

Official Minutes
April 5, 2016

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

Good of the Order

Commissioner Rossman gave the Invocation and Commissioner Ertman led in the Pledge of Allegiance.

Approval of Agenda

Commissioner Hunt moved and Commissioner Rossman seconded to approve the agenda. Carried.

Approval of Consent Agenda

Commissioner Hunt moved and Commissioner Barton seconded to approve the consent agenda including the Executive Session Minutes from March 15, 2016, AP & Payroll Reports, District Court Statement \$1,426.50 and the County Clerk Statement \$9,651.50 and the approval of the signature of Chairman Lambert on the Flying V Liquor Licenses, with the removal of the minutes from March 15, 2016. Carried. Commissioner Ertman moved and Commissioner Rossman seconded to amend the minutes as follows: under Transfer of Limited Retail-Club Liquor License Hearing "The Commissioners will be advertising for an available Retail Liquor License." End the sentence with a period. And then "The license will be available for a period of one year from July1, 2016 to June 30, 2017". Under FY 2016-2017 Budget Letter "Provider of Service" instead of Service of Provider. Carried.

Vouchers

Commissioner Barton moved and Commissioner Ertman seconded to approve the Vouchers excluding warrants 60304 for \$25.00 to Newcastle Chamber of Commerce and 60311 for \$35.00 to Pennington County and discussion was heard on Black Hills Plumbing & Heating Voucher pertaining to Fire Inspections at the Weston County Library and the Weston County Law Enforcement buildings. The invoice will be billed to each entity from Black Hills Plumbing & Heating. Carried. Commissioner Hunt moved and Commissioner Rossman seconded to approve voucher 60311 for \$35.00 and not to pay 60304 for \$25.00. Carried. Also discussion was heard on vouchers for Title 25 presented to the County Commissioners. The vouchers will be addressed when the County Attorney meets with the Board.

Weston County Bruce Road CMAQ Project

Four (4) bid packets had been opened on April 1, 2016 with Jerry Hunt, Weston County Engineer and Administrative Assistant Dan Blakeman. The discussion was moved to 3:00 p.m.

Old Business

Update on the Weston County Youth Building was moved to the Administrative Assistant time of 3:00 p.m.

The meeting recessed at 10:36 a.m. and resumed at 10:48 a.m.

New Liquor License Application for Retail Liquor License

Commissioner Hunt moved and Commissioner Rossman seconded to approve the application for The Retail Liquor License for Canyon Springs Stage Stop Steakhouse from July 1, 2016 to June 30, 2017. Carried.

New Business

Commissioner Rossman moved and Commissioner Ertman seconded to accept the letter of resignation of Ellen McKenzie from the Weston County Fair Board and to advertise for the position in the *Weston County Gazette* and the *News Letter Journal*, also send a Thank You letter to Ms. McKenzie for her past service. Motion carried. Discussion on the Wyoming Department of Family Services sent TANF/CPI Application. Commissioner Ertman will be visiting with Public Health Nurse Lori Bickford on this application. Commissioner Ertman moved and Commissioner Rossman seconded to support the Northeast Wyoming Economic Development Coalition (NEWEDC). Commissioner Barton voted "Yea" and Commissioners Ertman, Rossman, Hunt and Lambert voted "Nay". Motion failed. The Wyoming Highway patrol and the Wyoming Office of Homeland Security will be offering various Work Place Safety Trainings throughout the state of Wyoming. Courthouse employees will be going to the April 26, 2016 training in Gillette. The meeting recessed at 11:09 a.m. and resumed at 11:15 a.m.

Visitor Comments

Chairman Lambert opened the floor to public comments. There were none heard at this time.

Weston County Attorney Update

William Curley, Weston County Attorney, visited with the Commissioners on Title 25 procedures. Commissioner Barton moved and Commissioner Rossman seconded to authorize the signature of the Chairman on Resolution No. 2016-04 Establishing A Single Point of Responsibility Pursuant to Wyoming Statute 25-10-112(g). Carried. 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. Also discussed was a letter pertaining to John and Sharron Ackerman's county road easement from their Attorney Anthony Wendtland. A walk around the property is set for the middle of April. No action was taken.

