

WESTON COUNTY BOARD OF COMMISSIONERS
OFFICIAL MINUTES
January 2, 2018

The meeting of the Weston County Board of Commissioners was called to order by Chairman Bill Lambert at 9:00 a.m. at the Weston County Courthouse Annex. Commissioners Bill Lambert, Tony Barton, Marty Ertman, Tracy Hunt, and Ed Wagoner, and Clerk Jill Sellers were present. Chairman Lambert opened the meeting with prayer, and Vice Chairman Barton led the Pledge of Allegiance.

APPROVAL OF AGENDA

Commissioner Hunt moved to approve the agenda; seconded by Commissioner Wagoner. Carried.

ELECTION OF OFFICERS

Chairman Lambert opened the discussion for the nomination of officers. Chairman Lambert moved to appoint Vice Chairman Barton as Chairman; seconded by Commissioner Hunt. Chairman Lambert called for other nominations; there were none. Carried. Chairman Barton called for nominations for Vice Chairman. Commissioner Hunt moved to appoint Commissioner Lambert as Vice Chairman; seconded by Commissioner Wagoner. The Chairman called for other nominations; there were none. Carried.

APPROVAL OF VOUCHERS, PAYROLL AND COLLECTIONS

Commissioner Hunt moved to approve the vouchers, payroll and collections for December 2017; seconded by Commissioner Wagoner. Carried.

APPROVAL OF MINUTES

Vice Chairman Lambert moved to approve the minutes of December 19, 2017; seconded by Commissioner Wagoner. Carried. Commissioner Ertman moved to approve the Executive Session minutes of December 19, 2017; seconded by Vice Chairman Lambert. Carried.

OFFICIAL NEWSPAPER

The designation of Weston County's legal newspaper was discussed. Price quotes were requested from the two newspapers that are published in Weston County. A specific set of minutes was given to each, requesting submission of a cost per column inch and to include a total cost for publishing that set of minutes. A quote was received from the *News Letter Journal* in the amount of \$11.00 per column inch with a total cost to publish the sample of \$594.00, with a paid circulation of 1900. A quote was received from the *Weston County Gazette* in the amount of \$5.25 per column inch with a total cost to publish the sample of \$181.12, with a paid circulation of 750. Commissioners reviewed both bid packages. Commissioner Ertman moved to appoint the *Weston County Gazette* as the official newspaper in 2018 of Weston County; seconded by Commissioner Wagoner. Discussion included reaching more readers; affordable rates, and online access. Carried.

WESTON COUNTY FAIRGROUNDS

Fairgrounds Manager Ellen McKenzie discussed Commissioners' Night at the Fair. Ms. McKenzie suggested wiener dog races, sheep dog competition, pie or chili contest, etc. The Commissioners discussed options for sponsorship, and Commissioner Ertman requested a list of possible events. Vice Chairman Lambert requested more information on sheep dog trials, so the Commissioners could consider sponsoring that event. Ms. McKenzie will address the Fair Board at their meeting on January 8th, and provide information back to the Commissioners prior to the January 16th meeting. Fair Board meetings are now the second Monday of the month at 6:30 p.m.

HOMELAND SECURITY

Homeland Security Coordinator Denise Bradshaw presented on a report on Mitigation Planning Region I, which must be updated every five years in order to provide eligibility for grant funding. Benefit of Region I Plan is that it does not require a local match. Vice Chairman Lambert moved to appoint Denise Bradshaw as the point of contact for the Mitigation Planning Region I; seconded by Commissioner Wagoner. Carried.

BOARD APPOINTMENTS

Commissioner Hunt moved to appoint Nathan Smith to the Fair Board; seconded by Commissioner Wagoner. Carried. Commissioner Hunt offered his support of the candidate as qualified and well-suited to serve on the Fair Board.

OLD BUSINESS

Clerk Sellers reported on the SLIB Audit, stating that the PDF files were submitted on December 20, 2017. SLIB Director Beth Blackwell stated that it would be addressed after the first of the year. No response has been received yet.

Commissioner Hunt moved to pay the voucher for Black Hills Auto Salvage in the amount of 9,543.00 from line number 100.00.20. (Financial Administration); seconded by Vice Chairman Lambert. Carried. On behalf of the Board, Commissioner Hunt will write a letter to Colonel Haller of the Wyoming Highway Patrol, noting that Weston County paid this invoice, despite the charges being authorized by the State.

