

## Official Minutes of June 7, 2016

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

### **Good of the Order**

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

Lucille Dumbrill, Representative for the Weston County Historical Preservation Board invited the Commissioners to the dedication of the Historic Cabin at Mallo Camp on Flag Day, June 14, 2016.

### **Approval of Agenda**

Commissioner Barton moved and Commissioner Hunt seconded the approval of the agenda with New Business adding Executive Session on personnel. Carried

### **Consent Agenda**

Commissioner Barton moved and Commissioner Hunt seconded to approve the minutes from May 17, 2016, Executive Session minutes from May 17, 2016, Budget Workshop minutes from May 24, 2016 and May 31, 2016, signatures on the District Court monthly receipts of \$913.00 and the County Clerk monthly receipts of \$10,177.00, A/P & Payroll sheets along with the catering permit for the Flying V for June 6, 2016 to June 7, 2016. Carried.

### **Vouchers**

The Commissioners recessed at 9:10 a.m. to view the vouchers and resumed at 10:00 a.m.

### **Weston County Handbook**

Tina Conklin, Weston County Assessor and Gidget Macke, District Court Clerk met with the Commissioners on a few minor corrections that were made. Commissioner Ertman moved and Commissioner Barton seconded to approve the Weston County, Wyoming Employee Handbook as of July 1, 2016 with the approval of Bill Miller of the Local Government Liability Pool (LGLP) on the changes made. Discussion was heard and motion carried.

### **Rental Agreements for Circuit Court and State Public Defender**

Commissioner Barton moved and Commissioner Ertman seconded to approve the signature of the Chairman on the rental agreements for Circuit Court and the State Public Defender's office. A letter will be sent to the city and state with our intentions to move these offices when the Pinnacle Bank buildings become available. Discussion was heard and motion carried.

### **WIC Contract and Contract for Public Health**

Commissioner Ertman moved and Commissioner Barton seconded to approve the signature of the Chairman on the WIC Contract, the Public Health Contract and the Contract for Dr. Jording and Weston County for the FY 2017. Discussion was heard and motion carried.

### **Weston County Children Center**

Jane Rhoades, Director for the Weston County Children Center and Board Member Gidget Macke met with the Commissioners on a grant match agreement that was between the Weston County Children Center and Weston County Homeland Security. Discussion was heard and the Board will make a decision later in the day. No action was taken.

The meeting recessed at 10:35 a.m. and resumed at 10:44 a.m.

### **Approval of Vouchers**

Commissioner Ertman moved and Commissioner Hunt seconded to approve the vouchers minus voucher #60586 and #60595. Discussion was heard and motion carried.

The meeting recessed at 10:56 a.m. and resumed at 11:08 a.m.

### **New Business**

Discussion was heard on the Wyoming County Commissioners Association (WCCA) invoice for the FY 2017 dues. The dues last year were \$4256.00 and were raised to \$7155.00.

Commissioner Hunt moved and Commissioner Lambert seconded not to join the WCCA for the FY 2017. Discussion was heard and Commissioner Barton called for the question. "Yea" votes were Commissioners Hunt and Lambert, "Nay" votes were Commissioners Ertman and Barton. Motion failed. Commissioner Barton moved and Commissioner Ertman seconded to approve the dues for WCCA for \$4256.00 with a letter to be sent along stating the situation. Discussion was heard. "Yea" votes were Commissioner Ertman, Barton and Lambert and "Nay" vote was Commissioner Hunt. Motion Carried.

### **Executive Session**

Commissioner Hunt moved to go into Executive Session at 11:30 a.m. to discuss personal per W.S. 16-4-405 a) ii) and Commissioner Barton seconded. Motion carried. Present were Commissioners Lambert, Barton, Ertman, Hunt, Administrative Assistant Dan Blakeman and County Clerk Cheryl Kline and County Attorney William Curley. The meeting resumed to regular session at 12:09 a.m. with all present.

### **Visitor Comments**

Chairman Lambert opened the floor to visitor comments from the public. Cris Gay of Upton visited with Commissioners on the importance of the Upton Library as a very reliable and valuable resource to the Town of Upton. The Commissioners thanked Ms. Gay for her concern and comments concerning the Upton Library.

