

WESTON COUNTY BOARD OF COMMISSIONERS
OFFICIAL MINUTES
April 7, 2020

The regular meeting of the Weston County Board of Commissioners was called to order by Chairman Ed Wagoner at 9:00 a.m. Commissioners Ed Wagoner, Nathan Todd, Marty Ertman, and Tony Barton, and Weston County Attorney Alex Berger and Clerk Becky Hadlock were present via teleconference. Commissioner Tracy Hunt joined after the meeting started.

Chairman Wagoner did roll call for attendance, Commissioner Ertman – present, Vice-Chairman Todd – present, Commissioner Hunt – absent, Commissioner Barton – present, Chairman Wagoner – present, Clerk Hadlock – present.

Members of the public present were Assistant Publisher/Editor, for the *Weston County Gazette*, Nick Trandahl, Weston County Assessor Tina Conklin, Library Director Brenda Ayers and Weston County Treasurer Susie Overman.

APPROVAL OF AGENDA

Commissioner Wagoner requested to have bid opening added at 10:45. Commissioner Barton moved to approve the agenda with the change; seconded by Vice-Chairman Todd. Chairman Wagoner called for a roll-call vote, Chairman Wagoner, Vice-Chairman Todd, Commissioner Ertman, and Commissioner Barton all voted Aye. Carried.

APPROVAL OF CONSENT AGENDA

Commissioner Ertman moved to approve the consent agenda, which includes payroll, collections for March 2020, minutes of March 17, 2020, minutes of March 19, 2020 – special meeting, minutes of March 28 2020 – emergency meeting, Treasurer’s Report; seconded by Vice-Chairman Todd. Chairman Wagoner called for a roll-call vote, Chairman Wagoner, Vice-Chairman Todd, Commissioner Ertman, and Commissioner Barton all voted Aye. Carried.

APPROVAL OF AP VOUCHERS

Commissioner Barton moved to approve the ap vouchers; seconded by Commissioner Ertman. During discussion Commissioner Barton wondered how the approval of the vouchers would be handled. Clerk Hadlock advised she had checked with the County Auditor and due to COVID-19 situation, this process was fine as long as there was documentation attached to the vouchers on how they were approved. Chairman Wagoner called for a roll-call vote, Chairman Wagoner, Vice-Chairman Todd, Commissioner Ertman, and Commissioner Barton all voted Aye. Carried.

MINUTES OF MARCH 3, 2020 – PERMANENT RECORD (HOSPITAL BOARD)

Commissioner Todd commented that the minutes looked great. Commissioner Ertman let the Board know that a prior County Attorney had always stated that the Board could always go back and amend the minutes. Commissioner Barton wanted clarification on if the highlighted section would be left. Chairman Wagoner would like to see all of it left. Commissioner Barton doesn’t want it to be printed as he sees this as a waste. Commissioner Ertman stated this is not a waste. Clerk Hadlock clarified that the highlighted section had already been published with the rest of the March 3, 2020 minutes. Commissioner Ertman made a motion to approve the minutes as presented in the e-mail and publish them; no second. Failed due to lack of second. Commissioner Barton moved to approve the minutes in their entirety as permanent record and not be published; seconded by Commissioner Ertman. Chairman

Wagoner called for a roll-call vote, Chairman Wagoner, Vice-Chairman Todd, Commissioner Ertman, and Commissioner Barton all voted Aye. Carried.

BUDGET AMENDMENT HEARING

At 9:15 a.m., a budget amendment hearing was opened to receive unanticipated revenue from grant funds in the amount of \$25,200 for the Public Health Emergency Preparedness COVID-19 Response and allocate the monies to expenditure line item 140.00.18.0178000.0000. Chairman Wagoner asked for public comment three times. Hearing none, Chairman Wagoner closed the budget amendment hearing. Vice-Chairman Todd moved to approve the Budget Amendment; seconded by Commissioner Ertman. Chairman Wagoner called for a roll-call vote, Chairman Wagoner, Vice-Chairman Todd, Commissioner Ertman, and Commissioner Barton all voted Aye. Carried.

