Town of Upton
Regular Town Council Meeting
June 13, 2017

THE REGULAR MEETING of the Town Council of Upton, Wyoming was held at 7:00 p.m. on Tuesday, June 13, 2017 at the Upton Community Center located at 917 N HWY 116 in Upton, Wyoming.

Present: Mayor Travis Beck, Councilmen Dennis Stirmel, Nathan Todd, and Justin Norman. Also present were: Attorney Mark Hughes, John Strong, Susan Bridge, Jim Parks, Brittany Trandahl, Kelley Millar, and Rona Barker.

Absent: Councilman David Watt.

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

Councilman Todd moved, seconded by Councilman Norman, to amend the minutes of May 9, 2017 to correct a claim for DRM, Inc. to read $16,063.97 instead of the misprint of $10,063.97. Councilman Stirmel moved, seconded by Councilman Todd to approve the amended minutes of the May 9, 2017 regular meeting. All voted in favor, and the motion passed.

Councilman Stirmel moved to pay the following claims: AFLAC (ins), $104.41; Alpha Communications (lease), $50.00; Arrow Service (fuel), $62.67; AT&T Mobility (cells), $406.25; BC/BS (ins), $10,490.68; BHE (utilities), $5,757.86; B-4 Automotive parts), $9.99, $710.48; Border States Electric (parts), $131.97; Bound Tree Medical (supplies), $119.57; Bullseye Promotions (name plates), $40.00; Children's Playstructures (parts), $266.00; Chase Cardmember Service (credit), $2,424.59; City of Newcastle (dispatch), $1,686.00; Collins Communications (alarm), $28.00; Contractor's Supply (parts), $627.54; CW Waste (garbage), $5,964.15; Deposit Refunds, $35.00; Dept. of Workforce Services (workers comp.), $328.32, $1,236.30: Dept. of Treasury (taxes), $12,939.16; Eastern Wyoming Equipment Co. (parts), $28.27; Energy Labs (testing), $400.00; First State Bank (trf), $670.00; Grimm's Pump (switch), $26.30; Hughes Law Office (attorney), $5,801.30; Joe's Food Center (supplies), $40.64; Kriz-Davis (parts), $1,961.63; Mark Lindstrom (fee), $18.00; Midland Implement (parts), $26.48; N.W. Pipe Fittings (parts), $339.67, $492.56; NCPERS Wyoming (ins), $16.00; Newcastle Fire Suppression (services), $443.27; Norco (parts), $3,688.81, (supplies), $124.94; Nor Mont Equip. (posts) $771.15; Omega Computers (maintenance), $222.50; One-Call of Wyoming (tickets), $12.75; Postmaster (postage), $166.26; Powder River Energy (utilities), $533.85; Project Works (materials), $87.84; RT Communications (phones), $927.90; Servall (mats), $128.94; Skaggs (uniforms), $145.95; Texas Refinery (grease), $349.50; Top Office Products (supplies/maint.), $93.49; Upton Coop (fuel/parts), $134.37, $2,119.31: Upton Fire Department (training), $1,147.38, (supplies), $141.53; USA BlueBook (shirts/parts), $1,059.02; Verizon Wireless (cells), $45.17; VersaTel (radio), $330.00; Walmart Community/RFCSLLC (supplies), $351.47; Weston County Gazette (adv.), $1,093.76; Weston County Senior Services (distribution), $3,000.00; Weston County Treasurer (fees), $105.23; Wyoming Network (web hosting), $50.00; Wyoming Retirement (pensions), $345.00, $6,825.54. The following invoices will be paid from grant funds when received: Arete Design Group (park project), $2,143.75; Bearlodge Engineering & Surveying (4th St. project), $2,290.00; Michael's Construction (park project), $98,561. **SALARIES:** $31,046.33. Councilman Norman seconded the motion, and all vote "aye". Motion carried.

