

# COUNTY COMMISSIONERS' MINUTES

MARCH 20, 2018

LARAMIE, WYOMING

## **INTERVIEWS: 8:00 a.m.**

Albany County Historic Preservation Board  
Albany County Predator Management Board

## **WORK SESSION: 8:30 a.m.**

Funding Oversight Committee – Pilot Peak Land Sale

Melanie Arnett, Project Administrator, on the Pilot Hill purchase gave an update as to what the various committees have been working on. She indicated that the upcoming presentation to be held on Thursday, March 22<sup>nd</sup> at the Lincoln Community Center at 5:00 p.m. and 7:00 p.m. will educate the attendees on the status of the project. Various Committee Members will be available to answer questions, review maps and engage in conversation. A lot of information is available on the Pilot Hill home page as well as on Facebook.

## **PLEDGE OF ALLEGIANCE**

## **REGULAR MEETING: 9:30 a.m.**

### 1. **Roll Call.**

The March 20, 2018 Regular Meeting was called to order at 9:30 a.m. by Chairman Chesnut. Commissioners Richardson and Jones present.

### 2. **Comments from the public.** None

### 3. **Disclosures.** None

### 4. **Consideration of changes on the agenda.**

Peggy Trent, County and Prosecuting Attorney asked that agenda item number 26; **ACCEPT** the appraisal of Revised Lot 5, Block 2, Revised Turner Tract Addition to the City of Laramie, Albany County, Wyoming be removed.

### 5. **Approval of Consent Agenda.**

MOTION by Jones to APPROVE the Consent Agenda as presented.

## **CONSENT AGENDA**

### 5a. Minutes of the Regular and Special Meetings of the Board.

Action: that the Board APPROVES the MINUTES of the March 6, 2018 Regular Meeting and the March 12, 2018 Special Meeting of the Board.

### 5b. Minutes and Agenda of the Centennial Water and Sewer District Board of Directors.

Action: that the Board ACKNOWLEDGES RECEIPT of the January 23, 2017, February 27, 2017, March 27, 2017, April 24, 2017, May 22, 2017, June 26, 2017, July 24, 2017, October 23, 2017, November 27, 2017, and December 18, 2017 MINUTES and the August 28, 2017 AGENDA of the Centennial Water and Sewer District Board of Directors.

### 5c. Minutes and Agenda of the Albany County Weed and Pest Control District.

Action: that the Board ACKNOWLEDGES RECEIPT of the February 6, 2018 MINUTES and the March 6, 2018 Agenda of the Albany County Weed and Pest Control District.

### 5d. Agenda of the Albany County Planning & Zoning Commission.

Action: that the Board ACKNOWLEDGES RECEIPT of the March 14, 2018 AGENDA of the Albany County Planning & Zoning Commission.

### 5e. Minutes and Agendas of the Sherman Hill Road Improvement and Service District.

Action: that the Board ACKNOWLEDGES RECEIPT of the October 3, 2017, November 14, 2017, December 5, 2017 and the January 2, 2018 MINUTES and the October 3, 2017, November 14, 2017, December 5, 2017 and the January 2, 2018 AGENDAS of the Sherman Hill Road Improvement and Service District.

### 5f. Albany County Clerk Monthly Statement.

Action: that the Board ACKNOWLEDGES RECEIPT of the February 2018 MONTHLY STATEMENT from Jackie R. Gonzales, County Clerk.

### 5g. Albany County Clerk of District Court Monthly Statement.

Action: that the Board ACKNOWLEDGES RECEIPT of the February 2018 MONTHLY STATEMENT from Janice Sexton, Clerk of District Court.

### 5h. Albany County Planner Monthly Statement.

Action: that the Board ACKNOWLEDGES RECEIPT of the February 2018 MONTHLY STATEMENT from David Gertsch, County Planner.

### 5i. Albany County Sheriff Monthly Statement.

Action: that the Board ACKNOWLEDGES RECEIPT of the February 2018 MONTHLY STATEMENT from Dave O'Malley, Sheriff.

### 5j. Albany County Detention Center Monthly Report.

Action: that the Board ACKNOWLEDGES RECEIPT of the February 2018 MONTHLY REPORT from Dave O'Malley, Sheriff.

### 5k. Albany County General Fund Expenditure Report.

Action: that the Board ACKNOWLEDGES RECEIPT of the GENERAL FUND EXPENDITURE REPORT for the month ending February 2018 as prepared by the County Clerk's Office.

### 5l. ACH payment to the Internal Revenue Service regarding federal tax payment.

Action: that the Board RATIFIES payment to the Internal Revenue Service regarding federal tax payment for March 2018.

### 5m. Blue Cross Blue Shield Administrative Fees

Action: that the Board RATIFIES payment to Blue Cross Blue Shield regarding Administrative Fees.

### 5n. 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.

### 5o. \$30,000 Bond for Kenneth Cramer, Treasurer, Albany County School District #1.

Action: that the Board APPROVES the \$30,000 Bond for Kenneth Cramer, Treasurer, Albany County School District #1.

### 5p. Acknowledge Receipt of Correspondence.

Action: that the Board ACKNOWLEDGES RECEIPT of CORRESPONDENCE from: FootNotes; Medicine Bow Routt National Forest (3); University of Wyoming Extension; Wheatland Rural Electric Association; Augustin & Velma Vialpando; Rich & Kathy Govig; Skill Path Seminars; Governing; Aimee Binning; Family Promise; ENDOW Wyoming; Office of Homeland Security; Western Confluence- University of Wyoming; Dave O'Malley, Sheriff; Industrial Water & Wastes Digest; Kevin S. Hart; Water & Wastes Digest; Wyoming Department of Transportation and Isabella Lee.

Roll call showed Jones, Richardson and Chesnut. Aye. MOTION CARRIED.

