

May 3, 2011

The regular meeting of the Weston County Commissioners convened at 9:00 a.m. with Chairman Tom W. Bruce presiding. Present for the meeting were Commissioners: Tom W. Bruce, Marty Ertman, Randy Rossman, Lenard D. Seeley, Jerry Shepperson and County Clerk, Mamie C. Krank.

Good of the Order

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

Approve Minutes

A motion was made by Commissioner Shepperson, seconded by Commissioner Rossman, to approve the minutes of the last regular meeting held on April 19, 2011, with a change under the heading Clayspur Road in the last sentence to read: "Commissioner Ertman contacted the Historical Society and asked if she could remove the garbage can; they agreed with the request." and the minutes of a special meeting held on April 30, 2011. Motion carried.

Accept Collections

A motion was made by Commissioner Shepperson, seconded by Commissioner Ertman, to accept the collection of the District Court in the amount of \$1,757.00 and the collections of the County Clerk in the amount of \$7,573.50. Carried.

Growth & Development Coordinator

Ray Pacheco, Growth & Development Coordinator met with the commissioners to clarify his employee status. Mr. Pacheco was unclear as to whether his employment is considered exempt or non-exempt. The major difference being whether or not a time card must be submitted each month and the procedure for overtime compensation. Discussion ensued; the Commissioners stated they would have clarification on these questions by the end of the meeting. No action was taken.

Fair Event Center

Kyle Gillette, Schutz Foss Architects met with the Commissioners to update them on the Fair Event Center and present change orders for the project. Mr. Gillette stated that the project is ahead of schedule and approximately 70% completed. Mr. Gillette also informed the Commissioners that there was approximately \$51,000.00 of contingency money left in the grant because of Weston Counties' in-kind portion of gravel hauled and structural fill for the foundation of the building. Mr. Gillette presented the Commissioners with the following list of proposed Change Orders: East Exit Hallway - Fire Marshal request, cost \$6,983.90, Structural Fill – County provided, cost savings (-\$22,500.00), Hauling fill material – County provided, cost savings (-11,390.00), Standing Seam Metal Roof - Architect requested reduction, cost savings (-\$17,390.00), Upsize sewer line from 4" to 6"- required by City of Newcastle, cost \$1,320.00, Re-route sewer line – Proposed by Architect, cost \$3,960.00, Add cabinets and sink in room 107 – requested by Fair Board, cost \$4,000.00, additional sidewalk to be completed around building instead of landings at doorways – proposed by Architect, cost \$2,000.00. Mr. Gillette stated that the contingency money would cover the proposed change orders with no additional cost to the County and still allow for the purchase of additional items for the commercial kitchen. A motion was made by Commissioner Shepperson, seconded by Commissioner Seeley, to approve the change orders for the concrete work, exit door, sink and cabinetry as well as the sewer upsize and re-route. Motion carried.

Executive Session

A motion was made by Commissioner Shepperson, seconded by Commissioner Seeley, to go into executive session to discuss personnel. Motion carried. The meeting went into executive session at 10:11 a.m. and returned to open session at 10:54 a.m. with all present.

Growth & Development Coordinator

A motion was made by Commissioner Shepperson, seconded by Commissioner Rossman, to reiterate to Ray Pacheco, Growth & Development Coordinator, that he is a non-exempt employee, required to maintain a forty hour work week, required to turn in a time card as well as a schedule of duties performed, and communicate any personal time and sick

time as agreed upon by his immediate supervisor Mamie C. Krank, Weston County Clerk.
Motion carried.

The meeting recessed at 11:00 a.m. and reconvened at 11:09 a.m. with all present.

District Court

A motion was made by Commissioner Seeley, seconded by Commissioner Shepperson, to sign four copies of the District Court software maintenance agreement from Tiburon Inc. Motion carried.

Sheriff's Department

A motion was made by Commissioner Shepperson, seconded by Commissioner Ertman, to set a public hearing for the serving of process fees as authorized under Wyoming Statute 18-3-608 on June 7, 2011, at 10:00 a.m. as advertised. Carried.

Budget Amendment - Library

A motion was made by Commissioner Seeley, seconded by Commissioner Rossman, to set a Budget Amendment Hearing because of unanticipated interest earned on a Library Amendment Fund account in the amount of \$132.00. This hearing is to be held on June 7, 2011, at 10:15 a.m. Motion carried.

Employee Appreciation Day

A motion was made by Commissioner Ertman, seconded by Commissioner Shepperson, to allow an employee appreciation day on Friday, November 25, 2011, the day after Thanksgiving. Carried.

