

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 18, 2021 IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN OFFICE BUILDING.

**COUNCIL MEMBERS PRESENT:** Mayor Asa Meeks, Council members Cullen Meeks, Leif Johansson, Michelle Serres.

**TOWN EMPLOYEES PRESENT:** Town Attorney Mike Roberts, Police Chief Jeff Sanders, Clerk/Treasurer Ashley Masselink, Assistant Treasurer Kristy Waeckerlin, Water Supervisor Jim Haldorson, Maintenance employee Ricci Pacheco and Jason Knopp with Edge Engineering

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

**OPENING OF MEETING:** Mayor Asa Meeks called the meeting to order. Council member Meeks moved to approve February 04, 2021 Council minutes. Seconded by Council member Serres, Council member Johansson shared he would like for the following corrections to be made before approving the February 4, 2021 Council minutes. The correction as follows; Under Project updates Council member Johansson shared during the workshop. Needs to be Council member Meeks not Council member Johansson, motion passed unanimously.

**APPROVAL OF THE AGENDA:** Council member Johansson moved to approve the agenda for tonight's meeting, Seconded by Council member Meeks, motion passed unanimously.

**PROJECT UPDATES:** Jason Knopp with Edge Engineering updated the council on the Theater project. Jason shared they are done with the blow in insulation, and the framing for the HVAC. The meter for the gas line was installed today by Black Hills Energy.

Jason is working on getting a credit from the general contractor on the curtains. A motor was eliminated along with some other apparatuses. Council member Johansson stated this motor was eliminated for the back curtain and the side curtains.

Jason requested approval for Pay Application #6 for Richardson Construction in the amount of \$209,327.13. Council member Meeks moved to approve Pay Application #6 in the amount of \$209,327.13. Seconded by Council member Johansson, motion passed unanimously. Jason stated about 47% of the project is complete and to date \$834,819.79 has been paid out from the project total of \$1,754,087.44.

Jason updated the Council on the Town Hall remodel. The demo is all done upstairs, and the insulation is up. They are going to start working on the fire sprinklers system on the main floor.

Jason talked about the different options in the removal of the asbestos in the north and south chase. The north chase quote is 32 to 34 feet of pipe that will be cleaned of asbestos. There will be a sign blockade that states there is asbestos beyond this point. The north chase will cost \$14,950.00. The south chase quote is 18 feet of pipe that will be cleaned of asbestos. There will be a sign blockade that states there is asbestos beyond this point. The south chase will cost \$7,400.00. After some discussion from the Council, Council member Meeks moved to have the asbestos abatement on the north and the south chase in the total amount of \$22,350.00. Seconded by Council member Johansson, motion passed unanimously.

Jason presented change order #2 to the council. Change order #2 Caspar will relocating the HVAC systems and do some roof patching. Council member Meeks moved to approve change order #2 in the amount of \$7,077.55. Seconded by Council member Serres, motion passed unanimously.

Jason presented change order #3 to the council. Change order #3 is for a Police Office / Evidence room the quote was \$9,854.24. After some discussion with the Council, Jason is going to go back to Caspar and see if they can review the cost of this change order.

Jason requested approval for Pay Application #2 for Caspar Building Systems in the amount of \$73,136.78. Council member Meeks moved to approve Pay Application #2 in the amount of \$73,136.78. Seconded by Council member Johansson, motion passed unanimously. Jason stated about 8% of the project is complete and to date \$119,817.78 has been paid out from the project total of \$1,574,880.78.

Jason briefly talked to the Council about the bathroom at the church. The roof is leaking in the bathroom and causing some damage. Jason has reached out to the contractor at the Theater for some pricing on fixing the roof.

Jason confirmed with the Council that the Council was going to use Comtronix for the fire monitoring system. The Council did confirm they are wanting to use Comtronix for the fire monitoring system.

**POLICE DEPARTMENT:** Police Chief Jeff Sanders informed the council that someone ran into Officer Rosacker front bumper on her truck. Sanders said he had two quotes one from Wreck-A-Mend for \$929.05 and the other one from Jack's body and Fender Repair and Towing \$1700.03. Council member Meeks moved to go forward with the repairs on Officer Rosacker's front bumper with Wreck-A-Mend in the amount of \$929.05. Seconded by Council member Johansson, motion passed unanimously.

**WATER DEPARTMENT:** Water Supervisor Jim Haldorson presented to the Council the thermostat was broken at the Recreation center causing the meter and backflow preventer to freeze up and is on order and will cost about \$1000.00 to fix. Council member Johansson moved to approve the water line to be fixed at the Recreation center. Seconded by Council member Meeks, motion passed unanimously.

**TOWN BUILDINGS:** Maintenance employee Ricci Pacheco updated the Council on the heat at the Sinclair School building. Climate control was at the school for two days trying to get the heat to work. Climate Control says there is a programming issue. Pacheco called Mitsubishi and they are sending out there programming company Trane to look at the system. Pacheco asked Climate control for a price and was told around \$8000.00 plus parts. The Council agreed to have Trane come and look at the system and give a quote on the repair of the heating system for the school. Trane will be here on February 23, 2021.

**RECREATION DEPARTMENT:** Assistant Treasurer Waeckerlin stated a family would like to use the Recreation center March 6 or March 20<sup>th</sup> for a birthday party. The Council would like to address this at the next council meeting on March 4<sup>th</sup> because the new COVID regulations will be out March 1, 2021.

**FINANCIAL DEPARTMENT:** Clerk /Treasurer Masselink requested Leo Black to be removed off the Rawlins National Bank signature card. Council member Meeks moved to remove Leo Black off the Rawlins National Bank signature card. Seconded by Council member Johansson, motion passed unanimously.

Mayor Meeks stated he asked Council member Johansson to be the Vice Mayor. Clerk /Treasurer Masselink asked if we could get a motion to add Council member Johansson to the Rawlins National bank signature card. Council member Meeks moved to add Council member Johansson to the Rawlins National Bank signature card. Seconded by Council member Serres, motion passed unanimously with Mayor Meeks voting and Council member Johansson abstaining.

**TOWN ATTORNEY:** Town Attorney Mike Roberts presented the Council with the second reading of the Notice of right of way abandonment.

**UNFINISHED BUSINESS:** Council member Meeks brought up the Janitorial position and what are we going to do with this position. Mayor Meek stated that he was not on the agenda and this will have to be added to the next agenda for discussion.

**NEW BUSINESS:** Water Supervisor Jim Haldorson presented to the Council we should increase the fees for the Sewer Auger to \$50.00. Council member Meeks moved to increase the sewer auger fee to \$50.00. Seconded by Council member Serres, motion passed unanimously.

Clerk /Treasurer Masselink informed the Council that Leo Black has turned in his resignation and we need a motion to advertise for a new council member. Council member Meeks moved to accept Leo Black's letter of resignation. Seconded by Council member Johansson, motion passed unanimously. Council member Johansson moved to allow advertisement to be done for a new council member. Seconded by Council member Meeks, motion passed unanimously.

**BILLS:** Councilman Meeks moved to pay the bills and accept them for payment. Seconded by Council member Serres, motion passed unanimously.

Mayor Meeks adjourned the meeting at 6:46 p.m. The next regularly scheduled council meeting will be held on March 04, 2021 at 5:30 p.m. in the Council Chambers of the Town office building.

Asa Meeks, Mayor  
TOWN OF SINCLAIR

ATTEST: CLERK/TREASURER