

**TOWN OF UPTON AGENDA**  
**FOR REGULAR COUNCIL MEETING**  
**September 9, 2025**

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 August 12, 2025 regular meeting as published, and the notes from the August 11, 2025 workshop.
  - B. Claims for September to date.
  - C. Claims paid in August (utility payments, payroll, approved grant/loan 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. Proclamation for John Strong Day with Patriot Day on September 11, 2025
  - B. Proclamation for Suicide Awareness & Prevention Month September 2025
  - C. Golf Association Report
  - D. Other
4. **UNFINISHED BUSINESS**
  - A. Other
5. **NEW BUSINESS**
  - A. Consideration of a setback variance for Josh Kelly pursuant to building permit #1453. **(motion/second to open discussion, ask for staff input, ask for public comment, call for action)**
  - B. Consideration of a special events permit to hold a bonfire for homecoming by Weston County School District #7 on 9/22/2025 **\*weather conditions permitting\*** **(motion/second to open discussion, ask for staff input, ask for public comment, call for action)**
  - C. Consideration of a review and update to the Weston County Emergency Operations Plan **(motion/second to open discussion, ask for staff input, ask for public comment, call for action)**
  - D. Consideration to hold budget amendment hearing during the regular meeting on 10/14/2025 to amend the FYE 2026 budget in the following particulars:
    - a. Increase the General Fund budget by \$22,000.00 by budgeting \$20,000.00 from awarded Wyoming Energy Authority Grant funds and \$2,000.00 from General Fund Cash Reserves. The funds will be used for upgraded HVAC controls at the Upton Community Center and updated LED lighting at the Upton Senior Center. This matter will be heard at approximately 7:15 p.m. during the regular meeting on Tuesday, October 14, 2025. **(motion/second to open discussion, ask for staff input, ask for public comment, call for action)**
  - E. Consideration of Resolution No. 11, 2025- State Homeland Security Program Radio Replacements in an amount TBD, not to exceed \$65,000.00 (application due 9/30/25). **(motion/second to open discussion, ask for staff input, ask for public comment, call for action)**
  - F. @ approximately 7:30 p.m. open bids labeled Pump Station Assembly
    - a. Review each bid (two received)
    - b. Consideration to award the Pump Station Assembly bid to the lowest responsible bidder. This decision can be made tonight or at the October 2025 meeting.
  - G. @ approximately 7:30 p.m. open bids labeled Freightliner.
    - a. Review each bid (one received)
    - b. Consideration to award the Freightliner bid to the lowest responsible bidder. This decision can be made tonight or at the October 2025 meeting.
  - H. Other
    - a. Policy:
      - a. UPTON 006-Cash Handling Policy
        - i. Remove FirstTier Bank as a drop off location
        - ii. Remove landfill fee collection from collection procedures
      - b. UPTON 014-Records Retention Policy
        - i. Update fees to Resolution No. 2, 2025-Public Record Fee Schedule

b. Other

**6. REPORTS**

- A. Chief of Police-W.S. 16-4-405 (a)(ii) Personnel
- B. Fire Chief-Dispatch JPB Update (reports from FYE 2025 and audit from FYE 2024 still outstanding)
- C. Superintendent
- D. Clerk-Treasurer
- E. City Attorney
- F. Council
- G. Mayor

**7. ADJOURNMENT**