

COUNTY COMMISSIONERS' SPECIAL MEETING MINUTES

JANUARY 8, 2013

LARAMIE, WYOMING

Board Interviews

- Albany County Fair Board
- Albany County Planning and Zoning Commission
- Laramie Plains Civic Center Joint Powers Board

PLEDGE OF ALLEGIANCE

1. **Roll Call.**
The Special Meeting was called to order at 10:30 a.m. by Chairman Sullivan. Commissioner's Chesnut and Sullivan, present. Commissioner Kennedy absent.
2. **Comments from the Public.** None.
3. **Consideration of Changes in the Agenda.**
Remove agenda item number 11, Present for **APPROVAL**, Amended quote with Wireless Advanced Communications of Evans, CO for the Albany County Emergency Notification Siren Upgrades.
4. **Approval of Consent Agenda.**
MOTION by Chesnut, seconded by Sullivan that each specific action on the Consent Agenda is APPROVED as though acted upon independently.

CONSENT AGENDA

- 4a. Minutes of the Regular Meeting of the Board.
Action: that the Board APPROVES the MINUTES of the December 18, 2012 Regular Meeting of the Board.
- 4b. Minutes and Agenda of the Albany County Fair Association.
Action: that the Board ACKNOWLEDGES RECEIPT of the November 12, 2012 MINUTES and the December 10, 2012 AGENDA of the Albany County Fair Association.
- 4c. Agenda of the Albany County Public Library Board of Directors.
Action: that the Board ACKNOWLEDGES RECEIPT of the December 19, 2012 AGENDA of the Albany County Public Library Board of Directors.
- 4d. Minutes of the Laramie Rivers Conservation District.
Action: that the Board ACKNOWLEDGES RECEIPT of the November 20, 2012 MINUTES of the Laramie Rivers Conservation District.
- 4e. Albany County Assessor Monthly Statement.
Action: that the Board ACKNOWLEDGES RECEIPT of the MONTHLY STATEMENT for the month ending November 2012 and December 2012 from Grant Showacre, County Assessor.
- 4f. Albany County Clerk Monthly Statement.
Action: that the Board ACKNOWLEDGES RECEIPT of the MONTHLY STATEMENT for the month ending December 2012 from Jackie R. Gonzales, County Clerk.
- 4g. Albany County Sheriff Monthly Statement.
Action: that the Board ACKNOWLEDGES RECEIPT of the MONTHLY STATEMENT for the month ending November 2012 from Dave O'Malley, County Sheriff.
- 4h. Albany County Treasurer Monthly Statement.
Action: that the Board ACKNOWLEDGES RECEIPT of the MONTHLY STATEMENTS for the months ending November 2012 from Linda Simpson, County Treasurer.
- 4i. Statement of Financial Position and Statement of Operations of the Albany County Fair Association.
Action: that the Board ACKNOWLEDGES RECEIPT of the STATEMENT OF FINANCIAL POSITION as of December 10, 2012 and the STATEMENT OF OPERATIONS for the one and twelve months ended June 30, 2013 of the Albany County Fair Association.
- 4j. Revenues & Expenditures Budgeted vs. Actual Report, Balance Sheet and Payroll Summary of the Albany County Public Library.
Action: that the Board ACKNOWLEDGES RECEIPT of the November 2012 REVENUES & EXPENDITURES BUDGETED VS. ACTUAL REPORT, BALANCE SHEET as of November 30, 2012 and PAYROLL SUMMARY as of November 2012 from the Albany County Public Library.
- 4k. Albany County General Fund Revenue Report.
Action: that the Board ACKNOWLEDGES RECEIPT of the GENERAL FUND REVENUE REPORT for the months ending November 2012 as prepared by the Albany County Treasurer's Office.
- 4l. ACH payments to Blue Cross Blue Shield regarding health insurance claims.
Action: that the Board RATIFIES payments to Blue Cross Blue Shield regarding health insurance claims.
- 4m. 2010 Specific Purpose Excise Tax Vouchers.
Action: that the Board APPROVES the following 2010 Specific Purpose Excise Tax Vouchers:

Vendor	Project	Invoice Date	Account Number	Amount
Wyoming Department of Transportation	Striping County Roads	54804	978-2900-000	\$657.64

- 4n. Jail Overage Account Voucher.

