

**WESTON COUNTY BOARD OF COMMISSIONERS**  
**OFFICIAL MINUTES**  
**December 18, 2018**

The meeting of the Weston County Board of Commissioners was called to order by Chairman Tony Barton at 9:00 a.m. at the Weston County Courthouse Annex. Commissioners Tony Barton, Bill Lambert, Marty Ertman, Tracy Hunt, and Ed Wagoner, and Clerk Jill Sellers were present. Commissioner Wagoner opened the meeting with prayer, and Chairman Barton led the Pledge of Allegiance. Commissioner-Elect Nathan Todd and Clerk-Elect Becky Hadlock were also in attendance.

**APPROVAL OF AGENDA**

Chairman Barton added the Powder River Heating & Air proposal and Thunder Basin National Grasslands Working Group report under New Business. Vice Chairman Lambert moved to approve the agenda as discussed; seconded by Commissioner Wagoner. Ayes: Lambert, Hunt, Wagoner. Nays: Ertman. Carried.

**APPROVAL OF CONSENT AGENDA**

Commissioner Wagoner moved to approve the consent agenda, which included the minutes of December 4, 2018 and executive session minutes of December 4, 2018; seconded by Commissioner Ertman. Carried.

**COUNTY ATTORNEY**

County Attorney-Elect Alex Berger and Ms. Saige Smith came before the Commissioners to report on plans for the Attorney's Office. Ms. Smith has been working well with the current Attorney's Office to manage a smooth transition. Either Attorney-Elect Berger or Ms. Smith plans to attend all Commissioner meetings. Attorney-Elect Berger reported that he will bring his own computers and phone systems and allow the county to use them. He will work with Golden West Technology to ensure the security of the systems on the county network. For staffing, he intends to go back to one staff member and one deputy attorney. He requested an adjustment to the deputy salary, which would combine the deputy attorney salary and the balance of the salary of the eliminated staff position. He will not request an increase in the current FY2019 budget.

**IT AUDIT**

Jon Iglehart and Tom Overstreet, Pro River Technology, presented the results of the information technology audit conducted on Weston County departments. Mr. Iglehart presented a seven-page summary of the 500+? page report, which included a review of the network, security, firewalls, passwords, access, billing, etc. The Commissioners requested a quote from Pro River Technology to manage and service the existing systems and networks that are currently handled by Golden West Technology, and also an optional quote to add the Sheriff's Department and other currently unmanaged county systems. Golden West Technology will be scheduled at the January 8<sup>th</sup> meeting to respond to the audit findings. Pro River Tech will develop a list of questions to help guide the Commissioners' discussion with Golden West. Golden West Technology will also be invited to submit a quote for services. Ms. Weigel will develop an RFP for IT services. Commissioner Hunt moved to authorize Ms. Weigel to coordinate with Pro River Technology to develop a list of questions to review the audit with Golden West Technology; seconded by Commissioner Wagoner. Carried.

## **ROAD & BRIDGE**

The Courtroom Remodel Team of Clerk of District Court Gidget Macke, Administrative Assistant Brookelyn Weigel, and Maintenance Foreman Steve Price reported on the status of the project.

Clerk of District Court Macke distributed a project meeting list from Hein Bond regarding furniture and other fixtures. Architect Randy Hein will be at the courthouse on December 19, 2018 at 11:00 a.m. to discuss the project. Options for juror and other courtroom chairs are still being researched.

CLT Flooring submitted a quote in the amount of \$35,640.00 for window blinds for the courtroom and District Court Office, which would match the ones installed this year in the Assessor's Office following the flood repairs. Commissioner-Elect Todd suggested the possibility of using anti-glare film on some of the windows. The Commissioners directed Clerk of District Court Macke to research options for window treatments. Outstanding issues include window treatments, cupola repairs and furniture. The exterior restoration project grant will go before State Land & Investment Board for consideration in January, which includes the cupola repairs. Ms. Weigel reported on the SLIB application for the Courthouse Exterior Restoration Project. The Commissioners indicated that if the grant is lowered from 75/25 to 50/50, then the cost would come from the General Fund. If that grant is not received, then the Commissioners would need to consider funding the project out of Cash or Depreciation Reserves and doing a budget amendment for that planned expenditure.