The meeting recessed at 12:13 p.m. for lunch and resumed at 1:15 p.m.

### **Set Budget Hearing for Grant for Courthouse CLG**

Commissioner Barton moved and Commissioner Hunt seconded to set a Budget Amendment Hearing to reimburse the expenditure account: General Misc. Courthouse Preservation Fund which is 100.00.20.0317000.0000 from the CLG Historical Preservation Architectural Grant for FY 2015-2016 for \$17,486.40. The matter will be considered and acted upon at the June 21, 2106 meeting at 10:00 a.m. in the Commissioners Room of the Courthouse. Motion carried.

The meeting recessed at 1:22 p.m. and resumed at 1:28 p.m.

### **Weston County Public Health**

Lori Bickford, Weston County Public Health Nurse met with the Commissioners on her budget for FY 2016-2017.

### **Cleaning Contract for FY 2016-2017**

Commissioner Barton moved and Commissioner Ertman seconded to give the appropriate notice for the termination of the cleaning contract of Sofia Baeza. County Clerk Kline will send the letter and also will be sending a Thank You letter for Baeza's past service. Motion carried.

### **Weston County Attorney Update**

Weston County Attorney, William Curley updated the Commissioners on various cases in his office.

### **Administrative Assistant Update**

Administrative Assistant, Dan Blakeman updated the Commissioners on the Weston County Event Center, documents for the bidding of the roof for the Weston County Youth Exhibit Building, the Weston County Road and Bridge shop floor is completed. Also, Mr. Blakeman presented a Change Order from Powder River Heating and Air Conditioning for the HVAC system. Commissioner Ertman moved and Commissioner Barton seconded to accept the change order of June 2, 2106 which states changing of ductwork in the amount of \$2,420.00. Discussion was heard and motion carried.

Mr. Blakeman also discussed the GRANT process handbook that he had presented the Commissioners about six (6) months ago. He will make copies and email everyone so they will have copies.

The meeting recessed at 2:42 p.m. and resumed at 2:46 p.m.

### **Weston County Homeland Security**

Scott Rager, Coordinator for the Weston County Homeland Security met with the Commissioners on the Weston County Children Center's grant match for \$3,824.59. Stating "He takes full responsibility". Mentioned he would tender his resignation if the Board so desired but would like to stay until the end of August. Discussion was heard and no action was taken at this time.

### **USDA's Farm Service Agency**

Peggy Livingston of the local USDA Farm Service Agency met with the Commissioners on the severity of the drought that is affecting Weston County surrounding counties. Commissioner Hunt moved and Commissioner Barton seconded that the Weston County Board of Commissioners write a letter to the Governor asking for his help in getting a Secretarial Designation for drought for Weston County. Discussion was heard. Motion Carried.

### **Weston County Sheriff Update**

Sheriff Bryan Colvard presented his Budget for FY2016-2017. Sheriff Colvard presented the Commissioners with the U.S. Forest Service Grant Agreement. Commissioner Barton moved and Commissioner Hunt seconded the approval of the Chairman to sign the U.S. Forest Service Grant Agreement 15LE11020600-26. Discussion was heard and the motion carried. Sheriff Colvard also mentioned that he would like to catch up on payroll for the jailers as they are one month behind and keep them on a regular payroll like everyone else.

### **Old Business**

Commissioner Ertman stated she had emailed a letter to the BLM planning 2.0 and has not heard any response. Commissioner Ertman stated to adopt a resolution Restricting Open Burning under the direction of the Fire Warden, Daniel Tysdal. Commissioner Ertman moved and Commissioner Barton seconded to authorize the Chairman to sign Resolution 16-06 Open Burning Restrictions. Motion carried. Commissioner Ertman moved and Commissioner Barton seconded to pay the Grant Match of \$3,824.59 for the Weston County Children Center which was approved on February 3, 2015 at the regular Commissioner's Meeting. Motion carried. The meeting recessed at 3:57 p.m. and resumed at 4:28 p.m.

### **Weston County Fair Board Budget**

Ellen Mackenzie, Fairgrounds manager, and Fair Board members David Kline, Justin Mills and Hale Redding met with the Commissioners and presented their Budget for FY 2016-2017.

