

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING HELD AT 5:30 P.M. ON THURSDAY, JANUARY 7, 2020 IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN OFFICE BUILDING.

COUNCIL MEMBERS PRESENT: Mayor Asa Meeks, Council Members Cullen Meeks, Leif Johansson, Leo Black.

TOWN EMPLOYEES PRESENT: Town Attorney Mike Roberts, Police Chief Jeff Sanders, Clerk/Treasurer Ashley Masselink, Assistant Treasurer Kristy Waeckerlin, Water Supervisor Jim Haldorson 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. Councilman Meeks moved to approve December 17, 2020 minutes. Seconded by Councilman Johansson, motion passed unanimously.

APPROVAL OF THE AGENDA: Councilman Black moved to approve the agenda for tonight's meeting. Seconded by Councilman Johansson, motion passed unanimously.

RESIDENTS: Michelle Serres

OATH OF OFFICE: Town Attonrey Mike Roberts administered the Oath of Office to newly elected Councilmember Michelle Serres.

PROJECT UPDATES: North Fork Engineering was not able to attend the Council meeting but did have a request for approval. Clerk/Treasurer Masselink requested approval on behalf of North Fork Engineering to release the retainage to American West Construction in the amount of \$5,293.30. Councilman Meeks moved to approve the release of the retainage in the amount of \$5,293.30 to American West Construction. Seconded by Councilman Black, motion passed unanimously.

Councilman Meeks added that the paving workshop will be February 1, 2021 at 5:30 pm. Meeks stated he hoped that the water line that needs to be replaced will be discussed during this time.

Edge Engineering Jason Knopp updated the Council that Comtronix will be out on January 13, 2021 to look at the door access and fire alarm systems equipment at the Town Hall, Theater and School. Jason stated that the cost for the Theater and Town Hall will be \$13,820.00 each. Jason also stated that the \$13,820.00 was the cost with the old cable removed and the new installed as the old cable was outdated.

Edge Engineering Jason Knopp updated the Council on the Theater project he said things are going okay but that there is a problem with the roof. Jason stated when looking at the roof where the HVAC units where being dropped in the contractor found that the Theater has two roofs. Jason stated that an asbestos test was done in between the two ceiling and there is no asbestos. Jason did state that the top roof could be removed as the bottom one could not be removed as it is tied into the support beams. Jason stated removing the top roof could be every expensive as he suggested that is probably why a second roof was created in the first place. Jason stated that the roof would need to be addressed as it is against fire code. Jason stated the Town has a few options to fixing the space. The first one is putting a sprinkler system in the space, but it would need to be a dry sprinkle system as there would not be an insulation to keep a wet system from freezing. The second option is to blow in insulation which would not cost as much as the sprinkler system. The cost for the spray insulation would be \$14,031.84. Council had a discussion on the options and decided to go with the spray insulation.

Jason then shared with the Council change order number three for the Theater project. Jason stated there is three items in change order number three and the Council could approve all the change orders or only certain items. Change order number three item one putting a frame around the HVAC units with an increase of \$4868.31 with no extra contract days. Jason stated the contractor requested an extra seven days to frame in the HVAC unit but that he had denied the extended days. Item number two is accepting the request of 10 additional days to the contractor because of asbestos removal. Item number three is \$14,031.84 for the spray insulation.

Jason requested approval for change order three with items one, two, and three. Councilman Meeks moved to approve change order three with all three items with an increase of \$18,900.15. Seconded by Councilman Johansson, motion passed unanimously.

Jason updated the Council on the Town Hall Project and stated the two pipe chases make a U shape and one is 82 feet in length and the other is 75 feet in length. Jason stated the length of pipe chase and the size will cost the Town a lot of money to remove all the asbestos and that it would benefit the Town to just remove the asbestos just to the sewer line. Jason stated that if the Town goes only to the current sewer then after that a barricade could go up with a sign and it would protect the Town if someone went past the area that was cleaned out with the asbestos. Jason also stated that there should be no problems with anything past the current sewer pipes as those registers have been removed or capped.

Jason shared there will be a construction meeting January 13, 2021 at 9:00 am and 11:00 am. The 9:00 am meeting is for the Theater and the 11:00 am meeting is for the Town Hall meeting.

The Council thanked Jason for his information he shared.

STREETS & PARKS DEPARTMENT: Water Supervisor Jim Haldorson updated the Council on the flagpole lighting and stated that he reached back out to Tim Green with Plus Electric. Jim stated some electrical work needs to be done at the plaza and the Town should have Plus Electric install a light for the flagpole at the same time. Jim stated there is enough money in the budget to be able to install the light for the flagpole. Jim requested approval for Plus Electric to do some electrical work and put up the flagpole light in the amount of \$5,100.00. Councilman Black moved to approve Plus Electric to do electrical work for the plaza and install the light for the flagpole in the amount of \$5,100.00. Seconded by Councilman Meeks, motion passed unanimously. Councilman Black also thanked the maintenance staff for working on the Holiday to fix the broken water line.

