

Town of Upton
Regular Town Council Meeting
August 11, 2026

THE REGULAR MEETING of the Town Council of Upton, Wyoming was called to order at 7:00 p.m. on Tuesday, August 11, 2026 at the Upton City Hall located at 725 2nd Street in Upton, Wyoming.

Present: Mayor Nicholas Trandahl, Council Members Rick Rothleutner, Joe Watt, Tiffany McMillan and Justin Norman. Staff present included Superintendent Mark Lindstrom, Clerk/Treasurer Kelley Millar, Attorney Mark Hughes, Chief Brian Meals, EMS Supervisor Tiffony Riehemann, and Assistant Fire Chief Ty Kennedy. Public attendance included Brittany Trandahl with the *Weston County Gazette*, Maribeth Meals, Kole Schell and Joe Messner with Engineering Associates, Pat McCreery and Ryan Russell with Dan Hart Patrol Service.

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve the consent agenda which included the minutes from the July 14, 2026 regular meeting minutes as published and claims paid for July to date, and claims paid in June (utility payments, payroll, end of year expenditures, debt service, approved grant/loan expenses and EOY expenditures). All ayes, MOTION CARRIED.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER MCMILLAN SECONDED a motion to approve the claims for the Weston County Gazette and Upton CoOp with Mayor Trandahl and Council Member Watt recused due to a conflict of interest. All ayes, MOTION CARRIED.

CLAIMS PAID:

Deposit/Overpayment (refunds) \$525.00; Reimbursements: \$99.07; Advanced Communication (lease) \$244.00; APT US&C (dues) \$259.00; Arrow Service (fuel) \$715.70; Black Hills Energy (utilities) \$6,598.00; Blue Cross Blue Shield (benefit) \$11,262.19; BoundTree (supplies) \$65.25; Chase Cardservices (parts, supplies, training, fuel, postage, equipment) \$15,531.08; Collins Communications, Inc. (service) \$437.50; Combined Communications JPB (dispatch) \$8,915.83; Contractors Supply (supplies) \$49.64; CW Waste (service) \$12,696.00; Department of Treasury (taxes) \$12,069.45; Energy Labs (testing) \$1,097.00; Engineering Associates (service) \$5,795.05; Gillette Steel (supplies) \$1,234.94; Hughes Law Office (retainer) \$1,600.00; LinkTech (service) \$542.53; Matheson Trigas Inc. (O₂ tank rental) \$370.23; One Call (locates) \$25.20; Paintbrush Medical Center (reissue payment) \$230.00; Postmaster (postage) \$327.60; PRECorp (utilities) \$923.81; Range (utilities) \$593.42; Servall (service) \$128.84; Top Office Supply (service) \$326.97; Town of Upton (utilities) \$358.00; Upton Arena Club (distribution) \$1,000.00; Upton Co-op (fuel, parts, supplies) \$4,817.77; Upton History & Heritage (service) \$100.00; Weston County Gazette (publishing) \$1,382.00; Weston County Sheriff (fee) \$525.00; Wild Wyo Cleaning (service) \$165.00; Wyoming Network (service) \$300.00; Wyoming Retirement System (benefit) \$8,939.36, \$262.50.

The following invoices will be paid from grant and/or loan funds when received: Engineering Associates (service) \$1,521.10, \$18,781.73, and \$6,696.02; for the Phase 1.1-Whitetail/Redwood, Phase 1.2-Birch/Juniper, Phase 2.2-Montana/Wyoming.

SALARIES: \$38,937.06

CLAIMS DENIED: NONE

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve the Mayor's signature on a Proclamation to honor Charlotte Williams, who had served as city Clerk/Treasurer in Upton for thirty years. Ms. Williams retired in 2005 and passed away on August 5, 2026. All ayes, MOTION CARRIED.

Unofficial Minutes of the Regular Meeting August 11, 2026

Council Member McMillan gave a brief golf course update.

There were no further updates or action regarding benefits for town employees.

