

**WESTON COUNTY BOARD OF COMMISSIONERS
OFFICIAL MINUTES
December 6, 2016**

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, Tracy Hunt, Randy Rossman, Marty Ertman, and Tony Barton, and County Clerk Jill Sellers and County Administrator Dan Blakeman. Commissioner Rossman opened the meeting with prayer, and Commissioner Barton led the Pledge of Allegiance.

CONSENT AGENDA

Clerk Sellers added Clerk's winter meeting to New Business. Commissioner Barton moved to approve agenda as amended; seconded by Commissioner Rossman. Carried.

APPROVAL OF MINUTES

Commissioner Barton moved to approve the minutes of November 15, 2016; seconded by Commissioner Ertman. Carried.

Commissioner Ertman moved to approve the executive session minutes of November 15, 2016; seconded by Commissioner Rossman. Carried.

Commissioner Rossman moved to approve the minutes of the Prairie Dog Coordination Meeting of November 22, 2016; seconded by Commissioner Barton. Carried.

VOUCHERS

Commissioner Rossman moved to approve the vouchers, minus warrant #61406, which will be held for further discussion; seconded by Commissioner Ertman. Carried.

BUDGET HEARING

Chairman Lambert opened the budget hearing. \$1,424.60 to the General Fund, then transferred to the District Court; and \$90.52 into the General Fund from the Clerk's checking account. Chairman Lambert called for public comment three times; there were none. Commissioner Rossman moved to approve the budget adjustment amendment as stated; seconded by Commissioner Ertman. Carried.

DISCUSSION

Commissioner Ertman began discussion for the Wyoming County Commissioners Association dues. Commissioner Ertman offered to personally pay the balance of the dues. Commissioner Rossman stated that the Commissioners should pay their dues out of county funds. A budget adjustment hearing will need to be scheduled. Commissioner Ertman will donate \$2,899.00 to the county, which she requested be marked for repairs due to the water damage. Budget hearing will be arranged for December 20, 2016.

Break was called at 10:08 a.m.; reconvened at 10:25 a.m.

LANDFILL

Dustin Upton, Mayor of Upton, addressed the mill levy passed on the solid waste district, which will be collected starting in 2018. Upton is already beginning discussion about transferring solid waste. Commissioner Ertman explained that the Assessor will send out property tax increases. Then a Board of

Equalization will be scheduled to allow for protest of tax increase by property owners. Once approved, it will be 2018 before taxes begin to be collected.

Ed Wagoner reported that Weston County Solid Waste District (WCSWD) is looking at engineering firms to move forward, including looking for suitable land on which to establish the landfill. The WCSWD is aware of the timeline working against Upton. Wagoner reported that will be at least 3-5 years before the new landfill is in place for use.

Mayor Upton reported that he intends to request an extension from Department of Environmental Quality (DEQ), in order to allow for time to plan for transfers to the new county landfill. The Upton landfill has had no violations, so their working relationship with DEQ is healthy and productive. The WCSWD Board is more than willing to help the Upton landfill, and they will coordinate efforts and share information. Mr. Wagoner reported that DEQ regulations mirror the federal Environmental Protection Agency (EPA) regulations.

Knowing the timeline, Mayor Upton will be able to make decisions and take actions accordingly.

OLD BUSINESS

The insurance claim for the water damage at the courthouse is being processed. The Clerk and the County Administrator have provided Nicole Layman of Glatfelter Insurance with photos, inventory and cost lists, in order to expedite the payment of the claim. Glatfelter has not provided a payment timeline.

Porter, Muirhead, Cornia and (PMCH) is finishing their audit, and will be on-site again on December 14-15, 2016. Commissioner Ertman suggested to readdress our auditors with the RFP process. The Clerk will gather numbers from other counties to gauge our costs.

The USFS announced via press release on November 28, 2016 that they have established a cooperator group for prairie dog management, which has likely been finally put forward due to our public Prairie Dog Coordination Meeting of November 22, 2016.

The Department of Labor's overtime regulation that was due to go into effect on December 1, 2016 has been delayed by an injunction. The county policy on overtime still needs to be closely addressed and managed.

