

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING, HELD AT 5:30 P.M. ON THURSDAY, NOVEMBER 20, 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, and Councilmember David Robinson.

TOWN EMPLOYEES PRESENT: Clerk/Treasurer Becky Slater, Maintenance Supervisor Chris Haldorson, Museum Worker Rachael Barnhart, Police Chief Jeff Sanders, 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 Dunlap made a motion to approve November 6, 2025, Council Minutes. Seconded by Councilmember Serres, 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.

PROJECT UPDATES: Jon Nelson with North Fork Engineering shared with the council that the cost of engineering will be over from the original task order. Nelson told the council that the testing that was completed for the construction was \$44,774.00, Nelson stated that it was already paid for from North Fork Engineering but would be on the next bill from North Fork Engineering. Nelson apologized to the council for him not budgeting for this extra cost.

Nelson told the council that at the first meeting in January, Kassey Westring would present the Loan Draft Request #8 and the final invoices. Nelson asked the council for a motion to approve Mayor Meeks signing the Certificate of Completion to be sent to DEQ. Councilmember Robinson made a motion for Mayor Meeks to sign the Certificate of Completion. Seconded by Councilmember Sanders, the motion passed unanimously.

MUSEUM: Museum Worker Rachael Barnhart shared with the council that she had a person come into the museum and get a donation sheet, and that they were pleased that the museum was open. Barnhart told the council that earlier this week she had a large family come into the museum and they stayed awhile. Barnhart shared with the council that she has been doing a lot of cleaning and found some military uniforms and hats; she displayed some of them. Councilmember Serres told Barnhart that she has some stuff to donate to the museum.

FIRE DEPARTMENT: Fire Fighter Miles Slater told the council that the fire fighters are still working on training for the Fire Fighter 1, but they took a break on Wednesday, November 19, 2025, to have CPR training. Slater told the council that the new bumper was on Engine 2, and that they were ready for the Light the Night Events.

STREETS & PARKS DEPARTMENT: Maintenance Supervisor Chris Haldorson told the council that all the Christmas Lights were up. Haldorson told the council that he had spoken with Mandy in Encampment about the town sign, and that she could not cut the town logo out from the picture she had. Haldorson stated to the council that he would take the picture from the council chambers to Encampment to see if that logo could be cut out on the plasma cutter. Haldorson told the council that the Community Hall sign was almost complete, as Mandy was waiting on the power coat to come in to complete it.

TOWN BUILDINGS: Haldorson told the council that in December or January that they would like to install the new carpet in the Tea room and Thayer's office in the Rec Hall. Haldorson asked for a motion to approve him purchasing the carpet from Amazon in the amount of \$3,500.00 to be taken from Town Buildings Supplies 10-51-240. Councilmember Robinson made a motion to approve Haldorson purchasing carpet from Amazon in the amount of \$3,500.00 to be taken from Town Buildings Supplies 10-51-240. Seconded by Councilmember Dunlap, the motion passed unanimously,

RECREATION/EVENTS DEPARTMENT: Community Events Director Monte Thayer told the council that the Veteran's Day luncheon and movie went well. Thayer told the council that the

Dueling Pianos event was good. Thayer shared with the council that all the booths for the craft fair are sold, and the craft fair will be open on Friday, November 21, 2025, from 1:00pm to 6pm and on Saturday, November 22, 2025, from 9:00am to Noon. Thayer told the council that the community choir will be singing at the event, along with the goats, Santa Claus in the caboose handing out candy canes. Thayer asked Councilmember Serres to count down for the tree lighting, Councilmember Serres stated that she would. Thayer told the council that one food truck, and possibly one beverage truck will be at the Light the Night event.

Thayer told the council that the Shuttle bus deposit check was received, and the bus could possibly be here at the end of the month or the first week in December. Thayer stated that the final check would be sent out after the shuttle bus arrives and everything is good with the bus. Thayer asked the council if the shuttle bus could be used on Friday, December 12, 2025, to shuttle Williams Field Service employees home after the Christmas Party. Thayer stated that he would be the one driving the shuttle bus. The council agreed that it would be fine since Williams Field Service had given the town money for the shuttle bus.

POLICE DEPARTMENT: Police Chief Jeff Sanders told the council that he is ready for the parade tomorrow night and asked M. Slater if the fire department could block off the street on the west end with one of the fire trucks. Sanders stated that the sheriff would have a truck blocking off the east end of the street.

FINANCIAL DEPARTMENT: Clerk/Treasurer Becky Slater told the council that the audit was complete and that the paperwork was sent to the State Auditors. Slater told the council that Derrick with Pine Cove Consulting had come in and checked on the booster for the council chambers and was supposed to install one in the council chambers.

TOWN ATTORNEY: Attorney Mike Roberts told the council that he had a follow-up email for the auditors if anything had changed and he told them nothing had changed.

UNFINISHED BUSINESS: The council discussed using the money from Wyoming Community Gas Distribution on Christmas Decorations and Lights for the future Light the Night events as the wreaths were quite old and looking bad. Councilmember Dunlap made a motion to use the Wyoming Community Gas Distribution money on Christmas Decorations and Lights for the future Light the Night events. Seconded by Councilmember Robinson, the motion passed unanimously.

NEW BUSINESS: Mayor Meeks told the council that the first council meeting in January needed to be changed as it falls on January 1, 2026. Slater shared with the council to move the meeting to January 8, 2026, and keep the January 15, 2026, meeting where it is. Councilmember Serres made a motion to move the first meeting in January to January 8, 2026, and keep the next meeting on January 15, 2026, were it is to have back-to-back meetings. Seconded by Councilmember Robinson, the motion passed unanimously.

Councilmember Dunlap shared with the council that he attended the CCCOG meeting and that Lenny Leman is working on a website for the municipalities.

Councilmember Dunlap told the council the Library Board is asking for donations to keep other libraries open in other county municipalities.

Councilmember Dunlap told the council that Gwen Barlett sent out a letter about a hydro addition to being added by Seminoe Dam, and the company is out of Utah.

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

Councilmember Robinson made a motion to adjourn the meeting at 6:08 p.m. Seconded by Councilmember Sanders, the motion passed unanimously. Mayor Meeks adjourned the meeting at 6:08 p.m.

The next regularly scheduled council meeting will be on November 20, 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