Town of Upton
Regular Town Council Meeting
September 17, 2019

THE REGULAR MEETING of the Town Council of Upton, Wyoming was held at 7:00 p.m. on Tuesday, September 17, 2019 at the Upton City Hall located at 725 2nd Street in Upton, Wyoming.

Present: Mayor Travis Beck, Council Members Dennis Stirmel, Justin Norman, David Watt and Joe Watt.

COUNCIL MEMBER STIRMEL MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve the August 13, 2019 regular meeting minutes as published. All ayes, MOTION CARRIED.

COUNCIL MEMBER DAVID WATT MOVED, COUNCIL MEMBER STIRMEL SECONDED a motion to approve the Upton Co-op bill. Council Member Joe Watt recused himself due to a conflict of interest. All ayes, MOTION CARRIED.

COUNCIL MEMBER STIRMEL MOVED, COUNCIL MEMBER DAVID WATT SECONDED a motion to approve the claims for September to date. All ayes, MOTION CARRIED.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER DAVID WATT SECONDED a motion to approve claims paid in August including utilities, payroll expenses and approved grant expenses. All ayes, MOTION CARRIED.

CLAIMS PAID:
Deposit Refund (refunds) $19.95, $0.20, $100.97, $73.63, $57.71, $66.75; Other Refunds (refunds) $4,465.00; Transfer (reserves, debt service) $500.00, $600.00, $670.00; Alpha Communications (lease & service) $50.00, American Welding & Gas, Inc. (supplies) $209.92; AT&T (phones) $287.65, $288.84; FirstNet AT&T (phones) $113.72, $175.00, $175.44, $175.44; B-4 Automotive (parts, supplies) $890.96; Bearlodge Engineering (services) $287.50; Big Horn Hydraulics (parts) $664.37; Black Hills Energy (utilities) $118.08, $6,576.69, $78.92; Blue360 Media (supplies) $374.33; BCBS (benefit) $13,341.79; Cambria Supply (parts) $32.68; Chase Cardservices (parts, supplies, training, fuel, postage) $3,760.13; City of Newcastle (dispatch) $1,686.00; Collins Communications, Inc. (services) $61.00; Contractor's Supply (parts) $176.40, $196.92; Crook County District Court (garnishment) $684.48; CW Waste (contract) $5,964.15; Department of Treasury (taxes) $11,409.81; Energy Laboratories (samples) $4,555.00; Gillette Steel (supplies) $122.00; Honnen Equipment Co. (supplies) $366.55; Howard White Construction, LLC (services) $705.07; Hughes Law Office (retainer) $1,600.00; Inland Truck Parts (parts, labor) $727.45; Joe's (supplies) $22.24; JW Services (services) $1,370.25; Linda Taebel (services) $262.50; Midwest Pest Management (services) $320.00; News Letter Journal (subscription) $45.50; Norco (supplies) $97.95; One Call of WY (locates) $15.75; Postmaster (postage) $172.55; PRECorp (utilities) $750.53; Record Supply (parts) $163.52; RT Communications (phones) $650.76; Servall (mats) $88.44; Simon North Region (supplies) $555.50; SLIB (loan payments) $821.96, $2,473.72; Sundance Equipment Company (parts) $80.31; Team Laboratory (supplies) $1,074.50; Top Office Products, Inc. (services, supplies) $116.90; Town of Upton (utilities) $208.35; Upton Co-op (fuel, parts, supplies) $3,387.08; UVFD (reimbursement) $448.15; Upton Senior Housing Authority (reimbursement FYE 2019) $500.00; Verizon (phone) $41.69; Van Diest Supply Company (supplies) $1,548.75l; Wally's Spraying (service) $872.50; Weston County Gazette (publishing) $611.00; Weston County Peace Officers Association (dues) $45.00; WWQ & PCA (training) $440.00; WY Association of Rural Water (training) $350.00; WYO Services, LLC (services) $1,445.00, WY Retirement (benefit) $6,959.15, $345.00.

