

Town of Upton  
Regular Town Council Meeting  
March 12, 2019

**THE REGULAR MEETING** of the Town Council of Upton, Wyoming was held at 7:00 p.m. on Tuesday, March 12, 2019 at the Upton City Hall located at 725 2<sup>nd</sup> Street in Upton, Wyoming.

Present: Mayor Travis Beck, Council Members Joe Watt, Justin Norman and Dennis Stirmel. Council Member David Watt joined the meeting at 7:52 p.m.

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

COUNCIL MEMBER STIRMEL MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve the February 12, 2019 regular meeting minutes as published. All ayes, MOTION CARRIED.

COUNCIL MEMBER STIRMEL MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve the Upton Co-op bill. Council Member Joe Watt recused himself due to a conflict of interest. All ayes, MOTION CARRIED.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER JOE WATT SECONDED a motion to approve the claims for March to date. All ayes, MOTION CARRIED.

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

**CLAIMS PAID:**

Deposit Refund (refunds) 50.00; Transfers (reserves) \$500.00, \$600.00; Alpha Communications (lease) \$50.00; AT&T (cell phones) \$388.44; B-4 Automotive (supplies/parts/services) \$351.26; Black Hills Energy (utilities) \$6,142.76, \$1,365.51; BCBS (benefits) \$12,888.73; Cambria Supply (supplies/parts) \$70.54; Chase Card Services (supplies/parts/new equipment) \$2,032.14; City of Newcastle (dispatch) \$1,686.00; Collins Communications, Inc. (services) \$61.00; Crook County District Court (garnishment) \$540.30; CW Waste (contract) \$5,964.15; Dana Kepner Co. (tools) \$225.27; Department of Treasury (taxes) \$9,335.57; Eastern Wyoming Equipment Co. (supplies) \$28.69; Energy Laboratories, Inc. (sample testing) \$44.00; First State Bank (transfer) \$670.00; Gillette Steel (supplies) \$156.00; Hughes Law Office (services) \$784.80; Joe's Food Center (supplies) \$56.60; JubJub, Inc. (web hosting) \$30.00; Linda Taebel (services) \$280.50; NEWEDF (dues) \$500.00; Norco (supplies) \$227.00; Omega Computers (services) \$279.00; One Call of WY (locates/dues) \$13.50; Postmaster (postage) \$165.20; Powder River Energy Corp (utilities) \$833.98, \$829.83; Print Mark-Et (supplies) \$43.88; Railroad Management Co. (right of way) \$235.41; Raquel Merritt (services) \$60.00; Rasmussen Electric (services) \$252.65; Record Supply (supplies) \$88.98; RT Communications (phones) \$648.71; Servall Uniform & Linen Supply (services) \$68.70; June Shell (mileage) \$86.94; Sundance Equipment Co. (parts) \$85.96; Top Office Products, Inc. (services/supplies) \$51.00; Upton Co-op Assn. (parts/supplies/fuels) \$2,650.33; UVFD (reimbursement) \$1,398.89; Verizon Wireless (phone) \$40.83; Weston County Gazette (publications) \$617.50; Weston County Treasurer (fee) \$18.68; Wyoming Machinery Co. (supplies/parts) \$81.14; Wyoming Network (services) \$25.00; WY Retirement (benefits) \$330.00, \$5,893.45.

The following invoices will be paid from grant and/or loan funds when received: Bearlodge Engineering (Willow Street Project) \$10,685.00.

**SALARIES:** \$26,555.17

**CLAIMS DENIED: NONE**

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Chief Susan Bridge gave a brief update on the progress of the SRO/EMT Committee and state that the next meeting would be scheduled in early May.

The annexation paperwork is still with WYDOT at this time.

No representative from Weston County Homeland Security was present for explanation of a proposed resolution.

Tobi Johansen, RT Communications, presented a slide show of the services offered in the Upton area and suggested that if customers are having issues to call the help desk. He stated that unless a customer calls for service the company does not make changes to services.

At approximately 7:35 p.m. Mayor Beck opened the budget amendment hearing to amend the fiscal year 2018-2019 Town of Upton budget in the following particulars:

Increase the General Fund Budget by \$19,384.30 by budgeting \$6,500.00 from the Legislative Direct Distribution Funds in excess of what was originally budgeted for, \$2,884.30 from the Upton Volunteer Fire Department, and \$10,000.00 from the State of Wyoming Department of Workforce Services Safety Improvement Fund Grant. The monies will be used for increased bond amount coverage in the amount of \$2,000.00, for contract cleaning expenses not originally budgeted for in the amount of \$1,800.00, for unexpected office supply expenses in the amount of \$1,000.00, for fees in excess of what was originally budgeted for in the amount of \$1,200.00, for due and fees in excess of what was originally budgeted for in the amount of \$500.00, for matching funds for a State of Wyoming Workforce Services Safety Improvement Fund Grant in the amount of \$2,884.30, and grant funds in the amount of \$10,000.00 for the same grant.

