

Town of Upton
Regular Town Council Meeting
January 10, 2023

THE REGULAR MEETING of the Town Council of Upton, Wyoming, was called to order at 7:00 p.m. on Tuesday, January 10, 2023, at the Upton City Hall located at 725 2nd Street in Upton, Wyoming.

Mayor Travis Beck called the meeting to order with the pledge of allegiance.

Present: Mayor Travis Beck, Council Members Joe Watt, Justin Norman, Nicholas Trandahl (Mayor-Elect) and Tiffany McMillan (Council-Elect). Staff present included Clerk/Treasurer Kelley Millar, Deputy Clerk/Treasurer June Shell, Superintendent Mark Lindstrom, Police Chief Susan Bridge, Fire Chief Les Riehemann and Attorney Mark Hughes. Public attendance Lisa Levasseur and Kade McMillan with the *Weston County Gazette*, Brittany Trandahl, Reece Riehemann, Kelly Wozney, Debbie Douglas, Denise Thompson, Delayne Haynes, Jaki Gustaf, Buffy Helwig, Glen Wise, Katina Spiker, Scott Gerber, Jack Elbersen, Danny Hart, Nate Todd, Rick Rothleutner, Tiffany Riehemann with the Upton Volunteer Fire Department.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve the consent agenda which included the minutes from the December 13, 2022 regular meeting as published, claims paid for January to date, and claims paid in December (utility payments, payroll, and approved grant/loan expenses). All ayes, MOTION CARRIED.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER TRANDAHL SECONDED a motion to approve the claim for the Upton CoOp with Council Member Watt recused due to a conflict of interest. All ayes. MOTION CARRIED.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to pay the claim for the Weston County Gazette with Council Member Trandahl recused due to a conflict of interest. All ayes, MOTION CARRIED.

A brief presentation of appreciation was given for Mayor Beck including recognition for setting the Beck Standard of Excellence in Municipal Leadership.

Mayor Nicholas Trandahl, Council Member McMillan and Attorney Hughes took their oaths of office.

Mayor Trandahl asked for nominations to fill the vacancy of Council Member for a remaining term through 2024. COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER WATT SECONDED a motion to nominate Rick Rothleutner to fill the vacancy of Council Member for a remaining term through 2024. All ayes MOTION CARRIED.

Council Member Rothleutner took his oath of office.

Mayor Trandahl made the following appointments:

Vice Mayor: Justin Norman

Attorney: Hughes Law Office/Mark Hughes in particular

Municipal Judge: Christopher Ringer

Financial Institutions: FirsTier Bank, Wyoming CLASS Fund, Wyoming Government Investment Fund, PEAKS Investment, Pinnacle Bank, WyoSTAR I & II Funds

Official Newspaper: Weston County Gazette

General Government Commissioner- Justin Norman

Public Safety Commissioner(to include PD & FD)- Tiffany McMillan

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Water & Sewer Commissioner- Joe Watt
Streets & Landfill Commissioner- Rick Rothleutner

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve the appointments. All ayes, MOTION CARRIED.

CLAIMS PAID:

Deposit/Overpayment (refunds) \$97.75; Reimbursements none; Transfer (reserves, debt service) \$500.00, \$1,200.00, \$670.00, \$4,932.50; Arrow Service (fuel) \$35.65; AT&T Mobility (phones) \$206.17; Bailey Cracker (service) \$240.00; Bearlodge Engineering (service) \$15,905.00; Big Horn Hydraulics (parts) \$111.80; Black Hills Energy (utilities) \$1,986.37, \$5,402.64; Black Mountain Software (service) \$1,511.50; Chase Cardservices (parts, supplies, training, fuel, postage, equipment) \$3,302.29; City of Newcastle (dispatch) \$1,686.00; ClingerHagerman (audit) \$6,500.00; Collins Communications, Inc. (service) \$58.00; Contractor's Supply (supplies) \$29.92; Crook County District Court (garnishment) \$688.98; CW Waste (contract) \$13,330.80; Dana Kepner (parts) \$11,65.15; Dearborn National (benefit) \$89.53; Department of Treasury (taxes) \$10,739.85; Department of Workforce Services (benefit) \$2,717.06; Emily Cork (service) \$180.00; FirstNet (utility, equipment ARPA) \$2,917.90, \$175.72; Gillette Steel Center (parts) \$96.00; Hughes Law Office (retainer) \$1,600.00; Inland Truck Parts (parts) \$168.93; Joe's (supplies) \$67.61; McKaylia Stevenson (service) \$60.00; Norco (supplies) \$159.78; Northwest Pipefitting (parts) \$3,570.54; One Call of WY (locates) \$6.00; Postmaster (postage) \$227.48; PRECorp (utility) \$951.29; Range (phones) \$626.39; Record Distributing (parts) \$71.97; S&S Parts & Performance (parts) \$206.28; Servall (service) \$46.73; Sundance Extinguisher (service) \$241.50; Top Office Supply (service) \$51.00; Town of Upton (utilities) \$377.55; Upton Co-op (fuel, parts, supplies) \$3,896.41; Verizon (phone) \$90.33; Weston County Clerk (elections) \$1,705.19; Weston County Gazette (publishing) \$418.13; Weston County Senior Service (contribution) \$3,000.00; WY Retirement (benefit) \$6,5118.78, \$168.75.

