

Town of Upton
Regular Town Council Meeting
September 8, 2020

THE REGULAR MEETING of the Town Council of Upton, Wyoming was called to order at 7:00 p.m. on Tuesday, September 8, 2020 at the Upton City Hall located at 725 2nd Street in Upton, Wyoming.

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

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER JOE WATT SECONDED a motion to approve the August 11, 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 STIRMEL MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve the claims for September to date. All ayes, MOTION CARRIED.

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

CLAIMS PAID:

Deposit Refund (refunds) \$128.45, \$46.50, \$43.20, \$125.00, \$0.20; Kevin Allen (reimbursement) \$25.03; Transfer (reserves, debt service) \$500.00, \$600.00, \$670.00; Air Solutions (service) \$1,500.00; AT&T (phones) \$342.97; Black Hills Energy (utilities) \$152.19; BlueCross BlueShield of WY (benefit) \$14,591.72; Chase Cardservices (parts, supplies, training, fuel, postage, equipment) \$5,236.45; City of Newcastle (dispatch) \$1,686.00; Collins Communications, Inc. (service) \$542.00, \$821.95; Contractor's Supply (supplies) \$26.00, \$110.42; CW Waste (contract) \$12,414.00; Department of Treasury (taxes) \$10,128.21; Derek's Field Service (service) \$678.40; Energy Laboratories (samples) \$774.00; FirstNet (phones) \$175.56; Great Western Tire Co (service) \$28.00; Hughes Law Office (retainer) \$1,600.00; Joe's Food Center (supplies) \$85.72; Linda Taebel (services) \$168.75; Newman Traffic Signs (supplies) \$124.14; Norco, Inc. (supplies) \$195.31, \$14.56; Northwest Pipe Fitting (supplies) \$1,825.63; One Call (service) \$10.50; Postmaster (postage) \$186.55; Raquel Merritt (service) \$30.00; RT Communications (phones) \$632.92; S & S Parts and Performance (parts) \$690.17; Servall (mats) \$92.82; State Land & Investment Office (debt) \$3,295.68; Team Laboratory (supplies) \$1,017.00; Top Office Products, Inc. (service) \$51.00; Town of Upton (utilities) \$208.35; Upton Co-op (fuel, parts, supplies) \$1,815.78; UVFD (reimburse) \$452.83; Verizon (phone) \$43.66; Weston County Gazette (publishing) \$483.00; WY Retirement (benefit) \$6,95.59, \$281.25.

The following invoices will be paid from grant and/or loan funds when received: NONE

SALARIES: \$29,279.28

CLAIMS DENIED: NONE

There being no public comment, COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER STIRMEL SECONDED a motion to approve the Special Event Permit for the Upton High School bonfire to be held on October 15, 2020 as long as the Upton Volunteer Fire Department is available. All ayes, MOTION CARRIED.

COUNCIL MEMBER STIRMEL MOVED, COUNCIL MEMBER JOE WATT SECONDED a motion to take the sale of property in the Sawmill Addition off the table for discussion. All ayes, MOTION CARRIED.

Mayor Protem David Watt asked for public comment regarding the land sale, there being none, COUNCIL MEMBER JOE WATT MOVED, COUNCIL MEMBER STIRMEL SECONDED a motion to approve the sale of Block 40 in the Sawmill Addition to Kyle Materi of WYO Services, LLC. for the previously agreed upon price of \$40,000.00. All ayes, MOTION CARRIED.

COUNCIL MEMBER JOE WATT MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to take the Resolution No. 14, 2020 off the table for discussion. All ayes, MOTION CARRIED.

Mayor Protem David Watt asked for public comment regarding the vacation of portions of Whitetail Street and the alley in Block 40 of the Sawmill Addition, there being none, COUNCIL MEMBER STIRMEL MOVED, COUNCIL MEMBER JOE WATT SECONDED a motion to approve Resolution No. 14, 2020 entitled: A RESOLUTION FOR THE VACATION OF THE ALLEY and PORTIONS OF WHITETAIL STREET IN BLOCK 40, SAWMILL ADDITION, TOWN OF UPTON, WYOMING. All ayes, MOTION CARRIED. The approved resolution is available for viewing online at www.townofupton.com or in person at City Hall.

