

May 17, 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**

Chairman Bruce gave the Invocation and Commissioner Shepperson led the delegation in the Pledge of Allegiance.

#### **Courthouse Roof**

John Patik, Black Hills Plumbing & Heating, met with the Commissioners to discuss repairs to the Courthouse roof. A leak began around the Courthouse dome, and recent storms have damaged the rubber membrane on a portion of the roof. An estimate of \$5,640.00 was received from Leighton Construction and Services LLC for the repairs with possible additional costs of \$2,800.00 to re-glue the membrane and an additional cost of \$9,500.00 if the insulation board is wet and needs replaced. A motion was made by Commissioner Seeley, seconded by Commissioner Shepperson, to accept the proposal from Leighton Construction and Services LLC, with the possible total of \$17,940.00. The proposed project was discussed further, the Commissioners would like warranty information and a contract for the work to be performed. Motion carried.

#### **Approve Minutes**

A motion was made by Commissioner Shepperson, seconded by Commissioner Rossman, to approve the minutes of the last regular meeting held on May 3, 2011, the minutes of a Special Budget Meeting held on May 10, 2011, as well as the minutes of a Special Consensus Meeting held May 10, 2011. Motion carried.

#### **Public Health Maternal Family Health (MFH) Grant**

The Commissioners received a contract for the Public Health Maternal Family Health (MFH) grant for fiscal year 2012, in the amount of \$35,088.00. A motion was made by Commissioner Shepperson, seconded by Commissioner Rossman, to accept and sign the MFH Contract. Carried.

#### **Joint Resolution**

A motion was made by Commissioner Shepperson, seconded by Commissioner Rossman, to sign a Joint Resolution between Weston County, City of Newcastle, Town of Upton, Weston County Fire District, Weston County Health Services and the Osage Improvement & Service District for the 2011 Consensus Funds. Discussion ensued; concerns were raised regarding the verbiage in the document. Commissioner Shepperson withdrew his prior motion, Commissioner Rossman agreed. Motion is withdrawn until further information is received.

#### **Liquor License Renewal Hearing**

The hour being 10:00 a.m. Chairman Bruce opened a Renewal Hearing for Weston County Liquor Licenses. Chairman Bruce called for public comment, hearing none; the public comment period of the hearing was closed. A motion was made by Commissioner Shepperson, seconded by Commissioner Ertman, to approve the Liquor License Renewals as advertised. Motion carried. The Hearing was closed at 10:02 a.m.

#### **July Board Appointments**

A motion was made by Commissioner Rossman, seconded by Commissioner Seeley, to advertise the July Board Appointments. Motion carried.

#### **Gravel Agreement**

The Commissioners discussed the possibility of accepting donated gravel from private land owners in the County, to be used to upgrade existing County roads. Weston County Road & Bridge personnel and equipment may be used to spread the donated gravel. The Board of County Commissioners discussed being approached by several private citizens in the county willing to donate the cost of gravel, for the purpose of getting the county roads upgraded. Before considering the idea, the Commissioners contacted the County Auditors' and the

County Attorneys' Office. It was decided to ask the local newspaper to run a story in order to gain feedback from the general public. No action was taken.

The meeting recessed at 10:43 a.m. and reconvened at 10:45 a.m. with all present.

#### **Ag Department**

Vicki Hayman, Ag Director, met with the Commissioners to discuss hiring a part time employee for the remainder of this fiscal year. Ms. Hayman explained that her department has an employee who has had a family emergency and will be using earned vacation and sick time for the remainder of the fiscal year. This makes the operation of the department difficult and Ms. Hayman requests the Commissioners fund a part time position through June 30, 2011. Two proposals were presented by Ms. Hayman. The first is for a part time position of twenty-four hours a week at a wage of \$10.00 per hour, no benefits. The second proposal is for a part time position of thirty hours a week at a wage of \$10.00 per hour, no benefits. A motion was made by Commissioner Shepperson, seconded by Commissioner Rossman, to fund a twenty-four hour a week position for the remainder of the fiscal year and to set a Budget Amendment Hearing for June 21, 2011, at 10:15 a.m. to transfer the approved \$1,680.00 to the Ag Department Budget. Motion carried.

