

**WESTON COUNTY BOARD OF COMMISSIONERS**  
**OFFICIAL MINUTES**  
**October 4, 2016**

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. Commissioners Bill Lambert, Tracy Hunt, Randy Rossman, Tony Barton and Marty Ertman, and County Clerk Jill Sellers and County Administrator Dan Blakeman. Commissioner Barton opened the meeting with prayer, and Commissioner Hunt led the Pledge of Allegiance.

**CONSENT AGENDA**

Commissioner Barton moved to approve the agenda; seconded by Commissioner Rossman. Carried.

**APPROVAL OF MINUTES**

Discussion of the minutes included Commissioner Ertman's recommendation for the use of titles in the minutes; Commissioner Hunt noted the Clerk's presentation of clear, concise minutes. Clerk Sellers commented that the omission of titles saves on publishing costs. For the minutes of September 20, 2016, Commissioner Ertman requested that specific dates be added to the Administrator's update, and to clarify that the Commissioners will interview for and hire the Mallo Manager position. Commissioner Barton moved to approve the minutes of the September 20, 2016, as amended; seconded by Commissioner Rossman. Carried.

**APPROVAL OF VOUCHERS**

Commissioner Hunt moved to approve the vouchers; seconded by Commissioner Rossman. Voucher #61058 was unsigned. Motion was amended to approve all vouchers except # 61058. Carried. County Attorney Curley returned with voucher #61058, now completed. Commissioner Ertman moved to approve voucher #61058 in the amount of \$3,780.60; seconded by Commissioner Rossman. Carried.

Commissioner Barton moved to approve the payroll; seconded by Commissioner Rossman. Carried.

County Attorney William Curley presented an employee's comp time voucher for approval, as the questions raised by its submission have been resolved. Under Federal employment laws, the great majority of the comp time claim was valid. Due to variance in timekeeping practices, the possibly disputable hours, were minimal. County Attorney Curley and the employee agreed on the majority of the details of the claim. County Attorney Curley recommended payment of the claim in full. Employee also provided a notarized statement stating to the effect that all comp time/overtime claims for the employee were, thus, submitted, agreed to, and settled from the employee's date of hire through October 4, 2016. Commissioner Barton moved to approve the comp time voucher for \$3,264.85, dated September 19, 2016, to be paid at the next regular payroll cycle; seconded by Commissioner Rossman. Carried.

County Attorney Curley recommended that payroll practices be standardized through the Clerk's office, including records of vacation, sick and comp time. Clerk Sellers will research options and provide recommendations.

Commissioner Barton moved to approve the monthly collections for the Clerk (\$11,128.50) and District Court (\$2,014.45); seconded by Commissioner Rossman. Carried.

County Attorney Curley presented a check from Christina Williams, Attorney at Law, for \$5.31. Commissioners recommended it be deposited into the general fund.

#### **ATTORNEY BUDGET**

Pam Brackett requested an increase of \$2,272.80 in the General Attorney Office Expense budget (100.00.06.0089000.00000). Expenses that should have come out of 2015-2016 budget ended up being taken out of the 2016-2017 budget. Many of the expenses were for trial materials. Commissioner Ertman moved that \$2,272.80 be taken out of Case/Prosecution (100.00.20.0899000.0000), and that \$2,272.80 be restored to General Attorney Office Expense (100.00.06.0089000.0000), so that budget can be used for their office expenses; seconded by Commissioner Rossman. No further discussion. Carried.

#### **ADMINISTRATOR**

County Administrator Blakeman presented Wyoming Department of Transportation/CMAQ budget cuts, where all counties were asked to cut their budgets by 44%. Approximately \$200,000 that was allocated to Weston County will be returned to CMAQ, as it has not been used. Weston cut more than 44%, in order to help justify the budget. Weston was awarded \$190,000 for the Grieves Road project. Discussion included concerns about the inequities of cuts across the counties, the disparity of projects, and the qualifications to justify projects.

County Administrator Blakeman will review the youth building roof project bids with Barton; reported on conference attendance for Wyoming Association of County Officers in Laramie; reminded Commissioners that his review and evaluation are scheduled for October 13, 2016.

County Administrator Blakeman reported that Curley is working on the Courthouse roof contract. Commissioner Rossman moved to authorize Chairman's signature on the project after review by the County Attorney; seconded by Commissioner Hunt. Carried.

County Administrator Blakeman also reported that the bank building was vacated by Pinnacle Bank; keys were turned over to the County Administrator. Utilities will be changed to County accounts.

