

Town of Upton
Regular Town Council Meeting
May 12, 2026

THE REGULAR MEETING of the Town Council of Upton, Wyoming, was called to order at 7:00 p.m. on Tuesday, May 12, 2026 at the Upton City Hall located at 725 2nd Street in Upton, Wyoming.

Present: Mayor Nicholas Trandahl, Council Members Justin Norman, Rick Rothleutner, and Tiffany McMillan Council Member Joe Watt joined the meeting at 7:15 p.m. Council Staff present included Clerk/Treasurer Kelley Millar, Superintendent Mark Lindstrom, Chief Brian Meals, Chief Les Riehemann, Assistant Fire Chief Ty Kennedy, Officer Brandon Taylor and Attorney Mark Hughes. Public attendance included Britt Trandahl with the *Weston County Gazette*, Lisa LeVasseur, Tom Johnson with Vets Talking to Vets, Glen Wise with WEC, Gene Oswood with East Summit Construction, Joe Messner with Engineering Associates, Maribeth Meals, Gloria Knapp and Scott Evans with ITT Services, dba Irontown Tavern, Mandy Kirk, and Lynette Armijo.

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve the consent agenda which included the minutes from the April 14, 2026 regular meeting minutes as published, claims paid for May to date, and claims paid in April (utility payments, payroll, and approved grant/loan expenses). All ayes, MOTION CARRIED.

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve the claim 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 MCMILLAN SECONDED a motion to approve the claim for the Weston County Gazette with Mayor Trandahl recused due to a conflict of interest. All ayes, MOTION CARRIED.

CLAIMS PAID:

Deposit/Overpayment (refunds) \$213.74 \$35.00, \$45.87, \$45.53, \$32.99, \$125.00, \$37.00; Reimbursements: \$23.60, \$329.13, \$1,275.61; Advanced Communications (lease) \$244.00; Arrow Service (fuel) \$427.42; Bailey Crackel (service) \$345.00; Big Horn Tire (service) \$9,953.60; Black Hills Energy (utility) \$5,605.52; Blue Cross Blue Shield (benefit) \$10,263.15; Bound Tree (supplies) \$285.34; Cambria Supply (parts) \$71.38; Chase Cardservices (parts, supplies, training, fuel, postage, equipment) \$11,475.84; Collins Communications, Inc. (service) \$58.00; Combined Communications JPB (dispatch) \$8,915.53; Communications Technologies, Inc. (service) \$189.30; Contractors Supply (parts) \$874.78; CW Waste (service) \$13,179.60; Department of Treasury (taxes) \$10,382.93; Eastern Wyoming Equipment Co (parts) \$27.87; Engineering Associates (service) \$500.00; FedEx Freight (service) \$2,110.97; Gillette Steel (parts) \$681.40; Hughes Law Office (retainer) \$1,600.00; June Shell (service) \$195.00; LinkTech (service) \$539.96; Matheson Trigas, Inc. (supplies) \$148.88; Meadowlark Counseling (service) \$350.00; Midco Diving (service) \$6,638.00; Norco, Inc. (supplies) \$628.34; One Call of WY (locates) \$159.60; Paintbrush Medical (service) \$230.00; Postmaster (postage) \$301.34, \$370.00; PRECorp (utilities) \$621.20; Range (utilities) \$629.03; Seamless Systems (service) \$1,974.00; Servall (service) \$128.84; Top Office Supply (service) \$181.23; Town of Upton (utilities) \$352.00; Tracy Motor Co (parts) \$159.79; Upton Co-op (fuel, parts, supplies) \$3,955.94; Weston County Clerk (fee) \$12.00, \$12.00; Weston County Gazette (publishing) \$791.25; Wyoming Association of Municipalities (convention) \$810.00; WY Retirement (benefit) \$7,212.28, \$262.50.

The following invoices will be paid from grant and/or loan funds when received: Dan Hart Patrol Services (service) \$7,969.39, \$151,418.42 for the Phase 1.1-Whitetail/Redwood project; Engineering Associates (service) \$83.74, \$7,878.74, \$15,375.38, \$2,075.41, \$1,546.54 for the North Pine Transmission Project, Phase 1.1 Whitetail/Redwood, Phase 1.2 Birch/Juniper, Phase 1.3 East Hwy 16, Phase 2.2 Wyoming/Montana.

