

**WESTON COUNTY BOARD OF COMMISSIONERS**  
**OFFICIAL MINUTES**  
**January 3, 2017**

Prior to the opening of the meeting, Commissioners Tracy Hunt and Ed Wagoner took their oaths of office, which were witnessed by the elected officials and the public present, and notarized by Pam Brackett for the official record.

The meeting of the Weston County Board of Commissioners was called to order by Chairman Bill Lambert at 9:00 a.m. at the Weston County Courthouse Annex. Commissioners Bill Lambert, Tracy Hunt, Marty Ertman, Tony Barton, and Ed Wagoner, and County Clerk Jill Sellers and County Administrator Dan Blakeman were present. Chairman Lambert opened the meeting with prayer, and Commissioner Ertman led the Pledge of Allegiance.

**CONSENT AGENDA**

Commissioner Barton moved to approve the agenda; seconded by Commissioner Hunt. Carried.

**ELECTION OF OFFICERS**

Chairman Lambert called for nominations. Commissioner Hunt nominated Bill Lambert as Chairman; seconded by Commissioner Barton. The Chairman called for other nominations; there were none. Carried. Commissioner Hunt nominated Tony Barton for Vice Chairman; seconded by Commissioner Wagoner. The Chairman called for other nominations; there were none. Carried.

Commissioner Hunt excused himself from the meeting following the election of officers.

**APPROVAL OF VOUCHERS, PAYROLL, AND RECEIPTS**

Commissioner Ertman moved to approve the vouchers, minus CLT Flooring for \$6,496.80 (carpet) or \$8,954.05 (carpet and installation); 4-H Educational Account for \$33.95, and BH Regional Multiple Use Coalition for \$100.00; seconded by Commissioner Barton. Carried.

Discussion ensued regarding dues for Black Hills Regional Multiple Use Coalition. Chairman Lambert will obtain more information, and it will be reconsidered for payment.

Wyoming Extension Office voucher needs the sales tax removed or approved, and resubmitted.

CLT voucher will be held until the flooring is installed.

Commissioner Barton moved to approve the payroll; seconded by Commissioner Wagoner. Carried.

Commissioner Wagoner moved to approve the December receipts from the County Clerk, Treasurer, and District Court; seconded by Commissioner Ertman. Carried.

After reviewing 4-H Educational voucher, Commissioner Ertman moved to pay it in the amount of \$33.95; seconded by Commissioner Wagoner. Carried.

**APPROVAL OF MINUTES**

Commissioner Barton moved to approve the minutes of December 20, 2016; seconded by Commissioner Ertman. Carried.

### **BUDGET AMENDMENT HEARING**

Unanticipated revenues of \$2,899.00 were received from a donation to be deposited as an increase to the General Fund and transferred to General Miscellaneous Courthouse Preservation Fund (100.00.20.0317000.0000). Also to transfer \$2,500.00 of unexpended funds from Financial Administration (100.00.20.0099000.0000) to Administrator travel/convention expenses (100.00.08.0031000.0000), and \$2,000.00 to Clerk travel/convention expenses (100.00.02.0025000.0000).

Chairman Lambert opened the floor for public comments. Commissioner Barton publicly acknowledged Commissioner Ertman's generous donation. The Chairman called for public comment twice more; there were none. Commissioner Wagoner moved to approve the budget amendment as presented; seconded by Commissioner Barton. Carried.

### **BOARD APPOINTMENTS**

Commissioner Barton moved to appoint Scott Sewell, Jill Pischke, Clay Branscom, and Troy Lynch to the Weston County Weed & Pest Board; seconded by Commissioner Ertman. Carried.

Commissioner Barton moved to appoint George Bondora to the Weston County Solid Waste District Board; seconded by Commissioner Ertman. Carried.

County Attorney William Curley advised that Commissioner Ed Wagoner can remain on the WCSWD Board, but that he should abstain from voting and other conflicts between his duties on the solid waste board and Board of Commissioners.

The Board of Commissioners will make contact with potentially interested persons to fill board vacancies. Vacancies are advertised monthly in the newspaper and also are posted on the county website.

### **OFFICIAL NEWSPAPER**

The designation of Weston County's legal newspaper was discussed. Price quotes were requested from the two newspapers that are published in Weston County. A specific set of minutes was given to each business and they were asked to submit a cost per column inch and to include a total cost for publishing that set of minutes. A quote was received from the *News Letter Journal* in the amount of \$11.00 per column inch with a total cost to publish the sample of \$957.00. A quote was received from the *Weston County Gazette* in the amount of \$5.25 per column inch with a total cost to publish the sample of \$293.63. Commissioners reviewed both bid packages. Commissioner Barton moved to declare the *Weston County Gazette* as the official newspaper in 2017 of Weston County; seconded by Commissioner Wagoner. Carried, with Chairman voting for the motion as well.

