

Town of Upton
Regular Town Council Meeting
June 10, 2025

THE ANNUAL APPROPRIATIONS HEARING for the Town of Upton, Wyoming, was opened at 6:45 p.m. Clerk/Treasurer Millar reviewed updates to the published hearing information including the addition of grant and local match funding to finish the Transfer Station. The hearing was closed at 6:47 p.m.

THE REGULAR MEETING of the Town Council of Upton, Wyoming, was called to order at 7:00 p.m. on Tuesday, June 10, 2025 at the Upton City Hall located at 725 2nd Street in Upton, Wyoming with Story Trandahl leading the Pledge of Allegiance.

Present: Mayor Nicholas Trandahl, Council Members Rick Rothleutner and Justin Norman. Council Member Tiffany McMillan joined the meeting via Teams. Council Member Joe Watt was absent. Staff present included Superintendent Mark Lindstrom, Clerk/Treasurer Kelley Millar, Attorney Mark Hughes, and Chief Brian Meals. Public attendance included Brittany Trandahl with the *Weston County Gazette*, Story Trandahl, Maribeth Meals, Toni Gipson, Gina Ravine, Martin Ravine, Warren Huckins, Debbie Huckins and Cort Cundy with CW Waste.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve the consent agenda which included the minutes from the May 13, 2025 regular meeting minutes as published and claims paid for June to date, and claims paid in May (utility payments, payroll, debt service and approved grant/loan expenses). All ayes, MOTION CARRIED.

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

CLAIMS PAID:

Deposit/Overpayment (refunds) \$250.00; Reimbursements: \$0.00; Black Hills Energy (utilities) \$662.25, \$5,013.78; Blue Cross Blue Shield (benefit) \$8,052.89; BoundTree (supplies) \$30.40, \$87.58; Blue360 Media (supplies) \$482.83; Chase Cardservices (parts, supplies, training, fuel, postage, equipment) \$9,817.55; Collins Communications, Inc. (service) \$58.00; Combined Communications JPB (dispatch) \$8,915.83; CW Waste (service) \$12,696.00; Dana Safety (equipment) \$3,366.78; Department of Treasury (taxes) \$7,946.48; Emily Cork (service) \$225.00; Energy Labs (testing) \$201.00; ES Designs (service) \$18.00; Fisher Sand & Gravel (supplies) \$2,843.93; Forever West Oilfield Services (parts) \$1,150.00; Hughes Law Office (retainer) \$1,600.00; Gillette Steel Center (supplies) \$745.20; Joe's (supplies) \$93.02, \$211.48; LifeMed Safety (supplies) \$600.00; Matheson Trigas Inc. (O₂ tank rental) \$38.43; Meadowlark Counseling (service) \$300.00; Norco Inc (parts) \$14.09; Omega Computers (service) \$100.00; Postmaster (postage, permit renewal) \$291.76; PRECorp (utilities) \$540.21; Range (utilities) \$615.26; Rick's Electric (service) \$17,751.00; S&S Parts and Performance (supplies) \$459.39; Servall (service) \$108.38; Sundance Extinguisher (service) \$104.50; Top Office Supply (service) \$223.80; Town of Upton (utilities) \$348.32; Upton Co-op (fuel, parts, supplies) \$2,206.30, \$343.71; Verizon (phone) \$81.08; Weston County Clerk (fee) \$12.00, \$12.00; Weston County Gazette (publishing) \$1,297.50; Woolsey Construction (service) \$5,000.00; Wyoming OSLI (debt service) \$10,856.00; Wyoming Retirement System (benefit) \$4,698.86, \$206.25; Wyoming State Fireman's Association (dues) \$100.00; Wyoming State Treasurer (unclaimed property) \$602.42.

The following invoices will be paid from grant and/or loan funds when received: Engineering Associates (service) \$88,757.94 and \$5,728.77; for the Three Phase and Colorado Avenue Projects; Hot Iron, Inc. (service) \$201,005.52; for the Phase I, II & III Infrastructure; LS Enterprises LLC (service) \$4,340.84; Weston County Solid Waste District (equipment) \$81,458.63; WYO Services (service) \$18,305.25 for the Transfer Station project.

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SALARIES: \$24,081.98

CLAIMS DENIED: NONE

Warren Huckins came before the council to inquire about the materials from street projects including concrete, dirt and asphalt. The materials are part of the contracts for the projects with provisions for roto mill, crushing and transport. Mr. Huckins was encouraged to contact the contractors privately for personal business dealings.