Action: that the Board APPROVES the following Jail Overage Account Voucher:

Vendor	Project	Invoice Date	Account Number	Amount
Lance's Painting Inc.	Jail Expenditures	12/14/12	295-5010-000	\$10,000.00
Fortman's Paint & Glass, Inc.	Jail Expenditures	12/11/12	295-5010-000	\$626.00

4o. Zoning Certificates

Action: that the Board APPROVES the following Zoning Certificates:

Last Name	First Name	Zoning Permit #	Street #	Address	Value	Description of Use	Zoning
Jensen	Gary L.	ZC-001-13	XXXX	Ridgeline Drive	\$1,000.00	Principal Structure	Res
Kinzer	Garin & Carol	ZC-002-13	XXXX	Elk Ridge Road	\$50,000.00	Principal Structure	Res
Kinzer	Garin & Carol	ZC-003-13	XXXX	Elk Ridge Road	\$2,000.00	Accessory Building	Res
Kinzer	Garin & Carol	ZC-004-13	XXXX	Elk Ridge Road	\$25,000.00	Accessory Building	Res

4p. Acknowledge Receipt of Correspondence.

Action: that the Board ACKNOWLEDGES RECEIPT of CORRESPONDENCE from: VALIC; Gerald and Maxine LeBeau; NACo County News (2); Albany County & Prosecuting Attorney’s Office; Nicholas & Tangeman, LLC; State of Wyoming Military Department – Office of the Adjutant General; Albany County Sheriff’s Office; SourceGas; Laramie Rivers Conservation District; Southern Star; Albany County Treasurer’s Office; Richard C. Bohling; WYTRANS; Wyoming Department of Revenue (2); Albany County 4-H FootNotes; Special Olympics; Acord (2); George K. Baum & Company; The Ground Water Foundation; and, Scott Davis.

Roll call showed Chesnut and Sullivan. Aye. MOTION CARRIED.

REGULAR AGENDA

5. Select Chairman of the Board.

MOTION by Chesnut, seconded by Sullivan to ELECT Tim Sullivan as the Chairman of the Board for the next 2 years.

Roll call showed Chesnut and Sullivan. Aye. MOTION CARRIED.

6. De-Annexation Report to be submitted to the City of Laramie for the proposed Laramie Country Club de-annexation and AUTHORIZE the Chairman to sign.

MOTION by Chesnut, seconded by Sullivan to APPROVE De-Annexation Report to be submitted to the City of Laramie for the proposed Laramie Country Club de-annexation and AUTHORIZE the Chairman to sign.

Roll call showed Chesnut and Sullivan. Aye. MOTION CARRIED.

7. Vehicle Replacement Plan for Submission to State Land and Investment Board and letter.

Sheela Schermetzler, Grants Manger spoke regarding a vehicle replacement plan for the County. Research shows that we will need to replace 6-7 vehicles annually to keep the fleet in good working order and to have \$200,000 appropriated annually for this plan.

MOTION by Chesnut, seconded by Sullivan to APPROVE Vehicle Replacement Plan for Submission to the State Land and Investment Board with an accompanying letter to Beth Blackwell, Grants and Loans Manager and appropriate \$200,000 next fiscal year for vehicle replacement.

Roll call showed Chesnut and Sullivan. Aye. MOTION CARRIED.

