

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING, HELD AT 5:30 P.M. ON THURSDAY, JULY 16, 2026, IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN OFFICE BUILDING.

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

TOWN EMPLOYEES PRESENT: Clerk/Treasurer Becky Slater, Assistant Treasurer Gina Helmetag, Maintenance Supervisor Chris Haldorson, Museum Worker Rachael Barnhart, Assistant Police Chief Lanette Rosacker, Community Events Director Monte Thayer and 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 July 1, 2026, Council Minutes. Seconded by Councilmember Sanders, motion passed unanimously.

APPROVAL OF THE AGENDA: Councilmember Dunlap made a motion to approve July 16, 2026, agenda. Seconded by Councilmember Robinson, motion passed unanimously.

GUESTS: Kristy Waldron and Lizette Garcia with HF Sinclair Refinery and Doug Boyd with WLC attended the council meeting. Waldron told the council that the refinery wanted to present the plans for the upcoming Parco Clinic that will be located west of the existing buildings. Waldron shared with the council that the healthcare clinic would be for employees and dependents; there would be three buildings, three to four employees manning the Parco Clinic. Waldron told the council that they would be using the existing water agreement. Waldron shared with the council that the clinic would be installed this year, and the goal is to open by next year. Waldron explained to the council that Trihydro did a water study, and they are aware their water usage would increase approximately 580 gallons per day but is still within the water agreement. Waldron stated to the council that HF Sinclair Refinery would like the approval of the council to move forward with the project. Councilmember Robinson made a motion to approve HF Sinclair Refinery to move forward with the Parco Clinic. Seconded by Councilmember Sanders, the motion passed unanimously.

PROJECT UPDATES: Jon Nelson with North Fork Engineering told the council that Kassey Westring with North Fork Engineering met with Dan Smith with American West Construction, Scotty Osmond with 71 Construction, and Maintenance Supervisor Chris Haldorson to discuss the warranty work of the asphalt paving and repairs. Nelson stated to the council that 71 Construction will not be able to do paving until September as production is heavy for them right now. Nelson told the council that American West Construction would come in before 71 Construction which will take four to six days for American West Construction to fix the work. Nelson told the council that Westring will continue to work with both American West Construction and 71 Construction to set the date in September for the repaving of areas needing repaved and repacked.

Jon Nelson with North Fork Civil Engineering told the council that the McCulloch Park project is making good progress with sewer, underground plumbing. Nelson shared with the council that the restroom pad and pavilion pad will be done Sunday, July 19, 2026, in the afternoon and ready for concrete on Monday, July 20, 2026, in the morning with pouring on Tuesday, July 21, 2026, at 10 a.m. for both pads. Nelson told the council that the sidewalk and apron pour would be on Wednesday, July 22, 2026, and should all be done by end of next week. Nelson suggested to the council that the sidewalk from restroom to street corner of 7th and Cleveland that it should be ramped at curb for handicap and prevent a fall from any pedestrian. Nelson presented to the council two Change Orders. Nelson told the council that Change Order 01-C included sod replacement and installation at a much higher price and Change Order 01-A without sod replacement was cheaper. The council reviewed both Change Orders 01-A and 01-C and agreed to approve the Change Order 01-A in the amount of \$73,760.00, which increased by \$1,560.00, which includes a modify pavilion slab, concrete sidewalk, removal of sod and add restroom sidewalk prep, add restroom concrete sidewalk and removal and replacement of existing concrete curb and gutter, and the Town will purchase the sod and replacement it. Councilmember Robinson made a motion to approve Change Order 01-A in the amount of \$73,760.00. Seconded by Councilmember Sanders, the motion passed unanimously.

RECREATION/EVENTS DEPARTMENT: Community Events Director Monte Thayer told the council the town BBQ had a nice turnout with it all going well. Thayer told the council an adult field trip to Three Forks Ranch is on July 21, 2026, a free movie “Legacy of a Nation” on July 23, 2026, and a youth field trip to the Saratoga swimming pool with a stop for ice cream is on July 24, 2026.

Thayer asked the council for approval to enter into contract with Stillhouse Productions in the amount of \$1,000.00 for equipment rental and sound engineering for Sinclair Summer Arts & Music Festival. Councilmember Robinson made a motion to approve Thayer to \$1,000.00 enter into contract with Stillhouse Productions in the amount of \$1,000.00 for equipment rental and sound engineering for Sinclair Summer Arts & Music Festival. Seconded by Councilmember Dunlap, the motion passed unanimously.

