Town of Upton
Regular Town Council Meeting
November 14, 2017

THE REGULAR MEETING of the Town Council of Upton, Wyoming was held at 7:00 p.m. on Tuesday, November 14, 2017 at the Upton Community Center located at 917 N HWY 116 in Upton, Wyoming.

Present: Mayor Travis Beck, Council Members Nathan Todd, Dennis Stirmel, Justin Norman, and David Watt. Absent: None.

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

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER TODD SECONDED a motion to approve the October 10, 2017 meeting minutes as published. All ayes, MOTION CARRIED.

COUNCIL MEMBER STIRMEL MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve the claims for October and November to date. All ayes, MOTION CARRIED.

CLAIMS PAID:
Meter Deposit Refunds (refund) $502.20; Kevin Allen (reimb) $147.13; Alpha Communications (tower) $50.00; American Welding & Gas (supplies) $46.82; Arrow Services (fuel, materials) $1,360.48; AT&T (cells) $378.64; B-4 (parts, supplies) $1,045.89; BHE (utility) $144.85, $134.10, $5,722.99; BCBS (benefit) $14,261.59; Blakeman Propane (fuel) $60.00; C.W. Waste (contract) $5,964.15; Chase (credit card) $2,343.26; City of Newcastle (dispatch) $1,686.00; Collins Communications (alarm monitor, radio repair) $28.00, $200.00; Dept. of Treasury (taxes) $11,781.88; Dept. of Workforce Services (benefit) $1,189.42, $296.46; Amy Douglas (services) $500.00; Eastern WY Equipment Co (parts) $78.66; EJ Construction & Services (services) $4,034.32; Energy Labs (testing) $40.00; First State Bank (transfer & loan pmnt) $670.00, $16,517.84; Hughes Law Office (services) $937.10; Joe's Food Center (supplies & fuel) $143.93, $211.19; Ind. Alternator & Starter Inc (parts) $135.00; Kriz-Davis (parts) $804.00; Municode (code books & hosting) $211.94, $405.97; Newcastle Fire Suppression (services) $169.00; Newcastle Motors (services) $622.85; Norman Engle (contract services) $350.00; Northwest Pipe Fitting (parts) $136.58; Omega Computers (services) $60.00; One Call of WY (locates) $15.00; Postmaster (postage) $165.24; PRECorp (utility) $363.65, $505.16; Record Supply (parts) $237.88, 172.60; Regional Health (FD physical) $110.00; RT Communications (phones) $675.80; Servall (mats) $128.94; Slattery Enterprises (services) $980.00; SLIB (fees & loan) $3,920.00; $7,620.51; Titan Machinery (parts) $164.89; Top Office (services) $51.00; Upton Co-Op (fuel, parts) $164.78, $3,427.41;Verizon (cell) $45.27; Weston County Clerk (title) $15.00; Weston County Gazette (publishing) $646.26; WWQ & PCA (training) $400.00; WY Network (website) $50.00; WY Retirement (benefit) $6,553.65, $300.00; WY Surplus Property (PD office) $105.00; Yellowstone Valley Parts (parts) $396.35.

The following invoices will be paid from grant funds when received: ARETE (park project) $2,330.66; Michael's Construction (park project) $20,367.20; Bearlodge Engineering (4th Street project) $10,467.50, 4,197.50; JW Services (4th Street Project) $133,432.73; Bearlodge Engineering (Upper Pine Street project) $5,983.20.

SALARIES: $30,320.83.

CLAIMS DENIED: NONE

Gary Barnes, Senior Center Board President, and Ladena Buckley, Senior Center Board Member, were present to discuss the lease options between the Town and the Board for the Upton Senior Center Building. Mr. Barnes

asked that Section 3 of the lease agreement be corrected to read that the Town would continue to pay for the water, sewer and garbage services and a correction to the Lessor/Lessee verbiage was needed as well in that section. After some discussion including input from Karen Ackerman of ADI Insurance, it was agreed upon that the Senior Center Board would provide a list of inventory for the contents of the building and gift those items to the Town so that everything can be incorporated in to one policy. The Town will pay the property and content insurance with the Senior Center Board reimbursing the Town for the amount due each year. Clerk-Treasurer Millar will pursue reinstating board liability insurance through the Local Government Liability Pool in the amount of $500.00 and the Town will pay that premium each year. Attorney Hughes will update the language in the lease agreement for review and possible approval at the December meeting.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER STIRMEL SECONDED a motion to approve the changes to the Town of Upton Personnel Policy developed at the workshop held on October 26, 2017. All ayes, MOTION CARRIED.