#### **DISCUSSION**

Commissioner Ertman reported on WACO; provided a report on BLM; reported on plans for legislation for gravel roads; also provided copy of minutes from WCCA meeting.

#### **OLD BUSINESS**

Clerk Sellers confirmed a vacancy on the Library Board, and presented a letter from Paul Patterson. Commissioner Rossman moved to appoint Patterson to the Library Board; term from 2016-2019; seconded by Commissioner Ertman. Carried.

Predator Board members were reviewed. Sportsman positions are held by Gary Barnes, Sam Haptonstall and Jason Williams. Haptonstall is now ineligible, due to having already served more than two consecutive terms. Corbin Timberman submitted a letter of interest to fill a Sportsman position. Barton moved to rescind Haptonstall's reappointment due to the conflict, and to approve Timberman in that position, for term 2016-2019. Carried. Letter will be sent to Haptonstall, informing him of the change on the board and thanking him for his service. Letter will also be sent to Timberman, informing him of his appointment, term through January 2019. Commissioner Hunt moved to accept Nicky Groenewold's resignation from the Predator Board, as communicated verbally and via email to the

Commissioners; seconded by Commissioner Barton. Carried. The Public Representative position on the Predator Board remains vacant.

Clerk Sellers reported on the General Election and Weston County Solid Waste District (WCSWD) Special Election. Absentee voting began for both on September 23, 2016; the efforts in the Clerk's office are doubled. Concerns regarding voter education on the issue were raised. Alexis Barker of the *Newsletter Journal* stated that Ed Wagoner of the WCSWD Board asked for a story in the newspaper, and said he would be available at the candidate's forum on Thursday, October 6, 2016 to answer questions and provide information.

Break was called at 11:16 a.m.; reconvened at 11:27 a.m.

#### **NEW BUSINESS**

Resolution 2016-16 was presented, ending the current fire ban. Commissioner Rossman moved to approve Resolution 2016-16 and authorize the Chairman's signature on the resolution; seconded by Commissioner Ertman. Carried.

Clerk Sellers reported on the response to the Mallo Manager position; seven resumes received thus far. Applications will be accepted through Friday, October 7, 2016. Applicants' resumes and references will be provided to the Mallo Board for review. For the previous hire, a committee of two Commissioners and the Clerk reviewed recommendations from the Mallo Board, then a hire was made by the full Board of Commissioners; the same process was discussed and recommended.

#### **PUBLIC COMMENT**

None.

Break was called at 11:40 a.m.; reconvened at 1:00 p.m.

#### **EXECUTIVE SESSION**

Commissioner Ertman moved to go into Executive Session for Coroner's update on an investigation at 1:03 p.m., under W.S. 16-4-405 (a)(iii); seconded by Commissioner Rossman. Carried. Executive Session ended at 2:00 p.m., and the open meeting was continued.

#### **PUBLIC COMMENT**

None.

#### **VOUCHERS**

066 NCPERS, financial admin, \$240.00, AFLAC, payroll ded, \$2,167.63, Blue Cross Blue Shield, financial admin, \$55,799.94, Circuit Court, payroll ded, \$1,366.79, Office of Child Support, payroll ded, \$175.00, Orchard Trust, payroll ded, \$1,645.00, WEBT, financial admin, \$176.00, WC Clerk, financial admin, \$45,048.05, WC Treasurer, financial admin, \$20.00, WY Child Support, payroll ded, \$1,175.00, WY Dept of Workforce Services, financial admin, \$2,722.93, WY Retirement System, financial admin, \$30,818.67, Powder River Heating & AC, misc, \$28,803.41, Pitney Bowes Global Financial Services, supp, \$774.00, Hermes Consolidated Inc, oil/gas, \$13,868.72, WACO, school exp, \$125.00, 21 Electric LLC, repair/maint, \$591.00, Ad Pro, supp, \$527.85, ADI Insurance Agency, insurance, \$53,318.00, Alpha Communications, tower rent, \$75.00, American Welding & Gas, repair/maint, \$45.06, Andersen Plumbing & Contracting, repair/maint, \$386.00, AT&T Mobility, comm, \$1,714.72, Axis Forensic Toxicology, coroner exp, \$250.00, BH Chemical & Janitorial, brd of prisoners, \$999.87, BH Energy, util, \$3,507.09, BH Plumbing, repair/maint,

