

Official Minutes April 19, 2016

The Weston County Commissioners convened at 9:00 a.m. with Chairman Bill Lambert presiding. Present were Commissioners: Marty Ertman, Tony Barton, Tracy Hunt, Randy Rossman, Administrative Assistant Dan Blakeman and County Clerk Cheryl Kline.

Good of the Order

Commissioner Barton gave the Invocation and Commissioner Hunt led in the Pledge of Allegiance.

Approval of Agenda

Commissioner Rossman moved and Commissioner Barton seconded the approval of the agenda. Carried.

Approval of Minutes of April 5, 2016

Discussion was heard on the minutes from April 5, 2016 concerning the County Attorney, Homeland Security and the Retail Liquor License Application and the minutes were removed. Under the County Attorney Update from the minutes of April 5, 2016, it was printed Commissioner Ertman moved and Commissioner Rossman seconded to approve the signature of the Chairman for Weston County Road Identification Project 001 Resolution 2016-05 initiating Identification of County Roads in T48N R68W and T47N R68W and to advertise in the *Weston County Gazette* and the *News Letter Journal*. Mr. Curley will hold a press release about the Road Identification Project. Going back to the tape it stated "Commissioner Ertman moved and Commissioner Rossman seconded to approve the signature of the Chairman for Weston County Road Identification Project 001 Resolution 2016-05 initiating Identification of County Roads in T48N R68W and T47N R68W and to advertise the *Weston County Gazette*. Discussion was heard. Commissioner Barton moved to amend the motion to include Mr. Curley doing a press release in the *Weston County Gazette* and the *News Letter Journal*. Commissioners Lambert, Barton, Hunt and Rossman voted "Yea" and Commissioner Ertman voted "Nay". Carried." On Homeland Security Commissioner Hunt voted "Nay" instead of Yea and Commissioner Barton voted "Yea" instead of Nay. Also, under the Liquor License application Commissioners voted to approve the "letter of intent" to apply for the Open Retail Liquor License by Canyon Springs Stage Stop Steakhouse. The application will be sent to the State for approval.

Administrative Assistant Update

Dan Blakeman, Administrative Assistant updated the Commissioners on the following projects: Weston County Event Center, Weston County Youth Building, HVAC for the Courthouse and gave a brief update on the Grants that are going on with the County. All projects are moving forward.

The meeting recessed at 9:15 a.m. and resumed at 10:05 a.m.

Weston County Board of Commissioners Scholarships

The Commissioners were presented with twelve (12) scholarships from Newcastle and Upton Schools. Also received were two (2) renewal scholarships. The Commissioners reviewed each applicant and will make the final decision at 2:30 p.m. for three Scholarships to be handed out and the Renewal Scholarship.

The meeting recessed at 10:20 and resumed at 10:30 a.m.

Budget Amendment Hearing

The hour being 10:30 a.m., Chairman Lambert opened the hearing for the budget amendment. Chairman Lambert called three times for public comment. There is being no public comment, the public hearing portion of the budget amendment hearing was closed. Commissioner Ertman moved and Commissioner Rossman seconded to "Increase the Construction County Road Fund expenditure account 413.50.44.0078000.0000 for unappropriated revenue in the amount of \$40,000.00". Carried.

The meeting recessed at 10:35 a.m. and resumed at 10:45 a.m.

Road Identification Procedure

Road Identification Procedure (RIP) member, Fran Lehman gave an update on the checklist and procedures the RIP members are learning and going slow with the process.

The meeting recessed at 10:52 a.m. and resumed at 11:00 a.m.

Weston County Employee Handbook

The Commissioners reviewed the Employee handbook and had question and a few suggestions for the committee to consider.

Old Business

The Wyoming Department of Family Services had previously sent the Commissioners an application for Temporary Assistance for Needy Families Community Partnership Initiative. Commissioner Ertman visited with Lori Bickford, Public Health Nurse on the application and no further action will be taken. After brief discussion, it was decided that the application should be reviewed by the County Attorney the Wyoming Department of Family Services which was sent the Commissioners.

Visitor Comment

Chairman Lambert opened the floor to public comment. Colleen Donaldson visited with the Commissioners on the opening for the Weston County Fair Board and her concerns on candidate being on two boards.

City and County Dispatch Agreement

The City of Newcastle presented the City and County Dispatch Agreement for the signature of Chairman Lambert. The Commissioners would like to visit with a representative from the City of Newcastle at the next meeting and discuss the agreement. County Clerk Cheryl Kline will contact the City and set up an appointment for the next meeting.

The meeting recessed at 11:48 a.m. for lunch and resumed at 1:00 p.m.

Willis Health Insurance

Dorothy Kouba, Customer Representative for Willis Health Insurance/WEBT, met with the Commissioners on the current insurance the County has for employees. Ms. Kouba explained different options available to the County for medical benefits and the Commissioners had various questions for Ms. Kouba. Deductibles and plans were discussed but no action was taken.

Weston County Road & Bridge Shop

Jerry Hunt, Weston County Engineer, met with the Commissioners on the shop floor which has some change orders due to construction issues. Mr. Hunt will be in contact with Dan Blakeman, Administrative Assistant and Rick Williams, shop foreman on the construction.