#### **Mallo Camp "Watchful Eye" Trail**

Linda Hunt, contact person representing Weston County for trails, met with the Commissioners to discuss the completion of a reconstruction project on the "Watchful Eye" trail, located at Mallo Camp. Ms. Hunt requested that the maintenance and management of this trail be relinquished to Mallo Camp. Ms. Hunt will provide past and present information on the trail and is willing to bring inmate crews to the site to train the Mallo Camp Manager on maintenance, hiking, and biking trail specifications. A motion was made by Commissioner Shepperson, seconded by Commissioner Ertman, to turn the maintenance of the "Watchful Eye" Trail over to Mallo Camp. Carried. The Commissioners thanked Ms. Hunt for her work and dedication on the project.

#### **Highway 16 Beautification Project**

Linda Hunt addressed the Commissioners with a request that the County level out a portion of the hill between the Weston County Health Services facility and the low income apartments. Ms. Hunt would like to see the front of the hill level with the sidewalk along Highway 16. This may allow the area to be kept neater as traffic enters Newcastle from the East. The Commissioners will speak with Rick Williams, Road & Bridge Foreman, to determine costs and address any other concerns. No action was taken, this issue will be revisited.

#### **Subdivision Improvement Agreement (SIA)**

Ray Pacheco, Growth & Development Coordinator, met with the Commissioners to discuss the latest version of the Subdivision Improvement Agreement presented for their review at the last regular meeting. The agreement was discussed and the Commissioners agree that Mr. Pacheco should go forward with the Public Hearing process.

The meeting recessed at 11:30 a.m. and reconvened at 11:35 a.m. with all present, except Chairman Bruce, Vice Chairman Shepperson presided. Chairman Bruce rejoined the meeting at 11:44 a.m.

#### **Courthouse Security**

Bryan Colvard, Sheriff, and Doug Jorrey, Homeland Security Coordinator, met with the Commissioners to discuss Courthouse security issues. A rough draft of a security manual was presented to each Commissioner for their review, comments, and concerns. Beginning May 20, 2011, the alarm monitoring system will be activated. Mr. Jorrey is designated the Security Manager for the Courthouse. Installation of a monitor for the District Court Clerk was discussed. No action was taken, this issue will be revisited.

Chairman Bruce rejoined the meeting.

### **Sheriff's Department**

Sheriff Colvard met with the Commissioners and gave the monthly Sheriff's Department report including addressing the roof leak. Two Contractors have investigated the leak and believe they can stop any further damage for approximately \$1,000.00. Sheriff Colvard believes the funds are available through the current Sheriff's Department budget. The Commissioners agree that the minor repairs should be scheduled.

The meeting recessed at 11:58 a.m. and reconvened at 1:10 p.m. with all present.

### **Wyoming County Clerk's Association**

Mamie C. Krank, County Clerk, gave the Commissioners an overview of the Wyoming County Clerk's Association meeting which she attended in Worland, Wyoming, on May 11-13, 2011. Topics discussed: County wide Re-Districting, Voting, Records Archiving, Budget, Liquor Licenses, and new legislation. The Commissioners thanked Ms. Krank for the information.