SALARIES: \$33,205.49

CLAIMS DENIED: NONE

Tom Johnson came before the council to give an update on the progress of the Veterans Talking to Veterans program in Upton. The program is approaching one year in operation and will be co-hosting an event with the Wyoming State Parks at Keyhole. The council thanked Mr. Johnson for his work and voiced support for his efforts and the service of all veterans.

Scott Evans with ITT Services, dba Irontown Tavern came before the council to voice his displeasure at a letter received from the Town's attorney and protest having the liquor license renewed with the provision of a probationary period.

Mayor Trandahl opened a public hearing at 7:18 p.m. regarding the proposed sale of the lots listed below in the Sawmill Addition:

Lots 2, 3, & 4 in Block 9

Lots 2,3,4,6,7 & 8 in Block 10

Lots 2,3,4,6,7 & 8 in Block 11

Lots 3,4,5,6,7 & 8 in Block 12

Lots 5,6,7 & 8 in Block 19

Lots 1,2,3,4,5,6,7 & 8 in Block 22

Lots 1 & 2 in Block 25

Lots 1,2,3,4,5,6,7 & 8 in Block 26

Lots 1,2,3,4,5,6,7 & 8 in Block 27

This land sale is approximately 476,491 square feet or 10.94 acres, 51 lots for \$0.29 per square foot. The proposal was reviewed. There was no public comment and the hearing closed at 7:20p.m.

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve the sale of the above listed lots for \$0.29 per square foot. All ayes, MOTION CARRIED.

Lisa LeVasseur came before the council to present a Dave Paulley print to the city on behalf of her late mother, Elsie Woodard, for display in council chambers. She gave a brief history of Mr. Paulley and his work. The council expressed their gratitude.

Chief Meals gave a brief update for the Dispatch Joint Powers Board.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve the second reading of Ordinance No. 1, Series 2026 entitled: ANNUAL APPROPRIATIONS ORDINANCE FOR THE FISCAL YEAR ENDING JUNE 30, 2027. All ayes, MOTION CARRIED.

COUNCIL MEMBER ROTHLEUTNER MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve the second reading of Ordinance No. 2, Series 2026 entitled: AN ORDINANCE AMENDING A NONEXCLUSIVE FRANCHISE FROMT EH TOWN OF UPTON, WESTON COUNTY, WYOMING TO SPECTRUM PACIFIC WEST, LLC AN INDIRECT SUSIDIARY OF CHARTER COMMUNICATIONS, INC TO PROVIDE SERVICES AS SPECIFIED IN THE AGREEMENT, ESTABLISHING THE TERMS AND CONDITIONS OF SAID FRANCHISE AND PROVIDING FOR AN EFFECTIVE DATE. Charter's Government Affairs Director, Mike Mores, had sent a letter asking for the Ordinance to be removed from the Unofficial Minutes of the Regular Meeting May 12, 2026

agenda citing a provision that any changes would need to be agreed upon by both parties. Attorney Hughes advised that he could propose a change to the agreement and communicate with Mr. Mores regarding the changes approve in the first reading of the ordinance. Council Member Rothleutner voted aye, Mayor Trandahl, Council Members Watt, McMillan and Norman voted nay, MOTION FAILED.

Mayor Trandahl opened a public hearing at 7:28 p.m. regarding a budget amendment in the following particulars:

- a. Increase the General Fund budget by \$179,462.00 by budgeting \$179,462.00 from General Fund Cash Reserves. The funds will be used for a portion of the paving on the Colorado Avenue project not anticipated during the original project scope.
- b. Increase the Water Fund budget by \$115,846.49 by budgeting \$115,846.49 from Capital Construction Water Fund Cash Reserves. The funds will be used to complete payment for non-SRF eligible water items on the Colorado Avenue project.
- c. Increase the Sewer Fund budget by \$65,163.65 by budgeting \$65,163.65 from Capital Construction Sewer Fund Cash Reserves. The funds will be used to complete payment for non-SRF eligible items on the Colorado Avenue project.

Staff shared that these funds had been set aside in reserves for capital improvements. The hearing closed at 7:30 p.m.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER MCMILLAN SECONDED a motion to approve the budget amendment. All ayes, MOTION CARRIED.