Mayor Beck asked for comments or objections, then asked Clerk/Treasurer Millar to give a brief explanation of what the items included. There were no comments or objections. Mayor Beck closed the hearing at 7:38 p.m.

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

Kenny Rathbun, Bearlodge Engineering, recommended that the 3<sup>rd</sup> Avenue Project bid with the alternate work be awarded to the apparent low bidder JW Services of Sundance. COUNCIL MEMBER JOE WATT MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to award the 3<sup>rd</sup> Avenue Project to JW Services in the amount of \$244,733.59 for the primary bid and \$72,622.05 for the alternate work in the alley for a total bid price of \$317,355.64. All ayes, MOTION CARRIED.

Mr. Rathbun also updated the Council about the progress of the Preliminary Engineering Report and Environmental Impact Study for the USDA project.

At approximately 7:48 p.m. Mayor Beck opened the liquor license hearing for renewal of the following Town of Upton retail liquor licenses:

James Parks, dba Country Corner, April 1, 2019 through March 30, 2020

Oddette Inc., dba Cowboy Bar, April 1, 2019 through March 30, 2020

Western Royalties Inc., dba Sunset Amigos, April 1, 2019 through March 30, 2020

Clerk/Treasurer Millar stated that all of the presented licenses are currently in compliance. Mayor Beck asked for comments or objections. There being none, Mayor Beck closed the hearing at 7:49 p.m.

COUNCIL MEMBER JOE WATT MOVED, COUNCIL MEMBER STIRMEL SECONDED a motion to approve the liquor license renewals as advertised. All ayes, MOTION CARRIED.

COUNCIL MEMBER STIRMEL MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to table the Golf Course Lease/Maintenance Agreement. All ayes, MOTION CARRIED.

Clerk/Treasurer Millar presented the WAM-JPIC nomination form for review. She suggested nominating Cindy Baker of Cody and Penny Robbins of Mountain View for the seats they currently hold. With no other nominations presented, the Council agreed to the suggestion that will be forwarded to the WAM-JPIC office.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER JOE WATT SECONDED a motion to nominate Clerk/Treasurer Millar as the official voting delegate for the Town of Upton at the Summer WAM Convention in Sheridan June 12 -14, 2019. All ayes, MOTION CARRIED.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER STIRMEL SECONDED a motion to approve the Seasonal Services “Snow Bird” and Contract Labor policies as presented. Clerk/Treasurer Millar explained that the seasonal services policy would now require written notice of service disconnections or suspensions for seasonal system users (i.e. yard meters, snow birds) and that the Town’s ordinance regarding these types of accounts would also be followed including a \$20.00 connect/disconnect service fee for services that are physically shut off or minimum billing for services that are only suspended. The Contract Labor policy is a practice that is already followed by the departments. All ayes, MOTION CARRIED.

Chief Bridge presented her report and updated the Council on upcoming activities. She noted that it had been a very busy month.

Chief Strong presented his report. Council Member Joe Watt asked if one of the recently purchased stair chairs could be brought to a meeting so the Council could get an idea of how the equipment works. Chief Strong will bring one in when they arrive. He also noted that it had been a busy month.

Superintendent Lindstrom gave his report. A new system of tracking work orders was implemented in February and it was noted that over 30 work orders were issued and returned already.

Clerk/Treasurer Millar gave her report with a brief legislative update and presented a request to have alcohol at the Community Center for the Chamber of Commerce Festival of Tables.

COUNCIL MEMBER DAVID WATT MOVED, COUNCIL MEMBER JOE WATT SECONDED a motion to approve the Chamber of Commerce’s request to have alcohol at their Festival of Tables event in the Community Center on Saturday, March 23, 2019. All ayes, MOTION CARRIED.

Council Member Joe Watt asked if anything had been done since the last meeting about garbage cans left in the street. He stated that if the ordinance wasn’t going to be enforced perhaps it should be abolished. Chief Bridge said that her department had made contact with over 15 people regarding garbage cans and issued verbal warnings. Mayor Beck stated that the ordinance could be revisited to add a specific time for cans to be removed. The Council directed empty cans left out after warnings or citations had been issued would be picked up. Chief Bridge will make getting the roads cleared of obstacles a priority.

There being no further business, COUNCIL MEMBER DAVID WATT MOVED, COUNCIL MEMBER JOE WATT SECONDED a motion to adjourn. All ayes, MOTION CARRIED. The meeting adjourned at 8:21 p.m.

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Travis Beck, Mayor

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Attest Kelley Millar, Clerk-Treasurer

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