.00 to Pine Cove Consulting for the replacement bridge from Water Department Maintenance budget code 51-40-260. Seconded by Councilmember Robinson, the motion passed unanimously.

TOWN BUILDINGS: Haldorson told the council that the cleaning and laying of the carpet will start at the library as soon as the summer help starts in June.

POLICE DEPARTMENT: Police Chief Jeff Sanders asked the council for approval and provided a quote from Stryker to replace the AED batteries on all 4 units in the amount of \$736.00 to come out of Police Department Equipment budget code 10-54-250. Councilmember Robinson made a motion to approve \$736.00 to Stryker to replace the AED batteries on all 4 units from Police Department Equipment budget code 10-54-250. Seconded by Councilmember Dunlap, the motion passed unanimously.

Sanders presented the council with Resolution 2025-04 adopting the Wyoming Region 3 Hazard Mitigation Plan. Mayor Meeks read the resolution to all present during the council meeting. Councilmember Serres made a motion for Mayor Meeks to sign the Resolution 2025-04 adopting the Wyoming Region 3 Hazard Mitigation Plan. Seconded by Councilmember Sanders, the motion passed unanimously.

RECREATION/EVENTS DEPARTMENT: Community Events Director Monte Thayer mentioned upcoming events are the movie Grease on May 19, 2025, at 6:00 p.m. The comedy/magic show is scheduled for May 22, 2025, youth baseball clinic on May 23, 2025. May 27, 2025, the Historic Preservation Event will be held in the Parco Theatre and Still House of Blues performance May 31, 2025, at 7 p.m.

Thayer said the subwoofer has been installed with the help of Haldorson and Chief Sanders and works great. Thayer told the council that Rec Hall door lock has been fixed, and no keys needed to be replaced. Thayer shared with the council Rawlins Swim club came out and did a clean-up at the park filling bags with lots of tree debris and trash.

Thayer mentioned to the council he would like approval to pay Still House Blues \$1,400.00 to come from Performance Fees budget code 10-52-280. Councilmember Robison made a motion to approve paying Still House Blues in the amount of \$1,400.00 to be taken out of Recreation Equipment 10-72-250. Seconded by Councilmember Serres, the motion passed unanimously.

Thayer asked for approval to purchase a Field Marking Kit in the amount of \$649.00 to Gopher Sport from Rec Equipment budget code 10-72-250. Councilmember Sanders made a motion for the purchase of a Field Marking Kit in the amount of \$649.00 to Gopher Sport from Rec Equipment budget code 10-72-250. Seconded by Councilmember Dunlap, the motion carried unanimously.

Thayer mentioned to the council that the Rawlins Dance club would like to hold rehearsals and a recital Friday or Monday the weekend of Memorial Day with the recital on Wednesday, May 28, 2025. Thayer told the council he would like to charge \$200.00 per day with a \$150.00 deposit for the use of the theatre. Council members agreed with the pricing and use of the theatre.

Thayer told the council that James Johnston with Red Knights Motorcycle Club would like to have a car and bike show after the parade and kick-off of the Town of Sinclair Days in August. Council members were all for a car and bike show.

Thayer reminded council he would be attending the Wyoming Arts Council Conference from May 20-22, 2025, in Cheyenne. Thayer also mentioned he should be receiving a grant from Williams Field Services for about \$5,000.00 to put towards the wheelchair accessible van.

FINANCIAL DEPARTMENT: Clerk/Treasurer Becky Slater requested approval for her to transfer \$161,720.10 from WYO Class Sewer to RNB checking and put it into Sewer Revenue SRF Loan budget code 52-31-840 and to put it in Sewer Expenditure SRF Loan Payment budget code 52-853-920 for first payment to American West Construction. Councilmember Robinson made a motion to

transfer \$161,726.10 from WYO Class Sewer to RNB Checking and put in Sewer Revenue SRF Loan budget code 52-31-840 to and put in Sewer Expenditure SRF Sewer Loan Payment budget code 52-85-920 for first payment to American West Construction. Seconded by Councilmember Serres, the motion passed unanimously.

TOWN ATTORNEY: Town Attorney Mike Roberts mentioned another meeting with the Fire District was this evening May 15, 2025, to discuss MOU possible proposal changes but is not sure if our town is included in the changes. Roberts said it is his understanding the Fire District is trying to streamline contracts for all towns to be the same.

UNFINISHED BUSINESS: Mayor Meeks asked the Council to decide on a day that would work for next week to hold a budget workshop, all agreed on Tuesday, May 20, 2025, at 5:00 p.m.

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

Councilmember Robinson made a motion to adjourn the meeting at 6:30 p.m. Seconded by Councilmember Serres, the motion passed unanimously. Mayor Meeks adjourned the meeting at 6:30 p.m.

The next regularly scheduled council meeting will be on June 5, 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