

WESTON COUNTY BOARD OF COMMISSIONERS
OFFICIAL MINUTES
September 4, 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 Nick Trandahl of the *Weston County Gazette* led the Pledge of Allegiance.

APPROVAL OF AGENDA

Clerk Sellers requested to move CMAQ Morrissey Road under Road & Bridge instead of Old Business. Vice Chairman Lambert moved to approve the agenda as discussed; seconded by Commissioner Wagoner. Carried.

APPROVAL OF CONSENT AGENDA

Vice Chairman Lambert moved to approve the consent agenda, which includes: payroll and deduction vouchers in the amount of \$291,535.35; vouchers in the amount of \$486,784.57, minus voucher #63706; collections for County Clerk in the amount of \$13,699.00; collections for District Court in the amount of \$1,764.67; minutes of August 21, 2018; executive session minutes of August 21, 2018; seconded by Commissioner Ertman. Carried.

SLIB Grants paid: Golden West Technologies – \$399.45; Hein/Bond – \$1,357.24; Gilberto Martinez – \$96.00; Michael’s Construction – \$25,902.37

OLD BUSINESS

Vice Chairman Lambert moved to opt-in to the PILT Class Action Law Suit; seconded by Commissioner Wagoner. Carried.

Sheriff Colvard and Homeland Security Coordinator Denise Bradshaw will be scheduled at the September 18th meeting to discuss Homeland Security accounts. Ms. Bradshaw reported that she plans to send all vouchers through the Sheriff’s Office starting in September.

Administrator Blakeman reported on the SLIB Audit Letter, noting that the remaining requirements outlined in the letter will be easily addressed, except for CWC-15124 on the Central Weston County Solid Waste Project, as it is not managed by the County Administrator. He will draft a response to SLIB, notifying them that the recommendations are being addressed by Weston County and will be implemented on future grant awards.

The copier/printer at the Annex will need to be addressed in a budget amendment to remove it from the Extension Office budget. Concerns remain about the Attorney’s Office still not using the copier/printer that was provided to the building. Attorney Curley will contact Golden West Technology to schedule a time to affect a technical solution to the compatibility between the attorney’s Linux operating system and the Sharp printer. Attorney Curley will advise the Clerk when it’s functional.

Commissioner Hunt addressed Attorney Curley, asking about the possibility of providing statistics on cases and resulting prosecutions, in order to assist the Commissioners in evaluating the productivity and funding going forward with the new county attorney. Attorney Curley will consider reporting options.

NEW BUSINESS

Commissioner Ertman reported on the WCCA meeting scheduled for September 14, 2018 with the Wyoming Military Department regarding power outages. Homeland Security Coordinator Bradshaw and Commissioner Ertman will attend the meeting for Weston County.

Commissioner Ertman moved to pay \$2,000.00 to FOCUS as a grant match for the Victims of Crime Act (VOCA) grant out of Grant Match (100.00.20.0799000.0000); seconded by Commissioner Wagoner. Carried.

Vice Chairman Lambert moved to authorize the Chairman's signature on the Supreme Court contract between Wyoming Department of Family Services Child Support Enforcement and Weston County Clerk of District Court; seconded by Commissioner Wagoner. Carried.

Clerk Sellers notified the Commissioners of her intent to create a transition plan for the Clerk's Office, in order to best prepare the new Clerk for the responsibilities of the department and to best serve the public.

PROPERTY INSURANCE

The Commissioners discussed the property insurance quotes provided by ADI, FSB, HUB, and WARM. Karen Ackerman, ADI; Joanna Akers, FSB Insurance; and Ray Gallegos, HUB were all present to answer specific questions on cost, coverages, deductibles, etc. ADI/Travelers requires a specific list of locations, assets, and values for losses to be covered, which was the lowest quote. Ray Gallegos presented the HUB proposal, which included replacement value, deductibles, and blanket limits.