### **OLD BUSINESS**

Clerk Sellers reported that she, County Administrator, and County Attorney are working to respond to the insurance company regarding settlement of the insurance claim for the flood damage.

Auditors (Porter, Muirhead, Cornia & Howard) are scheduled to present the final FY-2015-2016 audit report on January 17, 2017.

Clerk Sellers recommended approval of the service agreement from Golden West to upgrade data storage to a 2 TB Offsite Backup Appliance. The current 1 TB backup is 75% full, and increased storage place is needed to manage retention requirements. Clerk contacted Golden West for more information, and explained that the backup is primarily for the Assessor's Office to manage data storage under Department of Revenue retention requirements. Commissioner Barton moved to authorize the Chairman's signature on the Golden West service agreement for 2 TB of data storage; seconded by Commissioner Wagoner. Carried.

Clerk Sellers and Treasurer Overman presented options to introduce credit cards by both offices. Additional software modules for the Treasurer's Office will cost \$14,080 (with \$2,160 in annual maintenance fees thereafter) for iReg for Tax-Wise, which will allow online vehicle registration renewal; and \$4,725 (with \$315 in annual maintenance fees thereafter) for iTax On-Line Payments, which will allow constituents to make tax payments online. An additional software module for the Clerk's Office will cost \$3,712 (with \$192 in annual maintenance fees thereafter), which enable eRecording to be managed through our existing system and allow credit cards to be processed for payment of services. The pros and cons of the issue were thoroughly discussed, and many questions remained unanswered. It was determined that we can consider the costs in the next fiscal year budget. We will also try to put a question on the website for citizens to respond to; and possibly send a questionnaire with tax assessments, in order to gauge consumer interest and the potential usage of credit cards as a payment option.

#### **NEW BUSINESS**

Commissioner Barton moved to give county employees the afternoon of Friday, December 22, 2017 in observance of Christmas Eve (close at noon); seconded by Commissioner Ertman. Carried. The official 2017 holiday schedule was presented as a Resolution 2017-01, as follows:

January 16, 2017	Equality Day
February 20, 2017	President's Day
April 14, 2017	Good Friday
May 29, 2017	Memorial Day
July 4, 2017	Independence Day
September 4, 2017	Labor Day
October 9, 2017	Columbus Day
November 11, 2017	Veteran's Day
November 23-24, 2017	Thanksgiving
December 22, 2017	Closing at noon for Christmas Eve
December 25, 2017	Christmas Day

Commissioner Ertman moved to accept Resolution 2017-01; seconded by Commissioner Wagoner. Carried.

Commissioner Barton moved to have the Board of Commissioners meeting in Upton on Tuesday, March 21, 2017; seconded by Commissioner Ertman. The location of the meeting will be determined and advertised later. Carried.

Clerk Sellers presented an updated fee schedule for approval. The fees for basic services would not change, as they are set by state statute, except for the addition of a fee to process electronic records.

Commissioners requested that the County Attorney review the fee schedule for compliance with statutes, and recommend a final version for approval.

Weston County Solid Waste District (WCSWD) was billed \$1,899.00 for the conduct of the special election for the mill levy. Commissioner Wagoner spoke on behalf of the WCSWD Board, stating that they will have a checking account within the month, and will be able to issue a payment to the county for the election costs, which will be deposited into General Election Miscellaneous (100.00.17.0029000.0000).

#### **PUBLIC COMMENTS**

None.

#### **COUNTY ATTORNEY**

County Attorney William Curley provided a staffing update. Mr. Curley has identified Alex Berger, who is a licensed attorney in the State of Wyoming. Mr. Curley has checked his references and determined that he meets the requirements. Mr. Curley, Ms. Brackett and Mr. Berger will determine a schedule of Mr. Berger's office hours. Mr. Curley would like him to work full-time at 30-40 hours per week, and would like to offer him a salary of \$53,000.00 per year. Mr. Berger's start date is scheduled for January 23, 2017. Administrative support remains a requirement; advertisements continue in both newspapers to fill a part-time position.

Mr. Curley informed the Board that he plans to bring forth a cooperation resolution, in order to work cases in conjunction with other Wyoming counties (beyond our current agreement with Crook and Campbell Counties).

