

Weston County Board of Commissioners
OFFICIAL MINUTES
March 21, 2017

The Weston County Board of Commissioners convened at 9:00 a.m. at the Upton Community Center, with Chairman Bill Lambert presiding. Present were Commissioners Tony Barton, Marty Ertman, Tracy Hunt, and Ed Wagoner. Also present were County Clerk Jill Sellers, Attorney William Curley, and Administrator Dan Blakeman. Commissioner Barton opened with prayer; Commissioner Wagoner led the Pledge of Allegiance.

APPROVAL OF AGENDA

Chairman Lambert added Budget Workshops to agenda under New Business. Commissioner Barton moved to approve the agenda as discussed; seconded by Commissioner Wagoner. Carried.

APPROVAL OF MINUTES

Commissioner Ertman corrected the minutes to state that the shooting ban on prairie dogs was lifted through March 3, 2018. Commissioner Ertman moved to approve as corrected; seconded by Commissioner Barton. Carried. Commissioner Barton moved to approve executive session minutes of March 7, 2017; seconded by Commissioner Wagoner. Carried.

DEPARTMENT HEAD MEETING

Commissioner Ertman reported on the Department Head meeting held on March 15, 2017, noting that it was informative and a good start to the budget process. The Commissioners reiterated the importance of submission of Managerial Guidelines from all departments to the Clerk. County Assessor Tina Conklin commented on time-saving measures being taken in her office. Clerk of District Court Gidget Macke scheduled a follow-on meeting with Department Heads for March 28, 2017, to share information, and to brainstorm ideas and cost-saving strategies.

ROAD & BRIDGE

Commissioner Wagoner presented an update on a meeting on March 4, 2017 regarding Road and Bridge projects. Attendees included Chairman Lambert, Commissioner Wagoner, Administrator Dan Blakeman, Road & Bridge Supervisor Rick Williams, and Jerry Hunt of Weston Engineering. Pending bridge work was prioritized as follows: 1) Lynch Road bridge; 2) Wild Cat crossing on Bruce Road; 3) Soda Creek on Upton Fairview Road; and 4) Beaver Creek. However, Weston Engineering will begin immediately on the Wild Cat crossing on Bruce Road, since work cannot begin on the Lynch Road bridge until completion of required testing by Wyoming Department of Transportation (WYDOT). Once WYDOT testing is completed in April, Weston Engineering will begin on Lynch Road bridge. The bridge on Old Highway 85 at the railroad crossing is reported to be structurally sound, and rated above the 50% requirement.

HOMELAND SECURITY

Homeland Security Coordinator Denise Bradshaw reported on operational shortfalls in the current Homeland Security budget. The Commissioners directed that Homeland Security manage expenses for the remaining fiscal year out of its departmental budget lines, and changes will be addressed in the next fiscal year budget. Ms. Bradshaw is updating the drawdowns remaining from the EMPG 2016 grant.

Ms. Bradshaw and Sheriff Bryan Colvard addressed the possibility that federal grants may be cut or eliminated. Code Red, which is a call registry for emergency notifications, costs \$7,500.00 per year, and is currently supported by grant funding. If that grant is cut, the county would need to cover that cost. Integrated Public Alert & Warning System (IPAWS) is a notification system managed by Federal Emergency Management Agency (FEMA) that also notifies people with cell phones who are traveling in range of a local emergency. Sheriff Colvard noted that he addressed the Commissioners four years ago with concerns of these grants being potentially cut, and strongly suggested budget planning to absorb those costs in anticipation.

Break was called 9:59 a.m.; reconvened at 10:05 a.m.

DISTRICT COURT

Clerk of District Court Gidget Macke was unable to attend due to court cases; she sent a report that she is working on her Fiscal Year 2018 budget.

ASSESSOR

Assessor Tina Conklin reported that her office is completing data entry this week, and then will be running statistical analysis for the State Board of Equalization and Department of Revenue. County valuation is down approximately \$800,000.00, primarily from construction and oil and gas equipment. Notices of Assessment will be mailed by mid-April. They will not reflect the change in mill levy, as those will be levied starting in August (\$28.50 for every \$100,000.00 in valuation), which is the tax increase for the Weston County Solid Waste District. If citizens have questions about their valuation, they should contact the Assessor, not the Commissioners. The Assessor reminded the Commissioners to redirect inquiries to her office in order to avoid conflict with their role as the Board of Equalization, in case of appeal.

TREASURER

Treasurer Susie Overman reported that they continue to sell new license plates. She also provided cash detail and revenue reports. Commissioner Barton asked about the loans reported, which are the economic development funds. Both businesses that have outstanding loans have since dissolved. The Commissioners requested that letters be sent to both parties; the Treasurer and Attorney will coordinate.

OLD BUSINESS

The catering permit request from West End Grill was presented in error on March 7, 2017. The event will be located within the city limits, so the applicant was redirected to the Newcastle City Council for approval.

National Seminars Training has human resources workshops available; the June 1-2 course is available in Rapid City. The Commissioners agreed to authorize Administrator Blakeman and Attorney Curley to attend. Clerk Sellers will send out an email to see if there are other department heads interested in attending.

Design options for the annex signs from the Vocational-Agriculture Interns were presented for decision and approval. Upon approval, the materials will be ordered, and the project will begin. Commissioner Hunt moved to select the option with the courthouse icon as the symbol for the annex signage; seconded by Commissioner Barton. Carried.

