

WESTON COUNTY BOARD OF COMMISSIONERS
OFFICIAL MINUTES
December 5, 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. Chairman Lambert opened the meeting with prayer, and Commissioner Hunt led the Pledge of Allegiance.

APPROVAL OF AGENDA

Chairman Lambert reported that Randy Hein, Hein Bond Architecture, will not attend due to illness, and that Jerry Hunt, Weston Engineering, will not attend as scheduled, but likely attend later in the meeting. Commissioner Wagoner moved to approve the agenda as discussed; seconded by Commissioner Hunt. Carried.

APPROVAL OF VOUCHERS, PAYROLL AND COLLECTIONS

Vice Chairman Barton moved to approve the vouchers, payroll, and collections for November; seconded by Commissioner Ertman. Commissioner Wagoner abstained from voting on the two vouchers for Weston County Solid Waste District. Chairman Lambert vacated the Chair to vote aye. Carried.

APPROVAL OF MINUTES

Commissioner Wagoner moved to approve the minutes of November 21, 2017; seconded by Vice Chairman Barton. Carried.

BLACK HILLS AUTO SALVAGE

Attorney William Curley and Sheriff Bryan Colvard reported on an outstanding invoice from Black Hills Auto Salvage for impound fees. At the direction of Wyoming Highway Patrol, Kelly Stith, Black Hills Auto Salvage, impounded a vehicle for 510 days, resulting in an invoice for \$19,086.00. Mr. Stith discounted it by 50%, so \$9,543.00 is due and payable.

Costs of storage for evidence are the responsibility of the County in which it is stored. Sheriff Colvard arranged and directed that impounds will be stored in the County Evidence Building, as it has climate-controlled space available, and space to store one vehicle indoors. Storage in private, contracted facilities is not authorized. Sheriff Colvard is scheduled to meet with Colonel Kebin Haller of Wyoming Highway Patrol, regarding payment of this storage invoice, and to clarify evidence storage practices going forward.

Commissioner Hunt moved to table the decision on Black Hills Auto Salvage invoice until December 19th, following Sheriff Colvard's meeting with Wyoming Highway Patrol; seconded by Vice Chairman Barton. Discussion continued, including a call to Mr. Stith, in which he stated he was willing to wait two weeks so that Sheriff Colvard can represent the County to Wyoming Highway Patrol and ask them to pay the bill. Carried.

The Commissioners will draft a letter to Wyoming Highway Patrol for Sheriff Colvard to present to Colonel Kebin Haller of Wyoming Highway Patrol, requesting that the invoice be paid by Wyoming Highway Patrol since they ordered the storage.

OLD BUSINESS

Karen Ackerman of ADI Insurance reviewed the details of our renewal policy, including coverage for the Extension Office trailers and their contents, and removal of the rented tractor. The Extension Office trailers and their contents may require their own insurance policy; Clerk Sellers will review with Ms. Ackerman and the Extension Office. Clerk Sellers will forward a copy of the renewal policy to the Commissioners and Attorney for review.

NEW BUSINESS

Vice Chairman Barton moved to approve Tax Roll Corrections 1206, 1207, and 1208; seconded by Commissioner Wagoner. Carried.

Clerk Sellers reported that the Circuit Court line item 100.00.12.0289000.0000 has been depleted. When the FY2018 Budget was approved, Circuit Court was scheduled to be moved into the courthouse by December, but that plan has been delayed due to the construction schedule. Rent needs to be paid out of another line item for at least another quarter. Vice Chairman Barton moved to pay one quarter of rent (January-March 2018) for Circuit Court in the amount of \$2,400.00 out of Financial Admin (100.00.20.0099000.0000); seconded by Commissioner Ertman. Carried.

Commissioner Hunt moved to authorize the Chairman's signature on the FY2017 Weston County Historic Preservation Board Annual Report; seconded by Commissioner Wagoner. Carried.

Vicki Hayman, Weston County Extension Director, reported that 4-H Educator Stacy Buchholz will be transferring to Wheatland in February; Ms. Hayman requested to advertise the position in January. No information is yet available from the State of Wyoming on continued State support for the cost of the position. Ms. Hayman will appear on January 2nd to consider options for filling the position, either full time or part time, depending on State commitment to funding.

ADMINISTRATOR

Administrator Dan Blakeman reported that the fuel island at Road & Bridge project is progressing, and is scheduled to be completed by the end of this week.

The fire alarm system is nearly complete; Western States Fire Protection will be testing the system to certify completion.

