

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING HELD AT 5:30 P.M. ON THURSDAY, MARCH 18, 2021 IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN OFFICE BUILDING.

**COUNCIL MEMBERS PRESENT:** Vice Mayor Leif Johansson, Councilmembers Cullen Meeks, Michelle Serres.

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

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

**OPENING OF MEETING:** Vice Mayor Johansson called the meeting to order. Councilman Meeks moved to approve March 4, 2021 Council minutes and March 9, 2021 emergency meeting minutes. Seconded by Council member Serres, motion passed unanimously with Vice Mayor Johansson voting.

**APPROVAL OF THE AGENDA:** Clerk/Treasurer Ashley Masselink asked to amend the agenda under financial to add a budget amendment under street maintenance for a light post that was broken by a resident. The resident paid for the light post therefore the funds needed to be moved in street maintenance account to pay the bill. Council member Serres made a motion to approve the agenda for tonight's meeting with the change under financial. Seconded by Councilman Meeks, motion passed unanimously with Vice Mayor Johansson voting.

**RESIDENTS:** Brennan Dunlap, Mike Reed, Phyllis McWhorter, Jerry Rakoczy

Resident Jerry Rakoczy addressed the Council about questions that have been brought forth to him from other members in the community. Jerry shared that he gave the Town office a 24 point question sheet and the Town returned it the same day. Jerry stated there is some concern about the employee's salaries as they seem higher than the national average. The Council shared that employees get raises when they complete training for their position and salaries also reflect the experience that the individual has.

Jerry brought up that he has heard that the Town was going to give the refinery the School. The Council told Jerry that the Town plans on keeping the School and what he has heard is only rumor. Jerry stated that he is at the Council meeting to address the rumors he has heard. Jerry asked what the Council plans to do with the School. The Council shared they have no plans right now but hope to come up with ideas and would like the community to give input as well.

Jerry asked if there were any other forms of funding that was given to the Theater before the Town took on all the cost. The Council shared that the Town received some donations and tried to get grants but were unsuccessful. Jerry asked what the plans are for the Theater. The Council shared that they plan to have movies, concerts, theater productions and any other ideas the community comes up with. The Council shared they would like the community to give ideas as the Theater will be a community buildings.

Jerry then asked what the Towns plans are for the next two years to even ten years. The Council shared that they would like community input to work with. Councilman Meeks shared a lot of problems can not be resolved in just two years. Councilman Meeks also shared he would like to see the infrastructures to worked on more then other things in the community. The Council asked if Jerry had anymore questions and he stated he got what he needed to clear up the rumors and get the facts. The Council thanked him for his time as did Jerry thanked the Council for their time.

Resident Mike Reed asked the Council about the bookshelves that are in the School that the Council wanted removed. Town Attorney Mike shared that the Town can not give away anything that could have value but that if the Town found the value was outweighed by removing the bookshelves then they could be given away. Attorney Mike shared that the Town could have an employee assess the value to determine if the bookshelves could be given away.

**GUESTS:** Ryta Sondergard

**PROJECT UPDATES:** Jason Knopp with Edge Engineering updated the Council on the construction progress of the Theater. He shared that the contractor has the HVAC systems in the roof and the blow in insulation. Jason shared the electricians were working on Monday and Tuesday of this week during the road closures. Jason shared that the subcontractor that bid the stucco work was wanting to wrap the buildings instead

of redoing the stucco to give it the historic look and value. Jason shared Richardson might be looking for a new subcontractor for the stucco.

Jason presented change order number five for the Theater which was the power lines to the theater. Jason talked to Rocky Mountain Power and the figures they gave him were not figuring in all cost as Rocky Mountain Power believed the Town was going underground. The total cost for underground is \$10,552.87 and the overhead total cost would be at least \$13,000.00 to \$14,000.00. Rocky Mountain Power would move the current meters which would cost more to run the lines if the lines were overhead. Water Supervisor Jim stated that depending on how and where they run the underground lines, they might be running the power lines right above a water line. Councilmember Serres asked if the power lines would have the red clay cement around them. Jason shared he believed it would. Jason also shared that if the lines were overhead Rocky Mountain Power would not allow him the heavy-duty lines so the Theater might have problems with lights flickering and or possible lose of power. Council discussed change order number five and decided to wait until next Council meeting to decide.

Jason shared change order number six which is for the plaster that needs to be redone in the Theater. Jason stated he would recommend excepting of change order number six as if the plaster fall of and hurts someone it could be a liability. If the Town chooses to not fix it and needs to fix it later down the road the cost or shutting down the Theater plus having a company come out again would cost the Town in the long run. Change order number six is in the amount of \$18917.70 with an additional five days for the fixing of 1144 square feet of plaster in the auditorium. Councilmember Serres moved to approve change order number six in the amount of \$18917.70 with five additional days. Seconded by Councilman Meeks, motion passed unanimously with Vice Mayor Johansson voting.

