

**WESTON COUNTY BOARD OF COMMISSIONERS  
OFFICIAL MINUTES  
May 2, 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, Tony Barton, Marty Ertman, and Ed Wagoner, and Clerk Jill Sellers were present. Chairman Lambert opened the meeting with prayer, and Commissioner Wagoner led the Pledge of Allegiance.

**APPROVAL OF AGENDA**

Commissioner Ertman added Prairie Dog Tour under New Business; Clerk Sellers moved Mountain States Employer Council under Human Resources and added Homeland Security/Tornado Siren Replacement under New Business. Commissioner Barton moved to approve the agenda as discussed; seconded by Commissioner Wagoner. Carried.

**APPROVAL OF VOUCHERS AND PAYROLL**

Commissioner Ertman moved to approve the April vouchers and payroll; seconded by Commissioner Barton. Carried.

**APPROVAL OF MINUTES**

Commissioner Barton moved to approve the minutes of April 4, 2017 as presented; seconded by Commissioner Wagoner. Carried. Commissioner Ertman moved to approve the minutes of April 18, 2017 as discussed; seconded by Commissioner Barton. Carried.

**PLANNING AND ZONING COMMISSION**

Rick Dunford and Nicole McFarland, Planning and Zoning (P&Z) Commission, came before the Commissioners to discuss the requirements of the P&Z Commission. County Administrator Dan Blakeman reported that a new full-time position is being considered to cover P&Z administrative requirements; the position will also cover the Road Identification Projects (RIP) and Road & Bridge responsibilities. The P&Z Commission currently only has three members with two vacancies, which has made quorums difficult, as well as the administrative difficulties. Statutes allow for the Chairman, or Chairman's designee, to participate as a member of P&Z Commission, and can also therefore, make a quorum as necessary. The Commissioners requested 3-5 names of potential candidates from Mr. Dunford and Ms. McFarland; the Commissioners will send a letter to encourage their participation.

Two single-split land applications will be presented before the Commissioners at a public hearing on May 16, 2017 at 10:00 a.m.

**ASSESSOR**

Assessor Tina Conklin presented Tax Roll Corrections #1190, 1191, 1192, and 1193 for approval. Commissioner Barton moved to approve said Tax Roll Corrections; seconded by Commissioner Ertman. Carried.

Assessor reported that this is the last week for appeals on valuation letters. Valuation should remain about the same as it appears stable this year; local values are down, but oil and gas valuations have increased slightly, so that offset will put the county near last year's numbers. Assessor will have a more complete valuation available by the end of May.

Assessor reported on Esri License Agreement with Crook and Niobrara Counties; Esri is a geographic information system software. Weston County's share is \$10,750.00, same as last year, which is based on population. Assessor requested guidance from the Commissioners to invite the City of Newcastle to participate in Esri.

#### **DISTRICT COURT**

Clerk of Court Gidget Macke reported that there is not a monthly report for April from the District Court, due to technical problems with the State computers that they use for collection and reporting.

#### **TREASURER**

Treasurer Susie Overman provided a preliminary Schedule A-3, which estimates revenues for the budget process. Treasurer noted that Schedule A-3 will develop over May and June as actual numbers become available.

#### **ATTORNEY**

Attorney William Curley reported that he will send a letter in support of the Title 25/Gatekeeper program, which will not disallow Weston County's option to pursue a closer facility for Title 25. Attorney Curley recommended using the Sheridan location while continuing to develop a closer option, possibly in Gillette. Attorney Curley addressed the outstanding amendment to the Public Health Memorandum of Understanding (MOU), which remains unsigned by the Commissioners for concerns of federal funding commitment. The original contract remains active through July 2017. No action was taken on the amendment.

Attorney Curley discussed the introduction of a credit card policy for employees, and presented a draft policy. A revised document will be brought to the Commissioners for consideration on May 16, 2017.

#### **HUMAN RESOURCES**

Clerk Sellers, Attorney Curley and Administrator Blakeman re-presented the option of joining Mountain States Employer Council (MSEC) as a Human Resources support entity in order to assess our human resources status. Membership dues are calculated according to county payroll. Commissioner Barton moved to enter into a one-year membership with MSEC with the Clerk and/or her designee(s) as the point of contact; seconded by Commissioner Wagoner. Carried.

