

Town of Upton  
Regular Town Council Meeting  
October 13, 2020

**THE REGULAR MEETING** of the Town Council of Upton, Wyoming was called to order at 7:00 p.m. on Tuesday, October 13, 2020 at the Upton City Hall located at 725 2<sup>nd</sup> Street in Upton, Wyoming.

Present: Mayor Travis Beck, Council Members Justin Norman, and Dennis Stirmel. Council Members David Watt and Joe Watt were absent. Staff present included Attorney Mark Hughes, Clerk/Treasurer Kelley Millar, Superintendent Mark Lindstrom, Police Chief Susan Bridge and Fire Chief John Strong. Public attendance included *Weston County Gazette Assistant Editor* Nicholas Trandahl, Rick Rothleutner, Lori Olson, and Scott Gerber.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER JOE WATT SECONDED a motion to approve the Consent Agenda which included the September 8, 2020 regular meeting minutes as published, claims paid to date in October and claims paid in September including utilities, payroll expenses and approved grant expenses. All ayes, MOTION CARRIED.

**CLAIMS PAID:**

Deposit Refund (refunds) \$125.00, \$125.00, \$50.50; Transfer (reserves, debt service) \$500.00, \$600.00, \$670.00; Alpha Communications (tower lease) \$50.00, \$50.00; AT&T (phones) \$343.53; Bearlodge Engineering (service) \$2,127.50; Black Hills Energy (utilities) \$183.56; BlueCross BlueShield of WY (benefit) \$14,591.72; Blue360Media (supplies) \$386.75; Chase Cardservices (parts, supplies, training, fuel, postage, equipment) \$3,878.03; Cambria Supply (parts) \$226.24; City of Newcastle (dispatch) \$1,686.00; Collins Communications, Inc. (service) \$242.00; Contractor's Supply (supplies) \$168.29; Crook County District Court (garnishment) \$611.56; CW Waste (contract) \$11,664.00; Dearborn National Life Insurance (benefit) \$109.73; Department of Treasury (taxes) \$10,349.13; Department of Workforce Services (benefit) \$459.27, 4,227.15, \$39.45; Energy Laboratories (samples) \$480.00; FirstNet (phones) \$180.04; First State Bank of Newcastle (loan payment) \$16,517.84; Great Western Tire Co (service) \$94.95; Hawkins, Inc. (supplies) \$603.02; Hughes Law Office (retainer) \$1,600.00; Inland Truck Parts, Co. (parts) \$741.96; Iron Creek Services, LLC (service) \$220.00; Joe's Food Center (supplies) \$36.02; Linda Taebel (services) \$315.00; News Letter Journal (subscription) \$45.50; Northwest Pipe Fitting (supplies) \$2,732.51; One Call (service) \$6.00; Postmaster (postage) \$186.55; PRECorp (utilities) \$825.58, \$688.18; RT Communications (phones) \$622.45; S & S Parts and Performance (parts) \$1,331.53; Servall (mats) \$139.23; State Land & Investment Office (debt) \$7,620.51; Top Office Products, Inc. (service) \$174.63; Town of Upton (utilities) \$208.35; Ultimate Specialties (equipment) \$10,037.38; Upton Co-op (fuel, parts, supplies) \$1,895.89; UVFD (reimburse) \$502.78; Verizon (phone) \$43.66; Weston County Gazette (publishing) \$464.29; Weston County Senior Service (contribution) \$3,000.00; Wyoming Machinery (parts) \$66.90; WY Retirement (benefit) \$6,985.29, \$281.25; WY State Treasurer (unclaimed property) \$45.18.

The following invoices will be paid from grant and/or loan funds when received: Aaron Swan & Associates, Inc. (Pearl Street Project) \$2,805.00; Bearlodge Engineering (Pearl Street Project) \$885.00, \$632.50; Hot Iron, Inc. (Pearl Street Project) \$3,350.00.

**SALARIES:** \$22,626.02

**CLAIMS DENIED: NONE**

Scott Gerber and Lori Olson updated the Council regarding a WYDOT Aviation Master Plan grant that has been awarded to the Town of Upton for the Upton Municipal Airport with a 90/10 split. Mr. Gerber commented Unofficial Minutes of the Regular Meeting October 13, 2020

that the Weston County Commissioners have committed \$2,500.00 for a part of the remaining local match portion and asked the Council for the same commitment. He noted that the Upton Economic Development Board may be willing to make the final \$5,000.00 match with this commitment. COUNCIL MEMBER STIRMEL MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve advertising for a budget amendment to include the additional \$2,500.00 for the local match portion of the Master Plan grant. All ayes, MOTION CARRIED.

Mayor Beck asked for public comment regarding a proposed Memorandum of Understanding with the Weston County WIC office for use of space in the Upton Community Center as needed. After some clarification to notice and specific room use, COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER STIRMEL SECONDED a motion to approve the MOU as presented. All ayes, MOTION CARRIED.

