

NEWCASTLE CITY COUNCIL  
CITY COUNCIL CHAMBERS  
MINUTES  
Monday, March 4, 2024

Mayor Pam Gualtieri called this regular meeting of the Newcastle City Council to order at 7:00 p.m. Those present were Council members Don Steveson, Ann McColley, Daren Downs, John Butts, Tom Voss and Tyrel Owens. Also present were, City Attorney Dublin Hughes, Police Chief Derek Thompson, Public Works Supervisor Greg Stumpff and Clerk/Treasurer Stacy Haggerty.

APPROVAL OF AGENDA: Mayor Gualtieri amended the agenda to state that Nicole McFarland is with Par Pacific, not Black Hills Energy. Ann McColley moved, seconded Tyrel Owens to approve the agenda as amended. Motion carried.

APPROVAL OF MINUTES: Tyrel Owens moved, seconded Ann McColley to approve the minutes of the regular meeting and executive session of February 20, 2024. Motion carried.

NOMINATIONS FOR RECOGNITION: None

CERTIFICATES OF RECOGNITION: None

CITIZEN'S BUSINESS VERBAL: Nicole McFarland with Par Pacific was present to present a check in the amount of \$50,000 to the City of Newcastle for the Bike Pump Park. Mayor Gualtieri gave an update on the progress of the project.

CITIZEN'S BUSINESS—IN WRITING: Kipp Dopp submitted a letter for sewer forgiveness in the amount of \$200.91. David & Joni Kachelhoffer submitted a letter for sewer forgiveness in the amount of \$155.65. Tom Voss moved, seconded Tyrel Owens to approve these requests. Discussion was had. Motion carried.

PUBLIC HEARING: as advertised at 7:15 p.m. to renew liquor licenses.

Retail Licenses:

- Retail liquor license #1; Perkins Tavern, LLC d/b/a: Perkins Tavern; Lot 6, Block 10, Original Townsite.
- Retail liquor license #2; Short Stop #1, LLC, d/b/a. Short Stop Fuel Mart, A tract of land in the NESW of Section 30, T45N, R61W of the 6<sup>th</sup> PM Weston County (Full description available).
- Retail liquor license #3, Deckers Foods Center of Newcastle, Inc., d/b/a Smoke Shop Liquors. A tract of land being a portion of Quarter Horse Addition, Zoned C-1.
- Retail Liquor License #4, Cap & Bottle, LLC, d/b/a Cap N Bottle; Lots 10 & 11 Cannon Subdivision of Lot 20 Block T, County Clerk Addition, Zoned C-1
- Retail liquor license #5, B&D Holding Newcastle, LLC; d/b/a Decker's Wine & Spirits; Commercial C-1, a portion of Lots 1&2, all of Lot 3 Block 2 and a portion of Block 3, Home Builders Addition.
- Retail liquor license #6, Mini Mart, Inc., d/b/a Loaf N Jug #167; A portion of Block 3, of the replat of homebuilders Addition #1, Newcastle, Weston County, Wyoming.
- Retail liquor license #7, BW Gas & Convenience Retail, LLC, d/b/a Yesway #1182, Lots 1-2 and parts of lots 3-5, Block 9, Original Town of Newcastle, Weston County, Wyoming.
- Retail liquor license #8, Maverik, Inc., d/b/a Maverik #458; Weston County Parcel #4561292301800/Zoned Commercial.

Bar & Grill Licenses:

- Bar & Grill license #1, Isabella's LLC, d/b/a Isabella's, Southerly 60' of Kits 1-3, Block 10, Original Town, Zoned C-2.
- Bar & Grill #2, Newcastle Lodge & Convention Center, LLC d/b/a Grazer's Burgers & Beer, located at 22918 Highway 85, Newcastle, Wyoming 82701. Tract 1-A, W1/2SW1/4Sec 28, T45N R61W, 6<sup>th</sup> PM Weston County, Wyoming.

Club Licenses:

- Club liquor license #1, Newcastle Country Club, d/b/a Newcastle Country Club, NE1/2, SW ½ of Sec 20, T45N, Range 61W of 6<sup>th</sup> P.M., Zoned Ag.

