

Town of Upton
Regular Town Council Meeting
July 10, 2018

THE REGULAR MEETING of the Town Council of Upton, Wyoming was held at 7:00 p.m. on Tuesday, July 10, 2018 at the Upton City Hall located at 725 2nd Street in Upton, Wyoming.

Present: Mayor Travis Beck, Council Members Nathan Todd, Justin Norman, and David Watt. Absent: Council Member Dennis Stirmel.

Mayor Beck called the meeting to order by leading the group in the Pledge of Allegiance.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve the June 12, 2018 meeting minutes as published. All ayes, MOTION CARRIED.

COUNCIL MEMBER TODD MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve the claims for June and July to date with the exception of a payment due to the Wyoming State Golf Association in the amount of \$725.00 for past due GHIN cards. This bill was originally due 07/01/17 for \$650.00 and 9/13/17 for an additional \$75.00. Mayor Beck will contact a member of Upton Golf, LLC to inquire why the bill was not paid and arrange payment. All ayes, MOTION CARRIED.

CLAIMS PAID:

Kevin Allen (equipment/supplies) \$73.64, \$45.76; Alpha Communications (fee) \$50.00; AT&T (cells) \$379.82; B-4 (parts, supplies) \$426.35; Bearlodge Engineering (service) \$1,845.00; BHE (utility) \$6,023.68, \$128.32; Black Mountain Software (module, support) \$1,000.00; \$4,585.00; BCBS (benefit) \$13,617.65; Carrot Top Industries (supplies) \$390.09; Chase Card Services (credit card) \$6,589.95; City of Newcastle (dispatch) \$1,686.00; Collins Communications (alarm monitor, service) \$28.00, \$80.01; Contractor's Supply (parts) \$712.74; CW Waste (contract) \$5,964.15; Dearborn National (benefit) \$96.87; Defender Dynamics (equipment) \$73.63; Dept. of Treasury (taxes) \$13,153.94; Dept. of Workforce Services (benefit, insurance) \$1,651.37, 258.96; Eastern WY Equipment (parts) \$65.55; EJ Construction & Services (services) \$2,072.00, \$120.00; Energy Labs (testing) \$333.00; Ezekiel Juhala (reimburse repair) \$500.00; First State Bank (transfer) \$670.00; Hawkins, Inc (supplies) \$788.31; Hughes Law Office (service) \$757.70; Joe's Food Center (supplies) \$54.33; David Larson (uniform) \$111.20; Municipal Code Corp. (service) \$225.00; Norco (supplies) \$674.05; Northwest Pipe Fitting (parts) \$2,032.60; One Call of WY (locates) \$15.00; Postmaster (postage) \$168.70; Rasmussen Electric (services) \$7,007.82; Record Supply (parts) \$40.64; RT Communications (phones) \$989.32; Servall (mats) \$95.16; Skaggs Companies (safety supplies) \$468.00; Stotz Equipment (service) \$4,198.75; Texas Refinery Corp. (supplies) \$331.00; Timberline Services (supplies) \$387.20, \$898.58; Titan Machinery (service) \$3,160.28; Top Office (service) \$51.00; June Shell (mileage) \$550.99; USA Blue Book (supplies) \$460.52; Upton Co-Op (fuel, parts, supplies) \$4,394.67; Upton Fire Dept. (supplies, training, services, parts, equipment) \$10,728.28; Verizon (cell) \$45.27; Weston County Gazette (publishing) \$749.00; Weston County Humane Society (contribution) \$1,500.00; Weston County Senior Services (Q1 contribution) \$3,000.00; WAM (dues) \$1,400.73; WY Network (website, service) \$50.00, \$130.00; WY Retirement (benefit) \$6,605.79, \$315.00.

The following invoices will be paid from grant and/or loan funds when received: Bearlodge Engineering (Pine Street project) \$20,322.50; Northern Technologies, LLC (Upper Pine Street Project) \$1,160.00; Raisley Painting, LLC (Upton City Park Project) \$3,500.00; Timberline Services (Upper Pine Street Project) \$79,532.38 (+8,836.94 retainage to be held).

SALARIES: \$36,365.38.

CLAIMS DENIED: WY State Golf Assn (past due dues) \$725.00.

Roxanne Duarte reported on behalf of the Upton Golf Association. Steve Hampton had submitted a financial report and update prior to the meeting. Ms. Duarte asked about the electrical line being buried in the cart path along hole one. Rick Rothleutner, with the Upton Gun Club, stated that part of the agreement allowing the line to be buried was that the club fix the cart path and that they had been waiting on weather conditions to improve before beginning the work. The Town also has plans to help repair the damaged cart path. A mower for the rough will be repaired by the end of the week and delivered back to the course. The recently repaired fairway mower has a hydraulic leak that will need to be fixed. Jim Kangas has been hired to do grounds keeping and equipment maintenance and can be contacted for more information on the mower.

Tim Barritt submitted a letter on behalf of the Class of 1968 to allow alcohol at the Upton Community Center on Friday, July 20, 2018 for their reunion. No alcohol will be sold at the event. COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve alcohol at the event as requested. All ayes, MOTION CARRIED.

