

WESTON COUNTY BOARD OF COMMISSIONERS
OFFICIAL MINUTES
March 5, 2019

The meeting of the Weston County Board of Commissioners was called to order by Chairman Tony Barton at 9:00 a.m. at the Weston County Courthouse. Commissioners Tony Barton, Marty Ertman, Ed Wagoner, and Nathan Todd, Deputy Attorney Saige Smith and Clerk Becky Hadlock were present. Commissioner Barton led the Pledge of Allegiance.

APPROVAL OF AGENDA

Chairman Barton stated that Clerk Hadlock needed the minutes to be pulled from the consent agenda for discussion. Treasurer Susie Overman asked to have the Treasurer's report added to the agenda, Vice-Chairman Ertman stated she had a report on the Prairie dog meeting that she had attended, Commissioner Wagoner stated he was approached from Justin Tystad from Pinnacle Bank about the lot beside the Annex. Both of these items were added under New Business. Deputy Attorney Smith reported that Attorney Alex Berger would need to be removed from the agenda. Commissioner Wagoner moved to approve the agenda as discussed; seconded by Commissioner Todd. Ayes: Barton, Wagoner and Todd. Nays: Ertman. Carried.

APPROVAL OF CONSENT AGENDA

Vice-Chairman Ertman moved to approve the consent agenda, which includes the vouchers, payroll, collections for February 2019 and the minutes of February 19, 2019 as discussed; seconded by Commissioner Wagoner. During discussion Commissioner Todd asked why a change on the MasterCard voucher had not been initialed and Vice-Chairman Ertman asked that this voucher be pulled and discussed more in executive session. Carried.

CHAMBER

Holly Borton and Todd Marten, with the Newcastle Chamber of Commerce, presented an idea of forming an alliance with municipalities and the County. Goshen County currently does this and has been very successful by joining forces. Vice-Chairman Ertman asked Ms. Borton what the Chamber was wanting from the City and the County. Ms. Borton stated the Chamber would like the municipalities to form a committee to come up with a plan that would help all communities incorporate the resources. Commissioner Todd stated there was a Weston County Development Board created, but was dissolved three or four years ago when the Upton Economical Board was created. Mr. Marten, Chamber President, stated the hopes of doing this is to improve the economy for the entire County and bring all of the entities involved together.

MALLO

John Prell and Gideon Dixon came before the Board to report on an issue that has been brought before the Mallo Camp Board. Crook and Weston County 4-H Groups do not want to pay the same rate that the other groups pay for using Mallo Camp and do not want to book the camp during the week, instead to have the Camp over a weekend. Mr. Dixon explained that the weekends are saved for weddings and family reunions. They are requesting the Board give them a reduced rate. Mr. Prell explained that they have to charge the same rate that they charge schools, Natural Resource Districts, other 4-H groups and church groups. Mr. Prell stated that the rates have stayed the same for over two years. Commissioner Todd stated that he had received a phone call from a concerned parent on the issue. Mr. Dixon stated that a lady from Crook County had told the Mallo Board that they were willing to pay \$8 per person

instead of the \$12 that the Board charges. Chairman Barton stated that it would be nice to have the Extension Office come in and explain why coming in during the week wouldn't work for them.

COURTROOM UPDATE

Clerk of District Court Gidget Macke reported on the Courtroom project. Clerk Macke stated there are several cracks in the Courtroom ceiling and wanted to know if there was a final walk through scheduled with the Contractors. Vice-Chairman Ertman asked if there is to be a final punch list in the contractor's documents. Clerk Macke stated these 7 or 8 cracks could grow and get worse. Chairman Barton said there is a one year warranty on the work. Clerk Macke reported that the sound system is now in and echoes in the Courtroom, but feels if there were blinds up they would help absorb the sound. Clerk Macke stated the Honor Camp will be making the benches with the same wood that Michael's used for the Courtroom, but she will either need to order the material with a credit card or have a pre-pay approved. Vice-Chairman Ertman moved to authorize the District Court Clerk to order the material needed for benches and the Board will issue a pre-pay voucher; seconded by Commissioner Wagoner. Carried.