\$575.77, Bullseye Promotions, misc, \$954.00, Byrand Streeter, contract wage, \$1,158.75, C&J Newcastle Hardware, repair/maint, \$635.77, Cambria Supply, repair/maint, \$62.89, Campbell Co Memorial Hospital, invol commit, \$3,780.60, Campbell Co Public Health, p-hlth exp, \$109.67, Casper Star Tribune, supp, \$83.39, CDW Government, p-hlth exp, \$681.41, Central Restaurant Products, inmate prog, \$71.07, City of Newcastle, util/dispatch/pub def/p-hlth exp, \$5,865.37, Comtronix, misc, \$162.00, Culligan Water Conditioning, misc, \$15.00, Cummins Rocky Mountain, repair/maint, \$185.37, Cynthia Crabtree, coroner exp, \$25.88, Dan Blakeman, financial admin, \$497.88, DBT Transportation Services, awos, \$339.00, Decker's Market, supp, \$68.74, Dixon Bros, oil/gas, \$322.50, Double D, repair/maint, \$553.79, Employee Data Forms, financial admin, \$27.25, Finkey Law, special attny, \$135.00, Frontier Home Ranch & Hardware, repair/maint, \$91.71, Gateway Auto Supply, repair/maint, \$18.58, Glock Professional, school exp, \$250.00, Godfrey's Brake Service, repair/maint, \$784.44, Golden West Technologies, comp software/new equip/p-hlth exp, \$2,573.80, Hillyard/Sioux Falls, janitor supp, \$78.93, Jones & Bartlett Learning, jailor school, \$248.38, Keyhole Technologies, veh maint/fuel, \$1,672.00, MasterCard, school exp, \$1,437.05, Matthew Bender & Co, attny exp, \$219.39, Max Masters, gis land records, \$1,900.00, Minuteman Lube Center, veh maint/fuel, \$360.09, Moore Medical, p-hlth exp, \$244.67, Motor Power Equipment, repair/maint, \$7,090.63, Newcastle Ambulance Service, ambulance, \$1,250.00, Newcastle Fire Suppression, repair/maint, \$56.79, News Letter Journal, adverts tax sls/misc, \$4,382.59, Northern WY Mental Health, mental health, \$2,125.00, Northwest Specialty Sales, coroner exp, \$138.65, Occupational Research & Assessment, coroner exp, \$150.00, Osage Improvement & Svc Dist, coroner exp, \$300.00, Plainsman, supp, \$891.79, Powder River Energy Corp, util, \$1,197.87, Power Plan OIB, repair/maint, \$1,028.85, Preventive Health & Safety Division, p-hlth exp, \$42.00, Reditest Screening Devices, coroner exp, \$156.50, Reserve Acct-Pitney Bowes, post/freight, \$5,250.00, Ringer Law PC, special attny, \$895.00, Roadrunner Disposal Service, util, \$60.00, RT Communications, comm, \$2,635.91, Salina Sandoval, ext serv exp, \$102.60, Sanofi Pasteur, p-hlth exp, \$3,093.81, Servall Uniform/Linen Co, janitor supp, \$302.48, ShopKo, office exp, \$143.96, Shred's, misc, \$263.50, Source Gas, util, \$185.40, Stacy Buchholz, ext serv exp, \$166.36, Taser Intl, officer equip, \$8,316.00, Thomas L. Bennett, coroner exp, \$2,000.00, Timberline Services, gravel/rd mtrl, \$16,096.73, Top Office Products, misc/p-hlth exp, \$699.49, Town of Upton, comm ctr/landfill, \$2,818.75, Ultra Max, ammo, \$1,692.00, Upton Ambulance, ambulance, \$3,750.00, Upton Co-op Assn, Imbr/clvrts/brdg, \$47.40, UW Admin Business Office, ext serv exp, \$5,833.50, Verizon Wireless, p-hlth exp, \$182.48, VISA, misc, \$146.26, Voelker's Autobody, equip repair, \$745.90, Western Printing, supp, \$185.04, WC Gazette, print/publ, \$1,600.45, WC Health Services, jail medical, \$20.00, WC Road & Bridge, veh maint/fuel, \$3,047.80, WC Sr Services, brd of prisoners/p-hlth exp, \$4,374.00, Weston Engineering, engineer srvs, \$1,000.00, Wireless Advanced Communications, radio exp, \$412.45, Woody's Food Center, brd of prisoners/supp, \$362.07, WY Automotive, oil/gas, \$125.27, WY Dept of Health, p-hlth exp, \$139.00, WY Guardian Ad Litem, special attny, \$1,513.54, WY Law Enforcement Academy, school exp, \$135.00, WY Network, financial admin, \$200.00. Net Payroll, \$141,647.81.

With no further business, the meeting was adjourned at 2:02 p.m.

Bill Lambert  
Chairman

Attest:

Jill Sellers  
County Clerk