

Weston County Board of Commissioners
OFFICIAL MINUTES
September 6, 2016

The Weston County Board of Commissioners convened at 9:00 a.m., Chairman Bill Lambert presiding. Present were Commissioners Tony Barton, Marty Ertman, and Randy Rossman. Also present were County Clerk Jill Sellers and Administrator Dan Blakeman.

GOOD OF THE ORDER

Commissioner Rossman gave the invocation, and all joined in the Pledge of Allegiance.

CHANGES TO THE AGENDA

None. Moved by Rossman; seconded by Barton. Carried.

APPROVALS

Vouchers were reviewed by the Commissioners. Moved by Rossman to approve the vouchers; seconded by Ertman. Carried. Provider of service contracts were signed by the Chairman.

Approval of regular minutes of 8/16/2016: Moved by Barton to approve the minutes as official; seconded by Ertman with correction that "Cooperative" be spelled out; Barton agreed to the update. Carried.

ADMINISTRATOR

Blakeman presented Homeland Security Grant for Chairman's signature. Moved by Rossman; seconded by Barton. Discussion included question of whether or not it is a full time or part time position. Sheriff Colvard will be asked to clarify the position. Grant still requires signature. Vote was called. Carried.

Blakeman requested approval to pay final bill from Powder River Heating for \$17,477 for HVAC system; needs approval of a budget line to take it out of. The bill is in excess of the grant matches. Rossman moved that the Commissioners sign a resolution requesting that the remainder of the evidence building grant money be transferred to the HVAC grant; Ertman seconded. Carried.

Moved by Rossman to take \$17,477 out of the grant match (100.00.20.0799000.0000) to pay Powder River Heating; seconded by Ertman. Carried.

Moved by Rossman to approve the Powder River voucher in the amount of \$28,803.41; seconded by Barton. Carried.

Barton moved for the authorization of the Chairman's signature on Resolution 2016-15, for the January 2017 SLIB meeting for the MRG grant for the upstairs remodel in the amount of \$475,000; seconded by Ertman. Carried.

Blakeman is working on a plan for the bank building to submit to the fire marshal.

Three (3) roofing bids were received from Skyline Builders (\$324,980), Van Ewing Construction (\$310,197) and Mt. Peak Builders (\$196,200). Randy Hein (architect) had reviewed all the bids, including contacting each company. One year warranty on the roof. The project will be covered by grant money.

Ertman moved to approve the bid from Mt. Peak Builders to reroof the Courthouse; seconded by Rossman. Carried.

Blakeman reported that HDR will proceed with the Youth Building roof, based on Commissioners' approval of August 2, 2016.

Blakeman informed the Board that if the board would like him to attend meetings such as the Thunder Basin Grasslands Prairie Dog Committee meeting, that he needs to be informed to do so. Ertman reported that she had contacted the Wyoming County Commissioners Association (WCCA) who recommended that the County not attend. Ertman will inform the Board when she receives a reply from Gregory Gowan of WCCA, who did attend the meeting.

Blakeman reported on specific compliance issues regarding awards of homeland security grants; he will forward the issues to Sheriff Colvard for action.

Break called at 10:23 a.m.; reconvened at 10:49 a.m.

DISTRICT COURT UPDATE

Gidget Macke presented the child support agreement, wherein a \$70 fee will be collected, \$50 of which will go to the County. Rossman moved for Chairman's signature on the child support agreement with the Department of Family Services; seconded by Ertman. Barton requested that it be reviewed by the County Attorney. Carried.

Macke reported that the law library that is housed in District Court has not been utilized to justify its yearly cost of \$4189.50. Solution suggested is to provide access at both the County libraries, which would cost \$250 per month. Access would be available through two existing computers at each library. According to the County Attorney, this solution would be compliant with W.S. 5-3-111. The law library would be more accessible to the public via the libraries than it currently is. Moved by Rossman that the Commissioners support the transition of the law library to online access at our County libraries; seconded by Barton. Carried.

