

Town of Upton
Regular Town Council Meeting
October 9, 2018

THE REGULAR MEETING of the Town Council of Upton, Wyoming was held at 7:00 p.m. on Tuesday, October 9, 2018 at the Upton City Hall located at 725 2nd Street in Upton, Wyoming.

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

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

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER STIRMEL SECONDED a motion to approve the September 11, 2018 regular meeting minutes as published. All ayes, MOTION CARRIED.

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

COUNCIL MEMBER STIRMEL MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve claims paid in September including utilities, payroll expenses and Soundworks, LLC. All ayes, MOTION CARRIED.

CLAIMS PAID:

Deposit Refund (refunds) \$53.00; Transfers (debit service, reserves) \$500.00, \$600.00; Alpha Communications (service) \$50.00, \$50.00; AT&T Mobility (phones) \$384.45; B-4 Automotive (supplies/parts) \$169.37; Black Hills Energy (utilities) \$6,185.30, \$78.57; BCBS (benefit) \$13,617.65; Blue360 Media (supplies) \$368.90; Border States Electric Supply (parts) \$821.62; Chase Card Services (supplies/parts/services) \$2,201.87; City of Newcastle (dispatch) \$1,686.00; Collins Communications, Inc. (services) \$28.00; Crook County District Court (garnishment) \$505.34; CW Waste (contract) \$5,964.15; Dearborn Life Insurance (benefit) \$96.87; Department of Treasury (taxes) \$9,178.12; Department of Workforce Services (benefit) \$2,485.14, \$100.40; Energy Laboratories, Inc. (sample testing) \$369.00; Environmental Products Company (supplies) \$235.65; Environmental Products & Accessories, LLC (parts) \$982.86; First State Bank (transfer, loan payment) \$670.00; \$670.00; \$16,517.84; Hughes Law Office (services) \$1,490.40; Joe's Food Center (supplies) \$38.55; Kevin Allen (reimbursement) \$73.82; Linda Taebel (services) \$82.50; Midwest Pest (services) \$420.00; Norman Engle (contract) \$312.50; Northwest Pipe Fitting, Inc. (parts, refund) \$876.11; One Call of WY (locates) \$11.25; Postmaster (postage) \$169.40; Raquel Merritt (services) \$60.00; Record Supply, Inc. (parts) \$56.98; Rocky Mountain Print Solutions (supplies) \$104.00; RT Communications (phones) \$701.77; Servall Uniform & Linen Supply (services) \$95.98; Soundworks, LLC (service/parts) \$7,677.96; Sundance Equipment Company (parts) \$21.09; Timberline Services, Inc. (supplies) \$285.06; Titan Machinery (parts) \$125.48; Top Office Products, Inc. (services) \$160.26; Upton CO-OP Assn. (parts/supplies/fuels) \$2,847.93; Verizon Wireless (phone) \$45.28; WARM (property insurance) \$17,142.81; Weston County Gazette (publications) \$341.25; Weston County Senior Services (contribution) \$3,000.00; Wyoming Machinery Company (parts) \$33.44; WY Network (services) \$50.00; WY Retirement (benefit) \$330.00, \$5,927.47.

The following invoices will be paid from grant and/or loan funds when received: Bearlodge Engineering (Upper Pine Street project) \$29,057.50; News Letter Journal (WYDOT Fly In) \$157.50; Northern Technologies, LLC (Upper Pine Street project) \$1,895.00; Timberline Services (Upper Pine Street project) \$260,214.82 + \$1,996.68 in retainage held above contractual requirements.

SALARIES: \$26,899.86

Minutes of the Regular Meeting October 9, 2018

CLAIMS DENIED: NONE

The golf club report was reviewed. Discussion regarding an outstanding bill to the Wyoming State Golf Association, a claim previously presented and denied at the July 10, 2018 meeting. The WSGA will be suspending GHIN card activity for the Cedar Pines Golf Course due to non-payment. This information will be communicated to the Upton Golf Club.

Attorney Hughes updated the Council about a pending contract with the Wyoming Game and Fish for a Walk-In Fishing Area at the CBQ Reservoir. One change was made in the language and sent for review. The agreement should be ready for the Council at the November meeting.

Denise Bradshaw, Weston County Emergency Manager, was present to discuss the Hazard Mitigation Plan Follow Up. She stated that the plan had been sent to FEMA for review and approval. Once the plan is approved by FEMA, the Council will have the option to review and adopt or opt out of participation in the plan. She also stated that only four or five homes would see a benefit to the Town of Upton participating the National Flood Insurance Program and would not outweigh the cost. Mayor Beck added that records from 1998 showed the same concerns brought by the current Council regarding participation in the program. Ms. Bradshaw also briefly discussed planning for long-term power outages and will be presenting information at the November meeting.

The annexation is progressing with the petition at WYDOT for review and signature. The item will be on the November agenda.

Attorney Hughes was not finished with the Upton Gun Club agreement but hopes to have it for the November meeting as well.

The replacement of sub-par materials used for the capstone in the bandshell at the Upton City Park was discussed. Superintendent Lindstrom had been in contact with a stone mason that gave an estimate of \$3,000.00 for labor and materials to fix the issue. The work would not be completed until spring due to weather concerns. The Council discussed the release of the remaining retainage for Michael's Construction less any costs associated with the replacement of the capstone. The matter will be discussed at the November meeting.

