

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 1, 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, and Jason Knopp with Edge Engineering

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 18, 2021 Council minutes. Seconded by Council member Serres, motion passed unanimously with Vice Mayor Johansson voting.

APPROVAL OF THE AGENDA: Councilman Meeks made a motion to approve the agenda for tonight's meeting. Seconded by Council member Serres, motion passed unanimously with Vice Mayor Johansson voting.

OATH OF OFFICE: Town Attorney Mike Roberts administered the Oath of Office to newly appointed Councilmembers Brennan Dunlap and Phyllis McWhorter.

NOMINATION FOR MAYOR: Councilman Meeks nominated Councilman Leif Johansson as Mayor with no other nominations, a vote that was passed with Johansson abstaining. Town Attorney Mike Roberts administered the Oath of Office to newly elected Mayor Leif Johansson.

RESIDENTS: Brennan Dunlap, Phyllis McWhorter, Rick McWhorter, Tom McCulloch, Patty McCulloch, and Roger Chizek

Resident Roger Chizek asked to speak to the Council about jetting of the sewer lines as water came out of his toilet due to the pressure. Roger asked that maybe next time a notice could go out to the residents before they jet the lines so residents can prepare. Water Supervisor Jim Haldorson shared that the jet truck is new and Kelly the representative who knows how to turn down the jets is to come out and turn the PSI down, so it hopefully will not happen again. Roger thanked the Council for their time as did the Council thank him for bringing this to the Council.

Resident Patty McCulloch thanked Mayor Leif Johansson, Councilman Cullen Meeks and Michelle Serres for the work they have already done and being accepting of the citizens and their input. Patty also thanked Councilmember Phyllis McWhorter and Brenna Dunlap for stepping up and joining the group. Council thanked Patty for her words as it is not heard all the time.

Councilman Dunlap shared the water came up in his bathroom as well. Maintenance shared they only have one more street to go and that is 9th and Lincoln.

GUESTS: Tom Hutchinson

PROJECT UPDATES: Jason Knopp with Edge Engineering updated the Council on the construction progress of the Theater. He shared the contractor started with the interior plaster work and sent off paint samples which came back that the artwork came is not as old as expected. Jason shared it was estimated it was done in 1970. Jason shared the contractor has completed the roof and the tiles look good after being cleaned and placed back on. Jason shared the contractor would be breaking through the gym and the theater walls next Monday or Tuesday for the stage door. Mayor Johansson asked if the stage door was going to affect, the column that holds up the beam. Jason assured that the door will be close to the column, but it will not take out the column. Jason shared that the stairs that will go into the stage from the stage door will be moveable.

Jason shared they are still looking into the dumpster options with the Parco Inn and will notify the Council when there is a plan.

Jason shared change order number six for power line to run underground to the theater Rocky Mountain Power is going to hold their service agreement at the amount of \$1,821.00. The contractors price is \$8,631.87 for the different route because of the water line and the garage included came in at an

additional price of \$1,938.20. Jason shared the total cost would be \$10,570.00 if the garage is included. Jason also said that Rocky Mountain Power has not pushed for an easement which they usually do so the Council should investigate getting an easement.

Jason introduced ECI project manager Tom Hutchison, Tom shared that he would agree with what Jason was sharing with the Council. Tom asked if the Town was going to move a culvert before the trenching starts. Water Supervisor Jim Haldorson shared he would move the culvert and all the things that need to be removed so the contractor does not have to do it. Jason requested approval for Change order number six in the amount of \$10,570.00. Councilmember Serres moved to approve change order number six in the amount of \$10,570.00. Seconded by McWhorter, motion passed unanimously.