BLACK HILLS ENERGY

Jeff Kukla and Ryan Berlin of Black Hills Energy presented a property split (of Matt and Donna Perino's land) for the new electrical substation. They have already successfully presented the issue to the Planning and Zoning Board and the City of Newcastle. This station will help maintain the reliability and redundancy of power to the area, as well as help manage load growth for the next 20-30 years. Moved by Barton to authorize the Chairman's signature on the Black Hills Energy Mylar, approving the property split for the electrical substation; seconded by Rossman. Carried.

The Mylar will be left with the Clerk for the Planning and Zoning Board for their signature. A fully signed copy will be provided back to Ryan Berlin, Black Hills Energy.

Commissioners requested that the Planning Board be added to the October agenda, to discuss procedures for future plat presentations and approvals. Clerk contacted Chairman Rick Dunford, who appeared at the meeting later in the afternoon. Dunford signed the Black Hills Energy Mylar. It was agreed that in the future, the Planning Board Chairman will sign prior to the final signatures by the Commissioners.

PUBLIC COMMENT

None.

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

COUNTY ATTORNEY

County Attorney William Curley presented the Two Elk legal issues. Curley reported that it is not required that the County respond or be present at the scheduled hearings, unless the Board of Commissioners directed otherwise. No action requested by the Board.

Compensatory Time claim is being processed.

TREASURER

Susie Overman presented a Rescission of Transaction form, due to a declined check received for license plates. Treasurer will forward to the Sheriff for the plates to be removed. Moved by Ertman to sign the rescission of transaction presented by the Treasurer on September 6, 2016; seconded by Rossman. Carried.

OLD BUSINESS

Sellers reported that Pinnacle Bank paid their September rent, and stated they would vacate the building on September 24 or 25th. Rent was deposited into the General Miscellaneous Revenue Account 100.00.4260000.0000. All rent checks will be deposited into this account.

Fairgrounds manager Ellen McKenzie had provided an updated list of property inventory to the Clerk, which was presented to the Board. Sellers indicated that she would review our insurance policies, as well as our communications bills to identify cost savings opportunities.

NEW BUSINESS

Sellers reported the Extension Office is already over on their communications budget, and we will need to identify a new line to fund it. Commissioners directed that the Extension Office use their office expense line to cover their communication bill. Their communication costs will likely be realigned with the other departments that move into the bank building.

Sellers presented the ballot issue for the waste district mill levy. The Assessor reported, according to the Department of Revenue, that the Weston County Solid Waste District has not been established. Following discussion, it was determined that Sellers will notify the Department of Revenue with an updated map and copy of Resolution 2015-03. Assessor advised that a legal description will also likely be required; Sellers will confirm requirements with the Department of Revenue. Sellers requested Board support for a special district ballot for WCSWD. There were no objections.

Sellers presented letter from John Prell, resigning as caretaker of Mallo Camp, effective November 30, 2016. Job description will be provided to the Clerk for inquiries. The Mallo Board will recommend candidate(s); the Commissioners will appoint. Rossman moved to accept Prell's resignation with regret, as of 11/30/2016; seconded by Barton. Carried.

PROPERTY INSURANCE

Karen Ackerman of ADI provided two quotes for County property insurance. She also commented on the bond for officials; she was directed to the County Attorney for further information. Ackerman will research coverage for the historic courthouse. Current policy is due to renew on September 15.

WESTON ENGINEERING

Jerry Hunt reported on the reroofing project for the law enforcement center building. The project will have a warranty. Commissioners supported the retention of Weston Engineering, as his guidance has been cost effective for the County.

ROAD & BRIDGE

Rick Williams presented updates on Upton-Fairview, Wildcat, and Dunham Road bridges. Williams and Hunt will check with the Department of Transportation on status of these projects.

Williams presented permit policy on the installation of cattle guards on County roads. Discussion followed. Williams, Blakeman, and Curley will work out the details of the permit and the policy that governs the process, and bring the revised policy to the Commissioners.

Discussion ensued on dust control requests, application, costs and policy. Williams reported that Road and Bridge might come into 12,000 tons of rotomill, when they mill the shoulders between Hell Canyon and Dixon Brothers. Williams will update the board.

PUBLIC COMMENT

None.

