

**WESTON COUNTY BOARD OF COMMISSIONERS**  
**OFFICIAL MINUTES**  
**April 1, 2025**

The regular meeting of the Weston County Board of Commissioners was called to order by Chairman Nathan Todd at 9:00 a.m. at the Weston County Courthouse. Commissioners Ed Wagoner, Marty Ertman, Garrett Borton and Vera Huber, and Clerk Becky Hadlock were present. Walter Sprague opened the meeting with prayer, and Commissioner Huber led the Pledge of Allegiance.

**APPROVAL OF AGENDA**

Chairman Todd asked to change the wording to read Chairman's Signature on Agreement with Weston County, White's Construction and Chubb Insurance for Mallo Repairs. Chairman Todd also asked to add Extension Office under New Business. Commissioner Ertman asked to add Title 25 Contract with Natrona County, MOU for City of Newcastle generator under Old Business for the next meeting. Commissioner Borton asked to add Lower Portion of Ramp at the Law Enforcement Center under Old Business. Commissioner Borton moved to approve the agenda as amended; seconded by Commissioner Ertman. Carried.

**AP VOUCHERS**

Commissioner Ertman moved to approve the AP Vouchers; seconded by Commissioner Huber. Commissioner Borton withheld his signature from four Airport vouchers. Carried.

**PUBLIC COMMENT**

None.

**MINUTES OF MARCH 18, 2025**

Commissioner Ertman moved to approve the minutes of March 18, 2025, as amended; seconded by Vice-Chairman Wagoner. Carried.

**PAYROLL AND VOUCHERS**

Vice-Chairman moved to approve Payroll and Vouchers; seconded by Commissioner Borton. Carried.

**BOARD'S SIGNATURE ON RESOLUTION 2025-6 – RESOLUTION TO ESTABLISH A FEE SCHEDULE FOR PUBLIC RECORDS REQUEST MADE PURSUANT TO WYOMING STATUTE §16-4-201 et seq.**

Chairman Todd read an e-mail from Bob Bonnar, Editor-in-Chief of the *News Letter Journal* pertaining to the public records staff fee. The Board felt this was discussed in the previous meeting and the fee schedule was agreed on by the Board at this time. Commissioner Ertman would like to add 8 ½ x 11 under photocopies and the wording flash drives to the resolution. Commissioner Ertman moved to approve the Board's signature on Resolution 2025-6 – Resolution to Establish a Fee Schedule for Public Records Request Made Pursuant to Wyoming Statute §16-4-201 et seq.; seconded by Vice-Chairman Wagoner. Discussion ensued. Ayes: Wagoner, Todd, Ertman, Huber. Nays: Borton. Carried.

**CREDIT CARD PRE-AUTHORIZATION – DETENTION**

Commissioner Ertman moved to approve the credit card pre-authorization request for \$1,249.00 to Adams Publishing for online advertisement and asked for tear sheets with the voucher; seconded by

Commissioner Borton. Carried. Commissioner Ertman moved to approve the pre-authorization request for District Court for meals from March 31 thru April 11 and remind them to bring receipts; seconded by Vice-Chairman Wagoner. Carried.

#### **COLLECTIONS FOR COUNTY CLERK, DISTRICT COURT & PUBLIC HEALTH**

Commissioner Ertman moved to accept collection for County Clerk in the amount of \$30,865.82 which includes in miscellaneous \$20,643.67 from Vaultside, payment in arrears, Public Health in the amount of \$505.28 and Weston County District Court in the amount of \$2,208.52 with a request the miscellaneous be explained; seconded by Commissioner Huber. During discussion it was asked that Departments please have miscellaneous be explained in the future. Carried.

#### **BOARD'S SIGNATURE ON COUNTY ROAD FUND PROJECT ELIGIBILITY CERTIFICATION FORM**

Commissioner Ertman asked about adding an amount on the Form. Road & Bridge Superintendent Jim Hansen stated that he had never had an amount before, but he could try to guess what the project would cost. Commissioner Borton moved to approve the Board's signature on County Road Fund Project Eligibility Certification Form with a \$250,000 ceiling; seconded by Vice-Chairman Wagoner. Carried.

