

Town of Upton  
Regular Town Council Meeting  
January 12, 2021

**THE REGULAR MEETING** of the Town Council of Upton, Wyoming was called to order at 7:00 p.m. on Tuesday, January 12, 2021 at the Upton City Hall located at 725 2<sup>nd</sup> Street in Upton, Wyoming.

Present: Mayor Travis Beck, Council Members Dennis Stirmel and Nicholas Trandahl. Staff present included Attorney Mark Hughes, Clerk/Treasurer Kelley Millar, Chief Susan Bridge, Officer David Larson and Fire Chief John Strong. Public attendance included Brittany Trandahl, Ann Barker, Traci Haynes and Weston County Natural Resource Manager Caleb Carter. Council Member Justin Norman joined the meeting at 7:47 p.m.

Newly elected Council Member Nicholas Trandahl took his oath of office and was seated.

Mayor Beck then called out appointments for 2021 in the following particulars:

Vice Mayor-Justin Norman

Attorney: Mark Hughes of Hughes Law Office

Municipal Judge: Christopher Ringer of Ringer Law P.C.

Financial Institutions for depositories: First Tier Bank, First State Bank of Newcastle, Wyoming CLASS Fund, Wyoming Government Investment Fund, PEAKS Investments, Pinnacle Bank and WyoSTAR I & II funds

Official Newspaper: Weston County Gazette

Commissioner Appointments:

General Government-Justin Norman

Police Department- Dennis Stirmel

Water & Sewer- Joe Watt

Landfill & Streets- Nicholas Trandahl

Mayor Beck asked for comments, concerns and questions. There were none.

Mayor Beck noted the intended use of the Rule of Necessity due to the absence of Council Members Watt and Norman asked for a motion to approve the Consent Agenda to include the Upton CoOp and Weston County Gazette bills. COUNCIL MEMBER STIRMEL MOVED, COUNCIL MEMBER TRANDAHL SECONDED a motion to approve the Consent Agenda which included the December 8, 2020 regular meeting minutes as published, claims paid to date in January and claims paid in December including utilities, payroll expenses and approved grant expenses. All ayes, MOTION CARRIED.

**CLAIMS PAID:**

Deposit Refund (refunds) \$19.55; Reimbursements: NONE; Transfer (reserves, debt service) \$500.00, \$600.00, \$670.00, \$4,940.24; Alpha Communications (service) \$50.00, \$50.00; Arrow Services (fuel) \$38.56; AT&T (phones) \$322.57; Bearlodge Engineering (services) \$967.90; Black Hills Energy (utilities) \$1,102.46; Blakeman Propane (fuel) \$30.75; Cambria Supply (supplies) \$172.13; Chase Cardservices (parts, supplies, training, fuel, postage, equipment) \$3,961.48; City of Newcastle (dispatch) \$1,686.00; Collins Communications, Inc. (service) \$242.00; Crook County District Court (garnishment) \$796.96; CW Waste (contract) \$11,664.00; Dana Kepner Co. (supplies) \$1,292.50; Dearborn National Life Insurance (benefit) \$109.73; Department of Treasury (taxes) \$12,458.35; Department of Workforce (benefits) \$16.43, \$319.87, \$4,292.43; Eastern Wyoming Equipment Company (tools) \$224.28; Energy Laboratories (samples) \$322.00; FirstNet (phones) \$175.76; Fisher Sand & Gravel (supplies) \$598.83; Gillette Steele (parts) \$542.00; Great Western Tire (service) \$949.40; Hughes Law Office (retainer) \$1,600.00; Joe's Food Center (supplies) \$33.13; Linda Taebel (services) \$172.50; Northwest Pipefitting (parts, supplies) \$2,834.70; One Call of WY (service)

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\$9.00; Postmaster (postage) \$183.05; PRECorp (utilities) \$629.30; RT Communications (phones) \$641.57; S & S Parts and Performance (parts) \$893.08; Scott's Small Engine Repair (service) \$70.00; Servall (mats) \$92.82; Team Laboratory Chemical, LLC (supplies) \$103.75; Titan Machinery (parts) \$55.00; Top Office Products, Inc. (service) \$51.00; Town of Upton (utilities) \$166.68; Ultimate Specialties (equipment) \$427.40; Upton Co-op (fuel, parts, supplies) \$2,996.33; UVFD (reimburse) \$369.61; Verizon (phone) \$43.82; Weston County Gazette (publishing) \$556.50; WWQ & PCA (dues) \$120.00; WY Retirement (benefit) \$7,795.58, \$243.75; Yellowstone Valley Parts (supplies) \$668.42.