#### **COUNTY VEHICLE**

County Sheriff Bryan Colvard provided options for county vehicles from Newcastle Motors, to replace the Sheriff's transport and the courthouse vans. Options were two used 2015 Suburbans (\$35,970 and \$39,970). Budget options will be considered to pay for a vehicle, and the item will be readdressed in the near future.

#### **COUNTY ADMINISTRATOR**

County Administrator Dan Blakeman presented the strategic plan for the courthouse and the annex for discussion. Concerns about the order of the phases and the details of the construction were discussed. Chairman Lambert requested bid information for each phase. Administrator Blakeman provided that the general contractor bid was \$58,000; \$20,000 for plumbing; and \$21,000 for electrical, totaling \$99,000 (just under the budget of \$100,000). Phases of the recommended strategic plan included:

- 1) Removal of existing logos and other non-county markings;
- 2) Design and approval of new signage to brand the building as the annex;
- 3) Renovation of the bathrooms, to bring the facilities up to current code;
- 4) Completion of drywall and floor repairs, addition of door and a wall to make a second office in the south end which will house the Wyoming Extension Office, eliminating \$1000 a month in rent costs;
- 5) Construction of three offices on the west side of the lobby for the County Attorney Offices, which will answer privacy and security requirements;
- 6) Construction of a center wall to provide privacy for the east side offices.

Discussion agreed that initial efforts should focus on numbers 1-4. The bathrooms must be upgraded to meet ADA code, and takes priority because it is required of public buildings. Discussion converged around the original architectural plans, and also details of how to manage privacy and security concerns.

Commissioner Barton moved to complete the following:

- 1) Removal of existing logos and other non-county markings;
- 2) Design and approval of new signage to brand the building as the annex;
- 3) Renovation of the bathrooms, to bring the facilities up to current code;
- 4) Completion of drywall and floor repairs, addition of door and a wall to make a second office in the south end which will house the Wyoming Extension Office;
- 5) Construction of three offices on the west side of the lobby.

Seconded by Commissioner Wagoner. Discussion included budgetary considerations; completion of numbers 1-5 total \$99,000.00, which remains within budget. A bid for the center wall (item 6) will be obtained and considered later. County Attorney Offices will remain in their current spaces. Office assignments may be reconsidered after completion of construction. Carried.

Administrator Blakeman presented the plans to Vicky Hayman of the Wyoming Extension Office, and will coordinate their move. Clerk Sellers will work with Administrator Blakeman to extend the lease with the U.S. Forest Service to maintain their current location until their annex spaces are completed.

Administrator Blakeman reported that we received one response to the RFP for a fire alarm and sprinkler system. Our current provider API responded with a proposal that will include fire proof doors on all the vaults. The total cost is \$377,510.00. The current grant for this project is \$330,000.00. Administrator Blakeman requested signatures to approve moving \$77,127.27 from EOC Phase II to courthouse improvements to cover the costs of the API contract. Commissioner Ertman moved to request of the other municipalities, by required resolution, to move said monies; seconded by Commissioner Wagoner. Carried.

Commissioner Ertman moved to request of the other municipalities, by required resolution, to move \$6,342.70 from the criminal evidence room project to the courthouse improvement project; seconded by Commissioner Wagoner. Carried.

Commissioner Ertman moved to approve the API contract for \$377,510.00 for the fire alarm and sprinkler system; seconded by Commissioner Barton. The project includes both design and build elements. Carried.

#### **U.S. FORESTRY COOPERATOR GROUP**

Ranger Shane Walker reported on the efforts of the U.S. Forest Service to create a Cooperator Group for the Thunder Basin Grasslands region. They have clearly defined what boundaries in the law that the Cooperator Group can work within. There are two rules governing the federal agencies, and the Forest Service must work strictly within these boundaries which are in compliance with the 'Unfunded Mandates Reform Act of 1995' that permit the committee's exemption from the Federal Advisory Committee Act:

- 1) Meetings are held exclusively between federal officials and “elected officers of state, local, and tribal governments (or their designated employees with authority to act on their behalf) acting in their official capacities.”
- 2) Such meetings are solely for the purpose of exchanging views, information or advice relating the management or implementation of federal programs established pursuant to statute, that explicitly or inherently share responsibilities or administration.

Ranger Walker reported that violation of these rules would put all previous efforts in jeopardy of disbandment, as this has happened with other federal programs. Ranger Walker stressed that working within the boundaries is paramount to continuance of the program. Weston County can assign its representatives and determine its own employee-participants, who must have the authority to act on behalf of the county. The U.S. Forest Service must have a full understanding of those assignments, so that they are clear on who is participating, which will help avoid rule violations.