## **REGULAR AGENDA**

### 6. Present Recognition the April Employee of the Month.

Christina Snowberger, Human Resources Coordinator informed everyone that there was one nomination for Employee of the Month for Albany County. The nominee is Chelsie Mathews, Assessor's Office. The April Employee of the Month is Chelsie Mathews. Some of the comments submitted about Chelsie included, "Chelsie goes above and beyond by seeing that each individual within the office has all their questions answered. If Chelsie is unsure of the answer she puts the time in to correctly find the appropriate answer and makes sure to get back to you in a timely manner. Chelsie is knowledgeable and is always willing to help those around her. Chelsie puts those around her above herself. Moving her lunch around to accommodate others, helping others with their deadlines. Chelsie is a wonderful coworker, manager and person. She is dedicated and passionate about everything she does." "Chelsie is the prime example of an employee/coworker you wish for. Not only has she worked almost every position she is the first person to help. I have personally watched her explain how taxes/property values is calculated until the homeowner fully understands the process. She will also research any problem or question until she finds the answer whether it is for her customer or anyone else. Chelsie is the type of coworker that makes it easy to come to work." "Chelsie is always very friendly with co-workers and the public. She is always willing to lend a hand and help out with any problems, issues, and projects. She is very knowledgeable about the policies and procedures in the Assessor's Office and is always striving to learn more. Chelsie is one of the best all-around people I have ever had the privilege to work with." "I just started in January and Chelsie has been super patient in training me. She always takes the time to explain or show me something no matter how busy she is. It is very obvious she takes pride in the work she does and always wants to learn more. She is very friendly with the staff and public. It is a privilege to work with her." "Chelsie has a great relationship with customers, she works well with other departments in the courthouse. She explains to customer's information in layman's terms instead of technical terms so the customer understands."

### 7. Update from Fire District #1.

Art Sigel, Chairman of Fire District #1 informed the Board that Fire District #1 will not be accepting the land from the County on the north end of the Fairgrounds. The District thanks the Board for their consideration but they will be looking for a different location. Mr. Sigel provided the Board with information on the fire that occurred in Wades Trailer Park. He began by stating "We regret the loss of homes and personal property that occurred as a result of the fire." He indicated that at 1100 Dispatch sent out the ALL CALL to LFD engine 7, which is reserved for structure fires and ACFD1. LFD engine 7 arrived at 1106 and three ACFD1 Engines were in route at 1110. A total of 14 engines responded to the fire. At the time of the fire, the wind at the airport was 40 - 50 mph steady with gusts to 60 mph. From about 50 feet away, high pressure water could not reach the trailers due to the wind. In summary, 9 trailers were lost, no loss of life occurred, one smoke inhalation was treated and by virtue of a great cooperative effort by the Albany County Sheriff's Office, Laramie Fire Department, Albany County Fire District 1 and United States Forest Service limited the damage from an uncontrollable fire. He recognized the collaboration of all entities that worked to assist in the fire and personally thanked Charles Looney and Dylan Whitmer for removing a 91 year old gentleman from his home. He also thanked all the first responders that were there to assist in the incident. Sheriff Dave O'Malley, informed the Board of how blessed he is to have such an amazing team to work with. The deputies that worked directly with this fire that were recognized during the meeting included Derek Colling, Bill Yates, Jeffery Donnell, Christian Handley, Nicholas McGlocklin and Jeremy Huston. He thanked them for their service.

### 8. Project Manual for Albany County Gravel Pits and DIRECT the Clerk to advertise to bid.

MOTION by Richardson to APPROVE Project Manual for Albany County Gravel Pits and DIRECT the Clerk to advertise to bid.

Roll call showed Richardson, Jones and Chesnut. Aye. MOTION CARRIED.

### 9. Application to the Wyoming Office of Homeland Security for the 2018 State Homeland Grant Program for the purpose of securing funds to support the purchase of a generator for the Albany County Fairgrounds and mobile/portable radios to support emergency response in association with the Emergency Management Department.

MOTION by Jones to APPROVE Application to the Wyoming Office of Homeland Security for the 2018 State Homeland Grant Program for the purpose of securing funds to support the purchase of a generator for the Albany County Fairgrounds and mobile/portable radios to support emergency response in association with the Emergency Management Department and SUPPORT a 25% match on the grant, if needed.

Roll call showed Jones, Richardson and Chesnut. Aye. MOTION CARRIED.

10. Application for the Wyoming Office of Homeland Security for the 2018 State Homeland Grant Program for the purpose of securing funds to support Phase II of enhancing security measures at the Albany County Evidence Building in association with the Sheriff's Office.

MOTION by Richardson to APPROVE Application for the Wyoming Office of Homeland Security for the 2018 State Homeland Grant Program for the purpose of securing funds to support Phase II of enhancing security measures at the Albany County Evidence Building in association with the Sheriff's Office and SUPPORT a 25% match on the grant, if needed.

Roll call showed Richardson, Jones and Chesnut. Aye. MOTION CARRIED.

11. Ratify the approval of the Wyoming Division of Victim Services Grant Application for SFY 2019 and 2020 in the amount of \$902,543.70 for the purpose of providing services to victims of crime in Albany County.

MOTION by Jones to RATIFY approval of the Wyoming Division of Victim Services Grant Application for SFY 2019 & 2020 in the amount of \$902,543.70 for the purpose of providing services to victims of crime in Albany County.

Roll call showed Jones, Richardson and Chesnut. Aye. MOTION CARRIED.

12. Letter to Julie Kozlowski, Program Manager with the Wyoming Business Council requesting an amendment to the total project cost from \$515,229.16 to \$572,229.16 for the Community Development Block Grant (CDBG) Greater Wyoming Big Brothers Big Sisters Phase II of the rehabilitation to the Community Mentoring Center Project.

MOTION by Richardson to APPROVE Letter to Julie Kozlowski, Program Manager with the Wyoming Business Council requesting an amendment to the total project cost from \$515,229.16 to \$572,229.16 for the Community Development Block Grant (CDBG) Greater Wyoming Big Brothers Big Sisters Phase II of the rehabilitation to the Community Mentoring Center Project.

Roll call showed Richardson, Jones and Chesnut. Aye. MOTION CARRIED.

13. Acknowledge Disclosure Statements of Finances for Tracy Fletcher, Chief Deputy Treasurer and Linda Simpson, County Treasurer.

