

Town of Upton
Regular Town Council Meeting
April 16, 2024

THE REGULAR MEETING of the Town Council of Upton, Wyoming, was called to order at 7:00 p.m. on Tuesday, April 16, 2024, at the Upton City Hall located at 725 2nd Street in Upton, Wyoming.

Present: Mayor Nicholas Trandahl, Council Members Rick Rothleutner, Justin Norman and Joe Watt. Council Member Tiffany McMillan was absent. Staff present included Clerk/Treasurer Kelley Millar, Superintendent Mark Lindstrom, Police Chief Susan Bridge, Fire Chief Les Riehemann and Attorney Mark Hughes. Public attendance included Brittany Trandahl with the *Weston County Gazette*, Weston County Commissioners Ed Wagoner and Nathan Todd, Weston County Dispatch JPB Director Dave Larson, Gloria Knapp and Scott Evans.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve the consent agenda which included the minutes from the March 12, 2024 regular meeting as published, claims paid for April to date, and claims paid in March (utility payments, payroll, approved grant/loan expenses). All ayes, MOTION CARRIED.

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

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

CLAIMS PAID:

Deposit/Overpayment (refunds) \$43.00, \$125.00; Reimbursements: \$27.14; Alpha Communications (lease) \$50.00, \$50.00; Bailey Crackel (service) \$315.00; Bighorn Hydraulics (parts) \$57.89; Black Hills Energy (utilities) \$1,297.44, \$5,042.35, \$1,116.72; Blue Cross Blue Shield (benefit) \$12,414.03; Cambria Supply \$481.28; Chase Cardservices (parts, supplies, training, fuel, postage, equipment) \$7,714.81; Children's Home Society (service) \$150.00; Collins Communications, Inc. (service) \$58.00; Crook County District Court (garnishment) \$750.28; CW Waste (contract) \$12,696.00; Dearborn Life Insurance (benefit) \$86.97; Department of Treasury (taxes) \$9,883.25; Energy Capital Economic Development (tickets) \$320.00; Emily Cork (service) \$300.00; Engineering Associates (service) \$3,421.47, \$2,461.80; Energy Labs (testing) \$66.00; Gillette Steel (parts) \$67.00; Hawkins (supplies) \$595.18; Hughes Law Office (retainer) \$1,600.00; Inland Truck Parts (parts) \$123.36; IRS (adjustment) \$37.42; Joe's (supplies) \$229.44; McKaylia Stevenson (service) \$30.00; Norco (supplies, parts) \$615.71, \$306.98; One Call of WY (locates) \$18.75; Postmaster (postage) \$320.00, \$267.12; PRECorp (utility) \$660.91; Range (utilities) \$629.74; S & S Parts and Performance (tires, service) \$1,241.48, \$2,822.58; Servall (service) \$103.48; The Radar Shop (service) \$273.00; Top Office Supply (service) \$160.81; Town of Upton (utilities) \$330.00; Upton Co-op (fuel, parts, supplies) \$2,494.52; UVFD (supplies, equipment, utilities, reimbursement) \$2,910.26; Verizon (phone) \$75.13; WAM-WCCA Energy Lease (debt service) \$231.88; Weston County Clerk (fee) \$13.00, \$15.00; Weston County Gazette (publishing) \$360.00; Weston County Senior Services (contribution) \$3,000.00; Wyoming Earth Moving (parts) \$349.60; WY Retirement (benefit) \$5,880.65, \$187.50.

The following invoices will be paid from grant and/or loan funds when received: Engineering Associates (service) \$1,050.00, \$3,695.00 for the Montana Avenue and Colorado Avenue projects.

SALARIES: \$36,088.22

CLAIMS DENIED: NONE

Mayor Trandahl read a Proclamation recognizing April 14-24, 2024 as National Public Safety Telecommunications Week and presented Director Larson with a plaque thanking him for his service to the Town of Upton as a police officer.

