

Town of Upton
Regular Town Council Meeting
June 19, 2023

THE ANNUAL APPROPRIATIONS HEARING for the Town of Upton was called to order at 6:30 p.m. on Monday, June 19, 2023 at the Upton City Hall located at 725 2nd Street in Upton, Wyoming. Mayor Trandahl opened the hearing asking for public comment regarding the proposed budget for the fiscal year ending June 30, 2024. Clerk/Treasurer Millar commented that with recent grant, loan and local match draws on projects the budget overall would be reduced approximately \$400,300 from the published hearing notice. No other changes were noted. There was no other public comment. The hearing was closed at 6:32p.m.

THE REGULAR MEETING of the Town Council of Upton, Wyoming, was called to order at 7:00 p.m. on Monday, June 19, 2023, at the Upton City Hall located at 725 2nd Street in Upton, Wyoming.

Present: Mayor Nicholas Trandahl, Council Members Joe Watt, Justin Norman, Rick Rothleutner, and Tiffany McMillan. Staff present included Clerk/Treasurer Kelley Millar, Superintendent Mark Lindstrom, and Police Chief Susan Bridge. Public attendance included Lisa LeVasseur with the *Weston County Gazette*, Terry McCalla, Sandy Stevens with Crook County Family Violence and Kenny Rathbun with Engineering Associates.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER MCMILLAN SECONDED a motion to approve the consent agenda which included the minutes from the May 9, 2023 regular meeting as published, minutes from the June 5, 2023 special meeting as published, claims paid for June to date, and claims paid in May (utility payments, payroll, and approved grant/loan expenses). All ayes, MOTION CARRIED.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve the claims for the Upton CoOp & Weston County Gazette with Council Member Watt and Mayor Trandahl recused due to a conflict of interest. All ayes. MOTION CARRIED.

CLAIMS PAID:

Deposit/Overpayment (refunds) \$58.51, \$35.95, \$66.46, \$78.51; Transfer (reserves, debt service) \$500.00, \$1,200.00, \$670.00; ACED Embroidery (patches, jacket) \$241.00; Alpha Communications (tower lease) \$50.00; Arrow (fuel) \$136.18; AT&T Mobility (utilities) \$206.42, \$206.42; Bailey Crackel (service) \$765.00; Black Hills Energy (utilities) \$4,436.76, \$573.50, \$5,245.68, \$217.96; Blue Cross Blue Shield (benefit) \$12,276.74; Border States Electric (parts) \$110.80; Chase Cardservices (parts, supplies, training, fuel, postage, equipment) \$6,670.00; City of Billings, MT (Garbage Cans) \$3,000.00; City of Newcastle (dispatch) \$1,686.00; Collins Communications, Inc. (service) \$58.00; Crackel Artworks LLC (mural) \$1,247.61, Crook County District Court (garnishment) \$791.64; CW Waste (contract) \$12,504.00; Dana Kepner Co.(supplies, parts) \$4,082.03; Department of Treasury (taxes) \$11,334.27; Emily Cork (service) \$270.00; Energy Labs (testing) \$404.00; Engineering Associates (service) \$3,045.00; FirstNet (utility) \$400.40, \$351.60; Hawkins (supplies) \$3,091.25; Hughes Law Office (retainer) \$1,600.00; Joe's (supplies) \$127.48; Local Government Liability Pool (FD renewal) \$500.00; McKaylia Stevenson (service) \$60.00; Morgan Ranch (supplies) \$950.00; News Letter Journal (supplies) \$30.00; One Call of WY (locates) \$13.50; Postmaster (postage) \$245.76; PRECorp (utility) \$508.31; Range (phones) \$635.51; S & S Parts and Performance (service, parts) \$292.10, \$992.59; Servall (service) \$93.46; Sundance Extinguisher (service) \$64.00; Top Office Supply (service, supplies) \$180.90; Town of Rolling Hills (reimbursement) \$203.05; Town of Upton (utilities, correction) \$365.00, \$175.00; Upton Co-op (fuel, parts, supplies) \$3,943.31; UVFD (reimbursement) \$212.76; Verizon (phone) \$79.91; Weston County Gazette (publishing) \$558.25; Weston County Clerk (fees) \$12.00; Weston County Sheriff (inmate housing) \$130.00; Wyoming Department of Health (refunds) \$212.92; WYDOT Financial Services (supplies) \$14.76; WY Retirement (benefit) \$7,191.00, \$168.75.

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The following invoices will be paid from grant and/or loan funds when received: Engineering Associates (service) \$11,982.80, \$1,515.00, \$9,143.23, \$3,729.61, \$3,264.30 for the Highway 16 Crossing Project, Pearl Street Project, Emergency Lagoon Project, 6th Street Project, Willow Street Project; Hot Iron, Inc. (service) \$5,685.00, \$108,916.98 for the 6th Street Project; Wyoming Earth Moving Co. (service) \$8,048.22, \$152,916.33 for the Emergency Lagoon Project;

SALARIES: \$30,944.26

CLAIMS DENIED: NONE

Terry McCalla came before the council to present a complaint regarding an abandoned home on Whitetail Street and the WYDOT drainage in front of his home on Ash Street. Mayor Trandahl noted that the abandoned home in question was currently in the process of abatement. Chief Bridge shared some history for the property. Superintendent Lindstrom will contact WYDOT for direction regarding the drainage.

