

**WESTON COUNTY BOARD OF COMMISSIONERS
OFFICIAL MINUTES
APRIL 4, 2017**

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, Tony Barton, Ed Wagoner, and Marty Ertman, and the Deputy Clerk Shawnda Morrison. Commissioner Lambert opened the meeting with prayer, and Commissioner Hunt led the Pledge of Allegiance.

APPROVAL OF AGENDA

Commissioner Lambert asked to add to the agenda the approval of the receipts from the District Court and County Clerk, the approval of the Executive session minutes from March 21, 2017, and to move old business to Dan Blakeman's time at 10:15 a.m. Commissioner Barton moved to approve the agenda as amended, seconded by Commissioner Wagoner. Carried.

APPROVAL OF PAYROLL AND VOUCHERS

Commissioner Hunt moved to approve the payroll, vouchers and receipts. Commissioner Barton seconded. Chairman Lambert asked for discussion:

Commissioner Ertman questioned the perjury statement made by Max Master's voucher, County Attorney Curley reviewed and stated the statement was ok. Visa voucher for an overpayment on the 15% tip with Homeland Security discussed and agreed the department heads need to relay again the credit card policy and the tipping policy to employees. Commissioner Ertman also questioned Dan Blakeman's purchase from Mernards as to why he did not shop at home and the sales tax on the purchase. Commissioner Ertman reminded the Commissioners that the credit card was to be used only for travel expenses. Commissioners discussed that County Clerk Sellers and County Attorney Curley should get together and review the credit card policy and come back to the board at a later date. Motion carried.

APPROVAL OF MINUTES

Commissioner Barton moved to approve the minutes from the March 21, 2017 meeting; seconded by Commissioner Wagoner. Carried.

APPROVAL OF EXECUTIVE MINUTES

Commissioner Barton moved to approve the executive minutes from the March 21, 2017 meeting; seconded by Commissioner Wagoner. Carried.

CHAMBER OF COMMERCE

Susan Love of the Newcastle Chamber of Commerce presented the Commission with an Economic Development survey (SWAT) to be filled out and mailed back to the chamber. Ms. Love stated that the chamber board is working with Newcastle Mayor Debra Piana and the Wyoming Business Council on what businesses Newcastle could support in order to keep Main Street going. The question was asked to Ms. Love on the pig wrestling at the county fair. Ms. Love stated that they could not find the pigs or volunteers along with having to purchase insurance for the event. Ms. Love asked the Commission about the business loans the county

used to give out, Commissioner Ertman stated the county had too many defaults on the loans. Ms. Love brought up the fact that 85% of monies made in Weston County go out of town. Infrastructure needs to be in place for a large business to move in. Commissioner Barton relayed that if the county could do anything to please come to the Commission in the future. The Commission thanked Ms. Love for her time.

ADMINISTRATOR UPDATE

County Administrator Dan Blakeman reported that the county court house roof is 75% done and that the new windows for the dome are ordered. Materials for the youth exhibit building at the fairgrounds have been ordered. Flood damage claims are still coming in and the insurance company is working well with us. Mr. Blakeman brought to the Commission a new Resolution for review for the Weston County Road & Bridge Department operations and administrative functions. County Attorney Curley stated that Road & Bridge manager Rick Williams is in favor of the resolution. The Commissioners will re-visit the resolution at the April 18, 2017 meeting. Commissioner Ertman asked Mr. Blakeman the purpose of this resolution due to the excellent job Rick Williams does as manager of the Road & Bridge department. Commissioner Hunt asked Mr. Blakeman if he was involved with the CWCSWD electrical bill, and he answered no. Commissioner Barton has been on the site and would like an overview.

OLD BUSINESS

The department heads met on March 28, 2017, several things were discussed:

- Cross training with each department in case of downsizing employees.

- Paying employees mileage vs a newer county vehicle and for each department to bring back a mileage line item into their budgets.

- Annex sign will be done the end of April.