The meeting recessed at 12:06 for lunch and resumed at 1:05 p.m.

Weston County Employee Handbook

The Commissioners received a DRAFT copy of the employee handbook that Department Heads for the County compiled. Assessor Tina Conklin, Treasurer Susie Overman, Sheriff Bryan Colvard meet with the Board on various changes and asked that they review the DRAFT and the Department Heads will meet again with them on April 19, 2016 for more discussion.

Four Corners Petroleum

Treasurer Susan Overman met with the Board on cancelling the first half of interest on 2015 paid taxes that accrued with Four Corners Petroleum, LLC due to discrepancies between districts on an amended return filed with Wyoming Department of Revenue. Commissioner Ertman moved and Commissioner Rossman seconded to approve the forgiveness of the interest of \$1366.00 to Four Corners Petroleum. Carried.

The meeting recessed at 1:24 p.m. and resumed at 1:30 p.m.

Weston County Homeland Security

Commissioner Barton moved and Commissioner Ertman seconded to approve the signature of the Chairman for Resolution 16-06 Designation of the National Incident Management System (NIMS). Discussion was heard. Commissioners Ertman, Barton and Rossman voted "Yea" and Commissioners Hunt and Lambert voted "Nay". Motion Carried.

Weston County Solid Waste District Board Update

Ed Wagoner, Board Member of the Weston County Solid Waste District Board updated on the Commissioners on the progress with the landfill issues.

Setting Budget Amendment Hearing

Commissioner Ertman moved and Commissioner Rossman seconded to set a Budget Amendment Hearing to increase account 413.50.44.0078000.0000 which is the County Road Construction Fund for \$40,000.00. Motion carried.

FY 2016-2017 Budget

The Commissioners discussed the upcoming FY Budget 2016-2017.

Weston County Road & Bridge Update

Rick Williams, Supervisor of Road & Bridge updated the Commissioners on various projects.

Weston County Bruce Road Dust Control Project

Jerry Hunt, Weston County Engineer, presented the four bid tabs which were submitted on the Weston County Bruce Road Dust Control Project. The lowest bid was Timberline Services, Inc with \$97,112.50, second: Dan Hart Patrol Services, LLC with \$116,307.50, third: Farnsworth Services Co, Inc with \$124,782.50, fourth, Warren Transport, Inc. with \$138,053.17.

Commissioner Barton moved and Commissioner Rossman seconded to award the Weston County Bruce Road Dust Control Project to Timberline Services, Inc. in the amount of \$97,112.502. Discussion was heard. Motion carried.

Administrative Assistant Update

Dan Blakeman, Administrative Assistant updated the Commissioners on the WC Event Center. Commissioner Barton moved and Commissioner Lambert seconded to authorize the signature of the Chairman on the Powder River Heating and Air Conditioning proposal bid of \$8,830.00 for removal and replace ceilings, build ductwork on first floor, build piping chase on second floor and repair walls behind three fan coils removed on first floor and the alternate #1 bid on the main floor for the removal of eight (8) Fan coil units at \$480.00 each. Carried. Commissioner Barton moved and Commissioner Rossman seconded to approve Re-allocating \$20,586.95 of CWC#13102 for the Courthouse lightening project to CWC#11182 for the Courthouse HVAC project per the approval of State Land Investment Board and the other two entities of Newcastle and Upton. Carried. Weston County Youth Building roof was discussed and the Commissioners will visit with the Weston County Fair Board on ideas for repairing the roof.

Executive Session

Commissioner Rossman moved and Commissioner Hunt seconded to go into executive session under W.S. 16-4-405 (a) (ii), to consider the appointment, employment, 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 requests to 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. Carried.