8. Discuss and prioritize capital projects for submission to State Land and Investments Board.

Sheela Schermetzler, Grants Manager presented the projects that were submitted by various departments for consideration for SLIB funding and asked the Board to prioritize the projects:

AC Public Library Retro-fit LED Parking Lot Lights -	\$ 1,500.00
AC Public Library Exterior Light for Flag Pole -	\$ 3,375.00
AC Public Library Children’s Area Built in Seating/Storage -	\$ 1,500.00
AC Fairgrounds – Improve RV Parking Spots for Full Hook-ups -	\$ 75,000.00
AC Sheriff’s Office – Two Emergency Vehicles -	\$ 60,000.00
Total Amount Requested	\$141,375.00

MOTION by Chesnut, seconded by Sullivan to prioritize the projects for submission to State Land and Investments Board as follows:

1. AC Sheriffs’ Office – Two Emergency Vehicles
2. AC Fairgrounds – Improve RV Parking Spots for Full Hook-ups
3. AC Public Library Children’s Area Built in Seating/Storage

4. Combine AC Public Library Exterior Light for Flag Pole and AC Public Library Retro-fit LED Parking Lot Lights.

Roll call showed Chesnut and Sullivan. Aye. MOTION CARRIED.

9. Request Permission to fill the open staff position in the County Assessor's Office.

MOTION by Chesnut, seconded by Sullivan to APPROVE the request to fill the open staff position in the County Assessor's Office.

Roll call showed Chesnut and Sullivan. Aye. MOTION CARRIED.

10. 2013 Albany County Holiday Schedule.

MOTION by Chestnut, seconded by Sullivan to APPROVE the 2013 Albany County Holiday Schedule as follows:

2013 APPROVED HOLIDAY SCHEDULE

The following holidays are outlined in the Policy and Procedure Manual:

Equality Day	3 rd Monday in January (January 21 st)
President's Day	3 rd Monday in February (February 18 th)
Memorial Day	Last Monday in May (May 27 th)
Independence Day	July 4 th (Thursday)
Labor Day	1 st Monday in September (September 2 nd)
Veteran's Day	November 11 th (Monday)
Thanksgiving Day	4 th Thursday in November (November 28 th)
Day after Thanksgiving	November 29 th (Friday)
Christmas Day	December 25 th (Wednesday)
New Year's Day	January 1, 2014 (Wednesday)

Additional closures:

Columbus Day	Monday, October 14 th (in-house work day)
Christmas Eve	Tuesday, December 24 th
New Year's Eve	Tuesday, December 31 st – close at noon

Roll call showed Chesnut and Sullivan. Aye. MOTION CARRIED.

11. Present for **APPROVAL**, Amended quote with Wireless Advanced Communications of Evans, CO for the Albany County Emergency Notification Siren Upgrades.

REMOVED

12. Make Appointment to the Albany County Fair Board.

MOTION by Chesnut, seconded by Sullivan to REAPPOINT T.C. Page for a five year term to expire in January 2018 to the Albany County Fair Board.

Roll call showed Chesnut and Sullivan. Aye. MOTION CARRIED.

13. Make Appointments to the Albany County Planning and Zoning Commission.

MOTION by Chesnut, seconded by Sullivan to APPOINT John Spiegelberg and Shaun Moore for a three year term to expire in January 2016 to the Albany County Planning and Zoning Commission.

Roll call showed Chesnut and Sullivan. Aye. MOTION CARRIED.

14. Make Appointments to the Albany County Weed and Pest Control District Board.

MOTION by Chesnut, seconded by Sullivan to APPOINT David Whitman to Area 1 and Pete Burns to Area 2 for a four-year term expiring in January 2017 to the Albany County Weed and Pest Control District Board and DIRECT the Clerk to RE-ADVERTISE the vacancy in Area 5.

Roll call showed Chesnut and Sullivan. Aye. MOTION CARRIED.

15. Make Appointments to the Laramie Plains Civic Center Joint Powers Board.

MOTION by Chesnut, seconded by Sullivan to APPOINT Mike Milam and Mike Harokopis for a three-year term to expire in January 2016 to the Laramie Plains Civic Center Joint Powers Board.

