

COUNTY COMMISSIONERS' MINUTES

MAY 15, 2018

LARAMIE, WYOMING

INTERVIEWS

Albany County Historic Preservation Board

PUBLIC HEARINGS: 9:31 a.m.

Amendments to the Albany County Zoning Resolution (Outdoor Sign Regulations)

Hearing no comments, MOTION by Jones, seconded by Richardson to CLOSE the Public Hearing at 9:32 a.m.

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

Application to the Wyoming Business Council for a Community Development Block Grant (CDBG) in the amount of \$250,000 for the demolition, disposal of materials, and site clean-up of a nuisance property located at 219 Avenue C in Rock River, WY.

Comments were received from Lana Clark, Rock River Town Council in support of the demolition of the building in Rock River due to the nuisance of the property.

MOTION by Richardson, seconded by Jones to CLOSE the Public Hearing at 9:34 a.m.

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

Application to the Wyoming Business Council for a Community Development Block Grant (CDBG) in the amount of \$500,000 for improvement and renovations to the Eppson Center for Seniors, Albany County's Senior Services Center.

Keith Miller, President of the Eppson Center Operations Board informed the Board that the Eppson Center is the only center in the State of Wyoming that owns its own building. Over the years, maintenance issues have occurred that need tend to and applying for the CDBG will assist them in making the needed repairs to the center.

MOTION by Jones, seconded by Richardson to CLOSE the Public Hearing at 9:37 a.m.

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

PLEDGE OF ALLEGIANCE

REGULAR MEETING

1. **Roll Call.**

The May 15, 2018 Regular Meeting was called to order at 9:39 a.m. by Chairman Chesnut via phone. Commissioners Richardson and Jones present.

2. Comments from the public. None

3. **Disclosures.** None

4. **Consideration of changes on the agenda.** None

5. **Approval of Consent Agenda.**

MOTION by Richardson to APPROVE the Consent Agenda as presented.

CONSENT AGENDA

5a. Minutes of the Regular Meeting of the Board.

Action: that the Board APPROVES the MINUTES of the April 24, 2018 Special Meeting and the May 1, 2018 Regular Meeting of the Board.

5b. Agenda of the Albany County Planning and Zoning Commission.

Action: that the Board ACKNOWLEDGES RECEIPT of the May 9, 2018 AGENDA of the Albany County Planning and Zoning Commission.

5c. Albany County Planner Monthly Statement.

Action: that the Board ACKNOWLEDGES RECEIPT of the April 2018 MONTHLY STATEMENT from David Gertsch, Planning Director.

5d. Albany County Clerk of District Court Monthly Statement.

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

5e. Albany County Assessor Monthly Statement.

Action: that the Board ACKNOWLEDGES RECEIPT of the April 2018 MONTHLY STATEMENT from Grant Showacre, County Assessor.

5f. Albany County Sheriff/Detention Center Monthly Report.

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

5g. Albany County Clerk Monthly Statement.

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

5h. Albany County Treasurer Monthly Statement.

Action: that the Board ACKNOWLEDGES RECEIPT of the April 2018 MONTHLY STATEMENT from Linda Simpson, County Treasurer.

5i. Albany County Public Health Monthly Statement.

Action: that the Board ACKNOWLEDGES RECEIPT of the April 2018 MONTHLY STATEMENT from Melissa Zaferos, County Nurse Manager.

