MINUTES OF THE REGULAR MEETING
OF THE TOWN COUNCIL OF UPTON, WYOMING
Held on October 13, 2015

THE REGULAR MEETING of the Town Council of Upton, Wyoming was held at 7:00 p.m. October 13, 2015 at the Upton Community Center located at 917 N HWY 116 in Upton, Wyoming. Present for the meeting were: Mayor Dustin Upton, Councilmen Mark Mitchell, and Nathan Todd. Also present were: Attorney Hughes, Joe Creamer, Mark Lindstrom, John Strong, Todd Bennington, Andrew McMillan, Chase Beyl, and Morgan Simianer, Dave Larson, Lori Olson, Neil Schiller, Victoria Schiller, Jory Hillman, Kelley Millar, and Rona Barker. Councilman Travis Beck joined the meeting at 7:15 p.m. Councilman David Watt was absent from the meeting.

Mayor Upton opened the meeting by leading the group in the Pledge of Allegiance.

Councilman Mitchell made a motion to approve the minutes of the regular meeting of the September 8, 2015 council meeting. Councilman Todd seconded the motion, all voted in favor. Motion carried.

The following bills presented for payment: ADI Insurance Agency, $19,985.00; AFLAC, $122.31; ADAMS-ISC, $949.00; Alpha Communications, $50.00; Arrow Service, $631.41; AT&T Mobility, $248.18; Bearlodge Engineering & Surveying, $200.00; BHP, $7,605.30; BC/BS, $8,977.50; B-4 Automotive, $81.76; Caselle, Inc., $5,415.00; Chase Cardmember Services, $1,557.00; City of Newcastle, $1,622.00; Collins Communications, $28.00, Contractors Supply, $455.42; C.W. Waste, $5,964.15; Deposit Refunds, $68.54; DXP, $133.00, Dept. of Treasury, $13,274.09; Department of Workforce Services, $132.78, $1,289.52, $364.72; Energy Laboratories, $190.00; First State Bank (transfer), $670.00; Galls, LLC, $46.04; Gateway Auto Supply, $34.53; Great Western Tire, $3,171.04; Howard White Construction, $200.00; $35,720.29; Hughes Law Office, $2,331.94; Industrial Alternator & Starter, $329.00; Joe's Food Center, $303.58; Midland Implement, $306.12; NCPERS, $16.00; Newman Traffic Signs, $423.17; Omega Computers, $25.00; One–Call of Wyoming, $26.25; Powder River Energy Corp., $134.27; Postmaster, $174.30; RT Communications, $1,108.44; Powerplan, $271.60; Record Supply, $415.00; Rockingtree Landscape, $130.00; Servall Uniform, $73.74; SourceGas Distribution, $89.07; Timberline Service, $73.78; Top Office Supply, $425.79; Upton Co-op, $173.29; $1,583.01; Upton Fire Department, $51.00; Walmart Community/RFCSLLC, $114.43; WDEQ, $234.98; Weston County Gazette, $460.85; Weston County Senior Services, $3,000.00; Wyoming Network, $50.00; Wyoming Retirement, $6,275.31, $405.00. **SALARIES:** Rona Barker, 2,745.24; Christopher Brooks, $494.54; David Brooks, $1,668.52; Joseph Creamer, $3,112.09; Patrick Crow, $300.14; Michael Hobbs, $2,671.00; Lynn Hofland, $3,482.94; Virginia Jenkins, $60.76; David Larson, $3,170.76; Mark Lindstrom, $4,490.72; Corina McPeters, $148.17; Kelley Millar, $2,157.77; Colleen Moneymaker, $429.89; Connie Montgomery, $226.09; William Palmer, $3,240.55; Jason Pinter, $1,318.26; Dustin Upton, $153.92; Robert Willis, $2,240.60. The following bills will be paid when grant funds are received: Schaefer Systems International, $30,102.00; Children's Playstructures & Recreation, $64,972.00. Councilman Todd made a motion to pay the bills. Councilman Mitchell seconded the motion, and all voted in favor. Motion carried.