Clerk Sellers reported that the points earned on County credit cards, stating that points are issued on all cards from First State Bank. Customers either use the points or not, as it does not change the rate or fees. Our auditor reported that use of the points is permissible, providing that the totals are accounted for in income and expenses. Currently the County holds enough points for approximately 24 hotel stays in Cheyenne, or could also be given as a charitable donation to selected charities, such as Wyoming Food Bank, Wyoming Rescue Mission, or other national charities. Clerk Sellers will gather more accounting information; no decision was made.

NEW BUSINESS

Vice Chairman Lambert moved to approve Resolution 2018-01: Grant Funds for Courtroom Remodel Project; seconded by Commissioner Wagoner.

Courtroom Remodel Project was discussed, including the warranty of the Western States Fire Protection system. Administrator Blakeman will seek out documentation of the warranties. Chairman Barton noted that the project has already been scaled down. Commissioner Ertman stated that she does not support the obligation of funding. Commissioners Hunt and Wagoner noted that maintaining eligibility allows for maximum options for the project. Chairman Barton spoke in favor of the motion, indicating the needs to pursue investment in the courtroom, especially given that we have asked the State to keep a full-time magistrate in Weston County. Vice Chairman Lambert spoke in favor of the motion, in order to justify the funds already spent on architecture and to illustrate the County's commitment to the security needs of Circuit and District Court. The decision on award is scheduled for January 16, 2018.

The question was called; Commissioner Ertman voted no. Carried. Clerk Sellers will send the signed resolution to SLIB.

Vice Chairman Lambert moved to approve Resolution 2018-02: Direct Deposit Authorization; seconded by Commissioner Wagoner. Carried.

Vice Chairman Lambert moved to approve Resolution 2018-03: Official Holiday Schedule; seconded by Commissioner Ertman. Carried.

Vice Chairman Lambert moved to approve Tax Roll Correction #1209; seconded by Commissioner Wagoner. Carried.

Commissioner Ertman moved to approve the Chairman's signature on the Wyoming Behavioral Institute: FY2018 Agreement; seconded by Vice Chairman Lambert. Carried.

Commissioner Wagoner moved to approve the Chairman's signature on the ESRI Software Agreement Addendum; seconded by Vice Chairman Lambert. Carried.

Commissioner Ertman moved to submit the signed form to become a Cooperating Agency in the Bureau of Land Management's Planning Meetings for the Greater Sage Grouse; seconded by Vice Chairman Lambert. Carried.

Commissioner Hunt moved to approve the payment of 2018 dues to Black Hills Regional Multiple Use Coalition in the amount of \$100.00 out of the school line item (100.00.20.0031000.0000); seconded by Vice Chairman Lambert. Carried.

Clerk Sellers reported on plans to conduct a Town Hall meeting on Voting in Wyoming, in conjunction with the County Clerk's Association of Wyoming. Town Hall is scheduled for February 28, 2018.

Wyoming County Commissioners Association (WCCA) Meetings in Cheyenne, February 14-16, 2018. Legislative dinner is on February 15, 2018.

ADMINISTRATOR

Administrator Dan Blakeman presented CMAQ forms for Morrissey and Grieves Roads. Vice Chairman Lambert moved to approve the Chairman's signature on the eligibility form for CMAQ Grieves Road #5; seconded by Commissioner Ertman. Carried. Vice Chairman Lambert moved to approve the Chairman's signature on the eligibility form for CMAQ Morrissey Road #3; seconded by Commissioner Ertman. Carried.

Commissioner Ertman moved that a budget amendment hearing be set for February 6, 2018 at 10:00 a.m. to increase the line item (418.00.94.0104000.0000) in the amount of \$190,000.00 for Grieves Road #5 and line item (418.00.95.0104000.0000) in the amount of \$100,000.00 for Morrissey Road #3; and to increase the General Fund from the County Road Fund by \$47,500.00 for Grieves Road #5 to line item (418.00.94.0104000.0000) and by \$25,000.00 for Morrissey Road #3 to line item (418.00.95.0104000.0000); seconded by Vice Chairman Lambert. Carried.

