

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING, HELD AT 5:30 P.M. ON THURSDAY, APRIL 2, 2026, IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN OFFICE BUILDING.

COUNCIL MEMBERS' PRESENT: Vice Mayor Michelle Serres, Councilmember Brennan Dunlap, Councilmember Nancy Sanders, and Councilmember David Robinson, with Mayor Cullen Meeks being excused.

TOWN EMPLOYEES PRESENT: Clerk/Treasurer Becky Slater, Assistant Treasurer Gina Helmetag, Maintenance Supervisor Chris Haldorson, Museum Worker Rachael Barnhart, Town Attorney Mike Roberts, Police Chief Jeff Sanders, with Community Events Director Monte Thayer being excused.

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

APPROVAL OF MINUTES: Councilmember Robinson made a motion to approve March 19, 2026, 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 Robinson, the motion passed unanimously.

GUESTS: Mike Farver, representative for HF Sinclair, asked the council for permission to demolish three houses, 309, 313, and 321 Madison Avenue. Farver told the council that the trees, fences, gas lines, and waterlines will all be taken out to the street and capped. Farver told the council that two houses have asbestos and 313 Madison has lead. Farver told the council that he will have a team to remove the asbestos and lead properly. Farver told the council that the refinery does not have a contractor yet, but once they do, they will have them come in for a demolish permit, the anticipated time would be in May for the removal of the three houses. Councilmember Sanders made a motion to approve the demolition of the three houses 309, 313, 321 Madison Avenue. Seconded by Councilmember Robinson, the motion passed unanimously.

RESIDENTS: Randy Hays and Paola Halacy asked the council for permission to demolish his house at 107 N. 7th Street due to electrical, plumbing and foundation issues that would cost more than the house is worth, so Hays has deemed it condemned. Hays told the council that there is a possibility of rebuilding, selling or turn into a rental after building a new house. Hays shared with the council that a tree will be taken down due to powerline concerns, gas line, and waterlines would be capped at the street. Hays told the council that he will make sure to check asbestos and lead and dispose of properly if it is an issue. Hays stated to the council that he has been working with Steve Hays Trucking to possibly do the teardown and removal of the house.

Clerk/Treasurer Becky Slater stated to Hays that the outstanding water bill will need to be paid in full before the demolishing of the house. Hays told Slater that his wife Dawn is making sure the bill is taken care of. Councilmember Sanders made a motion to approve the house at 107 N. 7th Street to be demolish. Seconded by Councilmember Robinson, the motion passed unanimously.

FIRE DEPARTMENT: Fire Chief Levi Bezold told the council that he would have three volunteer firefighters attending the Fire Fighter 1 training in Riverton, Wyoming. Bezold told the council that he did not feel that the suburban was reliable to take to Riverton, Wyoming. Vice Mayor Serres asked Maintenance Supervisor Chris Haldorson about the use of the town van, Haldorson stated that the van is not ready for use. Vice Mayor Serres stated that the firefighters could use their personal vehicles and be reimbursed for the mileage by the town.

Bezold asked the council for approval to send three volunteer firefighters to Cody Fire School May 1, 2026, through May 3, 2026, training is \$175.00 per person for a total of \$525.00, plus lodging and meals, this would come out of Fire Department training 10-57-330. Councilmember Robinson made a motion to approve the three firefighters attending Cody Fire School training in May including lodging and meals in the amount of \$525.00 plus lodging and meals. Seconded by Councilmember Sanders, Councilmember Dunlap abstained, and the motion passed unanimously. Bezold presented the council with a quote from APEX in the amount of \$2,676.75 for five new pagers and asked for approval to purchase the five pagers. Vice Mayor Serres asked if APEX could renew or refurbish the old ones. Bezold told the council that he could find out and get back to them at the next council meeting. Councilmember Robinson made a motion to purchase five pagers from APEX in the amount of \$2,676.75. Seconded by Councilmember Sanders, Councilmember Dunlap abstained, and the motion passed unanimously.

