

Town of Upton
Regular Town Council Meeting
April 12, 2022

THE REGULAR MEETING of the Town Council of Upton, Wyoming, was called to order at 7:00 p.m. on Tuesday, April 12, 2022, at the Upton City Hall located at 725 2nd Street in Upton, Wyoming.

Present: Mayor Travis Beck, Council Members Joe Watt and Nicholas Trandahl. Council Members Justin Norman and Dennis Stirmel were absent. Staff present included Attorney Mark Hughes, Clerk/Treasurer Kelley Millar, Superintendent Mark Lindstrom, Chief of Police Susan Bridge and Fire Chief Mike Hiatt. Public attendance included Kade McMillan with the *Weston County Gazette*, Les Riehemann and Tiffany Riehemann with the Upton Volunteer Fire Department, and Rick Rothleutner with the Upton Gun Club, Roxanne Duarte, Jeremy Remington, Mikel and Tabitha Pierce with the Upton Golf Association, Don Stevenson, Melissa Stubbs and Tonia Mills with the City of Newcastle.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER TRANDAHL SECONDED a motion to approve the minutes as published for the March 8, 2022 regular meeting. All ayes, MOTION CARRIED.

COUNCIL MEMBER TRANDAHL MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve the claims paid to date for April. All ayes, MOTION CARRIED.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER TRANDAHL SECONDED a motion to approve the claims paid in March to include utilities, payroll, and approved grant expenses.

Due to the rule of necessity, COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER TRANDAHL SECONDED a motion to approve the claim for the Upton CoOp and the Weston County Gazette. All ayes, MOTION CARRIED.

CLAIMS PAID:

Deposit Refund (refunds) \$125.00, \$125.00, \$125.00, \$53.35; Reimbursements: \$231.02, \$192.00, \$3.77, \$105.99; Transfer (reserves, debt service) \$500.00, \$1,200.00, \$670.00; Alpha Communications (tower lease) \$50.00, \$50.00; AT&T Mobility (phones) \$248.43; Bailey Crackel (service) \$315.00; BDO USA, LLP (audit) \$13,650.00; Bearlodge Engineering (service) \$1,460.00; Black Hills Energy (utilities) \$343.50, \$1,502.39, \$5,704.84; Black Mountain Software (ARPA) \$2,667.50; Blue Cross Blue Shield (benefit) \$13,876.75; Border States (parts) \$2,125.32; Cambria Supply (parts) \$192.27; Chase Cardservices (parts, supplies, training, fuel, postage, equipment) \$11,079.38; City of Newcastle (dispatch) \$1,686.00; Collins Communications, Inc. (service) \$58.00; Crook County District Court (garnishment) \$732.32; CW Waste (contract) \$12,528.00 Dearborn National Life Insurance Co. (benefit) \$96.87; Department of Treasury (taxes) \$11,608.25; Department of Workforce Services (benefit) \$495.07, \$5,446.75; Eastern Wyoming Equipment Co. (parts) \$91.49; Emily Cork (service) \$345.00; Energy Laboratories (samples) \$387.00; FirstNet (phones) \$175.48; Gillette Steel (parts, ARPA) \$1,339.40; Hughes Law Office (retainer) \$1,600.00; Joe's Food Center (supplies) \$66.97; Joe Johnson Equipment, LLC. (parts) \$15,895.00; Local Govt. Liability Pool (insurance) \$5,059.00, \$500.00; Morgan Ranch (parts ARPA) \$936.00; Mountain View Plumbing & Heating (service) \$525.00; Northwest Pipefitting (parts, supplies) \$421.28; Postmaster (postage) \$206.40; PRECorp (utility) \$730.52, \$755.29; One Call of WY (locates, dues) \$14.25; Range (phones) \$622.86; Raquel Merritt (service) \$30.00; Record Distributing (parts, supplies) \$99.98; Robert's Machine & Repair (service) \$646.56; Russell Industries (parts) \$4,427.27; S & S Parts & Performance (parts, supplies) \$1,381.41; Servall (service) \$127.20; Top Office Supply (service) \$111.20; Town of Upton (utilities) \$208.35; Upton Co-op (fuel, parts, supplies) \$3,647.41; UVFD (reimburse) \$323.06; Verizon (phone) \$79.39; Weston County Gazette (publishing) \$295.50; Weston County Senior Services (contribution) \$3,000.00; WY Retirement (benefit) \$7,570.41, \$187.50; WYDOT (equipment) \$1,100.00.

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The following invoices will be paid from grant and/or loan funds when received: Bearlodge Engineering \$2,470.00 Willow Street Project, \$17,250.00, \$4,700.00 Emergency Lagoon Repair Project.