Vice Chairman Lambert moved to approve the Chairman's signature on the CMAQ Agreement between Weston County and WYDOT for the Morrissey Road Project; seconded by Commissioner Wagoner. Carried.

Administrator Blakeman presented a no-cost change order from Weston Engineering on the Bruce Road/Wildcat Creek Project to extend the completion time to allow for reseeding to be completed in the spring. The retainage and the reseeding costs of \$27,000.00 has been withheld until final completion. Vice Chairman Lambert moved to approve the no-cost change order on the Bruce Road to extend completion time to allow for reseeding in the spring; seconded by Commissioner Wagoner. Carried.

Vice Chairman Lambert moved to authorize the Chairman's signature on the payout request form in the amount of \$29,471.06 for the Bruce Road/Wildcat Creek Project; seconded by Commissioner Wagoner. Carried.

Administrator Blakeman reported that Law Enforcement Agreement is currently with the City of Newcastle for consideration.

Emergency Repairs continue on the courthouse; new windows will be installed; spray foam will be done on the weekend when the building is otherwise unoccupied.

Administrator Blakeman will review the Hein-Bond contract with Attorney Curley, then it will be presented for the Chairman's signature on January 16, 2018.

Jerry Hunt, Weston Engineering, reported on estimates for the Lynch Road Project and stated it could cost up to \$300,000.00 and will take approximately 25,000 cubic feet of fill dirt. The proposed project would eliminate the bridge, replace it with three culverts, and take it from one-lane to two-lane traffic. Mr. Hunt will submit a Project Eligibility Form to prepare the project for bid.

Mr. Hunt estimated the Upton-Fairview Road/Soda Creek Crossing Project to cost between \$180,000.00 and \$200,000.00. Mr. Hunt will submit a Project Eligibility Form to prepare the project for bid.

Chairman Barton called for committee to set up an evaluation process for the County Administrator. Vice Chairman Lambert and Commissioner Hunt volunteered. An Executive Session will be scheduled to administer the evaluation.

COUNTY ATTORNEY

Attorney Curley asked the Commissioners if they had received a response from the Governor's Office on the complaint from the school boards. No response has been received.

EXECUTIVE SESSION

Commissioner moved to go into Executive Session per W.S. 16-4-405(a)(ii); seconded by Commissioner. Carried. Executive Session began at 2:09 p.m.; regular meeting reconvened at 2:21 p.m. Personnel was discussed in Executive Session; no action was taken.

PUBLIC COMMENT

None.

VOUCHERS

066 NCPERS, financial admin, \$240.00, AFLAC, payroll ded, \$2,422.13, Blue Cross Blue Shield, financial admin, \$53,578.51, Great West Trust Co, payroll ded, \$2,225.00, WEBT, financial admin, \$178.50, WC Clerk, financial admin, \$43,101.93, WC Treasurer, financial admin, \$20.00, WY Child Support, payroll ded, \$550.00, WY Dept of Workforce Services, financial admin, \$2,023.86, WY Retirement System, financial

