

**WESTON COUNTY BOARD OF COMMISSIONERS  
OFFICIAL MINUTES  
May 16, 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, Tracy Hunt, and Ed Wagoner, and Clerk Jill Sellers were present. Vice Chairman Barton opened the meeting with prayer, and Commissioner Hunt led the Pledge of Allegiance.

**APPROVAL OF AGENDA**

Commissioner Ertman added the WCCA Spring Meeting to follow discussion of the Thunder Basin Grasslands Tour; Clerk Sellers added the letter of engagement from the auditor and catering permits for approval under New Business. Commissioner Barton moved to approve the agenda as amended; seconded by Commissioner Hunt. Carried.

**APPROVAL OF MINUTES**

Commissioner Barton moved to approve the minutes of May 2, 2017; seconded by Commissioner Wagoner. Commissioner Ertman requested that "from consensus funding" be added following FY2017. Carried.

Commissioner Ertman moved to approve the Executive Session minutes of May 2, 2017; seconded by Commissioner Barton. Carried.

**APPROVAL OF DISTRICT COURT RECEIPTS**

Commissioner Barton moved to approve the District Court receipts from April 2017; seconded by Commissioner Wagoner. Carried.

**LIQUOR LICENSES**

Mona Wineteer, Assistant Deputy Clerk, presented information on the changes to the liquor licensing procedures from Wyoming Liquor Division, which will be effective July 1, 2017. Discussion is scheduled to continue at the June 6, 2017 meeting, in order to consider possible updates to resolutions.

Break was called at 9:37 a.m.; reconvened at 9:46 a.m.

**PLANNING AND ZONING COMMISSION**

Rick Dunford, Chairman of the Planning and Zoning Commission, presented two names for consideration to serve on the Commission. Clerk Sellers will send letters to each citizen from the Board of Commissioners asking each to consider service on the P&Z Commission. Planning and Zoning Commission will meet June 15, 2017 at the Weston County Courthouse Annex.

At 10:00 a.m., Chairman Lambert opened the public hearing for the Varner application for a single-land split (Section 28, T45N, R61W). Jerry Varner presented his completed application. Chairman Lambert called three times for public comments. As none were heard, the public hearing portion was closed. Commissioner Hunt moved to approve the Varner single-land split as presented; seconded by Commissioner Barton. Carried. The plat map was signed by Chairman Lambert and Clerk Sellers.

At 10:08 a.m., Chairman Lambert opened the public hearing for the Dysart application for a single-land split (Section 34, T45N, R65W). Dan and Abi Dysart presented the completed application, including a

notarized letter to qualify their application for a family exemption. Chairman Lambert called three times for public comments. As none were heard, the public hearing portion was closed. Commissioner Barton moved to approve the Dysart exempt land split as presented; seconded by Commissioner Wagoner. Carried. The plat map was signed by Chairman Lambert and Clerk Sellers.

### **BUDGET HEARING**

At 10:30 a.m., Chairman Lambert opened the public hearing for the budget amendment hearing, in order to receive unanticipated revenue from grant funds in the amount of \$10,000.00 for the U.S. Department of Homeland Security, Federal Emergency Management Agency (FEMA) Grant Programs Directorate, State Homeland Security Program (SHSP) Grant Fiscal Year 2016 and allocate the monies to expenditure line item 515.10.87.0104000.0519. Chairman Lambert called three times for public comments. As none were heard, the public hearing portion was closed. Commissioner Wagoner moved to approve the budget amendment; seconded by Commissioner Ertman. Carried.

### **OLD BUSINESS**

Clerk Sellers presented the latest version of the County credit card policy, which governs employee use of the County credit card. Commissioner Ertman moved to approve the policy as presented; seconded by Commissioner Wagoner. Carried.

Weston County's membership with Mountain States Employer Council (MSEC) began on May 15, 2017, with Clerk Sellers and Attorney William Curley as the primary points of contact. Dues paid totaled \$5,400.00, which was based on County payroll. Clerk Sellers and Attorney Curley will engage MSEC to begin a review of County policies, the employee handbook, and job descriptions, in order to identify strengths and vulnerabilities to protect both the County and its employees.

Clerk Sellers reported that a claim has been filed with Glatfelter Insurance on the damage to the tornado siren located on Morrissey Road.

Assessor Tina Conklin presented the Esri Geographic Information Software (GIS) contract for signature. The software is used extensively by the Assessor, Sheriff, Road & Bridge, and others. Attorney Curley expressed concern that the contract was not prepared as a three-party contract, however, Crook County is designated as the administrator for Crook, Niobrara, and Weston Counties to enable multiple users at rates prorated by county. Commissioner Hunt moved to authorize the Chairman's signature on the Esri GIS contract; seconded by Commissioner Wagoner. Carried.

### **NEW BUSINESS**

Clerk Sellers presented for signature a letter of engagement from Porter, Muirhead, Cornia & Howard (PMCH) for the 2017 Audit. The audit process will begin in July 2018 and will be completed on schedule. Commissioner Barton moved to authorize the Chairman's signature on the PMCH letter of engagement; seconded by Commissioner Wagoner. Carried.

