

**WESTON COUNTY BOARD OF COMMISSIONERS**  
**OFFICIAL MINUTES**  
**February 7, 2017**

The meeting of the Weston County Board of Commissioners was called to order by Chairman Bill Lambert at 9:00 a.m. at the Weston County Courthouse Annex. Commissioners Bill Lambert, Tracy Hunt, Marty Ertman, Tony Barton, and Ed Wagoner, and County Clerk Jill Sellers and County Administrator Dan Blakeman. Chairman Lambert opened the meeting with prayer, and Commissioner Barton led the Pledge of Allegiance.

**APPROVAL OF AGENDA**

Mark Pollat will address the Board at the public comments section before the noon break. Cyndi Crabtree will not appear today, and is rescheduled for February 21, 2017. Commissioner Barton moved to approve the agenda, as discussed; seconded by Commissioner Wagoner. Carried.

**APPROVAL OF VOUCHERS AND PAYROLL**

Commissioner Ertman moved to approve vouchers and payroll; seconded by Commissioner Barton. Carried.

**APPROVAL OF MINUTES**

Commissioner Barton moved to approve the minutes of January 17, 2017; seconded by Commissioner Wagoner. Carried.

**TREASURER'S REPORT**

Treasurer Susan Overman presented the January reports for signature. Completed.

**BUDGET AMENDMENT HEARING**

The purpose of the budget amendment hearing is to transfer \$5,237.56 from Financial Administration (100.00.20.0099000.0000) to Inquest and Investigations (100.00.09.0028000.0000), in order to pay the final costs of the coroner's inquest.

Chairman Lambert opened the floor to public comments; public comments were called for three times. No public comment. Commissioner Barton moved to approve the budget amendment as presented; seconded by Commissioner Hunt. Carried.

**SOLID WASTE**

Ed Wagoner reported that the Weston County Solid Waste Board needs to pay the invoice for the special election costs; the Commissioners approved it to be paid from 100.00.30.0323000.0000 (General 1% Sales Tax Weston County Solid Waste District Expense) to 100.00.17.0012000.0000 (General Election Deputy/Clerk Salary).

Ed Wagoner reported on a meeting with Cyndi Crabtree and Joe Wood (CWCSWD) and Craig McOmie (DEQ); Tracy Hunt participated by phone. The Osage Landfill is nearly complete, awaiting power and gravel for roads. Grant balance of \$170,000.00 remains in solid waste consensus funds. Projected cost to close the landfill is \$700,000.00. After closing, the Osage Landfill would be left with monitoring costs only. Commissioner Hunt would like to postpone decision until the DEQ provides the promised spreadsheet of costs. Commissioner Barton would like to review the contract for completing the Osage Landfill building and roads. Commissioner Wagoner also noted that it would be wise to table it until

further information was made available. This item will be added to the February 21, 2017 agenda. Discussion closed.

### **OLD BUSINESS**

Clerk Sellers reported on the insurance claim for the flood damage. Reimbursement has been received for ten hours of overtime for the Road & Bridge employees who helped with the cleanup and moving of offices. We are awaiting a bid from Howard White, which will be submitted to Glatfelter Insurance; the adjustors will likely contact the contractor to verify the work before additional settlement payment is issued.

### **PUBLIC COMMENT**

Weston County citizen Mark Pollat visited to discuss solid waste landfill. Ed Wagoner relayed that the WCSWD Board is appointed by the Commissioners; the district will be funded by the three mills and managed by the board. Fees will be assessed for county citizens; and additional premiums for out of county or out of state customers. The mill levy will build the landfill; the tipping fees will operate the landfill and closure costs. The landfill will be operated as an enterprise account.

Mr. Pollat also asked about Old Highway 85 and if it's now a county road; the Commissioners answered that it reverted back to the county when Highway 85 was rerouted.

Break was called at 11:50 a.m.; reconvened at 1:00 p.m.

### **ANNEX SIGNAGE PROPOSALS**

Clerk Sellers submitted the two written bids to the Commissioners from Wilder Graphics and Colton Cummings for their consideration. Both were invited to present their bids, and declined to attend.

Bryce Womack and Dusty Neate, Newcastle High School Vocational-Agriculture Interns, presented their proposals to create the signage using the plasma CAM at the agriculture shop. Mr. Womack and Mr. Neate talked the Commissioners through their proposal, presenting a sample sign that was created with the plasma CAM, and even walked them outside the building to explain the project. Their proposal for six signs was \$1,994.00. The Commissioners agreed that only four signs would be ordered, which will adjust the cost accordingly.

Commissioner Hunt moved to accept the bid from the high school Vocation Agriculture interns, to produce four signs for the annex building; seconded by Commissioner Ertman. The design and details will be finalized through the Clerk and Administrator and relayed to the Board. Carried.

