

**WESTON COUNTY BOARD OF COMMISSIONERS
OFFICIAL MINUTES
March 7, 2017**

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, Tracy Hunt, Tony Barton, and Ed Wagoner, and County Clerk Jill Sellers and County Administrator Dan Blakeman. Commissioner Barton opened the meeting with prayer, and Commissioner Wagoner led the Pledge of Allegiance.

APPROVAL OF AGENDA

Commissioner Hunt asked for an executive session for personnel issues. Commissioner Hunt moved to approve the agenda as amended; seconded by Commissioner Wagoner. Carried.

APPROVAL OF PAYROLL AND VOUCHERS

Commissioner Barton moved to approve the payroll and vouchers, and minutes of February 21, 2017; seconded by Commissioner Wagoner. Carried.

BUDGET AMENDMENT HEARING

The purpose of the budget amendment hearing is to create a line item, in order to receive grant funds in the amount of \$4,000.00 for U.S. Department of Transportation, Hazardous Materials Emergency Planning Grant (HMEP) Fiscal Year 2017. Local match requirement is \$1,000.00, which will be allocated from 100.00.20.0799000.0000 (General Miscellaneous Grant Match); a total of \$5,000.00 will go into 500.00.83.0104000.0617 (LEPC 2017 HAZ MAT HMEP 06, 2017).

Chairman Lambert opened the floor to public comments; public comments were called for three times. No public comment. Commissioner Wagoner moved to approve the budget amendment as presented; seconded by Commissioner Barton. Carried.

WEED & PEST

Hale Redding of Weston County Weed & Pest reported that ReNew is looking to move out of their current facility and to another location. Weed & Pest is interested the facility as it would provide office and workshop space, as well as increased chemical and vehicle storage space. The warranty deed stipulates that if it not used for non-profit and charitable purposes, the County has the right to revert the property to its ownership. Weed & Pest requested guidance from the Board of Commissioners to proceed. The Board will confer with the County Attorney to discern viable options. Weed & Pest will also discuss with their Board as well.

COORDINATOR MEETING

Hale Redding also reported on the Coordinator Meeting of February 27, 2017. The shooting ban for prairie dogs was lifted for one year through March 3, 2018. Concerns remain that the participating bodies do not have authority to make recommendations to the Forest Service, since the group is not established under the Federal Advisory Committee Act (FACA).

Break was called at 10:28 a.m.; reconvened at 10:34 a.m.

EXTENSION EDUCATORS

Vicki Hayman of the UW Extension Office introduced the Extension Educators:

Mary Kay Wardlaw—UW Extension Associate Director
Kentz Willis—Sheridan County Coordinator and Nutrition & Food Safety Educator
Blaine Horn—Johnson County Coordinator & Sustainable Management of Rangeland Resources Educator
Michelle Pierce—Campbell County Community Development Educator
Blake Hauptman—Crook County Sustainable Management of Rangeland Resources Educator
Vicki Hayman—Weston County Coordinator and Nutrition & Food Safety Educator
Stacy Buchholz—Weston County 4-H and Youth Development Educator

Each provided a brief presentation on their programs. Mary Kay Wardlaw explained the changes in the University of Wyoming budget. Benefits for the 4H Educator have been paid by the University; this cost was due to be passed on from the state to counties this year. However, the University agreed to delay that for one more year. Funding will need to be addressed in FY 2019.

UEDB

John Marshall, President of the Upton Economic Development Board (UEDB), presented information about the proposed rail head project in Upton. A company approached the UEDB about establishing and operating a railcar cleaning and maintenance industrial facility, which is projected to be a 40-acre property with a building for the required railcar maintenance. The UEDB is leading the way; they would be the property owner, and would lease the property to the company. It would potentially bring as many as 90 jobs to the area. Many of the created jobs will be compatible to the skillset of coal mine jobs that have been impacted by the downturn. Anticipated start date for operations is January 2018. The Board of Commissioners provided a letter of support dated February 7, 2017 for their Economic Development Administration grant application, which has received conditional approval. The UEDB has the capital to support this project, and no public funds are required or committed.

WESTON ENGINEERING

Jerry Hunt, Weston Engineering, reported on three road projects. These projects are under consideration to address safety and road conditions to manage drainage and stream discharge. The culverts are deteriorating and need replacement, or consideration of bridge construction. Upton-Fairview Road has a one-lane bridge, which needs to be addressed because it is a safety hazard, and a culvert added to manage drainage. Wildcat Bridge on Bruce Road is also basically a single-lane bridge; it is restricted from truck traffic. Funding and grants are contingent upon addressing these roads and bridges. It was agreed that Jerry Hunt, Rick Williams, Dan Blakeman, and Bill Lambert will meet to assess and prioritize the projects, and draft a plan for consideration by the Commissioners.

