

MINUTES OF A REGULAR MEETING OF THE SINCLAIR TOWN COUNCIL OF THE TOWN OF SINCLAIR, WYOMING HELD AT 5:30 P.M. ON THURSDAY, May 6, 2021 IN THE COUNCIL CHAMBERS OF THE SINCLAIR TOWN OFFICE BUILDING.

COUNCIL MEMBERS PRESENT: Mayor Leif Johansson, Councilmembers Cullen Meeks, Michelle Serres, Phyllis McWhorter, Brennan Dunlap.

TOWN EMPLOYEES PRESENT: Town Attorney Mike Roberts, Officer Lanette Rosacker, Clerk/Treasurer Ashley Masselink, Maintenance Employee Ricci Pacheco, Jason Knopp with Edge Engineering and Jon Nelson with North Fork Engineering.

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

OPENING OF MEETING: Mayor Johansson called the meeting to order. Councilman Meeks moved to approve April 15, 2021 Council meeting minutes and special meeting minutes. Seconded by Councilman Dunlap, motion passed unanimously.

APPROVAL OF THE AGENDA: Mayor Johansson asked to amend the agenda with the following: Fire department amend the budget by \$34000.00 for miscellaneous/new projects, under Town Attorney second reading for ordinance 395, under financial amend the budget for the 1% specific purpose tax to reflect \$335,537.00 for FY2021 in case the county does not receive taxes, under new business add a resident wanting to rent the chairs and tables from recreation hall, and after bills to add executive session for Litigation. Councilmember McWhorter moved to approve the amended agenda for tonight's meeting. Seconded by Councilman Dunlap, motion passed unanimously.

RESIDENTS: Izabela Tysver, Linda Poirier

Tysver requested Council approval for a Town cleanup day on June 5, 2021 at 11 am. Tysver asked that the Town of Sinclair provide trash bags, water, and the use of the Town dumpster. Councilman Meeks moved to approve a Town cleanup day on June 5, 2021. Seconded by Councilman Dunlap, motion passed unanimously. Maintenance employee Ricci Pacheco shared he would like to help with the Town clean up and that he would bring a trailer and take all the trash to the dump that day after completion.

GUESTS: Riata Little Walker & Mark Hoover

Riata Little Walker shared with the Council about the apprenticeship program Maintenance employee Ricci Pacheco is in. She shared that the program is time based with 4000 on the job training hours for a two-year program. Riata shared the cost of the program is \$6600.00 and the Town applied for the grant for the apprenticeship and were awarded the grant, so the program is no cost to the Town. Councilman Meeks asked when Pacheco would be able to test and Riata shared, he can test at anything. Riata shared that even if he passed his test, they would like to see Pacheco stay in the program as it would give the Town a better employee in the end as Pacheco would be working towards a career and not just a job. Riata shared that the Council could rewrite the contract, or they could leave it the same. Council thanked Riata for her time.

Mark Hoover shared that he was with a ranching company that was leasing land from the old Peterson Ranch. He was looking at getting water from the Town of Sinclair. Mark shared that he has 400 head and would need about 4000 gallons a day for the next two months. Councilman Meeks asked if he was wanting water by the main tank. Mark shared wherever he is currently using sugar creek and that will soon dry up, Councilman Meeks shared there is a fire hydrate that might work. Councilmember Serres asked if this is 400 head for cows or for pairs and Mark shared right now yearlies. Mark shared he really has 1500 head but only suspects only 400 will stay up around the water tank area. Mayor Johansson shared that the Council would need more information before they could decide. Council thanked Mark for his time.

PROJECT UPDATES: Jason Knopp with Edge Engineering updated the Council with the progress of the Theater he stated that the contractor is finishing up plaster and painting. Jason shared the old fixtures that were in the theater have been brought to life and look great. Jason shared the door between the recreation center and theater has finally been cut out and just waiting on the acoustic door to come in next week. Jason stated a sample of the name plates for the seats came in and he said that look outstanding.

Jason shared change order number five that is for re-roofing the church through Gem City Roofing INC in the amount of \$47,624.98. Councilman Meeks stated he would like to see the church get done and lock in the price now as the cost of materials keeps raising. Jason stated the contractors schedule opened and

he would be able to do it sooner than September and would give a two-year warranty. Resident Linda Poirier asked what was going to be done to keep the birds out and Jason shared the edges get sealed off and that is what they have done to the theater already as well. Councilman Meeks moved to approve change order number five in the amount of \$47,624.98. Seconded by Councilmember McWhorter, motion passed unanimously.