### **MALLO CAMP MANAGER**

Caleb Thompson, Mallo Camp Manager, addressed the Commissioners to clarify issues on his job as Mallo Camp Manager, specifically regarding comp time, overtime, and holidays. Clerk Sellers will contact Bill Miller of LGLP for guidance on the position. The discussion opened the larger topic of human resources.

### **HUMAN RESOURCES**

Clerk Sellers and County Administrator Blakeman presented information on human resources discussions with the City of Gillette and Teton County. They also reported on option of joining Mountain States Employer Council, as recommended by Teton County. Membership cost is based on payroll costs; and would be \$4,260.59 per year. Membership would provide access to human resources and

employment law professionals, employee training, job description reviews, etc. This could be an interim investment toward a human resources generalist on the county staff. Membership would provide human resources professionals to assess our current handbook, policies, and job descriptions, and to determine our vulnerabilities. Clerk Sellers will bring more information and human resource options on February 21, 2017.

### **NEW BUSINESS**

Commissioner Ertman reported on the current legislative session. Senate Bill 0012 would have provided for open ranked voting, meaning the second-place winner would automatically fill a vacancy regardless of party affiliation; this bill died in committee. Attorney General recommended that all government emails being made public, and to avoid three or more Commissioners meeting even on personal time, as it could be construed as a public meeting. Commissioner Ertman also commented on the renovation of the Capitol Building, and recommended a visit.

Commissioner Barton commented that the legislature appeared adamant and committed to aligning the budget with the reality of current revenues.

Clerk Sellers reported that her time at the legislative session focused primarily on the various election bills. The bill for permanent absentee voter status was supported by the Clerks, as we have many voters who always vote absentee; this bill failed. The bill for voter identification failed in committee; Clerk Sellers explained that voter identification is strictly managed through the voter registration. The bill to extend the acceptance of absentee ballots after an election also failed; the intent was lauded by the Clerks, however, the details of election processing do not make it feasible and equitable to voters.

Clerk Sellers presented the resolutions for the Application for Deposit of Public Funds from First State Bank for signature. Commissioner Hunt moved to authorize the Chairman's signature on said resolutions; seconded by Commissioner Wagoner. Carried.

Clerk Sellers presented the Disclosure Statement of Investment of Public Funds, per W.S. 6-5-118. Each Commissioner signed a disclosure statement, and all were sealed by the Clerk.

Clerk Sellers presented a Tax Roll Correction on behalf of the County Assessor for signature. Commissioner Barton moved to approve the Petition and Affidavit for Tax Roll Correction #1185 for signature; seconded by Commissioner Wagoner. Carried.

Commissioner Hunt moved to appoint Gary Lawrence to the Predator Board as Sportsman; reappoint Justin Mills to the Fair Board; and reappoint Alice Tratebas to the Historic Preservation Board; seconded by Commissioner Barton. Carried.

Clerk Sellers reported that the Homeland Security Grant for Local Emergency Planning Committee will be published as a Budget Amendment Hearing and scheduled for February 21, 2017.

A letter of support for Northern Wyoming Mental Health Center was presented for the Chairman's signature. It will support their application for the Gatekeeping Demonstration Grant. Commissioner Barton moved to approve the Chairman's signature on the letter of support for said grant; seconded by Commissioner Ertman. Carried.

Gregory Cowan, Wyoming County Commissioners Association, requested via email that the Commissioners select two representatives to participate in meetings for the Coordination Group for the Thunder Basin National Grasslands, starting February 27, 2017. Commissioners Lambert and Ertman volunteered to be representatives from the Board. Hale Redding of Weed & Pest was suggested as a representative, as Weed & Pest understands the control perspective. Commissioner Barton moved to appoint Commissioner Ertman and one Weed & Pest board member as representatives, with Commissioner Lambert as the alternate representative to the Coordination Group; seconded by Commissioner Wagoner. Carried. Commissioner Wagoner moved to appoint Commissioner Barton as an alternate to the Weed & Pest representative; seconded by Commissioner Ertman. Carried.

Commissioner Wagoner moved to approve the Golden West contract renewal for firewall protection at the courthouse for \$888.87; seconded by Commissioner Ertman. Carried.

### **COUNTY ADMINISTRATOR**

County Administrator Dan Blakeman presented an update on the SLIB Grant application for emergency funds for the courthouse. Weston County requested \$150,000.00, and was awarded \$110,000.00. The grant will repair the flood damaged areas of the courthouse, and mitigate mold growth to ensure health and safety of employees and the public.