Caleb Thompson has started as the new Mallo Camp Manager.

The Coroner is over budget in their line item for investigations, due to the Coroner's Inquest. Any future funding will need to be approved out of another line item.

NEW BUSINESS

For the Local Government Liability Pool (LGLP) board member ballot, the Board of Commissioners unanimously agreed to vote for Brad Basse for the At-Large Position and Tom Ringley for the County Commissioner Position. The Clerk will return the ballot by mail to LGLP.

Public Health fire protection contract presented for signature. Commissioner Barton moved to authorize Chairman's signature on the Western States Fire Protection agreement with Weston County Public Health \$1,605.00; seconded by Commissioner Rossman. Carried.

Sunset Ranch Water District will be submitting a petition to enlarge the district. The Clerk will schedule the hearing once the requirements have been met.

The US Fish & Wildlife Conservation Strategy was presented for comments, as the response deadline is December 28, 2016. Commissioner Ertman sent it to the WCCA Gregory Cowan, but no comment has received so far. Board is considering drafting a response. It will be added to Old Business for December 20, 2016.

Commissioner Ertman will submit a letter regarding SRS; the Board approved such a letter.

The winter meeting of County Clerks in Cheyenne is scheduled for January 24-26, 2016, and the Clerk wishes to attend. No travel monies nor a line item were provided in the budget for Clerk or County Administrator travel. Line items must state convention and travel. The WACO voucher from the County Administrator was scheduled to be paid for out of Financial Administration. Commissioner Ertman moved that warrant #61406 in the amount of \$135.00 be paid; seconded by Commissioner Barton. Carried.

The Clerk will gather travel cost information from all the departments and report to the Commissioners on December 20, 2016. A budget amendment will be required to put monies back into those line items.

PUBLIC COMMENT

Mark Pollat requested status on the easement of Salt Creek Road. Mr. Pollat asserts that damage was done to his pick up by the speedbump that was reportedly installed by John Ackerman. William Curley, County Attorney, reported that the county had refused a request to install speedbump(s) on Salt Creek Road. County Attorney Curley will review the status of the road with Road and Bridge. County Attorney will record the status of Salt Creek Road, per RIP, via correspondence to Mr. Ackerman's attorney, and will be respond to Mr. Pollat.

Break was called at 11:37 a.m.; reconvened at 1:00 p.m.

HOMELAND SECURITY

Sheriff Bryan Colvard introduced Denise Bradshaw, who was hired as the Homeland Security (HLS) Coordinator. Ms. Bradshaw presented her experience, which is primarily in Emergency Response. She is tasked with coordination and support with all entities in the County. Ms. Bradshaw will be in Cheyenne for training on December 7-8, 2016, and then will hit the ground running catching up on reports to the State, etc. Ms. Bradshaw took her oath of office before the meeting, which was notarized. Commissioners clarified the HLS chain of command, as well as the job description and employment status.

The Tahoe will be used as the Homeland Security vehicle by Ms. Bradshaw, as it will be equipped with HLS supplies and radios, etc. Since the county van and the sheriff's detention van are both restricted to town-only driving, due to their current conditions, Sheriff Colvard will look into trading in both for one solid used vehicle.

Two of the patrol trucks have been stripped down of their law enforcement to be passed on, possibly to Road and Bridge. Consideration will be to give one to Mallo Camp; the Mallo pick up to the Fairgrounds; and the other to Road and Bridge.

Sheriff Colvard will renew the video surveillance contract, and report back to the Commissioners.

ADMINISTRATOR

County Administrator Blakeman reported on the team effort in the wake of the courthouse flooding. The courthouse has been cleaned up; he commended Cleaning Unlimited for their work. He requested the Chairman's signature for grant monies, and do the application for SLIB. Commissioner Ertman contacted WCCA, as they also have a fund for emergency funding for courthouse repairs. Blakeman reported that he would like to continue with Colleen Donaldson and her crew. Commissioner Ertman moved to authorize Mr. Blakeman to pursue emergency SLIB funding for courthouse repairs and to authorize the Chairman's signature on such; seconded by Commissioner Rossman. Carried.