Commissioner Hunt moved to approve the property insurance quote from ADI/Travelers Insurance in the amount of \$36,982.00; seconded by Commissioner Ertman. Discussion included managing itemized schedules; coordination with department heads to document required coverage; and consideration of the lowest bid. Carried.

CMAQ

Eric Kregel, Weston County resident, addressed concerns about Kenwood Drive, and asked for improvements on Kenwood Drive due to its usage and continual deterioration. Superintendent Williams offered figures to treat portions of the road with mag chloride and prioritized it highly for repair. Mr. Kregel will address concerns with Sheriff Colvard regarding road damage from individual residents in the area. The Commissioners authorized Superintendent Williams to schedule repairs to Kenwood Drive based on overall priorities of county roads.

BENTONITE PERFORMANCE MINERALS

Tyler Tetrault and Warren Scott of Bentonite Performance Minerals discussed a mining claim that they are submitting for permits, and sought clarification on use of the Cheyenne River Road East of Highway 85. They plan to use Cheyenne River Road to haul bentonite from the mining site to the highway. Mr. Tetrault offered to maintain the road during their operations and suggested a Road Use MOU, but also asked about the possibility of the county providing gravel. Their project is estimated to run for 20 years, hauling approximately 60,000 tons of bentonite per year. They discussed alternate routes, but there are concerns over the bridge capacities. The road was established, all state and federal easements have been acquired. County Attorney and Administrator are reviewing if other easements are required. The Commissioners agreed to pursue other easements if necessary in order to enable Bentonite

Performance Minerals to do business in Weston County, which will generate severance and fuel tax, as well as the possibility of funds for road use and maintenance.

VOTING

Chairman Barton provided a letter addressed to the Board of Commissioners from Jim and Ricky Peck, calling out the responsibility of all Commissioners to vote on motions, especially the Chairman. Discussion ensued on voting and each Commissioner's responsibility to do so, as well as details of Robert's Rules of Order. A roll call vote can be called, with the Chairman voting last in case of a tie. No action was taken.

ROAD & BRIDGE

Superintendent Rick Williams discussed Old Highway 85 and its increased traffic and maintenance needs. Google maps and GPS erroneously directs drivers to that road. Administrative Assistant Weigel will research contacts to correct directions on the applications.

Superintendent Williams reported that approximately 25,000 tons of gravel were hauled and laid by Road & Bridge in August to repair and maintain county roads. Mowing operations continue this late in the summer, given the quantities of rain received this year. Vice Chairman Lambert commended Superintendent Williams on his contract crews that have been hired for road and other projects.

ADMINISTRATOR

Per direction from the State, the CMAQ Morrissey Road project must be rebid. As an alternative, before advertising the project again, Administrator Blakeman suggested pursuing a Road Use Agreement with ONEOK Pipeline in the amount of \$900,000.00. ONEOK will be using Morrissey Road for their pipeline project, and the agreement would essentially have them pay for the balance of the Morrissey Road CMAQ project and their use of other roads. Superintendent Williams has provided gravel and mag chloride estimates. A bond would be maintained to improve the roads for their use and then to ensure their maintenance to that improved condition for two years. The agreement will be drafted after the Crook County Road Use Agreement with ONEOK, wherein Crook County was paid \$508,000.00 for road use with a \$500,000.00 bond.

Administrator Blakeman requested to schedule a tour of the courtroom remodel project during the next meeting prior to lunch. Since the security service windows were removed from the plans, those openings must be closed somehow to secure the office space after hours. Architect Randy Hein is looking into solutions that will work with the fire system. Administrator Blakeman presented a change order for six items, including structural changes to support the cupola and painting exposed pipe, in the amount of \$24,351.11. Of the contingency funds, \$47,217.80 have been used, with \$22,782.20 remaining. Vice Chairman Lambert moved to approve Change Order #2 from Hein Bond for the courtroom remodel project in the amount of \$24,351.11; seconded by Commissioner Hunt. Carried.

The window grant was submitted to the State Energy Program for consideration, and the MRG grant for the exterior renovation of the courthouse project will go out this week to SLIB.

