

Town of Upton  
Regular Town Council Meeting  
May 12, 2020

**THE REGULAR MEETING** of the Town Council of Upton, Wyoming was held at 7:00 p.m. on Tuesday, May 12, 2020 at the Upton City Hall located at 725 2<sup>nd</sup> Street in Upton, Wyoming.

Present: Mayor Travis Beck, Council Members Dennis Stirmel, Justin Norman, and Joe Watt. Council Member David Watt joined the meeting at 7:19 p.m. Staff present included Attorney Mark Hughes, Clerk/Treasurer Kelley Millar, Superintendent Mark Lindstrom, Fire Chief John Strong and Chief of Police Susan Bridge. Public attendance included *Weston County Gazette Assistant Editor* Nicholas Trandahl, UEDB Executive Director Stephanie Salazar and Bearlodge Engineering owner Kenny Rathbun.

COUNCIL MEMBER STIRMEL MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve the April 14, 2020 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 May to date. All ayes, MOTION CARRIED.

COUNCIL MEMBER JOE WATT MOVED, COUNCIL MEMBER STIRMEL SECONDED a motion to approve claims paid in April including utilities, payroll expenses and approved grant expenses. All ayes, MOTION CARRIED.

**CLAIMS PAID:**

Deposit Refund (refunds) \$125.00, \$125.00, \$7.30, \$150.00; Transfer (reserves, debt service) \$500.00, \$600.00, \$670.00; Alpha Communications (lease) \$50.00; AT&T (phones) \$339.15; Black Hills Energy (utilities) \$5,777.66, \$1,228.05; BlueCross BlueShield of WY (benefit) \$15,405.96; Cambria Supply (supplies) \$120.59; Chase Cardservices (parts, supplies, training, fuel, postage, equipment) \$5,050.73; City of Newcastle (dispatch) \$1,686.00; Collins Communications, Inc. (service) \$242.00; Crook County District Court (garnishment) \$629.07; CW Waste (contract) \$11,664.00, \$750.00; Department of Treasury (taxes) \$10,508.81; Eastern Wyoming Equipment Co. (supplies) \$177.45; Energy Laboratories (samples) \$374.00; Environmental Products Co. (supplies) \$117.36; FirstNet (phones) \$175.04; Gillette Steel Center (parts) \$230.00; Great Western Tire Co (service) \$525.95; Hughes Law Office (retainer) \$1,600.00; Linda Taebel (services) \$420.00; Northwest Pipe Fitting (supplies) \$369.60; One Call (service) \$14.25; Postmaster (postage, permit) \$179.90, \$240.00; Powder River Energy (utilities) \$572.39; PRB SHRM (dues) \$35.00; Raquel Merritt (service) \$30.00; RT Communications (phones) \$578.09; Servall (mats) \$92.82; Summit Plumbing & Heating (service) \$800.00; Titan Machinery (parts) \$123.19; Top Office Products, Inc. (service, supplies) \$51.00; Town of Upton (utilities) \$208.35; Upton Co-op (fuel, parts, supplies) \$1,785.99; UVFD (reimburse) \$1,546.09; Verizon (phone) \$41.58; Weston County Gazette (publishing) \$906.50; WYDOT (equipment) \$3,500.00, \$300.00; WY Retirement (benefit) \$6,960.06, \$255.00.

The following invoices will be paid from grant and/or loan funds when received: Bearlodge Engineering (Pine Street BNSF Emergency Repair, Pearl Street Project) \$8,632.50, \$4,475.00; DRM, Inc. (Pine Street BNSF Emergency Repair) \$53,467.95, and Hot Iron, Inc. (Pearl Street Project) \$21,453.16.

**SALARIES:** \$30,074.18

## **CLAIMS DENIED: NONE**

The Upton Golf Association had submitted financial reports prior to the meeting. Mayor Beck discussed repairs at the golf course including a broken garage door, that has since been repaired by a volunteer with the Golf Association, and a failing culvert affecting the cart path between holes 4 and 5. Superintendent Lindstrom had inspected the culvert which has collapsed completely. Clerk/Treasurer Millar had gathered pricing for replacement culverts and will reach out to contractor's for pricing of the labor portion of the repairs. The Council discussed total costs for the repair and ultimately decided to add \$2,000.00 to the Maintenance & Repair line item at the golf course through a budget amendment hearing to be held at the June meeting.

