

Town of Upton
Regular Town Council Meeting
September 7, 2021

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

Present: Mayor Travis Beck, Council Members Dennis Stirmel, Justin Norman and Nicholas Trandahl. Council Member Joe Watt joined the meeting at 7:02 p.m. Staff present included Clerk/Treasurer Kelley Millar, Superintendent Mark Lindstrom, Fire Chief Mike Hiatt and Police Chief Susan Bridge. Public attendance included Ann Barker with the *Weston County Gazette*, Rick Rothleutner with the Upton Gun Club, Tiffany & Les Riehemann with the Upton Volunteer Fire Department, Tanya Hespe with Wyo Help, and Stacie Hoxie.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER TRANDAHL SECONDED a motion to approve the minutes of the August 10, 2021 regular meeting as published. All ayes, MOTION CARRIED.

COUNCIL MEMBER STIRMEL MOVED, COUNCIL MEMBER TRANDAHL SECONDED a motion to pay the claims for September to date. All ayes, MOTION CARRIED.

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

COUNCIL MEMBER STIRMEL MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve the claims from the Upton CoOp and the Weston County Gazette with Council Member Trandahl recusing himself due to a conflict of interest. Council Member Watt was absent for the vote. All ayes, MOTION CARRIED.

CLAIMS PAID:

Deposit Refund (refunds) NONE; Reimbursements \$134.40; Transfer (reserves, debt service) \$500.00, \$1,200.00, \$670.00; Alpha Communications (lease) \$50.00; Arrow Service (fuel) \$194.20; AT&T (phones) \$251.62; Black Hills Energy (utilities) \$7,159.71; Blue Cross Blue Shield of WY (benefits) \$11,991.91; Chase Cardservices (parts, supplies, training, fuel, postage, equipment) \$4,615.90; City of Newcastle (dispatch) \$1,686.00; Collins Communications, Inc. (service) \$242.00; Contractor's Supply (parts) \$2,272.00; CW Waste (contract) \$11,664.00; Department of Treasury (taxes) \$11,187.28; Emily Cork (service) \$300.00; Energy Laboratories (samples) \$826.00; FirstNet (phones) \$176.00; Hughes Law Office (retainer) \$1,600.00; Independent Internet Solutions, Inc. (service) \$1,490.00; Joe's Food Center (supplies) \$241.22; One Call of WY (locates) \$5.25; Northwest Pipefitting (supplies) \$1,025.10; Postmaster (postage) \$210.80; Range (phones) \$635.24; Raquel Merritt (service) \$30.00; Scott Lindstrom (lease) \$3,000.00; Servall (service) \$119.82; Sundance Extinguisher (service) \$197.00; Team Laboratory Chemical, LLC (supplies) \$157.00; Titan Machinery (parts) \$1,561.62; Top Office Products, Inc. (service/supplies) \$106.66; Town of Upton (utilities) \$208.35; Upton Chamber of Commerce (Fly In grant expenses) \$1,085.58; Upton Co-op (fuel, parts, supplies) \$3,087.35; USA Blue Book (supplies) \$80.17; UVFD (reimburse) \$203.59; Verizon (phone) \$79.62; Weston County Clerk (fees) \$12.00; Weston County Gazette (publishing) \$737.47; Weston Engineering (service) \$26,682.76; WY OSLI (debt service) \$7,620.51; WY Retirement (benefit) \$7,561.96, \$187.50; Wyoming Signs (supplies) \$236.46.

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

SALARIES: \$40,494.99

Unofficial Minutes of the Regular Meeting September 7, 2021

CLAIMS DENIED: NONE

Tanya Hespe came before the Council to inform them about the service Wyo Help offers in Weston County and asked that the late fees for utility bills paid through the Wyo Help group for delinquent customers be waived. Mayor Beck asked for public comment and got concurrence that waiving the late fees was acceptable for this type of payment assistance. COUNCIL MEMBER TRANDAHL MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve the waiver of late fees for utility bills paid through the Wyo Help assistance program. All ayes, MOTION CARRIED.

Mayor Beck read a Proclamation declaring Saturday, September 11, 2021 as Patriot Day in honor of the 20th anniversary of terrorist attacks on the United States and added a Proclamation declaring Saturday, September 11, 2021 as John Strong Day in honor of the late and beloved Fire Chief who passed away on September 5, 2021, for the dedication and support he has given to the emergency services of this area and surrounding areas throughout his life. He further expressed sympathy for Chief Strong's family, friends and colleagues on behalf of the of the Town of Upton and asked those in attendance to join him in observing a moment of silence. COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve the Mayor's signature on the proclamation. All ayes, MOTION CARRIED.

Stacie Hoxie came before the Council to inquire about the status of having chickens in city limits. Mayor Beck advised her that this Council was not in favor of allowing chickens in town at this time. She thanked the Council for their time and stated that she would return in the spring for further discussion.