Commissioner Barton moved to hold an Executive Session, per W.S. 16-4-405(a)(ii) regarding personnel; seconded by Commissioner Wagoner. Carried. Executive Session began at 11:43 a.m.; regular session reconvened at 12:07 p.m. No action was taken.

#### **UEDB**

John Marshall, Upton Economic Development Board (UEDB), reported on the progress on the railcar project in Upton. A work session was held on Thursday, April 27, 2017, which included the Upton City Council. A public hearing is scheduled for Tuesday, May 9, 2017, where a resolution will hopefully be presented and passed. Mr. Marshall will continue to update the Commissioners.

#### **ADMINISTRATOR**

Administrator Dan Blakeman reported that the courthouse roof will be completed by the end of May. The fire alarm and sprinkler system installation will begin after the roof is complete. Administrator Blakeman is meeting with the engineer on May 3, 2017, and then with all the department heads to inform all of the construction schedule.

The youth building roof project at the Fairgrounds will be started by June 1, 2017.

The bid package for the courthouse repairs will be advertised for three weeks starting the end of May.

Commissioner Barton moved to approve the Chairman's signature on close out documents for CMAQ 11 and 12; seconded by Commissioner Wagoner. Carried.

Jerry Hunt, Weston Engineering, presented information and an estimate on the Wildcat project, and noted that a pre-bid meeting will be scheduled and required. Mr. Hunt inquired about the rules for use of County Road Fund monies, especially publication requirements. Administrator Blakeman will be the primary point of contact for inquiries; bids will still be submitted at the Office of the Clerk.

Commissioner Barton moved to authorize advertisement for the Bruce Road/Wildcat Bridge project; seconded by Commissioner Wagoner. Commissioner Ertman noted that the eligibility form needs to be completed. Administrator Blakeman will prepare the form for the Commissioners' signatures. Carried. The bid will be advertised for four weeks starting the week of May 8, 2017. The Lynch Road project is still awaiting inspection. The Upton Fairview Road will mirror the package for the Bruce Road/Wildcat Bridge.

Administrator Blakeman further discussed the proposed Administrative Assistant position, to support RIP, P&Z, GIS, and Road & Bridge responsibilities. Job details, salary range and supervisor were discussed. The job description will be revised based on discussion, and presented on May 16, 2017 for approval and advertisement for hire.

#### **OLD BUSINESS**

Clerk Sellers re-presented the Golden West contract for PC and Server support for approval. Commissioner moved to approve the Chairman's signature on the annual support contract from Golden West PC and Server Support for \$1,150.00; seconded by Commissioner Ertman. Carried.

#### **NEW BUSINESS**

Dusty Neate and Bryce Womack, Newcastle High School Vocational/Agriculture Interns, invited the Commissioners outside to see the first of the four annex signs to be installed. They are currently painting the second upper sign, and will begin to feed the large, street-level sign into the plasma-cam on May 3, 2017. All four signs will be completed by mid-May. Administrator Blakeman will arrange installation of the roof signs, and arrange assistance for the Interns to install the street-level signs.

Clerk Sellers presented that salary line item for the Mallo Camp Manager will not support the last two months of the current fiscal year (remaining budget balance is \$131.44). The Commissioners directed that the two remaining months of this fiscal year from the same budget department (under 1% sales tax), either from 100.00.30.0315000.0000 (1% Mallo Camp Contract Employee) and/or and 100.00.30.0062000.0000 (1% Sales Tax Misc).

Commissioner Ertman reported on a Grasslands tour on May 9, 2017 regarding the prairie dog issues in Weston, Campbell and Converse Counties. The idea is to have higher level USFS officials participate in the tour so they can see the land and damages for themselves. Commissioner Ertman will attend the tour, and therefore, will be absent from the budget workshop on May 9, 2017. Campbell County requested that Weston County help support the cost of boxed lunches and dinner for the approximately

20 people who will participate in the tour. Converse County will also be invited, so the costs may be divided into thirds. Commissioner Ertman was authorized to act on behalf of the Board of Commissioners, and was also preauthorized to use the county credit card as required.