COUNCIL MEMBER ROTHLEUTNER MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve the third and final reading of Ordinance No. 1, Series 2025 entitled: ANNUAL APPROPRIATION ORDINANCE FOR THE FISCAL YEAR ENDING JUNE 30, 2026. All ayes, MOTION CARRIED.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve an agreement between the Town of Upton and the Upton Arena Club for a one-year period for use of the rodeo grounds for activities. All ayes, MOTION CARRIED.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve an open container permit for an event at the Upton Rodeo Grounds on June 28, 2025. All ayes, MOTION CARRIED.

Cort Cundy with CW Waste came before the council to present a new agreement for garbage hauling. The agreement is a contract in the amount of \$13,710.00 per month with the ability to adjust for increased or decreased tips, a fuel surcharge to be automatically added when diesel fuel is over \$5.00/gallon, and a two-year period. Mr. Cundy fielded questions from the council about the increase and explained that the cost of doing business, fuel and truck maintenance were behind the 9% increase request. Council Member Rothleutner asked how that would affect rates for Upton citizens and Clerk/Treasurer Millar explained that this rate increase could be absorbed at this time, but could require rate increases in the future. Mr. Cundy offered to hold the proposed pricing for an additional third year in the contract. COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve the three-year agreement with CW Waste for a monthly price of \$13,710.00. All ayes, MOTION CARRIED.

Gina Ravine came before the council to present the costs for an advanced EMT class. The council was agreeable to her proposal and thanked her for her work.

At approximately 7:28 p.m. Mayor Trandahl opened the budget amendment hearing. There were no public comments. The hearing closed at 7:31 p.m.

COUNCIL MEMBER ROTHLEUTNER MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve the budget amendment in the following particulars:

1. Increase the General Fund Budget by \$1,968.00 by budgeting \$1,968.00 from General Fund cash reserves. The funds will be used to pay off the General Fund portion of the WAM-WCCA Lease in the amount of \$1,967.49 principal only.
2. Increase the Water Fund Budget by \$58,657.00 by budgeting \$58,657.00 from Water Fund debt service reserves. The monies will be used to pay off State Lands Investment Board loans DWSRF 103 in the amount of \$3,340.70 principal and interest; DWSRF 103AR in the amount of \$11,237.84 principal, DWSRF 239 in the amount of \$19,659.78 principal and interest, the Water Fund portion of CCL 19001 in the amount of \$22,451.03 principal only, and the Water Fund portion of the WAM-WCCA Lease in the amount of \$1,967.49 principal only.

3. Increase the Sewer Fund Budget by \$29,351.00 by budgeting \$29,351.00 from the Sewer Fund debt service reserves. The monies will be used to pay off State Lands Investment Board loans CWSRF 111AR in the amount of \$4,931.76 principal only, the Sewer Fund portion of CCL 19001 in the amount of \$22,451.03 principal only, and the Sewer Fund portion of the WAM-WCCA Lease in the amount of \$1,967.49 principal only.
4. Increase the Sanitation/Landfill Fund Budget by \$1,968.00 by budgeting \$1,968.00 from Sanitation/Landfill cash reserves. The monies will be used to pay off the Landfill/Sanitation portion of the WAM-WCCA Lease in the amount of \$1,967.49 principal only.

All ayes, MOTION CARRIED.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve holding workshop on Monday, July 7, 2025 at 7:00 p.m. to discuss Resolution No. 8, 2025-Community Center Fees & Rules and work through new policies for use of the Upton Community Center. All ayes, MOTION CARRIED.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve holding a workshop on Monday, August 11, 2025 at 7:00 p.m. to discuss the Personnel Policy. All ayes, MOTION CARRIED.

A request from Laramie County had been received regarding the leasing of Rescue -2 for a temporary ambulance. More information is forthcoming.

Chief Meals gave a brief introduction.

Chief Riehemann was out on a county fire. His report was submitted for review.

Superintendent Lindstrom gave his report and noted that the playground area at the park will be barricaded off for repairs over the next week.

Clerk/Treasurer Millar gave her report.

Attorney Hughes shared that the Charter franchise agreement is likely subject to Ordinance No. 3, Series 2019-Wireless Communications Facilities Regulation. A copy will be sent to Charter contacts.

Council Member Rothleutner asked if there was a need for an ordinance regarding drones.

Mayor Trandahl noted that he, Clerk/Treasurer Millar and Superintendent Lindstrom would be attending the Wyoming Association of Municipalities Summer Conference for the rest of the week in Cheyenne.

There being no further business before the Council, COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED A MOTION to adjourn. All ayes, MOTION CARRIED. The meeting adjourned at 8:09 p.m.

Nicholas Trandahl, Mayor

Attest: Kelley Millar, Clerk/Treasurer

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