Jim Parks requested two catering permits to serve beer during Fun Days on July 14th and 15th within a 20 ft. by 20 ft. covered tent that will be set up behind the east door of Country Corner. Councilman Todd made a motion, seconded by Councilman Norman to approve the permits. All voted in favor, and the motion passed.

An advertisement asking for an individual to serve on the Weston County Travel Commission Board will be placed in the local paper. This is to fill an open position on the Board.

Councilman Norman made a motion, seconded by Councilman Stirmel, to pass on an emergency basis ORDINANCE NO. 2, 3017 entitled: ANNUAL APPROPRIATION FOR THE FISCAL YEAR ENDING JUNE 30, 2018. All voted in favor, and the motion carried.

At 7:35 p.m. Mayor Beck opened the Budget Amendment Hearing by calling for a comment and objection period stating that the Town of Upton proposes to amend the Budget for the Fiscal Year 2016-2017 in the following particulars:

> Increase the General Fund Budget by $3,425.00 by budgeting from the General Fund Reserves and Increase the Water Fund Budget by $856.00 by budgeting from the Water Fund Reserves. The monies will be used for new employee wages.

There being no comments or objections, Councilman Norman made a motion, seconded by Councilman Stirmel to amend the budget. All vote "aye", and the motion carried.

Mayor Beck called for motions to hold a hearing to amend the FY2017-2018 Budget in the following particulars:

a. Increase the General Fund Budget by $18,243.00 by budgeting those funds from the General Fund Reserves. The monies will be used to remodel the police department. Councilman Norman made a motion, seconded by Councilman Stirmel, to hold a hearing. All voted in favor and the motion passed.
b. Increase the General Fund Budget by $10,094.00 by budgeting the remaining $5,147.94 grant monies and $4,946.06 from the General Fund Reserves. The monies will be used for additional grant approved equipment for the new fire truck. Councilman Norman made a motion, seconded by Councilman Stirmel, to hold a hearing. All voted "aye", and the motion carried.
c. Increase the Water Fund Budget by $513,829.96 by budgeting that amount from the remaining FMRCCA grant funds. The monies will be used to finish the Emergency 4th Street Water Project. Councilman Stirmel made a motion, seconded by Councilman Norman, to hold a hearing. All voted in favor, and the motion carried.

This matter will considered and acted upon by the Town Council of Upton, Wyoming at approximately 7:30 p.m. at the regular meeting that will be held on July 11, 2017.

Mayor Beck called for a motion to approve Change Order Number: 001 for the Park Enhancement Project. He explained that the Change Order was need to add flush valves for the toilets and urinals in the restrooms. He further explained that the additional work would be covered by grant and UEDB funds. Councilman Stirmel made a motion, seconded by Councilman Norman, to approve Change Order: 001. All voted in favor, and the motion carried. This Change Order will increase the contract price with Michael's Construction, Inc. by $2,947.96 making the new contract price $630,744.96.

C.W. Waste Services Inc. asked the Council to add a 2 year extension to their contract for the removal of solid waste inside the city limits of the Town of Upton. Councilman Todd made a motion to approve the 2 year extension and align the contract to read from July 1 through June 30 of each year. Councilman Norman seconded the motion, and all voted in favor. Motion passed. Contractually the price will remain the same at $5,964.15.

Councilman Todd asked for an explanation of on-call time and overtime, and how it is figured. On-call time and overtime was then discussed. Payroll procedures were also discussed. Mayor Beck suggested having a workshop to review and make possible changes to the payroll policy.