Roll call showed Chesnut and Sullivan. Aye. MOTION CARRIED.

16. Approve Vouchers for January 2013.

MOTION by Chesnut, seconded by Sullivan to APPROVE vouchers for January 2013 and directs the Clerk to assign a voucher number to the following vouchers and signature stamp each voucher and to cause warrants to be issued in payment of each such account to wit: **GENERAL AND SPECIAL REVENUE EXPENDITURES:** Advanced Medical Services, \$250.00, participant services; Albany County Fire District #1, \$24507.60, Garrett Guernsey Park Red Mountain fire payments; Albany County Safe Project, \$5000.00, 2012-2013 allocation; Rick Anderson, \$500.00, slash pile monitor/burn; Aspen Valley Heating, \$1075.00, building maintenance; City of Laramie, \$11793.44, Guernsey Park fire payment; City of Laramie, \$75.00, Greenbelt adoption fee; Clark Enterprises, \$12393.30, Laramie Peak Fire Zone supplies; First Data Merchant Services, \$35.94, monthly fees; Johnna French, \$231.20, mileage/office supply reimbursement; Johnson Controls, \$1152.00, building maintenance; Kinsco, \$1614.97, replacement equipment; Laramie Physicians for Women, \$75.00, client services; Laramie Plains Museum, \$500.00, 2012-2013 allocation; Laramie Youth Crisis Center, \$6511.78, TANF-CPI payments; Lewan, \$18655.00, network switch; Malone Belton Abel, \$11400.00, professional services; Marc Nichols, \$2100.00, fuel mitigation cost share; Posse Club, \$1000.00, victim donation fund; Town of Rock River, \$1480.00, Garrett fire payment; Verizon, \$1583.43, telephone expense; Wal-Mart, \$116.92, participant gifts; Bill Waneka, \$63.00, Red Mountain Fire ATV use; Wyoming State Forestry Division, \$329.44, Sybille Fire Zone supplies; Wyoming State Safe & Lock, \$14302.00, building maintenance; **COMMISSIONERS:** Tim Sullivan, \$288.60, mileage; **GENERAL ACCOUNTS:** Bresnan, \$160.49, utilities; City of Laramie, \$2461.05, utilities; Fuel Management Solutions, \$225.60, repairs; Laramie Auto Parts, \$1.40, repairs; Lewan, \$1293.31, copier lease; Pitney Bowes, \$1048.77, postage lease payment; Rocky Mountain Power, \$10205.27, utilities; Source Gas, \$6959.74, utilities; Town of Rock River, \$96.00, utilities; Wameworks, \$66.00, monthly charges; Wells Fargo Financial Leasing, \$1282.73, copier lease; **COURTHOUSE:** AlSCO, \$438.93, building supplies; Northern Colorado Paper, \$280.84, cleaning supplies; **CLERK:** NADA Appraisal Guide, \$172.00, title & registration book; **GRANTS:** Wilken Enterprises, \$400.00, janitorial services; **ELECTIONS:** Joan Garver, \$100.00, general election post-test; Lincoln Printing, \$222.65, printed forms; Esther Mellizo, \$100.00, general election post-test; **IT:** Lewan, \$42.74, telephone accessory; **TREASURER:** NADA Appraisal Guide, \$172.00, title & registration book; National Business Systems, \$347.06, January postcards; Source Office & Technology, \$57.48, office supplies; **ASSESSOR:** Lincoln Printing, \$104.33, printed forms; Travis Wright, \$89.56, travel & mileage; **SHERIFF:** Animal Health Center, \$144.61, canine supplies; Louis Cirillo, \$41.30, officer training; Laramie GM Auto, \$131.42, vehicle maintenance; Office Depot, \$84.22, office supplies; Wyoming Law Enforcement Academy, \$100.00, officer training; **DETENTION:** Eagle Plumbing & Heating, \$275.49, maintenance equipment; Falcon Laboratories, \$108.16, supplies; Jo-ed Produce, \$3606.88, boarding of prisoners; Meadow Gold Dairy, \$371.04, boarding of prisoners; US Food Service, \$3241.44, boarding of prisoners; Van's Wholesale, \$336.56, detention center supplies; Wyoming Automotive, \$250.32, detention maintenance; **ATTORNEY:** Richard C. Bohling, \$7.62, supply reimbursement; Source Office & Technology, \$82.42, office supplies; **INTERGOVERNMENTAL:** Peak Wellness Center, \$2000.00, emergency detention; **PLANNING:** Susan Adler, \$475.00, janitorial services; Wal-Mart, \$7.47, building maintenance; **DISTRICT COURT:** Corthell & King, \$175.00, legal services; Trent Law Office, \$1133.42, legal services; **DRUG COURT:** Peak Wellness Center, \$2730.00, participant treatment; **ROAD & BRIDGE:** AlSCO, \$42.20, safety clothing; Fastenal, \$242.45, shop equip/maintenance; Laramie Auto Parts, \$572.31, equipment repair; True Value, \$4.99, shop equip repair/maintenance; **PUBLIC HEALTH:** AlSCO, \$40.69, building supplies; Express Pharmacy, \$4.00, vaccine; Merck Sharp & Dohme, \$3446.94, vaccine; Modern Printing, \$77.00, business cards; Sanofi Pasteur, \$735.36, vaccine; Western Carpet Cleaning, \$875.00, janitorial services; **WIC:** Wal-Mart, \$14.88, education materials; **1% SALES TAX:** Apex Software, \$430.00, sketching software; Bresnan, \$94.95, internet access; Lewan, \$811.00, computer equipment; T.W. Enterprises, \$577.00, generator repair; Voltech Electric, \$714.37, generator repair; **FIRST INTERSTATE BANK:** \$130.77, travel & mileage/office supplies; \$1609.05, travel & mileage; \$69.87, office supplies; \$154.00, travel & mileage; \$82.63, office supplies; \$782.95, travel & mileage; \$76.15, employee recognition/office supplies; \$1581.37, computer equipment; \$26.00, travel & mileage;