Ranger Walker reported that the intent of the group is to be Grasslands-wide and to be topic-focused for the region. The Forest Service is trying to fit as many participants into the group as the law allows, in order to facilitate communications, and to keep affected entities and individuals informed. Invitation letters have been sent to 20 tribes, Campbell, Converse, and Weston Counties. The Cooperator Group exists to address prairie dogs now, and possibly other regionally relevant issues in the future. Going to the Federal Advisory Committee level has been denied in the past, as the U.S. Forest Service did not believe that the prairie dog situation in the Thunder Basin Grasslands met the requirements for a national level committee. Thus, work will continue at its current level of cooperation.

Ranger Walker reported that the learning series workshops were well received, and they plan to implement some of the feedback from those sessions. The workshops, facilitated by Dr. Jessica Western of the University of Wyoming Ruckelshaus Institute, allow the grazing associations, non-governmental organization, and landowners to be involved. Ranger Walker requested feedback on the “Draft Cooperative Working Group Relations Guide” (et al), and has only received comments from Chairman Lambert so far; he urged responses from the other Commissioners in all three counties. The document must represent the needs of all participants; it should be considered a living document, which can be adjusted to move forward. He plans to have a meeting in February.

Ranger Walker stated they are moving from a planning stage to an implementation stage. Commissioner Ertman objected to implementation because it will be implemented according to the 2009 Amendment, which is inadequate. Commissioner Ertman suggested returning to amending the plan’s amendment, which Ranger Walker stated only delays on-the-ground efforts and is expensive. Ranger Walker hesitantly agreed that despite the fundamental difficulties with the plan, his job requires him to manage operations within the approved parameters.

The Commissioners encouraged the U.S. Forest Service to be open to local inputs and feedback, and to respond in a productive fashion. Chairman Lambert clearly iterated that it will be incumbent upon the leadership of the Cooperator Group to engage local entities and to use the derived information to take appropriate actions, otherwise the group will not ultimately serve a purpose.

#### **CORONER**

Coroner Cyndi Crabtree presented a revised policy indigent burials. Mike Worden, Director of Worden Funeral Home, will also review the policy. The Coroner will also distribute the policy via email to the Commissioners for their review and feedback.

Coroner Crabtree reported that the costs of the coroner's inquest went over budget. A total of \$5,237.36 is required to pay off the inquest. A budget amendment hearing will be scheduled to move monies.

### **PUBLIC COMMENT**

City Engineer Bob Harley introduced his replacement, Mike Moore, as well as City Mayor Deb Piana, who will be sworn in at the City Council meeting this evening. Mr. Hartley was congratulated on his retirement, and Mr. Moore and Mayor Piana were both congratulated on their new positions with the City of Newcastle.

### **EXECUTIVE SESSION**

Commissioner Barton moved to go into executive session under W.S. 16-4-405 a (iii); seconded by Commissioner Ertman. Carried. Executive session began at 3:25 p.m.; regular meeting reconvened at 3:51 p.m.

### **DISCUSSION**

Clerk Sellers provided signage ideas for the annex building, and reported that designs and quotes are being requested.