MOTION by Jones to ACKNOWLEDGE Disclosure Statements of Finances for Tracy Fletcher, Chief Deputy Treasurer and Linda Simpson, County Treasurer.

Roll call showed Jones, Richardson and Chesnut. Aye. MOTION CARRIED.

14. Notice of Intent of Albany County to call all of the Series 2011 Bonds on June 1, 2018 due December 1, 2018 and thereafter and DIRECT the Chairman to sign.

MOTION by Richardson to APPROVE Notice of Intent of Albany County to call all of the Series 2011 Bonds on June 1, 2018 due December 1, 2018 and thereafter and DIRECT the Chairman to sign.

Roll call showed Richardson, Jones and Chesnut. Aye. MOTION CARRIED.

15. Amendment to the Employee Handbook to update the current Vacation Time Accrual Policy.

MOTION by Jones to APPROVE an amendment to the Employee Handbook to update the current Vacation Time Accrual Policy.

#### **Annual Vacation Time Accrual**

All **benefited** employees hired on or after August 1, 2015, shall accrue vacation leave **time proportionate to their weekly hours worked as described below**:

<del>0</del> <b>Zero</b> through <del>five</del> <b>four</b> years – <b>40 hours</b>	80 hours
<del>Six</del> <b>Five</b> through <del>ten</del> <b>nine</b> years – <b>40 hours</b>	120 hours
<del>Eleven</del> <b>Ten</b> and over – <b>40 hours</b>	160 hours
Zero through <del>five</del> <b>four</b> years – <b>35 hours</b>	70 hours
<del>Six</del> <b>Five</b> through <del>ten</del> <b>nine</b> years – <b>35 hours</b>	105 hours

<del>Eleven</del> <b>Ten</b> and over –	35 hours	140 hours
Zero through <del>five</del> <b>four</b> years –	32 hours	64 hours
<del>Six</del> <b>Five</b> through <del>ten</del> <b>nine</b> years –	32 hours	96 hours
<del>Eleven</del> <b>Ten</b> and over –	32 hours	128 hours
Zero through <del>five</del> <b>four</b> years –	30 hours	60 hours
<del>Six</del> <b>Five</b> through <del>ten</del> <b>nine</b> years –	30 hours	90 hours
<del>Eleven</del> <b>Ten</b> and over –	30 hours	120 hours

(Revised October 6, 2015)  
(Revised March 20, 2018)

~~All benefited employees hired on or after August 1, 2015, who works an average of thirty (30) hours or more per week, shall accrue vacation leave time proportionate to their hours worked as described below:~~

<del>Zero through five</del> <b>four</b> years –	<del>35 hours</del>	<del>70 hours</del>
<del>Six</del> <b>Five</b> through <del>ten</del> <b>nine</b> years –	<del>35 hours</del>	<del>105 hours</del>
<del>Eleven</del> <b>Ten</b> and over –	<del>35 hours</del>	<del>140 hours</del>
<del>Zero through five</del> <b>four</b> years –	<del>32 hours</del>	<del>64 hours</del>
<del>Six</del> <b>Five</b> through <del>ten</del> <b>nine</b> years –	<del>32 hours</del>	<del>96 hours</del>
<del>Eleven</del> <b>Ten</b> and over –	<del>32 hours</del>	<del>128 hours</del>
<del>Zero through five</del> <b>four</b> years –	<del>30 hours</del>	<del>60 hours</del>
<del>Six</del> <b>Five</b> through <del>ten</del> <b>nine</b> years –	<del>30 hours</del>	<del>90 hours</del>
<del>Eleven</del> <b>Ten</b> and over –	<del>30 hours</del>	<del>120 hours</del>

~~(Revised October 6, 2015)~~

All **benefited** employees hired prior to August 1, 2015, shall accrue vacation leave **time proportionate to their weekly hours worked as described below:**

Zero through <del>five</del> <b>four</b> years –	40 hours	80 hours
<del>Six</del> <b>Five</b> through <del>ten</del> <b>nine</b> years –	40 hours	120 hours
<del>Eleven</del> <b>Ten</b> through <del>fifteen</del> <b>fourteen</b> years –	40 hours	160 hours
<del>Sixteen</del> <b>Fifteen</b> through <del>twenty</del> <b>nineteen</b> years –	40 hours	200 hours
<del>Twenty-one</del> <b>Twenty</b> and over –	40 hours	240 hours
Zero through <del>five</del> <b>four</b> years –	35 hours	70 hours
<del>Six</del> <b>Five</b> through <del>ten</del> <b>nine</b> years –	35 hours	105 hours
<del>Eleven</del> <b>Ten</b> and <del>fourteen</del> years –	35 hours	140 hours
<b>Fifteen through nineteen years –</b>	<b>35 hours</b>	<b>175 hours</b>
<b>Twenty and over –</b>	<b>35 hours</b>	<b>210 Hours</b>
Zero through <del>five</del> <b>four</b> years –	32 hours	64 hours
<del>Six</del> <b>Five</b> through <del>ten</del> <b>nine</b> years –	32 hours	96 hours
<del>Eleven</del> <b>Ten</b> and over –	32 hours	128 hours
<b>Fifteen through nineteen years –</b>	<b>32 hours</b>	<b>160 hours</b>
<b>Twenty and over –</b>	<b>32 hours</b>	<b>192 Hours</b>
Zero through <del>five</del> <b>four</b> years –	30 hours	60 hours
<del>Six</del> <b>Five</b> through <del>ten</del> <b>nine</b> years –	30 hours	90 hours
<del>Eleven</del> <b>Ten</b> and over –	30 hours	120 hours
<b>Fifteen through nineteen years –</b>	<b>30 hours</b>	<b>150 hours</b>
<b>Twenty and over –</b>	<b>30 hours</b>	<b>180 Hours</b>

(Revised October 6, 2015)  
(Revised March 20, 2018)

Benefited **part-time** employees hired prior **February 1, 2011**~~to August 1, 2015~~, who work **between an average of twenty (20) hours and twenty-nine (29) hours per week (1,020 – 1,508 hours per year)** that were ~~hired prior to February 1, 2011~~ shall accrue vacation leave **time proportionate to their hours worked as described below:**

