

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING, HELD AT 5:30 P.M. ON THURSDAY, OCTOBER 16, 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 Worker Corey Davis, Museum Worker Rachael Barnhart, Community Events Director Monte Thayer, Police Chief Jeff Sanders, 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 October 2, 2025, Council Minutes. Seconded by Councilmember Sanders, the motion passed unanimously.

APPROVAL OF THE AGENDA: Mayor Meeks asked for a motion to amend the agenda. Councilmember Robinson made a motion to approve amending the agenda. Seconded by Councilmember Dunlap, the motion passed unanimously. Councilmember Serres made a motion to approve tonight's amended agenda. Seconded by Councilmember Dunlap, the motion passed unanimously.

RESIDENTS: Town resident Don Vanmatre arrived at 5:38pm to discuss replacing his sewer lines from his house on 9th and Monroe Avenue to the tie in in the street. Vanmatre stated to the council that he knew he was responsible for the repaving of the road. Mayor Meeks stated that the street being compacted would need to be approved by the maintenance and possibly North Fork Engineer, Kassey Westring.

PROJECT UPDATES: Kassey Westring with North Fork Engineering told the council that the construction was in the final stretch. Westring stated to the council that the asphalt was finished and the prep work and concrete on the manholes and valve box covers were being finished. Westring told the council that the construction crew will work on Saturday, October 18, 2025 from noon to 1 p.m. Westring asked the council if they had any questions about the construction activity report, and the council stated that they did not have any questions for her. Westring asked the council what day next week they would like to do the walk thru. Mayor Meeks and the council stated that Thursday, October 23, 2025 at 3:30 p.m. would work the best.

Westring told the council that Jon Nelson was not able to attend the council meeting tonight to present and discuss the Task Order 7022.24002-01 for the adjustment amount of \$18,200.00 making the total go from \$365,000.00 to \$383,200.00 for North Fork Engineering performing the engineer work for the current water/sewer project. Mayor Meeks and the council stated that they would like to approve it tonight. Councilmember Dunlap made a motion to approve the Task Order 7022.24002-01 for the adjustment amount of \$18,200.00 making the total go from \$365,000.00 to \$383,200.00 for North Fork Engineering performing the engineer work for the current water/sewer project. Seconded by Councilmember Robinson, the motion passed unanimously.

MUSEUM: Museum Worker Rachael Barnhart shared with the council that not much has changed from the last council meeting.

FIRE DEPARTMENT: Fire Fighter Miles Slater told the council that the fire department now has 10 fire fighters. Fire Fighter Slater shared with the council that they had purchased eBooks for firefighter one and firefighter two and all the firefighters needing their firefighter one they will be training and then moving on to their firefighter two.

Fire Fighter Slater presented the council with a quote from Home Depot in the amount of \$804.00 for a steel door and steel frame for the front walk thru door in the main fire department station. Councilmember Dunlap abstained from voting; Councilmember Robinson made a motion to approve the quote from Home Depot in the amount of \$804.00 for a steel door and steel frame for the front walk thru door in the main fire department station. Seconded by Councilmember Serres, the motion passed unanimously with Mayor Meeks voting.

STREETS & PARKS DEPARTMENT: Maintenance Worker Corey Davis told the council that he has been moving the crushed concrete to the town dump to store it. Davis told the council that all the winterizing was completed.

TOWN BUILDINGS: Davis mentioned that he had a quote for the Community Hall sign in the amount of \$200.00, it would be a green and white sign 48 inches by 18 inches, which would fit where the old library sign was in front of the building. The council asked about a different color for the sign, Davis stated that he would get another quote with different colors. Davis stated that the mound sign was still in the design stage.

Davis told the council that he has had a hard time getting a hold of the company with the Elevator to get a quote for a service call. The council stated that a price quote was needed before the work would be approved to be done.

Davis shared with the council that the fire extinguisher inspection would be October 28, 2025, or October 29, 2025. Councilmember Serres asked Davis if he could check the door upstairs as it would not unlock.

Davis presented the council with a quote from EZ Lift in the amount of \$770.00 to fix the garage door at the old fire department on 5th Street. Councilmember Robinson made a motion to approve EZ Lift in the amount of \$770.00 to fix the garage door at the old fire department on 5th Street. Seconded by Councilmember Dunlap, the motion passed unanimously.

RECREATION/EVENTS DEPARTMENT: Community Events Director Monte Thayer told the council that he had to cancel the trip to the Casper Planetarium due to van issues and participation withdraw.