VOUCHERS

066 NCPERS, financial admin, \$240.00, AFLAC, payroll ded, \$2,115.11, Blue Cross Blue Shield, financial admin, \$55,799.94, Circuit Court, payroll ded, \$656.45, Office of Child Support, payroll ded, \$175.00, Orchard Trust, payroll ded, \$1,645.00, WEBT, financial admin, \$176.00, WC Clerk, financial admin, \$46,315.45, WC Treasurer, financial admin, \$20.00, WY Child Support, payroll ded, \$1,175.00, WY Dept of Workforce Services, financial admin, \$2,097.92, WY Retirement System, financial admin, \$31,388.22, Ad Pro, supp, \$414.52, Ada Vondra, election exp, \$162.03, Advanced Drug Testing, misc, \$26.00, Alinea Coy, election exp, \$137.19, Alpha Communications, tower rent, \$55.00, American Welding & Gas, repair/maint, \$34.20, API Systems Integrators, repair/maint, \$368.00, AT&T Mobility, comm, \$1,414.39, Barbara Crow, election exp, \$133.25, Barbara J. Lebsack, election exp, \$147.75, Barbara Jo Riggs, election exp, \$109.69, Betty Petranek, election exp, \$32.63, BH Chemical & Janitorial, brd of prisoners, \$911.35, BH Energy, util, \$4,072.03, BH Plumbing, repair/maint, \$196.90, Bullseye Promotions, veh maint/fuel, \$327.00, Burnell Pond, brd of prisoners, \$20.34, Burns Insurance, misc, \$50.00, Byrand Streeter, contract wages, \$1,158.75, C&J Newcastle Hardware, janitor supp, \$152.05, Cambria Supply, repair/maint, \$98.32, Carolyn Peterson, election exp, \$193.88, CDW Government, p-hlth exp, \$248.72, Central WC Solid Waste Dist, cwcswd, \$1,593.75, City of Newcastle, util/dispatch/pub def/p-hlth exp, \$6,042.27, Civil Air Patrol Magazine, pub rel, \$395.00, Collins Communications, maj repairs, \$1,103.34, Connie Tooman, election exp, \$147.60, Crook Co. Medical Services, pre-employment, \$131.00, Culligan Water Conditioning, misc, \$28.00, Debbi Piper, election exp, \$123.07, Decker's Market, supp/ext serv exp, \$296.79, Denette J. Price, election exp, \$32.63, Denise Thompson, election exp, \$172.90, Dixon Bros, oil/gas, \$779.37, Donna J. Kennedy, election exp, \$172.90, Dorla Sackett, election exp, \$136.88, Double D Obsolete Parts, repair/maint, \$535.58, Election Systems & Software, election exp, \$2,492.54, Ellen Butts, election exp, \$140.50, Fastenal Co, repair/maint, \$52.53, Finkey Law LLC, special attny, \$2,775.60, Fisher Sand & Gravel, grvl/rd mtrl, \$35,330.32, Focus, focus, \$956.25, Francie Goode, election exp, \$133.25, Fred's Welding Service, inmate