#### **CHAIRMAN'S SIGNATURE ON AGREEMENT WITH WESTON COUNTY, WHITE'S CONSTRUCTION AND CHUBB INSURANCE FOR MALLO REPAIRS**

Commissioner Ertman asked for an explanation on how it went from a contract to an agreement. Chairman Todd explained that the Board is watching the work being done and an agreement is all that is needed. Commissioner Borton wanted to make sure that if anything is done outside the scope of the agreement the Board of Commissioners is notified. Vice-Chairman Wagoner moved to authorize the Chairman's signature on the agreement with Weston County, White's Construction and Chubb Insurance for Mallo repairs with our understanding that White's Construction is doing the project work and with the understanding that it was a verbal agreement on the communication side of the wording on that last sentence of the agreement and also a scope of work coming to the Board; seconded by Commissioner Ertman. Carried.

#### **BOARD'S SIGNATURE ON MOU WC COMMISSIONERS AND WC FAIR BOARD**

Chairman Todd explained that this was something that Paul Stille with Leo Riley and Attorney Michael Stulken had been working on. Commissioner Borton stated the Fair Board should not have their own handbook. Commissioner Ertman moved to table the MOU discussion for the May 6<sup>th</sup> meeting; seconded by Vice-Chairman Wagoner. The Board would like to invite the Fair Board to the meeting for this discussion. Carried.

#### **ROAD & BRIDGE**

Road and Bridge Superintendent Jim Hansen gave the Board an update on the Road & Bridge Department. The Board gave Superintendent Hansen permission to fill the vacant part-time employee position.

#### **PREVENTION MANAGEMENT**

Community Prevention Specialist Kristi Lipp gave the Board an update on Prevention Management. Ms. Lipp also gave the Board a proposal on the spending of Problem Gambling funds the Board had received and the possibility of 21-Wellness working with the Communities of Upton and Newcastle on ways to spend these funds. Vice-Chairman Wagoner moved that 21 Wellness facility the expenditures of

\$6,114.05 for the gambling addiction; seconded by Commissioner Ertman. Discussion ensued. Ayes: Wagoner, Todd, Ertman, Borton. Nays: Huber. Carried.

### **BUDGET DISCUSSION**

Airport Board members Bob Svava and Alan Parks and Airport Manager Tuff Streeter came before the Board to let them Board know there was a \$1700 shortfall in their budget. Vice-Chairman Wagoner moved to move \$850 into the Airport repair and maintenance account out of Financial Admin; seconded by Commissioner Ertman. Commissioner Borton recused himself from voting. Carried.

### **RARE EARTH UPDATE**

Roger Conett came before the Board to give an update on Rare Element Resources.

### **OLD BUSINESS**

#### **UPDATE FROM LGLP ON COUNTY HANDBOOK**

Clerk Hadlock read a response to questions asked to LGLP pertaining to the County Handbook. There was discussion on the handbook and if LGLP would defend it. Commissioner Ertman would like to see the Board explore the update suggested by LGLP. Commissioner Huber said this was already done. Discussion ensued on the variety of supplemental handbooks and updating the current one.

#### **LIBRARY UPDATE**

Commissioner Borton let Maintenance Foreman Brandon Turner know that the Board would like the bids to be itemized and have more detail. This will be added under Old Business for the next meeting.

#### **LOWER PORTION OF RAMP AT THE LAW ENFORCEMENT**

White's Construction would like guidance on what to do with a L shape object in front of the law enforcement building. The decision of the Board was to remove the L shape object and cover it with steel.

### **NEW BUSINESS**

#### **EXTENSION OFFICE**

Chairman Todd let the Board know that the Assistant Director of Extension Administration would like to attend the April 15<sup>th</sup> meeting.

#### **PUBLIC COMMENT**

None.

#### **COMMISSIONER COMMENT**

Commissioner Ertman wanted to thank everyone who came to the Public Hearing. Commissioner Huber also wanted to thank everyone who attended the meeting. Commissioner Borton let everyone know he visited with Brad and Chris with CCHS and they are in favor of the EMS District but are also interested in more funds. Vice-Chairman Wagoner stated another public hearing is definitely needed pertaining to the EMS District and he felt Brand and Chris were great. Chairman Todd added he felt it was a pretty good gathering and was impressed with the public that showed up and was surprised with the votes.