Jason brought door access control for the theater back up to Council as the theater is getting closer to opening date. Jason said the options are put in the system and install later or just install now the Council discussed the door access control and decided to have Comtronix put the system in but to hold off on making the decision on who is handling the storage and programming. Councilmember McWhorter moved to approve Comtronix to install the door access control system. Seconded by Councilman Meeks, motion passed unanimously.

Jason shared Richardson looked at the brick archways and found that when the existing arches were removed, they installed two c-channels spaced with plates to hold the brick above the opening. Due to the water entering that upper deck area the brick and metal have deteriorated and cannot be used. Jason asked Richardson to give a price to rebuild the header. Richardson gave a price of \$12,950.74 which is change order number six for the theater. Councilman Meeks moved to approve change order number six in the amount of \$12,950.74 to fix the balcony header. Seconded by Councilmember Serres, motion passed unanimously.

Jason shared Black Hills Energy has sent a bill to town for the theater and Richardson has asked the town if they could pay the bill and turn around and invoice Richardson for the cost.

Jason stated the contractor is still looking to find a subcontractor for the historical stucco for theater. Jason stated they got a hold of a guy that is from Connecticut but is currently in Rock Springs. The guy is interested in the job but would like to come and look at the job before accepting. With it being later in the project and the opening date the outside of the theater might not be completed in time. Jason also shared that the layers of paint were tested and there is lead in the paint that will need to come off before the stucco can be put on the building. Jason is looking into a gel that stripes off the paint instead of sand blasting it off as those particulars cannot be in the air floating around.

Last thing Jason shared about the theater is he would like to get approval for the Mayor to sign the underground service agreement with Rocky Mountain Power. Councilmember Serres moved to approve the Mayor to sign the service agreement with Rocky Mountain Power to run electrical underground in the amount of \$1821.00. Seconded by Councilmember McWhorter, motion passed unanimously.

Jason updated the Council on the Town Hall project and the progress. He shared the elevator foundation is coming along and the contractor is finishing up the drywall and plaster work. Jason shared the HVAC units were put on the roof and did not block the street as they did it from the alley.

Jason shared change order number eight for the Town Hall project which is the cost to install the profusion cable for the fourth door that will be on the second floor which goes to the museum in the amount of \$2,144.47. Jason stated this is the cost of just installing and that there would need to be more cable purchased as well to go with the installing. Councilman Meeks moved to approve the cost of installing the profusion cable in the amount of \$2,144.47. Seconded by Councilman Dunlap, motion passed unanimously.

Jason then stated there is still the cost of the system that could wait for approval as the price went from \$13,048.00 to \$14,410.00 for adding the additional door on the second floor going to the museum. The Council discussed and tabled this until the next council meeting.

Jason shared change order number nine for the removal of the concrete foundation in the amount of \$6556.78. The old concrete foundation from the north wing of Town hall was in the way of installing the access stairs legs and pad. Councilman Dunlap moved to approve change order number nine in the amount of \$6,556.78. Seconded by Councilman Meeks, motion passed unanimously.

Jason gave council some handouts about tables and chairs ideas for furniture for the Town Hall project. He stated he could go as far as the council would like him to go but he wanted to at least give ideas. Jason explained the chairs are stackable and the tables are flexible as well as have holes for electrical cords to run through. Jason stated he would bring some quotes for next council meeting to give an idea on price.

Jason shared he is still investigating the Town Hall condensing units and is getting his timeline put together and interviewing everyone.

Jason requested approval for pay application number five for Caspar Building Systems in the amount of \$226,993.05. Councilman Meeks moved to approve pay application number five in the amount \$226,993.05. Seconded by Councilmember McWhorter, motion passed unanimously.

Jon Nelson with North Fork Engineering was at the council meeting as maintenance asked him to come and give insight about Mark Hoover and tapping into the water. Jon shared that if the Council would grant Mark to use the water is where does he want to tie in, how much water, how often and does DEQ need to be notified. The Council shared they would like more information before they could decide.

Jon also shared he could probably get with the previous engineer for the Town when the Town of Sinclair and the Town of Rawlins was working on putting in a walking path from Rawlins to Sinclair so Sinclair does not have to start from scratch. Jon also shared what the Town did before on the paving saving the one year to the end of the year and using the next year right at the start of the new fiscal year could get a bigger project completed. Mayor shared the Council would like to sit down with him and go over a 1-, 2-, 3-, and 5-year plan for the next few years on projects for the Town.