The meeting went into executive session at 4:08 p.m. with Chairman Lambert, Commissioners Ertman, Rossman, Barton, Hunt, Administrative Assistant Dan Blakeman, Weston County Attorney William Curley and County Clerk Cheryl Kline. The meeting resumed from executive session with all present at 4:46 p.m.

Visitor Comments

Chairman Lambert opened the floor to the public for visitor comments. None were heard at this time.

The following vouchers were paid by the County:

066 NCPERS, financial admin, \$272.00, AFLAC, payroll ded, \$2,213.26, Blue Cross Blue Shield, financial admin, \$61,005.92, Circuit Court, payroll ded, \$732.78, Office of Child Support, payroll ded, \$175.00, Orchard Trust, payroll ded, \$1,615.00, WEBT, financial admin, \$195.45, WC Clerk, financial admin, \$49,549.50, WC Treasurer, financial admin, \$20.00, WY Child Support, payroll ded, \$1,175.00, WY Dept of Workforce Services, financial admin, \$2,271.63, WY Retirement System, financial admin, \$32,043.27, WY Retirement System, financial admin, \$1,321.39, Central WC Solid Waste Dist, cwcswd, \$14,619.54, Weston Engineering, cong-mit, \$2,976.00, WY Child Support, payroll ded, \$1,175.00, Hermes Consolidated, oil/gas, \$9,877.75, FAA, airport runway, \$13,511.96, Morrison Maierle, airport runway, \$50,797.49, Advanced Communications, comm, \$60.00, Advanced Hydraulic & Machine, repair/maint, \$48.24, Alco Pro, brd of prisoners, \$366.61, Alpha Communications, tower rent, \$55.00, Amalgamated Design Concern, p-hlth exp, \$841.16, Amber Mason, veh maint/fuel, \$150.34, AT&T Mobility, comm, \$1,282.33, Bill Lambert, mile/trvl, \$64.80, BH Chemical & Janitorial, brd of prisoners, \$825.12, BH Energy, util, \$2,912.57, BH Plumbing, brd of prisoners, \$2,908.76, Bob Barker, brd of prisoners, \$127.31, Bullseye Promotions, supp, \$467.15, Byrand Streeter, contract wages, \$1,158.75, C&J Newcastle Hardware, repair/maint, \$577.42, Cambria Supply, repair/maint, \$83.85, Channing Bete, p-hlth exp, \$263.74, City of Newcastle, util/dispatch/pub def/p-hlth exp, \$5,053.41, Clinical Lab of BH, autopsies, \$3,591.00, Collins Communications, new equip, \$12,212.76, Comtronix, misc, \$162.00, Culligan Water Conditioning, misc, \$28.00, Cynthia Crabtree, misc, \$77.15, Decker's Market, misc, \$227.51, Dixon Bros, oil/gas, \$451.39, Double D Obsolete Parts, repair/maint/oil/gas, \$1,680.55, Family Dollar, supp, \$80.03, Fastenal Co, repair/maint, \$52.72, First State Bank, coroner exp, \$378.25, Fisher Sand & Gravel, grvl/rd mtrl, \$1,894.39, Frontier Home Ranch & Hdwe, sm tools/new equip/misc, \$637.07, G. Lance Miles, jailor school, \$946.08, Gateway Auto Supply, veh maint/fuel, \$88.03, Godfrey's Brake Service, repair/maint, \$759.42, Golden West Technologies, p-hlth exp, \$495.30, Grimm's Pump & Industrial Supply, repair/maint, \$227.00, Harris Govern Ft Collins User Group, mile/trvl, \$150.00, Hillyard/Sioux Falls, janitor supp, \$70.50, Hunkins Newton Law Firm, maj repairs, \$240.00, Integrity Ballistics, equip/ammo, \$253.84, KASL, p-hlth exp, \$790.40, Kelly Philipsen, coroner exp, \$100.00, Lisa K. Finkey, spec attny, \$397.50, Local Govt Liability Pool, insurance, \$27,723.00, Lone Pine Law, spec attny, \$621.24, Lori Bickford, p-hlth exp, \$349.08, MasterCard, mile/trvl/school, \$1,941.15, Matco Tools, sm tools, \$136.42, Max Masters, gis land records, \$1,900.00, MG Oil Company, oil/gas, \$1,950.83, Minuteman Lube Center, veh maint/fuel, \$65.75, NADA Used Car Guide, comp software, \$700.00, National Public Safety Info Bureau, pub rel, \$144.00, Neve's Uniforms, uniforms, \$143.70, Newcastle Ambulance Service, ambulance/invol commit, \$11,517.45, Newcastle Motors, veh maint/fuel, \$220.91, News Letter Journal, supp/p-hlth exp, \$682.87, Northern WY Mental Health, mntl hlth, \$2,500.00,