<del>35 hrs. /87.5%</del>	
<del>32 hrs. /80%</del>	
<del>30 hrs. /75%</del>	
<del>20 hrs. /50%</del>	
Zero through <del>five</del> <b>four</b> years	40 hours
<del>Six</del> <b>Five</b> through <del>ten</del> <b>nine</b> years	60 hours
<del>Eleven</del> <b>Ten</b> through <del>fifteen</del> <b>fourteen</b> years	80 hours
<del>Sixteen</del> <b>Fifteen</b> through <del>twenty</del> <b>nineteen</b> years	100 hours
<del>Twenty-one</del> <b>Twenty</b> and over	120 hours

~~Effective December 15, 2015, any individual who terminates their employment and is subsequently rehired by the County shall receive and accrue benefits as a new employee and shall not receive credit for years of prior service with the County for accrual of vacation and sick leave, personal days and longevity pay. (Revised December 15, 2015)~~

Roll call showed Jones, Richardson and Chesnut. Aye. MOTION CARRIED.

16. Amendment to the Employee Handbook to update the current Donation of Sick Leave Policy.

MOTION by Richardson to APPROVE an amendment to the Employee Handbook to update the current Donation of Sick Leave Policy.

### **Donation of Sick Leave**

An employee who has worked for the County for at least 90 days may request sick leave donations once they have exhausted all accumulated sick ~~leave~~, and vacation leave and compensatory time. All sick leave transfer requests shall be coordinated through their Elected Official or Department Head and the Human Resources Coordinator or designee of both the donor and recipient to ensure both are eligible. The donor must have a minimum of eighty (80) hours of sick leave accumulated **and are required to maintain a minimum balance of eighty (80) hours of their own sick leave after making a donation.** ~~and may donate up to twenty four (24) of those hours in any calendar year.~~ Donated sick leave will not extend the duration of leave or otherwise alter the rights and responsibilities of the employee and the County under the Family and Medical Leave Act. Employees shall consult the County Benefit Document for more information on the effects of donated sick leave.

Roll call showed Richardson, Jones and Chesnut. Aye. MOTION CARRIED.

17. Amendment to the Policy and Procedure Manual to update the Travel Policy.

MOTION by Jones to APPROVE an amendment to the Policy and Procedure Manual to update the Travel Policy.

### **Travel and Reimbursement Policy**

#### **1. PURPOSE**

The purpose of this policy is for the authorization of travel, which may be reimbursed by Albany County and the amounts that may be allowed from any funds, administered or controlled by the County, hereafter referred to as the "Travel Policy". The Travel Policy applies to all travelers, whether they are employees, students or other individuals performing official County travel.

#### **2. AUTHORIZATION OF OFFICIAL COUNTY TRAVEL**

All travel must have prior authorization even if the travel is at no cost to the county.

- a. Authorization for travel and claims for travel reimbursement shall be made on the County Expense Report Form and submitted to the employees Elected Official or Department Head.
- b. Whenever it appears that travel funds are insufficient to support all requests for official travel, the appropriate County officer may establish priorities for types of travel that will be approved. When travel funds are insufficient to fully reimburse travel expenses, official travel may still be approved if the traveler agrees, prior to travel, to pay the deficiencies from personal or other sources.
- c. When a traveler wishes to be reimbursed for any travel which involves the business, all travel must be documented in detail and approved prior to the scheduled date of departure.
- d. If a traveler wishes to be reimbursed for meal expenses all itemized receipts are required upon return of the trip.
- e. When a traveler wishes to be reimbursed for personal guest expenses incurred for the benefit of the County, prior approval is required, as well as a documented business purpose for the request.
- f. Travel expense reports and vouchers must be submitted to the Accounts Payable Office within thirty (30) days of completed travel.

#### **3. CREDIT CARDS**

Credit cards issued in the name of the County employee can be used to pay for commercial transportation, conference/workshop registration, and lodging expenses for official County travel. Lodging expenses are limited to room, tax and meal charges only. Any other travel expenses (including incidental lodging charges) are not allowed to be charged to the card and will be the responsibility of the traveler initially. These expenses, if subsequently approved for reimbursement, will be reimbursed to the traveler through the normal reimbursement process after the trip has been completed.

#### **4. TRAVEL ADVANCES**

Travel advances for anticipated expenses may be provided in extraordinary and unusual circumstances when authorized in writing by the Elected Official or Department Head.

- a. Travel advances for those eligible will be issued through the Accounts Payable Office and are available two (2) business days prior to actual travel.
  - i. Travel advances will be issued only when requested in writing.
  - ii. ~~Travelers can check out a County credit card in the Clerk's office by submitting a written request to the County Clerk or may receive a travel advance.~~ Travelers are required to submit a travel expense form with appropriate substantiating documentation within ten (10) business days after return from the travel. If the advance exceeds the travel expense form, the traveler's personal check for the difference will accompany the form. If the advance is less than the travel expense form, a check will be prepared and sent to the traveler.
  - iii. Employees failing to submit a travel expense form within ten (10) business days after return from the travel may be subject to loss of travel advance privileges. In the event an employee on the County payroll fails to submit a travel expense voucher within thirty (30) calendar days, the advance will be offset against their next salary payment.

#### **5. REIMBURSEMENT OF EXPENSES OF ONE-DAY ROUND TRIPS AND EXPENSES WITHIN THE TRAVELER'S OFFICIAL DOMICILE**

- a. When any traveler is required and authorized to travel on County business for less than one day they may be reimbursed for allowable itemized receipted expenses. According to the Internal Revenue Service (IRS) Treasury Regulation 1.62-2, one-day travel generally falls within the definition of travel that is not away from home (place of residence), is generally not deductible under part VI, subchapter B, chapter 1 of the Internal Revenue Code and reimbursements of such expenses are treated as being paid under a nonaccountable plan. Nonaccountable plan reimbursements are taxable income and must be reported on the employee's W-2.
- b. When a traveler is required or authorized to represent the County at an official breakfast, luncheon, or dinner held in the community of the traveler's official domicile or place of residence, they may receive reimbursement of the actual itemized receipted meal and gratuity expenses. If the meal does not qualify as a business meal under IRS regulations, the reimbursements are taxable income and must be reported on the employee's W-2. Requests for reimbursement of meals qualifying as business meals under IRS regulations must include the date of the breakfast, luncheon or dinner, the location (city and establishment) and the business purpose served by the expense.

