

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 21, 2021 IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN OFFICE BUILDING.

**COUNCIL MEMBERS PRESENT:** Council Members Cullen Meeks, Leif Johansson, Michelle Serres, Leo Black (Vice Mayor).

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

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

**OPENING OF MEETING:** Vice Mayor Leo Black called the meeting to order. Councilman Johansson moved to approve January 7, 2021 minutes with the corrections to the 2020 date to 2021 date and change the spelling of attorney under the Oath of Office. Seconded by Councilman Meeks, motion passed unanimously.

**APPROVAL OF THE AGENDA:** Councilman Johansson moved to approve the agenda for tonight's meeting with the correction of the date January 21, 2020 to January 21, 2021 and move the Executive session after Project Updates instead of after Bills. Seconded by Councilmember Serres, motion passed unanimously.

**GUESTS:** Robert Loveall with Comtronix

**PROJECT UPDATES:** Jason Knopp with Edge Engineering updated the Council on the Theater project and demo work is done. Jason shared the Theater looks awesome, the steel columns, beams are installed, bathroom and concession rooms are in place and the steel for the balcony are up. Jason stated the rigid insulation is installed and the extra framing for the roof top units is done. Jason shared a new gas meter will need to be installed by Black Hills Energy using the existing gas line but the installing of the gas meter will not cost anything, except when the Town starts using the meter for readings.

Jason stated the Right-of-Way abandonment will be published on February 3, 2021 the day before the February 4, 2021 Council meeting then it will go for three readings. Jason shared the right-of-way abandonment will be where the side entrance door is with the ADA ramp. Councilman Johansson confirmed the ramp has a railing so that no one can fall off the ADA ramp.

Jason shared prices for the power line to run to the Theater overhead for \$7,550.00 and underground for \$1,150.00. Power to run the Town garage underground \$100.00. Jason stated that is just for running the wire and he is waiting to hear back from the General Contractor to get prices on digging the trench to get a complete cost.

Jason shared a fully constructed mockup of a theater seat is being sent to the town.

Jason shared for the stage curtain he is asking the General Contractor to provide an alternative cost for the side curtains that is not motorized.

Jason requested approval for Pay Application #5 for Richardson Construction in the amount of \$152,855.68 for the materials purchase for fire sprinkler. Councilman Meeks moved to approve Pay Application #5 in the amount of \$152,855.68. Seconded by Councilman Johansson, motion passed unanimously. Jason stated that about 34% of the project is completed and to date \$602,234.09 has been paid out from the project total of \$1,754,087.44.

Jason introduced Robert Loveall (Robbie) from Comtronix to share information about door access control and fire alarm system for the School. Robbie shared cost of the door access for each building. The first was the Town hall with three door access would be \$13,820.00 and at least \$30.00 a month for the remote storage. The three doors for the accesses at the Town would be the front door the side door where the elevator will be and the west side where the stairs will be. The second is the Theater which is \$13,048.00 plus \$772.00 for the cost of profusion cable to be installed plus the \$30.00 a month for the remote storage. The three door accesses at the Theater will be the two doors in the front and the stage door. The third was the School which is \$7,773.00 with a \$25.00 a month for the remote storage. The door access for the School would be only the west side door with the parking lot. Robbie talked about the replacement of the fire system at the School which is \$10,873.00 plus a \$35 a month for the monitoring of the fire alarm system.

The Council held a discussion and decided to table going forward with any door access systems and fire alarm at this time. The Council thanked Robbie for his time and information. Jason requested approval to install the profusion cable in the Theater in the amount of \$772.00. Councilman Johansson moved to approve the insulation of the profusion cable in the amount of \$772.00. Seconded by Councilman Meeks, motion passed unanimously.

Jason updated the Council on the Town Hall remodel he shared the Town office has already been moved to the School which helps for the remodel as it can speed the process up without having to work around the employees. Jason stated most of the demo work has been completed and the contractor will start working downstairs as they are currently waiting on the insulation as it is on back order due to COVID. Clerk/Treasurer Masselink asked how the Council would like to proceed with access of the contractor to do the work on the main floor. The Council decided that the Police Department would let the contractor in if not the Police then the Maintenance employees will let.

