

**TOWN OF UPTON AGENDA  
FOR REGULAR COUNCIL MEETING  
January 10, 2023**

- 1. CALL TO ORDER-7:00 p.m., PLEDGE OF ALLEGIANCE  
PRESENTATION**
- 2. OATH OF OFFICE**
  - a. Nicholas Trandahl, Mayor
  - b. Tiffany McMillan, Council
  - c. Consideration of open Council seat appointment  
**(make nomination, ask for second to open discussion, call for action)**
- 3. ANNUAL APPOINTMENTS**
  - a. Vice Mayor: Justin Norman
  - b. Attorney: Hughes Law Office/Mark Hughes in particular
  - c. Municipal Judge: Chris Ringer
  - d. Financial Institutions: First Tier Bank, Wyoming CLASS Fund, Wyoming Government Investment Fund, PEAKS Investments, Pinnacle Bank; WyoSTAR I & II Funds
  - e. Official Newspaper: Weston County Gazette
  - f. Commissioner Appointments:
    - i. General Government: Justin Norman
    - ii. Public Safety (to include PD & FD): Tiffany McMillan
    - iii. Water & Sewer: Joe Watt
    - iv. Streets & Landfill:  
**(ask for motion/second to open discussion, ask for staff input, ask for public comment, call for action on all or separately)**
- 4. APPROVAL OF CONSENT ITEMS (regular business items that occur at each meeting):**
  - A. Minutes of the December 13, 2022 regular meeting minutes as published.
  - B. Claims for January to date
  - C. Claims paid in December (utility payments, payroll, approved grant expense)  
**(ask if the Council would like anything removed from the Consent Agenda, motion/second for action-no discussion, one motion suffice for all items)**
  - D. Claim(s) from the Upton CoOp & Weston County Gazette **(Councilman J Watt & Mayor N Trandahl recused)**
- 5. PUBLIC REPORTS/COMMENTS**
  - A. Dan Palmgren, snow removal
  - B. Other
- 6. UNFINISHED BUSINESS**
  - A. Consideration of Ordinance No. 3, Series 2022-Repeal CATV 5.08  
**(ask for motion/second to open discussion, ask for staff input, ask for public comment, call for action on third and final reading)**
  - B. Other
- 7. NEW BUSINESS**
  - A. Consideration and review of Memorandum of Understanding from HD Architecture regarding a possible "Dollar Tree/Family Dollar being constructed and operated for the DT/DF use on the subject property."
    - a. DT/DF use is defined as general merchandise including food and beverages.  
**(ask for motion/second to open discussion, ask for staff input, ask for public comment, call for action)**
  - B. Resolution No. 1, 2023-Designation of Authorized Signers for Town of Upton Accounts
    - a. Removes Travis Beck
    - b. Adds Nicholas Trandahl
    - c. Justin Norman, Kelley Millar, and June Shell remain as signers  
**(ask for motion/second to open discussion, ask for staff input, ask for public comment, call for action)**
  - C. Consideration of Addendum A to the Upton Municipal Gun Club, Inc. Lease  
**(Ask for motion/second to open discussion, ask for staff input, ask for public comment, call for action)**
  - D. Consideration of FYE 2022 Audit Review-pending receipt from auditor  
**(ask for motion/second to open discussion, ask for staff input, ask for public comment, call for action)**
  - E. Consideration to hold Liquor License hearings at 7:30 p.m. on Tuesday February 14, 2023 for the following renewals:
    - a. ITT Services dba Irontown Tavern-not in compliance currently
    - b. Oddette, Inc. dba Cowboy Bar-in compliance
    - c. Western Royalties, Inc. dba Sunset Amigos-in compliance  
**(ask for a motion/second to open discussion, ask for staff input, ask for public comment, call for action)**
  - F. Consideration of Resolution No 2, 2023-Weston County Natural Resource District Tree Grant in the amount of \$500.00 for 20 Black Hills Spruce trees. Total project cost is \$1,440.00 with

\$580.00 in proposed match from UEDB (see Resolution No 3, 2023) and in-kind labor from the Town of Upton to pick up and plant the trees.

**(ask for a motion/second to open discussion, ask for staff input, ask for public comment, call for action)**

- G. Consideration of Resolution No 3, 2023-Upton Economic Development Board Matching Funds in the amount of \$580.00 for the tree project with a total cost of \$1,440.00 from WCNRD grant of \$500.00, Town of Upton in-kind labor \$360.00 and the requested monies from the UEDB.

**(ask for motion/second to open discussion, ask for staff input, ask for public comment, call for action)**

- H. Consideration of policies:

- a. UPTON 007-Investment Policy with FYE 2023 Acknowledgement
- b. UPTON 015-Financial Statement Policy (F66)
- c. UPTON 037-Conflict of Interest Policy with FYE 2023 Acknowledgement

- I. Other

## **8. REPORTS**

- A. Chief of Police
- B. Fire Chief
- C. Superintendent
- D. Clerk-Treasurer
- E. City Attorney
- F. Council
- G. Mayor

## **9. ADJOURNMENT**