COUNCIL MEMBER TODD MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to take the Project Development & Administration Agreement off the table for discussion. All ayes, MOTION CARRIED.

Mayor Beck has been in contact with Upton Economic Development Board President, John Marshall, and the Weston County Gazette to get updated information regarding the Rail Car Project out to the public. In discussion, it was clarified that the six-million-dollar loan and grant funding package has been de-allocated due to the required conditions not being met by the deadline of February 28, 2018. Any further action would need to start at the beginning of the grant and loan process. COUNCIL MEMBER TODD MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to kill the Project Development & Administration Agreement. All ayes, MOTION CARRIED.

After consideration of two letters of interest received, COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER TODD SECONDED a motion to approve the re-appointment of Ms. Jeannette Ray for a two-year term as an Upton representative for the Weston County Travel Commission. All ayes, MOTION CARRIED.

Matt Withroder, with the Wyoming Game & Fish, presented the Council with options for entering into an agreement to allow fishing and the stocking of CBQ (Burlington Pond) at the Upton Golf Course. Mr. Withroder will get a contract to Clerk/Treasurer Millar and Attorney Hughes for review and presentation to the Council for an upcoming meeting.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER TODD SECONDED a motion to approve Ordinance No. 3, Series 2018 entitled AN ORDINANCE AMENDING SECTION 6.04.120(B) OF TITLE 6 (ANIMALS) OF THE UPTON MUNICIPAL CODE AND PROVIDING FOR AN EFFECTIVE DATE. All ayes, MOTION CARRIED. The ordinance can be viewed in person at City Hall, online at www.townofupton.com and will be published in the Weston County Gazette.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve Ordinance No. 5, Series 2018 entitled AN ORDINANCE AMENDING CHAPTER 13.04, UPTON MUNICIPAL CODE WATER, SEWER AND GARBAGE SERVICE; PROVIDING PENALTIES THEREFORE; AND PROVIDING FOR AN EFFECTIVE DATE. All ayes, MOTION CARRIED. The draft ordinance can be viewed in person at City Hall or online at www.townofupton.com.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve the Mayor's signature on the SLIB Grant Agreement for the 3rd Street Water and Sewer Line Replacement Project in the amount of \$230,128.00. All ayes, MOTION CARRIED.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve the Authorization and Agreement for Services for 3rd Street Project Design. Attorney Hughes had suggested some changes which were made by Kenny Rathbun of Bearlodge Engineering. All ayes, MOTION CARRIED.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve Contractor's Change Order No. 3 from Timberline Services in the amount of \$72,443.05 for additional work at the intersections of Pine and Division and Pine and Pearl Streets to remove unsuitable materials and replace the intersections to be congruent with the new construction. All ayes, MOTION CARRIED.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve Engineer's Change Order No. 2 in the amount of \$13,355.00 for services, design, surveying, plans preparation, DEQ permit documentation and construction period services associated with Contractor's Change Order No. 3. All ayes, MOTION CARRIED.

Mr. Rathbun also updated the Council on an upcoming change order that would extend the project to within about 150 feet of the Wyoming Avenue intersection down Kellogg Street. He will vet the numbers and present the change order for the next meeting.

Council Member Todd brought to the Council's attention that travel time was not being correctly charged out across all departments. Attorney Hughes suggested that the department heads present a policy update or change to the Council at the next meeting to address the issue. It was also discussed that the Department of Audit has chosen the Town of Upton for an audit in August 2018 and that the time for establishing more clear, defined policies would be now. The DOA will be looking at written policies and offer suggestions as well.

Chief Bridge has submitted her report prior to the meeting.

Clerk/Treasurer Millar presented her report and updated the Council on the option utility customers would soon have to allow for ACH payments on their monthly billings. COUNCIL MEMBER TODD MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve the Mayor's signature on the Originator FirstTier Bank Agreement for ACH transactions. All ayes, MOTION CARRIED. The process will take more time to be completed for software installation and ACH testing.

COUNCIL MEMBER TODD MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to waive the resident of Weston County and Financial Rating requirements listed in a recent Request for Proposals for property and auto insurance quotes to allow proposals and quotes from state insurance pools and agents outside of Weston County. All ayes, MOTION CARRIED.

Clerk/Treasurer Millar asked for a consensus on the use of city liquor licenses in the county. A Letter of Good Standing is required by the County Commissioners and can be obtained from City Hall if the current license holder is, in fact, in Good Standing. The Council will not require a vote for each instance. License holders in good standing can get a letter from City Hall to present to the County Commissioners as needed.

The WAM-WCCA Energy Lease Program is available with applications due by December 8, 2018. The department heads will look into any options that may fit into the program and report back to the Council at a later meeting before the deadline.

Attorney Hughes reviewed a draft map drawn up by Bearlodge Engineering for the annexation of property west of town into the city limits including the old golf course, a portion of land owned by the Wyoming State Highway Department and the Upton History and Heritage Society. He will draft a petition and continue the process of annexing the land into city limits.

There being no further business, COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER TODD SECONDED a motion to adjourn. All ayes, MOTION CARRIED. The meeting adjourned at 9:01 p.m.