

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 4, 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, Fire Chief Gene Goetz, Water Supervisor Jim Haldorson, 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 February 18, 2021 Council minutes. Seconded by Council member Serres, motion passed unanimously with Vice Mayor Johansson voting.

APPROVAL OF THE AGENDA: Councilman Meeks asked to amend the agenda under unfinished business to have it say school discussion instead of school heat. Councilman Meeks made a motion to approve the agenda for tonight's meeting with the change under unfinished business. Seconded by Council member Serres, motion passed unanimously with Vice Mayor Johansson voting.

RESIDENTS: Mike Holmes, Brennan Dunlap, Angeli McCulloch, Patty and Tom McCulloch

GUESTS: Carbon County Economic Development Director Yvonne Johnson was present and shared there will be a lot of upcoming events. Some of the events are as follows; grant writing, leadership, how to work with the board and the Platte Valley Regional Expo. Yvonne shared the Platte Valley Expo is coming May 6th thru 8th and it will be held at the Platte Valley Community Center in Saratoga. She shared at the Platte Valley Expo it is to help kids that are coming out of School to get the experience they need to get a job. She shared that Carbon County Economic Development is holding events in different locations, so they are not at the same locations all the time. Yvonne shared that there is a four-million-dollar project that can help to divert waste into recycled products.

PROJECT UPDATES: Jason Knopp with Edge Engineering updated the Council on the construction progress of the Theater. He shared that the contractor was repairing the roof and finishing up the HVAC units as well the sprinkle system. Jason shared that there needs to be a discussion from the Council on where a trash dumpster can be placed as the County Health Department will require one for the Theater.

Jason shared change order number four that included a credit of \$1993.54 and 13 additional calendar days for the contractor. Change order number four had three items the first item was to accept the deduct for omitting power operator of backstage curtain with a credit amount of \$6149.45. Item two accept the request for additional 13 days for framing in the second roof and putting in blow insulation in the void. Item three is to accept pulling the cable for the door access control pathways in the amount of \$4155.91. Councilman Meeks moved to approve change order four with a credit of \$1993.54 and 13 additional days for the contractor. Seconded by Council member Serres, motion passed unanimously with Vice Mayor Johansson voting.

Jason shared the cost that Rocky Mountain Power gave for running the power lines underground and overhead. The cost for overhead is \$7550.00 and the cost for underground would be \$9781.87. Jason presented change order number five in the amount of \$8631.87 for the general contractor to run the power lines underground. A discussion was held on running the power lines underground and overhead along with the cost. Councilmember Serres made a motion to deny change order five as the cost is more to run the power lines underground and there is no added benefit for underground. Seconded by Councilman Meeks, motion passed unanimously with Vice Mayor Johansson voting.

Jason updated the Council on the progress of the Town Hall project. Jason shared the contractor is working on the fire sprinkler and rerouting the HVAC exhaust. Jason shared the bathrooms are currently being worked on and for the employees of the Town to be understanding as they work on the bathroom. Jason also shared the roof has a leak and he can't find who the original contractor was who completed the roof as there could be a warranty on the roof. Jason stated there will be some changes to how the stucco is going to be completed. Jason shared the contractor for the stucco work bid the job for wrapping the building. That is how the job needs to be done but not how it was originally planned to be completed. Jason shared he talked to a few people and wrapping the building might not be the best option either. Jason shared he was going to investigate more and get back to the Council with what he finds.

Jason shared that the Town hall currently has three different gas meters, he is working on getting all meters combined which will save the Town money.

Jason requested approval for pay application number three in the amount of \$93134.38. Councilmember Serres asked if the Town has had any issues receiving payment from the 1% tax and Clerk/Treasurer Masselink stated no. Councilman Meeks moved to approve pay application three in the amount of \$93134.38. Seconded by Councilmember Serres, motion passed unanimously with Vice Mayor Johansson voting. The Council thanked Jason for his information and time.

MUNICIPAL JUDGE: Councilman Meeks moved to approve the February 2021 Judges report in the amount of \$364.00. Seconded by Councilmember Serres, motion passed unanimously with Vice Mayor Johansson voting.

PARKS DEPARTMENT: Mike Holmes was representing the Sinclair Baptist Church to give an update on the Church as well as give information for days the Church was wanting to reserve Washington Park. Holmes shared they would like to do the annual easter egg hunt at Washington Park, they will be doing things a little different as there will be six sections to try to separate people the best that they can. Holmes shared that Josh Spencer is the New Senior Minister and that Holmes is still with the Church over seeing things. Holmes shared that the Church just put in new windows and are looking forward to the positive things.

STREETS DEPARTMENT: Maintenance employee Ricci Pacheco shared with the Council that Tim Green with Plus Electric would be coming out to look at the plaza for the electrical work they will be doing. A question came up about sewer lines and what is the resident's responsibility and Town Attorney Mike shared he would investigate what ordinance has the correct information for the question.

WATER DEPARTMENT: Councilmember Serres asked how Chris Haldorson's contract is going. Assistant Treasurer shared that Chris picked up the contract two weeks ago and has not got back to the Town yet.

