

Town of Upton
Regular Town Council Meeting
July 8, 2025

THE REGULAR MEETING of the Town Council of Upton, Wyoming, was called to order at 7:00 p.m. on Tuesday, July 8, 2025 at the Upton City Hall located at 725 2nd Street in Upton, Wyoming with the Pledge of Allegiance.

Present: Mayor Nicholas Trandahl, Council Members Rick Rothleutner, Joe Watt, Tiffany McMillan, and Justin Norman.. Staff present included Superintendent Mark Lindstrom, Clerk/Treasurer Kelley Millar, Attorney Mark Hughes, Chief Les Riehemann, EMS Supervisor Tiffony Riehemann and Chief Brian Meals. Public attendance included Brittany Trandahl with the *Weston County Gazette* , Maribeth Meals, and Toni Gipson.

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve the consent agenda which included the minutes from the June 10, 2025 regular meeting minutes as published and claims paid for July to date, claims paid and journal vouchers for end of year corrections/adjustments made in June (utility payments, payroll, debt service, end of year expenditures, and approved grant/loan expenses). All ayes, MOTION CARRIED.

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

CLAIMS PAID:

Deposit/Overpayment (refunds) \$114.24; Reimbursements: \$47.00, \$421.87, \$10.00, \$414.33; Advanced Communications (service) \$244.00; Baily Crackel (service) \$300.00, \$360.00; Black Hills Energy (utilities) \$448.61, \$4,772.03; Black Mountain Software (software) \$15,948.24; Blue Cross Blue Shield (benefit) \$8,136.28; Cambria Supply (parts) \$832.51; Chase Cardservices (parts, supplies, training, fuel, postage, equipment) \$12,812.09; CivicPlus (service) \$1,600.95; Collins Communications, Inc. (service) \$58.00; Core & Main (parts) \$3,410.68; CW Waste (service) \$13,965.70; Dearborn National (benefit) \$66.06; Department of Treasury (taxes) \$3,057.83; Department of Workforce Services (benefits) \$117.68, \$3,431.16; Energy Labs (testing) \$556.00; Hughes Law Office (retainer) \$1,600.00; Gillette Steel Center (supplies) \$251.00; Hawkins (supplies) \$2,525.00, \$716.40; June Shell (service) \$165.00; LinkTech (equipment, service) \$2,094.98; Matheson Trigas Inc. (O₂ tank rental) \$37.35; Newcastle Vision Clinic (safety equipment) \$576.00; Northwest Pipe Fitting (supplies) \$152.13, \$682.70; One Call (locates) \$37.80; Postmaster (postage) \$292.88; PRECorp (utilities) \$702.93; Range (utilities) \$613.33; Ringer Law PC (service) \$37.50; Servall (service) \$108.38; Sundance Extinguisher (service) \$127.00, \$207.00; Top Office Supply (service) \$206.80; Town of Upton (utilities) \$374.03; Upton Co-op (fuel, parts, supplies) \$5,502.15, \$220.31; Verizon (phone) \$81.08; Weston County Treasurer (fee) \$534.39; Weston County Gazette (publishing) \$645.00; Wyoming Association of Risk Management (property insurance) \$34,986.69, \$250.00; Wyoming Retirement System (benefit) \$5,217.63, \$206.25.

EOY Journal Vouchers approved include: JV 1463 for audit expenses; JV 1432 for salary adjustments where the allocations were input incorrectly; JV 1438 for benefits adjustments where the allocations were input incorrectly; JV 1444 for the correct allocation of new equipment used by multiple funds; JV 1465 for the correct allocation of attorney expenses; JV 1464 for the correct allocation of maintenance and repair costs.

The following invoices will be paid from grant and/or loan funds when received: Dan Hart Patrol Services, LLC (service) \$222,444.33, \$11,707.59 for the Phase 1.3-Whitetail-Redwood project; DRM, Inc. (service) \$5,791.69, \$110,042.12 for the Colorado Avenue project; Engineering Associates (service) \$88,757.94,
Unofficial Minutes of the Regular Meeting July 8, 2025

\$1,552.99, and \$7,990.22 for the Three Phase and Colorado Avenue Projects; and Hot Iron, Inc. (service) \$301,584.89, \$15,872.89 for the Phase 1.3-East Highway 16 project.