MONDELL AIRPORT

Tuff Streeter, Randy Rhoades, John Patik, Tim Wick and Laura Bourne came before the Commission to request air space zoning that the FAA has encouraged for all airports for further funding. The Commission asked about their legality in this matter and would take this to the Planning & Zoning Board and County Attorney Curley for further review. The Commission thanked them for the information.

PUBLIC COMMENT

None.

FAIR BOARD

Deputy Clerk Shawnda Morrison relayed to the Commission that the fair board is having a concert Thursday night after the Commissioner's Fun Night. Commissioner Ertman asked Ms. Morrison to find out the time of the concert in case they have to cut the fun night short.

UPTON ECONOMIC DEVELOPMENT BOARD

John Marshall from the Upton Economic Development Board came before the Commission to update them on the new business they have been working with. This business deals with cleaning and inspecting railroad cars. This facility would be the closest facility for this area and would generate \$150,000 in property taxes and \$1.6 million in sales tax for Weston County. They are planning on having the project up and running January 2018. The Town of Upton has

agreed to support this project. He asked the county for support of the project. There are no monies involved in this agreement.

The Commission agreed to allow the UEDB to advertise for a hearing which would include Weston County as a potential partner.

NEW BUSINESS

Liquor licenses have been sent to the State of Wyoming for review and the Commission will be reviewing them at the April 18, 2017 meeting.

County Attorney Curley advised the Commission not to sign the Public Health MOU amendment until he is in contact with the state of Wyoming with questions that he has.

Mona Wineteer, deputy clerk in the County Clerk's office is now a Notary Public for the office to serve the public with a service that was in demand.

There were two new designs presented to the Commissioner's for approval for the new county letterhead. The Commission asked the County Clerk to make the decision as they trust her judgement.

Blue Cross/Blue Shield Premium for FY 2018: The premium for the FY17/18 has decreased by 4%. There was a lengthy discussion on the pros and cons of any or no changes to the portion the county vs the employee pays for the monthly premiums. Commissioner Barton moved to keep the Blue Cross Blue Shield Premiums the same, no changes for the FY 2018 and for the chairman to sign the Webt Trust Plan. Chairman Lambert seconded. The vote was called for: Barton and Hunt aye, Ertman and Wagoner nay, Chairman Lambert aye. Carried. Commissioner Barton further stated that the health care should be a priority on the next FY 19 budget workshop.

Credit card policy: The Commission discussed the credit card spending policy and will have County Attorney Curley and County Clerk Sellers review and get back to the Commissioners on the May 2nd meeting.

Resolution 2017-07 Revised Fee Schedule: The Commission would like County Attorney Curley to review and bring to discussion on the April 18, 2017 meeting.

WCSWD: Ed Wagoner spoke to the Commission that the district did not have the appropriate paperwork to the state and that the mill levy taxes will not be collected until 2018 and disbursed to the district until 2019. The board will still be working on finding the land to purchase and other necessary duties.

Smaller committees: Chairman Lambert spoke about how he felt that smaller committees were a good idea for a variety of reasons. There was discussion on keeping the public informed and the open meeting law. Further discussion will be at the April 18, 2017 meeting.

PIZZA BARN

Pam Gualtieri came before the Board to ask permission for outdoor serving area on the patio and further fenced off horse shoe pits. Commissioner Hunt moved to approve the outdoor serving area for the Pizza Barn. Commissioner Barton second. Carried.

CWCSWD

Cynthia Crabtree brought to the Commission 3 bills from Pittman Electric, LLC. for the amount of \$31,505.50. Ms. Crabtree stated that the district did pay \$8,418.47 out of their funds and was asking for the remaining to be paid by the county. The Commission asked about the bid from 21 Electric and how Pittman Electric, LLC was doing the project. Ms. Crabtree stated this company had a lower bid and the project is 80% done. With lengthy discussion the Commission will have to find the monies for the invoices. Ms. Crabtree asked about the gravel for the road to the site, Ms. Crabtree also stated they will be operational May 1, 2017. The Commission agreed there has been mass confusion between the county and the district and that they will have Dan Blakeman go back to all the minutes and bring the information back to the Commission.

