

## **OFFICIAL MINUTES**

July 5, 2016

The Weston County Board of County Commissioners convened at 9:00 a.m., Chairman Bill Lambert presiding. Present were Commissioners Marty Ertman, Randy Rossman, Tracy Hunt & Tony Barton. Also present were Administrative Assistant Dan Blakeman, County Attorney William Curley, and Deputy Clerk Shawnda Morrison.

### **GOOD OF THE ORDER**

Commissioner Barton gave the invocation and Commissioner Rossman led the Pledge of Allegiance.

### **APPROVAL OF AGENDA**

Commissioner Rossman moved, Commissioner Barton seconded, to approve the Agenda. Carried.

### **DISCUSSION**

County Treasurer Tina Conklin informed the Commissioners she would be printing and binding the finalized Employee Handbooks and handing them out for employee signatures. The Human Resources position was revisited due to the recent County Clerk vacancy, and new concerns on the duties and legality requirements. This issue will be revisited at the July 19, 2016 Commissioners meeting so Attorney Curley can research this further.

### **APPROVAL OF CONSENT AGENDA**

Commissioner Rossman moved, Commissioner Barton seconded, to approve the Consent Agenda items including the District Court Monthly Statement for \$1,170.00, County Clerk's Monthly Statement for \$11,024.50, and the June A/P vouchers and Payroll Reports. Carried.

### **APPROVAL OF MINUTES**

Commissioner Ertman moved, Commissioner Rossman seconded, to approve the June 21, 2016 regular and executive session minutes. Commissioner Ertman stated there was a typo under the Rawhouser Subdivision heading, where 'personal' should be 'personnel'. There were no objections to the correction. No other objections heard. Carried.

Commissioner Hunt moved, Commissioner Barton seconded, to reconsider the prior motion for the approval of the June 21, 2016 regular session minutes. Discussion ensued that the meeting had adjourned and therefore asking to remove the quoted line by Chairman Lambert "Do what you have to do" while discussing the closing of the Weston County Courthouse due to extreme heat and construction on the HVAC system. Chairman Lambert called for a vote but was unable to determine if all votes were heard. Chairman Lambert called for a roll call vote by show of hands. The votes were as follows, Commissioners Ertman, Rossman, and Barton; Nay. Commissioners Hunt and Chairman Lambert; Yea. Failed, the minutes stand as written.

### **APPROVAL OF VOUCHERS**

Commissioner Rossman moved, Commissioner Ertman seconded, to approve June 2016 vouchers. Carried.

### **OLD BUSINESS**

Deputy Clerk Morrison asked the Commissioners the insurance coverage amount expected on the Pinnacle Bank building and a decision to carry full coverage or liability only on County Vehicles that are ten years or older. The Board decided liability coverage would be sufficient. Morrison mentioned receiving the Salary Contribution Agreement for Stacy Buchholz back with a hand written date correction and letter of explanation. The contract had the date of June 1, 2016 in the contract when it was signed and should have stated the original starting date of July 1, 2012. There were no objections to this correction. Attorney Curley discussed the termination letter received by Sofia Baeza stating the ending date of her contract with Weston County is July 11, 2016. Administrative Assistant Blakeman will inform Steve Price that he will begin these duties beginning July 12, 2016.

Commissioner Ertman moved, Commissioner Rossman seconded, to move the July 19, 2016 Weston County Commissioners meeting back to the court house in Newcastle with regret, due to staffing and unforeseen circumstances and change the September 20, 2016 from Newcastle to the community center in Upton. Carried.

### **NEW BUSINESS**

Commissioner Ertman moved, Commissioner Rossman seconded, to authorize the Chairman's signature on the Agreement for Youth Services contract. Carried.

Commissioner Barton moved, Commissioner Ertman seconded, to authorize the Chairman's signature on the Memorandum of Understanding between Wyoming Department of Health, Public Health Division and Weston County with the correction of the address on page one, section one **Parties**. Reading 1 West Main Street, Newcastle, Wyoming 82701. Carried.

Commissioner Rossman moved, Commissioner Hunt seconded, to authorize the Chairman's signature on the Memorandum of Understanding between The State of Wyoming Guardian *Ad Litem* Program, a Division of the Office of the State Public Defender and Weston County, Wyoming. Carried.

Commissioner Barton moved, Commissioner Rossman seconded, to authorize the Chairman's signature on the Weston County Road Identification Project (RIP) 001 Resolution 2016-08 Identifying County Roads. Carried.

Commissioner Hunt moved, Commissioner Rossman seconded, to approve the liquor license permit for Natasha Bau for July 23 and 24, 2016. Carried.

Commissioner Barton moved, Commissioner Ertman seconded, to approve four liquor license permits for the Flying V for July 15 thru 17, July 23 and 24, and July 30 and 31, 2016. Carried.