MUNICIPAL JUDGE: Councilman Meeks moved to approve April 2021 judges report in the amount of \$423.00. Seconded by Councilman Dunlap, motion passed unanimously.

RECREATION DEPARTMENT: Mayor Johansson shared that FitnessTech was out and serviced the work out equipment and made the following recommendations to replace the pedal straps on the vision bike and replace the running belt on the Sportsart treadmill. Council member Serres moved to approve the recommendations for the work out equipment. Seconded by Councilman Meeks, motion passed unanimously.

STREETS AND PARK DEPARTMENT: Maintenance employee Ricci Pacheco shared with the Council the John Deere backhoe was looked at but have not received a quote back yet. Pacheco shared he will be gone Tuesday and Wednesday next week for safety training in Casper for his apprenticeship program.

TOWN BUILDINGS: Maintenance employee Pacheco shared that the lights in the fountain are out and the replacement bulbs cannot be found anywhere and the company that use to make them don't make them anymore. Pacheco also shared the quote with council for fixing the heat at the school and the total to fix that would be \$24,500.00. Council would also like to find the contract for the custodial services. A quote was given to Council for Plus Electric to replace the Sinclair-Island with a waterproof junction box in the amount of \$1,500.00. Councilman Meeks moved to approve Plus Electric to replace the junction box in the Sinclair Island in the amount of \$1,500.00. Seconded by Councilman Dunlap, motion passed unanimously.

FIRE DEPARTMENT: Councilman Meeks moved to approve amending the Fire Department budget by \$34,000.00 for miscellaneous/new projects. Seconded by Councilmember Serres, motion passed unanimously.

FINANCIAL DEPARTMENT: Clerk/Treasurer Ashley Masselink shared with Council that WAMJPIC health insurance is not going to increase, and the plan would stay the same if the Council approved the request. Councilmember Serres moved to approve keeping WAMJPIC as the employee health insurance. Seconded by Councilmember McWhorter, motion passed unanimously. Masselink requested approval to be appointed for a three-year term from July 1st, 2021 to June 30th, 2021 to be a member of the joint powers board for Carbon County specific purpose tax. Councilman Meeks moved to approve Ashley Masselink to be appointed for a three-year term on as a member of the joint powers board for the Carbon County specific purpose tax board. Seconded by Councilmember McWhorter, motion passed unanimously. Masselink requested approval to amend the budget in the amount of \$335,537.00 for the FY 2021 budget under 1% specific tax so if the county does not receive taxes the Town will cover it. Councilman Meeks moved to approve amending the budget by \$335,537.00 under the 1% specific purpose tax in case the county does not receive any taxes. Seconded by Councilmember Serres, motion passed unanimously. Last thing Masselink shared that Wyoming Community Gas sent a check in the amount of \$3,785.26 to the Town of Sinclair for 2020 community contributions.

TOWN ATTORNEY: Town Attorney Mike Roberts read ordinance 395 for second reading. Councilman Meeks moved to approve the second reading of ordinance 2021-395. Seconded by Councilmember Serres, motion passed unanimously.

NEW BUSINESS: Mayor Johansson shared that some residents have asked to bring the recycling back. Council discussed this and thought it is best to not do recycling in Town as people were putting trash into the bins and could not get the recycle picked up, so it was overflowing.

Johansson also shared that a resident would like to rent the table and chairs to go out of Town with them. The council discussed this and would like to know the how many would the resident be looking at using and the council would decide from there.

Mayor Johansson shared that his wife would like to rent a room at the School for a painting project that she has. Johansson asked if there was any problem with that and the Council agreed there was not, she would just need to fill out the lease form and pay based on usage.

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

EXECUTIVE SESSION: Councilmember Serres moved to go into executive session at 8:17 pm to discuss litigation. Seconded by Councilman Dunlap, motion passed unanimously.

Councilman Meeks moved to adjourn from executive session and seal the minutes at 8:35 pm. Seconded by Councilmember McWhorter, motion passed unanimously.

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

Mayor Johansson adjourned the meeting at 8:36 p.m. The next regularly scheduled council meeting will be held on May 20, 2021 at 5:30 p.m. in the Council Chambers of the Town office building.

Leif Johansson, Mayor
TOWN OF SINCLAIR

ATTEST: CLERK/TREASURER