MUNICIPAL JUDGE'S REPORT: Vice Mayor Serres asked for approval for the Municipal Judge's Report for March 2026 in the amount of \$1,047.00. Councilmember Dunlap made a motion to approve the Municipal Judge's Report for March 2026 in the amount of \$1,047.00. Seconded by Councilmember Robinson, the motion passed unanimously.

STREETS & PARKS DEPARTMENT: Maintenance Supervisor Chris Haldorson told the council he is awaiting a rough quote for signage at Washington and McCulloch Parks, and he hopes to have a quote by the next council meeting.

Haldorson told the council that the maintenance department spent most of their time last week at the old golf course taking down a pavilion which will need six new pipes to set the pavilion up at McCulloch Park. Haldorson asked the council for approval to purchase six pipes from High Desert in the amount of \$1,988.00 to be taken from Town Buildings Capital Outlay- Improvements 10-51-730. Councilmember Sanders made a motion to approve the purchase of six pipes from High Desert in the amount of \$1,988.00 to be taken from Town Buildings Capital Outlay- Improvements 10-51-730. Seconded by Councilmember Robinson, the motion passed unanimously.

Haldorson told the council that the maintenance department had removed a bathroom at the old golf course and plan to put it in at McCulloch Park and sewer line at 7th and Cleveland on side of the park this would be worked on this summer. Haldorson told the council that he had spoken with Jon Nelson with North Fork Engineering and they will be meeting sometime next week to get scope of and pad area for concrete layout. Haldorson told the council that the cost would be budgeted for the upcoming budget.

SANITARY LANDFILL, SANITARY & STORM SEWERS, WASTEWATER TREATMENT FACILITY AND WATER DEPARTMENT: Haldorson shared with the council that he is getting with Adam Herring from HF Sinclair to set up the shut off water at 100 Lincoln Avenue to install the new parts for the water meter at 100 Lincoln Avenue.

TOWN BUILDINGS: Haldorson shared with the council that someone would be coming to look at the elevator and hopefully we would have an answer to stop the elevator beeping. Haldorson told the council that Renewal by Anderson will install new windows at the Rec Hall in July.

Haldorson asked the council for approval to purchase ten sound boards from Amazon, eight for the large conference room upstairs and two for Chief Sanders office in the amount of \$800.00 to be taken from Town Building Supplies 10-51-240. Haldorson told the council if this works, he would purchase more later for small conference room and the other offices upstairs. Councilmember Robinson made a motion to approve the purchase of ten sound boards from Amazon in the amount of \$800.00 to be taken from Town Building Supplies 10-51-240. Seconded by Councilmember Sanders, the motion passed unanimously.

RECREATION/EVENTS DEPARTMENT: Clerk/Treasurer Becky Slater told the council that the Town of Sinclair has been approved for a \$2,000.00 grant from Bridge Street Bargains in Saratoga and it was received and put into Rec Donations 10-31-571. Slater told the council that this amount is for Community Hall upgrades which include new books and sound boards.

FINANCIAL DEPARTMENT: Clerk/Treasurer Becky Slater presented the council with the letter from Nicole Woodworth with the SRF loan payoff in the amount of \$945,015.30. Slater suggested to the council to set the date for Monday, April 20, 2026, after the next council meeting, that way it can be paid for at the council meeting on Thursday, April 16, 2026, and the check will go out Friday, April 17, 2026. The council agreed that Monday, April 20, 2026, would be a good date to set that pay off of the SRF loan.

TOWN ATTORNEY: Town Attorney Mike Roberts presented the council with the ordinance for fire restriction. Vice Mayor Serres suggested the first reading be held at next council, all the council members agreed. Roberts told the council that Chief Sanders and Assistant Treasurer Gina Helmetag will be working together to clean up old warrants to present to Judge Massey to squash some from almost 20 years ago.

NEW BUSINESS: Vice Mayor Serres reminded the council about the budget workshop next Monday April 6, 2026, at 5 p.m. for Administration, Museum, and Non-Departmental.

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

Councilmember Robinson made a motion to adjourn the meeting at 6:29 p.m. Seconded by Councilmember Sanders, the motion passed unanimously. Vice Mayor Serres adjourned the meeting at 6:29 p.m.

The next regularly scheduled council meeting will be on April 16, 2026, 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