The County Attorney has been moved to the Annex building, due to damage at their offices in the courthouse basement. County Administrator Blakeman asked for Commissioner Barton's help to assess bids on remodeling the Annex building. The estimate is at or near \$200,000, which he hopes to lower in coordination with Commissioner Barton.

The GIS Mapping position is still in flux, as no official resignation has been received from Fran Lehman. Planning and Zoning questions are not currently answerable at the courthouse. There is still a need for a part time position, despite some of the duties having been reallocated to other employee(s). For Road Identification Project (RIP), County Attorney can coordinate RIP information and make it available online and in print format, if necessary.

Open bids on the youth building roof project. Heath, Leighton Construction, presented information on the project bids. Commissioner Rossman asked for an explanation between the disparity between the bids, which was partly explained by the fact that the low bid was a local contractor, and the others were from Gillette and elsewhere, and likely included travel/mileage costs. Architects assessed the project using building codes and timeframe for completion. Change orders are not anticipated, however, they did include a \$2,000 line item which could absorb potential changes. Commissioner Barton moved that the bid from Leighton Construction in the amount of \$69,500.00; seconded by Commissioner Ertman. Discussion included consideration for the total cost and management of changes to ensure that costs are not overrun to the point that it ends up costing the highest bid amount. The specifications and requirements were provided by the county to all contract bidders. Timeframe for completion is specified at 40 days, with a \$500 per day penalty clause. Voted called. Carried.

Break was called at 1:48 p.m.; reconvened at 2:01 p.m.

ROAD & BRIDGE

Rick Williams reported that the Lynch Road bridge is rusted and is in need of replacement. Commissioner Ertman recommended contacting Department of Transportation, as they have jurisdiction on all bridges. The Bruce Road bridge was repaired by adding uprights to provide support; it would be a good location for a culvert. New window has been ordered, and needs to be installed in the county shop. The 1995 pick up needs a new fuel tank, which will come out of the equipment repair line item. County Administrator Blakeman also thanked Road and Bridge for providing personnel to help with clean up and moving furniture at the courthouse.

PUBLIC COMMENT

None.

The public was invited to the Courthouse Lobby to celebrate Commissioner Rossman's retirement from the Board of Commissioners. Commissioner Rossman expressed his gratitude for his time working with the County and the Board of Commissioners.