Administrative Assistant Brookelyn Weigel reported on the grant training she attended in Rapid City, which will help with applying for and managing grants.

TRAVEL COMMISSION

Wes Birkeley, Weston County resident, addressed issues with Travel Commission and questioned the role of the Commissioners in managing that board. The Travel Commission was created in 1988 as a joint powers board. An average of \$64,000.00 per year has been collected over the past four years with the 4% lodging tax. He addressed the membership and the use and tracking of the generated funds. Mr. Birkeley and a group of lodging and restaurant owners have reportedly asked the Travel Commission to be transparent with their budget and expenditures. A Travel Commission meeting is scheduled tonight; the lodging community plans to attend; and the Commissioners were encouraged to also attend. Mr. Birkeley wants the Travel Commission to report regularly to the Commissioners, to account for the use of tax dollars; he also asked for new members to be appointed to the Travel Commission.

Chairman Barton commented that the Commissioners do appoint boards but do not micromanage those boards, unless the public brings a complaint that needs investigation or correction.

Mr. Birkeley indicated that he would be interested in being appointed to the Travel Commission and asked if the Commissioners would remove someone to make a new appointment. The Commissioners will investigate the requirements for service and will address this going forward to determine if changes to the board are necessary. No actions were taken regarding the Travel Commission.

COMMISSIONERS

Commissioner Hunt moved to remove Commissioner Ertman from the Wyoming County Commissioner Association Director's Board as the Weston County representative; seconded by Vice Chairman Lambert. Commissioner Ertman offered to resign the position immediately and noted that she had offered to do so two years ago. Commissioner Hunt expressed his frustration with Commissioner Ertman's lack of commitment to the Commission process itself and her recent conduct and decisions on sensitive issues. Vice Chairman Lambert noted his concern about her willingness to best represent the Board of Commissioners and to share pertinent information with board as a whole body, and that the representative to Cheyenne needs to be an honest extension of the whole Commission. Ayes: Lambert, Hunt, and Wagoner. Nays: Ertman. Carried. Chairman Barton will send a notification letter to the WCCA.

Commissioner Hunt moved to appoint Commissioner Wagoner to the WCCA Director's Board as the Weston County representative; seconded by Vice Chairman Lambert. Wagoner abstained. Carried.

Clerk Sellers reported the total cost for the special attorney hired for the Clerk for the county attorney race was \$1,025.00.

Vice Chairman Lambert will provide an update on the last prairie dog meeting via email.

PUBLIC COMMENT

None.

VOUCHERS

066 NCPERS, financial admin, \$240.00, AFLAC, payroll ded, \$2,264.65, Blue Cross Blue Shield, financial admin, \$54,553.17, Great West Trust Co, payroll ded, \$2,175.00, WEBT, financial admin, \$186.35, WC Clerk, financial admin, \$44,821.61, WC Treasurer, financial admin, \$20.00, WY Child Support, payroll ded, \$550.00, WY Dept of Workforce Services, financial admin, \$2,763.76, WY Retirement System, financial admin, \$30,658.97, Hermes Consolidated, oil/gas/lube, \$18,359.72, Newcastle Ambulance Service, invol commit, \$8,911.00, Burns Insurance, misc, \$100.00, Collins Communications, new equip, \$6,336.60,

