

TOWN OF UPTON AGENDA
FOR REGULAR COUNCIL MEETING
January 13, 2026

1. CALL TO ORDER-7:00 p.m., PLEDGE OF ALLEGIANCE

2. ANNUAL APPOINTMENTS

- A. Vice Mayor: Justin Norman
- B. Attorney: Mark Hughes of Hughes Law Office
- C. Municipal Judge: Chris Ringer
- D. Financial Institutions: First Tier Bank, Wyoming CLASS Fund, Wyoming Government Investment Fund, PEAKS Investments, First Northern Bank, Pinnacle Bank
- E. Official Newspaper: Weston County Gazette
- F. Commissioner Appointments:
 - i. General Government- Tiffany McMillan
 - ii. Public Safety-Justin Norman
 - iii. Water & Sewer- Joe Watt
 - iv. Streets & Landfill- Rick Rothleutner

(ask for motion/second to open discussion, ask for staff input, call for action on all or each separately)

3. APPROVAL OF CONSENT ITEMS (regular business items that occur at each meeting):

- A. Minutes of the December 9, 2025 regular meeting as published.
- B. Claims for January to date (utility payments, approved grant/loan expenses)
- C. Claims paid in December (utility payments, payroll, approved grant/loan expenses)
(ask if the Council would like anything removed from the Consent Agenda, motion/second for action-no discussion, one motion will suffice for all items)
- D. Claim(s) from the Upton CoOp & Weston County Gazette **(Councilman J Watt & Mayor N Trandahl recused)**

4. PUBLIC REPORTS/COMMENTS

- A. Randy Crain-Updates to 6.04.010 (A) & (E) Definitions in Chapter 6.04-DOGS
- B. Scott Evans- Extension to comply with Bobcat Subdivision Covenants
- C. Other

5. UNFINISHED BUSINESS

- A. @ approximately 7:15 p.m., open the public hearing to amend the budget in the following particulars:
 - a. Increase the General Fund budget by \$45,300.00 by budgeting \$45,300.00 from General Fund Cash Reserves. The funds will be used for salary and benefits for a full-time police officer through June 30, 2026.**(motion/second to open discussion, ask for staff input, ask for public comment, call for action)**
- B. @ approximately 7:30 p.m., open the public hearing regarding the sale of Lot 5 in the Bobcat Subdivision, also known as 715 Willow Street, for the purpose of economic development: multi-family housing. The proposal of the sale includes approximately 14,011 sq ft lot or .32 acres with access to power, phone, city water and sewer services established to the lot lines. The approximate appraised value of the lot is established through a report from an independent third-party appraisal company dated October 14, 2025 for \$1.86 per sq. ft. or approximately \$26,061.00.

(motion/second to open discussion, ask for staff input, ask for public comment, call for action)

- C. Other

6. NEW BUSINESS

- A. Consideration to hold Liquor License hearing at 7:30 p.m. on Tuesday, February 10, 2025 for the following renewals and one new restaurant liquor license:
 - a. ITT Services dba Irontown Tavern-received, on sales tax hold, missing TIPS training
 - b. Oddette, Inc dba Cowboy Bar-received, missing TIPS training
 - c. Western Royalties, Inc dba Sunset Amigos-received, in compliance**(ask for motion/second to open discussion, ask for staff input, ask for public comment, call for action)**
- B. Consideration of Resolution No. 1, 2026-Public Records Fees Revisions
(motion/second to open discussion, ask for staff input, ask for public comment, call for action)
- C. Consideration of a Joint Resolution No. 3, 2026 in support of a joint application with the City of Newcastle for funding through the Unmet Housing Needs funding program in the amount of \$5,000,000.00 to help address dilapidated properties in Upton and Newcastle. The rules currently do not require a matching fund component.
(motion/second to open discussion, ask for staff input, ask for public comment, call for action)
- D. Consideration to advertise for bids for the sale of a 2000 GMC 1GDHC34R3YF461508 with a minimum bid of \$750.00.

(motion/second to open discussion, ask for staff input, ask for public comment, call for action)

E. Policy:

- a. UPTON 037-Conflict of Interest Policy with FYE 2026 Acknowledgement
- b. UPTON 005- Public Records Request Policy-Revision 3
- c. UPTON 045-Tax on Qualified Overtime Statement

(ask for motion/second to open discussion, ask for staff input, ask for public comment, call for action)

F. Consideration to approve a request from Danielle Kennedy to HAVE not SELL alcohol at an event in the Upton Community Center on Saturday, January 31, 2026.

(motion/second to open discussion, ask for staff input, ask public comment, call for action)

G. Executive session: WS 16-4-405(a)(vii)-Land purchase & WS 16-4-405(a)(iii)-Litigation

(for EACH topic: motion/second to enter executive session, motion/second to exit executive session, call for action if there is action to be taken)

H. Other

7. **REPORTS**

- A. Chief of Police
- B. Fire Chief
- C. Superintendent
- D. Clerk-Treasurer
- E. City Attorney
- F. Council
- I. Mayor

8. **ADJOURNMENT**