

# LEGAL NOTICE

## UNOFFICIAL MINUTES OF THE REGULAR MEETING OF THE TOWN COUNCIL OF UPTON, WESTON COUNTY, WYOMING

February 13, 2024

**THE REGULAR MEETING** of the Town Council of Upton, Wyoming, was called to order at 7:00 p.m. on Tuesday, February 13, 2024, at the Upton City Hall located at 725 2nd Street in Upton, Wyoming.

Present: Mayor Nicholas Trandahl, Council Members Joe Watt, Rick Rothleutner, and Justin Norman. Council Member Tiffany McMillan was absent. Staff present included Clerk/Treasurer Kelley Millar, Superintendent Mark Lindstrom, Police Chief Susan Bridge, Fire Chief Les Riehemann and Attorney Mark Hughes. Public attendance included Brittany Trandahl with the Weston County Gazette, Georgina Ashby, Martin Ravine, Rick Donner, Tiffany Riehemann, Ty Kennedy, Ray Billings, Alean Bujarski, Mickie Remington, Cindy Hiatt-Webster, Bill Webster and Brody Kelly with Upton FBLA.

**COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER NORMAN SECONDED** a motion to approve the consent agenda which included the minutes from the December 12, 2023 regular meeting as published, claims paid for January to date with the claim to the Combined Communications JPB for dispatch contingent upon the service being provided by 2/15/2024 as a friendly amendment, and claims paid in December (utility payments, payroll, approved grant/loan expenses). All ayes, **MOTION CARRIED.**

**COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED** a motion to approve the claim for the Upton Co-op with Council Member Watt recused due to a conflict of interest. All ayes. **MOTION CARRIED.**

**COUNCIL MEMBER ROTHLEUTNER MOVED, COUNCIL MEMBER WATT 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) \$82.00; Reimbursements: \$137.01, \$51.86; Transfer (reserves, debt service) \$500.00, \$1,200.00, \$670.00; Alpha Communications (lease) \$50.00; Arrow (fuel) \$171.54; Bailey Cracked (service) \$240.00; Black Hills Energy (utilities) \$5,270.53, \$1,814.92; Blue Cross Blue Shield (benefit) \$12,414.03; Big Horn Hydraulics (parts) \$8.57; Cambria Supply (parts) \$61.65; Casper Star Tribune (ad) \$478.68; Chase Cardservices (parts, supplies, training, fuel, postage, equipment) \$8,757.06; Collins Communications, Inc. (service) \$58.00; CNA Surety (bond) \$2,650.00; Contractor's Supply (parts) \$229.16; CW Waste (contract) \$12,696.00; Department of Treasury (taxes) \$11,337.97; Earthwork Solutions (service) \$2,260.00; Emily Cook (service) \$200.00; Engineering Associates (service) \$1,475.70; \$3,355.61; Energy Labs (testing) \$66.00; Gillette Steel (parts) \$815.00; Great Western Tire (service) \$961.40; Hughes Law Office (retainer) \$1,600.00; Gillette News Record (ad for SRP) \$764.40; Joe's (supplies) \$57.32; LGLP (premium) \$500.00; Newman Traffic Signs (signs) \$203.75; News Letter Journal (ad) \$200.00; Norco (parts) \$104.48; OSLL (debt service) \$5,156.77; Northwest Pipelining (parts) \$519.60; One Call WY (locates) \$32; Postmaster (postage) \$268.18; PPECorp (utility) \$764.99; Range (utilities) \$639.09; Ringer Law, P.C. (service) \$450.00; S&S Parts and Performance (parts, supplies) \$259.01, \$357.98; Servall (service) \$155.22; Top Office Supply (service) \$128.35; Town of Upton (utilities) \$246.00; Upton Co-op (fuel, parts, supplies) \$2,558.01; UVFD (supplies, equipment, utilities) \$451.83; Verizon (phone) \$75.07; Voelker's Autobody (service) \$35.00; Weston County Gazette (publishing) \$466.75; Weston County Treasurer (fee) \$503.30; Wyoming Earthmoving Company (service) \$1,330.40; WY Retirement (benefit) \$67,199.94, \$168.75.

The following invoices will be paid from grant and/or loan funds when received: Engineering Associates (service) \$110.61, \$5,190.00, \$5,980.00, \$1,980.00 for the Highway 16 Water Crossing, Montana Avenue Project, Colorado Avenue, 6th Street Project.