Gilberto Martinez, crthse remodel, \$300.00, WC Arts Council, new equip, \$1,870.00, Hermes Consolidated, oil/gas/lube, \$18,112.60, Michael's Construction, crthse remodel, \$72,494.14, 21 Electric LLC, repair/maint, \$742.00, 307 Security Solutions, repair/maint, \$370.30, Aced Embroidery, uniforms, \$375.00, Ada Vondra, election exp, \$118.75, Alinea Coy, election exp, \$152.90, Alpha Communications, comm, \$55.00, AT&T Mobility, comm, \$1,255.77, Bam Document Destruction & Recycling, misc, \$535.80, Barbara Crow, election exp, \$133.26, Barbara Hansen, election exp, \$50.75, Barbara J Lebsack, election exp, \$162.25, Barbara Jo Riggs, election exp, \$115.13, BH Chemical & Janitorial, brd of prisoners, \$565.70, BH Energy, util, \$3,863.92, BH Plumbing, repair/maint, \$2,106.74, Blue 360 Media, officer equip, \$844.56, Brittany Hamilton, ext serv exp, \$544.95, Brookelyn Weigel, admin exp, \$95.92, Byrand Streeter, wages/supp, \$1,412.39, Cambria Supply, repair/maint, \$95.72, Campbell Co Sheriff's Office, brd of prisoners, \$525.00, Carol Kinney, election exp, \$126.00, Carolyn Peterson, election exp, \$213.89, Casper Star Tribune, print/publ, \$297.68, Central WC Solid Waste Dist, cwcswd, \$1,875.00, Charm Tex, inmate program, \$1,430.30, Christina Cote, other employee, \$231.25, City of Newcastle, util/dispatch/circuit crt/pub def/p-hlth exp, \$8,160.06, Civil Air Patrol Magazine, pub rel, \$395.00, Collins Communications, repair/maint, \$600.00, Communication Technologies, radio exp, \$259.34, Connie Tooman, election exp, \$136.93, Culligan Water Conditioning, misc, \$34.50, Debbi Piper, election exp, \$173.96, Decker's Market, supp, \$66.74, Denette J Price, miles/election exp, \$147.76, Dixon Bros, oil/gas/lube, \$363.86, Donna Bombeck, election exp, \$118.75, Dorla Sackett, election exp, \$140.50, Dorothy P Fuller, election exp, \$128.92, Double D, repair/maint, \$427.41, Drive Train Industries, repair/maint, \$1,155.74, Eileen E Vickers, election exp, \$136.88, Elizabeth A Hutt, election exp, \$122.38, Ellen Butts, election exp, \$136.88, Erin Darlington, uniforms, \$84.85, Finkey Law, special attny, \$88.00, Fisher Sand & Gravel, gravel/rd mtrl, \$23,614.74, Focus, focus, \$956.25, Francie Goode, election exp, \$140.50, Frontier Home Ranch & Hardware, repair/maint/brd of prisoners, \$482.70, Galls, uniforms, \$745.00, Georgia Japp, election exp, \$126.01, Gilberto Martinez, crthse remodel/repair, \$500.00, Gloria Riehemann, election exp, \$162.33, Golden West Technologies, crthse remodel/comp software, \$4,406.07, Great Western Tire, repair/maint, \$8,760.00, Harriet Birkley, election exp, \$132.24, Hein Bond, crthse remodel, \$4,598.89, Hillyard/Sioux Falls, janitor supp, \$138.22, Hughes Law Office, election exp, \$600.00, Intab, election exp, \$316.29, James Tooman, election exp, \$115.13, Jane Capps, election exp, \$120.22, Janet E Materi, election exp, \$154.70, Jason Jenkins, election exp, \$54.38, Joann Fassbender, election exp, \$122.38, Jodi Brooks, wic, \$4.79, Jones & Bartlett Learning, spec proj/srch/rescue, \$186.54, Karen Carter, election exp, \$155.08, KASL, p-hlth exp, \$235.00, Kathryn F Thomas, election exp, \$111.50, Kathryn M Davis, election exp, \$160.14, Kelly Cummings, coroner exp, \$50.00, Kyle A Hamilton, contract/equip/labor, \$17,250.00, Ladena Buckley, election exp, \$133.25, Laura Bock, election exp, \$147.07, Leann Kenagy, election exp, \$119.71, Lori Bickford, p-hlth exp, \$240.89, Marina Cullum, coroner/election exp, \$233.42, Marjorie L Wellman, election exp, \$122.38, Marlys Mitchell, election exp, \$162.33, Mary Butts, election exp, \$54.38, MasterCard, mile/travel/supp/p-hlth exp, \$3,992.19, Max Masters, gis land records, \$1,900.00, Michael's Construction, crthse remodel, \$80,944.90, Michelle Sweet, p-hlth exp, \$13.09, Motor Power Equipment, repair/maint, \$1,168.93, National Pen, p-hlth exp, \$117.99, Natrona County Legal Dept, invol commit, \$1,475.00, Neela Beardsley, other employees, \$225.00, Newcastle Ambulance Service, ambulance, \$2,500.00, Newcastle Chamber of Commerce, chmbr, \$725.00, Newcastle Motors, veh maint/fuel, \$603.60, News Letter Journal, print/publ/supp, \$983.33, Northern WY Mental Health, mental health, \$2,125.00, Osage Ambulance, ambulance, \$3,750.00, Osage Improvement & Service District, coroner rent, \$300.00, Patricia J Morgan, election exp, \$155.44, Phyllis Sundstrom, election exp, \$21.75, Pitney Bowes Inc, supp, \$433.46, Postmaster c/o WIC, wic, \$218.40, Powder River Energy Corp, util, \$1,119.27, Preventive Health & Safety Division, p-hlth exp, \$14.00, Ramkota Hotel Casper, school, \$249.00, Roadrunner Disposal Service, util, \$60.00, Robin King Trucking, contract/equip/labor, \$15,467.50, RT Communications, comm, \$2,496.24, Sally Coberly-eabody, election exp, \$122.38, Sanofi Pasteur, p-hlth exp, \$4,009.05, Servall Uniform/Linen, janitor supp, \$186.59, Shawnda Morrison, election exp, \$130.80, Shirley A Harder, election exp, \$126.00,