#### **6. REIMBURSEMENT FOR TRAVEL THAT EXTENDS BEYOND ONE TWENTY-FOUR (24) HOUR PERIOD**

Travelers must have prior authorization to travel by the appropriate County Elected Official or Department Head. All Department Heads must have prior authorization by the Commissioner Chairman. The Travel Expense Report may be used for this purpose. Travelers on official business that extends beyond one day, and is to a location more than forty-five (45) miles from their official domicile, shall be reimbursed for actual lodging expenses and actual meal expenses.

- a. Lodging will be reimbursed on an actual expense basis only. Receipts for lodging are to be furnished and attached to the travel expense report. Lodging receipts are the original, itemized folio receipt printed and issued by the commercial facility to the traveler. All lodging receipts must identify the vendor's name and business address, room rate, number of occupants, name(s) of person occupying lodging and an itemization of each item charged to the occupant (giving date, item and amount charged). No lodging reimbursement will be allowed for expenses incurred while utilizing non-commercial facilities (e.g. friends or relatives), or when no actual lodging cost is incurred (e.g. hotel or room provided at no charge).
- b. Meals will be reimbursed on an actual expense basis, not to exceed the current per diem rate.
- c. Meal receipts are the original, itemized receipt issued by the meal establishment. All meal receipts must identify vendor's name and business address, date and an itemization of each item charged to the traveler (documented gratuity is reimbursable up to twenty (20) percent). When requesting meal reimbursement for other County travelers a complete list of names must be included on the travel expense voucher.
- d. In addition to meal and lodging expenses, the following actual expenses incurred as a necessary part of approved travel may be claimed. Itemized receipts shall be required for all claims on the travel expense voucher.
  - i. commercial transportation costs
  - ii. copy, fax and other similar charges as they pertain to official business
  - iii. fuel for commercial transportation or County-owned vehicles
  - iv. laundry charges for trips of eight (8) calendar days or more
  - v. mileage for approved use of private vehicle
  - vi. parking fees
  - vii. registration/conference fees (The registration form and/or conference agenda must be attached to the travel expense report to show the respective expenses for each of the meals, lodging and/or banquets that were included in the

- registration fee. Separate claims for meals in lieu of those provided, whether paid or complementary, will not be allowed.)
- viii. road toll charges
- ix. room service charges associated with meals taken in room (actual expense only; room service charges should be included as meal expenses and not claimed separately.)
- x. spouse, domestic partner, or personal guest expenses incurred for the benefit of the County (In order for an expense to qualify, it must meet the following conditions: the spouse or personal guest played an integral role in the business purpose of the trip, the spouse or personal guest was actively engaged in business and entertainment activities conducted and the expenditure was directly tied to business or entertainment activities related to the purpose for the trip or expense.)
- xi. telephone calls for official County business
- xii. trip cancellation insurance
- e. The following gratuities may be claimed only on days where actual meal expenses are claimed. Receipts are required, actual expenses only:
  - i. sky caps, bell hops and porters (generally \$1.00 per bag), parking attendants (\$1.00 - \$2.00 when vehicle is delivered) and hotel/motel maids (\$1.00 per night.)

## **7. REIMBURSEMENT OF EXPENSES FOR BUSINESS MEALS**

When an individual is required or authorized to host individuals for legitimate business purposes related to the mission of the County, they may receive reimbursement of the actual itemized receipted meal and gratuity expenses.

Requests for reimbursement of meals qualifying as business meals under IRS regulations will not be taxable to the employee if full accounting is provided. Full accounting must include a statement on the travel expense report indicating the date of the breakfast, lunch or dinner, the location (city and establishment), the business purpose of the expense, or the business benefit gained or expected to be gained, and the nature of the business discussion, and information about the person(s) for whom the expense is being claimed of a sufficient nature to establish the business relationship.

## **8. REGISTRATION FEES**

Payment of registration fees must be supported by a copy of the registration form and conference agenda, or program itinerary showing any meals, lodging, or banquet fees that were included. The supporting documentation must be attached to the travel expense report to show the respective expenses for each of the meals, lodging and/or banquets that were included in the registration fee. Separate claims for meals in lieu of those provided, whether paid or complementary, will not be allowed. Fees specifically for personal entertainment, activities or sightseeing are not reimbursable.

## **9. MODE OF TRAVEL**

The mode of travel shall be approved at the time travel is authorized, and shall be that which serves the requirements of the County most economically and advantageously.

- a. Whenever travel by automobile is approved, the traveler/driver shall possess a valid driver's license and be knowledgeable with regard to all relevant County policies, procedures and regulations. Any fine or penalty based on control of a vehicle being used incidental to authorized travel is the responsibility of the authorized traveler and will not be reimbursed.
- b. When approved in advance by the Elected Official or Department Head, travel by privately owned, rented, trade-out, or loaned aircraft may be authorized; approval will not be granted for single engine aircraft. Any approval granted will be subject to the following requirements:
  - i. When a County traveler wishes to utilize a privately owned, rented, trade-out, or loaned aircraft for official County travel.

