

Town of Upton
Regular Town Council Meeting
February 10, 2026

THE REGULAR MEETING of the Town Council of Upton, Wyoming, was called to order at 7:00 p.m. on Tuesday, February 10, 2026 at the Upton City Hall located at 725 2nd Street in Upton, Wyoming.

Present: Mayor Nicholas Trandahl, Council Members Rick Rothleutner, Tiffany McMillan and Joe Watt. Council Member Norman was absent. Staff present included Clerk/Treasurer Kelley Millar, Superintendent Mark Lindstrom, Chief Brian Meals, Chief Les Riehemann, EMS Supervisor Tiffany Riehemann, Assistant Fire Chief Ty Kennedy and Attorney Mark Hughes. Public attendance included Brittany Trandahl with the *Weston County Gazette*, Maribeth Meals, Scott Evans, Gloria Knapp, Karla Ludemann, Keanu Duarte, Abby Stroud, Addison Gustaf, Jack Elbersen, Dan E Hart, Genelle Rothleutner, and Victoria Gibbens.

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve the consent agenda which included the minutes from the January 13, 2026 regular meeting minutes as published, claims paid for February to date, and claims paid in January (utility payments, payroll, and approved grant/loan expenses). All ayes, MOTION CARRIED.

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER WATT SECONDED a motion to deny a claim from Crook County Hospital in the amount of \$266.80. All ayes, MOTION CARRIED.

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER ROTHLEUTNER 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.

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve the claims for the Upton Co-op with Council Member Watt recused due to a conflict of interest. All ayes, MOTION CARRIED.

CLAIMS PAID:

Deposit/Overpayment (refunds) \$0.00; Reimbursements: \$115.00, \$147.90, \$110.01; 21 Electric (service) \$706.76; ACED Embroidery (supplies) \$52.00; Arrow Service (fuel) \$599.00; Automatic Transmission Systems (service) \$397.26; AXON (service) \$4,229.40; Bailey Crackel (service) \$285.00; Black Hills Energy (utility) \$5,747.23, \$1,630.84; Blue Cross Blue Shield (benefit) \$10,972.20; Bound Tree (supplies) \$283.65; Chase Cardservices (parts, supplies, training, fuel, postage, equipment) \$8,335.12; ClingerHagerman (audit) \$5,000.00; City of Billings (equipment) \$1,000.00; Collins Communications, Inc. (service) \$58.00; Combined Communications JPB (dispatch) \$8,915.53; Communication & Technologies, Inc. (service) \$553.75; CNA Surety (bond) \$2,650.00; CW Waste (service) \$13,094.00; Department of Treasury (taxes) \$11,050.00; Energy Labs (testing) \$158.00; Engineering Associates (service) \$2,782.50; Fisher Sand & Gravel (supplies) \$1,489.73; Gillette Steel (parts) \$390.40; Good Electric (service) \$472.50; Hughes Law Office (retainer) \$1,600.00; Joe's Food Center (supplies) \$290.43; June Shell (service) \$180.00; LinkTech (service) \$530.00; Lynn Jespersen (easement) \$200.00; Matheson Trigas, Inc. (supplies) \$148.88; Norco, Inc. (supplies) \$110.57; One Call (locates) \$2.10; PartsOne HD (supplies) \$151.84; Postmaster (postage) \$297.68, \$274.50; PRECorp (utilities) \$570.41; Range (utilities) \$628.72; Servall (service) \$128.84; Texas Refinery Corp (supplies) \$608.00; Top Office Supply (service) \$146.48; Town of Upton (utilities) \$352.00; Tracy Motor Company (parts) \$826.64; Upton Co-op (fuel, parts, supplies) \$2,371.37, \$261.50, \$6103.95; Upton Municipal Court (transfer) \$110.00; Verizon (phone) \$81.35; Voelker's Autobody (service) \$2,443.63; Watertronics (equipment deposit) \$22,288.50;; Weston County Gazette (publishing) \$506.25; Weston County Clerk (fee) \$12.00; WY OLSI (debt

service) \$10,424.06; WY Retirement (benefit) \$7,419.92, \$281.25; WY Water Quality & Pollution (dues) \$60.00.

The following invoices will be paid from grant and/or loan funds when received: Engineering Associates (service) \$5,967.58, \$6,089.70, \$24,134.54, \$6,677.16, \$1,544.95, \$14,397.45, \$6,514.23, \$6,166.55, \$4,577.08 for the North Pine Transmission Project, Phase 1.1 Whitetail/Redwood, Phase 1.2 Birch/Juniper, Phase 1.3 Highway 16 East, Phase 2.2 Wyoming/Montana.

SALARIES: \$34,239.17

CLAIMS DENIED: Crook County Medical District (fee) \$266.80-not customarily paid.

Mayor Trandahl read the following Proclamations:

National Future Business Leader of America (FBLA) Week February 8-14, 2026

Random Acts of Kindness Day February 14-20, 2026, National Kindness Day February 17, 2026

2026 as the Year of the Veteran

Members of the Upton FBLA club were in attendance for the signing of the proclamation.

Scott Evans came before the council regarding the process for the nuisance ordinance and the cost of liquor licenses in Upton. He thanked the council for the help from Assistant Fire Chief Kennedy and Officer Kaehne in helping to get a vehicle covered on his property.

Dan E Hart and Jack Elberson of Jack'd Up Trucks came before the council to request to purchase land adjacent to their business for a planned expansion. COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve a public hearing regarding the sale of land as economic development with a price of \$0.58/per square foot for the proposed lots. All ayes, MOTION CARRIED.