PUBLIC COMMENT

None.

A break was called at 11:52 a.m.; reconvened at 1:00 p.m.

OLD BUSINESS

County Clerk Sellers reported that the Newcastle High Vo-Ag interns, Dusty Neate and Bryce Womack, are finalizing the annex sign designs. Clerk Sellers will email the designs to the Commissioners for decision, then the materials will be ordered so construction of the signs can begin.

Clerk Sellers presented the results of the two-question credit card survey that was conducted in February. A total of 230 submissions were received. Seventy-seven percent (77%) indicated that they

would like Weston County in to accept credit cards for payment of services. Thirty-six percent (36%) indicated that they have conducted business in another county because they accept payment by credit card, resulting in loss of revenue. Potential investment in software integration will be addressed in the budget process; otherwise, credit cards can be accepted by adapting internal procedures without cost.

The human resources discussion resumed, in order to: update the Employee Handbook; require submission of management guidelines from all departments; create a performance evaluation form and procedures; and specifically to answer details of the Mallo Camp Manager position. Clerk Sellers will invite the Mallo Board to come before the Commissioners to discuss the details of the Mallo Manager position.

NEW BUSINESS

Clerk Sellers reported that an enlargement petition has been received from Sunset Ranch Water District. The petition has been reviewed by the County Attorney. Commissioner Barton moved to set a public hearing for Sunset Ranch Water District on April 18, 2017 at 11:00 a.m., in order to hear the enlargement petition; seconded by Commissioner Wagoner. Carried.

An open house is scheduled to provide information to the public on the Mondell Field Airport Master Plan. It will be held at the Weston County Events Center on March 14, 2017 from 12:00 p.m. to 1:30 p.m.

West End Grill submitted an application for a permit for April 1-2, 2017 to cater an event at the Weston County Senior Center for the National Rile Association. Commissioner Hunt moved to approve the catering permit for West End Grill; seconded by Commissioner Barton. Carried.

Clerk Sellers reported that she will be on leave March 10, 2017 and April 12-18, 2017.

OSAGE LANDFILL

Cynthia Crabtree, Kelly Phillipson, Bert Sutherland, and Joe Wood, of the Central Weston County Solid Waste District (Osage Landfill) and Craig McOmie of Department of Environmental Quality (DEQ) appeared to discuss closure of the landfill. Six-seven acres at the landfill needs to be capped, and McOmie recommended a phased closure approach. No state monies have been allotted, however, there are grants and loan programs to finance closure. Craig reported on the priority list and its status in the legislature for funding. The DEQ wants help get the closure done and funded. Closure permit is due September 1, 2017.

The CWCSWD used \$40,000.00 of their cash on hand as their match to qualify for grants to fund them as a transfer station, which is why they didn't have the funds to invest in the electrical work. They have approximately \$7,000.00 remaining in operating funds. The CWCSWD Board is currently doing their own monitoring, and sending samples to the state. Craig recommended getting it capped and having it monitored annually, which will cost \$3,000-5,000 per year, as the collection and analysis requirements will be more stringent following closure.

The DEQ is working with the CWCSWD Board to reduce closure costs, which are estimated at \$700,000.00. An accurate estimate will be obtained from an engineer. The CWCSWD qualifies for a hardship consideration which would provide for 80% state assistance. Meaning, Weston County will need to consider committing \$130,000.00 for closure, which could come from the \$170,000.00 in consensus funds, which in turn, would mean those monies would not be available for use by the new

Weston County Solid Waste District (WCSWD). Speaking on behalf of the Weston County Solid Waste District (WCSWD) Board, Ed Wagoner reported that the WCSWD is preparing to work forward without consensus money, and plan to rely on their mill levy, which start in 2018.

The purpose of CWCSWD appearing before the Commissioners was request funding. The CWCSWD needs \$10,000.00 for gravel to complete the road for all-season access, and \$29,500.00 to complete electrical requirements to the building, per the fire marshal. The total of \$39,500.00 would complete their transfer station. Then, \$130,000.00 is needed in order to match the closure costs.

Cyndi Crabtree will obtain estimates for gravel, as well as coordinate with Rick Williams of Road & Bridge for his schedule and gravel costs through the county. The CWCSWD will appear before the Commissioners to readdress these issues and funding on March 21, 2017.

