

Town of Upton
Regular Town Council Meeting
October 14, 2025

THE REGULAR MEETING of the Town Council of Upton, Wyoming, was called to order at 7:00 p.m. on Tuesday, October 14, 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 Deputy Clerk/Treasurer June Shell, Superintendent Mark Lindstrom, Attorney Mark Hughes, Chief Brian Meals and Chief Les Riehemann. Public attendance included Maribeth Meals.

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve the consent agenda which included the minutes from the September 9, 2025, regular meeting minutes and claims paid for October to date, claims paid in September (utility payments, payroll, and approved grant/loan expenses). All ayes, MOTION CARRIED.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER MCMILLAN 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 NORMAN MOVED, COUNCIL MEMBER MCMILLAN 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: \$125.00, \$9.50; Reimbursements: \$125.99, 345.99, \$10.00; Aced Embroidery (patches) \$500.00; Advanced Communications (service) \$244.00, \$244.00; Arrow Service (fuel) \$268.80; Bailey Crackel (service) \$360.00; Black Hills Energy (utilities) \$5,802.69, \$203.95; Blue Cross Blue Shield (benefit) \$9,554.10; BoundTree (supplies) \$30.47, \$4,073.61; Chase Cardservices (parts, supplies, training, fuel, postage, equipment) \$10,876.96; Clean Enough (service) \$400.00; Combined Communications Dispatch (service) \$8,915.83; Collins Communications, Inc. (service) \$58.00; Crook County Medical Services (grant) \$1,000.00; CW Waste (service) \$12,696.00; Dearborn National (insurance) \$72.29; Department of Treasury (taxes) \$9,473.40; Department of Workforce Services (unemployment/worker's compensation) \$89.77, \$3,868.46; Energy Labs (testing) \$1,840.00; Engineering Associates (design & permitting) \$4,925.31, \$3,299.78; Georgina Ravine (Training) \$880.00; Hughes Law Office (retainer) \$1,600.00; June Shell (service/mileage) \$135.00, \$261.80; Legacy Kitchen & Bath (repair) \$4,035.26; LinkTech (equipment, service) \$530.00; Matheson Trigas Inc. (service) \$134.55; Midco Diving & Marine Services Inc. (tank cleaning) \$3,319.00; Newman Traffic Signs (supplies) \$576.58; Northwest Pipe Fitting (supplies) \$357.07; Omega Computers (repair) \$100.00; Postmaster (postage) \$320.25; Powder River Heating & AC (ac unit) \$7,323.00; PRECorp (utilities) \$788.91; Range (utilities) \$623.03; Rock Solid SST (equipment) \$1,496.62; Servall (service) \$108.38; Team Labs (supplies) \$393.00; Top Office Supply (supplies) \$329.92; Town of Upton (utilities/deposit transfer) \$378.50, \$125.00; Upton Co-op (fuel, parts, supplies) \$2,542.22, 230.35; Verizon (phone) \$81.36; Weston County Clerk (recording fee) \$15.00; Weston County Gazette (publishing) \$483.75; Weston County Senior Services (contribution) \$3,000.00; Woolsey Construction (concrete) \$2,500.00; Wyoming Retirement System (benefit) \$6,207.98, \$281.25. Wyoming Water Quality & Pollution Control Association (training) \$484.00

The following invoices will be paid from grant and/or loan funds when received: Engineering Associates Phase 2.1 North Pine Transmission Water Line \$4,925.31, Phase 1.2 Birch & Juniper Streets Water & Sewer

\$3,299.78, Phase 1.1 Whitetail Street & Redwood Avenue Water & Sewer \$28,667.33, Phase 1.3 Highway 16 East Water & Sewer \$19,028.59. Hot Iron Inc, Highway 16 East Water & Sewer 2024, \$36,949.86

SALARIES: \$30,037.60

CLAIMS DENIED: NONE

Council member McMillan gave the golf association report.

Mayor Trandahl read the proclamation for Pharmacy Week.

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER NORMAN SECONDED a motion for the consideration of a request to have Lot 5 in the Bobcat Subdivision priced for sale under economic development as per **WS 15-1-112 (b)(i)(D) or (iii)**. All ayes, MOTION CARRIED.

COUNCILMEMBER MCMILLAN MOVED, COUNCILMEMBER WATT moved to table the discussion for the November 10, 2025, meeting due to the appraisal just coming in. All ayes, MOTION CARRIED.

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion for the consideration to sell a 2010 Ford F-150 to the Weston County Fire Protection District with the proceeds to be used toward the upfitting of Upton PD Vehicles and any remaining balance to be transferred to the PD Reserve. It was agreed that a fair offer was \$7,500.00. All ayes, MOTION CARRIED.

COUNCIL MEMBER ROTHLEUTNER MOVED, COUNCIL MEMBER WATT SECONDED a motion for the consideration to award the Pump Station Assembly for the Cedar Pines Golf Course to the apparent lowest responsible bidder Watertronics in the amount of \$79,850.00 with the optional equipment of HDPE piping for \$828.00, for a total of \$80,678.00. All ayes, MOTION CARRIED.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER MCMILLAN SECONDED a motion to approve the open container permit for Uptoberfest on October 18, 2025, to be held at Old Town. All ayes, MOTION CARRIED.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve the malt beverage permit for Uptoberfest on October 18, 2025, to be held at Old Town. All ayes, MOTION CARRIED.

At 7:13 p.m. Mayor Trandahl opened the hearing to amend the FYE 2026 budget in the following particulars:

- a. Increase the General Fund Budget by \$22,000.00 by budgeting \$22,000.00 from awarded Wyoming Energy Authority Grants 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 updated LED lighting at the Upton Senior Center.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER MCMILLAN SECONDED the motion to Increase the General Fund Budget by \$22,000.00 by budgeting \$22,000.00 from Wyoming Energy Authority Grants 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 updated LED lighting at the Upton Senior Center. All ayes, MOTION CARRIED.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER MCMILLAN SECONDED a motion for the consideration of the mayor's signature on the Notice of Substantial complete for Phase 1.3-East Highway 16 as of 10/02/2025. All ayes, MOTION CARRIED.

Unofficial Minutes of the Regular Meeting October 14, 2025

Chief Meals gave his report and updated the council that the property owner on Pine St will be hiring someone to clean up.

Superintendent Lindstrom gave his report and updated the council that Project 1.1 is approximately 70% done.

Deputy Clerk/Treasurer Shell gave the Clerk/Treasurer report.

Chief Riehemann gave his report, and updated council on the Joint Powers Board interviews.

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 7:40 p.m.

Nicholas Trandahl, Mayor

Attest: June Shell, Clerk/Treasurer