

Town of Upton
Regular Town Council Meeting
October 13, 2026

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

Present: Mayor Nicholas Trandahl, Council Members Rick Rothleutner, Joe Watt, Tiffany McMillan and Justin Norman. Staff present included Superintendent Mark Lindstrom, Clerk/Treasurer Kelley Millar, Attorney Mark Hughes, Chief Brian Meals, Chief Les Riehemann, and Assistant Fire Chief Ty Kennedy. Public attendance included Brittany Trandahl with the *Weston County Gazette*, Story Trandahl, Maribeth Meals, Tom Johnson, Sara Carter, Scott Evans, Roger Connett with RER, Mike Pollard with RER, and Kole Schell with Engineering Associates.

COUNCIL MEMBER ROTHLEUTNER MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve the consent agenda which included the minutes from the September 8, 2026 regular meeting minutes as published and claims paid for October to date, and claims paid in September with claim number 6814 for EA invoice 460859 removed for later review (utility payments, payroll, debt service, approved grant/loan expenses). All ayes, MOTION CARRIED.

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

CLAIMS PAID:

Deposit/Overpayment (refunds) \$35.00; Reimbursements: \$195.00, \$159.99, \$203.42; Advanced Communications (service) \$244.00, \$244.00; Arrow Service (fuel) \$776.92, \$733.45; Black Hills Energy (utilities) \$30.89, \$6,975.49, \$217.85; Blue Cross Blue Shield (benefit) \$11,262.19; BoundTree (supplies) \$1,011.47; Chase Cardservices (parts, supplies, training, fuel, postage, equipment) \$9,168.79, \$5,005.97; CivicPlus (service) \$330.75; Collins Communications, Inc. (service) \$58.00; Combined Communications JPB (dispatch) \$8,913.09, \$8,908.01; Communications Technologies, Inc. (parts, labor) \$750.00; Contractors Supply (supplies) \$396.65; CW Waste (service) \$13,331.80; Dearborn (benefits) \$58.72; Department of Treasury (taxes) \$10,587.46, \$375.04; Department of Workforce Service (benefits) \$77.80, \$4,240.22; DRM (service) \$4,011.00; Energy Labs (testing) \$388.00; Fisher Sand & Gravel (supplies) \$1,102.98; Gillette Steel (supplies) \$192.00; Good Electric (service) \$353.40; Grossenburg Implement (parts) \$116.07; Hughes Law Office (retainer) \$1,600.00; Joe Johnson Equipment (parts) \$507.87; LinkTech (service) \$539.96; Matheson Trigas Inc. (O₂ tank rental) \$148.88; Midwest Pest Management (service) \$375.00; Norco Inc. (supplies) \$333.29; Northwest Pipefitting (parts) \$677.06; One Call (locates) \$36.75, \$25.20; PartsOne HD (parts) \$266.97; Postmaster (postage) \$326.95; PRECorp (utilities) \$601.07, \$838.61; Range (utilities) \$595.95; Servall (service) \$128.84; Sundance Extinguisher (service) \$237.00; Team Laboratory Chemical (supplies) \$508.00; Texas Refinery Company (supplies) \$526.33; The Sundance Times (ad) \$93.50; Top Office Supply (service) \$292.76; Town of Upton (utilities) \$358.00, \$551.50; Upton Co-op (fuel, parts, supplies) \$3,583.58; Upton Municipal Court (correction) \$118.00; Upton Arena Club (distribution) \$3,000.00; Weston County Gazette (publishing) \$661.60; Weston County Clerk (fee) \$12.00, \$12.00; Weston County Humane Society (contribution) \$1,200.00; Wild Wyo Cleaning (service) \$675.00; Woolsey Construction (service) \$1,050.00; Wyoming Apparatus (service) \$882.95; Wyoming Association of Municipalities (registration) \$540.00; Wyoming OSLI (debt service) \$6,073.15; Wyoming Retirement System (benefit) \$7,626.83, \$262.60.

The following invoices will be paid from grant and/or loan funds when received: Dan Hart Patrol Service (service) \$33,329.65, \$2,416.09, \$45,905.58 for the Phase 1.1-Whitetail/Redwood; Phase 1.2-Birch/Juniper

project; Engineering Associates (service) \$54,900.33 for the Phase 1.2-Birch/Juniper, Phase 2.1-North Pine Transmission.

SALARIES: \$37,833.82

CLAIMS DENIED: NONE

Mayor Trandahl read a proclamation honoring former council member Gene Knapp.

Council member McMillan gave a seasonal closeout report for the golf course.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER MCMILLAN SECONDED a motion to approve the third and final reading of Ordinance No. 4, Series 2026 entitled: AN ORDINANCE VACATING THE ALLEYS IN BLOCKS 1, 2, 3, & 4, MINTER ADDITION, TOWN OF UPTON, WESTON COUNTY, WYOMING. All ayes, MOTION CARRIED.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER MCMILLAN SECONDED a motion to approve the third and final reading of Ordinance No. 5, Series 2026 entitled: AN ORDINANCE VACATING A PORTION OF FOURTH STREET IN BLOCK 48, SAWMILL ADDITION, TOWN OF UPTON, WESTON COUNTY, WYOMING. All ayes, MOTION CARRIED.