Neil Schiller reported that his group has formed an LLC called the Upton Golf, LLC. A copy of the LLC will be provided to city hall. Neil then updated the Council in regard to their plans for the golf course. A lease agreement will be drawn up in the near future. Jory Hillman and Neil Schiller will both sign a release form so that they will be allowed to mow, etc. at the golf course.

Lori Olson conveyed that the grant application for the WDOT Aeronautics Division Grant has been approved contingent upon receiving the permit from the Forest Service. The acreage owned by the Town at the airport has been surveyed, and Superintendent Lindstrom will get a copy to Lori. Newcastle Airport updated their wiring and has donated the discarded wiring to the airport here at Upton. Lori told the Council that WYDOT will not fund for rural airport lighting, therefore, the Airport Board will seek other funding. Councilman Travis Beck joined the meeting during this time. At the November Council meeting, a request will be made to hold a budget hearing to amend the budget for the project.

Prior to the meeting, Mike Dodd asked City Hall to express his gratitude to the benevolent people of Upton. Due to this kindness, the Food Bank will be able to meet their utility obligation from here forward.

The playground equipment for the City Park has been ordered. Deputy Clerk Millar reported that November 7th and 8th is a scheduled "Community Build Day" at the park. Victoria Schiller asked if the Council would consider moving the discarded playground equipment to the baseball fields. To date, there are two other requests for the playground equipment. Mayor Upton will follow up on this.

Councilman Mitchell made a motion to purchase property insurance for the buildings at the golf course at a cost of approximately $500.00 per year. Councilman Beck seconded the motion, and all voted in favor. Motion carried. Councilman Beck made a motion to pay the Powder River Energy bill to the Upton Golf Association in the amount of $458.02 out of the Celler's Foundation grant. Future billings will be considered with the regular town bills. Councilman Mitchell seconded the motion, and all voted in favor. Motion carried. Councilman Mitchell then made a motion to approve paying $400 of the Joe's Food Center bill owed by the Golf Association out of the Celler's Foundation grant. Councilman Beck seconded the motion, and all voted in favor. Councilman Mitchell reported to the Council that the Celler's Foundation grant money could be used to pay for anything other than maintenance at the golf course.

The Council was reminded that nominations for the Local Government Liability Pool are due at the LGLP office no later than October 31, 2015.

Mayor Upton updated the Council in regard to his meeting with Dave Spencer with the Wyoming Business Council, Ray Norris, and Justin Mills with the UEDB. This meeting was in reference to applying for a grant to fund Option C at the City Park. The Development Board has hired a grant writer to apply for a grant. The plan is to meet the December 1st deadline with the Wyoming Business Council. The Development Board was still on board to pay the 50 percent match on the grant if approved.

At 7:30 p.m. Mayor Upton held a hearing to amend the Town Budget for FY2015-2016 in the following particulars:

1. Increase the General Fund Budget by $130,174.00 by budgeting $65,087.00 from the Upton City Park Playground Grant, and by budgeting $65,087.00 matching funds from the Upton Chamber of Commerce. The monies will be used to pay for the Upton City Park playground equipment.
2. Increase the General Fund Budget by $5,000.00 from The WYDOT Aviation Encouragement Grant. The money will be spent on expenses incurred from the Fly-In at the Upton Municipal Airport.
3. Increase the General Fund Budget by $6,550.42 by budgeting General Fund Cash Reserves, as deferred revenue from Celler's Foundation Tee Box Grant. The monies will be used to pay for Tee Boxes at the golf course.
4. Increase the Sanitation Fund Budget by $50,887.44 to be spent on the Trash Equipment Project by transferring that amount from the Water Fund Budget which is the result of transferring Consensus Grant Funds from one project to another. The funds will be moved from the First Street Project in the Water Fund.

There being no comments or objections, Mayor Upton called for a motion to amend the budget in the above four particulars. Councilman Beck made a motion to amend the budget. This motion was seconded by Councilman Mitchell, and all voted in favor. The budget amendment passed.