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve the second reading of Ordinance No. 3, Series 2026 entitled: AN ORDINANCE GRANTING A NONEXCLUSIVE FRANCHISE TO POWDER RIVER ENERGY CORPORATION TO CONSTRUCT, ACQUIRE, OPERATE AND MAINTAIN AN ELECTRIC SYSTEM IN THE TOWN OF UPTON, WYOMING AND TO FURNISH ELECTRICITY TO THE TOWN AND THE INHABITANTS THEREOF, AND TO USE THE STREETS, ROADS, ALLEYS AND OTHER PUBLIC PLACES WITHIN THE TOWN; LENGTH OF THE FRANCHISE; FRANCHISE FEE; REPEALING ALL ORDINANCES IN CONFLICT THEREWITH; SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. All ayes, MOTION CARRIED.

Mayor Trandahl opened a public hearing at 7:42 p.m. regarding a budget amendment in the following particulars:

- a. Increase the Sewer Fund budget by \$87,728.10 by budgeting \$87,720.10 from Sewer Fund Debt Reserves. The funds will be used to retire debt from CWSRF #190-Willow Street Project in the amount of \$87,172.59 principal and approximately \$555.51 interest.

Staff shared that these funds were already in a debt reserve. The hearing closed at 7:43 p.m.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve the budget amendment. All ayes, MOTION CARRIED.

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve Change Order No. 2 from Dan Hart Patrol Service in the amount of \$28,633.38 for mis-engineered manholes on the Phase 1.1-Whitetail/Redwood project. This change order does not add days to the contract, but does extend the “no later than date” for substantial completion by six days. All ayes, MOTION CARRIED.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve Change Order No. 3 from Dan Hart Patrol Service in the amount of \$110,065.93 for the installation of a French drain system, geogrid not included in the original bid, imported sand material, rejected material disposal, and trench foundation. This change order adds four working days to the contract for installation of geogrid. Five working days were used to install the French drain, and those days will not be included in calculations for liquidated damages. All ayes, MOTON CARRIED.

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COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve Resolution No. 7, 2026 entitled: A RESOLUTION AUTHORIZING THE PAYMENT OF CERTAIN CLAIMS AND EXPENDITURES BETWEEN REGULARLY SCHEDULED MEETINGS OF THE GOVERNING BODY OF THE TOWN OF UPTON, WYOMING SUBJECT TO RATIFICATION. All ayes, MOTION CARRIED.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve Resolution No. 8, 2026 entitled: A RESOLUTION OF THE TOWN COUNCIL OF UPTON, WESTON COUNTY, WYOMING ADOPTING UTILITY RATE AMOUNT INCREASES FOR THE FISCAL YEAR ENDING 2026-2027, contingent upon the passage of Ordinance No. 1, Series 2026- Annual Appropriations. All ayes, MOTION CARRIED.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve holding the Annual Appropriations Hearing for Fiscal Year Ending June 30, 2027 at approximately 6:45 p.m. before the regularly scheduled meeting on Tuesday, June 9, 2026. All ayes, MOTION CARRIED.

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

a. Increase the General Fund budget by \$48,832.00 by budgeting \$43,928.00 from General Fund Cash Reserves and \$4,904.00 from grant funds received from the Wyoming Energy Authority. 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 need 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. Grant expenses for the Upton Senior Center for the WYLite LED lighting replacement grant from the Wyoming Energy Authority in the amount of \$4,904.00.
- viii. Maintenance & repair costs for the Upton Senior Housing building, which have been properly reimbursed, in the amount of \$818.00
- ix. 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 will be considered and acted upon at approximately 7:15 p.m. at the regular meeting on June 9, 2026. All ayes, MOTION CARRIED.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve renewal of the lease agreement with the Upton Arena Club for a period beginning July 1, 2026 through June 30, 2027. All ayes, MOTION CARRIED.

The council set two budget workshops for Thursday, May 21, 2026 at 7:00 p.m. and Monday, June 8, 2026 7:00 p.m. (if needed).

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve UPTON 060-Employee Onboarding Policy. All ayes, MOTION CARRIED.

Chief Meals gave his report and introduced Upton's newest officer, Brandon Taylor. Officer Taylor moved to Upton last year, has previous experience in law enforcement, and serves in the Wyoming National Guard.

Chief Riehemann gave his report.

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Superintendent Lindstrom gave his report. Council Member McMillan asked about clean up around the CBQ fishing pond for safer access. Staff will contact Wyoming Game & Fish for options.

Clerk/Treasurer Millar gave her report and presented a letter to council regarding Oddette, Inc, dba Cowboy Bar regarding compliance failures.

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 8:36 p.m.

Nicholas Trandahl, Mayor

Attest: Kelley Millar, Clerk/Treasurer