prog, \$87.28, Frontier Home Ranch & Hardware, repair/maint, \$118.57, Gateway Auto Supply, veh maint, \$68.46, Georgia Japp, election exp, \$140.50, Gloria Riehemann, election exp, \$187.40, Golden West Technologies, comp software/p-hlth exp, \$2,073.80, Grace Davis, election exp, \$118.75, Great Western Tire, repair/maint, \$120.00, Herb French, election exp, \$32.63, Hermes Consolidated, oil/gas, \$16,565.79, Hillyard/Sioux Falls, janitor supp, \$38.67, James Tooman, election exp, \$147.60, Jane Capps, election exp, \$141.47, Janet E. Materi, election exp, \$171.40, Janice F. Howell, election exp, \$129.63, Joann Fassbender, election exp, \$135.06, Kaitlin Macke, election exp, \$25.38, Karen Carter, election exp, \$158.40, KASL, p-hlth exp/print/publ, \$450.00, Kathryn F. Thomas, election exp, \$120.56, Kathryn M. Davis, election exp, \$194.09, Kelly Daniels, election exp, \$138.58, Kelly Philipsen, coroner exp, \$35.00, Kreislers, wic, \$31.41, Larry Honebrink, maj repairs, \$853.65, Laura Bock, election exp, \$216.18, Lavonne Roberts, election exp, \$144.13, Law Enforcement Systems, investigations, \$799.00, Lori Bickford, p-hlth exp, \$691.90, Marlys Mitchell, election exp, \$172.90, Mary Butts, election exp, \$25.38, Mary Dixon, election exp, \$135.06, Mary Orban, election exp, \$138.58, MasterCard, veh maint/brd of prisoners, \$215.81, Matthew Bender & Co, supp, \$779.26, Max Masters, gis land records, \$1,900.00, MG Oil Co, oil/gas, \$1,966.34, Michelle Sweet, p-hlth exp, \$38.00, Minuteman Lube Center, veh maint, \$81.94, Motor Power Equipment, repair/maint, \$1,756.41, National Sheriff's Assn, pub rel, \$58.00, Neve's Uniforms, uniforms, \$244.70, Newcastle Ambulance Service, ambulance, \$2,500.00, Newcastle Chamber of Commerce, chamber, \$743.75, Newcastle Motors, veh maint, \$237.79, News Letter Journal, supp/p-hlth exp, \$465.67, Osage Ambulance, ambulance, \$3,750.00, Osage Improvement & Service Dist, coroner exp, \$300.00, Outlaw Motors, veh maint, \$20.00, Phyllis Sundstrom, election exp, \$30.81, Plainsman, supp, \$867.20, Powder River Energy, util, \$991.11, Preventive Health & Safety Division, p-hlth exp, \$42.00, Ringer Law, special attny, \$480.00, Roadrunner Disposal Service, util, \$60.00, RT Communications, comm, \$2,480.73, Sandra Walford, election exp, \$120.56, Servall Uniform/Linen Co, janitor supp, \$233.26, Sirchie Finger Print Labs Inc, brd of prisoners, \$59.57, Source Gas, util, \$145.87, Susan K. Jones, election exp, \$129.63, Susan Kettley, election exp, \$136.88, Susan Love, election exp, \$142.20, Tammy Cleverdon, election exp, \$32.63, Timberline Services, grvl/rd mtrl, \$17,797.26, Top Office Products, misc/p-hlth exp, \$2,039.65, Tracy Gibbs, election exp, \$131.44, Ultra Max, ammo, \$936.00, Upton Chamber of Commerce, chamber, \$425.00, Upton Senior Center, sr citizens, \$531.25, Urbin Law Office, special attny, \$597.61, Vanita Epperson, election exp, \$142.28, Verizon Wireless, p-hlth exp, \$182.48, Visa, ext serv exp, \$22.37, WC Historical Society, hist prsrvt, \$225.74, WD Larson Co, repair/maint, \$72.54, West Payment Center, law library, \$332.33, Western Printing, election exp, \$438.61, Western States Fire Protection, maj repairs, \$390.00, WC Children's Center, child ctr, \$3,187.50, WC 4-H Council, ext serv exp, \$428.11, WC Gazette, print/publ/adverts tax sls, \$5,222.76, WC Humane Society, humane society, \$637.50, WC Natural Resource Dist, nat res garden/haz, \$1,168.75, WC Road & Bridge, veh maint/fuel, \$3,166.00, WC Sheriff's Office, post/freight, \$40.87, WC Sr Services, brd of prisoners/sr citizens, \$8,778.50, Weston Engineering, engineer srvs, \$1,000.00, Wireless Advanced Communications, eqp prchs, \$14,432.19, Woody's Food Center, brd of prisoners/janitor supp, \$613.93, WY Automotive, repair/maint, \$71.41, WY Behavioral Institute, invol commit, \$2,055.00, WY Dept of Health, p-hlth exp, \$310.00, WY Dept of Transportation, co rd fund, \$16.49, WY Law Enforcement Academy, jailor school, \$742.50, WY Machinery, repair/maint, \$449.49, WY Network, financial admin, \$250.00, Wyoma M. Jungck, election exp, \$135.06. Net Payroll, \$146,015.67.

With no further business, the meeting was adjourned at 4:30 p.m.

Bill Lambert
Chairman

Attest:
Jill Sellers
County Clerk

