

**WESTON COUNTY BOARD OF COMMISSIONERS
OFFICIAL MINUTES
November 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, 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 Wagoner led the Pledge of Allegiance.

APPROVAL OF AGENDA

Chairman Lambert added Local Government Liability Pool (LGLP) ballot and the Administrator Report under New Business, and an Executive Session at noon under W.S. 16-4-405(a)(ii). Vice Chairman Barton moved to approve the agenda as discussed; seconded by Commissioner Wagoner. Carried.

APPROVAL OF VOUCHERS AND PAYROLL

Vice Chairman Barton moved to approve the vouchers and payroll; seconded by Commissioner Wagoner. Carried.

Commissioner Ertman moved to accept the monthly collections of District Court for \$1,521.00; County Clerk for \$9,003.00; and County Treasurer for \$1,899,785.05 into the FY2018 budget; seconded by Commissioner Wagoner. Carried.

APPROVAL OF MINUTES

Commissioner Wagoner moved to approve the minutes of October 17, 2017; seconded by Chairman Lambert. Carried.

Commissioner Ertman moved to approve the executive session minutes of October 17, 2017; seconded by Vice Chairman Barton. Carried.

OLD BUSINESS

Commissioner Ertman reported on the Transportation Legislative Committee meeting held on October 26-27, 2017. Commissioner Ertman and Treasurer Susie Overman both commented on the proposed legislation regarding revenue-neutral options for vehicle registration. Clerk Sellers reported that she testified on behalf of the County Clerk Association of Wyoming regarding a proposed change in duplicate title legislation, which was received favorably.

Vice Chairman Barton moved for the county to observe Veteran's Day on Friday, November 10, 2017; seconded by Chairman Lambert. Carried. Signs will be posted on the courthouse notifying the public that property taxes can be paid through close of business on Monday, November 13, 2017 without penalty.

NEW BUSINESS

Porter, Muirhead, Cornia & Howard (PMCH) Auditors will be at the courthouse conducting the FY2017 Audit from November 13-17, 2017.

Clerk Sellers reported on projects in the courthouse, including the near-completion of the fire alarm system; cleaning of the vault due to Powder River Energy HVAC project; repainting of the vault; and possible display of the Weston County founding documents.

Commissioner Wagoner moved to vote for Robert King and Donna Geho on the LGLP ballot; seconded by Vice Chairman Barton. Carried.

In response to a letter received from Hansen and Peck, Attorneys At Law, written on behalf of Weston County Health Services, Attorney Curley reported on Title 25, transportation, and possible liabilities for the county regarding cost to clothe and transport persons following their release. He is in communication with Mr. Peck.

ADMINISTRATOR

Clerk Sellers presented the following items on behalf of the Administrator: 1) Installation of the fire alarm system in the courthouse is approximately 85% complete; the system should be completed this week; and 2) Howard White Construction started on the flood damage repair project on the Assessor's Office and the basement.

Vice Chairman Barton moved to authorize the Board's signatures on the County Wide Consensus Block Grant Application, in order to move \$26,434.00 to courthouse improvements, upon the approval of the other consensus entities; seconded by Commissioner Hunt. Carried.

HOMELAND SECURITY

Homeland Security Coordinator Denise Bradshaw reported on her meetings with law enforcement dispatch regarding procedures and policies, and updating the Code Red system.

ROAD IDENTIFICATION PROJECT

Attorney William Curley presented Resolution 2017-14: Closure of RIP 003. Commissioner Ertman presented information regarding Keyton Road and its original establishment. Attorney Curley recommended that the information be provided to the RIP Committee for review and consideration, and then RIP 003 will be presented again to the Commissioners. Closure of RIP 003 was tabled.

Attorney Curley presented Resolution 2017-15: Initiation of RIP 004. Vice Chairman Barton moved to approve Resolution 2017-15: Initiation of RIP 004; seconded by Chairman Lambert. Ayes: Barton, Wagoner, Hunt and Lambert. Nays: Ertman. Carried.

ROAD AND BRIDGE

Superintendent Rick Williams reported on efforts to hold an online equipment auction, as previously discussed; it will be postponed in order to organize the sale inventory.