\$115.93, computer equipment; \$340.13, travel & mileage; \$9.41, travel & mileage; 12.70, travel & mileage; \$96.05, officer training; \$321.77, office supplies/officer training; \$38.99, office supplies; \$681.74, dive rescue team/officer training; \$289.29, officer training/fuel; \$36.03, canine supplies; \$94.46, officer training/fuel; \$26.58, fuel; \$24.74, detention supplies; \$41.47, fuel; \$83.88, building maintenance; \$120.91, detention center supplies; \$955.00, travel & mileage; \$126.00, building maintenance; \$56.32, fuel; \$9.87, office supplies; \$157.20, officer training/fuel; \$379.28, detention equipment; \$611.32, travel & mileage/office supplies; **TOTAL GENERAL AND SPECIAL REVENUE EXPENDITURES: \$176588.94 TOTAL EXPENDITURES: \$176,588.94**

Roll call showed Chesnut and Sullivan. Aye. MOTION CARRIED.

17. Adjourn.

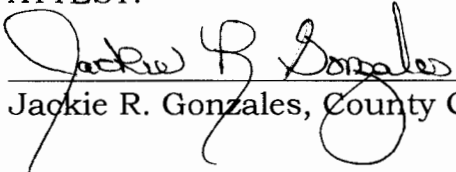
MOTION by Chesnut, seconded by Sullivan to ADJOURN the January 8, 2013 Special Meeting of the Board at 11:01 a.m.

Roll call showed Chesnut and Sullivan. Aye. MOTION CARRIED.

BOARD OF COUNTY COMMISSIONERS

/s/ Tim Sullivan, Chairman

ATTEST:



Jackie R. Gonzales, County Clerk