

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING, HELD AT 5:30 P.M. ON THURSDAY, FEBRUARY 20, 2025, IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN OFFICE BUILDING.

COUNCIL MEMBERS PRESENT: Mayor Cullen Meeks, Councilmember Michelle Serres, Councilmember Nancy Sanders, Councilmember Brennan Dunlap and Councilmember David Robinson was excused from tonight's meeting.

TOWN EMPLOYEES PRESENT: Clerk/Treasurer Becky Slater, Assistant Treasurer Gina Helmetag, Maintenance Supervisor Chris Haldorson, Community Events Director Monte Thayer, Police Chief Jeff Sanders, Town Attorney Mike Roberts, and Fire Chief Fernando Banda.

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

APPROVAL OF MINUTES: Councilmember Serres made a motion to approve February 6, 2025, Council Minutes. Seconded by Councilmember Dunlap, the motion passed unanimously.

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

RESIDENTS: Dwight Johnston introduced himself as the new owner of 503 N. 7<sup>th</sup> Street. Johnston told the council that he purchased the property back in December. Johnston and asked the council if he had permission to tear down the existing home since it has no foundation and is not in a livable condition. Johnston mentioned he has been in contact with Steve Hays to tear down and level the property for him. Johnston said he plans to plant grass on the property. Mayor Meeks mentioned no permit to demolish. Councilmember Serres asked about asbestos removal, Johnston said no asbestos and he plans to contact One Call, property has no electricity, or gas hooked up. Mayor Meeks asked Maintenance Supervisor Chris Haldorson about the tear down and Haldorson said there is no issue to tear down. Councilmember Dunlap made a motion to approve the tear down of the existing home at 503 N. 7<sup>th</sup> Street. Seconded by Councilmember Sanders, the motion passed unanimously.

Jon Winter introduced himself as owner of 703 Washington Avenue. Winter has asked the councils for approval to build a 30x42 shop, Winter presented it to the councils with a packet showing where the shop would be on his property. Winter mentioned he would be using a local contractor High Desert and Winter would get the proper permits before construction is to start. Winter said he would stay clear of meter pits. Haldorson mentioned he spoke with Jason Knopp with Edge Engineering regarding the building of Winter's shop and Knopp said the water line runs through Winter's backyard and there is nothing in our ordinance and no mapping of water line. Knopp told Haldorson that it was alright to build the shop. Attorney Mike Roberts asked Winter if the shop was being built for business, Winter said no. Councilmember Dunlap made a motion to approve 703 Washington Street shop as per the packet details provided by Winter. Seconded by Councilmember Serres, the motion passed unanimously.

FIRE DEPARTMENT: Fire Chief Fernando Banda shared with the council that the Type 6 is being worked on and should be done next week. Banda said it was not the transmission but the throw out bearing and yoke repairs. Banda told the council that Cody Fire School will be coming up in a few months and they would probably have less volunteers in attendance for training. Mayor Meeks asked Banda to provide a count by next meeting of who would be attending training in Cody if possible. Mayor Meeks said he would try to get a hold of Rutherford to set up a meeting to go over the MOU. Mayor Meeks reminded Banda that funds are getting low in supplies and that receipts need turned in.

SANITARY LANDFILL, SAITARY & STORM SEWERS, WASTEWATER TREATMENT FACILITY AND WATER DEPARTMENT: Maintenance Supervisor Chris Haldorson told the council the water Level 1 with WWC was 45% off from metered water and Rawlins, after further investigating with the help of Kassey with North Fork Engineering, and Clerk/Treasurer Becky Slater they were able to bring it down to 19%, it was discovered meter reads were done as gallons and not 1000 gallons. Haldorson told the council that now within limits of water readings.

Haldorson told the council that he spoke with Jon Nelson of North Fork Engineering along with Kassey Westring earlier in the week and it has been suggested that the meter at the Truck Stop should be replaced since it is over 10 years old and is reading in 1000 gallons and we need it to read gallons. Haldorson provided a quote to the council from Kepner asking to approve quote in the amount of

\$1,605.29 to be taken out of budget code 10-40-250 water equipment to replace the meter at the truck stop. Councilmember Serres made a motion to approve Kepner quote of \$1,605.29 from water equipment 10-40-250. Seconded by Councilmember Dunlap, the motion passed unanimously.