admin, \$29,415.06, Tempure Scientific, p-hlth exp, \$1,404.00, Pitney Bowes Global Financial Services, misc, \$774.00, Albright Construction, youth exhibit, \$13,521.50, Ad Pro, supp, \$525.45, Advanced Drug Testing, misc, \$52.00, Alpha Communications, tower rent, \$55.00, American Solutions for Business, supp, \$110.36, AT&T Mobility, comm, \$1,360.14, Bam Document Destruction & Recycling, misc, \$475.90, BH Chemical & Janitorial, brd of prisoners, \$1,022.94, BH Energy, util, \$4,571.89, BH Plumbing, repair/maint, \$110.00, Bobcat of Gillette, new equip, \$769.68, Butler Machinery, repair/maint, \$6,414.77, Byrand Streeter, contract wages/supp, \$1,186.25, Cambria Supply, repair/maint, \$317.95, Campbell Co Sheriff's Office, brd of prisoners, \$900.00, CDW Government, p-hlth exp, \$552.62, Cedar Canyon Photography, misc, \$135.00, City of Newcastle, util/dispatch/pub def /p-hlth exp, \$5,349.34, Comtronix, misc, \$162.00, Croell Redi-Mix, fuel tank maint, \$228.50, Crook Co Medical Services, pre-emplmnt, \$71.00, Culligan Water Conditioning, misc, \$21.50, Cummins Rocky Mtn, repair/maint, \$42.96, Cynthia Crabtree, school exp, \$194.00, DAK Generator Services, maj repairs, \$1,097.66, Decker's Market, ext serv exp, \$86.40, Derek's Field Service, contract/equip/labor, \$3,042.20, Eastern Wy Equipment, veh maint/fuel, \$210.09, Finkey Law, special attny, \$474.68, First State Bank, misc, \$25.00, Fisher Sand & Gravel, gravel/rd mtrl, \$3,101.10, Frontier Home Ranch & Hardware, repair/maint, \$354.33, Golden West Technologies, comp software/new equip, \$3,035.53, Green's Alignment, veh maint/fuel, \$453.83, Heartland Ag Business Group, supp, \$45.00, Hillyard/Sioux Falls, janitor supp, \$139.24, Jones & Bartlett Learning, school exp, \$77.90, Kelly Cummings, coroner exp, \$50.00, Kregel Towing & Recovery, financial admin, \$100.80, Lori Bickford, p-hlth exp, \$40.94, MasterCard, veh maint/fuel, \$3,889.34, Matthew Bender, law library/attny exp, \$152.51, Max Masters, gis land records, \$1,900.00, Michelle Sweet, p-hlth exp, \$86.00, Minuteman Lube Center, veh maint/fuel, \$289.21, Moore Medical, p-hlth exp, \$110.21, NADA Appraisal Guides, misc, \$195.00, Neela Beardsley, janitor supp, \$216.00, Newcastle Ambulance Service, ambulance, \$1,250.00, News Letter Journal, print/publ, \$388.84, Occupational Research & Assessment, coroner exp, \$225.00, Office Ally, p-hlth exp, \$19.95, Osage Improvement & Service Dist, coroner exp, \$300.00, Postmaster c/o WIC, postage, \$233.50, Powder River Energy, util, \$1,359.28, Radar Shop, veh maint/fuel, \$252.00, Rapid Delivery, post/freight, \$14.09, Ringer Law, special attny, \$1,760.00, Roadrunner Disposal Service, util, \$60.00, Robert's Machine & Repair, repair/maint, \$332.50, RT Communications, comm, \$1,831.95, SCB Sales & Service, veh maint/fuel, \$112.21, Servall Uniform/Linen, janitor supp, \$134.65, Short Stop Fuel Mart, oil/gas/lube, \$7,503.85, The RT Cox Law Firm, special attny, \$64.00, Top Office Products, supp, \$1,411.72, Tyler Technologies, comp software, \$408.00, Ultra Max, equip/ammo, \$399.00, Upton Ambulance, ambulance, \$3,750.00, Upton Co-op Assn, oil/gas/lube, \$7,752.45, Verizon Wireless, p-hlth exp, \$171.48, Vicki Hayman, ext serv exp, \$116.63, VISA, mile/trvl/hmlnd sec exp, \$301.30, Voelker's Autobody, veh maint/fuel, \$896.00, WC Sheriff's Search & Rescue, srch/rescue, \$199.22, West End Water District, util, \$60.00, West River International, repair/maint, \$7.17, Western Star, repair/maint, \$502.32, WC 4-H Council, ext serv exp, \$120.00, WC Fairboard, block alloc, \$29,669.10, WC Gazette, print/publ, \$569.63, WC Health Services, jail medical, \$1,122.00, WC Library, block alloc, \$23,567.32, WC Sheriff's Office, post/freight, \$53.56, WC Sr Services, brd of prisoners, \$2,234.00, WC True Value, repair/maint, \$25.32, Whirlwind Services, janitor supp, \$195.00, Woody's Food Center, brd of prisoners, \$282.64, WY Automotive, repair/maint, \$268.18, WY Crane and Rigging, fuel tank maint, \$585.00, WY Dept of Health/Rental, p-hlth exp, \$253.00, WY Law Enforcement Academy, school exp, \$190.00, WY Network, financial admin, \$209.20, WY Peace Officers Assoc, pub rel, \$160.00. Net Payroll, \$139,696.86.

With no further business, the meeting was adjourned at 2:31 p.m.

Tony Barton
Chairman

Attest: Jill Sellers

Weston County Clerk