Occupational Research & Assessment, coroner exp, \$150.00, Osage Improvement & Service Dist, coroner exp, \$300.00, Outlaw Motors, veh maint/fuel, \$20.00, Pennington Co Sheriff's Office, attny exp, \$30.16, Pitney Bowes Inc, supp, \$274.50, Plainsman, supp, \$198.35, Porter Muirhead Cornia & Howard, financial admin, \$15,000.00, Postmaster c/o Sheriff, post/freight, \$147.00, Postmaster c/o WIC, post/freight, \$195.50, Powder River Energy Corp, util, \$1,265.38, Powder River Heating & AC, repair/maint, \$5,280.00, Preventive Health & Safety Division, p-hlth exp, \$28.00, Randy Rossman, mile/trvl, \$25.92, Regional Health, coroner exp, \$844.00, Reserve Acct-Pitney Bowes, post/freight, \$6,500.00, Roadrunner Disposal Service, util, \$60.00, RT Communications, comm, \$2,312.52, Safe Strap Co, supp, \$238.91, Salina Sandoval, ext serv exp, \$87.48, Sanofi Pasteur, p-hlth exp, \$2,102.02, Servall Uniform/Linen, janitor supp, \$274.66, Shawnda Morrison, mile/trvl, \$24.33, ShopKo, supp/p-hlth exp, \$393.95, Shred's, p-hlth exp, \$45.00, Sofia Baeza, janitor, \$2,850.00, Source Gas, util, \$1,135.25, Stacy Buchholz, ext serv exp, \$166.32, Tony Barton, mile/trvl, \$64.80, Top Office Products, brd of prisoners/supp, \$1,259.33, Town of Upton, landfill/comm ctr, \$2,875.00, Urbin Law Office, spec attny, \$783.08, Verizon Wireless, p-hlth exp, \$182.50, Visa, mile/trvl, \$511.96, Voelker's Autobody, veh maint/fuel, \$398.00, WCTA, mile/trvl, \$380.00, West End Bar & Grill, p-hlth exp, \$125.00, West End Water District, util, \$60.00, West Payment Center, law library, \$332.33, WC Children's Center, chld ctr, \$3,750.00, WC 4-H Council, ext serv exp, \$510.14, WC Gazette, print/publ, \$1,081.27, WC Road & Bridge, veh maint/fuel, \$1,861.26, WC Sr Services, brd of prisoners, \$3,208.00, Weston Engineering, engineer srvs, \$1,000.00, Wiss Janney Elstner Assoc, maj repairs, \$512.50, Woody's Food Center, brd of prisoners, \$286.11, WY Automotive, repair/maint, \$734.19, WY Cabinet, p-hlth exp, \$1,385.00, WY Co Commissioners Assoc, mile/trvl, \$300.00, WY CSI Conference, school exp, \$150.00, WY Dept of Health, p-hlth exp, \$318.00, WY Guardian Ad Litem, spec attny, \$1,367.93, WY Law Enforcement Academy, jailor schools, \$374.00, WY Network, financial admin, \$200.00. Net Payroll, \$155,651.96.

There being no further business to come before the Commissioners, the meeting adjourned at 4:50 p.m.

Attest: County Clerk
Cheryl Kline

Bill Lambert
Chairman