Lori Olson, Scott Gerber and Danny Hart of the Upton Airport Board updated the Council on a grant application for the development of a Master Plan for the Upton Municipal Airport. The Wyoming Aeronautics Commission had approved allocation of up to \$100,000.00 of FYE 2020 discretionary funds, if any funds were left at the end of fiscal year at their March meeting. The WAC then officially awarded \$100,000.00 in grant funds to the Upton Municipal Airport at their August meeting and gave word that the match approved had been updated to an 80/20 split between the state and local funding source last week. Lori Olson has submitted a deviation letter asking for the Commission to allow a 90/10 split that will be reviewed and decided upon at the September 16, 2020 meeting. The development of a Master Plan for the airport is the only path forward to access state and/or federal aviation monies. There being no further public comment, COUNCIL MEMBER JOE WATT MOVED, COUNCIL MEMBER STIRMEL SECONDED a motion to approve Resolution No. 16, 2020 entitled: A RESOLUTION AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO WYOMING DEPARTMENT OF TRANSPORTATION AERONAUTICS DIVISION FOR A MASTER PLAN GRANT ON BEHALF OF THE GOVERNING BODY FOR THE TOWN OF UPTON, WYOMING in the amount of \$100,000.00. Matching funds will be determined when an official grant and local match split is determined by the WAC. All ayes, MOTION CARRIED. The approved resolution is available for viewing online at www.townofupton.com or in person at City Hall.

Mayor Protem David Watt asked for public comment regarding Change Order No. 2 from Hot Iron, Inc. for an increase in the amount of \$3,350.00 for the Pearl Street Project, there being none, COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER JOE WATT SECONDED a motion to approve Change Order No. 2 from Hot Iron, Inc. to increase the contract amount by \$3,350.00 for a total price of \$514,197.87 for the Pearl Street Project. All ayes, MOTION CARRIED.

Mayor Protem David Watt asked for public comment regarding the vacation of Cherry Street in Block 6 of the County Clerks Addition, there being none, COUNCIL MEMBER JOE WATT MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve Resolution No. 17, 2020 entitled: A RESOLUTION FOR VACATION OF CHERRY STREET IN BLOCK 6 IN THE COUNTY CLERKS ADDITION, TOWN OF

Unofficial Minutes of the Regular Meeting September 8, 2020

UPTON, WYOMING. The street and cul-de-sac are platted but will not be developed. All ayes, MOTION CARRIED. The approved resolution is available for viewing online at www.townofupton.com or in person at City Hall.

Mayor Protem David Watt asked for public comment regarding the vacation of the alley in Block 13 of the First Enlargement of the Neiman Addition, there being none, COUNCIL MEMBER STIRMEL MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approved Resolution No. 18, 2020 entitled: A RESOLUTION FOR VACATION OF THE ALLEY IN BLOCK 13 OF THE FIRST ENLARGEMENT OF THE NEIMAN ADDITION, TOWN OF UPTON, WYOMING. Mayor Protem David Watt recused himself from voting due to a conflict of interest. All ayes, MOTION CARRIED. The approved resolution is available for viewing online at www.townofupton.com or in person at City Hall.

No information for a MOU from the Weston County WIC office was received prior to the meeting and will be discussed at the October meeting.

Mayor Protem David Watt asked for public comment regarding Town of Upton Policy 012-Emergency Expenditures, there being none, COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER JOE WATT SECONDED a motion to approve Policy 012-Emergency Expenditures. The policy is the final provision asked of the Town by the Wyoming Department of Audit in the FYE 2018 findings report. All ayes, MOTION CARRIED.

Chief Bridge was not in attendance but had submitted her report prior to the meeting.

Chief Strong gave his report.

Superintendent Lindstrom gave his report.

Clerk/Treasurer Millar gave her report.

Mayor Protem David Watt asked for public comment regarding the approval of the FYE 2019 Financial Statements (audit) prepared by ACM, LLP (now known as BDO of Laramie, Wyoming. Findings in the report were “Lack of segregation of duties” and “Lack of knowledge to prepare the financial statements”, both noted as common findings in small local government settings and mitigated by policies in place by the governing body of the Town of Upton. There being no public comment, COUNCIL MEMBER JOE WATT MOVED, COUNCIL MEMBER STIRMEL SECONDED a motion to accept the Financial and Compliance Report as of June 20, 2019 from ACM, LLP. All ayes, MOTION CARRIED. The approved report is available for viewing online at www.townofupton.com/finacialandbudgetinformation or in person at City Hall.

Mayor Protem David Watt asked for public regarding the Unclaimed Property list, there being none, Clerk/Treasurer Millar noted that one person on the listing had responded and given an updated address for their property to be resent. COUNCIL MEMBER STIRMEL MOVED, COUNCIL MEMBER JOE WATT SECONDED a motion to approve the Unclaimed Property Report. All ayes, MOTION CARRIED.

There being no further business, COUNCIL MEMBER JOE WATT MOVED, COUNCIL MEMBER STIRMEL SECONDED a motion to adjourn. All ayes, MOTION CARRIED. The meeting adjourned at 7:41 p.m.

David Watt, Mayor Protem

Attest Kelley Millar, Clerk-Treasurer