

MINUTES OF A WORKSHOP OF THE TOWN OF SINCLAIR, WYOMING HELD AT 5:00 P.M. ON MONDAY, MAY 6, 2024, IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN HALL BUILDING.

SINCLAIR COUNCIL MEMBERS PRESENT: Mayor Cullen Meeks, Councilmember Michelle Serres, Councilmember Brennan Dunlap, Councilmember Nancy Sanders and Councilmember David Robinson by telephone.

TOWN EMPLOYEES PRESENT: Clerk/Treasurer Becky Slater, Assistant Treasurer Gina Helmetag Maintenance Department Supervisor Chris Haldorson, Community Events Director Monte Thayer.

RESIDENTS: Dale McLain, Lillian McLain, Patty McCulloch, Shiela Tully, Sandy Rose, Nancy Pierson, and Pam Johnson.

Mayor Meeks called the workshop to order at 5:00 p.m. Mayor Meeks stated that the topic of this meeting will be to discuss the rate fees for the town building rentals, and the water rates.

Mayor Meeks mentioned that the rate increases for the rental rates at the school are needed as the school costs the town a lot of money, and the \$200 per year rent is not enough to help cover the costs.

Community Events Director Monte Thayer addressed the council stating that the Quilter's club is attending the workshop. Thayer told the council that the daily fee for the school rooms is not being used as the rooms are mostly rented out with the yearly fees. Thayer told the council that the community room is used by the residents for free, for events like the weekly senior coffee and donuts.

Thayer suggested to the council to change the nonresident fee from \$20.00 to \$50.00 and the refundable deposit from \$50.00 to \$100.00. Councilmember Sanders asked if the fee covers the cleaning of the rooms. Thayer stated that it has never been an issue with the renters not cleaning up after they are done. The council agreed on the change of the nonresident fee to \$50.00 and the refundable deposit to \$100.00

Mayor Meeks asked Thayer who is renting the school rooms at this time. Thayer told the council that the Masons, the Homemakers, the Artists, the Marial Arts, the Quilter's and the Boxers were renting rooms at the school.

The council agreed to leave the School gym space rental the same. The council decided to change the community room from a key deposit to just a refundable deposit in the amount of \$100.00. Clerk/Treasurer Becky Slater asked the council if the wording of please call the town hall for any clarification to call Monte at the Rec Hall. The council agreed to let that be changed to Monte at the Rec Hall.

The council agreed to leave the Town Hall Office Space rental the same. Thayer stated that it was working well with the renting of the conference rooms, but the offices had not been rented yet. Slater asked if a replacement key card fee be added in the amount of \$75.00. Councilmember Serres asked if this was charged when the renter first received the key card. Slater told the council that the fee should only be charged if a replacement key card is required. The council agreed to the \$75.00 replacement key card fee.

Thayer suggested to the council to leave the Parco/Sinclair Historic Theatre rental prices the same as they are. Thayer stated that wedding fees at the theatre need to be raised, especially if the wedding was more than a couple of hours event. The council agreed to leave the Parco/Sinclair Historic Theatre rental prices the same as they are.

The council agreed to leave the Recreation Center prices as they are, just add a \$5.00 key fee. The council agreed to leave the Church prices as they are, just delete the word totally.

The council agreed to change the use of the Washington Park for Nonresidents to \$50.00 for 2 hours at the large pavilion with \$10.00 for every hour after the first 2 hours and for Nonresidents to \$25.00 for 2 hours at the small pavilion with \$5.00 for every hour after the first 2 hours.

Resident Lillian McLain asked the council if some more food tables could be added. Maintenance Supervisor Chris Haldorson stated to the council that the tables that are already

there were made by High Desert Welding. Haldorson told the council that he would contact Tim with High Desert Welding about the cost of some more tables.

Mayor Meeks discussed the Special Use Permit for nonpermanent structures, like a fence, being built on town property, the cost would be \$50.00 to the resident that builds the nonpermanent structure. If the property is sold the new owners would need to pay the fee and get the Special Use Permit in their name. This Special Use Permit will be filed at the county land office in Rawlins, Wyoming.

