

Town of Upton  
Regular Town Council Meeting  
January 13, 2026

**THE REGULAR MEETING** of the Town Council of Upton, Wyoming, was called to order at 7:00 p.m. on Tuesday, January 13, 2026 at the Upton City Hall located at 725 2<sup>nd</sup> Street in Upton, Wyoming.

Present: Mayor Nicholas Trandahl, Council Members Rick Rothleutner, Justin Norman, Tiffany McMillan and Joe Watt. 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, Randy Crain, Joe Morgan, Pete Morgan, Scott Evans, and Jeff and Beth Newcomer.

Mayor Trandahl made the following appointments:

Vice Mayor: Justin Norman

Attorney: Hughes Law Office/Mark Hughes in particular

Municipal Judge: Christopher Ringer

Financial Institutions: First Tier Bank, Wyoming CLASS Fund, Wyoming Government Investment Fund, PEAKS Investment, Pinnacle Bank, First Northern Bank of Wyoming

Official Newspaper: Weston County Gazette

General Government Commissioner- Tiffany McMillan

Public Safety Commissioner(to include PD & FD)- Justin Norman

Water/Sewer Commissioner- Joe Watt

Streets/Sanitation Commissioner-Rick Rothleutner

COUNCIL MEMBER ROTHLEUTNER MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve the Mayoral appointments. All ayes, MOTION CARRIED.

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

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

**CLAIMS PAID:**

Deposit/Overpayment (refunds) \$9.26, \$35.00; Reimbursements: \$519.66; Advanced Communications (service) \$244.00, \$244.00; Arrow Service (fuel) \$369.86; Bailey Crackel (service) \$315.00; Black Hills Energy (utility) \$5,210.83, \$1,246.47; Blue Cross Blue Shield (benefit) \$0.00; Bound Tree (supplies) \$118.61; Cambria Supply (parts) \$160.68; Chase Cardservices (parts, supplies, training, fuel, postage, equipment) \$5,303.54; Collins Communications, Inc. (service) \$58.00; Combined Communications JPB (dispatch) \$8,915.53; Core & Main (parts) \$646.31; Craig's Sales-Service Rental (tool rental) \$339.98; Custom Auto & Truck (service) \$15,244.76; CW Waste (service) \$12,696.00; Dearborn National (benefit) \$75.96; Department of Treasury (taxes) \$11,338.22; Department of Workforce Services UI (benefit) \$62.89; Department of Workforce Services WC (benefit) \$4,247.33; Energy Labs (testing) \$711.00; Engineering Associates (service) \$100.70, \$3,310.00; Georgina Ravine (service) \$275.00; Gillette Steel (parts) \$2,189.70; Hughes Law Office (retainer) \$1,600.00; LinkTech (service) \$530.00; Matheson Trigas, Inc. (supplies) \$30.87; Norco, Inc. (supplies) \$85.56; Omega Computers (service) \$145.00; One Call (locates) \$9.45; PartsOne HD (supplies) \$84.95; PRECorp (utilities)

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\$547.94; Range (utilities) \$629.83; S&S Parts and Performance (parts) \$890.14; Servall (service) \$175.00; Sundance Extinguisher (service) \$165.00; Top Office Supply (service) \$134.33; Town of Upton (utilities) \$352.00, \$225.00; Tracy Motor Company (parts) \$136.45; Upton Co-op (fuel, parts, supplies) \$6,373.37, \$126.17; Upton Municipal Court (supplies) \$113.74; Verizon (phone) \$81.40; Weston County Gazette (publishing) \$687.98; Weston County Senior Services (contribution) \$3,000.00; WY Retirement (benefit) \$7,200.15, \$281.25.

The following invoices will be paid from grant and/or loan funds when received: Dan Hart Patrol Service (service) \$410,793.31, \$21,620.70 for the Phase 1.2-Birch/Juniper project.

**SALARIES:** \$39,924.10

**CLAIMS DENIED:** None.

Randy Crain came before the council to ask for consideration to amending or updating the ordinance requiring animals to be on a leash. He would like to explore including electronic leash technology to the leash options. This matter will be researched and discussed at the February and March meetings.

Scott Evans came before the council to ask for an extension to complete his residential dwelling in the Bobcat Subdivision, as per the restrictive covenants for the property. COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve an extension for one year starting from January 13, 2026 for Mr. Evans to comply with the covenants. All ayes, MOTION CARRIED.

