

Town of Upton
Regular Town Council Meeting
February 9, 2021

THE REGULAR MEETING of the Town Council of Upton, Wyoming was called to order at 7:00 p.m. on Tuesday, February 9, 2021 at the Upton City Hall located at 725 2nd Street in Upton, Wyoming.

Present: Mayor Travis Beck, Council Members Justin Norman, Joe Watt, Dennis Stirmel and Nicholas Trandahl. Staff present included Attorney Mark Hughes, Clerk/Treasurer Kelley Millar, Superintendent Mark Lindstrom, Chief Susan Bridge, Officer David Larson, Police Clerk Kami Erland and Fire Chief John Strong. Public attendance included Ann Barker with the *Weston County Gazette*, Traci Haynes, Sandy Upton, Upton Airport Manager Lori Olson and Kenny Rathbun with Bearlodge Engineering.

COUNCIL MEMBER STIRMEL MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve the Consent Agenda which included the January 12, 2021 regular meeting minutes as published, claims paid to date in February and claims paid in January including utilities, payroll expenses and approved grant expenses. All ayes, MOTION CARRIED.

COUNCIL MEMBER STIRMEL MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve payment of the Upton CoOp and Weston County Gazette bills with Council Members Watt and Trandahl recusing themselves due to a conflict of interest. All ayes, MOTION CARRIED.

CLAIMS PAID:

Deposit Refund (refunds) \$34.20, \$50.00; Reimbursements: \$93.75, \$122.00, \$13.51, \$14.54; Transfer (reserves, debt service) \$500.00, \$600.00, \$670.00; Alpha Communications (service) \$50.00; AT&T (phones) \$264.94; BDO USA, LLP (audit) \$5,400.00; Bearlodge Engineering (services) \$805.00; Black Hills Energy (utilities) \$2,078.48, \$1,508.09; BlueCross Blue Shield of WY (benefits) \$13,877.10; Chase Cardservices (parts, supplies, training, fuel, postage, equipment) \$4,015.60; City of Newcastle (dispatch) \$1,686.00; Collins Communications, Inc. (service) \$242.00; CW Waste (contract) \$11,664.00; Dana Kepner Co. (supplies) \$552.02; Department of Treasury (taxes) \$10,146.72; Energy Laboratories (samples) \$86.00; FirstNet (phones) \$176.04; Gillette Steel (parts) \$1,290.40; Great Western Tire (service) \$70.00; Hughes Law Office (retainer) \$1,600.00; Joe's Food Center (supplies) \$59.43; Linda Taebel (services) \$78.75; Linstad's (service) \$407.45; Newman Traffic Signs (signs) \$184.39; One Call of WY (service) \$28.75; Postmaster (postage) \$190.44; PRECorp (utilities) \$756.96; Range (phones) \$643.84; Raquel Merritt (services) \$60.00; Record Supply (supplies, parts) \$41.40; S & S Parts and Performance (parts) \$316.95; Servall (mats) \$92.82; Top Office Products, Inc. (service/supplies) \$140.90; Town of Upton (utilities) \$208.35; Ultimate Specialties (equipment) \$121.70; Upton Co-op (fuel, parts, supplies) \$3,108.33; UVFD (reimburse) \$795.58; Verizon (phone) \$44.34; Weston County Gazette (publishing) \$420.00; Weston County Senior Services (contribution) \$3,000.00; WY Law Enforcement Academy (fees) \$25.00; WY Retirement (benefit) \$6,911.84, \$243.75; WYO Service, LLC (services) \$3,770.00.

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

SALARIES: \$36,979.17

CLAIMS DENIED: NONE

Sandy Upton came before the Council to ask about abatement of dilapidated properties and junk vehicles in town and asked if the Town had a building inspector. Superintendent Lindstrom, Attorney Hughes and Mayor Beck all commented that the initial efforts to clean up properties had been very successful and indicated that a follow up campaign would be appropriate. Chief Bridge did note that her department is working with several Unofficial Minutes of the Regular Meeting February 9, 2021

property owners for clean up as well. She noted that vehicles are somewhat exempted from current ordinances regarding junk and nuisances but that business licensing or permitting changes may be appropriate.

Lori Olson delivered an update on the Airport Master Plan progress and invited the Council and staff to a meeting on February 24th, 2021 with WYDOT for developing the scope of the project and taking the next steps forward.

Mayor Beck asked for public comment regarding the correction to Ordinance No. 5, Series 2020 vacating an alley. There being none, COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER STIRMEL SECONDED a motion to approve the correction to Ordinance No. 5, Series 2020 entitled: AN ORDINANCE VACATING THE ALLEY IN BLOCK 13, FIRST ENLARGEMENT OF THE NEIMAN ADDITION, TOWN OF UPTON, WESTON COUNTY, WYOMING. Clerk/Treasurer Millar noted that the previously adopted ordinance read correctly in the title, but the wrong legal description was listed in the body of the document and that action only corrects the information to reflect the intent accurately. All ayes, MOTION CARRIED.

At approximately 7:20 p.m. Mayor Beck opened the budget hearing by asking for public comment. There being none, there hearing was closed at 7:21 p.m.

