

Town of Upton
Regular Town Council Meeting
June 11, 2024

THE ANNUAL APPROPRIATIONS HEARING for the Town of Upton was called to order at 6:45 p.m. on Tuesday, June 11, 2024 at the Upton City Hall located at 725 2nd Street in Upton, Wyoming. Mayor Trandahl opened the hearing asking for public comment regarding the proposed budget for the fiscal year ending June 30, 2025. Clerk/Treasurer Millar commented that with recent grant, loan and local match draws on projects the budget overall would be reduced approximately \$192,097.00 from the published hearing notice. Chief Bridge asked that the planned funding for two police officers be added back into the proposed budget. The funding had been removed through the budget workshop process in May where the consensus was to reestablish the funding when officers were hired through an amendment. Adding the two positions back increased the budget by approximately \$176,688.00 for a total proposed budget of \$4,454,731.00 for the fiscal year ending June 30, 2025. There was no other public comment. The hearing closed at 6:48 p.m.

THE REGULAR MEETING of the Town Council of Upton, Wyoming, was called to order at 7:00 p.m. on Tuesday, June 11, 2024, at the Upton City Hall located at 725 2nd Street in Upton, Wyoming.

Present: Mayor Nicholas Trandahl, Council Members Rick Rothleutner, Justin Norman, Tiffany McMillan and Joe Watt. Staff present included Clerk/Treasurer Kelley Millar, Superintendent Mark Lindstrom, Chief Susan Bridge, Chief Les Riehemann and Attorney Mark Hughes. Public attendance included Brittany Trandahl with the *Weston County Gazette*, Tiffany Riehemann, EMS Supervisor, Kenny Rathbun with Engineering Associates and Justin McMillan with the Upton Golf Association.

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve the consent agenda which included the minutes from the May 14, 2024 regular meeting and the May 21, 2024 special meeting as published, claims paid for June to date, and claims paid in May (utility payments, payroll, approved grant/loan expenses). All ayes, MOTION CARRIED.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER MCMILLAN SECONDED a motion to approve the claims for the Upton Co-op, Nicholas Trandahl for fuel, and the Weston County Gazette with Council Member Joe Watt and Mayor Trandahl recused due to a conflict of interest. All ayes. MOTION CARRIED.

CLAIMS PAID:

Deposit/Overpayment (refunds) NONE; Reimbursements: \$34.00; Bailey Crackel (service) \$270.00; Black Hills Energy (utility) \$709.95, \$4,808.79; Blue Cross Blue Shield (benefit) \$8,754.71; Cambria Supply \$18.11; Chase Cardservices (parts, supplies, training, fuel, postage, equipment) \$16,361.32; Collins Communications, Inc. (service) \$58.00; Combine Communications JPB (dispatch) \$8,915.83; Crook County District Court (garnishment) \$815.33; CW Waste (contract) \$12,696.00; DTE, LLC (service) \$804.00; Department of Treasury (taxes) \$9,779.00; Emily Cork (service) \$277.50; Engineering Associates (service) \$1,153.93, \$1,350.00, \$1,347.01; Energy Labs (testing) \$741.00; Gina Ravine (EMS Class) \$880.00; Howard White Construction (materials) \$21,119.00; Hot Iron, Inc. (service) \$380.75, \$7234.25, \$110,060.15, \$5,792.63; Hughes Law Office (retainer) \$1,600.00; Gillette Steel Center (parts) \$265.40; Joe's (supplies) \$22.65; Kyle Studie (service) \$715.00; Michael Staiger (mileage) \$3,559.04; Northwest Pipefitting (parts) \$697.74; One Call of WY (locates) \$3.75; PartsOne (parts) \$557.00; Postmaster (postage) \$275.60; PRECorp (utility) \$501.87; Range (utilities) \$637.21; RDO (parts) \$18.96; Sacrison Asphalt (supplies) \$859.38; Servall (service) \$103.48; Street Décor (banners) \$812.79; Sundance Extinguisher (service) \$133.00; Top Office Supply (service) \$273.50; Torgerson's (service) \$4,158.98; Town of Upton (utilities) \$330.00; Upton Co-op (fuel, parts, Unofficial Minutes of the Regular Meeting June 11, 2024

supplies) \$6,568.68; UVFD (reimb) \$204.68, \$1,807.51; Verizon (phone) \$75.10; Voelker's (service) \$535.08; WAM (conference) \$12.22; Weston County Gazette (publishing) \$1,005.73; Weston County Clerk (fee) \$12.00, \$12.00, \$18.00; WY Retirement (benefit) \$5,470.06, \$187.50.