Maintenance Foreman Steve Price stated someone cut the carpet when they put the sound system in and he wondered who is liable for this. For now Foreman Price has taped it, but it is only a temporary fix. Foreman Price wanted to see if it was okay for him to start putting things on the walls and Chairman Barton told him to check with the architect. Vice-Chairman Ertman stated that there was issues with the Courtroom and he needed to be contacted about them also and Foreman Price stated he would get ahold of the Architect. Foreman Price also stated he would get ahold of whoever cut the carpet and Clerk Macke believes it was the sound people that the State hired. Commissioner Todd asked if the building was still settling. Foreman Price stated he completely disagrees with the contractor about the water standing against the building and the building settling. Foreman Price also asked if the County is to get a final punch list from the architect. Clerk Hadlock stated she would look at the contract. Foreman Price or Clerk Macke will get a punch list from Randy Hein to see if it has been done. Clerk Macke stated that the juror chairs would not cost as much money as planned, so she would have money left to spend on blinds. Chairman Barton suggested that Clerk Macke convince the State of Wyoming that this was a security issue so that the blinds could be covered under the Security Grant.

Foreman Price stated that there was a lot of old furniture that is not needed by any departments and asked if the County could donate it to the Friends of Fair (FOF) for their garage sale. Foreman Price stated that an auction would cost more than what the County would make from it. Vice-Chairman Ertman asked if it was just office chairs etc. and what had happened to the pews that were in the Circuit Court office. Foreman Price told her that those belonged to the City of Newcastle. Commissioner Wagoner suggested Foreman Price make an inventory of everything and send it to all of the Department Heads and then whatever is left that no one wants, it can be given to FOF.

ADMINISTRATIVE ASSISTANT

Foreman Price presented the Board with two proposals, one from Western States Fire Protection Co. (WSFPC) and one from Rapid Fire Protection Inc. (RFPI), for the alarm systems for the Emergency Operation Center. Foreman Price suggest the proposal from WSFPC. Foreman Price stated right now when the fire alarms go off, the alarms cannot be reset in house. The heat detectors instead of smoke detectors would be installed. Lint sets off the smoke detectors and not the heat detectors. Chairman Barton asked if this needed to be done right away or if it could wait. Administrative Assistant Brooke Weigel said it needs to be done before the insulation is blown into the attic. Clerk Hadlock stated if the

grant money is going to be used on this, the work has to be spent by June 30, 2019. Commissioner Wagoner moved to table this until the afternoon; seconded by Vice-Chairman Ertman. Carried.

Ms. Weigel reported to the Board that Focus was interested in renting the three offices that were vacant at the Annex. Focus currently pays \$750 per month for their rent and Ms. Weigel doesn't think that the County should charge Focus what they currently pay and stated that she feels \$600 should be the amount that the County charges Focus. Vice-Chairman Ertman asked if this was advertised and Ms. Weigel stated that it had not. Commissioner Todd stated that he felt we should match the amount that Focus is currently paying for rent due to the fact that the County shouldn't be competing against private entities. Deputy Attorney Smith stated as far as confidentiality, Focus would be a good fit for the Attorney's office. Chairman Barton asked Deputy Attorney Smith if there was concern if a different business were to come in. Commissioner Todd agreed with Vice-Chairman Ertman that it needs to be advertised. Vice-Chairman Ertman stated that in the advertisement it can be stated that there will be confidentially papers that have to be signed. Chairman Barton stated he doesn't think we should have to advertise when we have a potential candidate already. Vice-Chairman Ertman stated that there were several candidates when the building was first bought and we need to advertise and Commissioner Wagoner agreed with Commissioner Todd and Vice-Chairman Ertman. The Board would like Ms. Weigel to get competitive prices gathered and report back with them at the next meeting. Vice-Chairman Ertman moved to have the Administrative Assistant investigate what rent is for similar space and get back to the Board at the next meeting; seconded by Commissioner Todd. Carried.

Foreman Price stated that he would like to remove the Fed-Ex and UPS drop boxes out of the Annex building so that the outside doors can be locked. Vice-Chairman Ertman agreed because Pinnacle Bank has both of these at their new location. Vice-Chairman Ertman removed herself as a Commissioner and stated that as a business owner she has a UPS pick up location at her business and has to have certain rules. Vice-Chairman Ertman stated that she doesn't make any money at all and she is sure there is a business downtown that would be interested in having these boxes. Chairman Barton moved to have Foreman Price contact UPS and Fed-Ex to have them remove their boxes from the lobby at the Annex; seconded by Commissioner Wagoner. Carried.

Ms. Weigel presented the cost benefit analysis that she created at the request of Commissioner Hunt. One suggestion to save the County money is to get rid of one of the dumpsters. Ms. Weigel also suggested the County do away with the cleaning services at the Annex and have the employees do the cleaning. Commissioner Wagoner stated he would like Ms. Weigel to move forward with advertising for cleaning.

Ms. Weigel presented a quote from Golden West for the Sonic Wall that will need to be approved before April.