NEW BUSINESS

Office of the Wyoming State Public Defender notified the Board of Commissioners that they would like to appoint Christopher Humphrey as an Assistant Public Defender, and requested input or comment on his appointment. The Commissioners took no action.

Commissioner Barton moved to approve Tax Roll Corrections #1187 and #1188; seconded by Commissioner Ertman. Carried.

Wyoming Department of Public Health would like to appoint Northern Wyoming Mental Health Center as the Title 25 Gatekeeper for the Weston County area, and requested input or comment on the appointment. Attorney Curley recommended no action until further information is available. Pete Obermueller (Wyoming County Commissioners Association) and Representative Eric Barlow will be contacted for more information.

Commissioner Hunt moved to reappoint Kay Thomas to serve on the Historic Preservation Board; seconded by Commissioner Ertman. Carried.

Emily Hartinger of Skull Creek Photography provided a collage of her photographs to be displayed in the Office of the County Clerk. No public funds were spent.

The Commissioners received an anonymous letter of concern regarding particular county entities. Those noted were advised of the content of the letter. No action was taken by the Commissioners.

BUDGET WORKSHOPS

Commissioner Barton moved to hold Commissioners' budget workshop on April 25, 2017 at 2:00 p.m., and Department Heads' budget workshops on May 9, 23 and 30, 2017 at 9:00 a.m.; seconded by Commissioner Ertman. Carried. No action will be taken at the budget workshops.

CWCSWD

Cyndi Crabtree and Joe Wood (Central Weston County Solid Waste District (CWCSWD)) presented information on gravel estimates for the CWCSWD (Osage Landfill). Road & Bridge Supervisor Rick Williams provided an estimate of \$4,500.00-5,000.00 for Road & Bridge trucks and personnel, and 1,000 tons of gravel at \$6.75 per ton, totaling \$11,750.00. The estimate from Dan Hart Patrol Service quoted at \$21.00 per ton for purchase and delivery of gravel. No action was taken, as graveling the landfill road and grounds is not a requirement. 21 Electric estimated \$29,500.00 to install the electrical for the building; the CWCSWD Board will confirm the basic requirements before proceeding with the electrical work. Questions and concerns surround reclamation requirements, which will in part drive the cost of closure. Attorney Curley asked to possibly involve legal counsel to determine if any of those acres are essentially grandfathered in, so as to avoid having to do current DEQ reclamation on the entire acreage. Ms. Crabtree and Mr. Wood will obtain solid closure costs from Craig McOmie (DEQ). Commissioner Hunt moved to table the CWCSWD issues to next meeting on April 4, 2017, and then resume discussion and potential decisions; seconded by Commissioner Ertman. Carried.

ADMINISTRATOR UPDATE

Administrator Dan Blakeman reported that counters and cabinets were added to the Extension Office at the annex. Circuit Court personnel will meet with Randy Hein (Hein Bond Architecture) to determine their remodel requirements in the lower level of the courthouse.

The courthouse roof project is approximately 60% complete. A change order to replace plywood and add vents to the roof was presented for approval, as the existing plywood was found to be warped when the shingles were removed. Commissioner Barton moved to approve the change order at no cost to the county; seconded by Commissioner Wagoner. Carried.

The courthouse fire alarm and sprinkler system design is with the fire marshal for review and approval. Fire dampers for the vaults are on order.

Albright Construction is beginning installation of an insulated metal panel roof on the Fairgrounds' Youth Building. The metal panel roof meets all cost and code requirements, and will not increase the cost of the project. Commissioner Barton moved to approve the change order at no cost to the county; seconded by Commissioner Hunt. Carried.

The Road & Bridge Administrative Assistant position, under the County Administrator, was presented for consideration to be filled via internal transfer, or to advertise the position for hire. The Commissioners reviewed the job description, which includes Road & Bridge and GIS functions. In the interim, the duties will be completed by existing county employees.

Budget concerns include the possible elimination of consensus funding and direct funding from the state. Budget cuts are a difficult reality and will be addressed through the upcoming budget process. Discussion included the possibility of a county hiring freeze until the budget is completed. No action was taken.

EXECUTIVE SESSION

Commissioner Hunt moved to go into Executive Session under 16-4-405 (a)(ii); seconded by Commissioner Barton. Carried. Executive Session began at 11:45 a.m.; public meeting reconvened at 11:59 a.m.

ATTORNEY

Attorney Curley reported on an incident involving a dog killing livestock; in response he reviewed Resolution 84-1. He recommended that the issue be revisited, as laws have been changed since its approval in 1984.

PUBLIC COMMENT

Upton resident Dave Upton commented on the poor condition of the Barton Road as the gravel is depleted. Road & Bridge will be notified.

Upton resident Kevin Thompson inquired about the proposed rail project in Upton. He was directed to John Marshall of the Upton Economic Development Board (UEDB) and the article in the Weston County Gazette for details.

Commissioners Ertman shared information about a cybersecurity workshop, "Hacking the Human," scheduled for March 21, 2017 at 5:00 p.m. at the Pizza Barn. The workshop is sponsored by First State Bank, and is open to the public.

No other public comments.

With no further business, the meeting was adjourned at 12:42 p.m.

Bill Lambert
Chairman

Attest:
Jill Sellers
County Clerk