Thayer told the council that he would like to thank the fire department for their help with the fire prevention night and that the turnout was good. Thayer reminded the council of the upcoming Latino dance, and the Halloween Carnival and Haunted House. Thayer told the council the theatre lighting is all up and works well.

Thayer asked the council for a budget amendment, as a check was received from HF Sinclair in the amount of \$2,000.00. Thayer told the council he would like to put \$1,000.00 into expenditure Town Parties Halloween 10-72-340, and \$1,000.00 into expenditure Misc 10-50-690.

Mayor Meeks asked for a motion to approve a budget amendment to move \$1,000.00 from the revenue Misc 10-31-560 and put into expenditure Town Parties Halloween 10-72-340. Councilmember Robinson made a motion to approve a budget amendment to move \$1,000.00 from the revenue Misc 10-31-560 and put into expenditure Town Parties Halloween 10-72-340. Seconded by Councilmember Serres, the motion passed unanimously.

Mayor Meeks asked for a motion to approve a budget amendment to move \$1,000.00 from the revenue Misc 10-31-560 and put into expenditure Misc 10-50-660. Councilmember Sanders made a motion to a budget amendment to move \$1,000.00 from the revenue Misc 10-31-560 and put into expenditure Misc 10-50-660. Seconded by Councilmember Dunlap, the motion passed unanimously.

FINANCIAL DEPARTMENT: Clerk/Treasurer Becky Slater presented the council with two quotes for the catering of the Employee Christmas Party. Slater told the council that the first quote was from Tebra Morris in the amount of \$1,800.00, and the second quote was from Stems and Steam in the amount of \$2,950.00. The council discussed both quotes and decided on the quote from Tebra Morris. Mayor Meeks asked for a motion to approve the quote from Tebra Morris in the amount of \$1,800.00. Councilmember Dunlap made a motion to approve Tebra Morris in the amount of \$1,800.00 for the Employee Christmas Party. Seconded by Councilmember Sanders, the motion passed unanimously.

TOWN ATTORNEY: Attorney Mike Roberts told the council that he received the MOU from the county attorney with the corrected language. Mayor Meeks asked for a motion to sign the MOU; Councilmember Dunlap abstained from voting; Councilmember Serres made a motion for the MOU to be signed. Seconded by Councilmember Sanders, motion passed unanimously, with Mayor Meeks voting.

NEW BUSINESS: Mayor Meeks stated that Wyoming Community Gas had sent a letter asking for the council to designate the project the distribution would be used for. Slater told the council that the amount of the distribution is \$3,523.14 and the check would be issued in May 2026. Slater shared with the council that the decision needs to be submitted to Wyoming Community Gas before the end of December 2025. The council asked Slater to put this on the agenda for the last council meeting in November. The council asked Slater if Wyoming Community Gas could get stickers to place on the projects that they pay for.

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

UNFINISHED BUSINESS: Mayor Meeks opened the six sealed bids for the shuttle bus individually. All Councilmembers along with Slater, Chief Sanders, Thayer, and Barnhart went through each bid and checked off every specification that each bid had that qualified them for the bid. Upon completion of going through all six sealed bids, the council determined that only one sealed bid qualified for the bid. Bid number 2 was the only qualifying bid; the bid was from Model One in the amount of \$116,942.00. The council decided that the extra \$6,942.00 from what the council wanted to spend was worth the cost since the van being used now is not reliable. Councilmember Dunlap made a motion to approve the bid from Model One in the amount of \$116,942.00. Seconded by Councilmember Robinson, the motion passed unanimously.

Mayor Meeks asked for a motion to make a budget amendment in the amount of \$20,000.00 to move from WY Comm Found Grant/Rec Van 10-31-892 into expenditure Capital Outlay 10-72-691. Councilmember Dunlap made a motion for a budget amendment in the amount of \$20,000.00 to move from WY Comm Found Grant/Rec Van 10-31-892 into expenditure Capital Outlay 10-72-691. Seconded by Councilmember Robinson, the motion passed unanimously.

Mayor Meeks asked for a motion for a budget amendment in the amount of \$62,000.00 move from Transfer to Enterprise Fund 10-50-790 and put into expenditure Capital Outlay 10-72-691. Councilmember Robinson made a motion for a budget amendment in the amount of \$62,000.00 move from Transfer to Enterprise Fund 10-50-790 and put into expenditure Capital Outlay 10-72-691. Seconded by Councilmember Dunlap, the motion passed unanimously.

Councilmember Dunlap made a motion to adjourn the meeting at 7:57 p.m. Seconded by Councilmember Robinson, the motion passed unanimously. Mayor Meeks adjourned the meeting at 7:57 p.m.

The next regularly scheduled council meeting will be on November 6, 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