

Town of Upton
Regular Town Council Meeting
July 14, 2026

THE REGULAR MEETING of the Town Council of Upton, Wyoming was called to order at 7:00 p.m. on Tuesday, July 14, 2026 at the Upton City Hall located at 725 2nd Street in Upton, Wyoming.

Present: Mayor Nicholas Trandahl, Council Members Rick Rothleutner, Joe Watt and Justin Norman. Council Member Tiffany McMillan was absent. Staff present included Superintendent Mark Lindstrom, Clerk/Treasurer Kelley Millar, Attorney Mark Hughes, Chief Brian Meals, Chief Les Riehemann, EMS Supervisor Tiffony Riehemann, Assistant Fire Chief Ty Kennedy, Officer Brandon Taylor. Public attendance included Brittany Trandahl and Lisa LeVasseur with the *Weston County Gazette*, Story Trandahl, Maribeth Meals, Kole Schell and Joe Messner with Engineering Associates, Melody Kokesh, Steven Gerber, Pat McCreery and Ryan Russell with Dan Hart Patrol Service, Clark Coberly, Gina Barritt and Brittney Studie with the Weston County School District #7.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve the consent agenda which included the minutes from the June 9, 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 ROTHLEUTNER MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve the claims for the Upton CoOp with Council Member Watt recused due to a conflict of interest. All ayes, MOTION CARRIED.

COUNCIL MEMBER NORMAN 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.

CLAIMS PAID:

Deposit/Overpayment (refunds) \$70.68, \$50.00; Reimbursements: \$171.89; Aced Embroidery (service) \$1,590.00; Advanced Communication (lease) \$244.00, \$244.00; Arrow Service (fuel) \$701.81; Bailey Crackel (service) \$315.00, \$285.00; Black Hills Energy (utilities) \$269.16, \$6,066.45, \$210.26; Black Mountain Software (service) \$17,543.05; Blue Cross Blue Shield (benefit) \$13,391.79; BN Doors (service) \$1,205.00; BoundTree (supplies) \$70.53; Cambria Supply (supplies) \$38.72; Chase Cardservices (parts, supplies, training, fuel, postage, equipment) \$2,963.71, \$5,094.76; CivicPlus (service) \$1,917.25; Collins Communications, Inc. (service) \$58.00; Combined Communications JPB (dispatch) \$8,915.83; CoPro EFP (tools) \$15,187.82; CW Waste (service) \$13,162.80; Dearborn National (benefit) \$90.64; Department of Treasury (taxes) \$10,875.34, Department of Workforce Service (benefit) \$156.70, \$4,524.07; Energy Labs (testing) \$125.00; Engineering Associates (service) \$277.72; Fisher Sand & Gravel (supplies) \$1,519.53, \$74.64; Gillette Steel (supplies) \$2,594.00; Hughes Law Office (retainer) \$1,600.00; LinkTech (service) \$530.00; Matheson Trigas Inc. (O₂ tank rental) \$148.88; Midwest Assistance Program (service) \$525.00; Norco (supplies) \$43.85; Omega Computers (service) \$145.00; One Call (locates) \$9.45; PartsOne (parts) \$523.93; Pinnacle Power (service) \$4,466.75; Postmaster (postage) \$304.39; PRECorp (utilities) \$874.88; Range (utilities) \$589.98; Rock Solid SST (ammunition) \$1,793.00; Servall (service) \$128.84; Sundance Extinguisher (service) \$197.50, \$70.00, \$507.00; TeamLabs (supplies) \$1,358.00; Thunder Basin Ford (parts) \$19.48; Top Office Supply (service) \$257.59; Town of Upton (utilities) \$352.00; Tracy Motor Company (parts) \$509.21; Upton Co-op (fuel, parts, supplies) \$3,379.99; Upton Economic Development Board (land purchase) \$5,000.00; Wyoming Association of Municipalities (dues) \$1,592.00; Wyoming Association of Risk Management (property insurance) \$35,192.62; Weston County Clerk (fee) \$36.00, \$12.00, \$12.00; Weston County Gazette (publishing) \$1,466.25; Weston Unofficial Minutes of the Regular Meeting July 10, 2026

County Peace Officers Association (dues) \$60.00; Weston County Treasurer (fees) \$513.68; Wild Wyo Cleaning (service) \$270.00; Wyoming Retirement System (benefit) \$7,901.41, \$262.50.

The following invoices will be paid from grant and/or loan funds when received: Engineering Associates (service) \$15,274.39, \$30,353.45, \$3,020.94 and \$20,826.00; for the Phase 1.1-Whitetail/Redwood, Phase 1.2-Birch/Juniper, Phase 2.2-Montana/Wyoming; Dan Hart Patrol Service (service) \$165,638.35, \$8,717.80 for the Phase 1.2-Birch/Juniper project.

SALARIES: \$40,231.10

CLAIMS DENIED: Crook County Medical Services for a transfer on June 12, 2026 in the amount of \$266.80.

Lisa LeVasseur, publisher, owner and editor of *Weston County Gazette*, presented Clerk/Treasurer Millar with the Wyoming Press Association Benjamin Franklin Award for Open Government.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER ROTHEUTNER SECONDED a motion to approve Resolution No. 9, 2026 entitled: A RESOLUTION FOR VACATION OF THE ALLEY IN BLOCKS 1, 2, 3, & 4 OF THE MINTER ADDITION, TOWN OF UPTON, WESTON COUNTY, WYOMING. All ayes, MOTION CARRIED.