The status of the annex renovation was reported as follows:

1. OLD SIGNS: 80% complete. All markings on the windows and doors have been removed. The bank logo has been removed from the outside walls on Main and Seneca Streets. The logos on the roof will be removed by Whirlwind Services by Friday, February 10, 2017.
2. NEW SIGNS: 0% complete. Proposal approved this date.
3. BATHROOMS: 60% complete. The existing bathrooms were demolished. The plumbing was rerouted; the framing was completed; installation of toilets and sinks remain to be completed.
4. EXTENSION OFFICE: 90% complete. Carpet installation for new offices is scheduled on February 24, 2017. Moving is scheduled to begin on February 21, 2017.
5. NEW OFFICES: 90% complete. Carpet installation is scheduled for February 24, 2017.

Phase 1 (above) is scheduled to be completed by March 1, 2017.

Steve Price is scheduled to interview two people to clean the annex building.

Circuit Court will be moved into the lower level offices of the courthouse. The lobby area will be constructed as a customer counter area; the offices will be constructed for appropriate filing space, judges' chambers; and office space. Thirty-day notice is required to end our lease with the City of Newcastle. This will be addressed once a construction schedule is approved. The estimate to return the courthouse spaces to pre-flood condition is approximately \$65,000.00.

Phase 2 was discussed at length. Commissioner Ertman will always prefer to have the Commissioners at the courthouse; a sentiment shared by all. The practicalities of space were also discussed, and both the annex and the courthouse will be utilized for best practices.

Commissioner Barton moved to create, and to authorize the Chairman's signature on, two resolutions: 1) an MRG grant for \$475,000.00 for court room remodel project and 2) an MRG grant for court room security monies; seconded by Commissioner Wagoner. Carried.

The Commissioners authorized payment of the annex building permits and annex renovations to be made out of 100.00.20.0206000.0000, General Miscellaneous County Building/Equipment Upgrade.

### **EXECUTIVE SESSION**

Commissioners Barton moved to go into executive session under W.S. 16-4-405(a)(iii); seconded by Commissioner Hunt. Commissioner Ertman voted nay. Carried. Executive session began at 3:34 p.m. The regular meeting reconvened at 3:56 p.m.

### **PUBLIC COMMENTS**

None.

### **VOUCHERS**

066 NCPERS, financial admin, \$272.00, AFLAC, payroll ded, \$2,062.33, Blue Cross Blue Shield, financial admin, \$56,535.49, Office of Child Support, payroll ded, \$175.00, Orchard Trust, payroll ded, \$1,645.00, WEBT, financial admin, \$178.20, WC Clerk, financial admin, \$43,136.94, WC Treasurer, financial admin, \$20.00, WY Child Support, payroll ded, \$1,175.00, WY Dept of Workforce Services, financial admin, \$2,279.22, WY Retirement System, financial admin, \$30,580.24, Morrison Maierle, airport master plan, \$39,465.00, Hermes Consolidated, oil/gas, \$17,282.64, BH Reg Multiple Use Coalition, school exp, \$100.00, CLT Flooring & Furnishings, maj repairs, \$6,496.80, 21 Electric LLC, maj repairs, \$3,523.50, 4R Vinyl Graphics & Design, Imbr/clvrts, \$528.00, Ad Pro, maj repairs/supp, \$7,354.43, Advanced Drug Testing, misc, \$26.00, Al Cornella Refrigeration, p-hlth exp, \$685.94, Alpha Communications, tower rent/radio exp, \$110.00, American Welding & Gas, repair/maint, \$129.16, AT&T Mobility, comm, \$1,689.11, BH Chemical & Janitorial, brd of prisoners, \$706.34, BH Energy, util, \$6,895.71, BH Plumbing, repair/maint, \$1,634.46, Bunn & Associates, coroner exp, \$525.63, Byrand Streeter, contract wages, \$1,158.75, C&J Newcastle Hardware, repair/maint/janitor exp, \$1,303.82, Cambria Supply, repair/maint, \$458.34, Campbell Co Outreach Facility, coroner exp, \$110.50, Central WC Solid Waste Dist, cwcswd, \$1,593.75, City of Newcastle, util/dispatch/circuit crt/pub def/p-hlth exp, \$8,057.08, Collins Communications, maj repairs, \$400.00, Comtronix, misc, \$78.00, Culligan Water Conditioning, misc, \$21.50, Cynthia Crabtree, coroner exp, \$166.47, Dan Blakeman, trvl/school, \$686.67, Decker's Market, janitor/ext serv exp, \$208.09, Derek's Field Service, cntrct/equip/lbr, \$742.00, Dixon Bros, oil/gas, \$149.02, Double D, repair/maint, \$3,313.97, Drive Train Industries, oil/gas, \$42.72, Eastern WY Equipment Co, repair/maint, \$51.92, Finkey Law LLC, special attny, \$352.50, Fred's Welding Service, Imbr/clvrts/brdg, \$142.50, Frontier Home Ranch & Hardware, repair/maint/supp, \$772.82, Gillette Steel Center, repair/maint, \$200.00, Godfrey's Brake Service, repair/maint, \$103.42, Golden West Technologies, comp software/maj repairs, \$3,877.72, Grimm's Pump & Industrial Supply, oil/gas, \$929.26, HDR Engineering, youth exhibit bldg, \$1,615.00, Hein bond, crths prsv fund, \$21,961.51, Hillyard/Sioux Falls, janitor supp, \$313.55, KASL, p-hlth exp, \$441.60, Kelly Philipsen, coroner exp, \$50.00, KRP Services, Imbr/clvrts/brdg, \$892.00, Lori Bickford, p-hlth exp, \$120.00, Mark Pinsky, coroner exp, \$495.08, MasterCard, veh maint/fuel, \$328.96, Max Masters, gis land records, \$1,900.00, Natrona County Legal Dept, invol commit, \$565.00, Newcastle Ambulance Service, invol commit/ambulance, \$9,158.38, Newcastle Chamber of Commerce, chamber, \$743.75, Newcastle Motors, mile/trvl, \$162.52, News Letter Journal, print/publ/maj repairs, \$2,378.35, Northern WY Mental Health, mental hlth, \$2,125.00, Osage Ambulance, ambulance, \$3,750.00, Osage Improvement & Service Dist, coroner rent, \$300.00, Plainsman, supp, \$301.39,

