

Town of Upton
Regular Town Council Meeting
September 9, 2025

THE REGULAR MEETING of the Town Council of Upton, Wyoming, was called to order at 7:00 p.m. on Tuesday, September 9, 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, and Justin Norman. Council Member Tiffany McMillan was absent. Staff present included Clerk/Treasurer Kelley Millar, Attorney Mark Hughes, Foreman Ryan and Chief Brian Meals. Chief Riehemann and Superintendent Lindstrom were absent. Public attendance included Brittany Trandahl with the *Weston County Gazette*, Maribeth Meals, and Weston County Solid Waste District Board Chairman Ed Wagoner.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve the consent agenda which included the minutes from the August 12, 2025, regular meeting minutes and August 11, 2025, workshop notes, and claims paid for September to date, claims paid in August (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 Upton Co-op with Council Member Watt recused due to a conflict of interest. All ayes, MOTION CARRIED.

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

CLAIMS PAID:

Refunds: \$26.02; Reimbursements: \$1,262.00; Advanced Communications (service) \$244.00; Arrow Services (fuel) \$238.54; Bailey Crackel (service) \$225.00, \$240.00; Black Hills Energy (utilities) \$5,643.05, \$203.02; Blue Cross Blue Shield (benefit) \$9,554.10; BoundTree (supplies) \$1,434.71; Chase Cardservices (parts, supplies, training, fuel, postage, equipment) \$6,018.49; Civic Plus (service) \$315.00; Clean Enough (service) \$400.00; ClingerHagerman (audit) \$11,650.00; Combined Communications Dispatch (service) \$8,915.83; Collins Communications, Inc. (service) \$831.50; Communication Technologies, Inc. (equipment) \$150.00; Core & Main (parts) \$951.48; CW Waste (service) \$14,118.50; Department of Treasury (taxes) \$8,924.53; Energy Labs (testing) \$5,360.00; ES Designs (service) \$80.00; Everon (service) \$6,276.87; Grossenburg (parts) \$298.44; Hughes Law Office (retainer) \$1,600.00; Joe's Food Center (supplies) \$83.74, \$34.14; June Shell (service) \$180.00; LinkTech (equipment, service) \$530.00; Matheson Trigas Inc. (service) \$138.87; Newman Traffic Signs (supplies) \$70.94; Northwest Pipe Fitting (supplies) \$3,833.39; Pearson (supplies) \$1,419.22; Postmaster (postage) \$323.30; PRECorp (utilities) \$885.31; Range (utilities) \$619.68; Servall (service) \$108.38; Team Labs (supplies) \$1,044.00; The Sundance Times (service) \$161.50; Thunder Basin Ford (parts) \$104.40; Top Office Supply (service) \$680.87; Town of Upton (utilities) \$378.50; Upton Co-op (fuel, parts, supplies) \$298.27, \$4,292.52; Verizon (phone) \$81.02; Wally's Spraying (service) \$237.50; Weston County Gazette (publishing) \$915.00; Wyoming Retirement System (benefit) \$5,744.91, \$71.30, \$281.25.

The following invoices will be paid from grant and/or loan funds when received: Dan Hart Patrol Services, LLC (service) \$1,654.11, \$31,428.17 for the Phase 1.1-Whitetail-Redwood project; DRM, Inc. (service) \$3,379.42, \$64,208.96 for the Colorado Avenue project; Engineering Associates (service) \$40,909.43, \$34,609.61, \$7,805.84, and \$25,299.29 for the Three Phase and Colorado Avenue Projects; and Hot Iron, Inc. (service) \$449,012.71 and \$23,632.25 for the Phase 1.3-East Highway 16 project.

Unofficial Minutes of the Regular Meeting September 9, 2025

SALARIES: \$27,939.29

CLAIMS DENIED: NONE

Mayor Trandahl read the proclamations for John Strong-Patriot Day and Suicide Awareness & Prevention Month.

