

Town of Upton
Regular Town Council Meeting
May 13, 2025

THE REGULAR MEETING of the Town Council of Upton, Wyoming, was called to order at 7:00 p.m. on Tuesday, May 13, 2025 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 Superintendent Mark Lindstrom, Clerk/Treasurer Kelley Millar, Attorney Mark Hughes and Chief Les Riehemann. Public attendance included Brittany Trandahl with the *Weston County Gazette*, Scott Evans, Kathleen Matthews, Justin McMillan, Toni Gipson, Tom Johnson, Gina Ravine, Martin Ravine, Brianna Wilder, Courtney Huckins, Ty Kennedy, Claire Kennedy, Rick Donner, Katrine Burckahard, Amy Cook, Kelly Wozney, and Tiffany Riehmman, EMS Supervisor.

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve the consent agenda which included the minutes from the April 8, 2025 regular meeting minutes as published, the May 2, 2025 public meeting notes as published, and the May 2, 2025 special meeting minutes and claims paid for May to date, and claims paid in April (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 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) \$6.03; Reimbursements: \$1,859.20; Advanced Communications (tower rent) \$244.00, \$244.00; American Welding & Gas, Inc. (supplies) \$58.56; Bailey Crackel (service) \$345.00; Big Horn Tire, Inc. (tires) \$2,411.26; Black Hills Energy (utilities) \$926.05, \$4,966.75; Blue Cross Blue Shield (benefit) \$8,052.89; BoundTree (supplies) \$1,055.08; Cambria Supply (supplies) \$263.08, \$87.46; Chase Cardservices (parts, supplies, training, fuel, postage, equipment) \$16,846.27; Collins Communications, Inc. (service) \$58.00; Combined Communications JPB (dispatch) \$8,915.83; CW Waste (service) \$13,032.20; Department of Treasury (taxes) \$8,528.02, \$4.90; Emily Cork (service) \$180.00; Energy Labs (testing) \$76.00; Fisher Sand & Gravel (supplies) \$201.76; Forever West Oilfield Services (parts) \$2,875.00; Hughes Law Office (retainer) \$1,600.00; Joe's (supplies) \$149.93, \$26.98; Matheson Trigas Inc. (O₂ tank rental) \$248.66; Norco Inc (supplies, parts) \$244.90; Northwest Pipe Fitting (parts) \$5,298.70; One Call (locates) \$3.15; Postmaster (postage, permit renewal) \$291.76, \$350.00; PRECorp (utilities) \$727.56; Range (utilities) \$592.63; S&S Parts and Performance (supplies) \$220.95; Servall (service) \$108.38; Top Office Supply (service) \$224.76; Town of Upton (utilities) \$348.32; Upton Co-op (fuel, parts, supplies) \$2,433.59, \$132.20; Verizon (phone) \$81.08; WAM-WCCA Lease Program (debt service) \$7,869.96; Weston County Gazette (publishing) \$832.50; Weston County Senior Services (contribution) \$3,000.00; WYDOT Financial Services (equipment) \$1,900.00; Wyoming OSLI (debt service) \$11,237.84, \$3,340.70, \$4,931.76, \$44,902.06, \$19,659.78; Wyoming Retirement System (benefit) \$4,608.47, \$206.25.

The following invoices will be paid from grant and/or loan funds when received: Engineering Associates (service) \$20,886.05, \$23,544.47 and \$5,270.85; for the Phase I, II & III Infrastructure and Colorado Avenue projects; Wyoming Earthmoving Company (service) \$31,650.00, and \$50,650.00 for the Transfer Station project.

SALARIES: \$26,594.56

Unofficial Minutes of the Regular Meeting May 13, 2025

CLAIMS DENIED: NONE

Tom Johnson came before the council to explain the Vets Talking to Vets program. Mr. Johnson served for 20 years in the military and 16 years in civil service. He recently completed the training to become a program coach. There will be meeting at the Community Center on Thursday, May 16, 2025 at 6:30 p.m. where the program will be introduced, and more meeting dates will be discussed. Mr. Johnson noted that the program is also open to first responders and will connect with Chief Riehemann and EMS Supervisor Riehemann for more information.

Scott Evans, owner of ITT Services, Inc. dba Irontown Tavern, came before the council to express dissatisfaction with the recent increase in annual retail liquor license fees from \$750.00 to \$1,000.00. He asked the council to reconsider and noted that the price increase will cause him and other license holders to have to raise prices on products. Mayor Trandahl shared that the Town receives multiple calls every week from entities seeking a full retail liquor license. The Town of Upton is allocated three full retail licenses per state statute due to the population. Mayor Trandahl told Mr. Evans his concerns would be taken under consideration.