Thayer told the council that he has not heard anything on the funding for the McCulloch Park upgrades. Thayer told the council that the Washington Park upgrade grant will soon be applied for through CCSD#1 Recreation Board. Thayer shared with the council that approximately \$2,500.00 sponsorship grant from Discover Carbon County has been applied for to help with 2026 Sinclair Arts & Music Festival costs. Thayer stated to the council that a requests for sponsorship has been made to Coates Electric and Mountain Crane for the festival on August 22, 2026.

Thayer asked the council for approval to Kisler Tent & Awning in the amount of \$1,500.00 for tables, chairs, tent and dance floor for August 22, 2026, Summer Arts & Music Festival. Councilmember Sanders made a motion to approve to Kisler Tent & Awning in the amount of \$1,500.00. Seconded by Councilmember Dunlap, the motion passed unanimously.

Thayer told the council that he would like to thank Doug Boyd with WLC for always donating posters and signs for the theatre billboards. Thayer shared with the council that TOGA Radio reached out to him and lowered the Live Remote promo fee to \$499.00, which he would like to move forward with since this will be a summer long advertisement for the Town of Sinclair and the Parco/Sinclair Museum, this would include interviews as well.

MUSEUM: Museum Worker Rachael Barnhart explained to the council that Evertt Mann donated the Sinclair trucks to the museum that were displayed in front of the council. Barnhart shared with the council that for Rawlins Halfway Days she handed out brochures and there were a lot of people who did not even realize Sinclair had a museum. Barnhart told the council that the Meridian Trust savings account was closed and \$3,829.39 was deposited into Rawlins National Bank.

STREETS & PARKS DEPARTMENT: Maintenance Supervisor Chris Haldorson told the council they have been busy at the parks, and he wanted to thank his team for all their hard work in this heat. Haldorson told the council that they are hoping to have the parks signs by the beginning of August.

SANITARY LADFILL, SANITARY & STORM SEWERS, WASTEWATER TREATMENT FACILITY AND WATER DEPARTMENT: Haldorson shared with the council that the lead and copper with 120Water was in the bills for approval to be paid. Haldorson explained to the council that he spoke with Jon at Su Casa because they were having water issues and had Silver Sage Plumbing working on some issues. Haldorson told the council he let Jon know the water pressure was at our normal pressure.

POLICE DEPARTMENT: Assistant Police Chief Lanette Rosacker shared with the council that Seth and Gabby Juel did get their chicken permit and Police Chief Jeff Sanders had approved them for their chicken permit.

FINANCIAL DEPARTMENT: Clerk/Treasurer Becky Slater shared with the council she is working on the F-66. Slater stated to the council that both her and Assistance Treasurer Gina Helmetag have been submitting information to the auditors when they requests it.

NEW BUSINESS: Mayor Meeks discussed with the council that when a resident has repairs on water or sewer line in the street it is their responsibility or the contractor’s to have the street repaved after the work as it is stated in our Code of Ordinances in Chapter 2 Excavation Ordinances.

Councilmember Brennan Dunlap told the council that the CCCOG meeting held on Wednesday, July 15, 2026, at Town Hall spoke about the 5th Penny Tax and the possibility of a workshop would be a good idea to help decide what to use the 5th Penny Tax for. Councilmember Nancy Sanders

was also in attendance at the CCCOG meeting and told council that 53% of Wyoming Residents requested a tax break.

Councilmember Dunlap told the council that the Carbon County Management is looking for a replacement and Alex Bakken is acting as the person in charge until a replacement is found. Councilmember Dunlap shared with the council that the CCED changed their meeting dates to be able to start attending the CCCOG meetings. Councilmember Sanders told the council that the Rural Health money payouts will be sometime this fall.

Mayor Meeks told the council that the windows in the rec hall are done except for one window and Renewal by Anderson would be back to finish next Monday, July 20, 2026, but if the council had not seen the windows to take a look as they go home.

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

Councilmember Robinson made a motion to adjourn the meeting at 6:18 p.m. Seconded by Councilmember Sanders, the motion passed unanimously. Mayor Meeks adjourned the meeting at 6:18 p.m.

The next regularly scheduled council meeting will be on August 6, 2026, 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