**TOWN BUILDINGS:** Haldorson said Maintenance Worker Corey Davis found carpet tiles on Amazon to replace the carpet in the library for \$1,300.00, which would do both rooms inside the old library, and that they could do the tea room and Monte's office later. Haldorson said the carpet would be dark gray and asking approval of \$1,300.00 to come out of Town Building Maintenance budget code 10-51-260. Councilmember Sanders made a motion to approve the purchase of carpet tiles from Amazon in the amount of \$1,300.00 from the town building maintenance budget 10-51-260. Seconded by Councilmember Serres, the motion passed unanimously.

**POLICE DEPARTMENT:** Police Chief Jeff Sanders let the council know he attended training in Cheyenne earlier this week and one of the topics was with ICE and his group also sat in on some of the house bills. Sanders stated that the House Bill 69 – Property Tax Relief did have 21 opposing the amendment, but it passed the house, this means you must be a resident of Wyoming for at least 8 months a year, if not you would not get property tax relief, and this would affect counties differently. Sanders stated that now the bill now goes to the Senate.

**RECREATION/EVENTS DEPARTMENT:** Community Events Director Monte Thayer mentioned he recently took the youth on a field trip to Casper, WY where they participated at Jump Craze, Nicolaysen Museum and lunch at Pizza Ranch. Thayer told the council that upcoming this Saturday, February 22, 2025, is E Street Prophets concert at 7 p.m. and next Monday, February 24, 2025, is movie night featuring Fly Me to the Moon at 6 p.m.

Thayer shared with the council that the Carbon County School District has not decided on the use of Sinclair Elementary School as a daycare for school employees and that they are still looking at other prospects.

Thayer asked the council for permission to put in a grant to Wyoming Cultural Trust Fund for Theatre Improvement project in amount of \$20,000.00, although the average grant awarded is usually around \$14,000.00, but it would help to put towards lighting and sound improvements to the theatre. A \$4,000.00 grant has been submitted to Discover Carbon County for our Sinclair Art & Music Fest coming up August 18, 2025. Thayer let the council know we did not receive grant money from WICIP Grant with the Wyoming Community Foundation due to lack of funds provided for this grant.

Thayer wanted to thank Art Canaday for helping on the bid for a new shuttle bus, even though we were out bid.

**TOWN ATTORNEY:** Town Attorney Mike Roberts told the council that he looked over the Notice of Court Order that Trump put a freeze on grants, TRO states will win any money on grants and send money to states to issue to towns. Mayor Meeks asked how the Employee Handbook changes were coming along with Harassment chapter, Roberts stated he has worked on the handbook a little bit.

**UNFINISHED BUSINESS:** Laura Farkas and Chris McMullen with Black Hills Energy presented the council with the reformatting corrections, Ordinance 2025-01 section 10.6 and 10.8 were revised back to the old version and Ordinance section 10.3 typos were fixed. Council members and Attorney Roberts thanked Farkas and McMullen for the revisions. Councilmember Dunlap made a motion to approve the second reading Ordinance 2025-01. Seconded by Councilmember Serres, the motion passed unanimously.

**NEW BUSINESS:** Mayor Meeks told the council that the days Rawlins provided they are open to attend the quarterly water meeting between Rawlins and Sinclair with the choices of March 5, 17, or 19 at 4 p.m. The council agreed Wednesday, March 5, 2025, at 4 p.m. in Sinclair. Mayor Meeks stated that Slater could set up what would be catered in as Su Casa is closed on Wednesdays.

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

**EXECUTIVE SESSION:** Councilmember Dunlap made a motion to enter Executive Session at 6:25 p.m. per WY Statute 16-4-405(ix) to consider or receive any information classified as confidential by law. Seconded by Councilman Serres, motion passed unanimously.

Councilmember Sanders motioned to adjourn from Executive Session and seal the minutes at 7:22 p.m. Seconded by Councilmember Serres, the motion passed unanimously.

Councilmember Serres motioned to reenter to General Session at 7:24 p.m. Seconded by Councilmember Sanders, motion passed unanimously. There was no objection to what was discussed during the executive session.

Councilmember Dunlap made a motion to adjourn the meeting at 7:24 p.m. Seconded by Councilmember Sanders, the motion passed unanimously. Mayor Meeks adjourned the meeting at 7:25 p.m.

The next regularly scheduled council meeting will be on March 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