

LEGAL NOTICE

UNOFFICIAL MINUTES OF THE REGULAR MEETING OF THE TOWN COUNCIL OF UPTON, WESTON COUNTY, WYOMING March 11, 2025

THE REGULAR MEETING of the Town Council of Upton, Wyoming, was called to order at 7:00 p.m. on Tuesday, March 11, 2025 at the Upton City Hall located at 725 2nd Street in Upton, Wyoming.

Present: Mayor Nicholas Trandahl, Council Members Rick Rothleutner, Justin Norman, and Tiffany McMillan. Council Member Joe Watt joined the meeting at 7:49 p.m. Staff present included Clerk/Treasurer Kelley Millar, Attorney Mark Hughes and Chief Les Riehemann. Public attendance included Brittany Trandahl with the *Weston County Gazette*, Nathan Todd, Weston County Commission Chair, Sawyer and Paycee Todd, Garrett Borton, Weston County Commissioner, Justin McMillan with the Upton Golf Association, Chief Derek Thompson, Undersheriff Dan Fields and Executive Director Dave Larson with the Dispatch Joint Powers Board.

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve the consent agenda which included the minutes from the February 10, 2025 regular meeting minutes, the February 21, 2025 special meeting minutes, and the March 4, 2025 special meeting minutes as published, claims paid for March to date, and claims paid in February (utility payments, payroll, a used vehicle purchase 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 Co-op. All ayes, **MOTION CARRIED.**

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER ROTHLEUTNER 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) \$0.00; Reimbursements: \$830.25, \$464.80; Advanced Communications (tower rent) \$244.00, \$244.00; Bailey Crackel (service) \$345.00; Black Hills Energy (utility) \$2,083.09, \$5,297.41; Blue Cross Blue Shield (benefit) \$6,314.96, \$8,052.89; Chase Cardservices (parts, supplies, training, fuel, postage, equipment) \$11,589.78; Collins Communications, Inc. (service) \$58.00; Combine Communications JPB (dispatch) \$8,915.83; Core & Main (parts) \$1,486.01; CR Electric (service) \$65.00; CW Waste (service) \$13,546.00; Department of Treasury (taxes) \$7,220.47; Emily Cork (service) \$270.00; Energy Capital Economic Development (tickets) \$400.00; Energy Labs (testing) \$149.00; Gillette Steel (parts) \$1,019.02; Hughes Law Office (retainer) \$1,600.00; Joe's (supplies) \$206.29, \$165.47; Kelli Little (equipment) \$19,000.00; Mission Communications (service) \$563.40; Norco Inc (supplies, parts) \$110.57; Postmaster (postage) \$287.28; PRECorp (utilities) \$348.32; Upton Co-op (fuel, parts, supplies) \$2,732.58, \$193.92; Verizon (phone) \$77.03; Weston County Gazette (publishing) \$393.75; Wyoming Retirement System (benefit) \$4,266.56, \$206.25.

The following invoices will be paid from grant and/or loan funds when received: Engineering Associates (service) \$24,984.77 and \$130.00 for the Phase I, II & III Infrastructure and Colorado Avenue projects; Falcon Construction, LLC (service) \$22,899.00 for the transfer station project.

SALARIES: \$22,650.35

CLAIMS DENIED: NONE

Weston County Commission Chairman Nathan Todd presented to the council regarding the process to form an Emergency Medical Services District in Weston County. A public hearing will be held in Newcastle at the Weston County Fairgrounds on Monday, March 31, 2025 at 6:00 p.m. and the public is encouraged to attend. Chairman Todd also shared that an EMS District can be funded with up to 4 mills upon approval of the voters.

