

Town of Upton
Regular Town Council Meeting
December 12, 2023

THE REGULAR MEETING of the Town Council of Upton, Wyoming, was called to order at 7:00 p.m. on Tuesday, December 12, 2023, at the Upton City Hall located at 725 2nd Street in Upton, Wyoming.

Present: Mayor Nicholas Trandahl, Council Members Joe Watt, Rick Rothleutner, and Justin Norman. Council Member Tiffany McMillan was absent. Staff present included Clerk/Treasurer Kelley Millar, Superintendent Mark Lindstrom, Fire Chief Les Riehemann and Attorney Mark Hughes. Public attendance included Brittany Trandahl with the *Weston County Gazette*, Joey Danens, Harland Allen, Jeremiah & Sarah Tinker, and Jeff Alishouse.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve the consent agenda which included the minutes from the November 7, 2023 regular meeting as published, minutes from the November 7, 2023 special meeting, claims paid for December to date, and claims paid in November (utility payments, payroll, approved grant/loan expenses). All ayes, MOTION CARRIED.

COUNCIL MEMBER ROTHLEUTNER MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve the claims for the Upton Co-op with Council Member Watt recused due to a conflict of interest. All ayes. MOTION CARRIED.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve the claims for the Weston County Gazette with Mayor Trandahl recused due to a conflict of interest. All ayes. MOTION CARRIED.

CLAIMS PAID:

Deposit/Overpayment (refunds) \$62.53; Reimbursements: N Trandahl (reimburse) \$49.00; Transfer (reserves, debt service) \$500.00, \$1,200.00, \$670.00; Alpha Communications (service) \$50.00, \$50.00; Arrow Service (fuel) \$151.53; Bailey Crackel (service) \$330.00; Black Hills Energy (utilities) \$4,420.59, \$853.17; Blakeman Propane (fuel) \$51.23; Blue Cross Blue Shield (benefit) \$11,010.66; Chase Cardservices (parts, supplies, training, fuel, postage, equipment) \$7,128.96; City of Newcastle (dispatch) \$1,686.00; Collins Communications, Inc. (service) \$58.00; Contractor's Supply (parts) \$386.04; Crook County (garnishment) \$777.63; CW Waste (contract) \$13,368.60; Department of Treasury (taxes) \$10,539.23; Emily Cork (service) \$270.00; Energy Labs (testing) \$66.00; Fisher Sand & Gravel, Co. (supplies) \$1,067.74; Gillette Steel (parts) \$75.00; Howard White Construction (service) \$244.00; Hughes Law Office (retainer) \$1,600.00; Joe's (supplies) \$348.49; Norco (parts) \$55.13; One Call of WY (locates) \$5.25; Postmaster (postage) \$258.57; PRECorp (utility) \$555.79, \$651.26; Range (utilities) \$630.27; Servall (service) \$98.78; S&S Parts and Performance (service) \$762.03, \$372.67; Top Office Supply (service, supplies) \$294.22; Town of Upton (utilities) \$422.55; Upton Co-op (fuel, parts, supplies) \$3,684.90; UVFD (supplies, equipment, utilities) \$5,178.68; Verizon (phone) \$75.06; WARWS (dues) \$475.00; Weston County Gazette (publishing) \$630.00; Wyoming Earthmoving Company (service) \$1,065.75; WY LEA (training) \$250.00; WY OSLI (debt) \$4,306.45; WY Retirement (benefit) \$6,899.17, \$168.75.

The following invoices will be paid from grant and/or loan funds when received: Engineering Associates (service) \$3,485.00, \$6,550.00, \$21,378.54, \$9,381.71 for the Montana Street Project, Colorado Ave Project, 6th Street Project and the Highway 16 Project; Hot Iron, Inc. (service) \$114,228.31, \$6,012.01 for the Highway 16 Project.

SALARIES: \$32,834.77

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CLAIMS DENIED: NONE

Abbey Hagerman with ClingerHagerman called in to give the Town of Upton's FYE 2023 Financial Statement review.

Clerk/Treasurer Millar reported that the advertisement for consultant selection for the Upton Municipal Airport was ready and would begin publication in the next week.

Council Member McMillan, liaison to the Upton Golf Association, had sent a year-to-date profit and loss statement for the Cedar Pines Golf Course.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve Ordinance No. 4, Series 2023 entitled: AN ORDINANCE AMENDING PORTIONS OF CHAPTER 10 IN SECTION 10.32 OF THE UPTON MUNICIPAL CODE. Mr. Danens thanked the council and asked if he would be able to bring his tractor or a trailer to his residence for tire repairs on a temporary permitted basis. Mr. Allen expressed concern for the restrictions regarding time limits and vehicle class size for permits allowed. Mr. Alishouse expressed concern over the security of his work vehicle being parked away from his home. Comments were addressed. A friendly amendment was posed to strike unnecessary language in section 10.32.020 "unless exempted", to strike redundant language in section 10.32.030 "from First Street easterly to Ash Street", to alter language in section 10.32.050 insert "and maintenance" after streets, delete "a privilege", insert " of paramount importance", and also in section 10.32.030 insert "the portion of Aspen Street southerly to Highway 16; the portion of Whitetail Street easterly to Highway 116;". The amendment was accepted by the motion maker and second. All ayes, MOTION CARRIED. A copy of the final ordinance will be published in full in the *Weston County Gazette* and available online at www.townofupton.com.

Mayor Trandahl opened the budget amendment hearing at 7:25 p.m. and asked for comments. There being none, the hearing was closed at 7:26 p.m.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve and amendment to the Town of Upton's 2023-2024 budget in the following particulars:

Increase the General Fund Budget by \$43,180.00 by budgeting \$29,430.00 from the ARPA Reserve, \$12,500.00 from Grant Revenue awarded from the Wyoming Energy Authority and \$1,250.00 from General Fund Cash Reserves. These monies will be used to pay for a color multi-machine in the amount of \$5,626.50, for new equipment in the amount of \$10,145.50, and for equipment repairs in the amount of \$13,658.34 as eligible expenditures per US Treasury guidance for ARPA funds in the total amount of \$29,430.34. Special Note: The remaining funds in the ARPA Reserve will be transferred to the Capital Improvement Reserve, split between water and sewer funds. The remaining funds for this amendment will be used to replace lighting in the Upton Community Center with LED upgrades as per the grant agreement with the Wyoming Energy Authority dated 11/07/2023 that includes \$12,500.00 in grant funds to be received and \$1,250.00 in local matching funds. All ayes, MOTION CARRIED.

COUNCIL MEMBER ROTHLEUTNER MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve the updated Weston County Emergency Operations Plans. All ayes, MOTION CARRIED.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve Ordinance No. 5, Series 2023 entitled: AN ORDINANCE VACATING ALL OF HALF STREET IN THE NEIMAN ADDITION, TOWN OF UPTON, WYOMING. All ayes, MOTION CARRIED.

Officer Larson gave the Upton Police Department report that had been submitted by Chief Bridge.

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Chief Riehemann gave his report.

Superintendent Lindstrom gave his report and an update on infrastructure activities.

Clerk/Treasurer Millar gave her report.

COUNCIL MEMBER ROTHLEUTNER MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to accept the FYE 2023 Financial Audit as presented earlier by ClingerHagerman. All ayes, MOTION CARRIED.

There being no further business before the Council, COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER NORMAN SECONDED A MOTION to adjourn. All ayes, MOTION CARRIED. The meeting adjourned at 7:52 p.m.

Nicholas Trandahl, Mayor

Attest: Kelley Millar, Clerk/Treasurer