- 5j. \$20,000.00 Bond for George Longpre, Treasurer, Town of Rock River.
Action: that the Board APPROVES the \$20,000.00 Bond for George Longpre, Treasurer, Town of Rock River.
- 5k. Special District Information Form.
Action: that the Board ACKNOWLEDGES RECEIPT of the 2018 South of Laramie Water and Sewer District SPECIAL DISTRICT INFORMATION FORM as submitted April 27, 2018.
- 5l. \$6,000.00 Bond for Larry Knopp, Treasurer, Sage Drive Community Improvement & Service District.
Action: that the Board APPROVES the \$6,000.00 Bond for Larry Knopp, Treasurer, Sage Drive Community Improvement & Service District.
- 5m. Albany County General Fund Expenditure Report.
Action: that the Board ACKNOWLEDGES RECEIPT of the GENERAL FUND EXPENDITURE REPORT for the month ending April 2018 as prepared by the County Clerk's Office.
- 5n. Albany County General Fund Revenue Report.
Action: that the Board ACKNOWLEDGES RECEIPT of the GENERAL FUND REVENUE REPORT for the month ending April 2018 as prepared by the County Treasurer's Office.
- 5o. 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.
- 5p. Acknowledge Receipt of Correspondence.
Action: that the Board ACKNOWLEDGES RECEIPT of CORRESPONDENCE from: CountyNews (2); Skill Path Seminars (2); WYTRANS; Acord; City of Laramie; Senator John Barrasso; Scott Davis; Philip & Jennifer LeBeau; David Freudenthal; ENDOW; FootNotes; Governing; Lynn Todd; Polly Costello; State of Wyoming Department of Workforce Services; Wyoming Business Council; Wyoming RoadWork Guide; Wyoming Stock Growers Land Trust; Medicine Bow Routt National Forests; The Wyoming Transit Express; State of Wyoming Department of Environmental Quality; Office of the Governor; Laramie Peak Fire Zone; Water & Waste Digest and St Matthew's Episcopal Cathedral.

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

REGULAR AGENDA

6. Present for RECOGNITION the June Employee of the Month.

Christina Snowberger, Human Resources Coordinator informed everyone that there were three nominations for Employee of the Month for Albany County. The nominees are Janet Brook from the County Treasurer's Office, Michelle Trabing from the Clerk of District Court's Office and Gena Munari from the County Clerk's Office. The June Employee of the Month is Gena Munari. Christina Snowberger read what Gena's peers said: "Gena is extremely knowledgeable in the Land Office and is helpful when obtaining documents for property. She is always friendly and willing to take time to answer my questions. She works well with the other departments in regards to recording maps and plats. She will stop what she is doing to help you out and makes you feel like you are her only priority."

7. Approve/Adopt Laramie Art Plan.

Discussion was held regarding the Laramie Art Plan which has been adopted by the City and is being brought forward to the County for adoption. The Commissioners' would like the Planning and Zoning Commission to review and make suggestions to them. No action was taken and will be discussed again in August.

8. Introduce John Longo as the Public Health Response Coordinator.

John Longo was introduced to the Board as the new Public Health Response Coordinator.

9. Approve Final Acceptance of Pete Lien Lime Plant Water Supply and Storage Project and Direct the Clerk to advertise for Final Payment to Great Plains Structures, LLC for the balance due on the 41st day following the first advertising. The final cost of the Contract was \$193,888.00.

Bill Gorman, County Engineer informed the Board that the final cost of the Contract needs to be amended to \$198,016.00 because a small leak in the tank had to be repaired. The tank has been refilled and is holding the water just fine.

MOTION by Jones, seconded by Richardson to APPROVE the Final Acceptance of Pete Lien Lime Plant Water Supply and Storage Project and Direct the Clerk to advertise for Final Payment to Great Plains Structures, LLC for the balance due on the 41st day following the first advertising. The final cost of the Contract was \$198,016.00.

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

10. Consider amendments to the Albany County Zoning Resolution which will eliminate the required renewal permit for off-premise outdoor signs.

David Gertsch, Planning Director informed the Board that the Planning and Zoning Commission approved an amendment to the Zoning Resolution that removes the required renewal permits for off-premise outdoor signs. This will not affect the ability to enforce the

maintenance or removal of existing signs that are not being maintained. However, this will remove the time consuming process of reviewing renewal permit applications which require on-site inspections.

MOTION by Jones, seconded by Richardson to APPROVE the amendments to the Albany County Zoning Resolution which will eliminate the required renewal permit for off-premise outdoor signs.

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

11. Service Provider Agreement between Mountain West Telephone and the Albany County Board of Commissioners for two years for a monthly rate of \$600.00.

MOTION by Richardson, seconded by Jones to APPROVE the Service Provider Agreement between Mountain West Telephone and the Albany County Board of Commissioners for two years for a monthly rate of \$600.00.

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

12. Approve CenturyLink Private Switch/Automatic Location Identification Service Agreement between Albany County, Wyoming and Qwest Corporation d/b/a CenturyLink QC ("CenturyLink").

