

Town of Upton  
Regular Town Council Meeting  
August 14, 2018

**THE REGULAR MEETING** of the Town Council of Upton, Wyoming was held at 7:00 p.m. on Tuesday, August 14, 2018 at the Upton City Hall located at 725 2<sup>nd</sup> Street in Upton, Wyoming.

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

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

**COUNCIL MEMBER TODD MOVED, COUNCIL MEMBER NORMAN SECONDED** a motion to approve the July 10, 2018 regular meeting minutes and the July 26, 2018 special meeting minutes as published. All ayes, **MOTION CARRIED.**

**COUNCIL MEMBER STIRMEL MOVED, COUNCIL MEMBER NORMAN SECONDED** a motion to approve the claims for July and August to date. All ayes, **MOTION CARRIED.**

**CLAIMS PAID:**

Deposit/Overpayment (refunds) \$456.63; Alpha Communications (lease) \$50.00; Arrow Service (fuel) \$112.97; AT&T Mobility (phones) \$387.68, \$384.45; B-4 Automotive (supplies) \$1,441.34; Bennett, Weber & Hermstad, LLP (services) \$516.00; Berger & Brown Attorneys (services) \$700.00; Black Hills Energy (utilities) \$6,323.07; \$105.56; Black Mountain Software (module, equipment) \$800.00, \$96.00; Blakeman Propane (fuel) \$83.27; Chase Card Services (supplies/parts/services) \$1,984.41; City of Newcastle (dispatch) \$1,686.00; Collins Communications, Inc. (services) \$28.00; CW Waste (contract) \$5,964.15; EJ Construction & Services, LLC (services) \$180.00; Energy Laboratories, Inc. (sample testing) \$421.00, \$569.00; Hughes Law Office (services) \$1,540.20; International Institute of Municipal Clerks (dues) \$185.00; Joe's Food Center (supplies) \$116.19; June Shell (mileage) \$32.70; News Letter Journal (subscription) \$45.50; Norman Engle (contract) \$235.00; Northwest Pipe Fitting, Inc. (parts) \$524.94, \$2,135.50; One Call of WY (locates) \$18.75; Postmaster (postage) \$168.35; PRECorp. (utilities) \$588.35, \$868.96; Public Agency Training Council (services) \$350.00; Raquel Merritt (services) \$180.00; Rasmussen Electric, Inc. (service) \$488.45; Record Supply (parts) \$283.98; RockingTree Landscape, Inc. (supplies) \$527.84; RT Communications (phones) \$702.39; Servall Uniform & Linen Supply (services) \$95.57; Stotz Equipment (services) \$131.32; Top Office Products, Inc. (services) \$51.00; Upton CO-OP Assn. (parts/supplies/fuels) \$2,981.48; Upton Fire Department (supplies/parts/services) \$1,076.85; USA Blue Book (parts) \$676.51, \$119.38; Van Diest Supply Co. (supplies) \$1,475.00; Verizon Wireless (phone) \$45.20; Weston County Gazette (publications) \$507.00; Weston County Treasurer (fee) \$20.23; WY Network (services) \$50.00; WY Retirement (benefit) \$330.00, .

The following invoices will be paid from grant and/or loan funds when received: Bearlodge Engineering (Upper Pine Street project) \$33,372.50; Bearlodge Engineering (3<sup>rd</sup> Street Project) \$8,184.50; Northern Technologies, LLC (Upper Pine Street Project) \$1,407.50; Timberline Services (Upper Pine Street Project) \$142,955.22 (+15,883.91 retainage to be held); Upton Soccer League (WYDOT Fly In Grant) \$800.00; Lori Olson (WYDOT Fly In Grant) \$1,050.00; Joe's Food Center (WYDOT Fly In Grant) \$592.05.

**SALARIES:** \$26,463.49.

**CLAIMS DENIED:** NONE.

**VOIDED CHECKS:**

Steve Hampton presented the Council with a financial statement and report for the golf course. He said that the Upton Golf Association has received \$5,000.00 from the Upton Economic Development Board and possibly would have access to an additional \$5,000.00 if needed for the year. The equipment is in decent shape and being maintained by Jim Kangas, a contract employee of the UGA. The clubhouse is hosting weekly buffets and doing well with those. Mr. Hampton anticipates the course being open as long as the course is playable and there are patrons using the course into October and possibly November, if the weather holds. Hours of the clubhouse may be cut back for efficiency later in the season.