Discussion was held in regard to updating the price of liquor licenses. Council Todd made a motion to set all license fees at minimum pricing. This motion died for lack of a second. Councilman Norman then made a motion to approve Resolution No. 10, 2017 that sets the retail license fee at $500 with all other licenses at the minimum price. Council Stirmel seconded the motion, and all voted in favor. Motion carried. The Resolution is as follows:

RESOLUTION NO. 10, 2017
A RESOLUTION ESTABLISHING FEES FOR THE ISSUANCE OF ALCOHOL AND MALT BEVERAGE LICENSES AND PERMITS WITHIN THE TOWN OF UPTON, WYOMING

WHEREAS, pursuant to the applicable laws of the State of Wyoming, the Town of Upton, acting through its Governing Body, is authorized to set certain fees to be charged by the Town of Upton for the issuance of the local alcohol and malt beverage licenses and permits which are provided for under the applicable laws of the State of Wyoming;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE TOWN OF UPTON, WYOMING that the fees for the issuance of the following alcohol and malt beverage licenses and permits shall be as follows:

ANNUAL LICENSE PERMITS

1. Retail License (W.S. 12-4-201)	$500.00
2. Restaurant License (W.S. 12-4-411)	$500.00
3. Bar and Grill License (W.S. 12-4-413)	$1,500.00
4. Limited Retail (Club) License (W.S. 12-4-301)	$100.00
5. Microbrewery Permit (W.S. 12-4-412)	$300.00
6. Winery Permit (W.S. 12-4-412)	$300.00

TWENTY-FOUR HOUR PERMITS

1. Catering Permit (W.S. 12-4-502)	$10.00 for each 24 hours
2. Malt Beverage Permit (W.S. 12-4-502)	$10.00 for each 24 hours

BE IT FURTHER RESOLVED that all other license and permit fees not otherwise provided for hereinabove shall be the minimum amount provided in the applicable statute.

DATED AND PASSED this 13th Day of June, 2017

Police Chief Bridge presented the police department report. Her report included programs she has initiated as well as programs she plans to initiate. Nuisance and traffic Ordinances are now being enforced. The Council offered their approval to hire Kevin Allen as a police officer. This will be contingent upon his background check and psychological evaluation.

Councilman Todd told the Council that he had given Chief Bridge a favorable 6 month review, and asked Council permission to increase her wages to $26.50 per hour to be effective July 1, 2017. Councilman Todd made the motion, seconded by Councilman Norman, to increase her wages to that amount. All voted in favor, and the motion carried. Councilman Todd also told the Council that he and Chief Bridge had given Officer Larson a review.

Fire Chief Strong was available for questions on the report he had submitted for the Fire Department. Councilman Todd asked that members of the fire department, when traveling for training, take one vehicle whenever possible to cut down on travel expenses. Chief Strong indicated that his department would try to adhere to that request. Chief Strong stated that the Department had not been able to play with the new fire truck, but had spent 15 hours outfitting it.

Superintendent Lindstrom had submitted his written report prior to the meeting.

Attorney Hughes informed the Council of liquor law changes. He asked if the Council would like to update the present Ordinance. The Council was in agreement to leave the Ordinance as is for the time being.

Clerk Barker presented Mayor Beck with a check from Wyoming Community Gas in the amount of $3,011.05. This money will go toward the purchase of a generator.

Deputy Clerk Millar asked for Council permission to participate in the ENDOW survey. The Council gave verbal approval in this endeavor.

In other business, Councilman Todd brought up the fact that Commissioner Tony Barton had offered to pay attorney fees for the meeting that he had initiated in regard to the Rail Car Cleaning Project. The amount of this meeting and

conversations with Commissioner Barton amounted to $1,475.00. Councilman Todd then asked for Council approval to resend the bill. Councilman Norman made a motion, seconded by Councilman Stirmel to resend the bill to Tony Barton in care of the Weston County Commissioners. All voted in favor, and the motion carried. Attorney Hughes also established that both Commissioner Barton and John Marshall had agreed to pay the bills in relation to the meetings held in regard to the project. A bill will be sent the UEDB for $4,689.20. The second opinion in regard to the project will be charged to the Town of Upton.

There being no further business, Councilman Todd moved to adjourn, seconded by Councilman Stirmel. All voted in favor and the motion passed. The meeting adjourned at 7:57 p.m.