VOUCHERS

066 NCPERS, financial admin, \$240.00, AFLAC, payroll ded, \$2,073.77, Blue Cross Blue Shield, financial admin, \$55,062.50, Office of Child Support, payroll ded, \$175.00, Orchard Trust, payroll ded, \$1,595.00, WEBT, financial admin, \$174.75, WC Clerk, financial admin, \$42,602.50, WC Treasurer, financial admin, \$20.00, WY Child Support, payroll ded, \$1,175.00, WY Dept of Workforce Services, financial admin, \$2,208.72, WY Retirement System, financial admin, \$29,525.23, Gem City Roofing Inc, oper cntr, \$44,422.00, HDR Engineering Inc, youth exhbtr imprv, \$2,587.50, Michael Worden, vital stats, \$55.00, Wireless Advanced Comm, misc eqp, \$13,345.52, Hermes Consolidated Inc, oil/gas, \$23,877.48, Morrison Maierle Inc, airport master plan, \$39,465.00, 21 Electric LLC, repair/maint, \$1,212.00, Advanced Communications, supp, \$25.00, Advanced Drug Testing Inc, misc, \$26.00, Alinea Coy, election exp, \$126.31, Alpha Communications, tower rent, \$55.00, Arrow Service, veh maint/fuel, \$778.80, Ashley Malsam, wcswd, \$140.74, AT&T Mobility, comm, \$1,683.24, Bailey R. Domina, wcswd, \$153.70, Barbara Crow, election exp, \$129.63, Barbara Hansen, election exp, \$142.32, Barbara J. Lebsack, election exp, \$133.25, Barbara Jo Riggs, election exp, \$107.88, BH Auto Salvage, financial admin, \$158.60, BH Chemical & Janitorial, brd of prisoners, \$684.01, BH Energy, util, \$3,674.94, BH Plumbing, repair/maint, \$251.23, Bullseye Promotions, veh maint/fuel, \$70.00, Bunn & Associates, inquest, \$3,359.64, Byrand Streeter, contract wages, \$1,158.75, C&J Newcastle Hardware, repair/maint, \$101.64, Cambria Car Wash, veh maint/fuel, \$100.00, Cambria Supply, repair/maint, \$413.71, Carolyn Peterson, election exp, \$141.89, Christine French, election exp, \$46.25, City of Newcastle, util/dispatch/pub def/p-hlth exp, \$5,716.94, Cleaning Unlimited, maj repairs, \$16,253.00, CNA Surety, supp, \$440.00, Connie Tooman, election exp, \$136.73, Courtney Rainbolt, election exp, \$53.50, Culligan Water Conditioning, misc, \$28.00, Cynthia Crabtree, inquest, \$342.06, Dawnyell Nagle, wcswd, \$25.38, Deanna Beck, election exp, \$158.40, Debbi Piper, election exp, \$127.39, Deborah K. Jorrey, election exp, \$28.85, Decker's Market, supp, \$5.78, Denette J. Price, election exp, \$42.63, Denise Thompson, election exp, \$126.00, Dixon Bros, oil/gas, \$315.71, Dorla Sackett, election exp, \$122.38, Ellen Butts, election exp, \$135.06, Emalee Sweet, wcswd, \$153.70, Emily Pearson, wcswd, \$25.38, Erika Schultz, wcswd, \$115.13, Fastenal Company, repair/maint, \$110.34, Finkey Law LLC, special attny, \$472.50, Fisher Sand & Gravel, grvl/rd mtrl, \$6,702.76, FOCUS, focus, \$956.25, Francie Goode, election exp, \$116.94, Frontier Home Ranch & Hardware, repair/maint, \$181.97, Gary Lebsack, misc, \$48.50, Georgia Japp, election exp, \$118.75, Gloria Riehemann, election exp, \$198.05, Godfrey's Brake Service, repair/maint, \$219.46, Golden West Technologies, comp software/new equip, \$6,759.49, Grace Davis, election exp, \$115.13, Great Western Tire, repair/maint, \$1,401.84, Grimm's Pump & Industrial Supply, airport exp, \$641.95, Haley Jo Barker, wcswd, \$137.11, Halle M. McCoy, wcswd, \$143.90, HDR Engineering, youth exhibit, \$6,517.50, Hein Bond, crthse repairs, \$21,508.48, Hillyard/Sioux Falls, janitor supp, \$93.03, IAAO, mile/trvl, \$190.00, Inland Truck Parts, repair/maint, \$2,026.23, James Tooman, election exp, \$136.73, Jane Capps, election exp, \$139.66, Janet E. Materi, election exp, \$150.53, Janice F. Howell, election exp, \$122.38, Joann Fassbender, election exp, \$118.75, Jodi Brooks, wic, \$2.99, Kara Lenardson, election exp, \$18.13, Karen Carter, election exp, \$111.50, KASL, p-hlth exp, \$338.84, Kathryn F. Thomas, election exp, \$107.88, Kathryn M. Davis, election exp, \$136.68, Kayla Overman, election exp, \$30.81, Kellie Baker, election exp, \$151.15, Kelly Daniels, election exp, \$118.75, L3 Communications Mobile-Vision, officer equip, \$439.00, Laura Bock, election exp, \$176.45, Lavonne Roberts, election exp, \$122.38, Lea Mendinghall, wcswd, \$150.07, Leslie Townsend, election exp, \$115.82, Lori Bickford, p-hlth exp, \$648.55, Lyle Signs Inc, Imbr/clvrts/brdg, \$283.41, Mary Butts, election exp, \$46.25, Mary Dixon, election exp, \$111.50, MasterCard, veh maint/school exp, \$271.77, Max Masters, gis land records, \$1,900.00, MG Oil Company, oil/gas, \$1,682.61, Michelle Sweet,