The new fuel tanks should be installed by the end of November.

The Bruce Road/Wildcat Bridge project is underway, and completion should be on schedule.

Break was called from 11:15 a.m.; reconvened at 11:23 a.m.

RENEW BUILDING

Hale Redding of Weston County Weed & Pest District reported on their preliminary contract to purchase the Renew Building, and requested that the County remove the restrictions from the deed. Discussion included the county either selling, conveying, or surrendering its interest in the property; or the possibility of substituting a new covenant for the old one, i.e. insuring that the property would be used for county government.

Vice Chairman Barton moved that Weston County will extinguish the deed restrictions on the Renew property at 35 Fairgrounds Road, contingent upon the Weed & Pest District granting Weston County the right of first refusal, and also contingent upon approval of the Weed & Pest District Board doing so officially at its next meeting, no later than December 31, 2017; seconded by Commissioner Ertman. Carried.

Weed & Pest District will hold their next meeting on November 20, 2017, where they will approve to grant the right of first refusal to Weston County, and provide those official minutes to the County Clerk.

EXECUTIVE SESSION

Vice Chairman Barton moved to go into Executive Session per W.S. 16-4-405(a)(ii); seconded by Commissioner Ertman. Carried. Executive Session began at 12:21 p.m.; reconvened at 12:25 p.m.

DISCUSSION

The Commissioners and Attorney discussed staffing policies and payroll procedures.

Attorney Curley reported on a court case on executive sessions, stating that deliberations should take place in executive session, and that actions should be taken in public session. He also presented details of Title 25 procedures.

PUBLIC COMMENT

None.

VOUCHERS

066 NCPERS, financial admin, \$224.00, AFLAC, payroll ded, \$2,325.67, Blue Cross Blue Shield, financial admin, \$52,500.80, Great West Trust Co, payroll ded, \$2,225.00, WEBT, financial admin, \$176.30, WC Clerk, financial admin, \$41,565.10, WC Treasurer, financial admin, \$20.00, WY Child Support, payroll ded, \$550.00, WY Dept of Workforce Services, financial admin, \$2,063.81, WY Retirement System, financial admin, \$28,256.91, Michael Troy & Kelli L. Tavegie, co rd fund, \$10,000.00, Todd R. Tavegie & Edith A. Ready, co rd fund, \$10,000.00, Ad Pro, supp, \$302.39, Alpha Communications, tower rent, \$55.00, AT&T Mobility, comm, \$1,359.72, BAM Document Destruction & Recycling, misc, \$371.90, BH Chemical & Janitorial, brd of prisoners, \$390.90, BH Energy, util, \$3,448.85, BH Plumbing, repair/maint, \$102.00, Bullseye Promotions, coroner exp, \$59.50, Butler Machinery Co, repair/maint, \$44.00, Byrand Streeter, contract wages, \$1,158.75, Cambria Supply, repair/maint, \$300.05, Campbell Co Sheriff's Office, brd of prisoners, \$75.00, Central WC Solid Waste District, cwcswd, \$1,875.00, Charm-Tex, brd of prisoners, \$232.64, City of Newcastle, util/dispatch/cir crt/pub def/p-hlth exp, \$8,287.02, Collins Communications, hmlnd sec exp/radio exp, \$600.00, Control Solutions, p-hlth exp, \$39.00, Culligan Water Conditioning, misc, \$15.00, Cynthia Crabtree, coroner exp, \$81.49, DBT Transportation Services, awos, \$6,669.75, Decker's Market, ext serv exp, \$7.99, Eastern WY Equipment, veh maint/fuel, \$100.35, En-Tech, repair/maint, \$1,300.00, Express Toll, hmlnd sec exp, \$3.70, Finkey Law, special attny, \$989.12, Fisher Sand & Gravel, grvl/rd mtrl, \$1,328.41, Frontier Home Ranch & Hardware, repair/maint, \$200.52, Gillette Steel Center, fuel tank maint, \$2,246.65, GlobalStar USA, hmlnd sec exp, \$79.95, Golden West Technologies, comp software/fuel tank maint, \$6,053.16, Hillyard/Sioux Falls, janitor supp, \$116.92, Jason Jenkins, supp, \$24.99, Jill Sellers, miles/trvl, \$254.02, Kara Sawmill, fuel tank maint, \$133.00, Lori Bickford, p-hlth exp, \$90.89, Lubnau Law Office, spec attny, \$1,218.07, Marina Podio, coroner exp, \$50.00, Martha L. Ertman, miles/trvl, \$360.40, MasterCard, veh maint/fuel, \$3,631.22, Max Masters, gis land records, \$1,900.00, Michelle Sweet, p-hlth exp, \$35.00, Neela Beardsley, other employee, \$168.00, Newcastle

