

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

COUNCIL MEMBERS' PRESENT: Mayor Cullen Meeks, Councilmember Brennan Dunlap, Councilmember Nancy Sanders, Councilmember Michelle Serres with Councilmember David Robinson being excused.

TOWN EMPLOYEES PRESENT: Clerk/Treasurer Becky Slater, Assistant Treasurer Gina Helmetag, Maintenance Supervisor Chris Haldorson, Museum Worker Rachael Barnhart, Community Events Director Monte Thayer, Police Chief Jeff Sanders, 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 September 18, 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 Dunlap, the motion passed unanimously.

GUESTS: American West Construction, Superintendent Dan Smith and Project Manager Brady Robinson

PROJECT UPDATES: Kassey Westring with North Fork Engineering told the council that all concrete is done with exceptions to buffalo box and manholes which will be completed after paving. Westring informed the council that the asphalt will start next week on Tuesday, October 7th or Wednesday, October 8th, 2025, and will be about a 7-day process.

Westring told the council that due to all the rain we had in previous weeks American West Construction had to redo the sub grading and base, then let areas dry out. Westring stated to the council that the original completion date was October 10, 2025, but this has now changed to October 25, 2025. Westring shared with the council that 71 Construction will do asphalt and should be done by October 24, 2025, this will have the new final date of water and sewer project completion between October 25 and October 30, 2025.

Westring presented the council with change order #4 to extend completion date at no cost to Town of Sinclair. Councilmember Sanders made a motion to approve change order #4. Seconded by Councilmember Serres, the motion passed unanimously.

Westring presented to council Pay App #6 for American West Construction in the amount of \$367,861.85. Councilmember Dunlap made a motion to approve Pay App #6 to American West Construction in the amount of \$367,861.85. Seconded by Councilmember Sanders, the motion passed unanimously.

Mayor Meeks asked for a motion to approve a budget amendment to pull \$367,861.85 from WYO Class Water and put into RNB Checking in Revenue SRF Loan 51-31-840. Councilmember Dunlap made a motion for budget amendment to pull \$367,861.85 from WYO Class Water and put into RNB Checking in revenue SRF Loan 51-31-840. Seconded by Councilmember Serres, the motion passed unanimously.

Mayor Meeks asked for a motion to approve budget amendment to put \$367,861.85 into the Expenditure SRF Payment 51-40-760. Councilmember Dunlap made a motion for budget amendment to put \$367,861.85 into the Expenditure SRF Payment 51-40-760. Seconded by Councilmember Serres, the motion passed unanimously.

Westring presented the council with Loan Draft Request #6 in the amount of \$96,613.74 from the state and will receive reimbursement from SLIB. Councilmember Serres made a motion to approve Loan Draft Request #6 in the amount of \$96,613.74. Seconded by Councilmember Dunlap, the motion passed unanimously.

Jon Nelson with North Fork Engineering told the council that with the extension on project this would cause the budget to be over for the engineering. Nelson stated that he will have a task order amendment, which will be presented at the next council meeting.

Westring shared with the council that the walk through will be scheduled for the week of October 27, 2025. Mayor Meeks asked if there will be lot clean-up of construction debris when project is completed, Superintendent Dan Smith with American West Construction said this would be done shortly after paving is completed and once it is okay for heavy equipment to drive on the new asphalt.

MUSEUM: Museum Worker Rachael Barnhart shared with the council she has been working on displays and moving some items around in the museum. Barnhart mentioned going to the basement and finding some boxes that she will go through and see where she can utilize them in the museum.

MUNICIPAL JUDGES REPORT: Councilmember Dunlap made a motion to approve Judge's Report for September 2025 in the amount of \$627.00. Seconded by Councilmember Serres, the motion passed unanimously.

STREETS & PARKS DEPARTMENT: Maintenance Supervisor Chris Haldorson told the council that the winterizing has started, and parks restrooms are closed. Haldorson told the council that he will start working on the design for new signage for the mound and the community hall building. Haldorson told the council that he spoke with Kelly with Mass Grading and he has a rock crusher and will crush concrete and sell it to the town for \$12.00 a yard. Haldorson stated that the crushed concrete could use this to fill areas of alleys, muddy areas, or street potholes.

SANITARY LANDFILL, SANITARY & STORM SEWERS, WASTEWATER TREATMENT FACILITY AND WATER DEPARTMENT: Haldorson told the council that he is working on DEQ, EPA end of year water reports.

TOWN BUILDINGS: Haldorson told the council that the garage door at old fire station on 5th Street is broken and he has reached out to EZ Lift to get an estimate for repairs. Haldorson stated to the council that he is still waiting for Jason Knopp with Edge Engineering to get back to him on the elevator alarm.

Haldorson asked council about the spray foam for the new fire department building. Mayor Meeks and the Council agreed that the electrical work needs to be done first, and a discussion will be had with interim Fire Chief Levi Bezold on spray foam after completion of electrical.

RECREATION/EVENTS DEPARTMENT: Community Events Director Monte Thayer told the council that the previous movie sales were not very good for Snow White. Thayer stated to the council that he will have a couple of adult field trips, Fire Prevention Night and Halloween Haunted House this month with two movie events as well. Thayer told the council that the Latino Heritage Dance will be done and paid for by Damien Cesko with Town of Sinclair paying for hotel rooms and food for performers.

Thayer told the council that three bids have been received for the shuttle bus and one more should be received by next week with closing of bids on October 15, 2025, and opening bids on day of council meeting October 16, 2025.

TOWN ATTORNEY: Attorney Mike Roberts told the council that he has just changed some language to Fire Restrictions.

UNFINISHED BUSINESS: Mayor Meeks asked for a motion to approve the 3rd Reading of Ordinance 2025-03 Granting an electric utility franchise and general utility easement to Rocky Mountain Power for the 3rd reading. Councilmember Dunlap made a motion to approve Ordinance 2025-03 for the 3rd reading. Seconded by Councilmember Serres, the motion passed unanimously.

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

Councilmember Dunlap made a motion to adjourn the meeting at 6:01 p.m. Seconded by Councilmember Serres, the motion passed unanimously. Mayor Meeks adjourned the meeting at 6:01 p.m.

The next regularly scheduled council meeting will be on October 16, 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