VFW Post 2516 Catering Permits

A motion was made by Commissioner Rossman, seconded by Commissioner Ertman, to approve two (2) twenty-four hour catering permits for the VFW Post 2516. The first permit is for a wedding to be held on May 28, 2011, and the second permit is for a poker run to be held on June 25, 2011. Motion carried. These licenses will be issued through the Weston County Clerk's Office and picked up by the license holder.

Sheriff's Department

Sheriff Bryan Colvard met with the Commissioners and gave the monthly Sheriff's Department report including the accounts receivables and fees. Sheriff Colvard discussed the Sheriff Service fees and stated that many man hours are spent locating individuals to be served, with the new legislation the current fee of \$35.00 could be increased to \$50.00 effective July 1, 2011. Courthouse security issues were discussed. No action was taken.

The meeting recessed at 11:55 a.m. and reconvened at 1:27 p.m. with all present.

Victim Witness Assistance Program

Tom Streeter, WY Probation and Parole, met with the Commissioners to discuss the need for a Victim Witness Assistance Program in Weston County. Mr. Streeter stated that the programs are self funded with the help of state and federal grant monies. In order to qualify for the grants the program must have a local buy-in or in-kind match from the community. The community buy-in could be monetary or by providing office space or coordinator benefits for example. This is a crime specific program and all entities dealing with criminal activity and/or victims could use this service. Mr. Streeter stated that there are thirty-three operating Victim Witness Assistance Programs throughout the state of Wyoming and currently Weston County is the only county without a program. The main job of a Victim Witness Coordinator would be to offer assistance to victims of criminal acts and help them get through the judicial system. The Commissioners requested pamphlets or written information on the program and its objectives. Mr. Streeter agreed to deliver the information requested. No action was taken.

Mallo Camp Board

Ted Ertman, Mallo Camp Board Member, presented the Commissioners with the Fiscal Year 2012 proposed budget including expenses and estimated revenues for Mallo Camp. Mr. Ertman also presented the Commissioners with a list of needs to be considered under a

possible provider of service agreement funded from the 1% sales tax money collected by the County. The list included gravel, a handicap sidewalk from the cabins to the lodge, an insulated building over the waste water treatment plant, portico roofs over the motel entrances, snow removal equipment, a new building to house the water well and new shop building. The Commissioners thanked Mr. Ertman for his presentation and stated the requests will be taken into consideration. No action was taken.

Musser Road Plat

Fran Lehman, presented the Commissioners with a plat map for the Musser Road created by Darrell Schlup, Tri Star Surveying. Ms. Lehman stated that Don Hansen, County Attorney, and Jerry Hunt, Weston Engineering, had reviewed and approved the plat map. Each Commissioner signed the map; it was notarized by Fran Lehman, and will be put on file with the County Clerk's Office.

Courthouse Security System

Doug Jorrey, Homeland Security Coordinator, explained the electronic locking system which has been installed at the Courthouse as part of the new Courthouse Security System. No action was taken.

The meeting recessed at 2:35 p.m. and reconvened at 3:00 p.m. with all present.

2011 Consensus Fund Projects

Rick Williams, Road & Bridge Foreman, and Ray Pacheco, Growth & Development Coordinator, presented the Commissioners with secondary projects for the 2011 Consensus Funds. A priority list had been compiled by the Commissioners in a meeting on the 5th of April, 2011, however; secondary projects are needed for the Consensus project presentation to be held May 10, 2011, at Newcastle City Council Chambers. The secondary list was primarily comprised of road projects, but also included a chain link fence for the perimeter of the Road & Bridge grounds and a parking area reconstruction project at the Fairgrounds to improve drainage. The Commissioners thanked Mr. Williams and Mr. Pacheco for their combined effort on the list. No action was taken.

Road & Bridge Department

Rick Williams, Road & Bridge Foreman, gave the department report. County roads and equipment were discussed. Mr. Williams stated that the Road & Bridge Department needs a new backhoe and he believes there may be enough money for the purchase in his budget. The Commissioners stated that if his departments' budget allows for the purchase to proceed. The Commissioners mentioned Mallo Camps' earlier request for a possible donation of equipment to remove snow. No action was taken.

Courthouse Boiler Replacement Project

Ray Pacheco, Growth & Development Coordinator, presented the Commissioners with bid information collected for the Courthouse Boiler Replacement Project. Two bids were received the first from Black Hills Plumbing & Heating with a cost of \$74,724.00 and the second from Powder River Heating & Air with a cost of 96,805.00. The Commissioners reviewed the warranties, maintenance costs, proposed products and bid pricing for the project. After discussion, a motion was made by Commissioner Rossman, seconded by Commissioner Shepperson, to accept the Courthouse Boiler Replacement bid from Black Hills Plumbing & Heating. Motion carried.