PUBLIC HEALTH

Discussion was brought back to the table on the public health MOU. County Attorney Curly has not had any response with the state to go over the amended MOU and therefore asked the Chairman not to sign the amended MOU. Commission Ertman moved to have the Chairman sign the amended MOU. Commission Barton seconded. After further discussion Commissioner Barton rescinded his second and the motion died for lack of a second.

PUBLIC COMMENT

None.

VOUCHERS

066 NCPERS, financial admin, \$256.00, AFLAC, payroll ded, \$2,021.12, Blue Cross Blue Shield, financial admin, \$56,867.26, Office of Child Support, payroll ded, \$175.00, Orchard Trust, payroll ded, \$2,070.00, WEBT, financial admin, \$176.00, WC Clerk, financial admin, \$47,711.63, WC Treasurer, financial admin, \$20.00, WY Child Support, payroll ded, \$1,175.00, WY Dept of Workforce Services, financial admin, \$2,428.05, WY Retirement System, financial admin, \$32,428.35, Hermes Consolidated, oil/gas, \$52,656.35, Pitney Bowes Global Financial Services, supp, \$774.00, 21 Electric LLC, bldg/equip upgrade, \$8,410.00, Ad Pro, supp/brd of prisoners, \$877.06, Alpha Communications, comm/tower rent, \$140.00, American Welding & Gas, repair/maint, \$20.02, AT&T Mobility, comm, \$1,698.97, BH Auto Salvage, financial admin, \$336.80, BH Chemical & Janitorial, brd of prisoners, \$909.40, BH Energy, util, \$4,576.92, BH Occupational Medicine, pre-employment, \$30.00, BH Plumbing, repair/maint, \$72.00, Bob Barker Co, brd of prisoners, \$121.85, Burns Insurance, misc, \$100.00, Byrand Streeter, contract wages, \$1,158.75, C&J Newcastle Hardware, repair/maint, \$347.96, Cambria Supply, repair/maint, \$213.08, CDW Government, comm/p-hlth exp, \$1,075.24, Childbirth Graphics, wic, \$83.85, City of Newcastle, util/dispatch/p-hlth exp/bldg/equip upgrade, \$5,332.82, Clinton Whitney, bldg/equip upgrade, \$1,750.20, Collins Communications, repair/maint, \$400.00, Comtronix, misc, \$162.00, Culligan Water Conditioning, misc, \$28.00, Cynthia Crabtree, coroner exp, \$43.54, Dakota Radiator, repair/maint, \$1,100.00, Decker's Market, ext serv exp, \$39.74, Dixon Bros, oil/gas, \$635.54, Double D, repair/maint, \$566.24, Drive Train Industries, repair/maint, \$231.90, Eastern WY Equipment, repair/veh maint/fuel, \$54.17, Emily Pearson, wcswd, \$25.38, Fastenal Company, repair/maint, \$57.03, Finkey Law, special attny, \$125.00, Fisher Sand & Gravel, grvl/rd mtrl fund, \$9,129.51, Florida State University, p-hlth exp, \$2,100.00, Frontier Home Ranch & Hardware, inmate program/repair/maint, \$238.95, Godfrey's Brake Service, repair/maint, \$151.88, Golden West Technologies, new equip/p-hlth exp, \$11,778.35, Grimm's Pump & Industrial Supply, repair/maint, \$109.83, Harris Govern Ft Collins User Group, mile/trvl, \$150.00, Hemocue America, wic, \$184.00, Hillyard/Sioux Falls, janitor supp, \$323.61, Howard White Construction, bldg/equip

