Town of Upton
Regular Town Council Meeting
September 13, 2016

THE REGULAR MEETING of the Town Council of Upton, Wyoming was held at 7:00 p.m. on Tuesday, September 13, 2016 at the Upton Community Center located at 917 N HWY 116 in Upton, Wyoming.

Present: Vice-Mayor Travis Beck, Councilmen Mark Mitchell, Nathan Todd, and David Watt, Attorney Mark Hughes, John Strong, Joe Creamer, Kelley Millar, and Rona Barker.

Absent: Mayor Dustin Upton

Vice-Mayor Beck called the meeting to order by leading the group in the Pledge of Allegiance.

Councilman Watt made a motion seconded by Councilman Todd to approve the minutes of the regular meeting held on August 9, 2016, the minutes of the special meetings held on August 23, 2016 and August 31, 2016. All voted in favor and the motion passed.

Liz Barritt approached the Council for support to put a sun shade over the larger city park playground equipment. She explained that the Upton Economic Development Board was very supportive of the idea. Liz, with the help of Dr. Summer Stephens, will try to get grants to help pay for the project.

Joe Olson, representative of the Airport Board, asked that the Council award the low bid of $36,998.90 to WYO Services, LLC for the WYDOT Aeronautics Division Project No. 83V02X. The bid price included the base bid of $29,198.90 plus the bid alternate of $7,800.00 to add 1 Segmented Circle. Mr. Olson explained that his engineering services were donated as an in-kind match. Councilman Watt made a motion to approve the low bid from WYO Services in the amount of $36,998.90, the Notice of Award, and the Contract with Bid Documents. The motion was seconded by Councilman Mitchell. All voted "aye" and the motion carried. A contract with the Airport Board was discussed, but was not acted upon due to advice from Attorney Hughes.

Karen Ackerman presented an insurance quote for Property, Inland Marine, and Auto Physical Damage for the upcoming year. The quoted price was in the amount of $19,722.00 which is $263.00 less than last year. After discussion a motion was made by Councilman Watt to approve purchasing the insurance in the amount of $19,722.00. Councilman Mitchell seconded the motion, and all voted in favor. Motion carried.

Vice- Mayor Beck explained that Justin Mills had relayed that the UEDB was in favor of hiring Dale Buckingham Architects, LLC as the Architect in charge of the Upton Park Enhancement Project. He further stated that this was also the choice of the Council. At that time Councilman Mitchell made a motion, seconded by Councilman Todd to hire Dale Buckingham Architects, LLC for the Park Enhancement Project. All voted in favor, and the motion carried. Mr. Buckingham will be instructed to send the contract agreement to Attorney Hughes for review. In addition, Attorney Hughes advised that no contract between the Town and UEDB was needed.

Councilman Watt made a motion to pass on second reading ORDINANCE NO. 4, SERIES, 2016 entitled: AN ORDINANCE GRANTING A NONEXCLUSIVE FRANCHISE TO POWDER RIVER ENERGY CORPORATION TO CONSTRUCT, ACQUIRE, OPERATE AND MAINTAIN AN ELECRIC SYSTEM IN THE TOWN OF UPTON, WYOMING. Councilman Mitchell seconded the motion, and all voted in favor. Motion carried.

Councilman Watt made a motion to pass on first reading ORDINANCE NO. 5, SERIES 2016 entitled: AN ORDINANCE PROHIBITING THE SUPLEMENT FEEDING OF CERTAIN ANIMALS; PROVIDING PENALTIES THEREFORE; AND PROVIDING FOR AN EFFECTIVE DATE. Councilman Todd seconded the motion, and all voted in favor. Motion carried.

Councilman Watt made a motion, seconded by Councilman Mitchell to pass Resolution No. 9, 2016 entitled: A RESOLUTION AUTHORIZING SUBMISSION OF A FEDERAL MINERAL ROYALTY CAPITAL CONSTRUCTION ACCOUNT GRANT APPLICATION TO THE STATE LOAN AND INVESTMENT BOARD ON BEHALF OF THE GOVERNING BODY FOR THE TOWN OF UPTON FOR THE PURPOSE OF: Update Street Lighting and Security Lighting. All voted "aye" and the motion carried.

Councilman Watt made a motion, seconded by Councilman Todd to approve the Joint Resolution to move the remaining $6,342.70 from the completed CWC #13104 (Criminal Evidence Processing Building) to the courthouse HVAC project. All voted in favor, and the motion passed.

Clerk Barker asked if the Council would agree to a Letter of Credit being sent to SourceGas and to BHE so that the Senior Center could put those utilities in their name. The Council was in agreement, and Attorney Hughes will write the letter as soon as he receives a form letter. The Council was reminded that LGLP Board vacancies nominations are due by October 31, 2016.