Discussion was heard on the completion of the Weston County Event Center and the progress on the bid packet for the Weston County Youth Exhibit Building.

### **Executive Session**

Commissioner Ertman moved and Commissioner Barton seconded to go into Executive Session at 4:49 p.m. stating W.S. 16-4-405 a) ii) personal issues. Present were Commissioners Ertman, Lambert, Hunt, Barton, Administrative Assistant Dan Blakeman, County Clerk Cheryl Kline. The meeting went back to regular session at 5:19 p.m. with all present.

A reminder for the SLIB Meeting on June 16, 2016 in Cheyenne was mentioned for the Fire and Sprinkler Alarm System. Commissioner Ertman moved and Commissioner Barton seconded to have a Budget Workshop on June 14, 2016 at 2:00 p.m. in the Commissioner's Room. No action will be taken. Motion carried.

### **Visitor Comments**

Chairman Lambert opened the floor for visitor comments and none were heard at this time.

### **Vouchers**

The following vouchers were presented to the Commissioners for payment:

066 NCPERS, financial admin, \$256.00, AFLAC, payroll ded, \$2,220.14, Blue Cross Blue Shield, financial admin, \$60,677.03, Circuit Court, payroll ded, \$617.12, Office of Child Support, payroll ded, \$175.00, Orchard Trust, payroll ded, \$1,645.00, WEBT, financial admin, \$192.00, WC Clerk, financial admin, \$46,693.38, WC Treasurer, financial admin, \$20.00, WY Child Support, payroll ded, \$1,175.00, WY Dept of Workforce Services, financial admin, \$2,114.96, WY Retirement System, financial admin, \$31,775.22, Hein Bond, crthse prsv fund, \$17,486.40, Leighton Construction & Srvc LLC, rd/brdg foundation, \$30,060.00, Central WC Solid Waste District, cwcswd, \$18,755.46, Morrison Maierle Inc, airport, \$26,310.00, Century Companies, airport, \$154,471.05, Morrison Maierle Inc, airport, \$13,383.10, Hermes Consolidated Inc, oil/gas, \$11,414.95, Hermes Consolidated Inc, oil/gas, \$15,038.87, Ad Pro, supp/p-hlth exp, \$1,441.21, Advanced Communications, officer equip, \$74.00, Advanced Drug Testing Inc, misc, \$78.00, Alpha Communications, tower rent, \$55.00, American Solutions for Business, misc, \$353.38, Armstrong Extinguisher Service, misc, \$161.00, AT&T Mobility, comm, \$1,588.06, BH Chemical & Janitorial, supp, \$444.72, BH Energy, util, \$2,847.35, BH Plumbing, repair/maint, \$162.90, Byrand Streeter, contract wage, \$1,158.75, C&J Newcastle Hardware, repair/maint, \$327.55, Cambria Supply, repair/maint, \$37.57, Central WC Solid Waste Dist, cwcswd, \$1,250.00, Charm-Tex, brd of prisoners, \$32.90, City of Newcastle, util/dispatch/pub def/p-hlth exp, \$5,397.59, Crook Co Medical Services, pre-employment, \$71.00, Culligan Water Conditioning, misc, \$28.00, Cynthia Crabtree, coroner exp, \$195.80, Dakota Radiator, repair/maint, \$595.00, Decker's Market, ext serv exp, \$122.79, Dixon Bros Inc, oil/gas, \$309.97, Double D Obsolete Parts, repair/maint, \$751.25, Fastenal Co, repair/maint, \$392.02, Fisher Sand & Gravel, grvl/rd mtrl, \$4,977.39, Focus, focus, \$1,125.00, Frontier Home Ranch & Hardware, repair/maint/supp, \$279.48, Godfrey's Brake Service, repair/maint, \$340.47, Golden West Technologies, p-hlth exp, \$2,357.80, Great Western Tire, repair/maint, \$724.80, Intab LLC, supp, \$355.35, Jacki Hubbard, school exp, \$34.96, John's Electric, evidence bldg, \$7,380.00, Johnson Machine, repair/maint, \$894.08, KASL, p-hlth exp, \$684.00, Leighton Construction & Service, rd/brdg foundation, \$6,340.00, Lisa K. Finkey, special attny, \$556.74, Lori Bickford, p-hlth exp, \$146.90, Lou's Service, repair/maint, \$104.50, Lucille Dumbrill, hist prsv, \$89.84, MasterCard, school exp/mile/trvl, \$1,470.80, Matthew Bender & Co, office exp, \$53.48, Max Masters, gis land records, \$1,900.00, Michael Worden, vital stats, \$55.00,