Superintendent Lindstrom spoke to the Council about options to move City Hall and the Upton Police Department over to the Upton Community Center in an effort to consolidate utility expenses and other costs associated with the three buildings. He presented a floor plan for one option and suggested a workshop to further discuss options and other floor plan ideas. Lindstrom also told the group that his experience at the SLIB meeting earlier this month indicated that funding for projects and local governments would become more scarce and difficult to secure in the near future. A workshop was scheduled for 6:30 p.m. on Tuesday, November 10, 2015 prior to the Town Council meeting.

A discussion regarding the new garbage cans ensued. Mayor Upton thanked Superintendent Lindstrom and CW Waste Services for their work in delivering the cans and notices. He asked that the Police Department communicate with the citizens about issues stemming from the garbage haul change and drive the routes the day after pick-up to make sure cans are being removed from the streets. The new trucks are unable to navigate all of the alleys in town so many pick-up locations have changed for citizens. Mayor Upton told the group that the move to automation was researched and discussed for years before the changes were made and that costs would significantly increase if the Town would have chosen a non-automated contract for garbage hauling.

Deputy Clerk Millar proposed changing the way electronic communications were sent to the Town Council members. Wyoming Network has set up email addresses for each Councilmember that will only be used for Town business. Councilman Mitchell moved to begin using the new email addresses, seconded by Councilman Beck. All voted aye and the motion passed.

Office Creamer presented the Council with a police report for review.

Fire Chief Strong presented the Council with reports for August and September; then updated the group on the search for a replacement structure truck. The Department has looked at about 30 trucks on paper but will need permission to pursue the remainder of the funding necessary to purchase a truck. Chief Strong also said that the UEDB was willing match up to $30,000 for a new truck and that the Department had roughly $10,000 from memorials dedicated to them. He and Superintendent Lindstrom will work together to find the best options to move forward. Councilman Beck moved to allow for a lease purchase agreement to be initiated, seconded by Councilman Mitchell. All voted aye and the motion passed.

Chief Strong also commented on the recently held homecoming bonfire for the Upton High School. He is confident that the school is aware that they need to get in contact with the Fire Department and the City Council before the bonfire is allowed in the future. They have also contemplated moving the location of bonfire to a less grassy area.

Attorney Mark Hughes updated the Council on abatement letters sent out and responses that have been received. Superintendent Lindstrom said that two properties are being torn down in the next few weeks, he is in conference with another recipient about mobile homes needing moved, and another is currently cleaning up their property. Some of the re-contacted letter recipients from the past have not made contact with the city at this time. One property owner requested that the Council look over a previously rejected plan for his property. Included in his request was that the Town of Upton clean up his property in exchange for a street easement. The Council reviewed the proposal and again rejected it citing that they would prefer to avoid that route in abating properties.

Superintendent Lindstrom gave his report. Mayor Upton asked that everyone be prepared next meeting to address issues arising from the new trash pick-up including a list of those asking for additional cans. Lindstrom said he had some comments about recycling from citizens receiving their cans. He is also looking into some sort of incentive plan for the disposal of cardboard and having cardboard trailers this winter. Cort Cundy, with CW Waste Services, Inc., will attend the next meeting to update the Council on the transition.

Mayor Upton presented a Joint Resolution from the Weston County Commissioners regarding moving Census Funds that were unused in FY 11-12 to the current budget for the purpose of completing a Criminal Evidence Processing Building for the County. Councilman Mitchell moved to support and sign the Joint Resolution, seconded by Councilman Beck. All voted aye and the motion passed. The Joint Resolution was signed and will be sent back to Weston County.

Mayor Upton called for a motion to enter into executive session regarding personnel matters at 8:15 p.m. Councilman Todd made the motion, seconded by Councilman Mitchell. The regular meeting resumed when Councilman Mitchell moved to adjourn the executive session, seconded by Councilman Beck at 8:30 p.m. No action was taken during the executive session.

There being no further business before the Council, a motion was made to adjourn by Councilman Beck, and it was seconded by Councilman Todd. All voted in favor, and the motion carried. The meeting adjourned at 8:31 p.m.

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Mayor

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Attest Clerk