

Town of Upton  
Regular Town Council Meeting  
July 11, 2023

**THE REGULAR MEETING** of the Town Council of Upton, Wyoming, was called to order at 7:00 p.m. on Tuesday, July 11, 2023, at the Upton City Hall located at 725 2<sup>nd</sup> Street in Upton, Wyoming.

Present: Mayor Nicholas Trandahl, Council Members Joe Watt, Rick Rothleutner, and Tiffany McMillan. Council Member Justin Norman was absent. Staff present included Clerk/Treasurer Kelley Millar, Foreman Amber Ryan, and Police Chief Susan Bridge. Public attendance included Lisa LeVasseur with the *Weston County Gazette*, Caleb Carter with the Weston County Natural Resource District, and Jackie & Vivien Cowger.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER MCMILLAN SECONDED a motion to approve the consent agenda which included the minutes from the June 19, 2023 regular meeting as published, minutes from the June 28, 2023 special meeting that will publish July 13, 2023, claims paid for July to date, and claims paid in June (utility payments, payroll, approved grant/loan expenses, and end of year expenditures). All ayes, MOTION CARRIED.

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

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER ROTHLEUTNER 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) \$69.26; Transfer (reserves, debt service) \$500.00, \$1,200.00, \$670.00; AXON Enterprises (service) \$11,326.92; Bailey Crackel (service) \$480.00; Black Mountain Software (software) \$15,380.00; Blue Cross Blue Shield (benefit) \$11,712.48; Chase Cardservices (parts, supplies, training, fuel, postage, equipment) \$6,530.54; City of Newcastle (dispatch) \$1,686.00; Civic Plus (service) \$2,054.20; CNA Surety (bond) \$75.00; Collins Communications, Inc. (service) \$58.00; Crook County District Court (garnishment) \$747.89; CW Waste (contract) \$13,864.20; Dearborn National Life Insurance (benefit) \$85.86; Department of Treasury (taxes) \$10,625.63, \$990.40, \$34.28; Department of Workforce Services (benefit) \$5.22, \$2,917.08; Emily Cork (service) \$300.00; Energy Labs (testing) \$404.00, \$66.00; Engineering Associates (service) \$390.00; Fisher Sand & Gravel (supplies) \$63.09, \$109.24; Hughes Law Office (retainer) \$1,600.00; IACP (dues) \$275.00; Joe's (supplies) \$165.42; One Call of WY (locates) \$13.50; Postmaster (postage) \$248.64; PRECorp (utility) \$518.59; Range (phones) \$632.27; Reiniger Custom Services (service) \$2,499.75; S & S Parts and Performance (service, parts) \$270.11; Servall (service) \$93.46; Street Décor Inc.(supplies) \$1,479.30; Team Labs (supplies) \$464.00; Top Office Supply (service, supplies) \$51.00; Town of Upton (utilities) \$365.00; Upton Co-op (fuel, parts, supplies) \$3,687.09; Verizon (phone) \$74.90; WAMCAT (dues, contribution) \$175.00; Weston County Gazette (publishing) \$995.75; Weston County Clerk (fees) \$12.00; Wyoming Association of Municipalities (dues) \$1,486.00; Wyoming Association of Risk Management (property insurance) \$31,774.97; WY Retirement (benefit) \$7,039.78, \$168.75.

The following invoices will be paid from grant and/or loan funds when received: Engineering Associates (service) \$2,604.11, \$290.00, \$2,009.50, \$11,468.47, \$3051.38, \$4,471.83 for the Highway 16 Crossing Project, Pearl Street Project, Emergency Lagoon Project, 6<sup>th</sup> Street Project, Willow Street Project, Pathways Project; Hot Iron, Inc. (service) \$213,118.68 for the 6<sup>th</sup> Street Project; Inberg-Miller (service) \$2,001.36, \$2,137.98 for the Unofficial Minutes of the Regular Meeting July 11, 2023

Emergency Lagoon Project; Wyoming Earth Moving Co. (service) \$101,433.10 for the Emergency Lagoon Project; Morrison-Maierle (service) \$11,066.00.

**SALARIES:** \$37,146.84

**CLAIMS DENIED:** NONE

Vivien and Jackie Cowger presented a thank you to the council and the town for the donation of city crew time, the community center and support for the Veteran's Banner Project. Mayor Trandahl thanked the Cowger's for their efforts as well.