## **10. TRANSPORTATION EXPENSE REIMBURSEMENT**

When any traveler is authorized to travel in the performance of official County business, they may claim reimbursement for all actual and necessary transportation expenses incurred in accordance with the following provisions:

- a. Transportation expenses charged to a personal credit card will be reimbursed to the traveler through the normal reimbursement process after the trip has been completed.
- b. If commercial transportation is used, the actual expense, not to exceed economy fare charged the general public, is reimbursable. If deluxe transportation accommodations are desired, the amount exceeding economy fare shall be paid personally by the traveler.
- c. When privately owned vehicles are used within the state of Wyoming and the surrounding states, reimbursement for each mile necessarily traveled while on official County business shall be in compliance with Wyoming Statute 9-3-103(a)(iii).
  - i. If private vehicle transportation is used, reimbursement shall be determined by the governor for the state and by the governing body of any other entity, based on a mileage allowance not to exceed the maximum nontaxable rate allowed by

the IRS at the time of travel. ~~Mileage allowance rates for use of private vehicles shall not exceed the IRS standard mileage rate in effect at the time of travel.~~

- ii. Albany County will follow the yearly recommendation made by the Office of the Governor and the memorandum will be sent each year it is received.
- d. When a traveler elects, for personal preference, to use a privately owned vehicle in lieu of commercial transportation outside the state of Wyoming and the surrounding states, reimbursement is limited to the least costly economy airfare plus applicable ground transportation expenses to the authorized destination. Lodging, meals and miscellaneous reimbursable expenses will be allowed only for the time that would have been required to make the trip by the most common commercial transportation. Any additional work days necessary for making the trip by a privately owned vehicle over the number of days required to make the trip by commercial transportation will be charged to compensatory time or annual leave.
- e. When travelers are sharing the use of a privately owned vehicle in lieu of commercial transportation, reimbursement for mileage is allowable for the owner/operator only.
- f. Reimbursement for miles traveled will be actual map miles or odometer readings from point A to point B and back. Standard map miles should always be used when available. The Accounts Payable Office will utilize MapQuest® (<http://www.mapquest.com>) to determine reimbursable mileage for all in/out-of-state travel. Mileage will be calculated from the origin city to the destination city. Personal travel mileage such as to entertainment venues, movies, shopping, etc. is not reimbursable.

## 11. NON-REIMBURSABLE EXPENSES AND EXCLUSIONS

- a. No payment is to be made for unused lodging reservations due to the traveler's failure to make cancellations. Travelers are expected to exercise good judgment when making lodging reservations. If the traveler fails to use the reservation and subsequently either the traveler or the County is charged by the vendor, it is considered the traveler's responsibility to pay such charges, and not that of the County. (Exception: If circumstances were such that the traveler couldn't contact the vendor and make a cancellation, such circumstances must be explained in writing and signed by the traveler, and the explanation must accompany the travel expense report).
- b. Travelers may be reimbursed for commercial transportation re-booking or cancellation penalties provided such changes are due to circumstances beyond the control of the traveler. All travel expense reports for such payments shall be accompanied by an explanation. Commercial transportation cancellation penalties shall not be reimbursed by the County for circumstances due to traveler negligence.
- c. No traveler will be reimbursed for travel expenses incurred while on personal consultation, vacation, military leave, excused absence without pay, or sick leave, unless a justification statement approved by the Elected Official or Department Head, accompanies the travel expense report.
- d. Under no circumstances shall a traveler attempt to secure a refund from a commercial transportation company for an unused ticket, or portion thereof, which was charged to or paid by the County. Unused tickets are to be returned by the traveler to the department for future official County travel use.
- e. In cases where the spouse, domestic partner or personal guest accompanies the traveler on official business, not for the benefit of the County, lodging and other receipts must indicate the appropriate single-person charge.
- f. No employee or department head shall approve their own travel request, travel advance or travel expense report.
- g. When a disclaimer has been signed accepting reimbursement for travel at a lesser amount than the total cost of the trip, no subsequent travel expense report for the same trip can be submitted.
- h. Reimbursement for overnight travel shall not be authorized within a forty-five (45) mile radius of the traveler's official domicile except in unusual circumstances, which will be approved by the appropriate County Elected Official or Department Head.
- i. The following expenses are not authorized for reimbursement:
  - i. alcoholic beverages
  - ii. entertainment expenses (except when approved as they pertain to County development)
  - iii. expenses caused by driver error pertaining to the use of either a personal or County owned vehicle (ex. towing charges due to parking violations, locksmith fees related to traveler locking keys inside vehicle, etc.)
  - iv. gifts
  - v. laundry charges when the trip is of a duration less than eight (8) calendar days
  - vi. mileage reimbursement between a place of residence and official domicile
  - vii. optional entertainment/social events that occur in conjunction with conferences/seminars
  - viii. personal expenses incurred during travel which are primarily for the benefit of the traveler and not directly related to the official business purpose of the travel (examples include the purchase of personal hygiene items, magazines, snacks, personal phone calls, movie rentals and other miscellaneous items)
  - ix. personal travel insurance expenses paid by the traveler
  - x. traffic fines and tickets, including parking tickets.

Roll call showed Jones, Richardson and Chesnut. Aye. MOTION CARRIED.

18. Amendment to the Employee Handbook to update the current People with Disabilities Policy.

MOTION by Richardson to APPROVE an amendment to the Employee Handbook to update the current People with Disabilities Policy.

### **People with Disabilities**

The employment decisions of the County shall be made in a manner which insures that discrimination based on disability does not occur. Such decisions may not limit, segregate, or classify applicants or employees on the basis of a disability in a way that would adversely affect their opportunities or status. Equal employment opportunities must be available to persons physically and mentally qualified to perform the essential functions of a job.

If you are a County employee with a physical or mental condition that you feel hinders your ability to successfully perform the essential duties of your job, you may request an accommodation under the Americans with Disabilities Act (ADA).

An employee who wishes to request an accommodation of a physical or mental impairment ~~can should first~~ make the request to their Elected Official or Department Head. ~~If the employee is not comfortable making the request to their Elected Official or Department Head;~~ a request can be submitted to Human Resources. Decisions regarding a request for an accommodation are made by engaging in an interactive process. This means that you, your supervisor, your health care provider, and Human Resources will collaborate in order to arrive at the best possible solution to fit your specific needs. Frequently Asked Questions and the ADA Employee Accommodation Request Form can be found on the County website <http://www.co.albany.wy.us/employee-benefits.aspx>.