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

**SALARIES:** \$48,525.16

**CLAIMS DENIED: NONE**

Caleb Carter, Manager for the Weston County Natural Resource District, came before the Council to introduce himself and deliver the District's annual report. The Council appreciated his time and looks forward to working together.

Mayor Beck asked for public comment regarding the second correction to Resolution No. 15, 2020-Clean Water State Revolving Fund Application. There being none, Superintendent Lindstrom explained that the Office of State Lands had found an error in the previous resolution and asked for a correction in the amount of \$158,777.00. COUNCIL MEMBER TRANDAHL MOVED, COUNCIL MEMBER STIRMEL SECONDED a motion to approve the corrected Resolution No. 1, 2020 entitled: A RESOLUTION AUTHORIZING SUBMISSION OF AN APPLICATION TO THE STATE LOAN AND INVESTMENT BOARD FOR A LOAN THROUGH THE STATE REVOLVING FUND ON BEHALF OF THE GOVERNING BODY OF THE TOWN OF UPTON in the corrected amount of \$158,777.00 for the Willow Street Project. All ayes, MOTION CARRIED. The resolution is available for review in person at City Hall or online at [www.townofupton.com](http://www.townofupton.com).

Mayor Beck asked for public comment regarding the Mayor's signature on the updated Joint Powers Agreement from the Wyoming Association of Risk Management. Clerk/Treasurer Millar explained that the changes clarify withdrawal from the Town's property insurance pool and the associated ramifications of improper notice. She further explained that when an entity in the pool does not give adequate notice as required, the entire pool had suffered making up the shortages caused, and the changes would mitigate any similar situations in the future. COUNCIL MEMBER STIRMEL MOVED, COUNCIL MEMBER TRANDAHL SECONDED a motion to approve the Mayor's signature on the updated JPA from WARM. All ayes, MOTION CARRIED.

COUNCIL MEMBER TRANDAHL MOVED, COUNCIL MEMBER STIRMEL SECONDED a motion to approve holding a budget amendment hearing in the following particulars:

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

This matter will be considered and acted upon by the Town Council of Upton, Wyoming at approximately 7:15 p.m. at the regular meeting held at 7:00 p.m. on February 9, 2021 in City Hall at 725 2<sup>nd</sup> Street, Upton, Wyoming.

COUNCIL MEMBER STIRMEL MOVED, COUNCIL MEMBER TRANDAHL SECONDED a motion to approve a liquor license hearing for renewal applications at approximately 7:30 p.m. on February 9, 2021 during the regular meeting. All ayes, MOTION CARRIED.

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Clerk/Treasurer Millar presented the Town's investment policy for acknowledgement by the Council. No changes to the policy approved in November 2019 have been made, however, the Department of Audit had asked for the policy to be acknowledged by the governing body.

Chief Bridge presented her report and information for the purchase of three Police Responder vehicles to the Council. Mayor Beck asked for further discussion before any action would be taken regarding the purchase of vehicles.

Chief Strong gave his report. Mayor Beck expressed concerns regarding the lack of volunteer staff for the ambulance and fire service in Upton and asked Chief Strong if there was anything that would help with recruitment of new volunteers. The Upton Volunteer Fire Department has been actively seeking recruits for both fire and EMS positions without much luck. Anyone interested in volunteering should contact Chief Strong or City Hall for more information.

Superintendent Lindstrom gave his report and updated the Council on the progress of the State Revolving Fund applications for the Willow Street Project and the cardboard compactor that should be available for use by the public soon.

Clerk/Treasurer Millar gave her report and mentioned that broadband options previously discussed might have some grant avenues for deployment asking that the Council have the topic on their radar for future discussions.

Attorney Hughes offered some information about how the paid ambulance service in Sundance operated.

Mayor Beck thanked outgoing Council Member David Watt for his eight years of service to the Town.

There being no further business, COUNCIL MEMBER STIRMEL MOVED, COUNCIL MEMBER TRAND AHL SECONDED a motion to adjourn. All ayes, MOTION CARRIED. The meeting adjourned at 7:59 p.m.

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Travis Beck, Mayor

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Attest Kelley Millar, Clerk-Treasurer