SALARIES: \$29,693.24

CLAIMS DENIED: NONE

Mayor Trandahl read a proclamation for the United States' Semi-Quincentennial Celebration.

Council Member McMillan gave the golf course report. She noted that a change in scope for the pumphouse project has been submitted for review at the federal level and will keep the council updated. The Upton Golf Association will have the matching funds for the difference in the expense for the project.

Chief Riehemann updated that council that Laramie County had found another unit to lease from a different agency so there is no longer a need for an agreement.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER MCMILLAN SECONDED a motion to approve the Class of 1969 to have, not sell, alcohol at the Upton Community Center on Friday, July 18, 2025 for their class reunion celebration. All ayes, MOTION CARRIED.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve the issuance of a malt beverage permit to Toni Gipson on behalf of the Upton Arena Club for Friday, July 18, 2025 at the Upton Rodeo Grounds. All ayes, MOTION CARRIED.

COUNCIL MEMBER ROTHLEUTNER MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve two open container permits for Toni Gipson, on behalf of the Upton Arena Club for Friday, July 18 and Saturday, July 19, 2025 at the Upton Rodeo Grounds. All ayes, MOTION CARRIED.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve Change Order #1 from Hot Iron, Inc for Phase 1.3-for an increase of \$75,395.10 to install additional water and sewer infrastructure not on the original design plans and add 45 working days to the contract. Superintendent Lindstrom explained the discovery of additional work through the construction process and the need for the change order to address the additional work to be completed. All ayes, MOTION CARRIED.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER MCMILLAN SECONDED a motion to approve Resolution No. 8, 2025 entitled: A RESOLUTION UPDATING THE RULES AND FEES FOR THE USE OF THE UPTON COMMUNITY CENTER BUILDING IN THE TOWN OF UPTON, WYOMING. The council struck language in the resolution regarding event prioritization for funeral services choosing to have that language in the rules, as a friendly amendment. All other provisions were kept from the workshop held on July 7, 2025. All ayes, MOTION CARRIED.

Police Chief Meals gave his report and shared a comprehensive update to the council. He asked for the surplus in the FYE 2025 Upton PD budget to be transferred and ear marked for the purchase of upgraded radios as the current ones are on loan from Weston County Homeland Security. A quote from Motorola in the amount of \$55,887.76. Clerk/Treasurer Millar reminded the council that while there may be a budget surplus, there is not necessarily a cash surplus and direction for any transfer to be earmarked would need to be given as to what account the funds would come from. (More discussion will be held on this matter at a special meeting to be held on Tuesday, July 15, 2025 at 7:00 p.m.)

The Chief then asked the council to abolish the residency requirement for Upton police officers and the chief to live within 5 miles of city limits in an effort to recruit qualified candidates who may not be able or willing to

Unofficial Minutes of the Regular Meeting July 8, 2025

relocate. COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to abolish the current residency requirements for employees of the Upton Police Department. Mayor Trandahl and Council Members Norman and Rothleutner voted aye, Council Members McMillan and Watt voted nay, MOTION CARRIED. A request to remove the requirement for on-call hours in the Upton Police Department was not addressed at this meeting but will be on the agenda for a special meeting to be held on Tuesday, July 15, 2025 at 7:00 p.m..

Chief Meals went on to ask for permission to advertise for one full time and one part time police officer. COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to advertise for the positions. All ayes, MOTION CARRIED.

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve the trade in of obsolete weapons to the appropriate armorer in the area. All ayes, MOTION CARRIED.

Fire Chief Riehemann gave his report and a brief update on the Dispatch Joint Powers Board.

Superintendent Lindstrom gave his report and updated the council that the Town of Upton welcome sign on the east end of town will need to be removed. The private property upon which the sign was placed has been sold and the new owner asked for the sign to be removed. He gave a brief update on the infrastructure projects.

Clerk/Treasurer Millar gave her report.

Attorney Hughes had been contacted by Dr. Coberly, WCSD #7 Superintendent, regarding options for a new pool in Upton.

Mayor Trandahl asked each department head to provide the council with a wish list for their prospective departments without regard to funding so that the council can get an idea of what the goals for each department are and have something to work from for the future.

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 9:49 p.m.

Nicholas Trandahl, Mayor

Attest: Kelley Millar, Clerk/Treasurer