At 7:14 p.m. Mayor Trandahl opened 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.

Concerns were raised over funding availability and the changes that may happen throughout the budget session in the Wyoming legislature. The hearing was closed at 7:20 p.m.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER MCMILLAN SECONDED a motion to table the budget amendment until after the legislative session or a qualified application is received. All ayes, MOTION CARRIED. Chief Meals was given permission to advertise for the position.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER MCMILLAN SECONDED a motion to approve holding a liquor license renewal hearing at approximately 7:30 p.m. during the regular meeting on Tuesday, February 10, 2026 for those applications that are complete and in compliance by that date. All ayes. MOTION CARRIED.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve Resolution No. 1, 2026 entitled: A RESOLUTION TO AMEND THE TOWN OF UPTON, WESTON COUNTY, WYOMING PUBLIC RECORD FEE SCHEDULE. The fee for a Crash Report was increased from \$10.00 to \$20.00 per report. All ayes, MOTION CARRIED.

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve Joint Resolution No. 3, 2026 entitled: A RESOLUTION AUTHORIZING SUBMISSION OF AN UNMET HOUSING GRANT APPLICATION TO THE STATE LOAN AND INVESTMENT BOARD JOINTLY ON BEHALF OF THE GOVERNING BODIES FOR THE CITY OF NEWCASTLE AND THE TOWN OF UPTON. This resolution is a joint effort between the City of Newcastle and the Town of Upton to pursue grant funding to address dilapidated properties in each municipality. All ayes, MOTION CARRIED.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve the advertisement of bids for a 2000 GMC flatbed truck with a minimum bid of \$750.00. All ayes, MOTION CARRIED.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER MCMILLAN SECONDED a motion to approve the following policies: UPTON 037-Conflict of Interest Policy with FYE 2026 Acknowledgements, UPTON 005-Public Records Request Policy Revision 3 and UPTON 045-Tax on Qualified Overtime Statement. Changes to UPTON 005 include language to adapt to changes to state statues regarding public records in Wyoming, and UPTON 045 is a new policy to set a process for providing information to employees in an efficient and timely manner. All ayes, MOTION CARRIED.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve a request to HAVE, not SELL, alcohol at an event at the Upton Community Center on Saturday, January 31, 2026. All ayes, MOTION CARRIED.

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve the Weibert Subdivision, contingent upon the correct names being notarized. All ayes, MOTION CARRIED.

At 7:29 p.m. Mayor Trandahl opened a 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. Joe Morgan delivered a plan and financial statement to the council for review and answered questions. He also agreed to periodically check in with the council to give progress updates. The hearing closed at 7:35 p.m.

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve the sale of Lot 5 in the Bobcat Subdivision, also known as 715 Willow Street, for economic development: multi-family housing for \$1.86 per square foot or \$26,061.00. Mayor Trandahl, Council Members Norman, Rothleutner and McMillan voted aye; Council Member Watt voted nay. MOTION CARRIED.

Chief Meals gave his report.

Chief Riehemann gave his report.

Superintendent Lindstrom gave his report.

Clerk/Treasurer Millar gave her report.

Attorney Hughes gave a brief update on a letter received from the Weston County Attorney's office and will meet with Judge Ringer before recommending further action.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER WATT SECONDED a motion to enter executive session as per W.S. 16-4-405(a)(vii) for discussion of a land purchase at 8:07 p.m. All ayes, MOTION CARRIED.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to resume the regular meeting at 8:15 p.m. All ayes, MOTION CARRIED.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to enter into executive session as per W.S. 16-4-405(a)(iii) for litigation at 8:15 p.m. All ayes, MOTION CARRIED.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER WATT SECONDED a motion to resume the regular meeting at 9:06 p.m. All ayes, MOTION CARRIED.

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COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER WATT SECONDED a motion to authorize Superintendent Lindstrom to accept a purchase price of \$5,000.00 for .54 acres of land from the Upton Economic Development Board that contains a lift station operated by the Town of Upton. All ayes, MOTION CARRIED.

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 9:09 p.m.

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Nicholas Trandahl, Mayor

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Attest: Kelley Millar, Clerk/Treasurer