SALARIES: \$46,815.50

CLAIMS DENIED: NONE

Mayor Beck noted the following proclamations:

- Child Abuse Awareness and Prevention Month April 2022
- National Public Safety Communications Week April 10-16, 2022
- Arbor Day April 29, 2022
- Municipal Clerk's Week May 1-7, 2022
- National Firefighter's Day May 4, 2022
- National Public Works Week May 15-22, 2022
- National Police Week May 15-22, 2022
- Emergency Medical Services Week May 15-22, 2022

All proclamations are available at www.townofupton.com and in person at city hall.

There was no update for the WYDOT Pathways Project at this time.

Mayor Beck asked for public comment regarding Ordinance No. 1, Series 2022, there being none, COUNCIL MEMBER TRANDAHL MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve the second reading of Ordinance No. 1, Series 2022 entitled: AN ORDINANCE AMENDING SECTION 6.04.040 OF TITLE 6 (ANIMALS) OF THE UPTON MUNICIPAL CODE AND PROVIDING FOR AN EFFECTIVE DATE. All ayes, MOTION CARRIED.

Jeremy Remington and Roxanne Duarte spoke on behalf of the Upton Golf Association stating that the Board was reluctant to sign a new management agreement unless the water issue at the golf course was resolved first. The group asked about having a well drilled into the Madison formation and a pipeline being installed from city Well #6 as options for the water issue. With those options not seemingly feasible, the group proposed that the Town transfer the entirety of the golf course to the non-profit Upton Golf Association to include the land, buildings, and equipment so the group would be able to apply for golf course related grant funding. It was agreed that an official proposal for transfer of the property would need to be discussed with the entire council present. A special meeting will be set up for this purpose.

Mayor Beck asked for public comment regarding the selection of a voting delegate from the Town of Upton at the Summer Convention of the Wyoming Association of Municipalities to be held in June 2022 in Laramie, there being none, COUNCIL MEMBER TRANDAHL MOVED, COUNCIL MEMBER WATT SECONDED a motion to have Clerk/Treasurer Millar serve as Upton's voting delegate for the convention. All ayes, MOTION CARRIED. WAM will release proposed resolutions to be reviewed and voted on at the convention in the coming weeks and should be available at the May meeting. The resolutions approved at the convention set the agenda for legislative changes or updates that the municipalities would like to see in the upcoming general session of the Wyoming Legislature.

Mayor Beck asked for public comment regarding Upton's vote for members of the WAM-JPIC (health insurance company) Board of Directors. Clerk/Treasurer Millar currently serves on the board and made her recommendations and stated that all the candidates were qualified and capable to serve well. COUNCIL MEMBER TRANDAHL MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve the recommendations of Clerk/Treasurer Millar for the WAM-JPIC Board of Directors positions. All ayes, MOTION CARRIED.

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Mayor Beck asked for public comment regarding UPTON 003- Continuity Protocol. Clerk/Treasurer Millar explained the growing need and encouragement for having a continuity plan in place for all departments in the event of a natural or manmade disaster, noting that the actual plans would not be for public consumption to ensure the integrity and safety of operations should the need arise to enact continuity of operations measures. COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER TRANDAHL SECONDED a motion to approve UPTON 003- Continuity Protocol. All ayes, MOTION CARRIED.

Mayor Beck asked for public comment regarding UPTON 001-Credit Card Policy. Clerk/Treasurer Millar explained that the last line in the procedures portion of the policy was invalid as the credit card company no longer issues “points” to be redeemed. That section of the policy will be struck. COUNCIL MEMBER TRANDAHL MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve the update to UPTON 001-Credit Card Policy. All ayes, MOTION CARRIED.

Budget workshop dates were discussed and will be set once all of council and department head schedules are aligned.

Chief Bridge gave her report and updated council on the lack of resources for mental health care across the state. She is researching options. The Chief also gave brief update on the previous evening’s meeting concerning dispatch. Don Stevenson, Newcastle City Council, spoke to the council as well and clarified some statements made as to the City’s position on forming a Joint Powers Board to run dispatch services for Weston County and protecting the current dispatch employees. Melissa Stubbs, Head Dispatcher, was also in attendance and gave insightful information about how E911 funding works.

Chief Hiatt gave his report and noted that the department had participated in a community service day in March.

Superintendent Lindstrom gave his report.

Clerk/Treasurer Millar gave her report.

There being no further business before the Council, COUNCIL MEMBER STIRMEL MOVED, COUNCIL MEMBER TRANDAHL SECONDED A MOTION to adjourn. All ayes, MOTION CARRIED. The meeting adjourned at 8:21 p.m.

Travis Beck, Mayor

Attest: Kelley Millar, Clerk/Treasurer