Brandi Harlow with the Wyoming Business Council presented information regarding the propose Rail Car Cleaning Project grant application and the process as it is moving forward. The application will be reviewed at the WBC board meeting on December 7, 2017 in Cheyenne and will then be passed on to the SLIB for review on January 18, 2018 in Cheyenne. Ms. Harlow also reviewed a mock-up economic impact report for what the project could have in regard to impact and return on investment over the next twenty years.

COUNCIL MEMBER STIRMEL MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve Resolution 13, 2017 titled A RESOLUTION AUTHORIZING LOAN TRANSACTION JPA-17589 Weston THROUGH THE WYOMING LOAN AND INVESTMENT BOARD to authorize the Mayor's signature on the Loan Documents for JPA-17589 Weston (Pine Street Project). All ayes, MOTION CARRIED.

COUNCIL MEMBER TODD MOVED, COUNCIL MEMBER WATT SECONDED a motion to take Change Order No. 4: Upton City Park Enhancement Project off the table. COUNCIL MEMBER STIRMEL MOVED, COUNCIL MEMBER WATT SECONDED a motion to deny Change Order No. 004 and table Change Order No. 005-008: Upton City Park Enhancement Project until further discussion can be had with the architect and contractor regarding punch list items and the related change orders. Attorney Hughes is reviewing the contracts between the Town and the contractor. All ayes, MOTION CARRIED.

COUNCIL MEMBER STIRMEL MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve Change Order No. 005: 4th Street Project in the amount of $59,058.61 that cures the contract and billed amounts for final payment to the contractor. All ayes, MOTION CARRIED.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER STIRMEL SECONDED a motion to approve the Notice of Substantial Completion and publish the ad for the 4th Street Emergency Waterline Repair Project. All ayes, MOTION CARRIED.

COUNCIL MEMBER STIRMEL MOVED, COUNCIL MEMBER WATT SECONDED a motion to decline the Notice of Substantial Complete and publish the ad for the Upton City Park Enhancement Project. All ayes, MOTION CARRIED.

Mayor Beck opened the only bid received for the Upton Fire Department trucks. The bid from Mark Lindstrom for $555.55 for the 1977 Ford Firetruck was presented to the Council. COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to accept the bid from Mr. Lindstrom in the amount of $555.55 for the 1977 Ford Firetruck. All ayes, MOTION CARRIED.

Chief Bridge was not present at the meeting due to a training she was attending. Council Member Todd gave a brief update on the activities of the department.

Chief Strong presented his report. Council Member Todd made note to the Council that more EMTs and firefighters are needed for the department and suggested an ad campaign to recruit members. Chief Strong informed the Council that a commitment was being required for EMTs to the department in order to have a portion of the training costs reimbursed, but that perhaps that program could be expanded to entice more participation.

Superintendent Lindstrom gave his report and updated the Council on the projects he is overseeing. He also let the Council know that he has been retrofitting some of the street lights with LED fixtures in order to cut utility costs. Clerk-Treasurer Millar is also looking into some grant options for replacing more fixtures with LED options.

Clerk-Treasurer Millar asked for permission to send out an RFP for property insurance to see what the market has to offer in regards to cost, deductibles and coverage options. COUNCIL MEMBER STIRMEL MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to allow the RFP to be sent with updated date information as well as a completed property and inventory list to be attached to the request. All ayes, MOTION CARRIED.

The Clerk-Treasurer reminded the Council that the 2018 WAM Convention to be held in Cheyenne during this year's legislative budget session would be February 21-23, 2018. Those interested in attending were asked to make plans to do so. She asked that those interested in attending the Wyoming Business Council Board meeting on December 7, 2017 in Cheyenne and/or the SLIB meeting on January 18, 2018 in Cheyenne, regarding the Rail Car Cleaning Project, make arrangements with Superintendent Lindstrom as soon as possible.

A request to review an estimate for software that would incorporate the cemetery records into the currently used Black Mountain Software program was made and will be reviewed at the December meeting.

Attorney Hughes updated the Council on an ongoing abatement property.

There being no further business, COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER STIRMEL SECONDED a motion to adjourn. All ayes, MOTION CARRIED. The meeting adjourned at 8:30 p.m.

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Mayor

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Attest Clerk-Treasurer