

LEGAL NOTICE

UNOFFICIAL MINUTES OF THE REGULAR MEETING OF THE TOWN COUNCIL OF UPTON, WESTON COUNTY, WYOMING APRIL 8, 2025

The REGULAR MEETING of the Town Council of Upton, Wyoming, was called to order at 7:00 p.m. on Tuesday, April 8, 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 Joe Watt. Council Member Tiffany McMillan was absent. Staff present included Clerk/Treasurer Kelley Millar, Attorney Mark Hughes and Chief Les Rehemann. Public attendance included Brittany Trandahl with the Weston County Gazette, Weston County Undersheriff Dan Fields.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve the consent agenda which included the minutes from the March 11, 2025 regular meeting minutes as published, the March 17, 2025 special meeting minutes as corrected, and the March 20, 2025 special meeting minutes as published, the March 25, 2025 special meeting minutes as published, claims paid for April to date, and claims paid in March (utility payments, payroll, and approved grant/loan expenses). All ayes, MOTION CARRIED.

COUNCIL MEMBER ROTHLEUTNER MOVED, COUNCIL MEMBER NORMAN 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 NORMAN 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) \$0.00; Reimbursements: \$104.00, \$697.20, \$98.75, \$567.70; Bailey Crackel (service) \$450.00; Black Hills Energy (utility) \$1,597.17, \$5,236.89; Blue Cross Blue Shield (benefit) \$7,648.37; Bond/free (supplies) \$1,912.83; Chase Cards/services (parts, supplies, training, fuel, postage, equipment) \$13,840.47; Collins Communications, Inc. (service) \$328.00; Combined Communications (dispatch) \$12,573.35; Contractors Supply (supplies) \$337.07; CW Waste (service) \$12,696.00; Dearborn National (benefit) \$55.05; Department of Treasury (taxes) \$7,638.15; Department of Workforce Services (benefit) \$131.69, \$2,849.65; Emily Clark (service) \$25.00; Energy Labs (testing) \$76.00; ES Design (service) \$197.00; Hughes Law Office (retainer) \$1,600.00; Joe's (supplies) \$51.28, \$40.82; LGLP (insurance) \$600.00, \$600.00, \$5,670.00; Norco Inc (supplies, parts) \$361.92; Northwest Pipe Fitting (parts) \$5,108.06; One Call (locates) \$4.20; Postmaster (postage) \$286.72; PFC Corp (utilities) \$740.31; Range (utilities) \$63.37; Servall (service) \$108.38; The Radar Shop (service) \$273.00; Top Office Supply (service) \$266.00; Town of Upton (utilities) \$348.32; Upton Co-op (fuel, parts, supplies) \$3,251.41, \$124.42; Verizon (phone) \$83.95; WAMCAT (training) \$250.00; Weston County Gazette (publishing) \$393.75; WYDOT Financial Services (equipment) \$200.00; Wyoming Retirement System (benefit) \$4,407.45; \$206.25.

The following invoices will be paid from grant and/or loan funds when received: Engineering Associates (service) \$15,921.42, \$5,645.76, \$1,200.00 and \$130.00, for the Phase I, II & III Infrastructure and Colorado Avenue projects; LS Enterprises (PACE) \$4,340.84 for the Phase I, II & III Infrastructure project.

SALARIES: \$26,841.50

CLAIMS DENIED: NONE

Mayor Trandahl read proclamations by title including:
National Child Abuse Prevention Month-April 2025
National Public Safety Telecommunications Week-April 13-19, 2025
Arbor Day - April 25, 2025
National Historic Preservation Month-May 2025 National Travel & Tourism Week-May 4-10, 2025
National Economic Development Week- May 11-17, 2025

Mayor Trandahl read proclamations in full including:
Municipal Clerk's Week- May 4-10, 2025
National Police Week-May 12-18, 2025 & Peace Officers Memorial Day-May 15, 2025
National Public Works Week- May 18-24, 2025
National EMS Week- May 19-25, 2025 & Firefighter's Day May 4, 2025 and thanked the staff in each department for their service to the Town of Upton.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve Change Order #3 from Hot Iron, Inc. in the amount of \$5,630.50 that was line itemed to the Force Account for the project and there was no change to the total contract price. This change order was inadvertently missed during the project and discovered during audit preparation. All ayes, MOTION CARRIED.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to advertise Lot 4 in Block 2 of the Bobcat Subdivision, Ellis Subdivision of the Cordingly Addition sale by sealed bids. Council Member Watt recused himself due to a conflict of interest. All ayes, MOTION CARRIED.

COUNCIL MEMBER ROTHLEUTNER MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve a minimum price for Lot 4 in Block 2 of the Bobcat Subdivision, Ellis Subdivision of the Cordingly Addition of \$1.60 square foot or approximately \$26,286.10. Council Member Watt recused himself due to a conflict of interest. All ayes, MOTION CARRIED.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve the first reading of Ordinance No. 1, Series 2025 entitled: ANNUAL APPROPRIATION, ORDINANCE FOR THE FISCAL YEAR ENDING JUNE 30, 2026. All ayes, MOTION CARRIED.