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

Increase the General Fund Budget in the amount of \$2,500.00 by budgeting \$2,500.00 from General Fund Cash Reserves. The monies will be used for replacement of computers and equipment at City Hall in the amount of \$2,500.00.

All ayes, MOTION CARRIED.

Abbey Hagerman with BDO USA, LLP, the Town's auditor, joined the meeting by phone at 7:22 p.m. with the final audit follow up for the fiscal year ending June 30, 2020.

Mayor Beck asked for public comment regarding Resolution No. 1, 2021. There being none, COUNCIL MEMBER TRANDAHL MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve Resolution No. 1, 2021 entitled: A RESOLUTION OF AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE WESTON COUNTY NATURAL RESOURE DISTRICT COMMUNITY TREE PLANTING PROGRAM ON BEHALF OF THE GOVERNING BODY FOR THE TOWN OF UPTON in the amount of \$500.00. Clerk/Treasurer Millar explained that this would be for additional trees at the Upton City Park along the already established natural weather barrier by the shelter. All ayes, MOTION CARRIED.

Mayor Beck asked for public comment regarding Resolution No. 2, 2021. There being none, COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER NORMAN SECONED a motion to approve Resolution No. 2, 2021 entitled: A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE UPTON ECONOMIC DEVELOPMENT BOARD ON BEHALF OF THE GOVERNING BODY FOR THE TOWN OF UPTON in the amount of \$440.00. Clerk/Treasurer Millar explained that this was some of the matching funds for the WCNRD Community Tree Planting Program grant. All ayes, MOTION CARRIED.

At approximately 7:35 p.m. Mayor Beck opened the liquor license renewal hearing by asking for public comment. There being none, Mayor Beck asked for staff input. Clerk/Treasurer Millar indicated that ITT Services, dba Irontown Tavern and Western Royalties, dba Sunset Amigos were in full compliance at this time and Oddette Inc., dba Cowboy Bar was missing some application items and had not filed an annual report with the Wyoming Secretary of State making the applicant out of compliance presently. Council Member Norman asked if this was the same applicant that had had compliance issues in the past and that was confirmed by Clerk/Treasurer Millar. Clerk/Treasurer Millar recommended that approval be given for the two applicants in full compliance and that conditional approval be granted for the remaining applicant pending full compliance

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before the expiration of the current license period. COUNCIL MEMBER TRANDAHL MOVED, COUNCIL MEMBER STIRMEL SECONDED a motion to approve retail liquor license renewals for ITT Services, dba Irontown Tavern and Western Royalties, dba Sunset Amigos and conditionally approve a retail liquor license for Oddette Inc., dba Cowboy Bar pending full compliance before the expiration of the current license period. All ayes, MOTION CARRIED.

Chief Bridge delivered her report and noted the potential purchase of a Conex or similar type storage container that would be used for evidence storage that is currently outgrowing the space allotted inside the police department building. The container would be shared with public works and placed at the City Shop property where it could be under surveillance and secured.

Chief Strong gave his report.

Superintendent Lindstrom gave his report and update the Council on an approval for the State Revolving Fund loans for the Willow Street Project. He noted that there were more financial projections requested by the Office of State Lands before the signed paperwork would be available and asked for conditional approval of the Design Engineering Contract with Bearlodge Engineering so upon completion of the loan paperwork, engineering and permitting work could begin immediately with the possibility of bidding the work this year. After a quick review of the contract, standard language used in previous projects with Bearlodge, Mayor Beck asked for public comment. There being none, COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to conditionally approve the Design Engineering contract with Bearlodge Engineering in the tentative amount of \$ 90,560.00. All ayes, MOTION CARRIED.

Clerk/Treasurer Millar gave her report and presented a request to have alcohol at the Upton Community Center. Mayor Beck asked for public comment regarding the request. There being none, COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve a request to have, not sell, alcoholic beverages at a fundraiser at the Upton Community Center on February 20, 2021. All ayes, MOTION CARRIED.

Council Member Stirmel opened a discussion for the purchase of vehicles for the Upton Police Department. He presented two options, one being to purchase all three replacement vehicles at once using one of the CDs and monies from the PD Reserve account for upfitting and the other option to purchase two replacement vehicles using a similar funding mechanism with the understanding that the additional replacement would need to be purchased in the next year. He also noted a planned 5-year phase out plan where the vehicles would be traded out for new while they still had value and the Town would still be contributing to a vehicle replacement reserve. After discussion, COUNCIL MEMBER STIRMEL MOVED, COUNCIL MEMBER TRANDAHL SECONDED a motion to move forward with the purchase of one replacement police department vehicle in the approximate amount of \$53,000.00 using the PD Reserve and interest monies in the PEAKS Cash account. All ayes, MOTION CARRIED. Chief Bridge is awaiting a return call to ensure that the proposed vehicle is still available.

There being no further business, COUNCIL MEMBER STIRMEL MOVED, COUNCIL MEMBER WATT SECONDED a motion to adjourn. All ayes, MOTION CARRIED. The meeting adjourned at 8:24 p.m.

Travis Beck, Mayor

Attest Kelley Millar, Clerk-Treasurer