Caleb Carter with the Weston County Natural Resource District (WCNRD) came before the council with a letter for hosting hazardous waste day in Upton on Saturday, September 23, 2023 in the high school parking lot. The letter explained what would be needed from the Town and asked for volunteers to help with event as well. Sponsors and volunteers will be contacted, details will be firmed up and further communications will continue.

Council Member McMillan presented the Upton Golf Association's profit & loss statement.

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER WATT SECONDED a motion to review and approve language in and updated version of the joint powers agreement for dispatch when " the Upton Fire Department" is added to have a representative on the selection committee. Chief Bridge explained the proposed language update from more recent conversations. The agreement has language to add fire department personnel to the board selection committee but needed further clarification. All, ayes, MOTION CARRIED. The information will be passed along to Attorney Stone for an updated version of the agreement.

COUNCIL MEMBER ROTHELEUTNER MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve the Class of 2003 to have, not sell, alcohol at their reunion in the Upton Community Center on Saturday, July 15, 2023. All ayes, MOTION CARRIED.

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve the Celebration of Life for Ev Whitaker to have, not sell, alcohol in the Upton Community Center on Saturday, July 22, 2023. All ayes, MOTION CARRIED.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER MCMILLAN SECONDED a motion to approve holding a budget amendment hearing for curing end of year expenditures from FYE 2023 in the following particulars:

- a. Increase the General Fund Budget by budgeting \$3,091.81 from General Fund Cash Reserves. The monies will be used for overages in General Government salaries in the amount of \$2,739.77 and Council salaries in the amount of \$280.04.
- b. Increase the Sanitation/Landfill Fund Budget by budgeting \$8,084.12 from Sanitation & Landfill Cash Reserves. The monies will be used for overages in the Contractor-Garbage Hauling in the amount of \$7,892.50 and Landfill salaries in the amount of \$101.62.

A friendly amendment was offered to include the date and time of 7:15 p.m. on Tuesday, August 8, 2023 during the regular meeting. All ayes, MOTION CARRIED.

Clerk/Treasurer Millar proposed holding quarterly workshop meetings on specific topics including the personnel policy, EMS, and other policies in need of development or deep review. The consensus was to hold the first of these workshops at 6 p.m. on Tuesday, August 8, 2023 before the regular meeting to discuss the Country Club Estates covenants. No decisions will be made in the workshops, all products of the workshops will be brought before a regular council meeting for approval.

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COUNCIL MEMBER ROTHLEUTNER MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve UPTON 0022-Special Meeting Fee Policy. This policy sets guidelines and rules for special meetings requested of the Town of Upton by non-profit and non-government organizations and helps recoup costs associated with special meetings. This policy also encourages entities to be more prepared to do business during regular meetings. All ayes, MOTION CARRIED.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER ROTHELEUTNER SECONDED a motion to approve Resolution No. 18, 2023 entitled: A RESOLUTION OF THE TOWN COUNCIL OF UPTON, WESTON COUNTY, WYOMING ESTABLISHING A FEE FOR SPECIAL MEETINGS REQUESTED BY NON-GOVERNMENT OR OUTSIDE ENTITIES OF THE TOWN OF UPTON, WESTON COUNTY, WYOMING. This resolution sets a fee equal to the one required of those requesting special meetings for approval of catering permits or other alcohol related permits. All ayes, MOTION CARRIED.

Chief Bridge gave her report. She noted that patrol times had been increased on all shifts.

Foreman Ryan gave her report. Mosquito spraying has been done over the last week and will continue before Fun Days. Council Member McMillan shared a concern of water breaching part of the dam at the CBQ reservoir. Chief Bridge will contact the Predator Control representative to deal with any animals causing issues with the dam. The information will be shared with Superintendent Lindstrom for further review.

Clerk/Treasurer Millar gave her report including an update on some matching funds that have been made available through the Governor's office to be used in conjunction with federal funds specifically.

Attorney Hughes noted that the City Park looked great and commended the Public Works Department for their work.

Mayor Trandahl proposed reaching out to the Weston County Commissioners and the Newcastle City Council to have at least annual all government workshops to share challenges, successes and upcoming issues as well as further better relationships between the entities. Clerk/Treasurer Millar will reach out to Clerk/Treasurer Haggerty and Clerk Hadlock for a meeting on Thursday, October 12, 2023 at 7 p.m., at the Upton Community Center.

There being no further business before the Council, COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER MCMILLAN SECONDED A MOTION to adjourn. All ayes, MOTION CARRIED. The meeting adjourned at 8:13 p.m.

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Nicholas Trandahl, Mayor

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Attest: Kelley Millar, Clerk/Treasurer