Council Member McMillan gave an update from the Upton Golf Association as a representative was unable to attend the meeting. She presented a funding request of \$7,500.00 to go toward a matching grant from the Wyoming Land and Water Conservation program. A special meeting was set for Wednesday, June 28, 2023 at 7:00 p.m. to review the grant application.

Sandy Stevens with Crook County Family Violence introduced herself and gave updates on the transition her office is handling for Weston County FOCUS.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve the third and final reading of Ordinance No. 2, Series 2023 entitled: AN ORDINANCE AMENDING PORTIONS OF CHAPTER 8 SECTIONS 8.04.025 for the Requirements for Garbage Collection Service. The amendment changes the time limit for leaving a can on the street or in the city right of way from 48 to 24 hours after it has been emptied. If a can is picked up for violation of the amended ordinance, a fee will be charged to have the can returned. All ayes, MOTION CARRIED. A complete copy of the ordinance is available for viewing at City Hall or at www.townofupton.com.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER MCMILLAN SECONDED a motion to approve Ordinance No. 3, Series 2023 entitled: ANNUAL APPROPRIATION ORDINANCE FOR THE FISCAL YEAR ENDING JUNE 30, 2024. With no further changes to the budget, all ayes, MOTION CARRIED. The ordinance will be published in the Weston County Gazette and is available for viewing at City Hall or at www.townofupton.com.

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve Resolution No. 8, 2023 entitled: A RESOLUTION OF THE TOWN COUNCIL OF UPTON, WESTON COUNTY, WYOMING ESTABLISHING A SERVICE FEE FOR TRASH CARTS NOT IN COMPLIANCE WITH THE AMENDMENTS OF ORDINANCE NO. 2, SERIES 2023-TRASH COLLECTIONS. The resolution establishes a \$40.00 service for carts left on the street or in the city right of way for more than 24 hours after being emptied and further establishes that all fees must be paid in full in order for a trash cart to be returned. The citation process of violations of the ordinance is still intact. All ayes, MOTION CARRIED.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER MCMILLAN SECONDED a motion to approve Resolution No. 15, 2023 entitled: A RESOLUTION OF THE TOWN COUNCIL OF UPTON, WESTON COUNTY, WYOMING ADOPTING UTILITY RATE AMOUNT INCREASES FOR THE FISCAL YEAR 2023-2024. Clerk/Treasurer Millar detailed the rate increases for water, sewer and garbage services and Unofficial Minutes of the Regular Meeting June 19, 2023

explained the establishment of the recycling fee for the cardboard compactor. It was noted that Wyoming State Statute requires all enterprise (water, sewer, garbage, etc.) to be self-sustaining. All ayes, MOTION CARRIED. The full resolution will be published in the Weston County Gazette and is available for viewing at City Hall or at www.townofupton.com.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER MCMILLAN SECONDED a motion to approve Change Order No. 1 for the Pearl Street Phase II Project. The Change Order reconciles the actual cost of the project to the actual quantities for an increase of \$16,355.23 bringing the total contract from \$302,367.15 to \$318,722.37. Kenny Rathbun with Engineering Associates explained the reconciling process. All ayes, MOTION CARRIED.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER MCMILLAN SECONDED a motion to approve Change Order No. 4 for the Willow Street Project. The Change Order reconciles the actual cost of the project to the actual quantities for a decrease of \$737.00 bringing the total contract from \$907,887.74 to \$907,150.74. All ayes, MOTION CARRIED.

Chief Bridge gave her report noting a successful community outreach event had been held at the Community Center with several new engagements. Council Members McMillan and Watt inquired about nighttime patrol scheduling and response times. Chief Bridge offered to share information regarding call volume and scheduling offline. Council Member Rothleutner shared that the interactions he has had with Officer Allen and Chief Bridge were positive experiences and he commended their behavior.

Chief Riehemann submitted his report prior to the meeting.

Superintendent Lindstrom gave his report and updated that the Highway 16 Crossing bid opening will be held on June 27, 2023. Council Member McMillan asked if the golf course could have some mosquito chemical.

Clerk/Treasurer Millar gave her report. She shared a charter agreement from the North East Wyoming Outdoor Recreation Collaborative (NEWORC) on behalf of Council Member Rothleutner for review. This matter will be on the special meeting agenda for June 28, 2023. It was also noted that Council Members Rothleutner and McMillan had been appointed to the board pending the approval of the Mayor's signature on the charter agreement.

There being no further business before the Council, COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER MCMILLAN SECONDED A MOTION to adjourn. All ayes, MOTION CARRIED. The meeting adjourned at 9:17 p.m.

Nicholas Trandahl, Mayor

Attest: Kelley Millar, Clerk/Treasurer