There were no bids received for the 1992 Kovach firetruck. The equipment will be sent to Big Iron for auction.

There were no bids received for the cooler equipment from the Upton Senior Center.

The council will continue discussion regarding the use of the Upton Community Center at the November meeting.

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to reject all bids for the Phase 2.2-Montana/Wyoming project upon the recommendation of Engineering Associates. Kole Schell with EA noted that the project had not been properly advertised for bid which prompted the recommendation to reject all bids. He also stated that the project could be re-bid. All ayes, MOTION CARRIED.

Discussion began regarding consideration of a contract HR provider.

At 7:15 p.m., Mayor Trandahl opened a public hearing regarding a land exchange between the Town of Upton and Justin and Tiffany McMillan. Internal and external market analyses were reviewed. Council Member McMillan was advised to and did declare a conflict of interest. There was no further public comment and the hearing closed at 7:20 p.m.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve the land exchange of Lots 1, 2, 3, 4, 7, 9, 10, 11 in the Country Club Estates, Weston County, Wyoming, approximately 5.95 acres for A portion of the NE ¼ of Section 24, T48N, R65W of the 6th P.M., Weston County Wyoming, approximately 5.95 acres. Council Member McMillan recused herself due to a conflict of interest. All ayes, MOTON CARRIED.

Discussion returned to consideration of a contract HR provider. COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve engagement with Kara Ellsbury of Hirst Applegate for Human Resources assistance at the stated per hour rates with the Local Government Liability Pool

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picking up the first \$600.00 of cost for the service through a risk management program. All ayes, MOTION CARRIED.

The council reviewed the Weston County Homeland Security Terrorism and Power Outage Plans.

A brief discussion was held regarding the expansion of the gun range property allowable for use by the Upton Municipal Gun Club. This will be further discussed at future meetings.

COUNCIL MEMBER ROTHLEUTNER MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve a request to HAVE, not sell, alcohol at the Upton Community Center at the Ritthaler anniversary event on Saturday, October 17, 2026. All ayes, MOTION CARRIED.

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve the Memorandum of Understanding between the Town of Upton and the City of Newcastle regarding the Unmet Housing grant funds received in a joint application. All ayes, MOTION CARRIED.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve Resolution No. 6, 2026 entitled: A RESOLUTION ESTABLISHING FEES FOR THE ISSUANCE OF PERMITS TO INSTALL OR CONSTRUCT WITHIN THE MUNICIPAL RIGHTS-OF-WAY AND STREETS, ROADWAYS, OR ALLEYS FOR THE TOWN OF UPTON, WESTON COUNTY, WYOMING. The fees established was set at \$500.00 per city block to be determined by the official city maps under the discretion of the Town Superintendent. All ayes, MOTION CARRIED.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER MCMILLAN SECONDED a motion to approve Resolution No. 11, 2026 entitled: A RESOLUTION OF THE GOVERNING BODY OF THE TOWN OF UPTON, WYOMING, DESIGNATING CERTAIN PROPERTY WITHIN THE CITY LIMITS AS THE UPTON INDUSTRIAL PARK. Mike Pollard with Rare Element Resources gave a brief update on progress at the pilot plant in Upton. All ayes, MOTION CARRIED.

No action was taken to change the wage of Police Chief Meals in lieu of vehicle use for transportation to and from shifts.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER MCMILLAN SECONDED a motion to suspend liquor license #1, currently issued to ITT Services, due to a violation of probation set forth by the governing body on April 14, 2026 for Sales Tax Delinquency reported on September 11, 2026. Scott Evans, of ITT Services, asked the council to reconsider the suspension as he had not been aware of the sales tax delinquency but that the delinquency had been cured and sales taxes due for September would be paid later in the week as well. He also asked Sara Carter, his real estate agent, to speak on his behalf regarding the potential sale of the business. Ms. Carter shared that having the liquor license intact would be much more favorable for a sale. Council Members Norman and McMillan rescinded their motion to suspend the license. Mr. Evans assured the council that the expenses for the business would be kept current. No other action was taken.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve revisions to UPTON-015 Financial Statement (F66) and new policy UPTON 041-Procurement Policy. All ayes, MOTION CARRIED.

Chief Meals gave his report.

Chief Riehemann gave his report.

Superintendent gave his report.

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Clerk/Treasurer Millar gave her report.

At 8:38 p.m. COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER MCMILLAN SECONDED a motion to retire into executive session per WS 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. All ayes, MOTION CARRIED.

The regular session resumed at 9:22 p.m.

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to table claim number 6818 for Engineering Associates (service) \$15,177.18 for Phase 2.2-Montana/Wyoming until clarification is received for the charges related to bidding tasks. 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 9:22 p.m.

Nicholas Trandahl, Mayor

Attest: Kelley Millar, Clerk/Treasurer