HOMELAND SECURITY

Homeland Security (HLS) Coordinator Denise Bradshaw reported that she is completing an Emergency Management Planning Grant (EMPG) submission. In implementing the EMPG grant, she must submit a budget, and also must submit after action reports for exercises that took place during September 2015 through October 2016 (even though that was prior to her hire as HLS Coordinator). She is reviewing the Emergency Operations Center (EOC), and is also requesting a grant for laptops, in order to make the EOC fully operational. She is submitting a grant to bring in Blue Cell, a company that assesses infrastructure and recommends plans to respond to an event or disaster. They plan and implement full scale exercises, and then assess strengths and weaknesses observed through the exercise. Coordinator Bradshaw would like to plan for the eventual hiring of a deputy; the position is a 50% grant match, so \$8,684.00 would be required in the county budget. Hiring for the vacant part-time position would also be helpful to manage HLS administrative duties, so the HLS Coordinator can focus on exercises, preparedness and emergency planning. The Commissioners agreed that an intern from the high school should be researched as a solution for the remaining fiscal year, and that the deputy position would be considered during the budget process.

COUNTY ATTORNEY

County Attorney William Curley introduced the new County Deputy Attorney Alex Berger. Deputy Attorney Berger is working criminal prosecution cases for the county, and will also be convening discussions with law enforcement, mental health, hospital, and others to manage Title 25. Attorney Curley also introduced the new part-time administrative assistant, Monica Vaughn.

EXECUTIVE SESSION

Commissioner Hunt moved to enter Executive Session under W.S. 16-4-405 (a)(ii) to discuss personnel and under W.S. 16-4-405 (a)(iii) for litigation; seconded by Commissioner Wagoner. Carried. The Board entered into Executive Session at 3:17 p.m. Public meeting reconvened at 3:45 p.m.

COUNTY ADMINISTRATOR

County Administrator Dan Blakeman reported that a new insurance adjuster, Dave Doss of Doss & Associates, provided another review of the courthouse flood damage, in order for Glatfelter Insurance to finish our claim. Randy Hein of Hein Bond Architecture will be at the courthouse on March 8, 2017 to finalize the plans for the courthouse repairs. The project should be ready to bid by April 1, 2017.

The Commissioners requested that all departments submit inventory lists of vehicles, equipment, furniture, etc. for property management and insurance purposes.

The annex renovations are nearly complete; it is time to make decisions to finalize the layout and use of the building. Kathy Jones has been hired to clean the annex twice a week, Tuesday and Thursday mornings, about six hours a week, at \$13.00 per hour. She will begin the first week of April. A quote will be requested from Cleaning Unlimited to clean the annex carpeting.

County Administrator Blakeman also suggested that he and/or Steve Price should handle purchasing of supplies for both the annex and courthouse; they will also address the purchase of common supplies for all departments to ensure bulk rate prices. Purchasing policies will be drafted for review.

County Administrator Blakeman will be working with the fire marshal regarding the annex doors to ensure compliance with fire code. Commissioner Barton will also attend the meeting with the fire marshal.

Per the Commissioners, the Clerk will schedule a meeting for the Commissioners to meet with the department heads, in order to discuss the Employee Handbook, Managerial Guidelines, supply and other policies, as well as issue preliminary guidance on budget requests. Budget requests are due May 1, 2017. Managerial guidelines will be requested by that date as well.

PUBLIC COMMENT

None.

VOUCHERS

066 NCPERS, financial admin, \$288.00, AFLAC, payroll ded, \$2,021.12, Blue Cross Blue Shield, financial admin, \$56,519.41, Office of Child Support, payroll ded, \$175.00, Orchard Trust, payroll ded, \$1,820.00, WEBT, financial admin, \$178.20, WC Clerk, financial admin, \$40,549.26, WC Treasurer, financial admin, \$20.00, WY Child Support, payroll ded, \$1,175.00, WY Dept of Workforce Services, financial admin, \$2,109.26, WY Retirement System, financial admin, \$29,280.31, Postmaster c/o P-Hlth, p-hlth exp, \$22.00, City of Newcastle, bldg/equip upgrade, \$658.00, WY Behavioral Institute, invol commit, \$1,370.00, CLT Flooring & Furnishings, bldg/equip upgrade, \$5,267.50, 21 Electric LLC, bldg/equip upgrade, \$14,040.00, 307 Security Solutions, repair/maint, \$363.46, Ad Pro, misc, \$2,157.25, Alpha Communications, tower rent, \$55.00, American Welding & Gas Inc, repair/maint, \$334.72, AT&T Mobility, comm, \$1,921.90, Banner Health, pre-employment, \$151.00, BH Auto Salvage, veh maint/fuel, \$401.80, BH Chemical & Janitorial, brd of prisoners, \$199.94, BH Energy, util, \$5,121.34, BH Plumbing, repair/maint, \$144.00, Bullseye Promotions, supp, \$196.45, Butler Machinery Co, repair/maint, \$565.67, Byrand Streeter, contract wages, \$1,158.75, C&J Newcastle Hardware, repair/maint, \$780.09, Cambria Supply, repair/maint, \$458.12, Casper Star Tribune, supp, \$106.07, CDW Government, radio exp, \$920.00, Chemical Testing Program, officer equip, \$279.00, City of Newcastle, util/dispatch/circuit crt/pub def/p-hlth exp, \$5,746.14, Cleaning Unlimited, maj repairs, \$572.50, Collins Communications, bldg/equip upgrade, \$5,848.64, Culligan Water Conditioning, misc, \$28.00, Dan Blakeman, mile/trvl, \$358.45, Decker's Market, ext serv exp, \$85.47, Double D, repair/maint, \$836.04, Eastern WY Equipment Co, veh maint/fuel, \$110.84, Eddie's Truck Center, repair/maint, \$54.33, Fastenal Co, repair/maint, \$444.58, Finkey Law LLC, special attny, \$3,548.80, Fisher Sand & Gravel, grvl/rd mtrl, \$3,894.75, FOCUS, focus, \$956.25, Frontier Home Ranch & Hardware, repair/maint, \$466.64, Gillette Steel Center, repair/maint, \$175.00, Godfrey's Brake Service, repair/maint, \$106.90, Golden West Technologies, maj repairs/comp software, \$10,686.72, Great Western Tire, repair/maint, \$140.00, Grimm's Pump & Industrial Supply, repair/maint, \$77.34, Heartland Construction, supp, \$80.00, Hemocue America, wic, \$184.00, Howard White Construction, bldg/equip upgrade, \$29,456.78, Jodi Brooks, wic, \$5.00, KASL, p-hlth exp, \$235.60,