The following invoices will be paid from grant and/or loan funds when received: Bearlodge Engineering (Upper Pine Street Project, 3rd Street Project, Pearl Street Project, and Emergency Pine Street Railroad Water Line

Crossing Projects) $3,032.50, $8,687.50, $6,585.00, $7,490.00; JW Services (3rd Street Project) $68,834.73; Northern Technologies, LLC (Upper Pine Street Project) $2,905.00; Timberline Services (Upper Pine Street Project) $24,970.04.

SALARIES: $32,052.33

CLAIMS DENIED: NONE

Tammi Hanshaw, with the Census Bureau, discussed the support and development of a Weston County-wide committee whose mission would be to ensure that all residents in Weston County are properly counted in the upcoming 2020 Census. She discussed several ways that people could submit their confidential information securely without having the physical paperwork in hand. Many options previously not available will be used in the 2020 Census due to advances in technology. Anyone interested in serving on the committee can contact City Hall for more information.

Steve Hampton delivered the financials and general report for the Cedar Pines Golf Course. The clubhouse will be closing toward the end of September.

Stephanie Salazar, with the Upton Economic Development Board, presented information to the Council regarding a recently approved strategic plan for the UEDB and an upcoming feasibility study for a hotel in Upton. The study will kick off on Wednesday, September 25, 2019 with a tour of the community and discussions with key stakeholders as well. She asked for permission to use town staff as a resource on an Airport Advisory committee. Mayor Beck stated that he would be a representative for the Town on the committee and that staff was available when action was taken by the committee and for support only. He preferred staff not belong to the committee due to heavy workloads already in place. Ms. Salazar also informed the Council that a pre-application had been submitted to the Federal Aviation Authority as a placeholder for upcoming grant opportunities.

At approximately 7:37 p.m., Mayor Beck opened the budget hearing asking for public comment. There being none, Mayor Beck closed the hearing at 7:38 p.m.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER STIRMEL SECONDED a motion to approve an amendment to the Town of Upton budget for the fiscal year 2019-2020 in the following particulars:

> Increase the General Fund Budget by $2,500.00 by budgeting $2,500.00 from General Fund Cash Reserves. The monies will be used to update the Upton Municipal Code book to date.

All ayes, MOTION CARRIED.

Mayor Beck asked for public comment regarding the designation of Wyoming Community Gas Donation Funds for fiscal year 2020. There being none, COUNCIL MEMBER DAVID WATT MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve designation of Wyoming Community Gas Donation funds in the amount of $3,907.92 toward the purchase of new folding chairs for the Upton Community Center. All ayes, MOTION CARRIED.

Kenny Rathbun, with Bearlodge Engineering, delivered project updates for Upper Pine Street and 3rd Street projects.

Mayor Beck asked for public comment related to Change Order No. 6 for Timberline Services in the amount of $6,988.92. There being none, COUNCIL MEMBER DAVID WATT MOVED, COUNCIL MEMBER JOE WATT SECONDED a motion to approve Change Order No. 6 for Timberline Services in the amount of $6,988.92 to increase the final contract amount for work completed on the Upper Pine Street Project. All ayes, MOTION CARRIED.

Mayor Beck asked for public comment related to the publication of a Notice of Final Acceptance for the Upper Pine Street Project. There being none, COUNCIL MEMBER DAVID WATT MOVED, COUNCIL MEMBER JOE WATT SECONDED a motion to approve the publication of a Notice of Final Acceptance for the Upper Pine Street Project beginning September 26, 2019. All ayes, MOTION CARRIED.

Mayor Beck asked for public comment related to the publication of a Notice of Final Acceptance for the 3rd Street Project. There being none, COUNCIL MEMBER STIRMEL MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve the publication of a Notice of Final Acceptance for the 3rd Street Project beginning September 26, 2019. All ayes, MOTION CARRIED.

Mayor Beck asked for public comment related to Change Order No. 1 for JW Services in the amount of ($17.62). There being none, COUNCIL MEMBER JOE WATT MOVED, COUNCIL MEMBER DAVID WATT SECONDED a motion to approve Change Order No. 1 for JW Services in the amount of ($17.62) to reduce the final contract amount for work completed on the 3rd Street Project. All ayes, MOTION CARRIED.