The following invoices will be paid from grant and/or loan funds when received: Bearlodge Engineering (service) \$9,087.50, \$1,137.50, \$8,487.50 for the Willow Street Project, Pearl Street Project Phase II, and Emergency Lagoon Project.

SALARIES: \$35,057.19

CLAIMS DENIED: NONE

Dan Palmgren was not present for public comment.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve the third reading of Ordinance No. 3, Series 2022 entitled: AN ORDINANCE REPEALING ORDINANCE NO. 235, SERIES 1977, AS AMENDED BY ORDINANCE NO. 5, SERIES 1998 AND PROVIDING FOR AN EFFECTIVE DATE. Mayor Trandahl asked for public comment. Clerk/Treasurer Millar explained the reasoning for repealing the ordinance due to a lack of need for a franchise agreement to be codified and the current ordinance having expired and no longer relevant to operations in the Town of Upton. All ayes, MOTION CARRIED.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER WATT SECONDED a motion to sign off on a memorandum of understanding from HD Architecture regarding a possible "Dollar Tree/Family Dollar being constructed and operated for the DT/FD use on the subject property." Several citizens spoke against signing the MOU and a few in attendance gave favorable input for the possibility of a new opportunity. The council ultimately decided to gather information from the concerned citizens and pose the questions to HD Architecture instead of taking a position on the MOU. All nays, MOTION FAILED.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER MCMILLAN SECONDED a motion to approve Resolution No. 1, 2023 entitled: A RESOLUTION OF THE TOWN OF UPTON DESIGNATING THE AUTHORIZED SIGNERS FOR THE TOWN OF UPTON ACCOUNTS. Mayor Trandahl asked for public comment and noted that the resolution would remove outgoing Mayor Travis Beck from accounts, add Mayor Nicholas Trandahl, and keep Vice Mayor Justin Norman, Clerk/Treasurer Kelley Millar and Deputy Clerk/Treasurer June Shell on the towns financial accounts. All ayes, MOTION CARRIED.

Clerk/Treasurer Millar presented a proposed change to the agreement between the Town and the Upton Gun Club regarding property and liability insurance. Upon the advice of Attorney Hughes, COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to table the addendum to the February meeting. All ayes, MOTION CARRIED.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER MCMILLAN SECONDED a motion to approve holding the liquor license hearing for renewals on Tuesday, February 14, 2023 at approximately 7:30 p.m. All renewals are in compliance at this time. All ayes, MOTION CARRIED.

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve Resolution No. 2, 2023 entitled: A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE WESTON COUNTY NATURAL RESOURCE DISTRICT COMMUNITY TREE PLANTING PROGRAM ON BEHALF OF THE GOVERNING BODY FOR THE TOWN OF UPTON. Clerk/Treasurer Millar explained the grant program that the Town has participated in the for the last few years to get a living weather barrier built on the west side of picnic shelter at the park. The amount of the WCNRD is \$500.00. All ayes, MOTION CARRIED.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve Resolution No. 3, 2023 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. Clerk/Treasurer Millar noted that this grant is matching funds to the resolution above in partnership with the UEDB as in previous years. The amount of the application is \$580.00 and the town will provide in-kind labor with a value of \$360.00, bringing the to project cost to \$1,440.00 for the purchase of 20 Black Hills Spruce trees. All ayes, MOTION CARRIED.

Clerk/Treasurer Millar presented UPTON 007-Investment Policy with FYE 2023 Acknowledgement and UPTON 037-Conflict of Interest Policy with FYE 2023 Acknowledgement to the council. She noted that these policies are presented each year to be reviewed and acknowledged.

Chief Bridge gave her report.

Chief Riehemann gave his report.

Superintendent Lindstrom gave his report.

Clerk/Treasurer Millar gave her report and asked for anyone interested in attending the Winter WAM Convention in Cheyenne Jan. 25-27, 2023 to finalize those plans so registrations can be completed and unneeded hotel rooms can be released.

Attorney Hughes informed the council of the need for an ordinance outlining how a vacancy on the governing body is determined and the process to fill such a vacancy. He will bring a draft for the February meeting.

Mayor Trandahl asked the council about the Weston County Commissioners holding quarterly meetings in Upton in the Council Chambers. All agreed to make the chambers available.

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There being no further business before the Council, COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER NORMAN SECONDED A MOTION to adjourn. All ayes, MOTION CARRIED. The meeting adjourned at 8:22 p.m.

Nicholas Trandahl, Mayor

Attest: Kelley Millar, Clerk/Treasurer