Kathryn M. Davis, election exp, \$136.68, Kreislers Inc, wic, \$118.71, MasterCard, veh maint/fuel, \$48.74, Max Masters, gis land records, \$1,900.00, MG Oil Co, oil/gas, \$1,146.20, Moore Medical LLC, p-hlth exp, \$105.71, Neves Uniforms, uniforms, \$743.11, Newcastle Ambulance Service, ambulance, \$1,250.00, Newcastle Fire Suppression, supp, \$567.79, Newcastle Motors, mile/trvl, \$223.35, News Letter Journal, supp/comm, \$464.69, Osage Improvement & Service Dist, coroner rent, \$300.00, Parkridge Behavioral Healthcare, pre-employment, \$500.00, Pitney Bowes, supp, \$96.88, Plainsman, misc, \$886.12, Porter Muirhead Cornia & Howard CPAs, financial admin, \$40,800.00, Postmaster c/o R&B, post/freight, \$147.00, Powder River Energy Corp, util, \$1,848.22, Powder River Heating & AC, bldg/equip upgrade, \$11,007.00, Radar Shop, veh maint/fuel, \$252.00, Rapid Delivery, post/freight, \$26.45, Ringer Law PC, special attny, \$215.00, Roadrunner Disposal Service, util, \$60.00, RT Communications, comm, \$3,376.53, Secretary of State, misc, \$30.00, Servall Uniform/Linen, janitor supp, \$425.27, ShopKo, jail medical/janitor, \$106.97, Shred's, misc, \$1,271.75, Stacy Buchholz, gas/oil, \$172.81, Top Office Products, supp, \$360.51, Upton Co-op Assn, oil/gas, \$18,378.02, Verizon Wireless, p-hlth exp, \$182.36, Vicki Hayman, gas/oil, \$16.05, VISA, mile/trvl, \$1,375.38, WC&PAA, attny dues, \$200.00, WD Larson Co LTD, repair/maint, \$157.10, West End Water District, util, \$60.00, Western States Fire Prot, crthse fire alarm, \$12,500.00, WC Children's Center, child ctr, \$3,187.50, Weston County, prop insurance, \$1,163.00, WC 4-H Council, supp, \$147.02, WC Gazette, print/publ, \$750.77, WC Health Services, misc/pre-employment, \$120.00, WC Road & Bridge, veh maint/fuel, \$3,338.52, WC Sheriff's Office, petty cash, \$42.75, WC Sr Services, brd of prisoners, \$2,404.00, Whirlwind Services, bldg/equip upgrade, \$375.00, Wireless Advanced Communications, eqp prchs, \$9,942.10, Woody's Food Center, brd of prisoners/supp, \$488.11, WY Automotive, repair/maint, \$416.24, WY Co Commissioners Assoc, school exp, \$100.00, WY Dept of Health, p-hlth exp, \$253.00, WY Dept of Transportation, co rd fund, \$150.48, WY Guardian Ad Litem, special attny, \$1,410.11, WY Machinery Co, repair/maint, \$2,187.36, WY Network, financial admin, \$209.20. Net Payroll, \$136,313.46.

With no further business, the meeting was adjourned at 4:22 p.m.

Bill Lambert
Chairman

Attest:

Jill Sellers
Weston County Clerk