Stephanie Salazar, Upton Economic Development Board Executive Director, discussed the effects of the COVID-19 pandemic on the nation, the state and locally and how to keep Upton strong during the recovery. She also discussed listing town property for sale in a joint effort on the new UEDB website that would be accessible nationally for interested parties. Attorney Hughes advised the Council to hold a special meeting to discuss listing properties, lining out covenants for each property and discussion of the pricing for potential land sales. That special meeting will be held on Tuesday, May 19, 2020 at 7:00 p.m. in Council Chambers at City Hall.

Chief Susan Bridge came before the Council for final direction on pursuing grant options toward the replacement of police vehicles. The consensus was to submit an application to the USDA Community Programs Grant Program for a truck using specific reserve monies for matching funds. Superintendent Lindstrom and Chief Bridge will make the final updates to the application and get it submitted.

COUNCIL MEMBER DAVID WATT MOVED, COUNCIL MEMBER JOE WATT SECONDED a motion to approve the materials testing agreements with Aaron Swan & Associates for the Pearl Street Project and NTI for the BNSF Emergency Waterline Repair Project. All ayes, MOTION CARRIED. Both agreements are time and material based with estimated costs of \$5,675.00 and \$5,000.00, respectively.

COUNCIL MEMBER DAVID WATT MOVED, COUNCIL MEMBER JOE WATT SECONDED a motion to table discussion regarding the dispatch agreement for fiscal year 2021 between the City of Newcastle and the Town of Upton. All ayes, MOTION CARRIED.

The Council scheduled a budget workshop for Thursday, May 21, 2020 at 7:00 p.m. in the Council Chambers at City Hall.

COUNCIL MEMBER DAVID WATT MOVED, COUNCIL MEMBER STIRMEL SECONDED a motion to approve holding a budget amendment hearing at approximately 7:15 p.m. during the regular meeting on June 9, 2020 in the following particulars:

Increase the General Fund Budget by \$10,000.00 by budgeting \$10,000.00 from General Fund Cash Reserves. The monies will be used to pay for Building Repairs at City Hall in the amount of \$2,500.00, for Engineering Fees for a potential land sale in the amount of \$1,600.00, for Dues and Fees for a potential land sale in the amount of \$2,800.00, for the Golf Course Lease for utilities in the amount of \$1,100.00 and for Maintenance and Repair at the Golf Course in the amount of \$2,000.00 for culvert repairs.

All ayes, MOTION CARRIED.

COUNCIL MEMBER JOE WATT MOVED, COUNCIL MEMBER STIRMEL SECONDED a motion to hold the Annual Appropriations Hearing for Fiscal Year Ending 2021 at approximately 6:45 p.m. before the regular meeting on June 9, 2020 at City Hall. All ayes, MOTION CARRIED.

COUNCIL MEMBER DAVID WATT MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve a building permit variance for B Perkins. A letter from the adjacent property owner was included with Unofficial Minutes of the Regular Meeting May 12, 2020

the permit application approved by the Planning Board contingent on Council approval for the variance. All ayes, MOTION CARRIED.

Chief Bridge gave her report and discussed enforcement of nuisance ordinances the department is working on. She thanked Weston County Homeland Security for providing PPE for the department to help slow and prevent the spread or exposure to the COVID-19 disease.

Chief Strong gave his report and answered questions about how his department is proceeding during the COVID-19 pandemic. The department is taking precautions as necessary.

Superintendent Lindstrom gave his report and noted that there will be a delay in access to the Honor Camp prisoners due to the COVID-19 pandemic and may cause issue getting the cemetery cleaned up before Memorial Day.

Clerk/Treasurer Millar gave her report. Letters from Wyoming Community Gas outlining the amount of the 2020 Donation of \$3,907.92 designated for the purchase of chairs at the Community Center and from Irontown Tavern owner, Scott Evans, were shared with the Council regarding an update to previously planned work on a patio at the establishment were shared with the Council. She also announced that credit card payments are being accepted online and at City Hall. The additional payment option is free of charge for the Town but has a 2.65% fee for utility bills and a 4% fee for municipal court payments made via credit card.

Mayor Beck signed a proclamation designating June 2020 as “307 FIRST MONTH” which ENCOURAGES EVERYONE TO LIVE, LOVE AND BUY WYOMING. The proclamation was brought to the Council through 307 First, a non-profit focused on supporting Wyoming owned businesses that drives awareness, advocacy and education around the importance of keeping funds local to help support and strengthen Wyoming-owned businesses and the Wyoming economy.

Mayor Beck applauded the community, citizens and businesses in Upton and Weston County for their efforts during the closures and restrictions related to the COVID-19 pandemic.

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 9:02 p.m.

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Travis Beck, Mayor

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Attest Kelley Millar, Clerk-Treasurer