Mayor Beck asked for public comment regarding holding a budget amendment hearing at the October 12, 2021 meeting at approximately 7:15 p.m. to amend the FY 2021-2022 budget in the following particulars:

Increase the Water Fund Budget by \$26,700.00 by budgeting \$26,700.00 from the Water Well & Tank Maintenance Reserves. The monies will be used for expenses incurred to repair Well #7 in May 2021 not originally budgeted for due to a missing invoice.

There being no public comment, COUNCIL MEMBER STIRMEL MOVED, COUNCIL MEMBER TRANDAHL SECONDED a motion to approve holding the hearing. All ayes, MOTION CARRIED.

Mayor Beck asked for public comment in regards to concurrence for the two year review of the Weston County Emergency Operations Plan, Mass Fatalities Plan, Evacuation Plan and Debris Management Plan.

Clerk/Treasurer Millar explained what the documents entailed and presented the Town of Upton Annex to the Debris Management Plan for review with no changes. There being no further comments, COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve concurrence with the Weston County Plans including the updating of the Upton Annex to the Debris Management Plan. All ayes, MOTION CARRIED.

At approximately 7:14 p.m., Mayor Beck opened the budget amendment hearing by asking for public comment. Council Member Watt asked about the financial status of the Upton Golf Association. Mayor Beck explained that financial statements had been previously provided but had been lacking since changes to the board make up and those reports would be requested again. With Mayor Beck citing a previous decision to pay for the bill in question the hearing closed at 7:18 p.m. COUNCIL MEMBER STIRMEL MOVED, COUNCIL MEMBER TRANDAHL SECONDED a motion to approve amending the budget in the following particulars:

Increase the General Fund Budget by \$740.00 by budgeting \$740.00 from General Fund Cash Reserves. The monies will be used at the Cedar Pines Golf Course for pumping of the septic system.

All ayes. MOTION CARRIED.

Mayor Beck asked for public comment regarding Resolution No. 10, 2021 for submission of a grant to the Wyoming Community Development Authority's Community Development Block Grant fund. The CDBG program had previously been administered through the Wyoming Business Council and recently moved to the Unofficial Minutes of the Regular Meeting September 7, 2021

WCDA's purview. The application process included a letter of intent submitted before the August 31, 2021 deadline and requires two public hearings to be held on Thursday September 16, 2021 and Thursday September 23, 2021 at 7:00 p.m. at Upton City Hall for citizen input and participation. The project selected for the application is the Water Storage Transmission improvements, repairs & replacements in the amount of \$500,000.00. There being no further comments, COUNCIL MEMBER TRANDAHL MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve RESOLUTION NO. 10, 2021 entitled: A RESOLUTION ACKNOWLEDGING THE DEVELOPMENT OF A CITIZEN PARTICIPATION PLAN IN CONJUNCTION WITH THE SUBMISSION OF A GRANT APPLICATION TO THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG) FOR THE PROGRAM YEAR 2021 ON BEHALF OF THE GOVERNING BODY FOR THE TOWN OF UPTON, WESTON COUNTY, WYOMING. All ayes, MOTION CARRIED.

Chief Bridge gave her report and answered question related to response time for the recent burglary in Upton.

Chief Hiatt gave his report and updated the Council on actions taken to ensure the Town's safety with the passing of Chief Strong. He explained that several old members had rejoined the department and that three new EMT candidates were also voted on to the department recently. He also noted that Newcastle Fire Department and Weston County Fire Protection District had reached out to offer support and reiterated the working relationships between departments within the county.

Superintendent Lindstrom gave his report and noted that work in the Lagoon #3 easement had been going smoothly. He was also able to secure the Honor Camp for clean up at the cemetery and around town for some dying tree clean up.

Clerk/Treasurer Millar gave her report and reminded the Council that both she and the Deputy Clerk would be in Casper for training next week. She also reminded the group of the upcoming dispatch meeting on Tuesday, September 21, 2021 at 4:00 p.m. at the Newcastle Fire Hall.

Mayor Beck updated the group on a conversation with Gary Barnes, Upton Senior Center Board President about the meals being served in a different manner at the Weston County Senior Center versus the sack lunches being sent to the Upton seniors. He will follow up with Mr. Barnes and the Weston County Senior Center representation and report back at the October meeting.

At 7:39 p.m., COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER STIRMEL SECONDED a motion to retire into executive session regarding litigation as per Wyoming State Statute 16-4-405(a)(iii) potential litigation. All ayes, MOTION CARRIED.

At 8:16 p.m., COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER STIRMEL SECONDED a motion to resume the regular meeting with no action taken from the executive session.

There being no further business, COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER STIRMEL SECONDED a motion to adjourn. All ayes, MOTION CARRIED. The meeting adjourned at 8:16 p.m.

Travis Beck, Mayor

Attest Kelley Millar, Clerk-Treasurer