Administrator Blakeman is rewriting the Joint Resolution without the consensus funds, as they are no longer eligible to be moved. The \$26,434.00 will be moved into a Courthouse Improvement budget line item.

EOC Phase I is \$138,672.00 and can only be used on the law enforcement building; no match requirement. Administrator Blakeman and Sheriff Colvard are researching an HVAC upgrade and ramp work for the outside access of the law enforcement building. EOC Phase II is complete.

Youth Building invoice is available, following the required 41 days, and will be paid in January.

The Law Enforcement Building agreement is being addressed with the City of Newcastle; a draft agreement will be made available to the County and City attorneys for review.

Senators Driskill and Meier and Representative Hunt will attend the December 19th meeting; Representative Lindholm has been invited, but has not yet confirmed his attendance. The December 19th meeting will be held in the District Courtroom in the courthouse.

COURTHOUSE AND ANNEX SPACE

The Commissioners reviewed and discussed office space in both the courthouse and annex, in order to determine the best use of offices to meet County needs. Discussion included remodel of the main floor of the courthouse, moving the Commissioners' Room back to the courthouse, rearranging office space at the annex, and possibly renting out street-side offices. No decisions were made; a committee of Elected Officials and the County Administrator will meet to discuss and bring recommendations to the Commissioners.

COURTROOM REMODEL PROJECT

Sixth Circuit Court Judge Matt Castano and Administrator Blakeman presented the architecture plans provided by Hein Bond Architecture for the Courtroom Remodel Project on the second floor of the courthouse. The purpose of the remodel would be to modernize the space for technology and security, as well as to fully utilize the space; the plan only includes basic upgrades, no structural changes, an ADA compliant bathroom, and a teller station for Circuit Court, which is moving to the courthouse from rented space. This would be the first major upgrade to the courtroom since the 1950s. Neither asbestos nor lead paint was found in preliminary surveys. Bid opening will be December 18th at 2:00 p.m. Administrator Blakeman will provide a breakdown of grant funding, match funding, etc. The Commissioners will award the project on December 19th.

WEED & PEST

Hale Redding, Weston County Weed & Pest, reported that they are set to close on the Renew property at 35 Fairgrounds Road on December 12, 2017; the right of first refusal will be included in the terms.

WESTON ENGINEERING

Jerry Hunt, Weston Engineering, reported that the construction and gravel on Bruce Road/Wildcat Creek project is complete, except for seeding, which will be scheduled in the spring. Weston Engineering surveyed Lynch Road and Upton-Fairview Road/Soda Creek Crossing; 10' culverts would allow for removal of the bridge on Lynch Road, which would create a two-lane road. Mr. Hunt will bring estimates to the December 19th meeting.

Commissioner Ertman moved that the Emergency Repair Grant vouchers (#62497, #62486 and #62527) presented on November 7th be adjusted to be paid according to the original voucher submission out of 355.50.55.0187000.0000; seconded by Commissioner Wagoner. Commissioner Ertman voted nay. Carried.

According to the Resolution 2017-01, the courthouse and County offices will be closed at noon on Friday, December 22 and Monday, December 25, 2017.

PUBLIC COMMENT

None.

VOUCHERS

066 NCPERS, financial admin, \$240.00, AFLAC, payroll ded, \$2,325.67, Blue Cross Blue Shield, financial admin, \$53,205.03, Great West Trust Co, payroll ded, \$2,225.00, WEBT, financial admin, \$178.50, WC