Chief Derek Thompson came before the council to explain that the LinkTech bill previously deducted from Upton's January 2025 JPB payment was for services specific to the Upton Police Department. The services allow for a secure connection to the records management system housed in Newcastle. He explained that there will be a "back haul connection" for the back-up dispatch console and that bill should go to the JPB. Chief Thompson also answered questions regarding dispatch protocols which are still being worked on and updated, shared that the budget and audit information should be forthcoming and will try to be available to sit in on the interview with a candidate for the Upton Chief of Police position if his schedule allows. He also offered open lines of communication between the governing body and the board.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve an agreement between the Town of Upton and Upton Golf Association for the fiscal year July 1, 2025 through June 30, 2026. Only the dates were updated in the contract, no other changes were made. Council Member McMillan recused herself from the vote due to a conflict of interest. Justin McMillan gave a brief update on the status of the course operations and equipment. All ayes, **MOTION CARRIED.**

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to list Clerk/Treasurer Millar as the Upton voting delegate for the summer WAM conference in Cheyenne, and Mayor Trandahl as

the alternate delegate. All ayes, **MOTION CARRIED.**

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER MCMILLAN SECONDED a motion to approve the Upton Gun Club's request to SELL alcohol by having the Upton Golf Association, upon presentation of the proper documentation, act as the liquor licensee catering the Gun Club Banquet at the Upton Community Center on April 5, 2025. Council Member Rothleutner recused himself from the vote due to a conflict of interest. The rule of necessity was enacted to allow Council Member McMillan to vote in the matter. All ayes, **MOTION CARRIED.**

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve the Upton Chamber of Commerce's request to HAVE, not sell, alcohol at the Festival of Tables event to be held in the Upton Community Center on Saturday, March 15, 2025. All ayes, **MOTION CARRIED.**

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve Resolution No. 1, 2025 entitled: A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE WYOMING DEPARTMENT OF TRANSPORTATION'S TRANSPORTATION ALTERNATIVES GRANT PROGRAM ON BEHALF OF THE GOVERNING BODY FOR THE TOWN OF UPTON in the amount of \$25,000.00 for the Upton Trails and Pathways (UTAP) project in conjunction with the T-Mobile Hometown Grant program as approved with Resolution No. 17, 2024 on September 9, 2024. The total anticipated local contribution is \$2,377.50, for a total project cost of approximately \$50,000.00. The priorities in the pathways study will be used in the grant applications and Mayor Trandahl asked that adding some sort of pathway between the Upton Elementary and Upton High Schools (along Poplar) be kept as a priority as the foot traffic is increasing with activities. All ayes, **MOTION CARRIED.**

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve a presented Notice of Substantial Complete from Falcon Construction for the transfer station. Superintendent Lindstrom has done a preliminary walk through and established a punch list for the final walk through. All ayes, **MOTION CARRIED.**

Chief Riehemann gave his report and asked the council to consider becoming the Upton Volunteer Fire Department's official Board of Inquiry for disciplinary matters that elevated beyond the UVFD leadership scope. A resolution and policy will be presented at the April meeting for review. He also noted that Weston County Homeland Security had garnered grant funding for a new siren in Upton and that the town would need to decide on a location and provide power. He also noted that WCHS Director Nelson would need to know soon if the town wanted the additional siren so he can accept the grant funds.

Superintendent Lindstrom had submitted his report prior to the meeting. Clerk/Treasurer Millar presented her report. She presented the Wyoming Community Gas project funds designation form for approval suggesting that the funds be used for a mural inside of the Upton Community Center in the amount of \$2,500.00 and a mural on the north wall of the Fire Department building for the remaining amount of \$1,727.92. Designs for the murals will come before the council for approval. Council Member McMillan suggested asking local artists to submit materials and bids for the work. **COUNCIL MEMBER ROTHLEUTNER MOVED, COUNCIL MEMBER MCMILLAN SECONDED** a motion to approve the recommendation for the Wyoming Community Gas project funds. All ayes, **MOTION CARRIED.**

WAM-JPIC nomination recommendations were presented as well. The council was amendable to Clerk/Treasurer Millar's recommendations.

Attorney Hughes reviewed the personnel policy and has some suggestions that will be discussed at a future meeting or workshop.

Council Member McMillan updated the council that she has been working with the Weston County Sheriff's Office regarding the dog shot in a yard on Pearl Street. She wanted to be sure to clear up misinformation that there was "automatic weapon" fire which was proven to be a vehicle and not weapon fire of any kind.

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 8:12 p.m.

Nicholas Trandahl, Mayor

Attest: Kelley Millar, Clerk/Treasurer

Publish: March 20, 2025.