Postmaster c/o P-Hlth, p-hlth exp, \$240.00, Postmaster c/o WIC, wic, \$196.00, Powder River Energy Corp, util, \$1,777.28, Power Plan OIB, repair/maint, \$1,461.78, Rabe Elevator, repair/maint, \$1,310.50, Reserve Acct-Pitney Bowes, post/freight, \$3,875.00, Ringer Law PC, special attny, \$775.00, Roadrunner Disposal Service, util, \$60.00, Rocky Mountain Propane, util, \$2,252.25, RT Communications, comm, \$3,421.84, Servall Uniform/Linen Co, janitor supp, \$291.11, ShopKo, misc, \$504.00, Short Stop, oil/gas, \$175.06, Shred's, misc, \$159.75, Stacy Buchholz, ext serv exp, \$156.76, Stephens-Peck, supp, \$90.00, Team Lab Chemical Corp, oil/gas, \$297.00, Top Office Products, maj repairs/supp, \$841.34, TruGreen-Chemlawn, janitor supp, \$278.30, Upton Ambulance, ambulance, \$3,750.00, Upton Chamber of Commerce, chamber, \$425.00, Upton Co-op Assn, oil/gas, \$22,598.68, Upton Senior Center, sr citizens, \$531.25, Urbin Law Office, special attny, \$1.67, US Forest Service c/o Citibank, ext serv exp, \$209.55, Verizon Wireless, p-hlth exp, \$182.37, Vicki Hayman, ext serv exp, \$26.11, VISA, hmlnd sec exp/post/freight, \$27.12, Voelker's Autobody, veh maint/fuel, \$15.00, Wayne Erickson Family Dental, jail medical, \$260.00, West End Water Dist, util, \$60.00, WC 4-H Council, ext serv exp, \$93.07, WC Detention Center, brd of prisoners, \$282.00, WC Gazette, print/publ, \$843.94, WC Health Services, in-home health, \$1,295.00, WC Humane Society, humane soc, \$637.50, WC Natural Resource Dist, nat res garden/hazard, \$1,168.75, WC Public Health, jail medical, \$20.00, WC Road & Bridge, veh maint/fuel, \$1,897.08, WC Sr Services, sr citizens/brd of prisoners, \$9,004.50, Weston Engineering, engineer srvcs, \$1,000.00, Wireless Advanced Communications, veh maint/fuel, \$178.00, Woody's Food Center, brd of prisoners/supp, \$580.35, WY Automotive Co, repair/maint, \$479.54, WY Behavioral Institute, invol commit, \$1,370.00, WY Dept of Agriculture, repair/maint, \$25.00, WY Dept of Health, p-hlth exp, \$17,011.63, WY Dept of Workforce Services, unemployment, \$5,068.00, WY Machinery Co, repair/maint, \$1,645.05, WY Network, financial admin, \$200.00, WY Taxpayers Association, financial admin, \$195.00. Net Payroll, \$142,070.29.

With no further business, the meeting was adjourned at 3:57 p.m.

Bill Lambert  
Chairman

Attest:

Jill Sellers  
Weston County Clerk