ShopKo, repair/maint, \$8.99, Stalker Radar, officer equip, \$2,145.50, Summit Plumbing & Heating, janitor supp, \$30.18, Sundance Equipment, airport exp, \$176.39, Susan K Jones, election exp, \$129.63, Susan K Overman, mile/trvl, \$97.01, Susan Love, election exp, \$120.60, Tammy Cleverdon, election exp, \$54.38, Texas Refinery, oil/gas/lube, \$751.00, Thomas L Bennett, coroner exp, \$2,000.00, Timberline Services, gravel/rd mtrl, \$373.61, Top Office Products, supp, \$568.30, Tyler Technologies, comp software, \$960.00, Ultra Max, equip/ammo, \$6,863.69, Upton Ambulance, ambulance, \$3,750.00, Upton Senior Center, sr citizens, \$531.25, Verizon Wireless, comm, \$344.51, Vilas Pharmacy, jail medical, \$138.45, WACO, mile/trvl, \$155.00, Wade Regan Trucking, contract/equip/labor, \$16,847.50, WC Sheriff's Search & Rescue, srch/rscue, \$165.73, West End Water District, util, \$60.00, West Side Services, contract/equip/labor, \$17,825.00, WC Children's Center, child ctr, \$3,187.50, WC Museum District Foundation, hist presv, \$1,650.00, WC 4-H Council, ext serv exp, \$210.88, WC Fairboard, block alloc, \$27,811.26, WC Gazette, print/publ, \$4,255.15, WC Health Services, in home health/jail medical, \$1,917.99, WC Humane Society, human soc, \$637.50, WC Library, block alloc, \$22,890.24, WC Natural Resource Dist, nat res garden/hazard, \$1,168.75, WC Road & Bridge, veh maint/fuel, \$4,222.93, WC Sr Services, sr citizens/brd of prisoners, \$9,724.50, WC True Value, repair/maint, \$25.47, Wilder Graphic Design, srch/resue, \$168.60, William H Fuller, election exp, \$60.92, Woody's Food Center, brd of prisoners, \$404.39, WY Automotive, repair/maint, \$456.00, WY Behavioral Institute, invol commit, \$4,524.00, WY Dept of Health/Rental, p-hlth exp, \$253.00, WY Network, financial admin, \$209.20. Net Payroll, \$153,301.84.

With no further business, the meeting was adjourned at 3:40 p.m.

Tony Barton
Chairman

Attest: Jill Sellers
Weston County Clerk