Vice Chairman Lambert moved to approve a voucher in the amount of \$7,583.00 as a deposit for custom furniture from TC Custom Woodworking out of Building and Grounds (100.00.26.0621000.0000); seconded by Commissioner Wagoner. Carried.

## **ADMINISTRATIVE REPORT**

Administrative Assistant Brookelyn Weigel reported on a Golden West Technology invoice for additional cameras on the third floor to cover blind spots in the remodeled space; this will be submitted under the 90/10 Courthouse Security SLIB grant with the county portion being \$423.49. Commissioner Hunt moved to approve the Golden West Technology quote for \$4,234.96 for additional security cameras; seconded by Vice Chairman Lambert. Carried.

The IRP Grant was submitted to the WYDOT district engineer; a response has not yet been received.

Commissioner Wagoner moved to authorize the Chairman's signature on the bond update for Michael's Construction; seconded by Vice Chairman Lambert. Carried.

Meetings with Governor and State Auditor with the Commissioners are still pending confirmation.

Window project bids will be scheduled to be opened, and then awarded in January.

## **CORONER**

Coroner Cyndi Crabtree readdressed the purchase of a hydraulic cot and presented a quote from Ferno EMS for a demo model. Vice Chairman Lambert moved to approve the purchase of a hydraulic cot for the Coroner in the amount of \$25,256.20 from Ferno EMS out of Financial Admin (100.00.20.0099000.0000); seconded by Commissioner Wagoner. Carried. The Coroner has fielded 36 calls this fiscal year; the inquest budget line item may be required to cover more calls before the end of FY2019.

## **OLD BUSINESS**

Clerk Sellers reported that property lists for Clerk, Assessor, Annex, and Public Health have been submitted to ADI for the new insurance policy. Karen Ackerman, ADI, will follow up with the department heads.

## **NEW BUSINESS**

Commissioners Barton, Ertman, and Wagoner attended the Wyoming County Commissioners Association (WCCA) board meeting in Casper on December 12-13, 2018. Commissioner Wagoner reported that Wyoming is the only State that does not have a County & Prosecuting Attorney Association, and WCCA hopes to help establish an association that would support proposed legislation on issues such as Title 25. Commissioner Ertman reported on the need for in-state veterans facilities; wildlife management; block chain; bitcoin mining; WyoLink; 911; and proposed legislation for 2019. Chairman Barton has also invited RT Communications to a meeting in January or February to discuss broadband. The next WCCA Executive Director should begin by January 15, 2019.

Vouchers submitted by County Administrator Dan Blakeman were reviewed by the Commissioners. Vice Chairman Lambert moved to approve mileage voucher for Administrator Dan Blakeman in the amount of \$493.23 for two trips (330 & 575 miles taken within 90 days of the voucher submission); seconded by Commissioner Hunt. Ayes: Lambert, Hunt, Wagoner. Nays: Ertman. The Chairman voted aye. Carried.

Chairman Barton vacated the Chairman and moved to approve salary voucher for County Administrator Dan Blakeman for prorated pay in November, and vacation and sick time; seconded by Vice Chairman Lambert. Discussion included the need for review by the human resources attorney with Employers Council. Commissioner Hunt moved to table the issue and the motion until the January 8<sup>th</sup> meeting pending review by Employers Council; seconded by Vice Chairman Lambert. Carried.

Vice Chairman Lambert moved to approve Tax Roll Correction #1251; seconded by Commissioner Hunt. Carried.

Vice Chairman Lambert moved to approve the surety bond policy for elected officials with ADI Insurance in the amount of \$571.24 for four years; seconded by Commissioner Wagoner. Carried.

Administrative Assistant Brooke Weigel presented a raise option for Road & Bridge Superintendent Rick Williams. Vice Chairman Lambert moved to approve a pay raise for Rick Williams in the amount of \$4.00 per hour for a total of \$27.20 per hour; seconded by Commissioner Hunt. Superintendent Williams has served the county for 40+ years, and only had cost of living raises along with county employees. The raise was provided for in the current FY2019 budget. Carried.