Neve's Uniforms, uniforms, \$155.71, Newcastle Ambulance Service, ambulance, \$1,458.33, Newcastle Fire Suppression, repair/maint, \$445.79, Newcastle Motors, misc, \$400.36, News Letter Journal, supp/p-hlth exp, \$958.20, Pitney Bowes, supp, \$774.00, Postmaster c/o R&B, post/freight, \$141.00, Powder River Energy Corp, util, \$1,147.99, Power Plan OIB, repair/maint, \$498.37, Preventive Health & Safety Division, p-hlth exp, \$79.00, Public Safety Center, new equip, \$427.05, Randy Rossman, mile/trvl, \$77.76, Rapid Delivery, post/freight, \$26.46, Ringer Law PC, special attny, \$360.00, Roadrunner Disposal Service, util, \$60.00, RT Communications, comm, \$2,639.58, Sanofi Pasteur, p-hlth exp, \$727.77, SCB Sales & Service, veh maint/fuel, \$4,350.00, Servall Uniform/Linen Co, misc, \$332.28, Sherry Worden, coroner exp, \$50.00, ShopKo, supp/p-hlth exp, \$196.76, Sofia Baeza, janitor, \$2,880.00, Source Gas, util, \$467.77, Stacy Buchholz, ext serv exp, \$82.08, Taser Int'l, officer equip, \$1,508.90, Texas Refinery Corp, oil/gas, \$997.00, Thomas D. Wing, srch/rscue, \$420.00, Timberline Services, grvl/rd mtrl, \$1,858.55, Tony Barton, mile/trvl, \$32.40, Top Office Products, supp/p-hlth exp, \$2,635.95, Town of Upton, comm ctr/landfill, \$2,875.00, True Tech Diesel service, veh maint/fuel, \$200.00, Ultra Max, equip/ammo, \$3,975.00, Upton Ambulance, ambulance, \$4,375.00, Upton Co-op Assn, veh maint/fuel, \$134.84, Urbin Law Office, special attny, \$299.35, UW-Admin Business Office, ext serv exp, \$5,833.50, Vaisala, awos, \$2,469.00, Verizon Wireless, p-hlth exp, \$182.45, Vicki Hayman, ext serv exp, \$110.05, Visa, veh maint/p-hlth exp, \$500.79, WD Larson Co LTD, repair/maint, \$1,086.96, West End Water District, util, \$60.00, West Payment Center, law library, \$332.33, WC Children's Ctr, child ctr, \$3,750.00, WC 4-H Council, ext serv exp, \$469.63, WC Gazette, print/publ, \$1,405.96, WC Health Services, misc, \$331.05, WC Natural Resource Dist, garden/hazard, \$1,375.00, WC Road & Bridge, veh maint/fuel, \$2,099.74, WC Sheriff's Office, post/freight, \$46.14, WC Sr Services, sr citizens/brd of prisoners, \$10,486.00, Weston Engineering, engineer srvs, \$1,000.00, Woody's Food Center, supp, \$358.14, WY Assoc of County Officers, mile/trvl, \$325.00, WY Automotive Co, oil/gas, \$502.99, WY Cabinet Co, p-hlth exp, \$1,385.00, WY Dept of Health, p-hlth exp, \$636.00, WY Dept of Transportation, rd constr, \$32.98, WY Machinery, repair/maint/oil/gas, \$7,422.50, WY Network, financial admin, \$200.00, WY Sheriff's Assoc, mile/trvl/pub rel, \$587.00, WY State Bar, office exp, \$143.00, Y Environmental, engineer srvs, \$3,375.00. Net Payroll, \$147,616.78.

There being no further business to come before the Commissioners, the meeting adjourned at 5:28 p.m.

Attest: County Clerk  
Cheryl Kline

Bill Lambert  
Chairman