Clerk, financial admin, \$42,945.51, 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, \$29,387.38, Morrison Maierle, airport master plan, \$39,465.00, Ad Pro, attny exp, \$147.33, Advanced Drug Testing, misc, \$26.00, Alpha Communications, tower rent, \$55.00, American Welding & Gas, repair/maint, \$293.35, AT&T Mobility, comm, \$1,420.42, Axis Forensic Toxicology, coroner exp, \$250.00, BH Energy, util, \$3,987.51, BH Occupational Medicine, pre-employment, \$30.00, Blue Star Policy Supply, uniforms, \$290.49, Brookelyn Weigel, mile/trvl, \$196.35, Byrand Streeter, contract wages, \$1,158.75, Cambria Car Wash, fuel tank maint, \$110.00, Cambria Supply, repair/maint, \$547.61, Cardiac Science Corp, jail medical, \$1,775.00, City of Newcastle, util/dispatch/pub def, \$5,428.76, Computer Info Systems, brd of prisoners, \$15,000.00, Croell Redi-Mix, fuel tank maint, \$4,648.00, Crook Co Medical Services, pre-employment, \$243.00, Culligan Water Conditioning, misc, \$34.50, Cynthia Crabtree, coroner exp, \$365.94, Dan Blakeman, mile/trvl, \$1,005.80, Decker's Market, misc, \$10.00, Defensive Edge Training & Consulting, school exp, \$840.00, Double D, repair/maint, \$1,887.91, Employee Data Forms, financial admin, \$24.00, Finkey Law, special attny, \$150.00, Fisher Sand & Gravel, gravel/rd mtrl/fuel tank maint, \$10,506.88, Focus, focus, \$956.25, Frontier Home Ranch & Hardware, repair/maint, \$734.01, Gillette Steel Center, Imbr/clvrts/brdg, \$1,033.25, Godfrey's Brake Service, repair/maint, \$629.83, Golden West Technologies, comp software/hmlnd sec exp, \$3,563.41, Grimm's Pump, fuel tank maint, \$519.40, Howard White Construction, maj repairs, \$27,063.00, IAAO, mile/trvl, \$210.00, Jill Sellers, mile/trvl, \$96.30, Jodi Brooks, wic, \$5.50, JW Services, co rd fund, \$105,895.36, Kara Fladstol, ext serv exp, \$64.20, Kregel Towing & Recovery, veh maint/fuel, \$50.00, Lori Bickford, p-hlth exp, \$22.70, Lubnau Law Office, special attny, \$2,149.44, MasterCard, veh maint/fuel, \$3,287.21, Max Masters, gis land records, \$1,900.00, Mile High Shooting, equip/ammo, \$1,332.50, Moore Medical, p-hlth exp, \$76.71, Mountain States Lithographing, election supp, \$36.87, NACCTFO, supp, \$75.00, National District Attorney's Assoc, assoc dues, \$105.00, Neela Beardsley, other employees, \$168.00, Newcastle Ambulance Service, ambulance/invol commit, \$5,335.00, Newcastle Motors, veh maint/fuel, \$604.08, News Letter Journal, office exp/brd of prisoners, \$1,025.59, Office Ally, p-hlth exp, \$39.90, Osage Improvement & Service Dist, coroner exp, \$300.00, Outlaw Motors, youth services, \$20.00, Postmaster c/o Sheriff, post/freight, \$360.00, Powder River Energy Corp, util, \$1,237.72, Preventive Health & Safety Division, p-hlth exp, \$79.00, R&S Northeast, p-hlth exp, \$64.91, RDJ Specialties, hmlnd sec exp, \$283.36, Reserve Acct-Pitney Bowes, post/freight, \$3,825.00, Roadrunner Disposal Service, util, \$60.00, Rocky Mtn Behavioral Healthcare, pre-employment, \$500.00, RT Communications, comm, \$3,084.41, SCB Sales & Service, veh maint/fuel, \$260.58, Securus, inmate program, \$319.60, Servall Uniform/Linen Co, janitor supp, \$133.28, ShopKo, p-hlth exp, \$23.97, Short Stop, oil/gas, \$1,717.63, Southwest Public Safety, hmlnd sec exp/new equip, \$1,130.95, The RT Cox Law Firm, special attny, \$392.00, Top Office Products, supp, \$452.95, TruGreen, janitor supp, \$1,571.45, Upton Ambulance, ambulance, \$3,750.00, Upton Co-op Assn, fuel tank maint, \$150.00, Verizon Wireless, comm, \$274.38, Vicki Hayman, ext serv exp, \$31.03, Visa, mile/trvl, \$901.27, Visual Systems Group, hmlnd sec exp, \$1,190.00, WC Solid Waste District, wcswd, \$3,750.00, West End Water District, util, \$60.00, WC 4-H Council, ext serv exp, \$253.70, WC Gazette, print/publ, \$500.43, WC Health Services, in-home hlth/misc, \$1,439.00, WC Library, block alloc, \$23,567.32, WC Sr Services, brd of prisoners, \$1,790.00, Weston Engineering, engineer srvcs, \$10,949.80, William Curley, trvl/meals, \$257.29, Woody's Food Center, brd of prisoners, \$166.88, WY Automotive, repair/maint, \$107.19, WY Behavioral Institute, invol commit, \$2,066.00, WY Dept of Health/Rental, p-hlth exp, \$253.00, WY Medical Group, invol commit, \$4,710.00, WY Machinery, repair/maint, \$11,962.31, WY Network, financial admin, \$209.20. Net Payroll, \$139,598.22.

With no further business, the meeting was adjourned at 2:15 p.m.

Bill Lambert
Chairman

Attest: Jill Sellers
Weston County Clerk