### **VOUCHERS**

066 NCPERS, financial admin, \$256.00, AFLAC, payroll ded, \$2,073.77, Blue Cross Blue Shield, financial admin, \$54651.97, Office of Child Support, payroll ded, \$175.00, Orchard Trust, payroll ded, \$1,595.00, WEBT, financial admin, \$162.20, WC Clerk, financial admin, \$47,050.64, WC Treasurer, financial admin, \$20.00, WY Child Support, payroll ded, \$1,175.00, WY Dept of Workforce Services, financial admin, \$2,327.94, WY Retirement System, financial admin, \$31,503.04, Ad Pro, supp, \$675.78, Alpha Communications, tower rent, \$55.00, American Solutions for Business, supp, \$123.30, Andrew Macke, coroner exp, \$120.00, AT&T Mobility, comm, \$1,683.04, BH Chemical & Janitorial, brd of prisoners, \$692.43, BH Energy, util, \$5,122.09, BH Plumbing, repair/maint/brd of prisoners, \$611.50, Byrand Streeter, contract wage/airport support, \$1,206.55, C&J Newcastle Hardware, repair/maint, \$511.03, Cambria Supply, repair/maint, \$223.68, Casper Star Tribune, supp, \$83.39, CDW Government, p-hlth exp, \$288.30, City of Newcastle, util/dispatch/pub def/p-hlth exp, \$5,385.79, Collins Communications, maj repairs, \$640.73, Colton Cummings, cntrct/equip/lbr, \$225.00, Comtronix, misc, \$84.00, Contractors Supply, veh maint, \$617.39, Culligan Water Conditioning, misc, \$34.50, Cynthia Crabtree, coroner exp, \$90.25, DBT Transportation Services, awos, \$6,669.75, Decker's Market, supp/ext serv exp, \$65.84, Eastern WY Equipment Co, veh maint/fuel, \$462.39, Fastenal Co, repair/maint, \$115.75, First State Bank, misc, \$25.00, Frontier Home Ranch & Hardware, repair/maint, \$420.88, Gillette Steel Center, repair/maint, \$200.00, Godfrey's Brake Service, repair/maint, \$387.76, Golden West Technologies, p-hlth exp, \$2,286.30, Grimm's Pump & Industrial Supply, oil/gas/lube, \$234.05, Hansen Equipment Co, repair/maint, \$27.15, Hillyard/Sioux Falls, janitor supp, \$38.67, Jason Jenkins, veh maint/fuel, \$34.35, Joseph R Wood Jr, coroner exp, \$120.00, Kara Fladstol, ext serv exp, \$49.68, KASL, p-hlth exp, \$235.60, Leighton's Garage, veh maint/fuel, \$150.00, Lori Bickford, p-hlth exp, \$17.99, Lyle Signs, Imbr/clvrts/brdg, \$71.61, Matco Tools, repair/maint, \$97.25, Matthew Bender & Co, law library, \$52.08, Max Masters, gis land records, \$1,900.00, Mondell Airport, airport runway, \$254.26, Morrison Maierle, airport runway, \$35,670.59, Nada Appraisal Guides, misc, \$186.00, Newcastle Ambulance Service, ambulance, \$1,250.00, Newcastle Fire Suppression, repair/maint, \$66.79, News Letter Journal, print/publ, \$389.11, Occupational Research & Assessment, coroner exp, \$150.00, Office Ally, p-hlth exp, \$39.90, Osage Improvement & Service Dist, coroner rent, \$600.00, Pitney Bowes Global Financial Services, supp, \$774.00, Pitney Bowes,

supp, \$242.31, Powder River Energy, util, \$1,167.42, Preventive Health & Safety Div, p-hlth exp, \$28.00, Roadrunner Disposal Service, util, \$60.00, RT Communications, comm, \$1,974.98, Sandy Upton, coroner exp, \$120.00, Sanofi Pasteur, p-hlth exp, \$170.06, SCB Sales & Service, veh maint/fuel, \$70.94, Servall Uniform/Linen Co, misc, \$249.40, ShopKo, janitor supp/office exp, \$139.86, Shred's, misc, \$1,223.50, Stacy Buchholz, ext serv exp, \$32.40, Top Office Products, misc/p-hlth exp, \$873.38, Town of Upton, comm ctr/landfill, \$2,818.75, TruGreen-Chemlawn, janitor supp, \$1,069.96, Upton Co-op Assn, repair/maint, \$309.69, Urbin Law Office, spec attny, \$201.64, UW-Admin Business Office, educator salary, \$5,833.50, Verizon Wireless, p-hlth exp, \$182.44, Vicki Hayman, ext serv exp, \$83.16, VISA, hmlnd sec exp, \$304.15, Voelker's Autobody, veh maint/fuel, \$2,248.31, West End Water District, util, \$60.00, WC 4-H Council, ext serv exp, \$33.95, WC Gazette, print/publ, \$1053.96, WC Health Services, jail medical, \$9,350.62, WC Public Health, jail medical, \$40.00, WC Road & Bridge, veh maint/fuel, \$2,261.88, WC Sheriff's Office, post/freight/misc, \$34.28, WC Sr Services, brd of prisoners, \$3,160.00, Weston Engineering, engineer services, \$1,000.00, Whirlwind Services, janitor supp, \$45.00, Woody's Food Center, brd of prisoners/supp, \$319.34, WY Automotive, repair/maint, \$308.10, WY Dept of Health, p-hlth exp, \$253.00, WY DEQ Admin, fuel tank maint, \$400.00, WY Machinery Co, repair/maint, \$100.52, WY Network, financial admin, \$200.00, WY Peace Officers Assoc, supp, \$170.00. Net Payroll, \$150,051.99.

With no further business, the meeting was adjourned at 3:54 p.m.

Bill Lambert  
Chairman

Attest:

Jill Sellers  
Weston County Clerk