Council Member McMillan asked the council for an exception to the current agreement to allow one lifetime membership to be issued. The membership will be an auction items with a reserve to be determined at the Upton Chamber of Commerce's Festival of Tables. The Upton Golf Association is the 2026 beneficiary of the event. COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve the exception for a lifetime membership to be issued with Council Member McMillan recused due to a conflict of interest. All ayes, MOTION CARRIED.

Council Member McMillan also updated the council that a Change Order would be presented for the Pumphouse Project due to a change in the power available for the project.

There were no bids received for the 2000 GMC.

At approximately 7:31 p.m., Mayor Trandahl opened a public hearing for the renewal of liquor licenses.

Clerk/Treasurer Millar presented License #1-ITT Services, dba Irontown Tavern as in compliance with state requirements, and out of compliance with local requirements: missing proof of TIPS training. ITT Services has been out of compliance with state and local requirements three times in the fiscal year 2025-2026 and ten times since 2021. COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve the renewal of the liquor license for ITT Services, dba Irontown Tavern with the condition that they have proof of TIPS training turned in before the expiration of the current license on March 31, 2026. All ayes, MOTION CARRIED.

Clerk/Treasurer Millar presented License #2-Oddette Inc, dba Cowboy Bar as in compliance with state requirements, and out of compliance with local requirements: missing proof of TIPS training. Oddette Inc has Unofficial Minutes of the Regular Meeting February 10, 2026

been out of compliance with state and local requirements three times in the fiscal year 2025-2026 and fourteen times since 2020. COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve the renewal of the liquor license for Oddette Inc, dba Cowboy Bar with the condition that they have proof of TIPS training turned in before the expiration of the current license on March 31, 2026. All ayes, MOTION CARRIED.

Clerk/Treasurer Millar presented License #3-Western Royalties, dba Sunset Amigos as in compliance with state requirements, and in compliance with local requirements. Western Royalties has been out of compliance with state and local requirements zero times in the fiscal year 2025-2026 and zero times since 2020. COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve the renewal of the liquor license for Western Royalties, dba Sunset Amigos. All ayes, MOTION CARRIED.

Chief Meals presented information gathered from municipalities in Wyoming and South Dakota regarding electronic leash use. No other location had specifically allowed the use of electronic leash devices at this time. No action was taken.

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve Resolution No. 2, 2026 entitled: A RESOLUTION AUTHORIZING SUBMISSION OF A FEDERAL MINERAL ROYALTY CAPITAL CONSTRUCTION ACCOUNT GRANT APPLICATION TO THE STATE LOAN INVESTMENT BOARD ON BEHALF OF THE GOVERNING BODY FOR THE TOWN OF UPTON for additional funds for the expanded scope of the North Pine Street Transmission Line in the amount of \$588,988.00. The total proposed grant funding would be \$998,410.00, with local matching funds of \$184,825.00 or 16% of the project. The total project cost with the expanded scope is estimated to be \$1,183,235.00. All ayes, MOTION CARRIED.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER MCMILLAN SECONDED a motion to approve a request from the Upton Gun Club to SELL alcohol at the Upton Gun Club Banquet in the Upton Community Center on Saturday, April 11, 2026 with Council Member Rothleutner recused due to a conflict of interest. All ayes, MOTION CARRIED.

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve a request form Laura O'Connor to HAVE, not sell, alcohol for a wedding at the Upton Community Center on Saturday, June 13, 2026. All ayes, MOTION CARRIED.

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve an advertisement for bids for a 1992 Chevrolet 3500 (Rescue 2) VIN 1GBJK34N8NE19679 with a minimum bid of \$8,500.00 with advertising through conventional and online bidding platforms. All ayes, MOTION CARRIED.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER MCMILLAN SECONDED a motion to approve a collaboration with the City of Newcastle and Weston County regarding a Specific Purpose Sales Tax Initiative for the 2026 General Election Ballot. Clerk/Treasurer Millar gave some examples of specific projects that could be presented for a Special Purpose Sales Tax. All ayes, MOTION CARRIED. A resolution of support with specific projects identified will be presented at the March meeting.

COUNCIL MEMBER ROTHLEUTNER MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve the operations agreement with the Upton Golf Association at the Cedar Pines Golf Course with no changes. Council Member McMillan recused herself due to a conflict of interest. All ayes, MOTION CARRIED.

Chief Meals gave his report. The council consensus was to clarify the footprint and financial obligation for maintenance of the newly installed generator for dispatch to be sure that only the appropriate amount is being charge to the joint powers board. The unit also provides back-up power for Newcastle City Hall and the Newcastle Police Department. Attorney Hughes commented on the Single Point of Entry letter received from the Weston County Attorney's Office, and noted that he will speak with Judge Ringer regarding this practice before submitting to the request.

Chief Riehemann gave his report.

Superintendent Lindstrom gave his report.

Clerk/Treasurer Millar gave her report. She has a letter to present to the Combined Communications Joint Powers Board (dispatch) regarding another request for the financial reports and audits required through the dispatch agreement to be distributed to the governing bodies involved in the entity. Attorney Hughes will collaborate on a replacement letter that will include the request for clarification regarding expenditures for the generator.

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 8:07 p.m.

Nicholas Trandahl, Mayor

Attest: Kelley Millar, Clerk/Treasurer