

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING, HELD AT 5:30 P.M. ON THURSDAY, SEPTEMBER 18, 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, Interim Fire Chief Levi Bezold, Community Events Director Monte Thayer arriving at 5:39 p.m., Police Chief Jeff Sanders arriving at 6:13 p.m., 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 4, 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.

PROJECT UPDATES: Kassey Westring told the council that everything is going well, all utility work is done, tested and approved. Westring shared with the council that between Cleveland, 9th and 10th street curb and gutter have been poured and looks good. Westring told the council that American West will be prepping sub grade and asphalt on September 29, 2025, this will take 7 business days. Westring told the council that on October 9, 2025, will be deadline to finish off the valve boxes, manhole covers, then walk through will be done to wrap up any additional things with project completion October 25, 2025. Councilmember Serres asked if they could be a part of the walk through before the actual final walk through. Westring said to the council that she could make the arrangements and set a date to ensure all the council that are able to do a walk through. Westring told the council that she would provide a loan app and pay app at the first council meeting in October.

MUSEUM: Museum Worker Rachael Barnhart shared with the council that she signed up for Colorado Wyoming Association of Museums which is a two-year membership that has training, videos, and tools to assist her in the museum.

FIRE DEPARTMENT: Interim Fire Chief Levi Bezold presented to the council a quote from Zumbrennen Electric Inc in the amount of \$13,291.10 for the electrical work at the new fire building. Councilmember Serres made a motion to approve Zumbrennen Electric Inc in the amount of \$13,291.10 to be taken from Town Building Capital Outlay 10-51-730. Seconded by Councilmember Sanders, with Mayor Meeks voting and Councilmember Dunlap abstaining, the motion passed unanimously.

GUESTS: Vice President James Johnston, President Chris Villanueva, and Thomas McWaters with the Red Knights Motorcycle Club. Johnston thanked the council and Community Events Director Monte Thayer for allowing them to have a car and motorcycle show during the August Summer Arts & Music Festival and looking forward to growing the event here in Sinclair. Mayor Meeks suggested as his show grows it is possible to utilize McCulloch Park as well.

STREETS & PARKS DEPARTMENT: Maintenance Supervisor Chris Haldorson told the council that AC Tree Services was here last week and trimmed, cut, and shredded trees that needed to be done. Haldorson shared with the council that starting the week of September 29, 2025, they will start winterizing. Haldorson told the council that he would be taking the lift to Casper tomorrow. Haldorson shared with the council that he was able to get in contact with Encampments high school about making our Town of Sinclair mound sign, Haldorson told the council that Mandy Westerman is super excited and can do just about anything. Haldorson told the council that if they did not like the design sample once it is created maybe a workshop could be set up to get ideas and suggestions for the new sign.

SANITARY LANDFILL, SANITARY & STORM SEWERS, WASTEWATER TREATMENT FACILITY AND WATER DEPARTMENT: Haldorson told the council that the Sanitary Survey EPA results came back and passed with flying colors. Haldorson told the council that the lead and Copper testing was sent to Casper earlier in the week and should have results by next week for residents, school, and recreational hall.

TOWN BUILDINGS: Haldorson presented the council with a quote from Western States Fire Protection in the amount of \$1,605.00. Councilmember Sanders questioned item number 13 that references COVID-19 and suggested this be removed from the quote since we are no longer in a COVID Pandemic. Councilmember Serres made a motion to approve the quote from Western States Fire Protection in the amount of \$1,605.00 with the removal of item number 13 to be taken from Town Building Maintenance 10-51-260. Seconded by Councilmember Dunlap, the motion passed unanimously.

RECREATION/EVENTS DEPARTMENT: Community Events Director Monte Thayer told the council of the upcoming events Fleetwood Mac Tribute Band Rumours concert is this Friday, September 19, 2025, comedy night with Lisa Lane on September 25, 2025, and Snow-White movie September 29, 2025. Thayer told the council that the Oasis Church has made some changes in the old Elementary School, and it looks great.

Thayer told the council of some events in October and a few events in November, with Veteran's Day Luncheon Tuesday November 11, 2025, Light the Night scheduled for November 21, 2025, which includes the Holiday Craft Fair November 21 and 22, 2025.

Thayer asked the council for approval to bring back Dueling Pianos for November 13, 2025, in amount \$2,000.00. Councilmember Dunlap made a motion to approve Dueling Pianos in the amount of \$2,000.00 from Town of Sinclair Day 10-50-860. Seconded by Councilmember Serres, the motion passed unanimously.

Thayer told the council that bids went out to eleven different dealerships, and one sealed bid has been received. Thayer asked the council if we would like to have a new sign for the old library to be changed to Community Hall. Haldorson said to the council that he would get a quote from the same person doing the Town of Sinclair sign. Thayer told the council that he has received numerous books to be donated to the Community Hall for community use. Thayer told the council that Zumbrennen Electric did a great job working on the electrical wiring in the theatre and did not charge us for the lift for the technician from Mile High Theatrical to use. Thayer told the council that a technician from Mile High Theatrical is currently working on lights as we speak at the theatre and Thayer asked the

council to be excused to go back over to the theatre, Mayor Meeks excused Thayer from the remainder of the council meeting.

FINANCIAL DEPARTMENT: Clerk/Treasurer Becky Slater thanked council for allowing her to attend the WAMCAT conference and that this was very informative.

TOWN ATTORNEY: Attorney Mike Roberts told the council that he had no news on MOU, Mayor Meeks stated that he contacted John Rutherford to contact their attorney to get the MOU completed.

UNFINISHED BUSINESS: Mayor Meeks asked for a motion to approve 2nd Reading of Ordinance 2025-03 Granting an electric utility franchise and general utility easement to Rocky Mountain Power for the 2nd reading. Councilmember Dunlap made a motion to approve Ordinance 2025-03 for the 2nd reading. Seconded by Councilmember Sanders, the motion passed unanimously.

NEW BUSINESS: Councilmember Dunlap told the council that he attended CCOG in Elk Mountain and said there weren't enough in attendance to have a quorum, but they talked about State Legislative, State Property Tax and Fire District, also mentioned the next CCOG meeting will be in November in Rawlins.

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

Councilmember Serres made a motion to adjourn the meeting at 6:26 p.m. Seconded by Councilmember Dunlap, the motion passed unanimously. Mayor Meeks adjourned the meeting at 6:26 p.m.

The next regularly scheduled council meeting will be on October 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