Restaurant License:

- Frida's House Mexican Food, LLC, d/b/a Frida's House Mexican Food, LLC; Lot 8, Block T, County Clerk's Addition, Newcastle, Wyoming Weston County.

Tyrel Owens moved, seconded Ann McColley to approve the liquor licenses as presented. Discussion was had. Motion carried.

MAYOR/COUNCIL REPORTS: Mayor Gualtieri inquired about adding a Board Committee to the standing committees. Tyrel Owen moved, seconded Don Steveson to add a Board Committee. Discussion was had. Motion carried. Councilman Owens reported that he had attended a recent Recreation Board meeting.

DEPARTMENT HEAD REPORTS:

1. City Attorney Dublin Hughes presented the draft of Ordinance No. 1 Series, 2024 regarding the outline of the agenda. Discussion was had amending the order of items H thru K. Tyrel Owens moved, seconded Tom Voss to approve Ordinance No. 1, Series 2024 with the amendments on the first reading. Motion carried. Attorney Hughes then reported on the default hearing with UBC Precast; judgement of \$48,189.10 was awarded. Attorney Hughes made a request to find an Idaho law firm to enter the foreign judgement. Discussion was had. Tyrel moved, seconded Ann McColley to approve this request. Motion carried. Mayor Gualtieri referenced an MOU with Bent Sprockets; a Parks Committee meeting will be scheduled.
2. Clerk/Treasurer Stacy Haggerty referenced the budget outline; budget workshop is scheduled for April 8, 2024 at 5:00 p.m.; services providers will be invited to attend. She then referenced employee health insurance renewal with WEBT. Discussion was had regarding increased cost. Tyrel Owens, moved, seconded Don Steveson to accept the new WEBT rates. Motion carried. Clerk/Treasurer reminded the Council of the Public Board training scheduled for March 11, 2024 to be held at the WC Event Center from 1 p.m. – 5 p.m.
3. Public Works Supervisor Greg Stumpff referenced the Dow Park restroom project; new quote being \$116,420.00. Funding agency, LWCF has been met with and offered suggestions for moving forward. Discussion was had regarding different options to the concrete building; a Parks Committee meeting will be scheduled. Mr. Stumpff requested approval to send Janet Jares with LWCF a request for more time on this project. Tyrel Owens moved, seconded Don Steveson to approve this request. Motion carried. Supervisor Stumpff then referenced a job description for City Engineer, requesting to open the position and advertise. Tyrel Owens moved, seconded Daren Downs to approve this request. Discussion was had. Motion carried. Position will be open until filled and allow for three (3) months to become certified. A Parks Committee meeting is scheduled for Thursday, March 7, 2024 at 5:00 p.m. Supervisor Stumpff stated that the permit to construct had been received for the Duff Ave. sewer project. Tyrel Owens moved, seconded Tom Voss to sign the permit. Motion carried.
4. Police Chief Derek Thompson reported on calls of service since February 21, 2024 to date: NPD 155, WC Sheriff 95, Upton PD 22, NVFD 6, WCFPD 4, UVFD 1, Newcastle Ambulance 19, Upton Ambulance 0. Chief Thompson requested \$0.50/hr. raise for dispatcher Alison Stephens effective November 10, 2023 for completion of Dispatcher Basic Academy. Tyrel Owens moved, seconded Ann McColley to approve this request. Motion carried. He then stated that dispatch would be moving to the new location on March 6, 2024 and the Joint Powers Board will be reimbursing the City for wages until insurance is obtained.

OLD BUSINESS: Mayor Gualtieri referenced update lease agreements with Collins Communications and Central Community College. Tyrel moved seconded Ann McColley to sign the lease agreements with Collins Communications and Central Community College. Motion carried.