COUNCIL MEMBER ROTHLEUTNER MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve the Certificate of Final Completion for the Transfer Station Building only from Fatron Construction. Superintendent Lindstrom noted that the walk-through items were being worked on currently and if those were not completed satisfactorily, the Town of Upton would hold on to the retainage monies until the items are cured. All ayes, MOTION CARRIED.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve Resolution No. 2, 2025 entitled: TOWN OF UPTON PUBLIC RECORD FEE SCHEDULE that updates the fees charged for public records and research time in the Town of Upton. All ayes, MOTION CARRIED.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve Resolution No. 3, 2025 entitled: A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE WYOMING ENERGY AUTHORITY'S STATE ENERGY PROGRAM ON BEHALF OF THE GOVERNING BODY OF THE TOWN OF UPTON in the amount of \$25,000.00 with a local match of \$2,500.00 for LED lighting upgrades at the Upton Senior Center. All ayes, MOTION CARRIED.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve Resolution No. 4, 2025 entitled: A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE WYOMING ENERGY AUTHORITY'S STATE ENERGY PROGRAM ON BEHALF OF THE GOVERNING BODY OF THE TOWN OF UPTON in the amount of \$25,000.00 with a local match of \$2,500.00 for HVAC Control upgrades at the Community Center. All ayes, MOTION CARRIED.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve Resolution No. 5, 2025 entitled: A RESOLUTION ESTABLISHING FEES FOR THE ISSUANCE OF ALCOHOL AND MALT BEVERAGE LICENSES AND PERMITS WITHIN THE TOWN OF UPTON WYOMING increasing the price of Retail Liquor Licenses from \$750.00 to \$1,500.00. The motion was amended to raise the price from \$750.00 to \$1,000.00. All other licenses and permits remained unchanged. All ayes, MOTION CARRIED.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve Resolution No. 7, 2025 entitled: A RESOLUTION OF THE TOWN OF UPTON ASSIGNING SPECIFIED DUTIES OF THE UPTON VOLUNTEER FIRE DEPARTMENT BOARD OF INQUIRY TO THE TOWN OF UPTON GOVERNING BODY. A policy will be presented at the May or June meeting regarding the specific duties assigned. All ayes, MOTION CARRIED.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve Resolution No. 8, 2025 entitled: A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE STATE LOAN AND INVESTMENT BOARD FOR A LOAN THROUGH THE STATE REVOLVING FUND ON BEHALF OF THE GOVERNING BODY FOR THE TOWN OF UPTON in the amount of \$600,000.00 for the remaining unfunded portion of Phase 1 of the Three Phase Water Replacement Project. The total loan amount will increase from \$5,130,000.00 to \$5,730,000.00. There is 20% principal forgiveness for the original \$5,130,000.00 but none currently available for the additional \$600,000.00. All ayes, MOTION CARRIED.

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER WATT SECONDED a motion to approve Resolution No. 9, 2025 entitled: A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE STATE LOAN AND INVESTMENT BOARD FOR A LOAN THROUGH THE STATE REVOLVING FUND ON BEHALF OF THE GOVERNING BODY FOR THE TOWN OF UPTON in the amount of \$296,000.00 for the remaining unfunded portion of Phase 1 of the Three Phase Sewer Replacement Project. The total loan amount will increase from \$4,120,000.00 to \$4,416,000.00. There is 20% principal forgiveness for the original \$4,120,000.00 but none currently available for the additional \$296,000.00. All ayes, MOTION CARRIED.

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve a request for the Garcia event to HAVE, not sell alcohol at the Upton Community Center on May 3, 2025. All ayes, MOTION CARRIED.

COUNCIL MEMBER ROTHLEUTNER MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve a request for the Toth Graduation event to HAVE, not sell alcohol at the Upton Community Center on May 18, 2025. All ayes, MOTION CARRIED.

The council discussed increasing the amount of the deposit required for events that have or sell alcohol at the Community Center. A resolution will be presented to at the May meeting.

Budget workshops were scheduled for Monday, April 28, 2025 at 7:00 p.m. and following the regular meeting on Tuesday, May 13, 2025 in Council Chambers.

The Personnel Policy was shared with the council for review at the next meeting. Weston County Undersheriff Fields gave the police report and presented a Memorandum of Understanding for conducting the background check on the Upton Police Chief hire. After review by Attorney Hughes, COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve the Mayor's signature on the MOU. All ayes, MOTION CARRIED.

Chief Rehemann gave his report. He shared that the UVFD will be seeking interest for another Basic EMS class and possibly an Advanced class. Mayor Trandahl asked about the possibility of a first aid and CPR class, the Chief will check in with EMS Supervisor Rehemann and Gina Ravine for more information.

Superintendent Lindstrom gave his report and noted that the Town will have five projects in process this summer.

Clerk/Treasurer Millar gave her report and presented recommendations for the WAM-PRC ballot. COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve the recommendation slate of candidates. All ayes, MOTION CARRIED.

Attorney Hughes noted that he had reviewed the personnel policy proposed changes and has no issues with them.

Council Member Rothleutner shared his appreciation for Superintendent Lindstrom, Deputy Clerk/Treasurer Shell and Clerk/Treasurer Millar for their help with an event over the weekend and the work they do for the Town.

Mayor Trandahl shared that he had received 100% good feedback regarding the hiring of the new Police Chief.

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 8:12 p.m.

Attest: Kelley Millar, Clerk/Treasurer
Nicholas Trandahl, Mayor
Publish: April 17, 2025.