Planning & Zoning Board

A motion was made by Commissioner Shepperson, seconded by Commissioner Rossman, to allow two Planning & Zoning Board Members to attend a WyoPass spring workshop in Thermopolis, WY, on May 19 and 20, 2011 the County will pay for registration fees, mileage, lodging and meals. Motion carried.

Subdivision Improvement Agreement (SIA)

Ray Pacheco, Growth & Development Coordinator, presented the Commissioners with a revised version of a Subdivision Improvement Agreement for their review. No action was taken. This issue will be revisited.

Growth & Development Coordinator

Ray Pacheco, Growth & Development Coordinator, met with the Commissioners to discuss his employee status. The Commissioners read aloud the earlier motion of this meeting and stated that Ray Pacheco is a non-exempt employee; he is not his own department head, rather an employee of the Commissioners. No action was taken.

County Commission Scholarships

Applications for County Commission scholarships were reviewed. After discussion, a motion was made by Commissioner Shepperson, seconded by Commissioner Ertman, to award scholarships and alternates as follows:

Newcastle: Jess Rae Ayres and Jeremy Scott Beehler, scholarship recipients, with Brandi Lyn Roetzel and Carli Michelle Ausmann as alternates. A renewal scholarship was awarded to Troy Wayne Hieb.

Upton: Bethany D. Materi as the scholarship recipient with Brittany Jean Hamilton as the alternate. Carried.

Osage Dump

Commissioner Seeley gave the Commissioners an update on a meeting he had attended for the Osage Dump. He stated that a permit will be required by the Department of Environmental Quality by 2014. No action was taken.

Approve Vouchers

A motion was made by Commissioner Shepperson, seconded by Commissioner Rossman, to approve the vouchers as presented, with the exception of a voucher presented for payment by Carmen Carlson in the amount of \$7.00 for mileage within city limits. Motion carried. They are as follows:

066 NCPERS, financial admin, \$272.00, AFLAC, payroll ded, \$1,951.65, Blue Cross Blue Shield, financial admin, \$45,316.23, Dept of Employment, financial admin, \$2,381.95, Office of Child Support, payroll ded, \$175.00, Orchard Trust, payroll ded, \$1,150.00, WEBT, financial admin, \$171.30, Weston County Clerk, financial admin, \$35,916.82, WY Child Support, payroll ded, \$514.00, WY Retirement System, financial admin, \$22,169.16, WY Retirement System, financial admin, \$566.97, Hermes Consolidated Inc, gas/oil, \$24,666.58, Fisher Sand & Gravel Co, grvl/rd material, \$938.34, Patrick Amend & Assoc, emergency operations center, \$21,800.00, Morrison Maierle Inc, airport runway extension, \$58,864.20, Fisher Sand & Gravel, grvl/rd material, \$3,785.31, A&B Welding Supply Co, repair/maint, \$302.71, Ad Pro, supp, \$1,697.83, Advanced Drug Testing Inc, misc, \$26.00, Air Delights, p-hlth exp, \$253.75, All Clear Windows, janitor supp, \$42.00, Alltel, comm, \$783.84, Alpha Communications, radio exp, \$137.00, ALSCO, janitor supp, \$100.72, Apex Technology Solutions, comp software, \$1,100.00, Best Business Products, copier maint, \$268.71, Black Hills Chemical & Janitorial, brd of prisoners, \$41.93, Black Hills Plumbing, repair/maint, \$320.00, Black Hills Power, util, \$2,538.73, Black Hills Printing & Signs, misc, \$117.00, Tom W. Bruce, mile/trvl, \$641.00, Byrand Streeter, contract wages, \$1,020.87, C&J Newcastle Hardware, repair/maint, \$279.95, Cambria Car Wash, veh maint/fuel, \$100.00, Cambria Supply, repair/maint, \$368.83, Casey Thorson, repair/maint, \$850.00, Cedar Hills Family Clinic, p-hlth exp, \$900.00, City of Newcastle, util/dispatch/pub def/landfill/p-hlth, \$11,410.21, Collins Communications Inc, hmlnd sec exp, \$866.36, Connor Web Solutions, p-hlth exp, \$218.88, Contractors Supply, repair/maint, \$666.70, Crutchfield, p-hlth exp, \$393.48, Culligan Water Conditioning, misc, \$81.00, Dakota Steel & Supply, repair/maint, \$205.90, Dales Tire & Retreading, repair/maint, \$2,116.52, Decker's Food Center, supp, \$76.92, Dixon Bros Inc, gas/oil, \$340.65, Drive Train Industries Inc, repair/maint, \$94.40, Eddie's Truck Center, repair/maint, \$17.72, Family Dollar Stores, supp, \$32.00, Fastenal Company, repair/maint, \$409.19, Fisher Sand & Gravel, grvl/rd material, \$1,472.97, Gateway Auto Supply, repair/maint, \$793.75, Golden West Technologies, hmlnd sec exp, \$150.31, Graphic Design, uniforms, \$99.00, Grimm's Pump & Industrial Supply, fuel tank maint, \$364.75, Hansen & Peck, office exp, \$3,333.33, Hansen Equipment Co, gas/oil, \$43.50, Hillyard/Sioux Falls, brd of prisoners, \$30.67, Jerry Shepperson, mile/trvl, \$210.00, KASL, p-hlth exp, \$706.80, Lenard D. Seeley, mile/trvl, \$100.00, Lichen Research Center, comp software, \$1,000.00, Life's Great Inc, p-hlth exp, \$2,065.03, Local Govt Liability Pool, misc insurance, \$24,318.00, Lori Bickford, post/freight/supp, \$383.15, MasterCard, mile/trvl/school exp, \$929.91, Max Masters, gis land records, \$1,700.00, MG Oil Company, gas/oil, \$1,757.64,