Jason shared change order number seven which is not part of the theater but the church which is owned by the Town has a roof leak. Jason had the roofing contractor look over the church roof and give him two costs. One to completely redo the whole church roof and the other to fix just the area above the bathroom. The contractor agreed that the roof needed to be fixed but did not think just doing above the bathroom would fix the problem. The contractor shared the roof of Town Hall is in better shape than the church and would only give a cost for complete fix which came in at \$47,624.98. This would include only a one-year warranty. Jason also shared the contractor could not do this work until later in the year with a completion date of September 30. The Council discussed the price and the warranty and thought the price is high and in two years the roof could leak again. The Council asked that Jason get with the contractor and see if they could get a better warranty that was longer. Councilmember Serres asked if this was in budget and it was shared that under town buildings it was in the budget to fix the church plus other buildings that needed roof repair. Jason also shared the plaster work of the church could be done with the Town Hall plaster project.

Jason brought up the door access controls with Comtronix for the theater which has updated terms to include that Comtronix will hook up and training in the month of June but would bill the next month in the amount of \$13,048.00 plus \$45.00 a month for the training and the remote storage. The previous contract was for half before doing the work and the rest after the work is completed.

Jason shared with Council construction progress for the Town Hall as the bathrooms are connected and the asbestos is removed. Jason shared change order number four to pull the profusion cable by the contractor instead of Comtronix in the amount of \$4,745.74 minus credit of \$3,733.48 for 120-volt power to three access doors leaving the amount of \$1,192.66 for change order four. Councilman Meeks moved to approve change order number four in the amount of \$1,192.66. Seconded by Councilmember Serres, motion passed unanimously.

Jason shared change order number five which includes changing the current three gas meters down to one in the amount of \$2,940.83. This would save the Town money as there is a customer charge of \$29.48 for each meter. Councilman Meeks moved to approve change order five to change three gas meters into one in the amount of \$2,940.83. Seconded by Councilmember McWhorter, motion passed unanimously.

Jason shared change order number six for the Museum opening on the 1st floor by the stairway. The wall was built with brick and there was additional cost of shoring and adding structural framing. Chief Sanders stated he would agree with a security standpoint it would be beneficial to have the door opening on the 1st floor be put in. Councilman Meeks moved to approve change order number six in the amount of \$2,745.47. Seconded by Councilmember Serres, motion passed unanimously.

Jason reminded Council there will be a construction meeting on Wednesday April 7, 2021 at 9 am for the Theater and the Town Hall will be at 11 am. Jason thanked the Council for there time and the Council thanked Jason for his time.

MUNICIPAL JUDGE: Clerk/Treasurer Ashley Masselink shared the Judges report with Council. Councilmember Serres pointed out that the report has the month of March on the top and not the month of April. Councilman Meeks moved to approve the March 2021 Judges report in the amount of \$135.00. Seconded by McWhorter, motion passed unanimously.

RECREATION DEPARTMENT: Recreation Director Maja Chamberlain asked the Council if her hours could go to back to Monday thru Friday as there has not been many kids on Saturday. The Councilman Meeks asked how many kids have been going on Saturday and Chamberlain shared only her kids and sometimes her nephews. Councilmember Serres asked if that was something the Recreation Advisory Board made decisions on and the Council shared the Recreation Advisory Board only Advises. Councilmember McWhorter asked what the schedule looks like. Chamberlain shared that between 9

and noon that time is set aside for the adults and small kids then she has a break from noon until 2:30 pm. Chamberlain shared that the kids get off the bus from school around 3:15 pm to about 3:30 pm. Chamberlain shared that the smaller kids (Elementary) are from the time they get off the bus until 5:30 pm. At 5:30 pm to 6:30 pm is her break and then the Bigger kids (High School) come from 6:30 pm to 8:30 pm. Councilman Dunlap asked if these seasonal hours and Chamberlain shared that these are her hours when kids are in school but if the kids are out of school her hours are from 9 am to 5 pm. Mayor Johansson asked if there was anyone not wanting the Recreation Directors hours to be changed and everyone said they would be fine with the change so long as there is some flexibility if there is something that happens on one of her off days.