Ms. Weigel stated that the Road and Bridge Department had received the paperwork back from WYDOT and she will be advertising for the Upton/Fairview CMAQ project 19409 in the *Weston County Gazette*, the *NewsLetter Journal* and the *Casper Star Tribune*. Clerk Hadlock asked her why she was advertising in the *NewsLetter Journal* when the *Weston County Gazette* was the official county paper and Ms. Weigel stated because Superintendent Rick Williams wanted to advertise in this paper.

PUBLIC COMMENT

None.

OLD BUSINESS

Sheriff Bryan Colvard was present to discuss the Fire Alarm proposal award. Chairman Barton asked if this could wait until the next budget and Sheriff Colvard stated when the alarm in the jail goes off, they can't take care of it. Vice-Chairman Ertman asked if the lint was cleaned out in the basement and not upstairs. Foreman Price stated with there being so many false alarms, everyone gets used to it just being a false alarm then when it's an actual alarm, it's just going to be ignored. Vice-Chairman Ertman asked if the new HVAC helped with this and Sheriff Colvard stated it did a little, but not a lot. Chairman Barton moved to authorize his signature on Western States proposal; seconded by Commissioner Wagoner. During discussion Vice-Chairman Ertman asked what account this was going to come out of and Clerk Hadlock and Chairman Barton stated there was money in Building and Grounds Major Repairs. Carried.

Chairman Barton stated that the Elected Officials had expressed their support of Golden West. Vice-Chairman Ertman moved to award the IT to Golden West; seconded by Commissioner Todd. During discussion Commissioner Todd stated he likes the fact that Golden West is close. Chairman Barton voted against this because Pro River was less. Carried.

The Sonic Wall Quote from Golden West was discussed. Vice-Chairman Ertman asked if this was different than the firewall and Ms. Weigel will see what the difference is. Vice-Chairman Ertman moved to table this until the next meeting; seconded by Commissioner Todd. Carried.

Commissioner Todd stated the Department of Agriculture reported that you can only serve 6 years on the Predator Board, sit out one year and then you can serve again. Justin Stevenson may be termed out before he serves out the term of the Sportsman's position. Vice-Chairman Ertman thinks to leave him where he is at because his years of service may be up before his term is up. Commissioner Todd would like the Board to reach out to the member who was turned down for the Board before and offer them the open position. Commissioner Todd made a motion for Clerk Hadlock to draft a letter to Foreman Stevenson to fulfill his term or resign and reapply for the Sportsman's position; seconded by Vice-Chairman Ertman. Carried.

Clerk Hadlock explained that Resolution 2019-07 petition to enlarge the boundaries of the Sunset Ranch Water District should have been created in April 2017 and Resolutions 2019-08 petition to enlarge the boundaries of the Osage Improvement and Service District and 2019-09 petition to enlarge the boundaries of the Osage Water District should have been created in August 2018. Vice-Chairman moved to authorize the Chairman's signature on Resolutions 2019-07, 2019-08 and 2019-09; seconded by Commissioner Wagoner. During discussion Vice-Chairman Ertman asked if the Department of Revenue was okay with the maps. Assessor Tina Conklin stated they were. Carried.

Clerk Hadlock stated she had letters ready to mail to the Department of Interior, Department of Agriculture and Environmental Protection Agency, per the discussion with Bob Harshbarger at the previous meeting. Vice-Chairman Ertman moved to authorize the Chairman's signature on the letters; seconded by Commissioner Todd. Carried.

Assessor Conklin reported that Tax Roll Correction #1275 was an evaluation change from the Department of Revenue and #1276 and #1277 have been on the property tax roll for more than ten years and can be cancelled. Vice-Chairman Ertman moved to approve Tax Roll Corrections #1275, #1276 and #1277; seconded by Commissioner Wagoner. Carried.

Clerk Hadlock asked if the Board had any corrections to the Request for Proposal (RFP) for Audit Services or the RFP Audit Service Packet. The Board did not have any changes. Commissioner Wagoner moved to advertise for Audit Services; seconded by Commissioner Todd. Carried.

Structural Dynamics put together a structural assessment to replace the ramp and stairs at the Weston County Sheriff's Office. Vice-Chairman Ertman stated she would like to have this worked into the next budget. Foreman Price asked if the sidewalks could be fixed at the same time as this project. Commissioner Hunt stated he would rate this with the cupola and outside sandstone for getting fixed. Treasurer Overman asked if there was a grant available for this. Vice-Chairman Ertman stated there was not a grant available until August. Chairman Barton stated this could be put into the budget cycle, but an engineer could be contacted now so the Board could have an idea of how much money to budget for. Commissioner Todd asked if steel could be used so that the project could be completed in the winter. Vice-Chairman Ertman suggested using floating stairs. Commissioner Todd suggested painting the concrete to help save it from the salt. Commissioner Hunt stated Vice-Chairman Ertman's assessment was accurate to spec out a suitable ramp so the Board has it before a decision is made. Commissioner Hunt moved that the Board get Structural Dynamics to spec out a ramp and sidewalk quote; during discussion Vice-Chairman Ertman asked if stairs were needed and Sheriff Colvard stated they were, especially when the ramp was being built; seconded by Commissioner Todd. Carried.