Michelle Sweet, p-hlth exp, \$238.08, Midwest Cancer Screening, p-hlth exp, \$23.70, Minuteman Lube Center LLC, veh maint/fuel, \$105.00, Mountain States Lithographing, financial admin, \$169.09, Newcastle Ambulance Service, amblnc, \$2,708.33, Newcastle Extinguisher, repair/maint, \$489.64, Newcastle Motors, veh maint, \$192.18, News Letter Journal, supp/print/pub, \$1,184.83, Osage Ambulance, amblnc, \$1,375.00, Pamida, supp/jail medical/brd of prisoners, \$599.67, PCS Mobile, coroner exp, \$3,471.00, Phil's Tire, veh maint/fuel, \$88.11, Plainsman, supp, \$816.02, Powder River Energy Corp, util, \$1,089.64, Power Plan OIB, repair/maint, \$1,038.66, Pro Baby LLC, p-hlth exp, \$75.00, Randy Rossman, mile/trvl, \$48.00, Regional Health, coroner exp, \$736.00, Reserve Acct-Pitney Bowes, post/freight, \$1,445.00, Roadrunner Disposal Service, util, \$55.00, Roger Hespe, coroner exp, \$90.75, RT Communications, comm, \$3,604.94, Safety-Kleen Corp, repair/maint, \$429.81, Servall Uniform/Linen Co, repair/maint, \$190.47, SmileMakers, p-hlth exp, \$156.66, Source Gas, util, \$1,489.23, Sundance Appliance Center, p-hlth exp, \$157.00, Taser International, new equip, \$814.95, Tiburon, misc, \$2,108.00, Top Office Products, supp, \$1,135.52, Town of Upton, landfill, \$2,500.00, Tri Star Surveying, misc, \$1,326.00, Upton Chamber of Commerce, chmbr, \$750.00, USDA Forest Service, office exp, \$3,674.18, Vaisala Inc, awos, \$449.00, Verizon Wireless, comm, \$101.80, Vicki Hayman, mile/trvl, \$238.24, VISA, p-hlth exp/supp, \$549.60, Voelker's Autobody, veh maint/fuel, \$2,447.68, WCS, comm, \$211.76, WCTA, school exp, \$70.00, West End Water District, util, \$60.00, West Payment Center, law library, \$602.00, West River International, repair/maint, \$69.30, Weston Co Children's Ctr, chld cntr, \$3,750.00, Weston County 4-H Council, supp/post/freight, \$132.92, Weston County Gazette, print/publ, \$1,298.75, Weston County Library, library, \$2,893.21, Weston County Road & Bridge, veh maint/fuel, \$4,198.31, Weston County Sheriff's Office, youth services, \$27.54, Weston County True Value, repair/maint, \$5.97, Whisler Bearing, repair/maint, \$182.00, Whiteys Small Engine, repair/maint, \$65.00, William Taylor, mile/trvl, \$3.03, Woody's Food Center, supp, \$19.16, WY Automotive Co, repair/maint, \$449.16, WY Dept of Health, p-hlth, \$14,893.82, WY Dept of Transportation, pre employment, \$10.00, WY Guardian Ad Litem, spec attrny, \$1,783.53, WY Health Council, p-hlth, \$797.38, WY Honor Conservation Camp, brd of prisoners, \$2,360.40, WY Machinery Co, repair/maint, \$7,153.35, WY Network, financial admin, \$200.00, Yearbook 120, pub rel, \$100.00, Intermountain Record Center, record retention, \$2,593.95. Net Payroll \$126,039.24.

There being no further business to come before the Commission, the meeting adjourned at 4:38 p.m.

Attest: Mamie C. Krank
County Clerk

Tom W. Bruce
Chairman