Councilmember McWhorter asked what are the different activities that are going on for the kids at the Recreation Center? Chamberlain has been in touch with the Rawlins Recreation Center and have come up with some ideas for trips for the seniors. An idea was if there is a baseball team in Rawlins to take young kids or adults to the baseball game in Rawlins. Chamberlain shared she would be doing an Easter egg hunt at the Recreation Center and last Wednesday she had an Easter egg hunt for the smaller kids. Chamberlain shared she is working on different things and would like to see the smaller communities come together to help each other. An example would be Rawlins has so many seats people can sit in but if they needed more seats than they could use some of Sinclair's seats that would be able to transport people to places. Councilmember McWhorter asked where the Recreation van has been. Chamberlain shared the Van is parked but that the Maintenance guys have been keeping up on it. Chamberlain also shared more things will be coming since COVID19 has lifted some. Mayor Johansson shared that Rawlins board members have talked about including every community in Carbon County.

Chamberlain also asked if she could paint the gym walls and Council said for her to put it in her budget for next year.

Clerk/Treasurer Masselink added that there is the April 21, 2021 from 5:15-9 pm First Aid/CPR/AED Certification class for \$75.00. Councilman McWhorter moved to approve for the Recreation Director to take the First Aid/CPR/AED training. Seconded by Councilman Dunlap, motion passed unanimously.

STREETS & PARKS DEPARTMENT: Water Supervisor Jim Halderson requested approval to purchase mosquito spray he would like to purchase a 30-gallon drum. Clerk/Treasurer Masselink shared that the Town is already signed up for the Mosquito abatement program so hopefully it will be reimbursed back to the Town. Councilmember McWhorter moved to approve the purchase of mosquito spray. Seconded by Councilman Dunlap, motion passed unanimously.

POLICE DEPARTMENT: Chief of Police Jeff Sanders shared the Alert Sense program is County wide and there are papers at the school that have instruction on how to get set up with it. Chief Sanders shared he completed his last week and his address had to be entered in funky. An example was he had to spell out street, but they send an email confirmation, so you know you got signed up correctly.

FINANCIAL DEPARTMENT: Clerk/Treasurer Ashley Masselink requested approval to remove Asa Meeks from the WYOSTAR account, US Bank authorized representative for the 1% tax, Rawlins National Bank CD and add Leif Johansson to the WYOSTAR, US Bank authorized representative, Rawlins National Bank CD. Masselink also asked if the Council would like to add another Council member to the Rawlins National Bank signature card. The Council discussed that Councilman Meeks would be added to the Rawlins National Bank signature card. Councilman Meeks moved to approve the removals and additions to the financial department as stated. Seconded by Councilmember Serres, motion passed unanimously.

TOWN ATTORNEY: Town Attorney Mike Roberts shared that he investigated State Statute for giving items away and the Town would need to find the worth in the things at the school that the Town was wanting to get rid of and everything should be less than \$500.00 in value. Roberts also shared that there would need to be some advertising as that would give people the opportunity to have the item. Jason Knopp shared he has seen other communities do an online auction so that limits someone holding onto something for someone else.

NEW BUSINESS: Mayor Johansson shared that the Council needs to start looking at dates for the budget workshop meeting dates. The Council decided April 12, 2021 at 5 pm would work.

BILLS: Councilman Meeks moved to pay the bills. Seconded by Councilmember Serres, motion passed unanimously.

EXECUTIVE SESSION: Councilman Meeks moved to go into executive session at 7:22 pm to discuss personnel. Seconded by Councilmember McWhorter, motion passed unanimously.

Councilmember McWhorter moved to adjourn from executive session and seal the minutes at 8:21 pm. Seconded by Councilman Dunlap, motion passed unanimously.

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

Councilman Meeks moved to approve new ordinance for Vice Mayor with definition. Seconded by Councilmember McWhorter, motion passed unanimously.

Mayor Johansson adjourned the meeting at 8:25 p.m. The next regularly scheduled council meeting will be held on April 15, 2021 at 5:30 p.m. in the Council Chambers of the Town office building.

Leif Johansson, Mayor
TOWN OF SINCLAIR

ATTEST: CLERK/TREASURER