TOWN BUILDINGS: Maintenance Ricci Pacheco shared with the Council the bill Climate Control sent the Town is in amount of \$2913.50. Ricci also shared he had Tran come out and looked at the heating system at the School and that it was found there is no freon and there are leaks. Ricci shared that Climate Control gave a quote for \$11055.00 to fix the leak and refill the freon. Ricci shared that the Town could wait until next budget year to fix the heat and use Tran instead of going through Climate Control. The Council discussed that it could be budgeted for the fix as well as servicing of the units twice a year.

FIRE DEPARTMENT: Fire Chief Gene Goetz updated the Council that he will be retiring from his job at Sinclair Refinery in four weeks. He shared that he is going to be paving the front of the fire station with the help from the crew. Goetz also shared that three fire fighters will be going to Lander in May for training and that he will be requesting for hotel and travel to be paid when they go. Goetz also requested approval to purchase a set of bunker gear in the amount of \$4019.00. Councilman Meeks moved to approve the purchase a set of bunker gear in the amount of \$4019.00. Seconded by Councilmember Serres, motion passed unanimously with Vice Mayor Johansson voting.

FINANCIAL DEPARTMENT: Clerk/Treasurer Ashley Masselink requested approval for the renewal of the liquor license for the Corner Bar as the Corner Bar has paid \$1000.00 and their paperwork has been filled out. Councilman Meeks moved to approve the renewal of the liquor license for the Corner Bar. Seconded by Councilmember Serres, motion passed unanimously with Vice Mayor Johansson voting. Masselink requested approval for Kristy and Ashley to attend virtual training for the spring session at the cost of \$325.00 per person. Councilman Meeks moved to approve Kristy and Ashley to attend WAMCAT training virtually for the spring session in the amount of \$325.00 per person. Seconded by Councilmember Serres, motion passed unanimously with Vice Mayor Johansson voting. Masselink asked for the Council to start thinking about a date to hold budget workshops. Masselink requested approval for the Mayor to sign the escrow agreement for the 1% specific tax as this was requested before but just now got the final and correct copy for the Mayor to sign. Councilman Meeks moved to approve the Mayor to sign the updated escrow agreement. Seconded by Councilmember Serres, motion passed unanimously with Vice Mayor Johansson voting.

TOWN ATTORNEY: Town Attorney Mike Roberts presented the Council with the third reading of the notice of right of way abandonment. Councilman Meeks moved to approve the notice of right of way abandonment. Seconded by Councilmember Serres, motion passed unanimously with Vice Mayor Johansson voting. Town Attorney Mike also shared he has drafted up a new lease agreement for the

school to include alteration and modifications. The alterations and modifications states that Lessee shall not alter or modify the premises in any manner without the prior written consent of the Lessor.

UNFINISHED BUSINESS: Councilman Meeks shared he would like to tie up things that have been addressed but not resolved. First thing he talked about was the School and what the plan is in the long run for the School. Second was the custodial position and having the Recreation Director do some of the Custodial work as there has not been many kids at the recreation center. Meeks shared it could save the Town money instead of hiring someone else and paying for the salary and benefits. Councilmember Serres shared that the Council could put pen to paper and look at things for next budget session. Town Attorney Mike shared an employee can transfer from one position to another under 5.2 in personnel policy. The Council had a discussion on both topics and decided to wait to do a workshop with all Council present to tie up loose ends. Town Attorney Mike did ask that the Council disapprove of the Custodial/Maintenance position if they are not going to hire currently and is not on the table anymore. Councilman Meeks move to disapprove of the Custodial/Maintenance position. Seconded by Councilmember Serres, motion passed unanimously with Vice Mayor Johansson voting.

NEW BUSINESS: Assistant Treasurer Kristy Waeckerlin shared with the Council that she has spoken with someone with Caselle regarding possibly adding the application for direct deposit. Waeckerlin shared that the current cost is around three thousand dollars and with the application of direct deposit added would go up to about six thousand dollars. Waeckerlin shared that the person she spoke with is looking into trying to lower that price. Clerk/Treasurer Masselink shared with the Council that Maintenance Employee Pacheco and Water Supervisor Haldorson would like to use the cell phones that the Town provided under their personal Union plans and drop Verizon. The Council agreed that would be ok for the employees to use the Town cell phones under their personal plans. Councilman Meeks moved to approve the Town cell phones to be use under Maintenance Employee Pacheco and Water Supervisor Haldorson own personal cell phone plans under Union. Clerk/Treasurer Masselink asked Council if they would like to sign up for Source Well which is a public entity that writes contracts out for pricing on heavy equipment. She Shared that the cost is free and the contracts go straight the supplier and the vendors who sell them must sell at that contract amount or lower.

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

EXECUTIVE SESSION: Councilman Meeks moved to go into executive session at 7:17 pm to discuss personnel and procedure. 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 8:08 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.

Vice Mayor Johansson adjourned the meeting at 8:09 p.m. The next regularly scheduled council meeting will be held on March 18, 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