New Business

Justin Tystad, Representative for the Newcastle Sports Complex Improvement met with the Commissioners on the renovation for the Babe Ruth Ballfields.

Commissioner Ertman moved and Commissioner Hunt seconded to write a letter as of July 1, 2015 for the County Administrative Assistant position as an “exempt employee” and the error was found in March 2016 and is being utilized for his personnel file. Carried.

Budget FY2016-2017

Commissioner Ertman moved and Commissioner Rossman seconded to go into executive session citing W.S. 16-4-405 (a) (ii) to consider the appointment, employment, or right to practice or dismissal of a public officer, professional person or employee, or to hear complaints or charges brought against an employee, professional person or officer, unless the employee, professional person or officer requests a public hearing. The governing body may exclude from any public or private hearing during the examination of a witness any or all other witnesses in the matter being investigated. Following the hearing or executive session, the governing body may deliberate on its decision in executive session. It rescinded by Commissioner Ertman and discussion ensued on the upcoming budget for the County. Commissioner Rossman moved and Commissioner Ertman seconded to have a Commissioner Budget Workshop on April 26, 2016 at 2:00 p.m. to discuss the budget in the Commissioners Room in the County Courthouse. No action will be taken. Motion carried.

Commissioner Rossman moved and Commissioner Ertman seconded set up Budget Workshops with the Department Heads on May 10, 24, and 31, 2016 beginning at 9:00 a.m. in the Commissioners Room in the Courthouse. Times will be set up accordingly by the County Clerk. Motion Carried.

New Business

Commissioner Rossman moved and Commissioner Ertman seconded to set a Budget Amendment Hearing to “Increase the General Fund portion of the 2015-2016 fiscal budget by \$326,048.00, because of an unanticipated grant amendment for the Mondell Field Airport Master Plan Project and to allocate the money to an expenditure account. Increase the Federal portion of the grant by \$293,443.00; increase the State portion of grant by \$19,563.00 and increase the local match portion by \$13,042.00, the local portion is to be divided equally between the City of Newcastle and Weston County. NOTICE IS FURTHER GIVEN that the unanticipated budget matter will be considered and acted upon by the Board of County Commissioners at a meeting on May 3, 2016 at 10:00 a.m. Carried.

Commissioner Hunt moved and Commissioner Rossman seconded to approve the signature of the Chairman for the Memorandum of Understanding (MOU), Statement of Work (SOW), and the Business Associate Agreement (BAA) between the Wyoming Department of Health, Public Health Division and Weston County regarding Public Health Nursing Services. Motion carried.

The Commissioners discussed the breakfast meeting on May 12, 2016 from 7-8 a.m. with Shane Walker, District Ranger, the Forest Supervisor and other Forest Service officials from Washington, D.C. and Regional offices. Commissioners Ertman and Rossman will be in attendance along with Dan Blakeman, Administrative Assistant and County Clerk Cheryl Kline in which she will set up the meeting place.

Commissioner Barton moved and Commissioner Ertman seconded to table the appointment of David Kline to the Fair Board until the next meeting. The Board would like to visit with Mr. Kline at the next meeting. Motion Carried.

Commissioner Ertman will be contacting Gregory M. Cowan, Natural Resources Staff Attorney for the Wyoming County Commissioners Association on the BLM Planning 2.0 30-day comment deadline

extension and will be updating the Commissioners. Wyoming Public Lands Initiative (WPLI) will be having a call in for Commissioner Conference call in which the Board would be opposed to any changes that may occur in our county. Reminder for the State Land Investment Board will hold grant applications review in Cheyenne on June 16, 2016 in which all Commissioners will make every effort to attend the meeting.

Wyoming Department of Transportation

Commissioner Rossman moved and Commissioner Hunt seconded to approve the signature of the Chairman on the Acceptance Certificate on the Wyoming Transportation Project ARSCT-N442A02 which has been completed in accordance with plans and specifications, and agrees to reclaim the stockpile site. Carried.

The meeting recessed at 3:40 p.m. and resumed at 3:43 p.m.

Weston County Commissioners Scholarships

The Commissioners selected Cassandra Munoz of Newcastle High School, Doug Williams of Upton High School, Kelsey Wood of Newcastle High School. The alternate selected was Seth Jones of Upton High School. Renewal Scholarship went to Abigail Gettinger and the alternate was Eben Cowger. Chairman Lambert will be presenting the Scholarships to the Newcastle High School students and Commissioner Barton will be presenting the Scholarships to the Upton High School students. County Clerk Cheryl Kline will be getting the dates and times for both events. Letters will also be sent to all applicants for submitting their applications.

Visitor Comment

Chairman Lambert opened the floor to visitor comments. Deputy County Clerk Shawnda Morrison reminded the Commissioners that they are unable to give donations to any organizations in the community.

There being no further business to come before the County Commissioners, the meeting adjourned at 3:59 p.m.

Attest:
Cheryl Kline, County Clerk

Bill Lambert
Chairman