

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 4, 2025, IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN OFFICE BUILDING.

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

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

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

APPROVAL OF MINUTES: Councilmember Sanders made a motion to approve August 21, 2025, Council Minutes. Seconded by Councilmember Dunlap, the motion passed unanimously.

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

GUESTS: Yvonne Johnson with Carbon County Economic Development told the council about the restructure that CCED has been going through. Johnson told the council that CCED is no longer funded by from the county. Johnson stated to the council that the fueling station at Ft Steele is waiting on some permits. Johnson asked the council for a contract donation in the amount of \$1,000.00 Councilmember Dunlap made a motion to donate \$1,000.00 to Carbon County Economic Development. Seconded by Councilmember Robinson, the motion passed unanimously.

PROJECT UPDATES: Kassey Westring with North Fork Engineering told the council that the construction is in week 21st and that the construction is mostly done will just need inspections. Westring told the council that construction will wrap up the water line on Madison Avenue next week. Westring stated to the council that the construction company will prep for curbs and gutters and that they are still in line with the original schedule. Westring shared with the council that construction crews will work this Saturday, September 6, 2025, and next Saturday, September 13, 2025, as well.

Westring shared with the council that the problem with the CenturyLink phone line worked out as CenturyLink came and moved the line 3 ½ feet to the south in the trench and buried it vertically. Westring stated to the council that the town will not be charged for this being done.

Westring asked the council about some concrete lifting due to tree roots on a 10-foot section of sidewalk at 9th Street and Cleveland and asked if it should be replaced as the construction will be there doing the curb and gutter. Councilmember Sanders made a motion to approve the 10-foot section being replaced. Seconded by Councilmember Robinson, with Councilmember Dunlap voting against, the motion passed with a 2 to 1 vote.

Westring presented the council with Pay App #5 to American West Construction in the amount of \$447,983.90. Councilmember Dunlap made a motion to approve Pay App #5 to American West Construction in the amount of \$447,983.90. Seconded by Councilmember Robinson, the motion passed unanimously.

Westring asked the council for approval of the reimbursement from SRF Loan Draft #5 in the amount of \$68,259.70. Councilmember Robinson motioned to approve the SRF Loan Draft #5 in the amount of \$68,259.70. Seconded by Councilmember Sanders, the motion passed unanimously.

Mayor Meeks asked for a motion to make a budget amendment in the amount of \$447,983.90 from WYO Class Water and put into RNB Checking in revenue SRF Loan 51-31-840. Councilmember Dunlap made a motion to approve budget amendment to pull \$447,983.90 from WYO Class Water and put into RNB Checking in revenue SRF Loan 51-31-840. Seconded by Councilmember Robinson, the motion passed unanimously.

Mayor Meeks asked for a motion to make a budget amendment in the amount of \$447,983.90 and put into Expenditure SRF payment 51-4-760. Councilmember Sanders made a motion to approve budget amendment to put the same amount \$447,983.90 into Expenditure SRF payment 51-40-760. Seconded by Councilmember Robinson, the motion passed unanimously.

MUSEUM: Museum Worker Rachael Barnhart shared with the council that she went to Rawlins Museum and learned she was handling the artifacts correctly. Barnhart told the council that she learned of a new app that would help her with cataloging the artifacts, and she will be asking with next years budget to get the app called Catalog It. Barnhart told the council that it has steady with visitors in the museum.

FIRE DEPARTMENT: Fire Fighter Miles Slater shared with the council the Truck 2 has a leak in the power steering pump or steering box and will need to go to Wyoming Diesel to be looked at. Fire Fighter Slater asked the council to be approved to buy a new air compressor as the old one is broken, to be purchased from Tractor Supply as they offered a 2-year warranty. Fire Fighter Slater told the council that the cost of the air compressor from Tractor Supply is \$750.00 plus the cost of the 2-year warranty. Councilmember Robinson made a motion to approve the purchase of the air compressor at Tractor Supply in the amount of \$750.00 along with the 2-year warranty. Seconded by Councilmember Sanders, with Councilmember Dunlap abstaining from voting, Mayor Meeks voted with Councilmembers Sanders and Robinson, the motion passed unanimously.