p-hlth exp, \$195.00, Newcastle Ambulance Service, ambulance, \$1,250.00, Newcastle Motors, veh maint, \$308.88, News Letter Journal, print/publ/supp/p-hlth exp, \$2,154.03, Nutrition Matters Inc, wic, \$60.00, Pam Brackett, election exp, \$30.81, Paulette Thompson, election exp, \$30.81, Phyllis Sundstrom, election exp, \$36.25, Plainsman, supp, \$5,058.72, Porter Muirhead Cornia & Howard CPAS, financial admin, \$15,000.00, Postmaster c/o Sheriff, post/freight, \$330.00, Powder River Energy Corp, util, \$1,231.08, Powder River Heating & AC, maj repairs, \$300.70, Power Plan OIB, repair/maint, \$2,514.43, Preventive Health & Safety Division, p-hlth exp, \$28.00, ProForce Law Enforcement, officer equip, \$361.59, Ringer Law PC, special attny, \$30.00, Roadrunner Disposal Service, util, \$60.00, Round Up Feed & Ranch Supply, Imbr/clvrts/brdg, \$111.06, RT Communications, comm, \$3,276.27, Sandra Bulawa, election exp, \$156.20, Sandra Walford, election exp, \$118.75, Sanofi Pasteur, p-hlth exp, \$2,225.81, SCB Sales & Service, veh maint/fuel, \$302.47, Secretary of State, pub rel, \$30.00, Servall Uniform/Linen Co, misc, \$435.20, ShopKo, brd of prisoners, \$105.63, Stacy Buchholz, ext serv exp, \$16.65, Steve Rozier, inquest, \$1,365.00, Susan K. Jones, election exp, \$115.13, Susan K. Overman, election exp, \$30.81, Susan Kettley, election exp, \$89.75, Susan Love, election exp, \$138.58, Tabitha Pillen, wcswd, \$111.50, Tammy Cleverdon, election exp, \$42.63, Tayler Ford, election exp, \$53.50, Teigen Marchant, wcswd, \$25.38, Theodore E. Thompson, election exp, \$30.81, Thomas L. Bennett, coroner exp, \$4,000.00, Timberline Services, grvl/rd mtrl, \$14,664.59, Tina Conklin, veh maint/fuel, \$171.93, Tonia S. Mills, election exp, \$129.63, Top Office Products, supp, \$1,171.24, Ultra Max, det equip/ammo, \$753.00, Upton Co-op Assn, veh maint/fuel, \$264.00, Urbin Law Office LLC, special attny, \$216.51, Vanita Epperson, election exp, \$138.58, Verizon Wireless, p-hlth exp, \$182.52, VISA, mile/trvl/supp, \$1,620.28, Voelker's Autobody, veh maint/fuel, \$90.00, WACO, financial admin, \$135.00, Wayne Erickson Family Dental, jail medical, \$313.00, West End Water District, util, \$60.00, West Payment Center, law library, \$332.33, Western States Fire Prot Co, maj repairs, \$252.00, WC Children's Center, child ctr, \$3,187.50, WC 4-H Council, ext serv exp, \$364.30, WC Gazette, print/publ, \$1,746.97, WC Health Services, misc, \$85.00, WC Public Health, jail medical, \$100.00, WC Road & Bridge, veh maint/fuel, \$2,917.77, WC Sr Services, brd of prisoners, \$3,330.00, Weston Engineering Inc, engineer srvs, \$1,000.00, Wireless Advanced Communications, veh maint/fuel, \$843.93, Woody's Food Center, brd of prisoners, \$347.12, WY Automotive Co, oil/gas/repair/maint, \$409.52, WY Dept of Health, p-hlth exp, \$253.00, WY Machinery Co, repair/maint, \$1,533.71, WY Network, financial admin, \$200.00, Wyoma M. Jungck, election exp, \$118.75. Net Payroll, \$137,610.68.

With no further business, the meeting was adjourned at 2:20 p.m.

Bill Lambert
Chairman

Attest:

Jill Sellers
County Clerk