

**TOWN OF UPTON AGENDA  
FOR REGULAR COUNCIL MEETING  
October 8, 2024**

1. **CALL TO ORDER**-7:00 p.m., PLEDGE OF ALLEGIANCE
2. **APPROVAL OF CONSENT ITEMS** (regular business items that occur at each meeting):
  - A. Minutes of the September 9, 2024 regular meeting as published.
  - B. Claims for October to date.
  - C. Claims paid in September (utility payments, payroll, approved grant expenses)  
**(ask if the Council would like anything removed from the Consent Agenda, motion/second for action-no discussion, one motion will suffice for all items)**
  - D. Claim(s) from the Upton CoOp & Weston County Gazette (**Councilman J Watt & Mayor N Trandahl recused**)
3. **PUBLIC REPORTS/COMMENTS**
  - A. Presentation to Kevin Allen for years of service plaque
  - B. Advanced Communications-increase to tower leases
  - C. Debbie Douglas-Presentation regarding electric service providers
  - D. Upton Golf Association Report
  - E. Other
4. **UNFINISHED BUSINESS**
  - A. Consideration of Ordinance No. 2, Series 2024-Black Hills Energy Franchise Agreement, second reading  
**(motion/second to open discussion, ask for staff input, ask for public comment, call for action)**
  - B. Consideration of Ordinance No. 3, Series 2024-Charter Communications Franchise Agreement, second reading  
**(motion/second to open for discussion, ask for staff input, ask for public comment, call for action)**
  - C. Other
5. **NEW BUSINESS**
  - A. Consideration to amend the FYE 2025 budget in the following particulars:
    - a. Increase the General Fund Budget by \$38,977.00 by budgeting General Fund Reserves in the amount of \$38,977.00. The monies will be used for compensation for Deputy Shell after earning a Certified Municipal Clerk designation in the amount of \$977.00 and for repairs to the roof at City Hall in the amount of \$38,000.00.
    - b. Increase the Water Fund Budget by \$414.00 by budgeting Water Fund Reserves in the amount of \$414.00. The monies will be used for compensation for Deputy Shell after earning a Certified Municipal Clerk designation.
    - c. Increase the Sewer Fund Budget by \$414.00 by budgeting Sewer Fund Reserves in the amount of \$414.00. The monies will be used for compensation for Deputy Shell after earning a Certified Municipal Clerk designation.
    - d. Increase the Landfill/Sanitation Fund Budget by \$44.00 by budgeting Landfill/Sanitation Reserves in the amount of \$44.00. The monies will be used for compensation for Deputy Shell after earning a Certified Municipal Clerk designation.

This matter would be heard at the approximately 7:15 p.m. during the regular meeting on November 12, 2024.

**(motion/second to open discussion, ask for staff input, ask for public comment, call for action to hold the hearing)**
  - B. Consideration of the Designation of Wyoming Community Gas contribution funds in the amount of \$4,227.92.
    - a. Staff recommendation is to use these funds for:
      - i. Replacement tables and chairs at the Upton Community Center
      - ii. Repainting of the Upton Community Center
      - iii. Finish work on murals planned for the Upton Community Center
      - iv. Veteran's Banner Materials**(motion/second to open discussion, ask for staff input, ask for public comment, call for action)**
  - C. Consideration of Change Order No. 1 from Falcon Construction in the amount of \$12,150.00 to add 6" compacted base underneath the slab for the transfer station building.  
**(motion/second to open discussion, ask for staff input, ask for public comment, call for action; NOTE: this change order has been approved by DEQ for the project.)**
  - D. Consideration to accept the resignations of Chief Susan Bridge and Police Secretary Kami Erland, effective 10/16/2024.  
**(motion/second to accept resignations effective 10/16/2024, call for action)**
  - E. Consideration of engineer's recommendation(s) to award Phase I projects as follows:
    - a. Phase 1.1 Whitetail-Redwood Avenue W&S Project
    - b. Birch & Juniper Street W&S Project

- c. Highway 16 East W&S Project  
(TBD if EA is comfortable making the recommendations at this meeting)
- F. Workshop:
  - a. Ordinance updates: 12/10/2024 Title 2-Administration and Personnel
  - b. Updates to Job Descriptions
- G. Other

6. **REPORTS**

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

7. **ADJOURNMENT**