

LEGAL NOTICE

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

December 9, 2025

THE REGULAR MEETING of the Town Council of Upton, Wyoming, was called to order at 7:00 p.m. on Monday, December, 2025, at the Upton City Hall located at 725 2nd Street in Upton, Wyoming with the Pledge of Allegiance.

Present: Mayor Nicholas Trandahl, Council Members Rick Rothleutner, Joe Watt, Tiffany McMillan and Justin Norman. Staff present included Clerk/Treasurer Kelley Millar, Superintendent Mark Lindstrom, Attorney Mark Hughes, Chief Brian Meals, EMS Supervisor Tiffany Riehemann, Assistant Chief Ty Kennedy and Chief Les Riehemann. Public attendance included Brittany Trandahl with the *Weston County Gazette*, Story Trandahl, Steven Gerber with Dan Hart Patrol, Joe Morgan, Pete Morgan and Maribeth Meals.

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to approve the consent agenda which included the minutes from the November 10, 2025, regular meeting minutes and the November 12, 2025 special meeting minutes as publish, and claims paid for December to date, claims paid in November (utility payments, payroll, and approved grant/loan expenses). All ayes, **MOTION CARRIED.**

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER MCMILLAN SECONDED a motion to approve the claims for the Weston County Gazette and the Upton Co-op with Mayor Trandahl and Council Member Watt recused due to conflicts of interest. All ayes, **MOTION CARRIED.**

CLAIMS PAID:

Refunds: \$125.00; Reimbursements: \$26.00, \$99.66, \$9.70; Advanced Communications (fee) \$244.00; ACED Embroidery (uniforms) \$2,307.00; Arrow Service (fuel) \$191.07; Bailey Cracker (service) \$390.00; Black Hills Energy (utilities) \$852.64, \$4,588.61; Blue Cross Blue Shield (benefit) \$9,554.10; Blakeman Propane (fuel) \$27.29; BoundTree (supplies) \$1,124.65; Cambria Supply (parts) \$30.50; Chase Cardservices (parts, supplies, training, fuel, postage, equipment) \$3,353.31; Combined Communications Dispatch (service) \$8,915.83; Collins Communications, Inc. (service) \$58.00; Core & Main (parts) \$2,904.45; CW Waste (service) \$13,105.90; Department of Treasury (taxes) \$3,840.50; Energy Labs (testing) \$337.00; Hughes Law Office (retainer) \$1,600.00; Joe's (supplies) \$58.14; June Shell (service) \$75.00; LG Plumbing (service) \$100.00; LinkTech (equipment, service) \$530.00; Matheson Trigas Inc. (service) \$134.55; Newcastle Vision Clinic (safety equipment) \$576.00; Postmaster (postage) \$302.56; PRECorp (utilities) \$513.45; Range (utilities) \$613.31; Renegade Paint & Pipes (service) \$4,841.03; Servall (service) \$108.38; Tracy Motor Co (parts) \$385.92; Top Office Supply (supplies) \$192.97; Town of Upton (utilities/deposit transfer) \$352.00; Upton Co-op (fuel, parts, supplies) \$1,644.95, \$395.39; UVFD (fee) \$20.00; Verizon (phone) \$81.40; WARWS (dues) \$210.00; Weston County Clerk (recording fee) \$66.00; Weston County Gazette (publishing) \$410.63; Weston County Solid Waste District (equipment reimburse) \$37,267.36; WYDOT (supplies) \$41.51; Wyoming Earth Moving (service) \$9,000.00; Wyoming Law Enforcement Academy (training) \$685.00; Wyoming Retirement System (benefit) \$6,573.24, \$281.25.

The following invoices will be paid from grant and/or loan funds when received: Engineering Associates (service) \$198,453.77, \$20,088.41, \$57,074.50, \$5,270.62, \$11,467.97, \$3,890.73, \$9,429.23 for the Colorado Avenue, Phase 1.1 Whitetail, Phase 1.2 Birch, Phase 1.3 East Hwy 16, Phase 2.1 North Pine and Phase 2.2 Wyoming/Montana; Dan Hart Patrol (service) \$2,065.73, \$39,248.79 for the Phase 1.1-Whitetail/Redwood Project less any applicable liquidated damages.

SALARIES: \$29,230.80

CLAIMS DENIED: NONE

Abbey Hagerman, with Clinger-Hagerman, LLP, presented a review of the Town's audited financial statements for the fiscal year ending June 30, 2025. **COUNCIL MEMBER ROTHLEUTNER MOVED, COUNCIL MEMBER MCMILLAN** SECONDED a motion to accept the audit as presented with no material deficiencies and an unmodified opinion. All ayes, **MOTION CARRIED.**

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to set a public hearing for the sale of Lot 5 in the Bobcat Subdivision using the updated appraisal dated 10/14/2025. Mr. Joe Morgan presented a drawing for his planned duplex structures on the lot. Mayor Trandahl, Council Members McMillan, Norman and Rothleutner voted aye; Council Member Watt voted nay. **MOTION CARRIED.**

COUNCIL MEMBER MCMILLAN MOVED, COUNCIL MEMBER WATT SECONDED a motion to adopt the State of Wyoming's Bond Schedule using the portions necessary to support the Upton Police Department and keeping the court fees at the current level. Court fees will be revisited at the January meeting with input from the Court Clerk. All ayes, **MOTION CARRIED.**

COUNCIL MEMBER ROTHLEUTNER MOVED, COUNCIL MEMBER NORMAN SECONDED a motion to allow Brian Meals to carryover remaining vacation time from calendar year 2025 to calendar year 2026. All ayes, **MOTION CARRIED.**

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to hold a budget amendment hearing in the following particulars:

Increase the General Fund Budget by \$41,500.00 by budgeting \$41,500.00 from General Fund Cash Reserves. The monies will be used for salary and benefits for a full-time police officer through June 30, 2026. This matter will be heard at approximately 7:15 p.m. during the regular meeting on Tuesday, January 13, 2026.

The motion was amended to an increase of \$45,300.00 and the same from reserves with concurrence from the motion maker and second. Mayor Trandahl, Council Members McMillan, Norman and Rothleutner voted aye; Council Member Watt voted nay. **MOTION CARRIED.**

COUNCIL MEMBER WATT MOVED, COUNCIL MEMBER MCMILLAN SECONDED a motion to approve Change Order No. 2 from DRM, Inc. for the Colorado Avenue project that is an increase of \$13,738.42 for additional 6" gate valves, installation, with no additional days needed. This brings the total contract price to \$629,609.72. All ayes, **MOTION CARRIED.**

COUNCIL MEMBER NORMAN MOVED, COUNCIL MEMBER ROTHLEUTNER SECONDED a motion to approve Change Order No. 3 from Hot Iron, Inc. for the Phase 1.3-East Highway 16 project that is an increase of \$380,968.67 with no additional days needed. This brings the total contract price to \$1,232,667.19. This project was approved for final completion on 10/09/2025. All ayes, **MOTION CARRIED.**

Chief Meals gave his report and notified the council that he would be assuming his place on the Dispatch Joint Powers Board as per the joint powers agreement.

Chief Riehemann gave his report and an update on compliance for the Dispatch Joint Powers Board.

Superintendent Lindstrom gave his report.

Clerk/Treasurer Millar gave her report.

Attorney Hughes prepared a letter for an out of compliance lot in the Bobcat Subdivision that will be sent 12/10/2025.

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 8:14 p.m.

Nicholas Trandahl, Mayor

Attest: Kelley Millar, Clerk/Treasurer

Publish: December 18, 2025.