Mayor Trandahl then held a special presentation to recognize the Upton Volunteer Fire Department and EMS crew for their dedicated service to the Town of Upton residents. The three recent graduates of the UVFD hosted EMS certification class were in attendance as well with National EMS Week coming up. Each member of the department was given an appreciation gift.

Chief Riehemann gave a brief update for the Dispatch JPB and noted that Director Larson had given notice that he would be leaving the entity. The JPB will be advertising for the director position and still has one open dispatch position as well.

Council Member McMillan, who is also the council's liaison to the Upton Golf Association, gave a brief update on the activities for the course and Justin McMillan shared the maintenance report as well.

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve the second reading of Ordinance No. 1, Series 2025 entitled: ANNUAL APPROPRIATIONS ORDINANCE FOR THE FISCAL YEAR ENDING JUNE 30, 2026. Kathleen Matthews inquired about the installation of fiber in town and if the town had considered that in the planning of projects. Superintendent Lindstrom explained the preconstruction meetings and communication with service providers are a part of every project in Upton. All ayes, **MOTION CARRIED.**

Toni Gipson with the Upton Arena Club came before the council to ask if an annual lease agreement could be drawn up between the Town of Upton and the Upton Arena Club for the rodeo grounds. She shared that the Club would pay for the water and electricity at the arena and that they carry their own liability insurance that includes liquor liability. **COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER MCMILLAN SECONDED** a motion to have Attorney Hughes draft an agreement for review at the next regular meeting. All ayes, **MOTION CARRIED.**

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve the agreement with Engineering Associates for the construction period on the Colorado Avenue project in an amount not to exceed \$76,085.00. All ayes, **MOTION CARRIED.**

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve the annual lease between the Town and the Upton Senior Center Board for continued use of the building for meals and activities for a term from July 1, 2025 through June 30, 2026. All ayes, **MOTION CARRIED.** Mayor Trandahl would like it to be clarified as to whether the Upton Senior Center Board is appointed by the Town or elected by those using the services.

The council held discussion regarding increasing fees at the Upton Community Center. A workshop will be scheduled at the June 10, 2025 regular meeting to address changes in fees and policy.

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve Resolution No. 6, 2025 entitled: A RESOLUTION OF THE TOWN COUNCIL OF UPTON, WESTON COUNTY, WYOMING ADOPTING UTILITY RATE INCREASES FOR THE FISCAL YEAR 2025-2026. The rate increase is approximately 3% to the base water rate, approximately 5% to the per 1,000-gallon use rate, and approximately 1% to the flat sewer service rate. No rate increase was made in the sanitation/landfill fund at this time. The total increase to an average utility bill with 1000 gallons of water will increase from \$92.33 per month to \$93.50 per month, or approximately 1%, effective July 1, 2025. All ayes, MOTION CARRIED.

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

- a. 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.
- b. 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.
- c. 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.
- d. 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.

NOTICE IS FURTHER GIVEN that this matter will be considered and acted upon by the Town Council of Upton, Wyoming at approximately 7:15 p.m. at the regular meeting held at 7:00 p.m. on June 10, 2025 in Council Chambers of City Hall at 725 2nd Street, Upton, Wyoming.
All ayes, MOTION CARRIED.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER MCMILLAN SECONDED a motion to approve holding the annual appropriations hearing at 6:45 p.m. before the regular meeting on Tuesday, June 10, 2025. All ayes, MOTION CARRIED.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER MCMILLAN SECONDED a motion to approve Resolution No. 9, 2025 entitled: A RESOLUTION OF THE TOWN OF UPTON MIGRATING THE CURRENT OPERATING BUSINESS CHECKING ACCOUNT TO A MONEY MARKET ACCOUNT THAT IS INTEREST BEARING WITH THE SAME BASIC FUNCTIONS. All ayes, MOTION CARRIED. The approval of Resolution No. 9, 2025 does not require the change, but does allow for the account change should that be found in the best interest and for the good of the order of the Town of Upton.

A workshop to review the Personnel Policy will be scheduled after July 1, 2025.

A brief report was given as to the anticipated arrival of Police Chief Brian Meals, which is expected after June 2, 2025 and it was noted that Chief Staiger would not be able to come up as a reserve for some time.

Chief Riehemann gave his report. Paramedic Gina Ravine, who also volunteers with the UVFD, gave a brief rundown of costs for an EMS-Advanced class the department would like to host. The recent EMS-Basic graduates, and current EMS volunteers have expressed interest in the advanced certification that will allow even better service for Upton. The Town of Upton would cover the cost of the class for those who live in Upton city limits and would serve on the UVFD ambulance service.

Superintendent Lindstrom gave his report.

Clerk/Treasurer Millar gave her report.

Attorney Hughes shared some insight on recreation mill levies.

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 8:48 p.m.

Nicholas Trandahl, Mayor

Attest: Kelley Millar, Clerk/Treasurer