Commissioner Wagoner moved to authorize the Chairman's signature on the Historical Preservation Board Grant Agreement; seconded by Vice-Chairman Ertman. Carried.

Vice-Chairman Ertman moved to authorize the Chairman's signature on the audit for the Historical Preservation Board once completed; seconded by Commissioner Wagoner. Carried.

Chairman Barton stated the Administrative Assistant's job description was going to be discussed. Clerk Hadlock stated that when she asked to have the job description reviewed, it was never her intention to have the job eliminated. Clerk Hadlock stated that when Ms. Weigel had approached the Board about being overwhelmed, Clerk Hadlock had noticed on her job description that a lot of the items listed were the Clerk's responsibility. Clerk Hadlock felt that bringing responsibilities back to the Clerk's Office would help Ms. Weigel not to be so overwhelmed. Commissioner Wagoner stated that if Ms. Weigel is going to get any direction from the Commissioners it actually needs to be at a meeting when they are all here at once not from somebody that is coming off the street saying hey you need to do this and that, it needs to come out of the meetings, that way she is falling under the whole Board. Vice-Chairman Ertman stated that she agreed with Commissioner Wagoner. Chairman Barton recommended that the Board would have Commissioner Hunt go over the job description with Superintendent Williams and bring it to the Board to adjust and approve it.

Vice-Chairman Ertman gave a report on the Prairie Dog meeting that she attended. She stated that the first session of the new working group coordinated by the WCCA. The basis that was discussed was the final EIS will be out in 2020 and the scoping notice will be out March 29. She stated that if anyone wants to read the letters they are available on the WCCA website. Vice-Chairman Ertman also reported that Converse County is going to fly prairie dog populations and map densities of prairie dogs. Vice-Chairman Ertman asked them to give the Board a price on what it would cost for them to do a couple of Townships for Weston County.

Foreman Price asked the Board if there was a job description for him. Vice-Chairman Ertman told him that she didn't know if he did. Foreman Price stated that he was always told that he was going to be

given one, but never was. Chairman Barton told Foreman Price to have Clerk Hadlock look in his employee file to see if there was something there or to check with Ms. Weigel to see if the former administrator gave her something. Foreman Price stated that he would like to sit down with the Board to get a job description put together for him.

EXECUTIVE SESSION

Vice-Chairman Ertman moved to go into Executive Session per W.S. 16-4-405(a)(iii); seconded by Commissioner Wagoner. Carried. Executive Session began at 2:20 p.m.; regular meeting reconvened at 2:31 p.m. No action was taken.

EXECUTIVE SESSION

Vice-Chairman Ertman moved to go into Executive Session per W.S. 16-4-405(a)(vii); seconded by Commissioner Wagoner. Carried. Executive Session began at 2:31 p.m.; regular meeting reconvened at 2:37 p.m. No action was taken.

PUBLIC COMMENT

None.