Deputy Clerk Millar reported that, as requested, she had priced GPS devices for asset management accountability. She was asked to provide a spreadsheet in regard to company pricing at the next council meeting. The Council also gave permission to place additional monies with the Wyoming Government Investment Fund for a better return on investment. Both Clerk Barker and Deputy Clerk Millar asked that a Councilmember check bank statements on a monthly basis.

The police report was submitted by Officer Creamer. When asked what he thought of having GPS devices, he said that he didn't see anything really wrong with having them just noting the size of the entity may not warrant the devices.

The fire department report was submitted by Chief Strong When asked what he thought of having GPS devices, he said that they could not be installed on county vehicles, and that multiple people are involved when operating the fire department equipment. Chief Strong also reported that bid invites had been sent to six companies, and that two places have shown interest in bidding on the fire structure truck.

The public works report was submitted prior to the meeting. No discussion was held.

Councilman Mitchell made a motion, seconded by Councilman Todd to pay the following bills: Aflac, $122.31; Advanced Drug Testing (test), $26.00; Alpha Communications (lease), $100.00; American Welding & Gas (supplies), $130.50; Arrow Services (fuel), $32.78; AT&T Mobility (phone), $404.74; BC/BS (ins.), $8,760.67; BHE (utility), $7,559.95; B-4 Automotive (parts), $588.97; Chase Credit (purchases), $532.88; City of Newcastle (dispatch), $1,686.00; Collins Communications (maintenance/alarm), $271.30; C.W. Waste (garbage), $5,964.15; Dana Kepner (repairs), $495.00; Department of Workforce Services (W.C.), $1,660.10; Deposit Refunds, $280.74; Energy Labs (testing), $340.00; First State Bank (trf.), $670.00; Hughes Law Office (attorney), $1,794.90; IRS (taxes), $13,084.44; Jesse Stockler (refund), $115.00; Joe's Food Center (supplies/fuel) $299.27; L.N. Curtis (supplies), $1,482.25; NCPERS (ins.), $16.00; News Letter Journal,(adv.) $ 379.50; Noman Engle (dirt), $627.50; N.W. Pipe Fittings (parts), $847.18; Newcastle Fire Suppression (service), $116.79; One-Call of Wyoming (locates), $24.00; Postmaster (postage), $165.58; Powder River Energy (utility) $771.14; Project

Works (parts), $279.16; RT Communications (phone), $765.50; RMIN (dues), $25.00; Servall (mats), $82.68; SLIB (loans), $3,295.78; SourceGas (utility), $155.62; Stotz Equipment (parts), $79.95; Titan Machinery, $286.99 (parts); Top Office Products (supplies), $170.85; Tracy Motor Company (parts), $29.88; Upton Co-op (fuel/parts), $2,909.43; Upton Fire Department (training), $137.94; Upton Golf LLC (fertilizer), $390.00; Weston County Gazette (adv.), $413.25; Weston County Public Health (vaccinations), $90.00; Weston Engineering (well repair), $19,876.07; WDOT (equipment/license tabs), $7,806.50; WARWS (conference), $275.00; Wyoming Network (web), $50.00; Wyoming Retirement (benefits), $7,185.76. **SALARIES:** Rona Barker, $2,942.10; David Brooks, $1,880.28; Joseph Creamer, $3,049.08; Patrick Crow, $300.14; Michael Hobbs, $2,685.46; Lynn Hofland, $3,700.59; Virginia Jenkins, $20.93; David Larson, $3,080.82; Mark Lindstrom, $4,873.52; Corina McPeters, $148.17; Kelley Millar, $2,483.30; William Palmer, $3,114.40; Dustin Upton, $103.92; Robert Willis, $2,335.63. All voted in favor, and the motion passed.

Attorney Hughes remarked that he felt that a long term lease agreement with the Senior Center was not in the best interest of the Town. He felt that could be risky as it would bind future councils to the agreement. A four or five year lease agreement would be more reasonable.

Deputy Clerk Millar was instructed to inform Dale Buckingham Architects, LLC that their firm has been awarded the contract for the Park Enhancement Project. She was further instructed to notify the unsuccessful firm.

Councilman Todd made a motion, seconded by Councilman Watt to retire into executive session for personnel issues. All voted "aye", and at 8:17 p.m. the Council began executive session. At 8:35 p.m. Councilman Todd made a motion, seconded by Council Mitchell to resume regular session. All voted "aye" and the motion carried. No action was taken.

There being no further business, a motion was made to adjourn by Councilman Watt, and seconded by Councilman Todd. All voted in favor and the motion passed. The meeting adjourned at 8:37 p.m.

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Mayor

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Attest Clerk