STREETS & PARKS DEPARTMENT: Maintenance Worker Corey Davis told the council for approval to take the Lift to A-tec in Casper, Wyoming, to be inspected and diagnosed in the amount of \$880.00 to come from Streets Maintenance 10-60-260. Councilmember Dunlap made a motion to approve the lift going to A-tec in Casper, Wyoming in the amount of \$880.00. Seconded by Councilmember Sanders, the motion passed unanimously.

Davis told the council that AC Tree Service will be in town on Monday, September 8, 2025, to start working on tree trimming. Mayor Meeks asked Davis to work on getting the sign for the mound.

RECREATION/EVENTS DEPARTMENT: Community Events Director Monte Thayer told the council that he has some good upcoming events. Thayer told the council that all the clubs have moved to new rooms in the Old School, and the church has all their rooms now.

Thayer told the council that the turnout in the Rec Hall has declined. Mayor Meeks asked if he need to adjust his hours, Thayer said he would like to wait a few months.

Thayer asked the council to decide on a date for the Christmas party in December. The council decided to set the date for the Christmas party as Friday, December 12, 2025, at 6 p.m. Thayer reminded the council that this year the Rec Advisory Board and one guest from each needed to be invited to the Christmas Party which would be a total of ten people.

Mayor Meeks stated that during the workshop on Tuesday, September 2, 2025, the council had decided to match the amount of funds that Thayer had obtained for the Shuttle Bus. Thayer has received funds in the amount of \$55,000.00 so the town will match the \$55,000.00, giving a total of \$110,000.00 for purchasing the Shuttle Bus. Mayor Meeks asked for a motion to approve Thayer to start the bid process for the Shuttle Bus with the closing bid date of October 15, 2025, at 5 p.m. and the opening of the bids will be on Thursday, October 16, 2025, during the council meeting. Councilmember Robinson made a motion to approve the bid process of the Shuttle Bus to start with the closing bid date of October 15, 2025, at 5 p.m. and the opening of the bids will be on Thursday, October 16, 2025, during the council meeting. Seconded by Councilmember Dunlap, the motion passed unanimously.

Thayer asked the council to approve a quote from Zumbrennen Electric, Inc in the amount of \$5,000.00 for the installation of Vision. Net Vesa mount screen processor and control enclosure lighting in the Theatre to be taken out of Theatre Equipment 10-52-250. Councilmember Sanders made a motion to approve Zumbrennen Electric, Inc in the amount of \$5,000.00 for the installation of Vision. Net Vesa mount screen processor and control enclosure lighting in the Theatre to be taken out of Theatre Equipment 10-52-250. Seconded by Councilmember Dunlap, the motion passed unanimously.

FINANCIAL DEPARTMENT: Clerk/Treasurer Becky Slater shared with the council that Western States came in and changed the Rec Hall/Theatre alarm to cellular pathway and the old school alarm as well. Slater told the council that the elevator alarm could not be fixed as could not get the panel opened to fix it. Slater told the council that Haldorson had a call into Jason Knopp to find out what company has the elevator so could contact and find out how to get it fixed.

TOWN ATTORNEY: Attorney Mike Roberts shared with the council that he had found some information on the rules and regulations for the fire ban, and that an ordinance would need to be set for it. Mayor Meeks stated that at a later date a workshop might need to be set up to discuss this issue more.

NEW BUSINESS: Mayor Meeks asked for a motion to approve Ordinance 2025-03 Granting an electric utility franchise and general utility easement to Rocky Mountain Power for the 1st reading. Councilmember Dunlap asked for Slater to contact Rocky Mountain Power to see if they could send a representative to come to the next council meeting. Councilmember Dunlap made a motion to

approve Ordinance 2025-03 for the 1st reading. Seconded by Councilmember Sanders, the motion passed unanimously.

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

Councilmember Robinson made a motion to adjourn the meeting at 6:40 p.m. Seconded by Councilmember Sanders, the motion passed unanimously. Mayor Meeks adjourned the meeting at 6:40 p.m.

The next regularly scheduled council meeting will be on September 18, 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