**SALARIES:** \$35,416.83

**CLAIMS DENIED:** NONE

Mayor Trandahl presented the following proclamations:  
February 11th through 17th, 2024 as Random Act of Kindness Week  
February 11th through 17th, 2024 as National FBLA Week  
February 17th through 24th, 2024 as National FFA Week  
February 12th through 16th as National FCCLA Week

Brody Kelly joined the mayor on behalf of the Upton FBLA chapter.

Ray Billings and his daughters came before the council to present a donation to the Upton Fire Department. The donation of \$8,074.00 is proceeds from a recent memorial poker tournament held to honor Bertha Billings. Chief Les Riehemann accepted the donation on behalf of the Upton Volunteer Fire Department.

Gina Ashby came before the council to present information, costs and timing regarding local EMS classes she can offer if the Town is willing to pay for Upton residents who successfully complete the training. She also suggested that the Town require a time of volunteer service to the Upton Fire Department, which includes the ambulance service, as part of the investment. Ms. Ashby also suggested that the Town require participants to pay for some of the costs and be reimbursed upon successful certification as further incentive. She corrected some of the provided information as it became available. Attorney Hughes was asked to draw up contracts related to reimbursement to the Town should a student provided training not ultimately pass the class or gain the certifications to serve in EMS. Terms will be worked out and revisited at the March meeting.

**COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED** a motion to approve the third and final reading of Ordinance No. 5, Series 2023 entitled-AN ORDINANCE VACATING ALL OF HALF STREET IN THE NEIMAN ADDITION, TOWN OF UPTON, WYOMING. The vacated portion only includes all of Half Street in Blocks 15 & 16 of the Neiman Addition. There was no public comment. All ayes, **MOTION CARRIED.**

Mayor Trandahl opened the 2024 Liquor License Renewal hearing at 7:30 p.m. Clerk/Treasurer Millar updated the council that all renewal licensees where currently in compliance. The expected restaurant license application was not received. With no public comment, the hearing was closed at 7:30 p.m.

**COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER WATT SECONDED** a motion to approve the renewal of the following retail liquor licenses:

ITT Services dba Irontown Tavern  
Oddette, Inc. dba Cowboy Bar  
Western Royalties dba Sunset Amigos

All ayes, **MOTION CARRIED.**

**COUNCIL MEMBER ROTHLEUTNER MOVED, COUNCIL MEMBER NORMAN SECONDED** a motion to approve Morrison/Materle as the Town's airport consultant. There is no cost to the Town unless the services are used for projects. There was no public comment. All ayes, **MOTION CARRIED.**

**COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED** a motion to approve the Upton Chamber of Commerce's request to sell alcohol at the Festival of Tables to be held on Saturday, March 16, 2024. Irontown Tavern is the licensee proposed to cater the event. There was no public comment. All ayes, **MOTION CARRIED.**

**COUNCIL MEMBER ROTHLEUTNER MOVED, COUNCIL MEMBER NORMAN SECONDED** a motion to approve Resolution No. 4, 2024 entitled-A RESOLUTION ESTABLISHING FEES FOR THE ISSUANCE OF OVERWEIGHT TRAVEL PERMITS WITHIN THE TOWN OF UPTON, WYOMING. Clerk/Treasurer Millar shared that the proposed fee for each permit instance is \$50.00. There was no public comment. All ayes, **MOTION CARRIED.**

Chief Bridge gave her report.

Chief Riehemann gave his report.

Superintendent Lindstrom gave his report and asked for the council to waive conflict for Attorney Hughes to act in a matter with the Weston County Solid Waste District. **COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER WATT SECONDED** a motion to waive the conflict for Attorney Hughes to draft an agreement regarding the ultimate ownership of the Transfer Station. All ayes, **MOTION CARRIED.**

Clerk/Treasurer Millar gave her report. She shared that the new rodeo club had requested to have roping steers kept at the rodeo grounds over the summer months. The club would provide fencing and care for the animals. The issue of livestock in town and the need of a variance was discussed. Consensus was that the animals would need to be removed between events and not kept for a timeframe beyond the current restraint. Clerk/Treasurer Millar updated the council on the opening and second day of the legislative budget session. Council consensus for WAM-JPIC board nominees was to accept the clerk's recommendation.

At 7:58 p.m. **COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED** a motion to go into executive session regarding personnel as per WS 16-4-405 (a) (ii). All ayes, **MOTION CARRIED.**

**COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED** a motion to resume the regular meeting at 8:06 p.m. All ayes, **MOTION CARRIED.** No action was taken from executive session.

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 8:06 p.m.

Nicholas Trandahl, Mayor

Attest: Kelley Millar, Clerk/Treasurer

Publish: February 22, 2024.