Mayor Beck is working with Denise Bradshaw of Weston County Homeland Security and Kim Johnson of the Wyoming Homeland Security Office, to set up a meeting to discuss the flood program and options for the Town of Upton.

Attorney Hughes is working on the contracts with the Wyoming Game and Fish for a walk-in fishing area at the CBQ reservoir at the Cedar Pine Golf Course. Those agreements should be ready for review at the next regular meeting.

In new business, Bill Dohse with Soundworks presented the Council with an estimate for installing security cameras at the city park both in the new structure and near the playground area. COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER STIRMEL SECONDED a motion to approve the presented estimate of \$7,976.86 for adding security cameras to the city park at the new building structure and the playground area. All ayes, MOTION CARRIED. Mr. Dohse will schedule the installation as soon as possible.

At approximately 7:26 p.m., Mayor Beck opened a budget hearing to amend the fiscal year 2017-2018 budget in the following particulars:

Increase the General Fund Budget by \$52,120.58 by budgeting \$52,120.58 from the General Fund Cash Reserves. The monies will be used for General Government building maintenance and repair in the amount of \$52,120.58.

There being no comments or objections, the hearing was closed at 7:26 p.m.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER STIRMEL SECONDED a motion to approve the proposed amendment. All ayes, MOTION CARRIED.

COUNCIL MEMBER STIRMEL MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve Ordinance No. 5, Series 2018: AN ORDINANCE AMENDING CHAPTER 13.04 OF THE UPTON MUNICIPAL CODE WATER, SEWER, AND GARBAGE SERVICE; PROVIDING PENALTIES THEREFORE; AND PROVIDING FOR AN EFFECTIVE DATE. All ayes, MOTION CARRIED. Ordinance No. 5, Series 2018 will be published in its entirety in the Weston County Gazette and is available for viewing at [www.townofupton.com](http://www.townofupton.com) or at city hall.

COUNCIL MEMBER STIRMEL MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve Resolution No. 6, Series 2018: ESTABLISHING NEW FEES FOR BOARDED ANIMALS AT THE UPTON POUND. All ayes, MOTION CARRIED.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve Resolution No. 7, Series 2018: WYLITE PD HVAC UPGRADE PROJECT GRANT APPLICATION. All ayes, MOTION CARRIED.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER STIRMEL SECONDED a motion to approve Resolution No. 8, Series 2018: WYLITE PD LED LIGHTING UPGRADE PROJECT GRANT APPLICATION. All ayes, MOTION CARRIED.

Kenny Rathbun updated the Council on the Upper Pine Street Project progress. He reported that the project is ahead of schedule at this time and may have pavement started on Pine Street as early as September 1, 2018. Attorney Hughes prepared an easement from Jeff Hargrave to the Town of Upton for a portion of the utilities within the Upper Pine Street Project that lie on his property. COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve the easement as presented. All ayes, MOTION CARRIED. Once the easement is signed by Mr. Hargrave, Clerk/Treasurer Millar will have the document recorded and returned to Mr. Hargrave.

Council Member Todd asked about the annexation that will include Old Town and how being subject to ordinances may affect the purpose of how they do business, particularly regarding building codes. Attorney Hughes will research the options for special circumstances for the Old Town property and report at the September meeting.

Police Chief Bridge presented her report. The Fire Department report and Public Works report were included in for review.

Council Member Watt stated that he had been approached about the city helping elderly people clean up and haul off trash or yard waste since there is no longer be a Clean Up Week. It was suggested that some of the school or community organizations be contacted for a project of the nature. The matter will be discussed with Superintendent Lindstrom upon his return.

Mayor Beck addressed a letter received from Michael's Construction about the capstone used in the band shell portion of the park structure. It had been discussed between Mayor Beck, Attorney Hughes and Superintendent Lindstrom to have Howard White Construction put together and estimate of the cost to remove and replace the low-quality capstone with something that would not be chipped and release the remaining retainage amount less the cost to install a more appropriate material. The estimate had not been received at the time of the meeting. Clerk/Treasurer Millar asked Attorney Hughes if a retainage condition could be specified in future service contracts with engineers and architects. Attorney Hughes stated that those requirements could be written in to a contract as a special note.

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 8:08 p.m.

Travis Beck, Mayor

Attest Kelley Millar, Clerk-Treasurer