

Town of Upton
Regular Town Council Meeting
December 10, 2024

THE REGULAR MEETING of the Town Council of Upton, Wyoming, was called to order at 7:00 p.m. on Tuesday, December 10, 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, Chief Les Riehemann, Foreman Amber Ryan, and Attorney Dublin Hughes who appeared via Zoom. Public attendance included Brittany Trandahl with the *Weston County Gazette*, Keith Materi and Rick Donner.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER MCMILLAN SECONDED a motion to approve the consent agenda which included the minutes from the November 12, 2024 regular meeting as with the correction to add the Ordinance No. 3, Series 2024 language that was omitted from the published minutes, claims paid for December to date, and claims paid in November (utility payments, payroll, and approved grant/loan expenses). All ayes, MOTION CARRIED.

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

CLAIMS PAID:

Deposit/Overpayment (refunds) None; Reimbursements: \$221.92; Advanced Communications (tower rent-dispatch expense) \$244.00, \$244.00, \$244.00, \$244.00, \$244.00 PAID UNDER PROTEST; American Welding & Gas (supplies) \$564.11; BJ Nelson, Inc (parts) \$85.00; Bailey Crackel (service) \$180.00; Black Hills Energy (utility) \$801.41, \$5,254.08; Blue Cross Blue Shield (benefit) \$8,052.89; Border States (parts, credit correction) \$189.17; Chase Cardservices (parts, supplies, training, fuel, postage, equipment) \$6,312.12; Collins Communications, Inc. (service) \$58.00; Combined Communications JPB (dispatch) \$8,915.83; Dana Kepner (parts) \$530.87; Department of Treasury (taxes) \$7,019.61; Emily Cork (service) \$270.00; Energy Labs (testing) \$66.00; Gillette Steel (parts) \$2,408.55; Hughes Law Office (retainer) \$1,600.00; Joe's (supplies) \$183.73, \$64.44; Newcastle Ace Hardware (equipment) \$399.99; Northwest Pipefitting (parts) \$7,338.58; One Call (locates) \$18.75; Postmaster (postage) \$287.84; PRECorp (utilities) \$631.10; Range (utilities) \$629.55; Rocky Mountain Print Solutions (supplies) \$306.00; S&S Parts and Performance (parts) \$1,775.98; Servall (service) \$103.48; Top Office Supply (service) \$282.61; Torgerson's (parts) \$1,294.87; Town of Upton (utilities) \$348.32; Upton Co-op (fuel, parts, supplies) \$2,624.53, \$321.90; Verizon (phone) \$75.18; Voelker's (parts) \$360.00; Weston County Gazette (publishing) \$1,260.90; Weston County Health Services \$213.00; White Bear Lincoln (used vehicle) \$20,090.00; WY Retirement (benefit) \$4,244.43, \$206.25.

The following invoices will be paid from grant and/or loan funds when received: Engineering Associates (service) \$1,645.78; \$8,203.40 and \$7,082.08 for the Colorado Ave, Project Phase I, II & III Infrastructure, and North Pine Transmission Line projects; and Falcon Construction (service) \$104,767.00 for the Transfer Station project.

SALARIES: \$21,128.13

CLAIMS DENIED: LinkTech (service) \$3,927.52.

Keith Materi came before the council to inquire about law enforcement presence and any progress on filling the current vacancies. He cited several incidents over the last year where there was little, no, or delayed law
Unofficial Minutes of the Regular Meeting December 10, 2024

enforcement response and shared his concerns for both the present and future of Upton. The council assured Mr. Materi that all efforts to recruit a police force are being deployed and that those efforts will continue.

At 7:24 p.m. Mayor Trandahl opened a budget amendment hearing. Clerk/Treasurer Millar explained the proposed amendment as follows:

- a. Increase the General Fund Budget by \$17,275.00 by budgeting \$17,275.00 from General Fund Cash Reserves. The monies will be used to update security at City Hall and the Upton Community Center.

With no further comments, the hearing was closed at 7:29 p.m.

COUNCIL MEMBER ROTHLEUTNER MOVED, COUNCIL MEMBER MCMILLAN SECONDED a motion to approve the budget amendment as noted above. All ayes, MOTION CARRIED.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER MCMILLAN SECONDED a motion to approve the updated Weston County Travel Commission Joint Powers Agreement. This motion was then rescinded when the agreement was found to be incomplete.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER MCMILLAN SECONDED a motion to table action on the WCTC JPA update. All ayes, MOTION CARRIED.

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve the Mayor's signature on an MOU for supervision of the Town of Upton reserve police officers by the Weston County Sheriff. All ayes, MOTION CARRIED.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER MCMILLAN SECONDED a motion to approve the Mayor's signature on three agreements from the Office of State Lands and Investments for additional ARPA funds received from the Governor's Office in re-deployment for a total of \$76,358.00 with \$11,370.00 to LG-1404-Montana Avenue, \$8,457.00 to WS-1172-Highway 16 Waterline Crossing and \$56,531.00 to WS-1171-6th Street Project. All ayes, MOTION CARRIED.

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve the changes to UPTON 007-Investment Policy. All ayes, MOTION CARRIED.

Chief Riehemann gave his report with updated UVFD officers as follows: Les Riehemann, Chief, Rick Donner, Assistant Chief and Tiffany Riehemann, EMS Supervisor. Chief Riehemann also asked for the old UVFD Command Unit to be put up for sale. COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to advertise the sale of the 1995 Chevrolet Suburban with a minimum bid of \$500.00. All ayes, MOTION CARRIED. The Chief also noted that the department would be listing Clerk/Treasurer Millar as a person to access PO Box 278, as well as the department secretary, Amy Torstveit, if allowed.

Foreman Ryan gave her report.

Clerk/Treasurer Millar gave her report. She asked for permission to pursue changes to Ordinance No. 5, Series 2019-Local Authority Liquor Licensing to mitigate repeated violations by liquor license holders. The consensus was to have Clerk/Treasurer Millar work with Attorney Hughes on the changes. A memo to council was presented regarding the review of a Newcastle City Council meeting where a letter that had been sent to the Dispatch Joint Powers Board was addressed.

Mayor Trandahl called for a motion and second to approve payment of a bill from LinkTech in the amount of \$3,927.52 for additional work to establish a secondary dispatch location in the Upton Police Department building. No motion was made, and the bill will be listed as a claim denied.

Unofficial Minutes of the Regular Meeting December 10, 2024

Clerk/Treasurer Millar also asked that the February 11, 2025 regular meeting be rescheduled to Monday, February 10, 2025 to accommodate staff travel. The consensus was to change the meeting date in February with the change advertised.

Council members discussed and suggested adding security cameras to Town buildings and to each direction in and out of town. Attorney Hughes will do some research and work with staff for this project.

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 8:31 p.m.

Nicholas Trandahl, Mayor

Attest: Kelley Millar, Clerk/Treasurer