SANITARY SEWER: Mayor Meeks shared with the Council that Maintenance and back up water operator Chris Haldorson had to fix a water line break. Mayor Meeks stated that it could have ended up badly as part of the hole Chris was working in caved in. Mayor Meeks asked the Town Attorney Mike if contract employees are covered under workers compensation. Town Attorney Mike stated he would need to investigate this and get back to the Council. The Council discussed if the contract employees have their own insurance either yearly or for events as some insurance companies will cover the person for just an event they are doing. The Council also discussed using a box when digging as anything over four feet deep requires a box.

FIRE DEPARTMENT: Clerk /Treasurer Masselink requested approval on behalf of the Fire Chief to order a pair of firefighter boots in the amount of \$533.51. Councilman Meeks moved to approve the Fire Department to purchase a pair of firefighter boots in the amount of \$533.51. Seconded by Councilmember Serres, motion passed unanimously. Clerk /Treasurer Masselink also requested approval on behalf of the Fire Chief to order a helmets, gloves and hand sanitizer. The Council discussed that there are cases of hand sanitizer that the Town purchased that the Fire Department could use. Councilman Johansson moved to approve the Fire Department to purchase helmets and gloves but not hand sanitizer. Seconded by Councilman Black, motion passed unanimously.

RECREATION DEPARTMENT: Councilman Johansson updated the Council on the Recreation Program. Johansson stated that the Recreation Director is working with finding more time for the seniors. Johansson stated they are going to start using the Wii and that maybe the Recreation Department could buy a TV so that work out programs can be played on a bigger TV as all the current TVs are small or don't work. The Council also discussed for the Recreation Director to spend some time on checking over the equipment at the exercise room.

FINANCIAL DEPARTMENT: Clerk /Treasurer Masselink shared with the Council that at the start of the New year the Town designates depositories at three banks; Bank of the West, Bank of Commerce and RNB State Bank. Masselink requested approval to make all three banks designated depositories. Councilman Meeks moved to approve Bank of the West, Bank of Commerce and RNB State Bank as Depositories. Seconded by Councilman Johansson, motion passed unanimously. Masselink also shared that the CD that was in Bank of Commerce has matured on January 7, 2021 and what the Council would like to do with the CD reinvest or pull it out. Masselink shared RNB State Bank gave a rate of .45% and Bank of Commerce gave a rate of .30%. As for Bank of the West they did not get back with a rate. The Council discussed that they would like to reinvest at RNB State Bank as they had the best rate and the CD needed to be reinvested in the next 10 days and that Bank of the West would probably not do better than .45%. Masselink requested to get approval to reinvest the CD in RNB State Bank at the rate of .45% for a year. Councilman Johansson moved to approve putting the CD in RNB State Bank at a rate of .45% for a year. Seconded by Councilmember Serres. Masselink shared she would be given each Councilmember a disclosure statement that states which bank they bank with as it is a formality. She also shared WAMJPIC paid for the January's health insurance premium which is about \$10,000.00.

Masselink stated that Lezlee Musgrave came in and helped to complete W-2' and 1099 and that there was a \$1656.90 credit from Workers Compensation and Unemployment. Masselink shared that Carbon County Taxes were \$416,181.25 for the month of December which then she transferred that money back to the Town. The Council discussed compensation for Lezlee Musgrave as she has been helping in the office. The Council decided that \$500.00 a month until June 30, 2021 plus back pay from November 15, 2021 to present.

TOWN ATTORNEY: Town Attorney Mike Roberts shared with the Council he has been working on the vandalism at the School but would like to get more information before he shares things with the Council.

UNFINISHED BUSINESS: Councilman Johansson updated the Council that he and Councilman Meeks went to the School and saw that the box club has also been using the gym and not just their one room they were assigned. Johansson also shared that the boxing club has hung speed bags as well as heavy bags and there has been some damage from doing this. Mayor Meeks stated if there is any damage the box club said they will fix any damage they do. Councilman Meeks shared that maybe going forward if anyone wants to make any changes that there should be a proposal so everyone is aware.

NEW BUSINESS: Mayor Meeks asked the Council what they would like to do with the Custodian/Maintenance position as it has been a few weeks since people applied. Councilman Meeks stated he would like to see a thorough background check as well as a urine test. Meeks also stated that the Town needs to look at updating the application as it is outdated. The Council also discussed possibly using DCI and having fingerprints taken.

Mayor Meeks shared with the Council that the Town Hall office staff will be looking at moving to the School so construction can continue.

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

Mayor Meeks adjourned the meeting at 7:10 p.m. The next regularly scheduled council meeting will be held on January 21, 2020 at 5:30 p.m. in the Council Chambers of the Town office building.

Leo Black, Vice Mayor
TOWN OF SINCLAIR

ATTEST: CLERK/TREASURER