Mayor Beck asked for public comment regarding the CW Waste Garbage Haul Contract. Attorney Hughes noted that the requested changes to the agreement had been made and he was comfortable with agreement in its final form. Carmen Diehl, owner of Joe's Food Center, remarked that her garbage bill had gone up to $480.00 with the latest rate increase and that she had cutback her weekly pickups from twice to once in order to mitigate the costs. She also noted that she and her staff were being more conscience about how they handled trash at the store in order to maximize the room in each container. COUNCIL MEMBER JOE WATT MOVED, COUNCIL MEMBER DAVID WATT SECONDED a motion to approve CW Waste Garbage Haul Contract as presented. All ayes, MOTION CARRIED.

Mayor Beck asked for public comment regarding a Memorandum of Understanding between the Upton Police Department and the Weston County Sherriff's office for cooperative services between agencies. Chief Bridge further explained provisions of the agreement and clarified questions. COUNCIL MEMBER STIRMEL MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve the Mayor and Chief Bridge's signatures on the MOU. All ayes, MOTION CARRIED.

COUNCIL MEMBER JOE WATT MOVED, COUNCIL MEMBER DAVID WATT SECONDED a motion to approve holding a budget amendment hearing in the following particulars:

> Increase the General Fund Budget by $4,229.00 by budgeting $4,229.00 from General Fund Cash Reserves. The monies will be used to pay for $1,807.50 in Golf Course matching funds, $1,598.50 in Fire Department matching funds and $793.00 in Shop matching funds for the WYLite Retrofitting Project Grant.

This matter is to be heard at approximately 7:15 p.m. during the regular meeting held on October 8, 2019 at 7:00 p.m.

Chief Bridge delivered her report.

Chief Strong delivered his report.

Superintendent Lindstrom delivered his report and updated the Council that the Upton Landfill would cease taking or burying municipal solid waste as of November 1, 2019 which would only affect where CW Waste takes trash collected from Upton. Operations at the landfill would change slightly to accommodate a roll-off dumpster for some household items with strict DEQ restrictions on what was allowable. The Weston County Gazette will have an article with information as well.

Council Member Joe Watt asked about the possibility of aerial mosquito spraying for next season. Superintendent Lindstrom is happy to research options and costs.

Clerk/Treasurer Millar delivered her report. She informed the Council that due to the infrastructure loans for Upper Pine and Pearl Street the Town would need to present compiled, reviewed or audited financial statements to the State Lands and Investments Board as per state statute for those programs. She will contact accountants in Gillette for services. She also introduced Mike Howe, Black Hills Energy Community Affairs Manager for the area, and Jonathan Boudreaux, Natural Gas Operation Manager for Casper-Gillette Area, who were in attendance to answer questions about a recently discussed rate increase.

Mr. Howe fielded questions regarding the proposed rate increases, lack of infrastructure upgrades in Upton, and took notes for information to share with the electric side of BHE for concerns in our area. He also noted that natural gas rates had not increased since 2011 in our area.

Council Member David Watt proposed upgrades to the interior of the Upton Police Department including carpet for the entire building, a rear door that is up to fire code, and possibly new security/communication measures. His estimated cost was $18,700.00 and he proposed budgeting $20,000.00 to account for fluctuations in actual costs. COUNCIL MEMBER STIRMEL MOVED, COUNCIL MEMBER JOE WATT SECONDED a motion to approve adding the additional item to the budget amendment hearing notice scheduled for the October 8, 2019 meeting increasing the General Fund Budget by $20,000.00 by budgeting $20,000.00 from General Fund Cash Reserves. Those monies would be used to pay for the upgrades to the interior of the Upton Police Department. All ayes, MOTION CARRIED.

There being no further business, COUNCIL MEMBER DAVID WATT MOVED, COUNCIL MEMBER JOE WATT SECONDED a motion to adjourn. All ayes, MOTION CARRIED. The meeting adjourned at 8:38 p.m.

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Travis Beck, Mayor

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Attest Kelley Millar, Clerk-Treasurer