upgrade, \$24,418.11, Inland Truck Parts, repair/maint, \$35.16, J M Tooman, officer equip, \$700.00, Kara Fladstol, ext serv exp, \$49.22, KASL, p-hlth exp, \$235.60, Kelly Philipsen, deputy calls, \$100.00, Leightons Garage, repair/maint, \$213.30, Local Govt Liability Pool, insurance, \$23,154.00, Lori Bickford, p-hlth exp, \$415.84, Lyle Signs, Imbr/clvrts/brdg, \$730.44, Magnum Electronics, p-hlth exp, \$184.11, MasterCard, school exp, \$50.80, Max Masters, gis land records, \$1,900.00, MG Oil Company, oil/gas, \$1,201.20, Michelle Sweet, p-hlth exp, \$339.95, Migali Scientific, p-hlth exp, \$4,888.88, Mona L. Wineteer, misc, \$15.00, Mountain Peak Builders, crthse repairs, \$75,927.59, Mountain States Lithographing, supp, \$166.52, Nada Used Car Guide, comp software, \$850.00, Neve's Uniforms, new equip/uniforms, \$576.32, Newcastle Ambulance Service, ambulance/p-hlth exp, \$1,340.00, Newcastle Equipment Co, repair/maint, \$376.96, Newcastle Fire Suppression, repair/maint, \$541.79, Newcastle Motors, veh maint/fuel, \$1,980.29, News Letter Journal, supp/p-hlth exp, \$636.64, Northern WY Mental Health, mntl health, \$2,125.00, Nutrition Matters, wic, \$48.00, Occupational Research & Assessment, coroner exp, \$150.00, Office Ally, p-hlth exp, \$19.95, Osage Improvement & Service Dist, coroner exp, \$300.00, Personnel Concepts, supp, \$15.85, Peterbilt of Wyoming, repair/maint, \$132.69, Plainsman, supp, \$922.65, Pocket Press, officer equip, \$107.88, Powder River Energy Corp, util/p-hlth exp, \$1,314.34, Powder River Heating & AC, bldg/equip upgrade, \$11,007.00, Preventive Health & Safety Division, p-hlth exp, \$14.00, Rapid Delivery, post/freight, \$14.38, Reserve Acct-Pitney Bowes, post/freight, \$4,725.00, Roadrunner Disposal Service, util, \$60.00, RT Communications, comm, \$2,086.92, Sanofi Pasteur, p-hlth exp, \$66.33, Scott Beachler, radio exp, \$144.00, Servall Uniform/Linen, janitor supp/misc, \$465.02, Shawnda Morrison, mile/trvl, \$171.74, ShopKo, brd of prisoners/ext serv exp, \$337.66, Stacy Buchholz, gas/oil, \$89.88, System 76, maj repairs/office exp, \$2,082.83, Top Office Products, repair/maint, \$2,178.16, Town of Upton, comm ctr/landfill, \$2,818.75, Upton Co-op Assn, oil/gas, \$18,384.86, UW-Admin Business Office, ext serv exp, \$5,833.50, Verizon Wireless, p-hlth exp/office exp, \$336.74, Vicki Hayman, ext serv exp, \$113.42, VISA, office exp/bldg/equip upgrade, \$1,193.92, Voelker's Autobody, veh maint, \$370.00, West End Water District, util, \$120.00, Western States Fire Prot, crthse fire alarm/maj repairs, \$25,179.00, WC Gazette, print/publ, \$736.32, WC Public Health, pre-employment, \$30.00, WC Road & Bridge, veh maint/fuel, \$3,100.31, WC Sr Services, brd of prisoners, \$3,634.00, Weston Engineering, engineer services, \$2,000.00, Woody's Food Center, brd of prisoners/janitor supp, \$308.85, WY Assoc of Sheriffs & Chiefs, school exp, \$555.00, WY Automotive, repair/maint, \$341.16, WY Co Treasurer Assoc, misc, \$225.22, WY Dept of Health, p-hlth exp, \$253.00, WY Machinery, repair/maint, \$1,808.68, WY Network, financial admin, \$209.20, Yellowstone Valley Parts & Equip, repair/maint, \$445.34. Net Payroll, \$151,894.85.

There being no further business to come before the Commissioners, the meeting adjourned at

3:37p.m.

Attest: Deputy County Clerk
Shawnda Morrison

Bill Lambert
Chairman