CANCEL UPTON MEETING

Vice-Chairman Todd would like to postpone the meeting in Upton to a future date. Commissioner Ertman brought up the point that she would rather not hold the meetings by telephone again and feels that the Board can find a way to meet in the Courthouse and would like to keep this option open. Commissioner Barton agrees that it would be best to postpone the meeting rather than cancel it. Commissioner Barton wants to continue meeting by teleconference.

Commissioner Hunt joined the meeting at 9:22 a.m.

Chairman Wagoner commented the Board needs to lead by example and if the Board holds their meeting, it defeats the purpose if they tell the public to social distance and then meet. Commissioner Hunt stated the closures were not ordered by the Board, they were ordered by the State Health Officer.

Vice-Chairman Todd added that another issue is the City Hall in Upton is closed to the public. Vice-Chairman Todd moved to postpone the Upton meeting on April 21, 2020; seconded by Commissioner Barton. During discussion Commissioner Barton stated this is due to the public not being able to attend. Chairman Wagoner called for a roll-call vote, Chairman Wagoner, Vice-Chairman Todd, Commissioner Ertman, Commissioner Hunt, and Commissioner Barton all voted Aye. Carried.

WESTON COUNTY NATURAL RESOURCE PLAN RFP DECISION FOR DRU

Vice-Chairman Todd moved to approve Dru Bower's recommendation to use Y2 Consulting to update the Weston County Natural Resource Plan; seconded by Commissioner Ertman. Chairman Wagoner called for a roll-call vote, Chairman Wagoner, Vice-Chairman Todd, Commissioner Ertman, and Commissioner Barton all voted Aye. Carried. Commissioner Ertman stated that due to the sales tax taking a dive she would like to see the County go with no match. Commissioner Hunt also would like to hold off on any match. Vice-Chairman Todd moved to direct Dru Bower to go with option 4, with no match from the County; seconded by Commissioner Ertman. During discussion Vice-Chairman Todd stated his intent was for the Board to start counting pennies by going with this option. Chairman Wagoner called for a roll-call vote, Chairman Wagoner, Vice-Chairman Todd, Commissioner Ertman, Commissioner Hunt, and Commissioner Barton all voted Aye. Carried.

DEPARTMENT REPORTS

Clerk Hadlock forwarded to the Board Department Head reports from the Assessor, Treasurer, Clerk of District Court, Homeland Security, Road and Bridge, and the Clerk's Offices. Chairman Wagoner wants to wait on the option to purchase the IOOF property, which had been presented from the Road and Bridge Department, until the Board can meet in person. Commissioner Ertman stated this property had been

presented to the Board before and she would like to go back and see what the issue was and have this tabled for now. Chairman Wagoner is very hesitant in the purchase with the current money situation. Clerk Hadlock will have the Department Head reports for the Board each month.

RESOLUTION 2020-05 – REVISION/AMENDMENT

Attorney Berger advised the Board that the State Health Officers orders have been extended to the end of April. Clerk Hadlock asked to add Road and Bridge to the new resolution. The Board advised the Attorney to please change the resolution to state it will remain in place until rescinded by the Board, but will still be reviewed at each Board meeting. Vice-Chairman Todd moved to direct Attorney Berger to prepare Resolution 2020-06 as discussed and authorize Chairman Wagoner to sign the resolution; seconded by Commissioner Barton. Chairman Wagoner called for a roll-call vote, Chairman Wagoner, Vice-Chairman Todd, Commissioner Ertman, Commissioner Hunt, and Commissioner Barton all voted Aye. Carried.