### **VISITOR COMMENTS**

Commissioner Ertman brought the suggestion up to provide lunch to the Courthouse staff as appreciation for all the long hours and working thru the HVAC construction project. The Commissioners were delighted to pitch in and expressed their thanks to Commissioner Ertman for arranging this. The meeting recessed for lunch at 11:50 a.m. and reconvened at 1:00 p.m. Commissioner Rossman was absent from the afternoon portion of the meeting.

### **APPROVAL OF MINUTES**

Commissioner Hunt moved, Commissioner Barton seconded, to approve the June 24, 2016 special meeting minutes. Carried.

### **ADMINISTRATIVE ASSISTANT UPDATE**

Administrative Assistant Dan Blakeman updated the Commissioners on a Letter of Substantial Completion received from Wiss, Janney, Elstner Associates, Inc on the release of the Weston County Event Center: Courthouse HVAC system progress: EOC roof repair project: upcoming bids for repairs and upgrades on both the Courthouse roof and fire suppression system: the possibility of perusing a SLIB grant for security upgrades to the third floor Courtroom: and the procedures for interviewing the applications for the County Clerk position.

### **DISCUSSION**

Discussion ensued regarding deadlines, procedures for opening and reviewing applications, and interviewing applicants for the Clerk Position. Commissioner Ertman moved, Commissioner Barton seconded, to hold a special meeting on July 15, 2016, at 4:30 p.m. at the Weston County Courthouse to review all applications for the County Clerk position. Carried.

Commissioner Barton moved, Commissioner Ertman seconded, to hold a special meeting on July 18, 2016, at 3:00 p.m. at the Weston County Courthouse to interview selected applicants for the County Clerk position. Carried.

### **EXECUTIVE SESSION**

Commissioner Hunt moved, Commissioner Barton seconded, to enter into executive session per W.S. 16-4-405 (a)(ii). The meeting went into executive session at 1:35 p.m. and returned to open session at 2:27 p.m. Commissioner Rossman was not present.

### **OPEN SESSION**

Administrative Assistant Blakeman read out loud the resignation letter from Homeland Security Director Scott Rager. Commissioner Ertman moved, Commissioner Hunt seconded, to accept the letter of resignation from Homeland Security Director Scott Rager effective July 31, 2016. Carried. The Commissioners expressed their well wishes to Mr. Rager in his new endeavors.

The approved vouchers are as follows:

066 NCPERS, fin admin, \$240.00, AFLAC, payroll ded, \$2,244.51, Blue Cross Blue Shield, fin admin, \$58,074.04, Circuit Court, payroll ded, \$1,226.77, Office of Child Support, payroll ded, \$175.00, Orchard Trust, payroll ded, \$1,645.00, WEBT, fin admin, \$185.10, WC Clerk, fin admin, \$54,228.78, WC Treasurer,