Chairman Todd also added that the Board needs to brainstorm ideas for some type of disclosure form pertaining to conflicts of interest for the auditor. All subsidiaries of county government will be asked to fill out this form after the board of commissioners develop a document.

## **EXECUTIVE SESSION**

Commissioner Borton moved to go into Executive Session per W.S. 16-4-405(a)(ii); seconded by Vice-Chairman Wagoner. Carried. Executive Session began at 1:36 p.m. and reconvened into regular session at 2:44 p.m. Matters concerning employment were discussed in Executive Session, no action was taken.

## **VOUCHERS**

066NCPERS, financial admin, \$272.00, AFLAC, payroll ded, \$2,853.34, Empower Trust CO LLC, deferred comp, \$840.00, New York Life, financial admin, \$512.59, WEBT, financial admin, \$89,536.04, Weston County Clerk, financial admin, \$50,809.42, WY Child Support Enforcement, payroll ded, \$550.00, WY Department of Workforce Services, payroll ded, \$2,203.25, WY Retirement System, payroll ded, \$39,758.89, Advanced Communications, law enf tower rent, hmlnd exp, \$150.00, Alpha Communications, gen law enf tower rent, Amber Green, crthse other empl, \$965.00, Americ sol business, clk suppl, \$550.36, Architectural specialties, bldg/grnds, \$2,424.91, AT&T Mobility, hmlnd sec, maint, sheriff comm, r&b, \$1,527.43, BAM, crthse misc, \$163.90, Black Hills Chemical & Janitorial, law enf brd of prisoner, \$1,163.38, Black Hills Dental, gen law enf jail med, \$424.00, Black Hills Energy, annx, crthse, hmlnd sec, law enf, phlth, r&b util, \$5,792.27, Bomgaars, r&b rep/maint, \$217.70, Byrand Streeter, arprt cntrct wages, arprt suppl, \$1,731.71, Cambria Car Wash, sheriff veh maint/fuel, \$200.00, Cambria Discount Drug, law enf jail med, \$259.74, Cambria Suppl, r&b repair, \$199.82, Campbell Co health ambulance, QT1,2,3, \$23,287.50, Carbon County, WCCA Dues, \$466.00, Carmen Simon, phlth suppl, \$368.42, Charm-tex, law enf brd, \$314.70, City of Newcastle, annx, law enf, phlth, r&b, wic util, \$897.00, CMI Inc, sheriff officer equip, \$490.00, Collins Communications Inc, dist crt comm, \$110.00, Comtech, hmlnd sec expense, \$1,413.95, Culligan Water Conditioning, annex, r&b suppl, \$49.75, Deckers Market, r&b, ext suppl, \$181.41, Double D, r&b repair, lae enf supplies, sheriff supplies, \$1,337.91, Eastern Wy Equipment Co, r&b suppl, hmlnd sec exp, law enf maint, \$190.86, Erin Persche, ext ed, \$57.12, First Northern Bank of WY (Newcastle), crthse suppl, attny, law enf, r&B, \$3,155.07, Fisher sand & Gravel, r&b rd maint, \$23,439.60, Galls, sheriff supplies, \$35.95, Golden West Technologies, annx, sheriff, phlth, comp software lic, \$8,970.48, Hillyard (Sioux Falls), crthse jan supplies, annex jan supplies, \$1,134.18, Humphrey Law PC, dist crt special attny, \$2,542.43, Hurricane Services 21 LLC, bldg/grnds, \$385.00, JD Fab Design, wic spec project, \$2,843.00, Jodi Brooks, WIC spec project, \$6.00, John Francis Masonry, bldg./grnds, \$1,800.00, Jub Jub, misc comp softwr, \$90.00, Kayleigh Ann Gould, cln annex, \$400.00, Kimberly Jenkins, treas mlg/trvl, \$40.60, Kone, bldg./grnds maj, \$5,381.91, Kregel Towing Recovery, sheriff veh maint, \$430.50, Liberty Law, dist crt attny, \$361.40, Marco Inc, annx comp sftwre, \$151.35, Max Masters, 1% sls tax, \$2,000.00, McKesson Medical, ph em prep, \$6,626.38, Meridian Mortuary, coroner fees, \$295.00, MG Oil Company, r&b oil/gas/lube, \$6,295.62, Minuteman Lube Center, sheriff maint/fuel, \$1,517.97, Monument Health, law enf jail med, \$33.18, Motor Power Equipment, r&b repair, \$1,027.35, Mountain States Lithography, crthse supplies, \$301.39, Newcastle Ace Hardware, crthse, law enf suppl, \$455.77, Newcastle equipt co, r&b repair, \$90.00, Newcastle Motors, r&b veh maint, \$178.05, News Letter Journal, treas supplies, attny voca, r&b supplies, \$294.66, NMS Labs, crnr autopsies, \$604.00, Office of the state public defender, dist crt special attny, \$20,448.22, Overhead Door Company, airport repair, \$7,830.07, Pitney Bowes (Supplies), crthse post/freight, \$9,000, Pocket Press LLC, sheriff officer equipt, \$189.84, Powder River Energy Corporation, arprt, hmlnd sec, law