MOTION by Richardson, seconded by Jones to APPROVE CenturyLink Private Switch/Automatic Location Identification Service Agreement between Albany County, Wyoming and Qwest Corporation d/b/a CenturyLink QC ("CenturyLink").

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

13. Approve Electronic Recording Policy and Procedures for the Albany County Clerk's Office.

MOTION by Richardson to APPROVE the Electronic Recording Policy and Procedures for the Albany County Clerk's Office as follows:

ELECTRONIC RECORDING
POLICY AND PROCEDURES
ADOPTED MAY 15, 2018

The Albany County Clerk & Recorder's Office is adopting Property Records Industry Association's (PRIA) best practices dated December 21, 2016 as our standards, policies and procedures for eRecording. In addition we have adopted the following policies and procedures:

Section 1. Legal Authority: The legal foundation for the acceptance of e-Recording is pursuant to W.S. 34-1-401 through W.S. 34-1-407 Uniform Real Property Electronic Recording Act and W.S. 40-21-101 through 40-21-119 the Uniform Electronic Transactions Act (ETA).

Section 2. Submission of electronic documents: The Albany County Clerk may enter into agreements and terminate those agreements with eRecording vendors as determined at the sole discretion of the County Clerk. The Albany County Clerk's Office will only accept electronic documents from an e-Recording vendor that has signed an agreement with the Clerk's Office. In addition, documents are considered received for recording once they have been reviewed and accepted for recording.

Section 3. Electronic Payments: The Albany County Clerk's Office has the ability to accept electronic payments from submitters for payment. W.S. 34-1-404(a)(v) allows for electronic payments to be received as payment for filing fees. The eRecording vendor agrees to deposit recording fees at the end of business day via Automated Clearinghouse (ACH) and shall provide a reconciliation report of the fees remitted daily.

Section 4. Erroneous Documents: It is up to the submitter to make sure any document to be recorded is correct. Once a document is recorded the Albany County Clerk's Office will not remove or void a recorded document. If the submitter recorded a document in error and wishes to correct it, a new document with the word "Corrected" in the title and the document number that is being corrected can be recorded for the usual fee. The corrected document must be an original with notarized signatures of the grantors and it must reference the previous recording information of the document it is correcting.

Section 5. Duplicate recordings: The Clerk's Office will not be responsible for duplicate recordings. The responsibility lies on the party submitting their documents through the eRecording vendor.

Section 6. Refunds: Once a document has been recorded there will not be any refunds.

Section 7. Modifications: These policy and procedures shall be modified and superseded by any changes in the law or ETS Rules and regulations.

Section 8. Document Standards: The Albany County Clerk's Office shall only accept e-filed documents that meet the following standards:

- Submittal time: 9:00 AM – 4:30 PM MST- Mountain Standard Time
- Paper size: Letter or Legal
- Color Type: Only Black and White, or documents that have been converted to Black and White by the submitter
- Image Type: TIFF
- Resolution: 300 dpi
- Font requirements: It is important for the public records that documents are clearly and easily legible. Documents may be rejected if the font size is too small to be easily read therefore we request no less than a size 12 point font.
- Margins: Top – at least 1” (one inch) on all pages
Left, Right, Bottom – at least 1/2” (one half inch) on all pages
- Batch size: No batch size will exceed 10 (ten) documents and/or 200 (two hundred) pages
- Holidays: Documents will not be received on adopted County Holidays or if the Courthouse is closed for any reason by the Board of County Commissioners. Non-emergency closure dates are located on the Albany County Website at www.co.albany.wy.us
- Illegibility: Any documents that are determined by the County Clerk to be illegible, will be rejected by authority granted under W.S. 18-3-402(a)(viii).
- Fee Schedule: The fee schedule is listed in W.S. 18-3-402(a)(xvi) and any amendments thereto.

Approved and adopted this 15th day of May, 2018

/s/ Jackie R. Gonzales
Jackie R. Gonzales, Albany County Clerk

Duly filed in the Office of the Albany County Clerk this 5th day of May, 2018.

State of Wyoming)
) ss.
County of Albany)

This instrument was acknowledged before me on May 23, 2018 by Jackie R. Gonzales, Albany County Clerk.