Vice Chairman Lambert moved to approve the easements for WGR Operating LP on Consent to Assign/Road Crossing Permits; seconded by Commissioner Wagoner. Attorney Curley is reviewing the request. Vice Chairman Lambert rescinded his motion; Commissioner Wagoner rescinded his second. Attorney Curley will pass it off to Attorney-Elect Berger to make a recommendation in the new year and will be included under Old Business.

Vice Chairman Lambert reported on the Thunder Basin National Grasslands meeting in Douglas on December 17, 2018. DRU Consulting was helpful in reporting on the options for research and overall meeting management and has been a useful resource to foster communications between entities. DRU Consulting will draft a supporting letter from Weston, Converse, and Campbell Counties to submit with

the Wyoming Department of Agriculture Director's letter to the U.S. Forest Service. The next meeting will be Tuesday, February 26, 2019.

Clerk Sellers reported that the next version of the Big Horn Imaging website has been activated, and activity has already increased. Weston County's revenue share for November was \$2,439.10; the scanning project is on track to be repaid within seven years.

Clerk Sellers asked the Commissioners for direction to store digital images of the land vault at the Wyoming State Archives at a monthly cost of \$234.00. Clerk Sellers recommended storing at least the images that are not available on the Big Horn Imaging website. A 4TB hard drive is stored in a fireproof safe in the Clerk's vault. This item will be included in the transition information.

Powder River Heating and Air has been working on the law enforcement building, including installation of insulation, which revealed fire and safety concerns. Chairman Barton directed Powder River Heating and Air to submit a change order to resolve the safety issues. Commissioner Hunt moved to authorize the Chairman's discretion on a change order to Powder River Heating and Air to resolve the fire safety issues in the law enforcement building; seconded by Vice Chairman Lambert. Carried.

The ramp at the law enforcement building remains a structural safety concern. Vice Chairman Lambert moved to authorize the Chairman to contact Brian Shippy with Structural Dynamics to assess the structural safety of the ramp at the law enforcement building; seconded by Commissioner Wagoner. Carried.

West End Water District and Cambria Service & Improvement District are not compliant with the State of Wyoming on reporting. The Department of Revenue issued letters stating that they are subject to dissolution if reporting is not completed by December 30, 2018. The notices will appear in the official newspaper, and dissolution actions will be added for consideration to the January 8<sup>th</sup> agenda.

Golden West Technology submitted their quarterly report, which outlined their services to our systems and network.

Maintenance Foreman Steve Price presented a proposal from Powder River Heating and Air for a biannual inspection program of the heating and air systems for all county buildings. Foreman Price recommended consolidating these inspections under Powder River, as they have the staff and resources for regular and consistent service and inspections, especially for the complexity of the new HVAC system at the courthouse. The law enforcement building prefers to remain with Black Hills Plumbing. Commissioner Hunt moved to approve the proposal from Powder River Heating and Air for a biannual inspection program in the amount of \$6,700.00; seconded by Vice Chairman Lambert. Carried.

GSM Construction should complete the deck on the law enforcement building this week, weather permitting.

Foreman Price recommended that the Commissioners tour the courtroom remodel and asked for guidance to manage the completion of the project.

**HOMELAND SECURITY**

Homeland Security Coordinator Denise Bradshaw submitted the FY2018 EMPG grant for signature. Commissioner Ertman moved to authorize the Chairman's signature on the FY2018 Homeland Security EMPG grant; seconded by Commissioner Hunt. Carried.

**STATE OF THE CLERK'S OFFICE**

Clerk Sellers submitted a report on accomplishments of the Clerk's Office during her term, including establishment of eRecording, acceptance of credit cards for payment, compilation of a transparent budget, digitization of vault records, establishment of a new revenue stream, and development of a comprehensive transition plan for Clerk-Elect Hadlock.

**PUBLIC COMMENT**

Dave Upton, Weston County resident, commented on the condition of and dust control problems on Barton Road. Ms. Weigel thanked Commissioner Lambert and Clerk Sellers for their service.

With no further business, the meeting was adjourned at 3:28 p.m.

Tony Barton  
Chairman

Attest: Jill Sellers  
Weston County Clerk