Commissioner Wagoner moved to approve catering permit for Cap N Bottle for June 3-4, 2017 as presented; seconded by Commissioner Barton. Carried.

Commissioner Wagoner moved to approve catering permits for Flying V for July 4-5; July 7-8; July 22-23; and July 29-30, 2017; seconded by Commissioner Barton. Carried.

Clerk Sellers presented the Golden West contract to upgrade the software on the courthouse alarms and door access systems. The Clerk notified the Commissioners on May 8, 2017 via phone that the courthouse doors had locked down again, due to the outdated software failing to properly interact with the 24-hour alarm monitoring center; the Commissioners approved the quote from Golden West for \$4,904.37. The upgrade will be scheduled as soon as possible to ensure safe ingress and egress from the courthouse.

Commissioner Barton moved to approve Tax Roll Corrections #1194 and #1195; seconded by Commissioner Ertman. Carried.

#### **THUNDER BASIN GRASSLANDS TOUR**

Commissioner Ertman reported on the Thunder Basin Grasslands Tour on May 9, 2017, where federal officials including Regional II Forest Ranger Brian Ferebee toured lands affected by the prairie dog infestations. It was a well-structured tour, with landowners taking a federal official on a personal tour of the affected lands. Ranger Ferebee expressed serious concern over the devastation, and offered that he would work within his power of his USFS position to make changes in policies and take actions to revive the lands and management plans affecting it. The next meeting of the Cooperative Working Group is June 7, 2017.

#### **WCCA**

Commissioner Ertman reported on the Wyoming County Commissioners Association (WCCA) Spring Meeting, which included discussions on the changes in liquor licensing and the potential consolidation of workman's compensation. The County Road Maintenance and Construction Fund was also discussed, including possible education opportunities for counties to understand the rules that govern use of the County Road Maintenance and Construction Funds.

#### **UEDB**

John Marshall of the Upton Economic Development Board (UEDB) was unable to attend. Commissioner Barton reported on his attendance at a meeting in Upton on May 8, 2017, where the resolution to support the railcar project was approved by the Town of Upton. The project has been delayed from its original schedule, due to meetings and approval requirements, but it is moving forward.

#### **ADMINISTRATOR**

County Administrator Dan Blakeman reported that a meeting will be held in the courtroom on Monday at 9:00 a.m. with the department heads and the fire alarm contractor, to apprise staff of the project schedule.

Windows for the courthouse dome are on order; contracts are awaiting their delivery to complete the project.

The roof on the Fairgrounds youth building is scheduled to be completed in June.

The job description for the proposed administrative assistant was presented with the changes requested by the Commissioners from the May 2, 2017 meeting. The job description was also reviewed and approved by Rick Williams, Road & Bridge Supervisor. The position will be supervised by County Administrator Blakeman. The position will be advertised for hiring.

Administrator Blakeman reported on behalf of Rick Williams, Road & Bridge Supervisor, that the Lynch Road bridge will likely need to be completely replaced; and that culverts and road work will be done on Dewey Road. Mr. Williams will appear before the Commissioners in June to present the details of both projects.

Commissioner Ertman moved to approve the Eligibility Certification Form for Bruce Road/Wildcat Creek crossing project; seconded by Commissioner Barton. Carried.

Commissioner Barton moved to authorize the signatures of the Commissioners on the consensus form for the vault project; seconded by Commissioner Wagoner. Carried.

#### **ANNEX SIGNS**

Dusty Neate and Bryce Womack, Newcastle High School Vocational/Agriculture Interns, presented the steel, plasma-cut signs for the Annex building. The Interns bid and crafted the signs as part of the metals program at the high school. The total cost for materials was \$1,352.40; a check payable to FFA Metals was presented to Mr. Neate and Mr. Womack.

#### **PUBLIC COMMENT**

Alexis Barker, Newsletter Journal, asked about budget workshop conducted on May 9, 2017. Chairman Lambert reported that budget requests were received from departments, but no actions were taken.

No other public comments.

Break was called for lunch at 11:25 a.m.; reconvened at 1:15 p.m.

#### **PUBLIC HEALTH**

Lori Bickford, Public Health Nurse, requested status of the Temporary Assistance for Needy Families (TANF) amendment and FY2018 Maternal Child Health (MCH) contract, both of which require signatures from the Chairman, Attorney, and Clerk. The TANF amendment provides notice that monies were reduced across the state. Public Health was aware of this reduction in funding and responded accordingly; they continue to provide the same services despite the reduced funding. Commissioner Wagoner moved to authorize the Chairman's signature on the Public Health TANF amendment; seconded by Commissioner Ertman. Carried.

Commissioner Barton moved to authorize the Chairman's signature on the FY2018 MCH contract, subject to updates recommended by Attorney Curley to Page 7M (Indemnification clause) and Page 8S (Professional liability insurance clause); seconded by Commissioner Wagoner. Carried. Attorney Curley will send requested language changes to Wyoming Department of Health.

#### **PUBLIC COMMENT**

None.

With no further business, the meeting was adjourned at 2:05 p.m.

Bill Lambert  
Chairman

Attest: Jill Sellers

Weston County Clerk