/s/ Kayla White
Notary Public

My Commission Expires: 06/13/21

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

14. Approve Public Information Disclosure Agreement with e-Recording Vendors.

MOTION by Richardson, seconded by Jones to APPROVE the following Public Information Disclosure Agreement with e-Recording Vendors:

**PUBLIC INFORMATION DISCLOSURE AGREEMENT
VENDOR and Albany County, Wyoming**

This Agreement made and entered into by and between Albany County Clerk, 525 Grand Avenue, Suite 202, Laramie, WY 82070 (“COUNTY”) and (“COMPANY”).

WHEREAS, the COUNTY maintains public record information concerning real property of interest to non-County agencies, businesses and individuals;

WHEREAS, COMPANY desires to obtain said public information on a routine basis and incorporate such data in its products and subscription services which are offered on a commercial basis; and

WHEREAS, COUNTY and desires to facilitate providing said information.

NOW THEREFORE IT IS HEREBY AGREED by and between the parties hereto.

I. Term of Agreement

1. This Agreement shall commence on the date last executed by the duly authorized representatives of the parties to this Agreement, and shall remain in full force and effect until June 30, 2019. This Agreement shall automatically renew for successive one (1) year periods subject to the same terms and conditions contained in this Agreement provided, however, that either party can choose to terminate the automatic renewal of this Agreement at any time with written notice to the other party. In addition the County Clerk reserves the right to annually review and change the fees in Part III prior to the due date.

II. Responsibility of COUNTY

2. COUNTY shall provide FTP dump of documents recorded in Albany County, Wyoming, including images. COUNTY shall provide the FTP dump documents as negotiated between the parties.

III. Responsibility of COMPANY

3. COMPANY agrees to pay the COUNTY, for FTP dumps in advance of each year due by June 30, 2018 and each year thereafter no later than June 30, the sum of one thousand dollars (\$1,000.00) per year.

4. COMPANY understands and agrees the information requested is found in the unaudited computer files of Albany County as those files are maintained by the Albany County Clerks’ Office. COMPANY further understands and agrees COUNTY assumes no responsibility or liability for errors, omissions or incomplete data. COUNTY shall, under no circumstances, be liable for any incidental, indirect or special consequential damages including but not limited to loss of use, revenues, profits or savings to listing service or any entities or individuals who receive the public information through COMPANY.

5. COMPANY agrees to maintain its usual business practices to secure the data received.

6. COMPANY agrees if additional modifications to any COUNTY computer program are necessary to download the information requested, COMPANY shall pay for said modifications at the rate of seventy-five dollars (\$75.00) per hour; provided that COMPANY is provided with prior notice of such additional requirements. COMPANY understands that COUNTY does not warrant or guarantee that it shall perform said modifications. If said modifications are performed COMPANY further understands and agrees that COUNTY assumes no responsibility or liability for errors, omissions, incomplete data or other defects in said modifications. COUNTY shall, under no circumstances, be liable for any incidental, indirect or special consequential damages including but not limited to loss of use, revenues, profits or savings to COMPANY listing service or any entities or individuals who receive the public information through COMPANY as a result of modifications made pursuant to this paragraph.

7. COMPANY acknowledges and agrees that the information and images requested, whether or not proprietary, are for the use of COMPANY only and will not be resold or distributed to third parties without the express written consent of COUNTY.

IV. General Provisions

8. This Agreement, consisting of five (5) pages, represents the entire and integrated agreement and understanding between the parties and supersedes all prior negotiations, statements, representations and agreements whether written or oral.

9. Each and every term and condition hereof shall be deemed to be a material element of the Agreement. In the event either party should fail or refuse to perform according to the terms of this Agreement, such party may be declared in default hereof.

10. The parties hereto are independent entities, and their employees or volunteers are not to be

considered agents or employees of the other.

11. All parties agree they will not discriminate against any person working under the terms and conditions of this Agreement because of race, color, gender, creed, handicapping condition or national origin.

12. The parties agree all covenants, agreements, conditions, and terms contained in this Agreement shall be binding upon, apply and inure to the benefit of the successors and assigns of the respective parties hereto.