Mayor Beck asked for public comment regarding the update of Town of Upton Policy 006-Cash Handling and 007-Investment Policy and Declaration of Understanding. Clerk/Treasurer Millar explained the update for cash handling to now include credit card payment procedures and that the investment policy was a periodic review with a declaration from the Council stating their understanding of personal conflict declarations. There being no further questions, COUNCIL MEMBER STIRMEL MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve the update to both policies. All ayes, MOTION CARRIED.

At approximately 7:11 p.m., Mayor Beck opened the public hearing regarding the proposed vacation of a portion of Whitetail Street and the alley in Block 40 of the Sawmill Addition. No written comments were received for this matter. Council Member Stirmel asked if Dakota Bus had been notified beyond publishing requirements that the portion of the road they often use when fueling the buses would no longer be available. Clerk/Treasurer Millar will make written notification. Mayor Beck closed the hearing at 7:13 p.m.

At approximately 7:13 p.m., Mayor Beck opened the public hearing regarding the proposed vacation of Cherry Street in Block 6 of the County Clerk's Addition. There were no public comments or written comments received for this matter. Mayor Beck closed the hearing at 7:14 p.m.

At approximately 7:14 p.m., Mayor Beck opened the public hearing regarding the proposed vacation of the alley in Block 13 of the First Enlargement of the Neiman Addition. There were no public or written comment received for this matter. Mayor Beck closed the hearing at 7:15 p.m.

With no public comments being heard or written comments being received, COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER STIRMEL SECONDED a motion to approve the first reading of Ordinance No. 3, Series 2020 entitled: AN ORDINANCE VACATING THE ALLEY IN BLOCK 40 AND A PORTION OF WHITETAIL STREET, SAWMILL ADDITION, TOWN OF UPTON, WESTON COUNTY, WYOMING. All ayes, MOTION CARRIED.

With no public comments being heard or written comments being received, COUNCIL MEMBER STIRMEL MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve the first reading of Ordinance No. 4, Series 2020 entitled: AN ORDINANCE VACATING CHERRY STREET IN BLOCK 6 OF THE COUNTY CLERK'S ADDITION, TOWN OF UPTON, WESTON COUNTY, WYOMING with the addition of the vacation of the cul-de-sac portion of Thompson Street in Block 6 of the County Clerk's Addition. The inclusion of the Thompson Street cul-de-sac was originally intended for vacation with Cherry Street but was not included in the initial resolution and advertisement. All ayes, MOTION CARRIED.

With no public comments being heard or written comments being received, COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER STIRMEL SECONDED a motion to approve the first reading of Ordinance No. 5, Series 2020 entitled: AN ORDINANCE THE ALLEY IN BLOCK 13, FIRST ENLARGEMENT OF

THE NIEMAN ADDTION, TOWN OF UPTON, WESTON COUNTY, WYOMING. All ayes, MOTION CARRIED.

Chief Bridge gave her report and asked the Council for permission to update or modify the provision prohibiting camping overnight in the Upton City Park. She said that she has had some requests from passers through, mostly from cyclists, asking to stay overnight in the park during their journey. The issue will be discussed at the November meeting.

Chief Strong gave his report.

Superintendent Lindstrom gave his report and asked the Council to consider an estimate for the purchase of a cardboard compacting machine with attached container. He had visited the manufacturing site in Colorado recently and found a set up that would work well for cardboard recycling moving forward. The Council agreed to move forward with the purchase, which will require a poured concrete pad and cover building as well. A budget amendment will be forthcoming with complete cost information to be allocated from Sanitation/Landfill Reserves. He also updated the Council regarding the Town's Wyoming Water Development Commission grant progress that will go before the 66<sup>th</sup> Wyoming Legislature for appropriation approval in early 2021.

Clerk/Treasurer Millar gave her report and updated the Council on recent transfers from WGIF to the new Wyoming CLASS fund due to much better interest rates in the new fund. She then asked the Council for direction regarding a \$3,000.00 retainage balance left from the Upton City Park Enhancement Project. The amount had been withheld from the final payment to the contractor due to inferior materials used as capstones for the bandshell portion of the project. COUNCIL MEMBER STIRMEL MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to move the monies out of retainage and into a Parks & Recreation specific account for future park improvements. This money will be deposited along with a portion of previously approved monies from a land sale and reserved for parks & recreation improvements. All ayes, MOTION CARRIED. Clerk/Treasurer Millar received a resignation letter from Jeannette Ray for her position on the Weston County Travel Commission as an Upton representative and will advertise for the open term expiring in June 2021. She also read a nice thank you note from Kade Shideman for supporting the YHEC event held in Upton this summer. An additional letter received from Officer Sean Lessard of the Minneapolis Police Department. Officer Lessard and two colleagues had inquired about hunting in the area and were very appreciative of the kindness and hospitality of Chief Bridge and Officer Larson of the Upton Police Department, calling their level of professionalism "unmatched". Chief Bridge also noted that the visiting officers had provided donated gear as part of their duties to other departments, a gesture very much appreciated by the Upton PD and the Town of Upton.

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 7:48 p.m.

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Travis Beck, Mayor

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Attest Kelley Millar, Clerk-Treasurer