

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

The meeting of the Weston County Board of Commissioners was called to order by Vice Chairman Bill Lambert at 9:00 a.m. at the Weston County Courthouse Annex. Commissioners Bill Lambert, Marty Ertman, and Ed Wagoner, and Clerk Jill Sellers were present. Vice Chairman Lambert opened the meeting with prayer, and Clerk Sellers led the Pledge of Allegiance.

**APPROVAL OF AGENDA**

Vice Chairman Lambert requested to add an Executive Session prior to the Handbook Review for personnel. Commissioner Wagoner moved to approve the agenda as discussed; seconded by Vice Chairman Lambert. Roll call vote – Nays: Ertman. Ayes: Wagoner and Lambert. Carried.

**APPROVAL OF MINUTES**

Commissioner Wagoner moved to approve the minutes of September 4, 2018; seconded by Vice Commissioner Ertman. Roll call vote – Ayes: Wagoner, Ertman, Lambert. Carried.

**VFW POST 2516**

Post Commander Stan Dixon, Senior Vice Commander Tom Streeter, and Post Quartermaster Chris Rhoades reported on new leadership at VFW Post 2516. They plan to realign their services and to mend relationships with local government entities, in order to provide services for veterans in the county. The VFW Post is open to the public as guests of the veterans, and the hall is also available for rent.

**ASSESSOR**

Commissioner Wagoner moved to approve Tax Roll Corrections #1236 – 1245; seconded by Commissioner Ertman. Roll call vote – Ayes: Wagoner, Ertman, and Lambert. Carried.

Assessor Tina Conklin reported on the County Boundary and Annexation Survey (CBAS) that requires signatures from Weston County, City of Newcastle, and Town of Upton. Assessor Conklin will coordinate with Newcastle and Upton to ensure proper reporting to the U.S. Census Bureau.

The rental contract for the Pitney Bowes postage machine expires in December. Assessor Conklin presented options for renewal. Commissioner Ertman moved to authorize the Chairman's signature on the Pitney Bowes rental contract for \$650.07 per quarter and on the required tax exemption form; seconded by Commissioner Wagoner. Roll call vote – Ayes: Wagoner, Ertman, and Lambert. Carried.

**OLD BUSINESS**

Clerk Sellers requested that a Budget Amendment Hearing be scheduled, in order to move the Annex copier costs under the Annex budget and to add other unanticipated funds to the current fiscal year budget. Commissioner Ertman moved to schedule a Budget Amendment Hearing on October 16, 2018 at 10:00 a.m.; seconded by Commissioner Wagoner. Roll call vote – Ayes: Ertman, Wagoner, and Lambert. Carried.

Attorney Administrative Assistant Pam Brackett reported that the large copier is still not in use by the Attorney staff due to connectivity problems with the Linux system; she recently purchased ink for their individual printers in order to continue to operate. She also recommended the consideration of not

investing in a solution for the Linux system, since Attorney-elect Alex Berger will likely choose a compatible system, and it may resolve itself beginning in January.

#### **NEW BUSINESS**

Commissioner Wagoner moved to authorize the Chairman's signature on the Wyoming Guardian Ad Litem Program and Weston County Memorandum of Understanding; seconded by Commissioner Ertman. Roll call vote – Ayes: Wagoner, Ertman, and Lambert. Carried.

Commissioner Ertman moved to authorize the Chairman's signature on the Provider of Service Agreements for In-Home Health and Upton Chamber of Commerce; seconded by Commissioner Wagoner. Roll call vote – Ayes: Ertman, Wagoner, and Lambert. Carried.

Clerk Sellers reported on preparations for the first meeting of 2019 with Oaths of Office scheduled in District Court on Monday, January 7, 2019, and the first meeting of the new year on Tuesday, January 8, 2019.

#### **TRAVEL COMMISSION**

Bruce Perkins, President of the Travel Commission Board, requested funding for repairs to the "Welcome to Newcastle" sign at the north entrance on Highway 85. The Commissioners redirected the Travel Commission to submit a Provider of Service request for the FY2020 budget in the spring.

The Thunder Basin National Grasslands Tri-County Coalition of Commissioners and Wyoming Department of Agriculture are scheduled to meet in Douglas to discuss the TBNG black tailed prairie dog and Black Footed Ferret issues on September 25, 2018.

#### **EXECUTIVE SESSION**

Commissioner Wagoner moved to go into Executive Session per W.S. 16-4-405(a)(ii); seconded by Vice Chairman Lambert. Roll call vote – Ayes: Wagoner and Lambert. Nays: Ertman. Carried. Executive Session began at 10:15 a.m.; regular meeting reconvened at 10:21 a.m. No decisions were made in Executive Session.

Clerk Sellers reported on the Handbook Review by the Elected Officials, which is approximately 80% complete, and specifically requested review of donated sick leave policy. Assessor Conklin, Treasurer Overman, Clerk of District Court Macke, and Clerk Sellers each commented on the county's sick time donation policy and the interest of their employees to donate to a current employee in need.

Commissioner Ertman moved to lower the required number of remaining hours after donating sick time to 120 hours; to allow donations of more than 40 hours per calendar year; and at this time, for employee Sarah Thompson, to waive the maximum receipt limitation of 240 hours per calendar year, per Employee Handbook dated July 1, 2016; seconded by Commissioner Wagoner. Roll call vote – Ayes: Ertman, Wagoner, and Lambert. Carried. Ms. Thompson's employee status will be scheduled for review on October 16, 2018 in Executive Session, if necessary.

#### **ADMINISTRATOR**

Administrator Dan Blakeman reported on the draft of the ONEOK Pipeline Road Use Agreement, which will be addressed with Superintendent Williams in the afternoon session.

**COURTROOM TOUR**

Administrator Blakeman commented that the courtroom tour will also reveal the furniture requirements, as the Commissioners had previously directed the architect to remove those items from the original plans before the project was approved. The old office furniture for the District Court will not physically fit into the renovated space. Meeting adjourned at 10:47 a.m. to tour the courtroom. The Commissioners, press, and public in attendance toured the courtroom to survey the construction, which is approximately 60% complete. The tour ended at approximately 11:40 a.m.

**HOMELAND SECURITY**

Discussion on Homeland Security budget and accounts will be rescheduled.

**ROAD & BRIDGE**

Superintendent Rick Williams and CAT Representative Jeremiah Wolski discussed the CAT lease program for motor graders. The CAT program would budget for annual expenses, with the possibility of hourly billing based on usage, discounts through the Sourcewell government program (Weston County Sheriff ID #53683), total warranty on machines and service fees, satellite tracking, and monitoring for service requirements. Superintendent Williams supports the lease option, with the overall goal of stabilizing road and bridge equipment and mitigating repair and maintenance costs. Superintendent Williams will draft a replacement plan for consideration.

**PUBLIC COMMENT**

Elizabeth Sanford, Weston County resident, complimented Road and Bridge on repairs underway on old Highway 85.

With no further business, the meeting was adjourned at 2:41 p.m.

Bill Lambert  
Vice Chairman

Attest: Jill Sellers  
Weston County Clerk