COUNCIL MEMBER ROTHLEUTNER MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve Resolution No. 10, 2026 entitled: A RESOLUTION FOR VACATION OF A PORTION OF FOURTH STREET IN BLOCK 48 OF THE SAWMILL ADDITION, TOWN OF UPTON, WESTON COUNTY, WYOMING. All ayes, MOTION CARRIED.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve an agreement between the Town of Upton and Visionary Communications for wireless equipment affixed to the water tower with a 90-day termination clause. All ayes, MOTION CARRIED.

COUNCIL MEMBER ROTHLEUTNER MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve the appointment of Brittany Trandahl to a three-year term on the Weston County Travel Commission as the Upton representative. Mayor Trandahl recused himself due to a conflict of interest. All ayes. MOTION CARRIED.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve a malt beverage permit for Oddette, Inc. dba Cowboy Bar for a benefit to be held on July 25, 2026. Clerk/Treasurer Millar noted that a sales tax delinquency reported to the Town on July 2, 2026 has been satisfied, but further recommended a probationary period be imposed for the license holder. The motion was amended to include a two-year probationary period for the license holder where additional violations of Wyoming State Statutes or the Upton Municipal Code could result in suspension of the license privilege with agreement from the motion maker and second. All ayes, MOTION CARRIED.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to advertise sealed bids for the sale of 1992 KCVH VIN 1K9AF4281NN058696 with a minimum bid of \$5,000.00. All ayes, MOTION CARRIED.

COUNCIL MEMBER ROTHLEUTNER MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve a correction to a budget amendment where math and posting errors were discovered in the following particulars:

- a. Increase the General Fund Budget by \$46,428.00 by budgeting \$44,928.00 from General Fund Cash Reserves and \$1,500.00 from the Rodeo Arena Reserve. The funds will be used for cost overruns to include:
- i. Replacement of the A/C unit at City Hall in the amount of \$7,300.00
 - ii. Office Supplies for the Court in the amount of \$180.00
 - iii. Dues and fees for the Court in the amount of \$130.00
 - iv. Vehicle maintenance & repairs for the Police Department for upfitting and repairs needed for U2 in the amount of \$19,500.00
 - v. Software fees for the Police Department for LinkTech cybersecurity in the amount of \$8,500.00
 - vi. Ambulance supplies for the Upton Volunteer Fire Department in the amount of \$8,500.00
 - vii. Maintenance & repair costs for the Upton Senior Housing building, which have been properly reimbursed, in the amount of \$818.00
 - viii. Rodeo Arena Expense for a disbursement of funds, which belong wholly to the Upton Arena Club where the Town of Upton acts as a fiduciary, in the amount of \$1,500.00

This matter was originally considered and acted upon by the Town Council of Upton at 7:15 p.m. during a hearing at the regular meeting on June 9, 2026, however, math errors were discovered when posting the amendment in the accounting system. Those errors were:

WYLITE Energy Grant Funds in the amount of \$4,904.00, that had already been adopted in a budget amendment in October 2025; and the Rodeo Arena Expense was not properly allocated from the special reserve for that expense. The total on the previous amendment was \$48,432.00 to come from General Fund Cash Reserves with \$4,904 from grant funding.

All ayes, MOTION CARRIED. The correction will be advertised.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve holding a hearing to amend the budget in the following particulars:

- a. 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:
- ix. Charges for services-Municipal Judge- in excess of budget in the amount of \$520.00.
 - x. Grant expenses for equipment in the amount of \$13,242.00.
 - xi. Street repair and maintenance expenses in excess of budget in the amount of \$22,298.00.
 - xii. Salaries for Senior Housing in excess of budget in the amount of \$116.00.
 - xiii. 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.
 - xiv. Electric utility expenses at the Golf Course in excess of budget in the amount of \$244.00.
 - xv. Legal advertising required for the Pumphouse project, in excess of budget in the amount of \$214.00.
 - xvi. Legal fees related to a contract at the golf course in excess of budget in the amount of \$120.00.
 - xvii. Salaries expense for the Golf Course in excess of budget in the amount of \$83.00.
 - xviii. Salaries expense for the Upton Municipal Gun Club in excess of budget in the amount of \$83.00.

This matter will be considered and acted upon by the Town Council of Upton, Wyoming at approximately 7:10 p.m. during the regular meeting on Tuesday, August 11, 2026.

All ayes, MOTION CARRIED.

Chief Meals gave his report.

Chief Riehemann gave his report.

Superintendent Lindstrom gave his report and presented a request for a minor subdivision. COUNCIL MEMBER ROTHLEUTNER MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve the minor subdivision from John Absentz. All ayes, MOTION CARRIED.

Clerk/Treasurer Millar gave her report.

Mayor Trandahl shared that the 21 Wellness meeting will be held at Upton City Council Chambers at 8:00 a.m. on Thursday, July 16, 2026.

COUNCIL MEMBER ROTHLEUTNER MOVED, COUNCIL MEMBER NORMAN SECONDED a motion at 7:45 p.m. to enter into executive session under W.S. 16-4-405(a)(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 and W.S. 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. All ayes, MOTION CARRIED.

The regular meeting resumed at 8:36 p.m.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to authorize Attorney Hughes to send notices to Dan Hart Patrol Service and Merchants National Bonding, Inc. where the Town is requesting a meeting between the Owner, Contractor and Surety to discuss performance of the contract. All ayes, MOTION CARRIED.

No other action was taken in regard to the executive session.

There being no further business before the Council, COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED A MOTION to adjourn. All ayes, MOTION CARRIED. The meeting adjourned at 8:43 p.m.

Nicholas Trandahl, Mayor

Attest: Kelley Millar, Clerk/Treasurer