STANDING COMMITTEE REPORTS: Councilman Don Steveson reported on the Personnel Committee meeting. With the pending retirement of Deputy Clerk Becky Vodopich, Clerk/Treasurer Stacy Haggerty requested consideration of training current Public Works employee Amber Redo to help in the City Hall office. The Personnel Committee recommends approving this request. Tyrel Owens moved, seconded Ann McColley to hire Amber Redo for the City office to train towards the Deputy Clerk position at her current rate of \$15.00/hr. effective March 15, 2024. Councilman Steveson stated that the committee had discussed job descriptions for City Engineer along with wages. Tyrel Owens moved, seconded Ann McColley to advertise the salary for the Engineer position with the annual salary of \$85,000 up to \$100,000, depending on experience. Discussion was had. Motion carried. They had also discussed reinstating the Public Works Forman position. Tyrel Owens moved, seconded Ann McColley to reinstate the position. Motion carried. The Personnel Committee also discussed the Police Department position of Administrative Assistant and Child Advocacy Coordinator; the committee recommends that this position be full-time and paid by the hour. Tyrel Owens moved, seconded Don Steveson to advertise for the Administrative Assistant and Child Advocacy Coordinator at the rate of \$20.00 - \$25.00 per hour, depending on experience. Discussion was had. Motion carried. Councilman Tyrel Owens reported on the Water/Sewer Committee meeting; stating that they had discussed meter testing ordinance updates, outside city limit water sales and updating chapter 26 of City ordinances.

NEW BUSINESS: None.

CLAIMS AGAINST THE CITY: Tom Voss moved, seconded Tyrel Owens to pay the claims against the City dated March 4, 2024. Motion carried. Tom Voss moved, seconded Daren Downs to adjourn this regular meeting of the Newcastle City Council. Meeting adjourned at 8:28 p.m.

Claims: Aced Embroidery, FD embroidery, \$1,171.00; Ad-Pro, supplies, \$7.52; Advanced Drug Testing, testing, \$31.20; Ameri-Tech, supplies, \$675.31; American Engineering Testing, Landfill No. 1, \$938.00; Black Hills Energy, services, \$3,207.65; Bomgaars, supplies, \$1,461.96; Cambria Supply, supplies, \$2,387.44; Campbell Co. EMS, ambulance services, \$16,666.66; Candace and Carl Cottrell, deposit refund, \$150.77; Crook Co. Family Violence, 3<sup>rd</sup> qtr. distribution, \$1,250.00; Derek's Field Service, repairs, \$2,756.00; Douglas Dumbrill, municipal judge, \$1,091.00; Energy Lab., analysis, \$132.00; Ferguson Waterworks, supplies, \$7,341.77; Hughes Law, attorney fees, \$3,500.00; Taylor Ide, mileage, \$108.54; Marco, plotter lease, \$121.87; Mastercard, supplies/training, \$5,003.04; Mountain View Plumbing, services, \$365.00; Municipal Emergency Services, supplies, \$3,817.86; Newcastle Chamber, 3<sup>rd</sup> qtr. distribution, \$2,500.00; Newcastle Equipment., repairs, \$942.00; Newcastle Recreation Board, 3<sup>rd</sup> qtr. distribution, \$9,500.00; NVFD, supplies, \$1,417.76; News Letter, ads/legals/supplies, \$2,187.13; Petty Cash, title fees, \$30.00; Range, phone/internet, \$1,101.14; Reinico, deposit refund, \$64.50; Sagebrush Marketing, website, \$5,250.00; Salt Creek Water Dist., sewer services, \$555.00; Bryand Streeter, airport wages, \$1,333.33; Lucky Tiegen-Grummons, FD cleaning, \$300.00; Scott Thomson, reimbursement/training, \$571.23; Uline, supplies, \$2,054.46; Virginia Vanderpool, deposit refund, \$35.97; Becky Vodopich, cleaning, \$300.00; Volunteers of America, 3<sup>rd</sup> qtr. distribution, \$1,625.00; William Webster, deposit refund, \$49.28; WC Children's Center, 3<sup>rd</sup> qtr. distribution, \$2,250.00; WC Health Services, testing, \$50.00; WC Treasurer, handling charge/airport expenses, \$1,020.43; WC Humane Society, 3<sup>rd</sup> qtr. distribution, \$4,500.00; WC Senior Services, 3<sup>rd</sup> qtr. distribution, \$7,500.00; Wilson Plumbing, services, \$490.00; Wy Home Services, 3<sup>rd</sup> qtr. distribution, \$1,750.00

ATTEST:

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Mayor

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Clerk/Treasurer