The following steps give a general outline of the accommodation request process:

1. Notify your Elected Official or Department Head OR contact the Office of Human Resources at (307) 721-1835. An initial consultation with Human Resources and/or your supervisor about your needs and responsibilities and what you think may be a reasonable accommodation(s) will be scheduled.
2. Human Resources will give you the ADA Medical Documentation Request form to submit to your health care provider who will complete the form and return it to Human Resources.
3. Human Resources, based on the ADA Medical Documentation Request form, will determine whether you have a disability as defined by ADA, and notify you of the decision.
4. Your supervisor will also be notified of your specific request for accommodation. If he or she feels the request is reasonable, the request will be granted.
5. If your supervisor has concerns about your request or feel that it is not reasonable, Human Resources will schedule and attend a meeting with him/her and you to clarify your request or explore potential accommodation alternatives. If needed a small panel may be brought in to review the request.
6. You will be notified once a final decision is made regarding your accommodation request.
7. If an accommodation has been granted, the arrangement will be monitored for effectiveness. Requests for modifications to the accommodation and additional accommodations can be made through Human Resources and/or your supervisor.

~~In the event that the accommodations have not occurred within a reasonable time, or are not considered adequate, the employee must file a complaint with the Human Resources Coordinator or designee. The Human Resource Coordinator or designee will conduct an investigation into the matter and report its findings to the employee's Elected Official and Department Head.~~

Roll call showed Richardson, Jones and Chesnut. Aye. MOTION CARRIED.

19. Concurrence with the City of Laramie Resolution 2017-82 appointing Tim Stamp to the Laramie Regional Airport Board.

MOTION by Richardson to APPROVE Concurrence with the City of Laramie Resolution 2017-82 re-appointing Tim Stamp to the Laramie Regional Airport Board to a (5) five-year term expiring December 31, 2022.

Roll call showed Richardson, Jones and Chesnut. Aye. MOTION CARRIED.

20. Accept the Letter of Conflict from Kristi Lee Russow from the Albany County Scholarship Committee.

MOTION by Jones to ACCEPT the Letter of Conflict from Kristi Lee Russow from the Albany County Scholarship Committee for (1) one year.

Roll call showed Jones, Richardson and Chesnut. Aye. MOTION CARRIED.

21. Appoint member to the Albany County Predator Management Control District Board.

MOTION by Jones to RE-APPOINT Todd Schlager for a three-year term to expire in April 2021 to the Predator Management Control District Board.

Roll calls showed Jones, Richardson and Chesnut. Aye. MOTION CARRIED.

22. Appoint member to the Albany County Historic Preservation Board.

MOTION by Richardson to APPOINT Karen Bard to fill an unexpired three-year term to expire in April 2020 to the Albany County Historic Preservation Board.

Roll call showed Richardson, Jones and Chesnut. Aye. MOTION CARRIED.

23. Ratify CLG Annual Report FY17 for the Albany County Historic Preservation Board.

MOTION by Richardson to RATIFY CLG (Certified Local Government) Annual Report FY17 for the Albany County Historic Preservation Board.

Roll call showed Richardson, Jones and Chesnut. Aye. MOTION CARRIED.

24. Letter from Robert G. Garland, Manager of Overland Investments, LLC indicating that he will have access, rent free, to the Condominium Unit B, Building 1 to remove all of its furniture, equipment and other items of tangible personal property until March 19, 2018 at 5:00 p.m. and hereby indemnifies and holds harmless the County of Albany, State of Wyoming harmless for any damage done to the personal property up and to that time.

MOTION by Richardson to ACCEPT Letter from Robert G. Garland, Manager of Overland Investments, LLC indicating that he will have access, rent free, to the Condominium Unit B, Building 1 to remove all of its furniture, equipment and other items of tangible personal property until March 19, 2018 at 5:00 p.m. and hereby indemnifies and holds harmless the County of Albany, State of Wyoming harmless for any damage done to the personal property up and to that time.

Roll call showed Richardson, Jones and Chesnut. Aye. MOTION CARRIED.

25. Ratify Application for Minor Land Division with the City of Laramie Planning Division for the property at 3821 Beech Street (A&B) and 3817 Beech Street (C&D).

MOTION by Richardson to RATIFY Application for Minor Land Division with the City of Laramie Planning Division for the property at 3821 Beech Street (A&B) and 3817 Beech Street (C&D).

Roll call showed Richardson, Jones and Chesnut. Aye. MOTION CARRIED.

26. Accept the appraisal of Revised Lot 5, Block 2, Revised Turner Tract Addition to the City of Laramie, Albany County, Wyoming. - **REMOVED**

27. Termination of Condominium Declaration for the Turner Tract Condominium and AUTHORIZE the Chairman to sign any closing documents for the purchase of Revised Lot 5, Block 2, Revised Turner Tract Addition to the City of Laramie, Albany County, Wyoming for the purchase price of \$217,000.00.

MOTION by Jones to APPROVE Termination of Condominium Declaration for the Turner Tract Condominium and AUTHORIZE the Chairman to sign any closing documents for the purchase of Revised Lot 5, Block 2, Revised Turner Tract Addition to the City of Laramie, Albany County, Wyoming for the purchase price of \$217,000.00.

Roll call showed Jones, Richardson and Chesnut. Aye. MOTION CARRIED.

28. DISCUSS Fiscal Year 2018-2019 Budget Directive with the Board and APPROVE Budget Calendar.

MOTION by Richardson to APPROVE the Budget Calendar for Fiscal Year 2018-2019, as presented.

Roll call showed Richardson, Jones and Chesnut. Aye. MOTION CARRIED.

