

Town of Upton
Regular Town Council Meeting
March 14, 2023

THE REGULAR MEETING of the Town Council of Upton, Wyoming, was called to order at 7:00 p.m. on Tuesday, March 14, 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, Foreman Amber Ryan, Police Chief Susan Bridge and Attorney Mark Hughes. Public attendance Kade McMillan with the *Weston County Gazette*, Lori Materi with the Airport Board, Tim Wick with Morrison-Maierle, AJ Schutzman with WYDOT Aviation and Kelly Wozney.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER MCMILLAN SECONDED a motion to approve the consent agenda which included the minutes from the February 14, 2023 regular meeting as published, claims paid for March to date, and claims paid in February (utility payments, payroll, and approved grant/loan expenses). All ayes, MOTION CARRIED.

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve the claims for the Upton CoOp and the 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) \$61.00, \$125.00; Reimbursements NONE; Transfer (reserves, debt service) \$500.00, \$1,200.00, \$670.00; Alpha Communications (tower lease) \$50.00; Bailey Crackel (service) \$240.00; Bearlodge Engineering (service for 6th Street, Pathways and Pearl Street Phase II Projects) \$1,240.00, \$2,087.50, \$210.00; Blue Cross Blue Shield (benefit) \$12,276.74; Chase Cardservices (parts, supplies, training, fuel, postage, equipment) \$8,214.68; City of Newcastle (dispatch) \$1,686.00; Collins Communications, Inc. (service) \$58.00; Crook County District Court (garnishment) \$700.25; CW Waste (contract) \$12,924.00; Dana Kepner (parts) \$1,878.36; Department of Treasury (taxes) \$9,261.96; Emily Cork (service) \$285.00; Energy Labs (testing) \$66.00; Environmental Products (parts) \$320.22; FirstNet (utility) \$200.20, \$175.96; Honnen Equipment (parts) \$50.36; Hughes Law Office (retainer) \$1,600.00; Iron Creek Services (supplies) \$461.50; Joe's (supplies) \$68.79; Local Government Liability Pool (insurance) \$500.00; \$4,846.00; Mission Communications (service) \$623.40; Northwest Pipefitting (parts) \$446.32; One Call of WY (dues, locates) \$1.50; Postmaster (postage) \$244.32; PRECorp (utility) \$807.16; Railroad Mgmt Co. (lease) \$344.67; Range (phones) \$629.65; S&S Parts and Performance (parts, service) \$1,121.65; Servall (service) \$93.46; Sundance Extinguisher (service) \$300.00; Team Labs (supplies) \$825.00; The Radar Shop (service) \$273.00; Top Office Supply (service) \$51.00; Town of Upton (utilities) \$377.55; Upton Chamber of Commerce (tables) \$450.00; Upton CoOp (fuel, parts, supplies) \$2,870.82; USA Bluebook (supplies) \$700.28; UVFD (reimbursement) \$225.56; Verizon (phone) \$85.38; Weston County Gazette (publishing) \$553.13; WY Retirement (benefit) \$6,057.22, \$168.75.

The following invoices will be paid from grant and/or loan funds when received: Wyoming Earth Moving Co. (service) \$14,503.45 for the Emergency Lagoon Project.

SALARIES: \$29,119.92

CLAIMS DENIED: NONE

Lori Materi introduced Tim Wick with Morrison-Maierle and AJ Schutzman with WYDOT Aviation to present and answer questions regarding the completion and approval of the Upton Municipal Airport Master Plan document. Mr. Wick gave an overview of the process for Chapters 5-Preferred Alternatives and Chapter 6-Costs and Financing portions of the plan. Mr. Wick and Mr. Schutzman answered questions from Council. Ms. Materi filled in information for the discussion as well. Mr. Wick noted that a public open house would be scheduled for April 11, 2023 at 6:00 p.m. for the public to view the completed information and ask questions as part of the process and funding requirements of WYDOT Aviation. The open house will be advertised.

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve the Upton Chamber of Commerce's request to have, not sell, alcohol at the Upton Community Center on Saturday, March 18, 2023 for the 10th Annual Festival of Tables. Mayor Trandahl asked for public comment, there being none, all ayes MOTION CARRIED.

Mayor Trandahl read the request to hold a budget amendment hearing at approximately 7:15 p.m. during the regular meeting on April 11, 2023 to amend the FYE 2023 budget in the following particulars:

- a. Increase the Water Fund Budget in the amount of \$1,057,400.00 by budgeting \$898,790.00 to be received from the Water & Sewer ARPA Funds awarded at the October Special SLIB meeting and \$158,610.00 from the Capital Improvement Reserve. The monies will be used for work on the 6th Street Water & Sewer project.
- b. Increase the Sewer Fund Budget in the amount of \$642,600.00 by budgeting \$546,210.00 to be received from the Water & Sewer ARPA Funds awarded at the October Special SLIB meeting and \$96,390.00 from the Capital Improvement Reserve. The monies will be used for work on the 6th Street Water & Sewer project.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER MCMILLAN SECONDED a motion to hold the hearing as stated above. Mayor Trandahl asked for public comment, there being none, all ayes MOTION CARRIED.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER MCMILLAN SECONDED a motion to approve the construction services contract with Bearlodge Engineering for the Emergency Lagoon project in an amount not to exceed \$20,000.00. Superintendent Lindstrom explained the contract and design updates. Mayor Trandahl asked for public comment, there being none, all ayes MOTION CARRIED.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve Change Order No. 2 from Bearlodge Engineering for the Emergency Lagoon project in an amount not to exceed \$20,000. This change includes material testing for \$615.00 and re-engineering costs for the project. Mayor Trandahl asked for public comment, there being none, all ayes MOTION CARRIED.

In Other New Business, Attorney Hughes presented Ordinance No. 1, Series 2023-Definition of Vacancy in the Office of Mayor or Councilman. COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER MCMILLAN SECONDED a motion to approve the first reading of Ordinance No. 1, Series 2023 entitled: AN ORDINANCE DEFINING "VACANCY" IN THE OFFICE OF MAYOR OR COUNCILMAN AND PROVIDING FOR A PROCEDURE TO FILL A VACANCY, SEVERABILITY, REPEALING CLAUSE AND PROVIDING FOR AN EFFECTIVE DATE. Mayor Trandahl asked for public comment, there being none, all ayes MOTION CARRIED.

Chief Bridge gave her report and updated the Council regarding dispatch discussions with Chief Bowles and Sheriff Colvard. There is no resolution at this time.

Chief Riehemann submitted his report prior to the meeting.

Superintendent Lindstrom gave his report and updated the Council about alley work that will be done. He will be attending the next Weston County Solid Waste District meeting to discuss a transfer station.

Clerk-Treasurer Millar gave her report that included a legislative update attachment. She also gave recommendations for the WAM-JPIC Board of Directors ballot of herself for a continued term in the town seat, Tony Cross from the Jackson Hole Airport Board (HR Director) and Torrey Racines from the Local Government Liability Pool (attorney) for the city, town or joint powers board seat. COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve the presented recommendation. Mayor Trandahl asked for public comment, there being none, all ayes MOTION CARRIED.

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 7:52 p.m.

Nicholas Trandahl, Mayor

Attest: Kelley Millar, Clerk/Treasurer