13. The parties mutually understand and agree this Agreement shall be governed by and interpreted pursuant to the laws of the State of Wyoming. If any provision of this Agreement is held invalid or unenforceable by any court of competent jurisdiction, or if COUNTY is advised of any such actual or potential invalidity or unenforceability, such holding or advice shall not invalidate or render unenforceable any other provision hereof. It is the express intent of the parties the provisions of this Agreement are fully severable.

14. If any dispute arises between the parties from or concerning this Agreement or the subject matter hereof, any suit or proceeding at law or in equity shall be brought in the District Court of the State of Wyoming, Second Judicial District, sitting at Laramie, Wyoming. Each party hereto waives any objection it may have that a suit or proceeding brought against it in foregoing court has been brought in an improper forum, or should otherwise be heard in any other forum for any reason: provided, however, neither party hereto waives any claim they may have based on a lack of or defective service of process. The parties hereby agree if either party shall bring suit hereon in any other court than the above named, the parties shall cooperate fully in the removal, transfer or dismissal, as necessary, of any such proceeding to the end no suit concerning this Agreement shall lie, except in the aforementioned court. The foregoing provisions of this paragraph are agreed by the parties to be a material inducement for execution of this Agreement. This provision is not intended, nor shall it be construed, to waive COUNTY'S governmental immunity.

15. COUNTY does not waive its Governmental/Sovereign Immunity, as provided by any applicable law including W.S. § 1-39-101 *et seq.*, by entering into this contract. Further, COUNTY fully retains all immunities and defenses provided by law with regard to any action, whether in tort, contract or any other theory of law, based on this Agreement.

16. The parties affirm, to their knowledge, no COUNTY employee has any personal beneficial interest whatsoever in the agreement described herein.

17. Neither party shall be liable to perform under this Agreement if such failure arises out of causes beyond control, and without the fault or the negligence of said party. Such causes may include, but are not restricted to, Act of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. In every case, however, a failure to perform must be beyond the control and without the fault or the negligence of said party.

18. To the fullest extent permitted by law, COMPANY agrees to indemnify and hold harmless COUNTY, its elected and appointed officials, employees and volunteers from any and all liability for injuries, damages, claims, penalties, actions, demands or expenses arising from or in connection with this Agreement. COMPANY shall purchase and maintain commercial liability insurance sufficient to cover its obligations under this provision with such coverage's as are standard in the industry which COMPANY operates its business. COUNTY's approval of the coverage's provided by COMPANY'S insurance are a condition precedent to the operation of this Agreement. Prior to approval of this Agreement by COUNTY, COMPANY shall provide a certificate of insurance to COUNTY and sufficient documentation in association with said insurance coverage to allow COUNTY, in its discretion, to review and determine and approve the adequacy of the coverage's provided. The insurance required of Contractor shall be on an occurrence, not claims made, basis. It is the intent of the parties that this compliance with the terms of this paragraph by COMPANY shall not be construed as a waiver of COUNTY'S governmental/sovereign immunities as provided by all applicable laws.

19. The parties do not intend to create in any other individual or entity the status of third party beneficiary, and this Agreement shall not be construed so as to create such status. The rights, duties and obligations contained in this Agreement shall operate only between the parties to this Agreement, and shall inure solely to the benefit of the parties to this Agreement.

20. All notices required and permitted under this Agreement shall be deemed to have been given, if and when deposited in the U.S. Mail, properly stamped and addressed to the party for whom intended at such parties' address listed herein, or when delivered personally to such party. A party may change its address for notice hereunder by giving written notice to the other party.

21. By their execution each party certifies it has read and understood this Agreement, agrees to be bound by the terms hereof, they have the authority to execute and bind, and have received a signed and dated copy of the Agreement.

VENDOR/Albany County, Wyoming

Signature Page

ALBANY COUNTY, WYOMING

By: _____
Jackie R. Gonzales
Albany County Clerk

Date: _____

VENDOR

By: _____

Date: _____

Title: _____

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

15. Approve Catering Permit for Northridge Discount Liquors for a Wedding Reception at the Hansen Arena located at 306 WY HWY 230, Laramie, WY on May 26, 2018 from 4:30 p.m. to 11:00 p.m.