BID OPENING

Chairman Wagoner advised there was a CMAQ bid opening scheduled for 10:00 a.m. on Friday. Chairman Wagoner would like to have Clerk Hadlock and the Courthouse Security employee present while he opens the bids and then he would sign an affidavit stating this was done. Clerk Hadlock reported the contractors will be provided the call in number as well. Commissioner Barton suggested doing it as a video meeting and Attorney Berger stated he had a computer available if needed. Commissioner Ertman stated a video has never been done before and she feels an affidavit is sufficient. Commissioner Hunt wanted to know if there is a requirement of an affidavit because he will take Ed's word for it. Commissioner Ertman moved to have the bid opening in front of Clerk Hadlock and the Courthouse Security Officer and the Chairman sign an affidavit; seconded by Commissioner Barton. Chairman Wagoner called for a roll-call vote, Chairman Wagoner, Vice-Chairman Todd, Commissioner Ertman, Commissioner Hunt, and Commissioner Barton all voted Aye. Carried.

Commissioner Hunt asked if we had gotten the title companies taken care of. Clerk Hadlock stated that she had taken care of the issue with Big Horn Imaging and that there was only an issue with one Title Company and it was taken care of.

Commissioner Barton would like to have a message sent out to the Department Heads asking to not spend for non-essential items. Commissioner Ertman added these are dark times and there could be huge cuts. Commissioner Ertman added that Clerk Hadlock could go back to the 2015 budget for guidance. Commissioner Barton is ok with Clerk Hadlock to come up with something as she is the chief budget officer, but he added there needs to not be spending on flowers and coffee. Commissioner Ertman suggested a possible 15-25% cut across all departments. Clerk Hadlock will start working on the budget and try to have something for the Board at the next meeting.

The Board let Chairman Wagoner know that he did a great job with the meeting under the circumstances.

PUBLIC COMMENT

None.

VOUCHERS

066 NCPERS, financial admin, \$256.00, AFLAC, payroll ded, \$2,257.68, Blue Cross Blue Shield, financial admin, \$58,325.90, Great West Trust Co, payroll ded, \$1,670.00, New York Life, financial admin, \$471.28,