The following invoices will be paid from grant and/or loan funds when received: Engineering Associates (service) \$23,847.78, \$1,347.01, \$78,873.40, \$11,545.58 for the Montana Avenue, North Pine Transmission Line, Phase I Infrastructure, and Colorado Avenue projects; Timberline Services (service) \$7,257.84, \$137,898.96 for the Montana Avenue project.

SALARIES: \$30,339.11

CLAIMS DENIED: NONE

Justin McMillan presented a maintenance report on the equipment at the Cedar Pines Golf Course. Council Member McMillan delivered the Upton Golf Association's financials to date.

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve Ordinance No. 1, Series 2024 entitled: ANNUAL APPROPRIATIONS ORDINANCE FOR THE FISCAL YEAR ENDING JUNE 30, 2025 as amended during the Budget Hearing prior to the regular meeting. All ayes, MOTION CARRIED.

Clerk/Treasurer Millar shared notes from a call with Black Hills Energy regarding the accounting for assets and rental payments. BHE will be sending another draft asset purchase agreement for review in the next few days for presentation and discussion at the July 9, 2024 regular meeting.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER MCMILLAN SECONDED a motion to approve Resolution No. 8, 2024 entitled: A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE ECONOMIC DEVELOPMENT PUBLIC WORKS AND ECONOMIC ADJUSTMENT ASSISTANCE PROGRAMS GRANT ON BEHALF OF THE GOVERNING BODY FOR THE TOWN OF UPTON, WESTON COUNTY, WYOMING in the amount of \$3,082,250.00. This grant would supplement the Three Phase Water & Sewer Project currently financed with State Revolving Funds. All ayes, MOTION CARRIED.

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve Resolution No. 9, 2024 entitled: A RESOLUTION AUTHORIZING SUBMISSION OR AN APPLICATION TO THE WYOMING GOVERNOR'S MATCHING FUNDS PROGRAM FOR INFRASTRUCTURE INVESTMENT AND JOBS ACT in the amount of \$770,563.00. These funds are requested in conjunction with the EDA PWEAA grant from above and would supplement the Three Phase Water & Sewer Project also. All ayes, MOTION CARRIED.

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve increases in the Water and Sewer Tap fees for 2024. For the Water Taps, a ¾" tap will go from \$2,400.00 to \$2,600.00, and a 1" service will go from \$2,800.00 to \$3,000.00. Larger water taps will be priced by Superintendent Lindstrom as needed. For the Sewer Taps, a 4" tap will go from \$650.00 to \$800.00. Larger sewer taps will be priced by Superintendent Lindstrom as needed. All ayes, MOTION CARRIED.

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve Resolution No. 10, 2024 entitled: A RESOLUTION OF THE TOWN OF UPTON REASSIGNING THE DUTIES OF THE UPTON VOLUNTEER FIRE DEPARTMENT TREASURER TO THE TOWN OF UPTON in order to comply with oversight and audit requirements. All ayes, MOTION CARRIED.

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COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER MCMILLAN SECONDED a motion to approve Resolution No. 11, 2024 entitled: A RESOLUTION OF THE TOWN OF UPTON DESIGNATING AUTHORIZED SIGNERS FOR THE UPTON VOLUNTEER FIRE DEPARTMENT ACCOUNTS in order to comply with oversight and audit requirements. All ayes, MOTION CARRIED.

Chief Bridge gave her report. There were no questions.

Chief Riehemann gave his report. He also shared that the department had lost one member, but also gained one in May/June and that the EMS class is going well with good attendance.

Superintendent Lindstrom gave his report.

Clerk/Treasurer Millar gave her report. She updated the council regarding a Land and Water Conservation Fund grant being sought for the Cedar Pines Golf Course Pumphouse Replacement that was approved at the state level and is now going through a process with the National Parks Service. She also reported that several departments will need end of year budget amendments due to inflation, freight and fuel expenses above what was budgeted.

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 7:52 p.m.

Nicholas Trandahl, Mayor

Attest: Kelley Millar, Clerk/Treasurer