On behalf of Denise Bradshaw, Homeland Security Coordinator, Sheriff Bryan Colvard addressed the replacement quote for \$9,350.00 for the tornado siren located on Morrissey Road. Clerk Sellers will check into insurance coverage. Commissioner Barton moved to authorize 21 Electric to install tornado sirens and speakers according to the quote for \$9,350.00 with payment from General Miscellaneous New Equipment (100.00.20.0051000.0000); seconded by Commissioner Ertman. Carried.

Sheriff Colvard addressed the renewal of the Annual Dispatch Agreement with the City of Newcastle, which he supports as there are no changes from the previous year. Commissioner Ertman moved to authorize the Chairman's signature on said agreement; seconded by Commissioner Barton. Carried.

Historically, the rental agreement for the law enforcement building office space and the dispatch agreement were one document. Sheriff Colvard and Administrator Blakeman will schedule a meeting between the Chief of Police, Mayor and County officials, etc. to figure a way forward.

#### **COMMISSIONERS' SCHOLARSHIP**

The Commissioners considered all applications for the 2017-2018 Commissioners' Scholarship. Thomas Davis and Anna Gettinger were selected for the two new scholarship awards; Sara Rankin was selected as the alternate. The renewal scholarship was awarded to Cassandra Munoz, with Abigail Gettinger as the alternate.

#### **VAULT PROJECT**

Clerk Sellers presented a proposal to digitize the Clerk's vault of public records. Clerk Sellers and Assistant Deputy Clerk Melanie Stevens explained each stage of the project. Phases include scanning, inventorying, and indexing all 1000+ books in the vault; providing the digital images to state archives to meet retention requirements; and hosting the images online for public research. The Clerk expressed serious concerns about the vault being at risk for damage or loss, especially given the courthouse flood in November 2016 and the fire alarm and sprinkler system projects scheduled to begin this month in the entire courthouse. Discussion ensued at length, and Clerk Sellers ultimately recommended pursuing digital preservation as soon as possible. Commissioner Barton moved to approve the Vault Scanning Project with Big Horn Imaging, with funding of \$62,500.00 in FY2017, and \$62,500.00 in FY2018; seconded by Commissioner Wagoner. Carried.

#### **BUDGET WORKSHOPS**

Reminder: Budget workshops are scheduled on May 9<sup>th</sup>, 23<sup>rd</sup>, and 30<sup>th</sup> at 9:00 a.m.

#### **PUBLIC COMMENT**

None.

#### **VOUCHERS**

066 NCPERS, financial admin, \$256.00, AFLAC, payroll ded, \$1,966.21, Blue Cross Blue Shield, financial admin, \$58,731.82, Office of Child Support, payroll ded, \$175.00, Orchard Trust, payroll ded, \$2,050.00, WEBT, financial admin, \$179.45, WC Clerk, financial admin, \$39,255.70, WC Treasurer, financial admin, \$20.00, WY Child Support, payroll ded, \$1,175.00, WY Dept of Workforce Services, financial admin, \$2,096.69, WY Retirement System, financial admin, \$28,431.26, Hermes Consolidated, oil/gas, \$11,047.00,