There was no report from the golf association.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve a setback variance for Josh Kelly pursuant to building permit #1453. All ayes, MOTION CARRIED.

COUNCIL MEMBER ROTHLEUTNER MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve a special events permit for the Upton High School Homecoming Bonfire, weather permitting and only if a water tender is in place, on September 22, 2025. All ayes, MOTION CARRIED.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve the latest revisions of the Weston County Emergency Operations Plan. All ayes, MOTION CARRIED.

COUNCIL MEMBER ROTHLEUTNER MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve holding a budget amendment 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 upgraded 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. All ayes, MOTION CARRIED.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve Resolution No. 11, 2025 entitled: A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE WYOMING OFFICE OF STATE HOMELAND AND SECURITY GRANT PROGRAM ON BEHALF OF THE GOVERNING BODY FOR THE TOWN OF UPTON for the purchase of radios to be used across all departments in the Town of Upton in an amount not to exceed \$65,000.00. All ayes, MOTION CARRIED.

At 7:19 p.m., Mayor Trandahl asked for the bids received for the Cedar Pines Golf Course Pump Station Assembly. Two bids were received. The first bid read was from Watertronics, a Wisconsin company, in the amount of \$79,850.00 with optional equipment features including \$828.00 for 6" FL x 20 ft HDPE suction pipe. Being an out-of-state contractor, 5% was added to the price for a total of \$84,711.90. The second bid read was from Advanced Pump & Equipment, a Wyoming company, in the amount of \$148,964.00. Pending review from the Upton Golf Association, no action was taken.

At 7:22 p.m., Mayor Trandahl asked for the bids received for the Freightliner. One bid was received from Roll Off Truck World, a Texas company, in the amount of \$158,900.00. With no other bids received, the 5% provision was not necessary. COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve awarding the bid to Roll Off World in the amount of \$155,000.00, later amended to \$158,900.00. All ayes, MOTION CARRIED. Chairman Wagoner was directed to notify Roll Off Truck World and get them started on building the vehicle.

COUNCIL MEMBER ROTHLEUTNER MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve the changes to UPTON 006-Cash Handling Policy and UPTON 0014-Records Retention Policy
Unofficial Minutes of the Regular Meeting September 9, 2025

including removing FirstTier Bank as a drop off location, removing landfill fee collection procedures in UPTON 006 and updating the fees for UPTON 014. All ayes, MOTION CARRIED.

Chief Riehemann was out on a fire. His report will be sent at a later date.

Foreman Ryan gave her report in the absence of Superintendent Lindstrom.

Clerk/Treasurer Millar gave her report and asked for the November 11, 2025, meeting to be rescheduled to Monday, November 10, 2025. COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve moving the regular meeting from Tuesday, November 11, 2025, to Monday, November 10, 2025. All ayes, MOTION CARRIED.

Attorney Hughes reviewed the prior discussion regarding a notice to proceed for Phase 1.2 of the water/sewer infrastructure project. He will be meeting with Chief Meals to review ordinances and visited with him prior to tonight's meeting.

Chief Meals gave his report and asked for approval to engage a contractor to clean up a property on Pine Street, then place a lien on the property for the costs associated.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to retire into executive session at 8:08 p.m. All ayes, MOTION CARRIED. The regular meeting resumed at 8:34 p.m.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve the conditional hire of Clarine Kaehne as a police officer at the rate of \$26.50 per hour and full benefits, pending a successful background check and interview with Chief Meals, Council Member Norman and/or Mayor Trandahl. Norman, Rothleutner and Trandahl voted aye. Council Member Watt voted nay. MOTION CARRIED.

There being no further business before the Council, COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER NORMAN SECONDED A MOTION to adjourn. All ayes, MOTION CARRIED. The meeting adjourned at 8:35 p.m.

Nicholas Trandahl, Mayor

Attest: Kelley Millar, Clerk/Treasurer