29. Approve Payroll and Vouchers for March 2018.

MOTION by Jones to APPROVE Payroll and Vouchers for March 2018 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 account to wit: **General Expenditures:** Ace Hardware, \$6.99, batteries; Aflac, \$1,058.24, payroll contribution; Albany County Employee Health Benefits, \$141,425.31, payroll contribution; Albany County Employee Reimbursable, \$316.66, payroll contribution; Albany County Fire District #1, \$35,258.75, fire payments; Albany County Treasurer, \$7,215.24, retainage & fees; Albertson's Companies, \$123.57, medical expenses; Alsco, \$117.73, safety clothing; Samantha Baker,

\$80.67, mileage; BI, \$135.52, electronic monitoring; Carbon Power & Light, \$126.51, utilities; Cathedral Home for Children, \$1,400.56, TANF/CPI; Central Restaurant Products, \$62.90, supplies; Century Link, \$2,276.15, \$413.55, telephones; City of Laramie, \$20.16, landfill charges; Clerk of District Court, \$845.00, payroll contribution; CML Security, \$46,600.00, camera's & licenses; Colonial Life & Accident, \$105.61, payroll contribution; Crater Enterprises, \$559.91, septic analysis; Dell Marketing, \$41,589.48, software licensing; Delta Dental, \$4,341.80, payroll contribution; Dooley Oil Co, \$79.80, repairs; Drive Train Industries, \$508.67, parts; Eagle Plumbing & Heating, \$5,314.34, HVAC repairs; Falcon Laboratories, \$251.60, supplies; Fastenal, \$18.44, parts; Johnna French, \$210.71, mileage; Gorman Engineering, \$15,422.00, contract expenses; Grand Avenue Urgent Care, \$39.00, drug testing; Greater WY BBBS, \$9,278.18, contracts; Kim Gullickson, \$2,601.40, Fuels Coordinator; Indelible Impressions Wyo, \$128.75, trial expense; Ivinson Memorial Hospital, \$63,726.36, emergency detention; Jacobs Polidora, \$800.00, defense attorney; Jo-Ed Produce, \$1,936.48, boarding of prisoners; Kinsco, \$59.99, uniforms; Laramie Fire Extinguisher Services, \$306.50, annual inspection; Laramie GM, \$717.56, vehicle repairs; Laramie Newspapers, \$3,496.54, advertising; Laramie Tire Factory, \$20.50, repairs; Life Investors, \$280.00, payroll contribution; LONG Building Technologies, \$8,990.00, elevator contract; McKesson Medical, \$198.99, supplies; Kathleen McShane, \$127.14, reimbursement; Meadow Gold Dairy, \$417.59, boarding of prisoners; Merck Sharp & Dohme Corp, \$1,927.82, vaccines; Meridian Fire & Security, \$575.00, fire alarm repairs; New York Life, \$592.89, payroll contribution; Office Ally, \$19.95, claims; Office of State Lands & Investments, \$6,962.40, FEMA projects; Orchard Trust, \$7,207.50, payroll contribution; Peak1, \$957.71, payroll contribution; Primrose Oil Company, \$1,722.40, grease; RACO Industries, \$150.79, labels; Rocky Mountain Fire Systems, \$300.00, annual test; Rocky Mountain Power, \$6,521.60, utilities; Safe Harbor, \$2,151.34, professional services; Sanofi Pasteur, \$1,085.31, vaccines; Schilling & Winn, \$2,560.68, court appointed attorney; Shred-It USA, \$277.20, document destruction; Donita Smith, \$37.06, mileage; Spiegelberg Lumber, \$3,055.50, project payment; SupplyWorks, \$585.50, supplies; The Clinic for Mental Health, \$10,484.18, contract services; The Master's Touch, \$6,750.24, postage & cards; Tyler Technologies, \$70.00, support; Union Telephone, \$45.41, telephones; United Way, \$396.00, payroll contribution; US Bank Equipment, \$583.00, copier lease; US Food Service, \$3,571.26, boarding of prisoners; US Forest Service, \$1,500.00, contract; UW College of Ag, \$5,281.50, salary billing; VALIC, \$1,460.00, payroll contribution; Van's Wholesale, \$361.82, supplies; Volunteer Fireman's Retirement, \$600.00, pension contribution; Western Waterworks, \$100.00, supplies; Wheatland REA, \$1,020.48, truck bays; Foster White, \$235.00, backflow test; Wilken Enterprises, \$2,700.00, janitorial contract; Wyoming Behavioral Health, \$3,770.00, emergency detention; WyoMed Laboratory, \$219.25, testing; Wyoming Child Support Enforcement, \$1,658.39, payroll contribution; Wyoming Disposal Systems, \$94.50, utilities; Wyoming Law Enforcement Academy, \$2,364.80, training; Wyoming NCPERS, \$800.00, payroll contribution; Wyoming Public Health Laboratory, \$216.00, testing; Wyoming Retirement System, \$86,050.39, payroll contribution; Wyoming Workers Compensation, \$5,702.16, payroll contribution; **First Interstate Bank: \$609.48, training; TOTAL GENERAL AND SPECIAL REVENUE EXPENDITURES: \$572,345.36. TOTAL PAYROLL: \$387,732.29 TOTAL EXPENDITURES: \$960,077.65.**

Roll call showed Jones, Richardson and Chesnut. Aye. MOTION CARRIED.

30. ADJOURN.

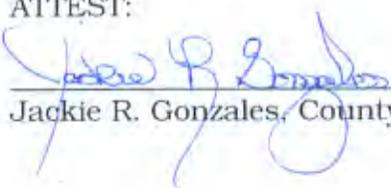
MOTION by Jones to ADJOURN the March 20, 2018 Regular Meeting at 11:44 a.m.

Roll call showed Jones, Richardson and Chesnut. Aye. MOTION CARRIED.

BOARD OF COUNTY COMMISSIONERS

/s/ Tim Chesnut, Chairman

ATTEST:

  
\_\_\_\_\_  
Jackie R. Gonzales, County Clerk

**WORK SESSION**

1:30 P.M.

Department Head Presentations – Quarterly presentations were given by the following Department Heads: Amy Terrell, Drug Court; Aimee Binning, Emergency Management; Chad Dinges, Fire Warden; Alan Frank, GIS Director; Tai Wright, Grants Department; Christina Snowberger, Human Resources; Roy

Torres, Building Superintendent; David Gertsch, Planning Director; Melissa Zaferos, Public Health Manager; Rob Fisher, Road and Bridge Superintendent; Denise Ivey, WIC and Mary Louise Wood, Extension Educator.

Proposed County Specific Purpose Tax Projects – Discussion was held on the various projects submitted for consideration to be placed on the 2018 Specific Purpose Tax ballot.