Jason asked if there would be a need for special exhaust or reason to not have a wet sprinkler system and there is not. The only change would be the need for a steel door which will increase the cost of the project.

Jason requested approval for change order number one in the amount of \$1334.78 for the cost of materials to accommodate for rigid insulation. Councilman Johansson moved to approve change order one in the amount of \$1334.78. Seconded by Councilman Meeks, motion passed unanimously.

Jason briefly talked to the Council about looking into furnishings for the Town Hall.

Jason requested approval for pay application number 1 in the amount of \$34,700.00 to Caspar Building Systems for completed demo work. Councilman Meeks moved to approve paying Caspar Building Systems in the amount of \$34,700.00 for the demo work completed. Seconded by Councilman Johansson, motion passed unanimously.

The Council thanked Jason for his time.

**EXECUTIVE SESSION:** Councilman Johansson moved to go into executive session at 6:36 pm to discuss personnel. Seconded by Councilman Meeks, motion passed unanimously. Councilman Johansson moved to adjourn from executive session and seal the minutes at 7:45 pm. Seconded by Councilmember Serres, motion passed unanimously.

Vice Mayor Black asked if there was an objection to what was discussed during executive session. The Council all replied with no.

**BUILDING INSPECTOR:** Maintenance employee Ricci Pacheco presented a variance to the Council for Cullen Meeks on his shop located at 206 North 10<sup>th</sup> Street. Pacheco stated the Town ordinance is 15 feet at the peak and Cullen Meeks is requesting to have 21 feet and 3 inches. Pacheco requested approval of the variance of 21 feet and 3 inches as neighbors have already signed. Councilman Johansson moved to approve the variance of 21 feet and 3 inches. Seconded by Councilmember Serres, motion passed with Councilman Meeks abstaining.

**POLICE DEPARTMENT:** Police Chief Jeff Sanders shared that he could fingerprint prospective employees but only run them if there is a need that comes across when he runs his background checks.

**RECREATION DEPARTMENT:** Clerk/Treasurer Masselink shared a family would like to use the recreation center for a birthday party in March. Council discussed this and would like to know the number of people who are attending and how they are going to do food as there still COVID restrictions. Councilman Johansson updated the Council on the Recreation Program that an 8<sup>th</sup> grade girls' basketball team would like to use the Recreation center but it is during the time the Town is open to the community so they are looking into different options.

**FINANCIAL DEPARTMENT:** Clerk /Treasurer Ashley Masselink shared that she would like to thank Jeff Sanders for his donation of his phones to the school.

**TOWN ATTORNEY:** Town Attorney Mike Roberts presented the Council with a contract for Lezlee Musgrave and helping the Office staff. Roberts requested approval for Lezlee Musgrave's contract from November 2020 to June 2021 in the amount of \$500.00 a month. Councilman Meeks moved to approve Lezlee Musgrave's contract from November 2020 to June 2021. Seconded by Councilman Johansson, motion passed unanimously.

Roberts shared he had Chris Haldorson's contract but would need to do more investigating into workers compensation before the contract would be ready.

Roberts shared he looked into Wyoming Law about the vandalism at the School and requested approval from the Council to cite the individuals who were involved through the Town of Sinclair as County declined to bring forth the case. Councilman Meeks moved to approve the individuals who were involved with the vandalism at the School be cited through the Town of Sinclair. Seconded by Councilman Johansson, motion passed unanimously.

**UNFINISHED BUSINESS:** Clerk/Treasurer Masselink shared with the Council the bills from Rocky Mountain Power for the School and how the cost of the School has doubled in the last few months. The Council discussed if the School had gas hook ups. The School currently does not have a meter nor a boiler to produce heat. If the School were to change to gas heat everything would need to be replaced. Maintenance employee Pacheco stated he would get with someone to figure out how to control the system better so the bill is not as high. Pacheco stated when he checked the building the other day the temperature was 74 degrees and he turned the building down to 62 degrees as that is the lowest the system will let him turn it down to.

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

Vice Mayor Black adjourned the meeting at 8:17 p.m. The next regularly scheduled council meeting will be held on February 4, 2021 at 5:30 p.m. in the Council Chambers of the Town office building.

Asa Meeks, Mayor  
TOWN OF SINCLAIR

ATTEST: CLERK/TREASURER