Mayor Meeks stated that fences would be discussed at the council meeting next week.

Mayor Meeks asked Haldorson about the new building code from 2021 IRC being used instead of the 1991 Uniform Building Code. Haldorson told the council that we should adopted the 2021 IRC Building Code. The council agreed to adopt the new 2021 IRC Building Code instead of keeping the 1991 Uniform Building Code.

The council agreed to raise the Residential Water Rates as follows:

- Availability fee from \$7.00 to \$8.00
- Residential Water Rate fee from \$2.10/1,000 gallons to \$2.80/1000 gallons
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The council agreed to raise the Business Water Rates as follows:

- Availability fee from \$8.00 to \$9.00
- Business Water Rate fee from \$2.60/1,000 gallons to \$3.46/1,000 gallons
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The council agreed to raise the Commercial/Industrial within Town Limits as follows:

Availability fee from \$8.00 to \$10.00

Commercial/Industrial within Town Limits

- 0 to 2,000 Gallons from \$7.00 to \$7.56
- 2,001 to 150,000 Gallons from \$5.00 to \$5.40
- 150,001 to 300,000 Gallons from \$5.55 to \$6.00
- 300,001 to 450,000 Gallons from \$6.15 to \$6.65
- 450,001 to 600,000 Gallons from \$6.70 to \$7.24
- 600,001 to 750,000 Gallons from \$7.30 to \$7.89
- 750,001 and Up from \$12.85 to \$13.88

The council agreed to raise the Commercial/Industrial Outside Town Limits as follows:

Availability fee from \$8.00 to \$10.00

Commercial/Industrial Outside Town Limits

- 0 to 2,000 Gallons from \$11.45 to \$12.37
- 2,001 to 150,000 Gallons from \$5.55 to \$6.00
- 150,001 to 300,000 Gallons from \$6.15 to \$6.65
- 300,001 to 450,000 Gallons from \$6.70 to \$7.24
- 450,001 to 600,000 Gallons from \$7.30 to \$7.89
- 750,001 and Up from \$12.85 to \$13.88

The council agreed to raise the late fee on water bills from \$0.50 to \$25.00.

The council agreed to leave the shut off fee at \$50.00 and the turn on fee at \$50.00.

The council agreed to raise the Water Deposit from \$40.00 to \$50.00

The council agreed to raise the Aqua Flow Water Fill Station as follows:

- Residential In Town from \$2.10 per 1,000 Gallons to \$2.80 per 1,000 Gallons
- Residential Out of Town from \$2.45 per 1,000 Gallons to \$4.20 per 1,000 Gallons
- Commercial from \$7.00 per 1,000 Gallons to \$14.00 per 1,000 Gallons

The council agreed to raise the Sewer Rates from \$10.00 to \$12.00 and then increase the sewer rates yearly by 5% or 8%. The council agreed to leave the landfill rates at \$12.00.

The council agreed to raise the following fees:

- Trash Hauling Permit from \$75.00 per year to \$100.00 per year
- Contractor's Permit from \$25.00 per year to \$50.00 per year
- Peddler's Permit from \$25.00 per year to \$50.00 per year
- 24 Hour Catering Permit (Alcohol) from \$5.00 per day to \$25.00 per day
- Dog License Intack from \$5.00 per year to \$10.00 per year

- Dog License Spay or Neutered from \$3.00 per year to \$5.00 per year
- Chicken Permit from \$50.00 per year to \$50.00 set-up fee and \$25.00 yearly
- Recipe Books from \$5.00 per book to \$10.00 per book
- History Books from \$5.00 per book to \$10.00 per book

The council agreed to not change the following fees:

Sewer Auger \$50.00 per use but to add if damaged renter will pay the cost to fix

Faxes \$1.00 per page faxed

Black & white Copies \$0.25 per Black & White page

Color Copies \$0.50 per Colored page

Next Budget Workshop on Wednesday, May 8, 2024, at 5pm.

Mayor Meeks adjourned the workshop at 7:13 p.m.

Cullen Meeks, Mayor
TOWN OF SINCLAIR

ATTEST: CLERK/TREASURER