

Town of Upton
Regular Town Council Meeting
March 10, 2026

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

Present: Mayor Nicholas Trandahl, Council Members Justin Norman, Rick Rothleutner, Tiffany McMillan and Joe Watt. Council Staff present included Clerk/Treasurer Kelley Millar, Foreman Amber Ryan, Chief Brian Meals, Chief Les Riehemann, Assistant Fire Chief Ty Kennedy and Attorney Mark Hughes. Public attendance included Brittany Trandahl with the *Weston County Gazette*, Maribeth Meals, Jack Elberson and Dan E Hart with Jack'd Up Trucks, Steven Gerber and Ryan Russell with Dan Hart Patrol Service, and Rocky Donner.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve the consent agenda which included the minutes from the February 13, 2026 regular meeting minutes as published, claims paid for March to date, and claims paid in February (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 and Council Member Watt recused due to a conflict of interest. All ayes, MOTION CARRIED.

CLAIMS PAID:

Deposit/Overpayment (refunds) \$50.00; Reimbursements: \$0.00; Advanced Communications (lease) \$244.00; Arrow Service (fuel) \$449.91; Bailey Crackel (service) \$270.00; Black Hills Energy (utility) \$5,490.40, \$1,723.55; Blue Cross Blue Shield (benefit) \$10,972.20; Bound Tree (supplies) \$60.16; Chase Cardservices (parts, supplies, training, fuel, postage, equipment) \$11,448.19; Collins Communications, Inc. (service) \$58.00; Combined Communications JPB (dispatch) \$8,915.53; Core & Main (parts) \$14,375.50; Crook County District Court (garnishment) \$245.00; CW Waste (service) \$12,696.00; Department of Treasury (taxes) \$9,997.07; Energy Labs (testing) \$152.00; Gillette Steel (parts) \$768.00; Grossenburg Implement, Inc. (parts) \$46.62; Hughes Law Office (retainer) \$1,600.00; Joe Johnson Equipment, LLC. (parts) \$881.87; June Shell (service) \$120.00; LinkTech (service) \$539.96; Matheson Trigas, Inc. (supplies) \$557.76; Mission Communications (service) \$635.40; Norco, Inc. (supplies) \$230.86; One Call of WY (locates) \$7.35; PartsOne HD (supplies) \$455.49; Postmaster (postage) \$300.73; PRECorp (utilities) \$512.19; Railroad Management Co. (fee) \$458.76; Range (utilities) \$626.81; Servall (service) \$128.84; Sundance Extinguisher (service) \$225.00; Thunder Basin Ford (parts) \$417.60; Top Office Supply (service) \$410.98; Town of Upton (utilities) \$352.00; Upton Co-op (fuel, parts, supplies) \$3,476.17, \$146.54; Verizon (phone) \$81.35; Weston County Gazette (publishing) \$522.88; Woolsey Construction (service) \$2,550.61; WY Retirement (benefit) \$6,892.22, \$281.25.

The following invoices will be paid from grant and/or loan funds when received: Engineering Associates (service) \$5,822.44, \$53,119.71, \$39,678.35, \$6,598.10 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: \$31,228.40

CLAIMS DENIED: NONE

Clerk/Treasurer Millar updated the council regarding the missing TIPS training documentation for ITT Services, dba Irontown Tavern and Oddette, Inc, dba Cowboy Bar. Both entities are still missing the required documentation.

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No bids were received for the 1992 Chevrolet VIN 1GBJK34N8NE196791.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER MCMILLAN SECONDED a motion to approve Change Order No. 1 from Dan Hart Patrol Services in the amount of \$20,688.50 for clean rock pipe bedding. This change order increases the total contract price to \$807,011.95. Steven Gerber, with Dan Hart Patrol Service, expressed that he had submitted a dispute to Engineering Associates on January 7, 2026 regarding items included the engineers final recommendation. Attorney Hughes advised that nothing in the email or attachments asked for dispute resolution per the contract documents. Upon conclusion of the discussion, Mayor Trandahl and Council Members Watt, Norman and Rothleutner voted aye on the motion. Council Member McMillan voted nay. MOTION CARRIED.