VSP Vision Care, financial admin, \$578.26, WEBT, financial admin, \$185.45, WC Clerk, financial admin, \$49,338.51, WC Treasurer, financial admin, \$20.00, WY Child Support, payroll ded, \$1,015.00, WY Dept of Workforce Services, financial admin, \$2,574.45, WY Retirement System, financial admin, \$35,393.62, Pitney Bowes Global Financial, supp, \$650.07, 307 Auto Repair, veh maint, \$789.73, Aced Embroidery, sheriff supp, \$52.00, Ad Pro, supp/new equip, \$2,361.31, Advanced Communications, comm, \$55.00, Aim Equipment & Supply, repair/maint, 188.50, Alpha Communications, tower rent/radio exp, \$1,055.00, AT&T Mobility, comm, \$1,240.00, Axis Forensic Toxicology, coroner exp, \$239.00, Bam Document Destruction & Recycling, misc, \$267.90, Berger & Brown Attorneys, attny exp, \$335.70, BH Auto Salvage, sheriff exp, \$183.80, BH Chemical & Janitorial, brd of prisoner, \$552.21, BH Energy, util, \$5,240.16, BH Occupational Medicine, pre empl, \$35.00, BH Plumbing, repair/maint, \$100.00, Bomgaars, repair/maint, \$173.27, Brice Remus, maint/fuel, \$23.31, Burleigh Co Sheriffs Dept, attny exp, \$59.00, Byrand Streeter, contract wage, \$1,332.09, Cambria Supply, repair/maint, \$49.94, Carmen Simon, p-hlth exp, \$138.97, Christina Cote, mile/trvl, \$276.58, City of Newcastle, util/dispatch/p-hlth exp, \$5,201.22, Civil Air Patrol Magazine, sheriff exp, \$395.00, Comtronix, misc, \$87.00, Crook Co Medical Services, pre empl, \$238.00, Culligan Water Conditioning, misc, \$57.00, Cynthia Crabtree, misc, \$365.00, DBT Transportation Services, repair/maint, \$5,913.10, Decker's Market, supp, \$119.15, Denette J Price, mile/trvl, \$37.38, Dixon Bros, oil/gas/lube, \$181.99, Double D, repair/maint, \$92.70, Eastern WY Equipment, repair/maint, \$395.57, Ed Wagoner, mile/trvl, \$418.16, Evident Crime Scene Products, sheriff exp, \$41.10, Fastenal, repair/maint, \$80.73, Fisher Sand & Gravel, gravel/rd mtrl, \$29,689.92, Frontier Home Ranch & Hardware, repair maint/supp, \$163.75, Golden West Technologies, comp software/p-hlth exp, \$10,053.36, Hurricane Services 21, supp, \$590.00, Jones & Bartlett Learning, jailor school, \$8.12, Jub Jub, financial admin, \$164.85, KASL, p-hlth exp, \$230.00, Kregel Towing & Recovery, maint/fuel, \$250.25, Kyra L Evick, other emp, \$450.00, Leo Riley & Co, financial admin, \$12,500.00, Liberty Law Offices, special attny, \$800.00, Local Govt Liability Pool, misc insurance, \$23,342.00, Lori Bickford, p-hlth exp, \$46.19, MasterCard, mile/trvl/fuel, \$1,569.50, Max Masters, gis land records, \$1,900.00, McKesson Medical-Surgical, p-hlth exp, \$168.04, Minuteman Lube Center, maint/fuel, \$273.96, Motor Power Equipment, repair/maint, \$232.16, Newcastle Ambulance, jail medical, \$726.00, Newcastle Ambulance Service, ambulance, \$1,250.00, News Letter Journal, print/publ/supp, \$477.72, Northern Wy Mental Health, mntl health, \$2,125.00, Occupational Research & Assessment, coroner exp, \$225.00, Office of the State Public Defender, public def, \$15,280.42, Opsec Security, supp, \$287.50, Osage Ambulance, ambulance, \$3,750.00, Osage Improvement & Service District, coroner exp, \$312.00, Plainsman, supp, \$841.22, Powder River Energy, util, \$1,888.85, R&S Northeast, p-hlth exp, \$12.48, Rapid Delivery, post/freight, \$14.38, Reserve Acct-Pitney Bowes, post/freight, \$3,800.00, Ricks Electric, hmlnd sec exp, \$735.00, Roadrunner Disposal Service, util, \$60.00, RT Communications, comm, \$2,419.95, Servall Uniform Linen, supp, \$257.53, Stulken Law, spc attny, \$460.00, Tammy Cleverdon, mile/trvl, \$37.38, Team Lab Chemical Corp, repair/maint, \$155.70, Thomas L Bennett, coroner exp, \$4,500.00, Top Office Products, supp, \$980.67, True North Steel, cntrct/equip, \$6,560.00, Upton Co-op, oil/gas/lube, \$26,623.42, Verizon Wireless, comm, \$327.09, Vicki Hayman, ext serv exp, \$32.20, Visionary Communications, attny exp, \$103.05, Voelkers Autobody, repair/maint, \$500.00, West End Water District, util, \$60.00, WC 4-H Council, ext serv supp, \$232.14, WC Fairboard, fairgrounds, \$29,371.32, WC Gazette, print/pub/supp, \$726.37, WC Health Services, jail med, \$2,284.00, WC Library, block alloc, \$25,889.56, WC Road & Bridge, maint/fuel, \$2,668.44, WC Sr Services, brd of prisoners, \$2,360.00, WC Engineering, engineer srvs, \$18,707.85, Whites Queen City, maint/fuel, \$574.03, Woody's Food Center, brd of prisoners/supp, \$284.66, WY Automotive, repair/maint, \$780.93, WY Dept of Health/Rental, p-hlth exp, \$165.15, WY Law Enforcement Academy, jailor school, \$325.00, WY Machinery, repair/maint, \$9,195.75, WY Network, financial admin, \$270.00, WY Public Health Division, p-hlth exp, \$65.00, Net Payroll, \$169,306.46.

With no further business, the meeting was adjourned at 10:09 a.m.

Ed Wagoner
Chairman

Attest: Becky Hadlock
Weston County Clerk