fin admin, \$20.00, WY Child Support, payroll ded, \$2,350.00, WY Dept of Workforce Svcs, fin admin, \$2,369.05, WY Retirement System, fin admin, \$35,190.90, Hermes Consolidated, oil/gas, \$12,606.24, Powder River Heating & AC, crthse A/C, \$128,538.90, WC Children's Ctr, new equip, \$3,824.59, GlobalStar USA, hmlnd sec exp, \$2,622.81, Golden West Technologies, hmlnd sec exp, \$977.50, WY Dept of Transportation-License Plates, fin admin, \$360.00, 21 Electric LLC, hmlnd sec exp, \$2,150.00, Ad Pro, misc, \$2,467.60, Alpha Communications, supp/tower rent, \$235.00, American Institute of Toxicology, coroner exp, \$250.00, AT&T Mobility, comm, \$1,679.64, Bearlodge Engineering & Surveying, fin admin/engineer, \$1,284.35, BH Chemical & Janitorial, supp, \$111.95, BH Energy, util, \$2,753.99, BH Plumbing, repair/maint, \$580.50, Byrand Streeter, contract wages, \$1,158.75, C&J Newcastle Hardware, misc, \$1,134.06, Cambria Supply, repair/maint, \$203.35, Campbell Co Public Health, p-hlth exp, \$188.22, Cardiac Science Corp, hmlnd sec exp/jail medical, \$8,475.00, Casper Star Tribune, misc, \$76.95, Charm Tex, uniforms, \$118.80, City of Newcastle, util/dispatch/pub def/p-hlth exp, \$5,347.11, Collins Communications, hmlnd sec exp, \$2,873.24, Comtronix, misc, \$162.00, Culligan Water Conditioning, misc, \$15.00, Dan Blakeman, misc, \$660.96, Decker's Market, supp/ext serv exp, \$69.38, Dixon Bros, oil/gas, \$491.17, Double D Obsolete Parts, repair/maint, \$3,718.04, Election Systems & Software, supp, \$1,260.00, Family Dollar Stores, supp, \$33.97, Fastenal Company, repair/maint, \$25.27, Fisher Sand & Gravel, grvl/rd/ mtrl, \$16,643.69, Frontier Home Ranch & Hardware, repair/maint, \$327.13, Fuller Construction, grvl/rd mtrl, \$16,366.00, G. Lance Miles, veh maint/fuel, \$14.00, Gateway Auto Supply, supp, \$72.40, Golden West Technologies, comp software/p-hlth exp, \$2,423.80, Great Western Tire Co, repair/maint, \$1,974.40, Grimm's Pump & Industrial Supply, oil/gas, \$450.73, Hansen Equipment, supp, \$23.45, Hermes Consolidated Inc, oil/gas, \$28,860.98, Hillyard/Sioux Falls, supp, \$40.74, Inland Truck Parts, repair/maint, \$894.68, Integrity Ballistics, supp, \$253.74, Jodi Brooks, wic, \$5.47, KASL, misc, \$78.00, Kelly Philipsen, coroner exp, \$100.00, Lisa K. Finkey, special attny, \$880.98, Lori Bickford, p-hlth exp, \$367.76, Lyle Signs, Imbr/clvrts/brdg, \$2,990.82, MasterCard, mile/trvl, \$600.24, Max Masters, gis land records, \$1,900.00, Minuteman Lube Center, veh maint/fuel, \$133.75, Mountain States Lithographing, supp, \$204.42, Neve's Uniforms, supp, \$49.95, Newcastle Ambulance Service, ambulance, \$1,458.37, Newcastle High School, misc, \$400.00, Newcastle Motors, veh maint/fuel, \$4,771.60, News Letter Journal, supp/repair/maint/ext serv exp, \$1,742.58, Northern WY Mental Health, mntl hlth, \$2,500.00, Northwest Specialty Sales, misc, \$1,163.24, Occupational Research & Assessment, coroner exp, \$150.00, Office Ally, p-hlth exp, \$19.95, Office of the State Public Defender, public def, \$14,840.66, Osage Improvement & Service Dist, coroner exp, \$600.00, Plainsman, misc, \$1,154.53, Postmaster c/o Sheriff, post/freight, \$94.00, Powder River Energy Corp, util, \$1,079.83, Powder River Heating & AC, crthse/AC, \$80,626.63, Power Plan OIB, repair/maint, \$7,220.61, Preventive Health & Safety Division, p-hlth exp, \$158.00, Randy Rossman, mile/trvl, \$51.84, Rapid Delivery, post/freight, \$13.23, Ringer Law PC, special attny, \$345.00, Roadrunner Disposal Service, util, \$60.00, Rocky Mountain Propane, util, \$1,933.38, RT Communications, comm, \$2,509.22, Safety Compliance Publication, misc, \$298.50, Safety Kleen Corp, repair/maint, \$379.75, Salina Sandoval, ext serv exp, \$82.08, Sanofi Pasteur, p-hlth exp, \$189.00, Servall Uniform/Linen Co, misc/janitor supp, \$324.42, ShopKo, supp, \$140.77, Smilemakers, p-hlth exp, \$148.93, Sofia Baeza, janitor, \$2,930.00, Source Gas, util, \$229.54, Stacy Buchholz, ext serv exp, \$108.00, System ID Warehouse, supp, \$90.50, Thomas L. Bennett, coroner exp, \$2,000.00, Timberline Svcs, grvl/rd mtrl, \$125,881.53, Top Office Products, misc, \$596.66, Town of Upton, landfill/comm ctr, \$2,875.00, Upton Co-op Assn, Imbr/clvrts/brdg, \$23.99, Urbin Law Office, special attny, \$279.15, US Forest Service c/o Citibank, ext serv exp, \$817.12, Verizon Wireless, p-hlth exp, \$182.47, VISA, mile/trvl/p-hlth exp, \$418.96, WACO Secretary Treasurer, mile/trvl, \$125.00, West End Water District, util, \$60.00, West Payment Center, law library, \$332.33, WC 4-H Council, ext serv exp, \$2,024.13, WC Gazette, print/publ, \$465.07, WC Health Svcs, jail medical, \$264.00, WC Road & Bridge, veh maint/fuel, \$2,702.71, WC Sr Svcs, inmate program, \$3,652.00, Weston Engineering, engineer svcs, \$1,000.00, Wiss Janney Elstner Assoc, maj repairs, \$3,690.00, Woody's Food Center, supp, \$257.75, WY Automotive Co, oil/gas/lube, \$239.53, WY Law Enforcement Academy, jailor school, \$64.50, WY Machinery, repair/maint, \$2,515.03, WY Network, fin admin, \$200.00, WY State 4-H Foundation, ext serv exp, \$1,536.00. Net Payroll, \$162,842.95.

There being no further business to come before the Commissioners, the meeting adjourned at 2:51 p.m.

Bill Lambert  
Chairman

Attest: Shawnda Morrison  
Deputy Clerk