Hermes Consolidated, oil/gas, \$14,936.05, 307 Security Solutions, repair/maint, \$421.20, Ad Pro, misc, \$51.86, Advanced Drug Testing, misc, \$26.00, Alpha Communications, tower rent, \$55.00, AT&T Mobility, comm, \$531.44, Axis Forensic Toxicology, coroner exp, \$250.00, BH Chemical & Janitorial, brd of prisoners, \$326.60, BH Energy, util, \$3,648.58, BH Plumbing, repair/maint, \$72.00, Bob Barker Co, brd of prisoners, \$76.47, Brownell's, officer equip, \$774.15, Bullseye Promotions, supp, \$1,265.00, Byrand Streeter, contract wage, \$1,158.75, C&J Newcastle Hardware, repair/maint, \$211.37, Cambria Supply, repair/maint, \$109.64, Campbell Co Outreach Facility, coroner exp, \$265.50, CDW Government, p-hlth exp/officer equip, \$1,983.48, Central WC Solid Waste Dist, cwcswd, \$1,593.75, City of Newcastle, util/dispatch/circuit crt/pub def/p-hlth exp, \$8,079.12, Cleaning Unlimited, misc, \$1,220.00, Collins Communications, bldg/equip upgrade, \$1,850.00, Crook Co Public Health, p-hlth exp, \$15.54, Culligan Water Conditioning, misc, \$21.50, Cynthia Crabtree, misc, \$49.77, Decker's Market, janitor supp/ext serv exp, \$117.77, Dixon Bros, oil/gas/lube, \$323.90, Eastern WY Equipment Co, repair/maint/fuel tank maint, \$118.17, Ed Wagoner, wcswd, \$140.00, Finkey Law LLC, special attny, \$67.50, Fisher Sand & Gravel, grvl/rd mtrl fund, \$22,158.10, Frontier Home Ranch & Hardware, supp/repair/maint, \$219.36, Gem City Roofing, oper cntr, \$18,212.00, Globalstar USA, hmlnd sec exp, \$2,680.77, Golden West Technologies, comp software/new equip/p-hlth exp, \$6,952.52, Heartland Ag Business Group, supp, \$65.00, Hein Bond, crthse repairs, \$2,600.00, Jodi Brooks, wic, \$22.95, KASL, p-hlth exp, \$235.60, Kelly Philipsen, coroner exp, \$50.00, LECC Conference, coroner exp/mile/trvl, \$80.00, Lori Bickford, p-hlth exp, \$92.54, MasterCard, brd of prisoners/jailor schools, \$483.49, Matthew Bender & Co, office exp, \$94.43, Max Masters, gis land records, \$1,900.00, Michael Worden, vital stats, \$21.00, Moore Medical LLC, p-hlth exp, \$575.91, National Public Safety Info Bureau, officer equip, \$149.00, Newcastle Ambulance Service, ambulance, \$1,250.00, Newcastle Chamber of Commerce, chmbr, \$743.75, Newcastle Motors, veh maint/fuel, \$643.06, News Letter Journal, print/publ/hmlnd sec exp, \$1,269.61, Northern WY Mental Health, mntl hlth, \$2,125.00, Osage Ambulance, ambulance, \$3,750.00, Osage Improvement & Srvc Dist, coroner exp, \$300.00, Pam Brackett, maj repairs, \$914.66, Perspective Enterprises, wic, \$325.00, Powder River Energy Corp, util, \$1,355.72, Preventive Health & Safety Div, p-hlth exp, \$28.00, Ringer Law PC, special attny, \$470.00, Roadrunner Disposal Service, util, \$60.00, RT Communications, comm, \$2,619.78, Secretary of State, office exp, \$30.00, Servall Uniform/Linen Co, janitor supp/misc, \$294.28, ShopKo, supp, \$164.36, Stacy Buchholz, ext serv exp, \$29.96, Thomas L. Bennett, coroner exp, \$2,000.00, Timberline Services, grvl/rd mtrl fund, \$16,351.83, Top Office Products, supp, \$1,190.51, Upton Ambulance, ambulance, \$3,750.00, Upton Chamber of Commerce, chmbr, \$425.00, Upton Senior Center, sr citizens, \$531.25, US Forest Service c/o Citibank, financial admin, \$7,164.20, Verizon Wireless, p-hlth exp, \$182.42, Vicki Hayman, ext serv exp, \$252.52, VISA, mile/trvl, \$91.00, West End Water District, util, \$60.00, Western States Fire Prot Co, crthse fire alarm, \$127,260.00, WC Gazette, print/publ, \$1,114.67, WC Health Services, in-home hlth/jail medical, \$5,423.07, WC Humane Society, humane society, \$637.50, WC Natural Resource Dist, nat res garden/hazard, \$1,168.75, WC Road & Bridge, veh maint/fuel, \$3,332.76, WC Sr Services, sr citizens/brd of prisoners, \$8,330.50, Woody's Food Center, brd of prisoners/janitor supp, \$461.94, WY Assoc of Sheriffs & Chiefs, pub rel, \$150.00, WY Automotive, repair/maint, \$148.38, WY Behavioral Institute, invol commit, \$3,425.00, WY Co Treasurers Assoc, mile/trvl, \$30.00, WY Dept of Health, p-hlth exp, \$16,811.49, WY Dept of Workforce Services, unemployment, \$4,963.12, WY Law Enforcement Academy, school exp, \$2,366.50, WY Network, financial admin, \$209.20. Net Payroll, \$132,734.60.

With no further business, the meeting was adjourned at 4:40 p.m.

Bill Lambert  
Chairman

Attest: Jill Sellers

Weston County Clerk