

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 6, 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, Interim Fire Chief Levi Bezold, Town Attorney Mike Roberts. And Community Events Director Monte Thayer arriving at 5:31pm.

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

APPROVAL OF MINUTES: Councilmember Robinson made a motion to approve October 16, 2025, Council Minutes. Seconded by Councilmember Dunlap, the motion passed unanimously.

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

PROJECT UPDATES: Kassey Westring with North Fork Engineering told the council that Jon Nelson would be attending the next council meeting. Westring thanked the council for everyone attending the completion walkthrough. Westring told the council that American West Construction had everything completed on October 27, 2025, and that 71 Construction had all their things completed on October 30, 2025.

Westring asked the council to approve the Mayor signing the Certificate of Substantial Completion. Councilmember Sanders made a motion to approve the Mayor signing the Certificate of Substantial Completion. Seconded by Councilmember Dunlap, the motion passed unanimously.

Westring asked the council to approve the 41-day advertisement in the local publication to run for three weeks starting November 15, 2025, and the 41 days will be up on December 25, 2025. Councilmember Dunlap made a motion to approve the 41-day advertisement in the local publication to run for the three weeks. Seconded by Councilmember Robinson, the motion passed unanimously. Westring told the council that the first meeting in January 2026 will be for the approval of the release of the retainage.

Westring asked the council to approve the Pay app 07 in the amount of \$825,405.60 to American West Construction. Councilmember Serres made a motion to approve Pay app 07 in the amount of \$825,405.60 to American West Construction. Seconded by Councilmember Dunlap, the motion passed unanimously.

Westring shared with the council that Change Order #5 for final quantity was under budget by \$85,168.00. Westring asked the council to approve Change Order #5. Councilmember Dunlap made a motion to approve Change Order #5. Seconded by Councilmember Robinson, the motion passed unanimously.

Westring asked the council to approve the Loan Draft Request Reimbursement in the amount of \$250,408.01, upon the approval of SRF. Councilmember Dunlap made the motion to approve the Loan Draft Request Reimbursement in the amount of \$250,408.01. Seconded by Councilmember Robinson, the motion passed unanimously.

Mayor Meeks asked for a budget amendment to pull \$825,405.60 from WYO Class Water and put into the RNB Checking in the revenue SRF Loan 51-31-840. Councilmember Robinson made a motion to approve the budget amendment to pull \$825,405.60 from WYO Class Water and put into the RNB Checking in the revenue SRF Loan 51-31-840. Seconded by Councilmember Dunlap, the motion passed unanimously. Mayor Meeks asked for a budget amendment to put that same amount \$825,405.60 into the expenditure SRF Payment 51-40-760. Councilmember Dunlap made a motion approve the budget amendment to put that same amount \$825,405.60 into the expenditure SRF Payment 51-40-760. Seconded by Councilmember Robinson, the motion passed unanimously.

MUSEUM: Museum Worker Rachael Barnhart shared with the council that the museum has been busy, even having eight people in one day. Barnhart told the council that she has completed one sign-in book and had to put out a new book. Barnhart told the council that she has received \$196.00 in museum donations, and that Slater has deposited them in the bank.

FIRE DEPARTMENT: Interim Fire Chief Levi Bezold and Fire Fighter Miles Slater presented the council with the reports from the pump performance test conducted on Engine 1 and Engine 2. Bezold told the council that Engine 2 did not pass the test, but it would not take much for Engine 2 to pass. Bezold also told the council that Engine 1 did not pass the test and there is a lot wrong with Engine 1 and it would probably cost a lot to fix that old of a truck. Bezold told the council that at the next council meeting he would have quotes on the cost to fix both engines. M. Slater told the council Engine 2 had been like that since he had started in 2023, and he had figured out how to use it, so once it was fixed, he would have to learn all over.

Bezold asked the council to approve a quote from Front Range for the new rear bumper for Engine 2 in the amount of \$962.05. Councilmember Robinson made a motion to approve the quote from Front Range in the amount of \$962.05 for a rear bumper for Engine 2. Councilmember Dunlap abstained from voting. Seconded by Councilmember Sanders, the motion passed, with Mayor Meeks voting.

Bezold told the council that all the fire fighters have been working on the fire classes, and the next class will be a CPR First Aid class. Councilmember Serres asked Bezold if the pump testing on the engines was being done yearly. Bezold stated that since he had been on the fire department he was not aware of it being done.