enf, phlth, r&b, wic util, \$1,734.65, Power plan oib, r&b cntrct, \$974.62, Radar Shop, sheriff veh maint, \$728.00, Range, arprt, annx, clrk, dist crt, ext, hmlnd sec, law enf, phlth, r&b, wic comm, \$3,065.85, Ringer Law, dist crt attny, \$2,095.00, Roadrunner Disposal Service, arprt util, \$60.00, Scott Beachler, coroner autopsies, \$427.00, Self Storage LLC, elctn misc, \$200.00, Servall Uniform/Linen Supply, crthse suppl, \$87.69, Skaggs Companies, sheriff uniforms, \$1,542.75, Southland Med Corp, coroner misc, \$114.36, Stryker Sales Corp, sheriff officer equipt, \$1,472.00, Sundance Extinguisher, LLC, bldg./grnds, \$176.50, Tammy Cleverdon, treas mlg, \$40.60, Team Lab Chemical Corp, r&b oil/gas/lube, \$325.50, TOP Office Products, crthse, ext copier maint, \$1,334.08, Uline, law enf inmate program, \$60.00, University of WY Extension, ext 4H ed, \$5,833.50, Upton Co-Op Assn, r&b oil/gas/lube, \$27,383.63, Upton Senior Center, Q1,2,3FY25, \$1,593.75, Vicki Hayman, ext nutrition ed, \$146.30, Visionary Communications, annx comm, \$165.60, Voelker's Autobody, crnr veh maint, \$390.01, Volunteers of America, Q3FY25, \$2,125.00, WC Natural Resource Dist, Q3FY25, \$1,106.25, WC Sheriffs Search & Rescue, crnr rent, \$250.00, West End Water District, gen arprt util, \$60.00, Westerns States Fire Prot Co, bldg./grnds, \$595.00, Weston Co Childrens Ctr, Q3FY25, \$3,187.50, Weston Co School Dist #7, prevention mgmt, \$26,328.90, Weston County 4-H Council, ext suppl, \$499.62, Weston County Gazette, misc publ/print, \$639.00, Weston County Health Services, Q3FY25, \$1,500.00, Weston County Peace Off Assoc, sheriff school, \$225.00, Weston County Road and Bridge, hmlnd exp, assr veh maint, \$3,801.21, Weston County Sheriffs Office, sheriff post/freight, \$37.22, Weston County SR Services, law enf brd prisoners, \$3,376.00, Whites Queen City, sheriff veh maint, \$355.77, Wilder Graphic Design, sheriff veh maint, \$144.81, WLEA, law enf jailor school, \$685.00, Woody's Food Center, crthse, law enf suppl, r&b suppl, \$206.63, WY County Treasurers Assoc, treas suppl, \$200.00, WY Dept of Health, phlth mlg/trvl, \$167.64, Wy Dept of Transportation, r&b hwy 85 project, \$539.96, WY Machinery Co, r&b rep/maint, \$1,380.48, WY Network, misc fin admin, \$270.00, WY Sheriff Assoc, dues25, \$400.00, WY Tribune Eagle/Laramie Boomerang, law enf pre emp, \$1,252.00, Wyoming Department of Health-Lab, phlth suppl, \$28.00, Wyoming Secretary of State, clerk misc, \$60.00, Zoco Products, ph em prep, \$716.25, Net Payroll, \$170,880.35.

With no further business, the meeting was adjourned at 2:44 p.m.

Nathan Todd  
Chairman

Attest: Becky Hadlock  
Weston County Clerk