

Town of Upton
Regular Town Council Meeting
January 10, 2017

THE REGULAR MEETING of the Town Council of Upton, Wyoming was held at 7:00 p.m. on Tuesday, January 10, 2017 at the Upton Community Center located at 917 N HWY 116 in Upton, Wyoming.

Present: Mayor Dustin Upton, Councilmen Justin Norman, Nathan Todd and David Watt. Also present were: Attorney Mark Hughes, John Strong, Susan Bridge, Brittany Trandahl, Mark Lindstrom, Kelley Millar, and Rona Barker.

Absent: Councilman Travis Beck.

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

Councilman Watt made a motion, seconded by Councilman Todd, to approve the minutes of the December 13, 2016 regular meeting, and the minutes of the January 3, 2017 special meeting. All voted in favor, and the motion passed.

Clerk Barker administered the “The Oath of Office” to the newly elected Councilmen David Watt, and Justin Norman.

Councilman Watt made a motion, seconded by Councilman Todd to pay the following claims: Aflac (ins.), \$104.41; Alpha Communications (maint.), \$50.00; AT&T Mobility (phone), \$401.87; B-4 Automotive (parts), \$1,169.43; BHE (utilities), 6,991.38; BC/BS (ins.), \$8,571.93; Bullseye Promotions (supplies), \$20.00; Cardmember Service (credit card), \$4,017.51; City of Newcastle (dispatch), \$1,686.00; Collins Communications (alarm), \$28.00; CW Waste (garbage), \$5,964.15; DRM, Inc. (repairs), \$22,457.16; Department of Treasury (taxes), \$12,462.61; Department of Workforce Services (taxes), \$1,638.16; Energy Labs (testing), \$40.00; Fair Manufacturing (parts), \$1,334.43; First State Bank (trf), \$670.00; Global Heat (parts & labor), \$1,595.64; Honnen Equipment (parts), \$95.30; Howard White Construction (repairs), \$927.50; Hughes Law Office (attorney), \$982.40; Joe’s Food Center (supplies), \$184.54; Mark Lindstrom (lics. tabs), \$15.00; Nannemann Brothers (parts & supplies), \$436.50; Newcastle Motors (parts & labor), \$330.08; NCPERS Wyoming (ins.), \$16.00; Norco, Inc. (supplies), \$179.35; Omega Computers (labor), \$180.00; Petty Cash (postage), \$22.22; Postmaster (postage), \$163.88; Powder River Energy (utilities), \$784.06; RT Communications (phone), 675.87; Rasmussen Electric (labor), \$195.00; Record Supply (parts), \$490.03; Servall (mats), \$85.96; Titan Machinery (parts), \$716.36, \$241.60; Top Office Products (maint. & equip.), \$122.95; Upton Co-op (fuel & parts), \$3,005.54; Verizon Wireless (phone) \$33.81; “Gazette” (adv.), \$410.96; Weston County Senior Services (dist.), \$3,000.00; WPOA (dues), \$20.00; Wyoming Network (web), \$50.00; Wyoming Retirement (pension), \$6,962.38. **SALARIES:** \$31,951.32. The following claim will be paid from grant funds are received: \$17,666.25. All voted in favor, and the motion passed.

Mayor Upton made the following appointments for January 1, 2017 through December 31, 2017: Vice Mayor – Travis Beck; Police & Fire Department Commissioner – Nathan Todd; General Government Commissioner – Travis Beck; Water, Sewer, and Streets Commissioner – David Watt; Landfill Commissioner – Justin Norman; Fiduciary Banks - First State Bank of Newcastle and Firstier Bank; and the Official Newspaper – Weston County Gazette. Mayor Upton appointed Patrick Crow as Municipal Judge. Councilman Todd made a motion to approve the appointment, and Councilman Watt seconded the motion. All voted in favor, and the motion passed. Mayor Upton then appointed Mark Hughes as Attorney. Councilman Watt made a motion to approve the appointment. Councilman Norman seconded the motion, and all voted “aye”. Motion carried.

Mayor Upton reported to the group that Aerete Design Group, due to unforeseen circumstances, had requested a two week delay to complete the project documents for the Park Enhancement project. The Council was in agreement to allow the delay. It was reiterated at that time that the project was to be paid in equal portions by State grant monies and the UEDB. Attorney Hughes will be drawing up a contract to that effect.

Security cameras for cardboard trailers were discussed. The Council agreed that security cameras were not needed. Police Chief Bridge stated that she could issue tickets to any offender(s) putting garbage into the trailers.

Updating City Hall and the Police Department was discussed. It was decided to continue to clean out the rooms in city hall, and begin tearing down some of the walls in order to begin renovation of the building. Police Chief Bridge stated that in her opinion, the police department building was technically sound. The following updates to the police building are needed: electrical, windows, doors, air conditioning, and exterior work. The Council was in agreement to begin renovation by updating the electrical and the doors.

Discussion was held in regard to updating the utility Ordinance. This will be a topic for the March council meeting.

A letter of resignation from a member of the Housing Authority Board was submitted to Mayor Upton. The resignation was accepted effective January 31, 2017. An advertisement for a new Board member will be placed in the paper. The advertisement will further state that it is a demanding position.

Police Chief Susan Bridge submitted an incident analysis for the police department. Chief Bridge stated that police department was working on warrants, traffic, the office, and the computer system. Chief Bridge complimented Officer Larson.

The fire department report was submitted by Fire Chief Strong. The motel fire was discussed in detail. Both Fire Chief Strong and Police Chief Bridge had the highest compliments for Superintendent Lindstrom in regard to the water main leak, and the motel fire.

The public works report was submitted by Superintendent Lindstrom. Superintendent Lindstrom had applied for an emergency grant to repair the water line on 4th Street. He will be traveling to Cheyenne for a follow up on that grant application, and in regard to the street light grant application that had been submitted earlier. Mayor Upton, along with the rest of the Council, told Superintendent Lindstrom that his efforts, along with his crew were appreciated. This was in regard to the water leak.

Clerk Barker reminded the Council that City Hall would be closed from January 11, 2017 through January 16, 2017 for the WAM Conference in Cheyenne and Equality Day.

Deputy Clerk Millar updated the Council in regard to the legislative sessions. She also told the Council that we are first on the proposed bill for transfer station funding.

Councilman Watt made a motion to adjourn the meeting to go into executive session stating the reason was due to personnel and policy. The motion was seconded by Councilman Norman, and all voted in favor. Motion carried and executive session began at 7:45 p.m. The Council returned from executive session, and a motion was made by Councilman Watt to resume the regular meeting. The motion was seconded by Councilman Todd, and all voted in favor. Councilman Watt stated that no decisions had been made. The regular meeting resumed at 8:01 p.m.

There being no further business, a motion was made to adjourn by Councilman Watt, and seconded by Councilman Norman. All voted in favor and the motion passed. The meeting adjourned at 8:03 p.m.