Council Member Todd attended a meeting of the Upton Volunteer Fire Department and felt that the idea of an SRO/EMT was well received. He would like to see a committee assembled with members from the Council, School District, UEDB and the community. He also reminded the group that the department is short on firefighters and that billing for ambulance services may still be implemented.

At approximately 7:32 p.m. Mayor Beck opened the budget hearing. Some discussion was held regarding whether or not a contribution to the Children's Center was allowed by state statute. Discussions with the Department of Audit implied that the contribution would be ok because of the tangible benefit early childhood education provides for the community. Mayor Beck closed the hearing at 7:37 p.m.

COUNCIL MEMBER STIRMEL MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve amending the budget in the following particulars:

Increase the General Fund Budget by \$3,000.00 by budgeting \$3,000.00 from the General Fund Cash Reserves. The monies will be used for local matching funds and paid to the Weston County Children's Center in the amount of \$3,000.00.

All ayes, **MOTION CARRIED.**

Ken Rathbun, Bearlodge Engineering gave an update on the Pine Street project including progress on the Kellogg Street additional work. All the water service is in the ground and new sewer service could be installed next week,

weather permitting. The street would be made drivable for the winter and finished in the spring. Leaks discovered in some of the newly installed meter pits are being investigated.

Clerk/Treasurer Millar presented an updated vendor charge account policy for review and adoption with one grammatical error correction. COUNCIL MEMBER STIRMEL MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve the policy with the correction. All ayes, MOTION CARRIED.

Chief Bridge gave her report and updated the Council on the progress of several abatement properties.

Chief Strong gave his report.

Superintendent Lindstrom's report was submitted prior to the meeting.

Clerk/Treasurer Millar gave her report. A recent draft of a House Bill was shared in the minutes of the Joint Appropriations Committee meeting held in Buffalo on September 18th-19th indicating that the amount of cigarette taxes coming back to cities and towns would be reduced from 33.3% to 15% with the new excess going into the state's general fund. Clerk/Treasurer Millar is in contact with Senator Driskill, who sits on the JAC, to get clarification on this proposed change and how it will affect cities and towns.

Upon advice from the Department of Audit, Clerk/Treasurer Millar recommended increasing the amount of bonds for the Clerk and Deputy Clerk positions from \$30,000 to \$100,000 with an approximate price increase in premiums of \$700.00 for the fiscal year. The increased bonds would more adequately cover the Town in the event of a loss.

COUNCIL MEMBER TODD MOVED, COUNCIL MEMBER STIRMEL SECONDED a motion to approve the Mayor's signature on the agreements with the Weston County Senior Services and the Weston County Children's Center/Region III Developmental Services for contributions in the fiscal year ending 2019. All ayes, MOTION CARRIED.

A recent update to requirements for federal grant submissions requires the designation of an Entity Administrator within the SAM/DUNS system. COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER STIRMEL SECONDED a motion to approve Clerk/Treasurer Kelley Millar as the designated Entity Administrator. All ayes, MOTION CARRIED.

COUNCIL MEMBER STIRMEL MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve the Mayor's signature on the Wyoming Association of Risk Management Joint Powers Agreement for inclusion in the property insurance pool. All ayes, MOTION CARRIED.

Clerk/Treasurer Millar received notice earlier in the day that the Wyoming Business Council had approved both grant applications for the Town in the WYLite program. The applications include the replacement of the HVAC system and retrofitting of new LED lighting in the Upton Police Department. The grant requires a local match of 10% or approximately \$1,142.00.

COUNCIL MEMBER STIRMEL MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve holding a budget amendment hearing at approximately 7:30 p.m. during the regular meeting to be held on Tuesday, November 13, 2018 to amend the budget in the following particulars:

Increase the General Fund Budget by \$1,150.00 by budgeting \$1,150.00 from General Fund Cash Reserves. The monies will be used for the local match to grant funds for the Police Department HVAC and lighting retrofit project.

All ayes, MOTION CARRIED.

The Wyoming Community Gas Community Project Designations form was presented to the Council. Approximately \$3,644.08 will be distributed back to the Town of Upton this fiscal year. COUNCIL MEMBER STIRMEL MOVED, COUNCIL MEMBER TODD SECONDED a motion to approve designating the monies toward panic devices in the City Hall building. All ayes, MOTION CARRIED.

Attorney Hughes asked the Council to continue looking for replacement Municipal Judge candidates. Chief Bridge had been in contact with Attorney Christopher Ringer of Gillette and he was very interested in the position. She will get him in contact with Mayor Beck.

Council Member Todd asked about a Joint Powers Agreement from the Weston County Travel Commission included in the packets. The agreement was an attachment to an email received the previous day with a letter asking for the three governing bodies in Weston County to call a meeting with purpose of updating the agreement to meet current state statutes. An email response will be sent to Norma Shelton asking that the WCTC Board draft a new JPA for review.

There being no further business, COUNCIL MEMBER STIRMEL MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to adjourn. All ayes, MOTION CARRIED. The meeting adjourned at 8:17 p.m.

Travis Beck, Mayor

Attest Kelley Millar, Clerk-Treasurer