Mayor Trandahl then read Proclamations for the following:

Arbor Day April 26, 2024	National Economic Development Week May 6-10, 2024
National Child Abuse Prevention Month April 2024	National Historic Preservation Month May 2024
Municipal Clerk's Week May 5-11, 2024	National Police Week May 9-18, 2024
National EMS Week May 19-25, 2024	National Firefighter's Day May 4, 2024
National Public Works Week May 1-25, 2024	National Travel and Tourism Week May 19-25, 2024

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve the proposed Replat of Portions of Block 6, 7, 8, Lot 1 of Block 9, Lots 1 and 5 of Block 10 and Lots 1 and 5 of Block 11, Sawmill Addition, Town of Upton, Weston County, Wyoming for the new transfer station. There being no public comment, all ayes, MOTION CARRIED.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve the mayor's signature on an agreement between the Town of Upton and the Weston County Solid Waste District regarding ownership of the property, building and funding for the project. Commissioner Wagoner explained the process and need for the agreement. All ayes, MOTION CARRIED.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve a Joint Resolution between Weston County, the City of Newcastle and the Town of Upton for disbursement of BFY 15-16 Landfill funds. All ayes, MOTION CARRIED.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER ROTHLUETNER SECONDED a motion to approve Resolution No. 6, 2024 entitled: A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE WYOMING ENERGY AUTHORITY'S STATE ENERGY PROGRAM GRANT ON BEHALF OF THE GOVERNING BODY FOR THE TOWN OF UPTON. This application is for an LED lighting upgrade to the Upton Senior Center in the amount of \$25,000.00 with a local match of \$2,500.00. All ayes, MOTION CARRIED.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve Resolution No. 7, 2024 entitled: A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE WYOMING ENERGY AUTHORITY'S STATE ENERGY PROGRAM GRANT ON BEHALF OF THE GOVERNING BODY FOR THE TOWN OF UPTON. This application is for an HVAC replacement/upgrade at the Upton Community Center in the amount of \$25,000.00 with a local match of \$2,500.00. All ayes, MOTION CARRIED.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve the first reading of Ordinance No. 1, Series 2024 entitled: ANNUAL APPROPRIATIONS ORDINANCE FOR THE FISCAL YEAR ENDING JUNE 30, 2024. All ayes, MOTION CARRIED.

At 7:13 p.m., Mayor Trandahl opened the only bid received for Lot 1 in the Bobcat Subdivision. COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to accept the bid from Scott Evans for \$32,551.00, as it met the minimum and other bids requirements. All ayes, MOTION CARRIED.

Unofficial Minutes of the Regular Meeting April 16, 2024

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve an agreement between the Town of Upton and Engineering Associates for design, permitting and construction on the Three Phase Water and Sewer project in the amount not to exceed \$2,413,090.75. All ayes, MOTION CARRIED.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve allowing the Garcia birthday event to HAVE, not sell alcohol at the Upton Community Center on Saturday, April 27, 2024. All ayes, MOTION CARRIED.

COUNCIL MEMBER ROTHLEUTNER MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve a request to HAVE, not sell alcohol at the Upton Community Center on Saturday, May 25, 2024. In discussion, the request was to SELL alcohol with the Cowboy Bar as the catering liquor licensee. The original motion was rescinded. COUNCIL MEMBER ROTHLEUTNER MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve a request to SELL alcohol at the Upton Community Center for an event on Saturday, May 25, 2024 with the Cowboy Bar as the catering liquor licensee. All ayes, MOTION CARRIED.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve an agreement between the Town of Upton and Dakota Testing & Engineering, LLC for materials testing on the Montana Avenue project for an estimated amount of \$9,070.00. All ayes, MOTION CARRIED.

Chief Bridge gave her report and Director Larson joined the conversation regarding dispatch costs that were anticipated to increase 25% over the previous fiscal year's estimated budget. The reasoning behind the increase included less E911 monies than anticipated and increased expenses that had previously been paid for by the City of Newcastle and Weston County, which were now opined to be the responsibility of the Dispatch JPB. Director Larson is vetting those expenses. Chief Bridge gave an update regarding the state of the Upton Police Department. Sheriff Colvard will be invited to the May 2024 meeting for more discussion.

Chief Riehemann gave his report and an update for the upcoming EMS class.

Superintendent Lindstrom gave his report.

Clerk/Treasurer Millar gave her report. She presented a letter of interest for the opening on the Weston County Travel Commission as the current appointee had resigned. COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve Kas Bishop as the Upton representative to finish the current term ending June 30, 2024 and to serve the next term ending June 30, 2027. All ayes, MOTION CARRIED.

Attorney Hughes gave an update on an abatement issue he is working on with Superintendent Lindstrom.

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 8:10 p.m.

Nicholas Trandahl, Mayor

Attest: Kelley Millar, Clerk/Treasurer