At approximately 7:35 p.m., Mayor Trandahl opened the public hearing regarding the sale of Lots 1,2,3,4 & 5 in Block 48 of the Sawmill Addition for the purpose of economic development: business expansion. Dan E Hart asked the council to consider a lower price for the lots than advertised due to the nature of the landscape, drainage and need for large amounts of fill dirt to level the area. Mr. Hart proposed \$0.29 per square foot, as opposed to the advertised \$0.58 per square foot for the property. The hearing was closed at 7:45 p.m.

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve the sale of Lots 1,2,3,4 & 5 in Block 48 of the Sawmill Addition for the purpose of economic development: business expansion for a price of \$0.29 per square foot. All ayes, MOTION CARRIED.

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve an amended Resolution No. 4, 2026 entitled: A RESOLUTION OF THE TOWN OF UPTON, WESTON COUNTY, WYOMING DESIGNATING THE TOWN'S PRIORITIZED PROJECT LIST FOR THE 2026 SPECIFIC PURPOSE EXCISE TAX, adding a line item for a public pool in the amount of \$5,000,000.00. All ayes, MOTION CARRIED.

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve a request for the Upton Chamber of Commerce to have, not sell, alcohol at the Upton Community Center for the Festival of Tables on Saturday, March 21, 2026. All ayes, MOTION CARRIED.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER MCMILLAN SECONDED a motion to approve putting the 1992 Kovatch Pumper Engine VIN 1L9AF4281NN08696 up for bids with a minimum bid of \$1000.00. All ayes, MOTION CARRIED.

The council consensus was to nominate Clerk/Treasurer Millar as the Town of Upton's voting delegate for the WAM Summer Convention.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve Change Order No. 1 from Watertronics, LLC for a decrease from the original proposal of \$5,555.00 for an alternate filter, and an increase of \$2,680.00 for a change to the power source. The net effect of the change order is a decrease of \$2,875.00, bringing the contract amount to \$76,975.00, with an optional \$828.00 for piping. If the optional piping is taken the total contract amount is \$77,803.00. Council Member McMillan was recused due to a conflict of interest. All ayes, MOTION CARRIED.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve Resolution No. 5, 2026 entitled: A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE WYOMING OFFICE OF STATE HOMELAND SECURITY GRANT PROGRAM ON BEHALF OF THE GOVERNING BODY FOR THE TOWN OF UPTON. The grant application would be Unofficial Minutes of the Regular Meeting March 10, 2026

for a Citywide Communications System in the amount of \$140,000.00 for the purchase of 17 portable radios, a base station for city hall, programming, installation, accessories and batteries, and licensing and coordination. If these grant funds are awarded and the sixth penny projects are approved, the sixth penny allocation for this project will be reduced dollar for dollar up to the total amount for the project. All ayes, MOTION CARRIED.

Chief Meals gave his report. He asked for an update to an ordinance that will be on the agenda for the April meeting, and asked the council to approve a budget amendment previously presented for a third police officer.

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER ROTHLUETNER SECONDED a motion to approve to advertise a budget amendment in the following particulars:

- a. Increase the General Fund budget by \$22,636.00 by budgeting \$22,363.00 from General Fund Cash Reserves. The funds will be used for salaries and benefits for a police officer through June 30, 2026.

This matter will be considered and acted upon by the Town Council of Upton, Wyoming at approximately 7:30 p.m. at the regular meeting held at 7:00 p.m. on April 14, 2026, in Council Chambers of City Hall at 725 2nd Street, Upton, Wyoming.

All ayes, MOTION CARRIED.

Chief Riehemann gave his report.

Foreman Ryan gave the public works report.

Clerk/Treasurer Millar gave her report.

Council Member McMillan asked the council if the Upton Golf Association could host a raffle as a fundraiser. COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve the request. Council Member McMillan was recused due to a conflict of interest. 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 9:00 p.m.

Nicholas Trandahl, Mayor

Attest: Kelley Millar, Clerk/Treasurer