Jason shared March 24, 2021 Pam Thayer from Rawlins Downtown Development Authority/Main Street will be at the construction meeting. Jason shared next construction meeting will be March 24, 2021 at 9 am for the Theater and 11 am for the Town Hall.

Last thing for the Theater project Jason shared was pay application number seven for Richardson Construction in the amount of \$146,412.14. Councilman Meeks moved to approve pay application number seven in the amount of \$146,412.14. Seconded by Councilmember Serres, motion passed unanimously with Vice Mayor Johansson voting.

Jason shared with the Council the progress on the Town Hall project he shared the hole for the door to the stairs has been cut. The contractor continues to work on the sprinkler system. Jason shared they are working on putting in the HVAC systems and ran in some asbestos. Jason said the combining of gas meter has been pushed back because of road closures Black Hills Energy was not able to come out.

Jason shared change order number three for the Town Hall to fix the two roof leaks in the amount of \$453.61. Jason stated that he and the Town office staff have sent a lot of time looking to find paperwork of when the roof was redone to see if there is a warranty but have had no luck so far. Councilman Meeks moved to approve change order number three in the amount of \$453.61 to fix two leaks in the roof at Town Hall. Seconded by Councilmember Serres, motion passed unanimously with Vice Mayor Johansson voting.

Jason shared more about the asbestos that was found in the roof of the Town Hall. He stated that the cost of the removal would be \$5,000.00. He stated that the kitchen down stair also has asbestos and would be an extra cost of \$1,800.00. Jason stated that the Town does not have to address the kitchen, but they need to address the roof. The Council discussed having the asbestos done on the roof and look at other options for removing the asbestos in the kitchen later.

Jason shared with the Council change order number seven in the amount of \$2337.04 for the change to the upstairs to include an evidence room. Councilman Meeks moved to approve change order number seven in the amount of \$2337.04 for the evidence room. Seconded by Councilmember Serres, motion passed unanimously with Vice Mayor Johansson voting.

**RECREATION DEPARTMENT:** Recreation Director Maja Chamberlain shared that the recreation center has been busy with the Rawlins soccer teams using the facility on Tuesday and Thursday nights. Maja also shared the 40 something cowgirls have come in and used the facility as well. Maja shared she will be doing some Easter stuff for the kids. Resident Jerry asked what the hours of the recreation center would be during spring break and Maja stated 9 am to 5 pm. Resident Mike Reed asked if the craft fair was going to take place again this year. Maja stated she is planning on doing more now that COVID19 is letting up.

**FINANCIAL DEPARTMENT:** Clerk/Treasurer Ashley Masselink shared with the Council the cost for the WAMCAT training went up by twenty dollars as a class was added. Assistant Treasurer Kristy Waeckerlin shared that the Town is not part of the Rawlins Chamber of Commerce and that a basic membership is \$125.00. Councilman Meeks moved to approve the Town of Sinclair to join the Rawlins Chamber of Commerce in the amount \$125.00 for a basic membership. Seconded by Councilmember Serres, motion passed unanimously with Vice Mayor Johansson voting.

**NEW BUSINESS:** Vice Mayor Johansson shared that the Council needs to start looking at dates for the budget workshop meeting dates. The Council decided to wait until they get vacancies filled.

**BILLS:** Councilman Meeks moved to pay the bills. Seconded by Council member Serres, motion passed unanimously with Vice Mayor Johansson voting.

**EXECUTIVE SESSION:** Councilman Meeks moved to go into executive session at 7:05 pm to discuss personnel. Seconded by Council member Serres, motion passed unanimously with Vice Mayor Johansson voting.

Councilman Meeks moved to adjourn from executive session and seal the minutes at 7:29 pm. Seconded by Council member Serres, motion passed unanimously with Vice Mayor Johansson voting.

There was no objection to what was discussed during executive session.

Councilman Meeks moved to approve and accept Asa Meeks resignation. Seconded by Council member Serres, motion passed unanimously with Vice Mayor Johansson voting.

Councilman Meeks moved to approve and accept Phyllis McWhorter and Brennen Dunlap as the new Council members. Seconded by Serres, motion passed unanimously with Vice Mayor Johansson voting.

Vice Mayor Johansson adjourned the meeting at 7:53 p.m. The next regularly scheduled council meeting will be held on April 1, 2021 at 5:30 p.m. in the Council Chambers of the Town office building.

Leif Johansson, Vice Mayor  
TOWN OF SINCLAIR

ATTEST: CLERK/TREASURER