At approximately 7:10 p.m., Mayor Trandahl opened a budget amendment hearing in the following particulars:
Increase the General Fund budget by \$61,190.00 by budgeting \$47,948.00 from General Fund Cash Reserves and \$13,242.00 from grant funds awarded by Wyoming Homeland Security. The funds will be used for:

- a. Charges for services-Municipal Judge- in excess of budget in the amount of \$520.00.
- b. Grant expenses for Fire Department equipment in the amount of \$13,242.00.
- c. Street repair and maintenance expenses in excess of budget in the amount of \$22,298.00.
- d. Salaries for Senior Housing in excess of budget in the amount of \$116.00.
- e. Maintenance & repairs-irrigation for the Golf Course for the local portion of the pumphouse replacement project, that have been wholly reimbursed by the Upton Golf Association in the amount of \$24,270.00.
- f. Electric utility expenses at the Golf Course in excess of budget in the amount of \$244.00.
- g. Legal advertising required for the Pumphouse project, in excess of budget in the amount of \$214.00.
- h. Legal fees related to a contract at the golf course in excess of budget in the amount of \$120.00.
- i. Salaries expense for the Golf Course in excess of budget in the amount of \$83.00.
- j. Salaries expense for the Upton Municipal Gun Club in excess of budget in the amount of \$83.00.

There was no public comment, and the hearing was closed at 7:11 p.m.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER MCMILLAN SECONDED a motion to approve the budget amendment for the fiscal year ending June 30, 2026. All ayes, MOTION CARRIED.

There were no bids received for the 1992 KVCH 3500.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER ROTLEUTNER SECONDED a motion to approve the first reading of Ordinance No. 4, Series 2026 entitled: AN ORDINANCE VACATING THE ALLEYS IN BLOCKS 1, 2, 3, & 4, MINTER ADDITION, TOWN OF UPTON, WESTON COUNTY, WYOMING. All ayes, MOTION CARRIED

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER ROTLEUTNER SECONDED a motion to approve the first reading of Ordinance No. 5, Series 2026 entitled: AN ORDINANCE VACATING A PORTION OF FOURTH STREET IN BLOCK 48, SAWMILL ADDITION, TOWN OF UPTON, WESTON COUNTY, WYOMING. All ayes, MOTION CARRIED.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER MCMILLAN SECONDED a motion to approve Change Order #4 from Dan Hart Patrol Service on the Phase 1.1-Whitetail/Redwood project in the amount of \$33,329.65 for additional work including culvert installation, material blending and seeding. This will increase the contract amount to \$979,040.91. All ayes, MOTION CARRIED.

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve Change Order #1 from Engineering Associates on Phase 2.2-Montana/Wyoming project in the net amount of \$75,314.18 to remove fees associated with Phase 2.1-North Pine Transmission project that were originally included in Phase 2.2 and to expand the scope of work on Phase 2.2. The total contract price is increased from \$280,389.25 to \$355,703.43. All ayes, MOTION CARRIED.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve Resolution No. 12, 2026 entitled: A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE WYOMING OFFICE OF STATE HOMELAND SECURITY GRANT PROGRAM

ON BEHALF OF THE GOVERING BODY FOR THE TOWN OF UPTON to assist in financing a city-wide radio system in the amount of \$84,506.00. All ayes, MOTION CARRIED.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER MCMILLAN SECONDED a motion to approve Resolution No. 13, 2026 entitled: A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE WYOMING OFFICE OF STATE HOMELAND SECURITY GRANT PROGRAM ON BEHALF OF THE GOVERING BODY FOR THE TOWN OF UPTON to assist in financing a generator for the Upton Community Center in the amount of \$70,000.00. All ayes, MOTION CARRIED.

Chief Meals gave his report.

The Fire Department report was made available for review.

Superintendent Lindstrom gave his report.

Clerk/Treasurer Millar gave her report. Council Member McMillan thanked city staff for keeping Upton ahead of some of the issues that had been brought up during a recent candidate forum.

Council Member McMillan asked for some clarification on a proposed land exchange that will be discussed at a future meeting.

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion at 7:43 p.m. to enter into executive session per WS 16-4-405(a)(ii) To consider the appointment, employment, right to practice or dismissal of a public officer, professional person or employee, or to hear complaints or charges brought against an employee, professional person or officer, unless the employee, professional person or officer requests a public hearing. The governing body may exclude from any public or private hearing during the examination of a witness, any or all other witnesses in the matter being investigated. Following the hearing or executive session, the governing body may deliberate on its decision in executive sessions; and (iii) On matters concerning litigation to which the governing body is a party or proposed litigation to which the governing body may be a party. All ayes, MOTION CARRIED.

The regular session resumed at 9:21 p.m. No action was taken.

The council held a discussion regarding the Phase 1.2-Birch/Juniper project with representatives from Dan Hart Patrol Services and Engineering Associates. COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to allow DHPS to continue to perform the contract for Phase 1.2-Birch/Juniper. Mayor Trandahl and Council Members Norman, McMillan and Rothleutner 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 9:52 p.m.

Nicholas Trandahl, Mayor

Attest: Kelley Millar, Clerk/Treasurer