

Town of Upton
Regular Town Council Meeting
November 10, 2025

THE REGULAR MEETING of the Town Council of Upton, Wyoming, was called to order at 7:00 p.m. on Monday, November 10, 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 Clerk/Treasurer Kelley Millar, Foreman Amber Ryan, Attorney Mark Hughes, Court Clerk Corina McPeters, Chief Brian Meals, EMS Supervisor Tiffany Riehemann and Chief Les Riehemann. Public attendance included Brittany Trandahl with the *Weston County Gazette*, Steven Gerber with Dan Hart Patrol, Chelsea Gerber, Kenny Rathbun, Joe Messner, and John Haivala with Engineering Associates, Traci Schneider, Nathan Todd, Weston County Commission Chairman and Maribeth Meals.

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve the consent agenda which included the minutes from the October 14, 2025, regular meeting minutes and claims paid for November to date, claims paid in October (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 conflicts of interest. All ayes, MOTION CARRIED.

CLAIMS PAID:

Refunds: \$0.00; Reimbursements: \$10.00, \$159.99; Arrow Service (fuel) \$277.98; Bailey Crackel (service) \$345.00; Black Hills Energy (utilities) \$5,110.75, \$256.96; Blue Cross Blue Shield (benefit) \$9,554.10; Big Horn Hydraulics (supplies, parts) \$179.46; BoundTree (supplies) \$1,576.95; Chase Cardservices (parts, supplies, training, fuel, postage, equipment) \$5,355.63; Combined Communications Dispatch (service) \$8,915.83; Collins Communications, Inc. (service) \$58.00; Contractor's Supply (supplies) \$97.94; Core & Main (parts) \$204.55; CW Waste (service) \$12,696.00; Department of Treasury (taxes) \$4,280.96; Energy Labs (testing) \$884.00; Engineering Associates (survey work) \$1,600.78; Georgina Ravine (Training) \$1,980.00; Hawkins (supplies) \$760.59; Hughes Law Office (retainer) \$1,600.00; Joe's (supplies) \$51.14, \$177.02; June Shell (service) \$67.50; LinkTech (equipment, service) \$530.00, \$323.93; Matheson Trigas Inc. (service) \$138.87; Newcastle Ace Hardware (fees in protest) \$147.87; Normont Equipment Co (supplies) \$2,071.23; Postmaster (postage) \$322.69; PRECorp (utilities) \$574.31; Range (utilities) \$623.65; Rick's Electric (service) \$1,492.94; S&S Parts & Performance (supplies, repairs) \$532.60; Servall (service) \$108.38; Tracy Motor Co (parts) \$271.97; Top Office Supply (supplies) \$173.97; Town of Upton (utilities/deposit transfer) \$352.00; Upton Co-op (fuel, parts, supplies) \$2,183.45, \$151.30; Verizon (phone) \$81.40; Weston County Clerk (recording fee) \$12.00, \$12.00; Weston County Gazette (publishing) \$472.50; Wyoming Retirement System (benefit) \$7,167.26, \$281.25; Wyoming OSLI (debt payment) \$23,695.58, \$26,615.27; Zabel & Associates (service) \$1,500.00.

The following invoices will be paid from grant and/or loan funds when received: Engineering Associates Phase (service) \$12,717.70, \$11,883.34, \$11,585.99, \$9,901.40, \$48,574.79, \$9,675.68 for the Colorado Avenue, Phase 1.1 Whitetail, Phase 1.2 Birch, Phase 1.3 East Hwy 16, Phase 2.1 North Pine and Phase 2.2 Wyoming/Montana; Dan Hart Patrol (service) \$5,120.91, \$97,297.35 DRM, Inc. (service) \$3,379.42, \$64,208.96, \$13,324.37, \$253,162.98, \$198,453.77 for the Colorado Avenue Project.

SALARIES: \$32,595.51

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CLAIMS DENIED: NONE

Council Member McMillan gave an update on the end of the season at the Cedar Pines Golf Course.

Traci Schneider presented to the council regarding a minor subdivision of her property east of city limits. She has visited with the Weston County Planning Board and was advised that the Town of Upton needed to be notified. More information will be presented as the permitting process is navigated.

Steven Gerber came before the Town regarding Phase 1.1-Whitetail-Redwood infrastructure project. Mr. Gerber outlined some of the issues his company has been experiencing on the project. Joe Messner and Kenny Rathbun, from Engineering Associates, also spoke about some of the issues. A special meeting was scheduled for Wednesday, November 12, 2025 at 7:00 p.m.

Weston County Commission Chair, Nathan Todd, presented information to the council regarding Title 25 transfers.

Mr. Gerber also let the council know that Officer Kaehne had contacted him regarding a report of the dumping of a substance on his business property near the Highway 16 overpass. He assured the council that the materials were not hazardous, he noted that they were dumped in the wrong spot and also that the spill had been properly cleaned up.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to consider a request for the sale of Lot 5 in the Bobcat Subdivision under WS 15-1-112(b)(i)(D) for economic development. A recent appraisal was presented along with a plan from Joseph Morgan for development. The motion was amended to be tabled until the December 9, 2025 meeting. A request for plans or drawings will be made from Mr. Morgan. All ayes, MOTION CARRIED.

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER WATT SECONDED a motion to adopting the State of Wyoming's Bond Schedule date 4/22/2025 and effective 7/1/2025. After discussion, the motion was rescinded. Attorney Hughes, Court Clerk McPeters and Chief Meals will work on a proposal for the next meeting.

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve the Notice of Substantial Compete for the Colorado Avenue Water & Sewer project as of 10/20/2025. All ayes, MOTION CARRIED.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve Change Order No. 1 from DRM, Inc. for the Colorado Avenue project in the amount of \$14,494.07 and 15 additional days to bring the total working days to 80. The increase requested is deducted from the Force Account and there will be no change to the contract amount of \$615,871.29. All ayes, MOTION CARRIED.

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve a subdivision plat for the Webster Addition from William & Cindy Webster. All ayes, MOTION CARRIED.

Chief Meals gave his report.

Chief Riehemann gave an update on the Dispatch Joint Powers Board and his report.

Foreman Ryan gave her report.

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Clerk/Treasurer Millar gave her report. COUNCIL MEMBER ROTHLEUTNER MOVED, COUNCIL MEMBER MCMILLAN SECONDED a motion to nominate Jessica Weaver of Ranchester as the candidate for the Local Government Liability Pool board position. All ayes, MOTION CARRIED.

Attorney Hughes gave his report.

There being no further business before the Council, COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER NORMAN SECONDED A MOTION to adjourn. All ayes, MOTION CARRIED. The meeting adjourned at 10:08 p.m.

Nicholas Trandahl, Mayor

Attest: Kelley Millar, Clerk/Treasurer