### **ARRA Mallo Camp Retrofit Project**

Ray Pacheco, Growth & Development Coordinator, presented bids received for the Mallo Camp Retrofit Project funded through the American Recovery and Reinvestment Act (ARRA). This project will include replacing the current windows, lights, heating, and cooling units with more energy efficient models. The first bid received from Black Hills Plumbing & Heating, Powder River Heating and Air, and Leighton Construction, came in at \$92,693.00. The second bid received from Howard White Construction came in at \$66,295.00. Mr. Pacheco advised the Commission that the bid received from Howard White Construction was not compliant with the energy efficiency standards required by the grant and should not be considered. Mr. Pacheco recommended awarding the project to the first set of bidders. After reviewing the bid comparison sheet provided, and discussing concerns, the Commissioners ask Mr. Pacheco to contact all bidders and report back to the Commission with an explanation of the discrepancies in costs submitted for the project. No action was taken, this issue will be revisited.

### **Weston County Event Center**

The Commissioners reviewed a petition for the annexation of the Weston County Event Center into the City of Newcastle, Wyoming. A motion was made by Commissioner Shepperson, seconded by Commissioner Rossman, to authorize Chairman Bruce to sign the petition for annexation for the Weston County Event Center. Motion carried.

The meeting recessed at 1:57 p.m. and reconvened at 2:01 p.m. with all present.

### **Executive Session**

A motion was made by Commissioner Shepperson, seconded by Commissioner Rossman, to go into executive session to discuss personnel. Motion carried. The meeting went into executive session at 2:05 p.m. and returned to open session at 2:30 a.m. with all present.

The meeting recessed at 2:30 p.m. and reconvened at 2:33 p.m. with all present.

### **Circuit Court Security**

Judge Dollison met with the Commissioners to discuss security issues and safety concerns for the Circuit Court building. Many different options were discussed which would greatly improve security. Possible funding sources were discussed including the City of Newcastle, Homeland Security, and Weston County. No action was taken, this issue will be revisited.

The meeting recessed at 3:16 p.m. and reconvened at 3:28 p.m. with all present.

### **High Risk Rural Road Program (HRRRP)**

Rick Williams, Road & Bridge Foreman, and Ray Pacheco, Growth & Development Coordinator, met with the Commissioners to discuss the High Risk Rural Road Program (HRRRP) and possible funding for Weston County roads. Mr. Williams and Mr. Pacheco will work together to submit a prioritized list of road projects. Traffic counters are available to monitor usage, speed and types of vehicles traveling on County roads; the counters are free through the High Risk Rural Road Program. The Commissioners agree Mr. Williams should apply for the ten

available counters. The traffic counters should be closely monitored, and the Commissioners discussed increasing the Road & Bridge travel line item to pay for additional fuel. This topic will be revisited.

**Road & Bridge Department**

Rick Williams, Road & Bridge Foreman, gave the department report. The Commissioners discussed the possibility of spot graveling some areas of concern in order to maintain the County roads and prevent further deterioration. The Commissioners asked Mr. Williams to purchase a stockpile of gravel to be used on these projects from the road material fund line item in the Fiscal Year 2011 budget, this expense will be re-budgeted in Fiscal Year 2012. The Commissioners agree that the Upton Fairview Road project is a high priority road and should be re-submitted as a State Loan Investment Board (SLIB) funded project. The Commissioners recommend purchasing a used skid steer with auger attachment, estimated cost \$30,000.00 and a grader, estimated cost of \$160,000.00, before next Fiscal Year for the Road & Bridge Department. The Commissioners also mentioned the Highway 16 Beautification Project, Mr. Williams will get a time and cost analysis for the proposed work and report back to the Commissioners.

**District Court – Law Library**

Sandra Walford, District Court Clerk, discussed purchasing a computer terminal and legal software which could serve as the public law library. This option would provide a cost savings to the County as well as eliminate a growing storage issue. The public terminal could be placed inside the Law Library and the current books would be kept for reference. The possibility of teaming with the County Attorney's Office to share the software fees was also discussed. Mrs. Walford will gather information on costs and report back to the Commissioners. No action was taken, this issue will be revisited.

There being no further business to come before the Commission, the meeting adjourned at 4:39 p.m.

Attest: Mamie C. Krank  
County Clerk

Tom W. Bruce  
Chairman