VOUCHERS

066 NCPERS, financial admin, \$240.00, AFLAC, payroll ded, \$2107.15, Blue Cross Blue Shield, financial admin, \$50,644.93, Great West Trust Co, payroll ded, \$2515.00, VSP Vision Care, financial admin, \$860.88, WEBT, financial admin, \$179.45, WC Clerk, financial admin, \$42,518.24, WC Treasurer, financial admin, \$20.00, WY Child Support, payroll ded, \$550.00, WY Dept of Workforce Services, financial admin, \$2,723.37, WY Retirement System, financial admin, \$31,018.87, Powder River Heating & AC, EOC, \$27,000.00, Michael's Construction, crthse remodel, \$31,791.71, 21 Electric, repair/maint, \$153.00, A&M Service & Supply, supp, 240.00, AD Pro, supp, \$50.49, Alpha Communications, tower rent, \$55.00, AT&T Mobility, comm, \$3699.89, BH Chemical & Janitorial, brd of prisoners, \$ 1,327.19, BH Energy, util, \$4,803.81, BH Occupational Medicine, repair/maint, \$35.00, Brittany Hamilton, ext serv exp, \$209.38, Byrand Streeter, contract wage, \$1,158.75, CDW Government, p-hlth exp, \$1,169.30, Central WC Solid Waste Dist, cwcswd expe, \$1,875.00, Children's Home Society, investigations, \$150.00, City of Newcastle, util/circ crt/dispatch/pub def/r&b/p-hlth/law enforce, \$7,051.36, CLT Flooring & Furnishings, maj repairs, \$6,830.00, Crook CO Medical Services, pre-emplmnt, \$160.00, Culligan Water Conditioning, misc, \$41.00, Decker's Market, supp, \$82.78, Double D, repair/maint, 4,493.45, Easter WY Equipment CO, veh maint/fuel, \$161.40, Erin Darlington, jail medical, \$250.00, Ferno-Washington, financial admin, \$25,565.65, Finkey Law, spec attny, \$64.00, Fisher Sand & Gravel, gravel/rd mtrl, \$11,554.79, Frontier Home Ranch & Hardware, repair/maint, \$418.06, Galls, supp, \$11.49, Golden West Technologies, comp software, \$9,213.25, Great Western Tire CO, repair/maint, \$1,585.70, Hagen Glass, maj rep, \$932.57, Heartland Ag Business Group, supp, \$50.00, Heartland Construction, supp, \$140.00, Hurricane Services 21, janitor supp, \$2,674.00, Idemia Identity & Security, brd of prisoners, \$5,171.78, Inland Truck Parts, repair/maint, \$130.89, John Francis Masonry, maj repairs, \$450.00, Jub Jub, financial admin, \$39.20, Kregel Towing & Recovery, abandoned veh, \$318.75, Kreiser's, proj wic, \$84.35, Lakota Contracting, jailor schools/equip, \$1,380.20, Lori Bickford, p-hlth, \$64.79, Lucille Dumbrell, clg-hist prs, \$81.22, Marina Cullum, coroner exp, \$100.00, Marketlab, p-hlth, \$1,129.89, Mastercard, exp/veh maint/fuel/travel/maj repairs, \$467.65, Max Master's, gis land record, \$1,900.00, Mitich's Repair, repair/maint, \$45.00, Newcastle Ambulance Service, ambulance, \$1,250.00, News Letter Journal, exp/misc/ supp, \$330.41, Office Ally, p-hlth, \$35.00, Osage Ambulance, ambulance, \$3,750.00, Osage Improvement & Service District, \$300.00, Pam Brackett, trvl/meals, \$89.32, Parkridge Behavioral Healthcare, pre-empl, \$500.00, Plainsman, supp, \$60.74, Powder River Energy, util, \$1,938.31, RDO Equipment, repair/maint, \$1,401.26,

Rick's Electric, repair/maint, \$120.00, Roadrunner Disposal Service, util, \$60.00, Rocky Mountain Propane, util, \$1,336.00, RT Communications, comm, \$2,005.65, Servall Uniform/linen, janitor supp, \$187.10, ShopKo, janitor supp/misc/supp/repair/maint, \$365.20, Steven Titus & Associates, special attny, \$3,230.11, Summit Plumbing & Heating, janitor supp, \$117.17, Team Lab Chemical, repair/maint, \$309.00, Tony Barton, mile/travel, \$800.00, Top Office Products, supp/misc, \$848.77, Travelers, insurance, \$59.00, Upton Co-op, oil/gas/lube, \$23,252.62, Upton Senior Center, sr citizen, \$531.25, Verizon Wireless, comm/p-hlth/exp, \$334.17, Vilas Pharmacy, jail medical, \$169.96, West End Water District, util, \$180.00, WC Children's CTR, wc chld ctr, \$3,187.50, WC 4-H Council, ext serv exp, \$339.43, WC Gazette, print/publ, \$1,134.00, WC Health Services, misc, \$98.00, WC Library, block alloc, \$22,890.24, WC Road & Bridge, veh/maint/fuel/trvl, \$2,579.78, WC Sr Services, brd of prisoner's, \$4,992.00, Weston Engineering, engineer srvs, \$1,000.00, White's Queen City, equip, \$2,495.18, Woody's Food Center, brd of prisoners, \$330.94, WY Automotive, repair/maint, \$535.22, WY Co Treasures Assoc, misc, \$100.00, WY Dept of Health, p-hlth, \$16,788.51, WY Machinery, repair/maint, \$4,143.84, WY Network, financial admin, \$170.00, Net Payroll, \$147,453.79.

With no further business, the meeting was adjourned at 2:38 p.m.

Martha Ertman
Vice-Chairman

Attest: Becky Hadlock
Weston County Clerk