STREETS & PARKS DEPARTMENT: Maintenance Supervisor Chris Haldorson told the council that they have been working on getting the snow equipment ready for the winter. Haldorson told the council that at the next council meeting he should have the design for the welcome sign. Haldorson told the council that the trim that they had received from Jason Knopp for the theatre was installed.

Haldorson asked the council to approve the bill from Mass Grading in the amount of \$2,592.00 for the crushed concrete. Councilmember Dunlap made a motion to approve the bill from Mass Grading in the amount of \$2,592.00. Seconded by Councilmember Robinson, the motion passed unanimously.

SANITARY LANDFILL, SANITARY & STORM SEWERS, WASTEWATER TREATMENT FACILITY AND WATER DEPARTMENT: Haldorson told the council that he will be working on burn permits this winter. Mayor Meeks stated that the water meeting with Rawlins will be after the first of the year to get through the holiday. Councilmember Serres asked if everything went well with the residents sewer line, and Mayor Meeks stated that it went well.

TOWN BUILDINGS: Haldorson told the council that a color scheme for the Community Center sign needed to be decided on. After discussion, the council decided that the color scheme would be black and tan to try and match the other town building signs.

Haldorson told the council that at the next meeting he would have a quote for the elevator, the company has also worked on the hospital elevators. Haldorson stated that the company that installed the elevator quote was ridiculously high.

Haldorson told the council that Valley Fire Extinguisher had completed the extinguisher tests, and the ones being filled should be back next week.

RECREATION/EVENTS DEPARTMENT: Community Events Director Monte Thayer told the council that he had 546 people attend the Halloween Carnival and Haunted Forest with 400 people going through the Haunted Forest. Thayer stated that the Rec Hall restrooms will need to be updated at some time as the backup. Haldorson stated that fixing them would be to run a new sewer line.

Thayer told the council that he will have some good upcoming events including the Veterans' Luncheon, Veterans Day Free Movie American Sniper, Dueling Pianos, Light the Night event with the Fall/Holiday craft fair.

Thayer shared with the council that about 500 books have been donated to the Community Room, with the total being about 1,500 books now. Thayer stated that there is room for more books, he is still receiving donations.

Thayer asked the council for motion to approve the down payment for the shuttle bus to Model One in the amount of \$20,000.00. Councilmember Dunlap made a motion to approve the down payment for the shuttle bus to Model One in the amount of \$20,000.00. Seconded by Councilmember Robinson, the motion passed unanimously.

POLICE DEPARTMENT: Police Chief Jeff Sanders told the council that he would like to thank Barnhart for setting up the police badges in the museum and that they looked great. Sanders told the council about the large gas drilling rig outside of town and that he had them water the road to the rig to keep the dust down in town.

Sanders told the council that he will be looking for some laptops for the police trucks as his were outdated and could not be upgraded to Windows 11. Sanders told the council that he will get quotes for the updated laptops. Sanders stated to the council that the old laptops could be used by the maintenance department. Sanders told the council that he will also be getting a quote for a desktop computer for the office.

FINANCIAL DEPARTMENT: Clerk/Treasurer Becky Slater told the council that the back town hall doors were not working with the cards for the refinery and that Comtronix had come to inspect what was wrong and it was determined that the card in the clerks office was not working so Comtronix will be back next week to install a new one.

TOWN ATTORNEY: Attorney Mike Roberts told the council that he had received the letter from the Auditors, he had signed and returned it. Roberts asked the council if they would like him to work on the concealed carry for the employees. Mayor Meeks stated that he would like to have more discussion with the council.

UNFINISHED BUSINESS: Mayor Meeks shared that after the last council meeting budget amendments there was not enough to cover the cost of the shuttle bus. Mayor Meeks asked for a motion to approve a budget amendment to move \$15,000.00 from the Transfer to Enterprise Fund 10-50-790 and put into expenditure Capital Outlay 10-72-691. Councilmember Robinson made a motion to approve a budget amendment to move \$15,000.00 from the Transfer to Enterprise Fund 10-50-790 and put into expenditure Capital Outlay 10-72-691. Seconded by Councilmember Sanders, the motion passed unanimously.

Mayor Meeks and the council asked Thayer to make sure decals of the sponsors were put on the shuttle bus. Thayer stated that he would and that once he received the shuttle bus, he was going to have a ribbon cutting ceremony.

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 Dunlap made a motion to adjourn the meeting at 6:45 p.m. Seconded by Councilmember Serres, the motion passed unanimously. Mayor Meeks adjourned the meeting at 6:45 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