Ambulance Service, ambulance, \$1,250.00, Newcastle Chamber of Commerce, chamber, \$725.00, Newcastle Motors, repair/maint, \$12.85, News Letter Journal, supp, \$280.06, Northern WY Mental Health, mntl hlth, \$2,125.00, Osage Ambulance, ambulance, \$3,750.00, Osage Improvement & Service Dist, coroner exp, \$300.00, Postmaster c/o Attorney, office exp, \$63.00, Powder River Energy Corp, util, \$1,125.05, Power Plan OIB, repair/maint, \$1,464.85, Preventive Health & Safety Division, p-hlth exp, \$48.00, Pro Force, officer equip, \$1,047.59, Rabe Elevator, repair/maint, \$873.75, Renegade Paint & Pipes, veh maint, \$6,694.60, Rescue Essentials, officer equip, \$2,048.51, Roadrunner Disposal Service, util, \$60.00, RT Communications, comm, \$2,769.67, Sanofi Pasteur, p-hlth exp, \$3,437.44, Servall Uniform/Linen Co, janitor supp, \$160.89, ShopKo, supp, \$59.77, Short Stop, oil/gas, \$1,076.08, Stephanie Derifield, mile/trvl, \$358.99, Susan K. Overman, mile/trvl, \$8.34, The RT Cox Law Firm, spec attny, \$568.90, Thomas L. Bennett, coroner exp, \$2,000.00, Timberline Services, gravel/rd mtrl, \$23,082.86, Tina Conklin, mile/trvl, \$277.63, Titan Rentals, leased equip, \$2,080.00, Top Office Products, supp, \$546.89, Town of Upton, comm ctr/landfill, \$2,193.75, Tyler Technologies, comp software, \$1,700.00, Ultra Max, equip/ammo, \$3,809.00, Upton Chamber of Commerce, chamber, \$425.00, Upton Senior Center, sr citizens, \$531.25, Verizon Wireless, comm, \$274.38, Vicki Hayman, ext serv exp, \$31.03, VISA, mile/trvl/veh maint, \$3,228.00, Voelker's Autobody, veh maint/fuel, \$60.00, West End Water District, util, \$60.00, Western States Fire Prot Co, crthse fire alarm, \$62,792.00, WC Childrens Ctr, child ctr, \$3,187.50, WC 4-H Council, ext serv exp, \$359.26, WC Gazette, print/publ, \$585.17, WC Health Services, in-home health/jail medical, \$1,295.00, WC Humane Society, humane soc, \$637.50, WC Library, block alloc, \$23,567.32, WC Natural Resource Dist, nat res garden/hazard, \$1,168.75, WC Road & Bridge, veh maint/fuel, \$1,314.38, WC Sr Services, sr citizens, \$7,654.50, Weston Engineering, engineer srvc, \$2,500.00, Woody's Food Center, brd of prisoners, \$219.38, WY Automotive, repair/maint, \$289.47, WY Clerks of Dist Crt Assoc, fees/trans, \$150.00, WY Dept of Health, p-hlth exp, \$16,454.85, WY Dept of Health/Rental, p-hlth exp, \$253.00, WY Machinery, repair/maint, \$31,722.63, WY Medical Center, invol commit, \$26,573.40, WY Network, financial admin, \$209.20, WY State Bar, assoc dues, \$710.00. Net Payroll, \$136,164.36.

With no further business, the meeting was adjourned at 12:46 p.m.

Bill Lambert
Chairman

Attest: Jill Sellers
Weston County Clerk