MOTION by Jones, seconded by Richardson to APPROVE Catering Permit for Northridge Discount Liquors for a Wedding Reception at the Hansen Arena located at 306 WY HWY 230, Laramie, WY on May 26, 2018 from 4:30 p.m. to 11:00 p.m.

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

16. Approve Resolution of Support for application to the Wyoming Business Council for a Community Development Block Grant in the amount of \$250,000.00 for the demolition disposal of material, and site clean-up of a nuisance property located at 219 Ave C., Rock River, WY, (herein referred to as the Rock River nuisance abatement project).

Tai Wright, Grants Manger informed the Board that this CDBG application is for the nuisance property in Rock River. This application will improve the health and safety of the neighbors. Two public hearings were held, the one this morning and one on May 7th in Rock River in which Commissioner Jones and I attended. We are applying for \$250,000 with no match cash contribution.

MOTION by Jones, seconded by Richardson to APPROVE Resolution of Support for application to the Wyoming Business Council for a Community Development Block Grant in the amount of \$250,000.00 for the demolition disposal of material, and site clean-up of a nuisance property located at 219 Ave C., Rock River, WY, (herein referred to as the Rock River nuisance abatement project).

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

17. Approve Title I Certification of Applicant for a Community Development Block Grant for the Rock River Nuisance Abatement Project.

MOTION by Richardson, seconded by Jones to APPROVE Title I Certification of Applicant for Community Development Block Grant for the Rock River Nuisance Abatement Project.

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

18. Approve HUD 2880 Form for application for a Community Development Block Grant for the Rock River Nuisance Abatement Project.

MOTION by Richardson to APPROVE HUD 2880 Form for application for a Community Development Block Grant for the Rock River Nuisance Abatement Project.

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

19. Approve Resolution of Support for application to the Wyoming Business Council for a Community Development Block Grant in the amount of \$500,000.00 for the improvement and renovation of the Eppson Center for Senior's, Albany County's Senior Services Center.

Tai Wright, Grants Manager informed that Board that this application will assist in the Eppson Center's project. They plan to update their infrastructure with new flooring;

updating rooms and adding needed additional storage. Matching funds will be contributed by the foundation in an amount in excess of \$70,000 with any additional overruns to be covered by the Eppson Center.

MOTION by Jones, seconded by Richardson to APPROVE Resolution of Support for application to the Wyoming Business Council for a Community Development Block Grant in the amount of \$500,000.00 for the improvement and renovation of the Eppson Center for Senior's, Albany County's Senior Services Center.

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

20. Approve Title I Certification of Application for a Community Development Block Grant for Eppson Center Senior's Renovation Project.

MOTION by Richardson, seconded by Jones to APPROVE Title I Certification of Application for a Community Development Block Grant for Eppson Center Senior's Renovation Project.

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

21. Approve HUD 2880 Form for application for a Community Development Block Grant for the Eppson Center Senior's Renovation Project

MOTION by Richardson, seconded by Jones to APPROVE HUD 2880 Form for application for a Community Development Block Grant for the Eppson Center Senior's Renovation Project.

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

22. Ratify the Grant application for the U.S. Department of Veterans Affairs, Adaptive Sports Programs for Disabled Veterans and Disabled Members of the Armed Forces and Albany County Government (CFDA #64.034) in the amount of \$157,846.00 between September 1, 2018 through September 30, 2019.

Meredith Brosz and Marty Martinez were present and updated the Board on what the grant has offered the participants.

MOTION by Richardson, seconded by Jones to RATIFY the Grant application for the U.S. Department of Veterans Affairs, Adaptive Sports Programs for Disabled Veterans and Disabled Members of the Armed Forces and Albany County Government (CFDA #64.034) in the amount of \$157,846.00 between September 1, 2018 through September 30, 2019.

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

23. Approve and direct the chairman to sign the Wyoming Department of Agriculture 2018 Wyoming Emergency Insect Management Grant Pre-Award Acceptance Letter in the amount of \$61,300.00.

MOTION by Jones, seconded by Richardson to APPROVE and direct the chairman to sign the Wyoming Department of Agriculture 2018 Wyoming Emergency Insect Management Grant Pre-Award Acceptance Letter in the amount of \$61,300.00.

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

24. Ratify Grant Agreement to the Wyoming State Historic Preservation Office for Certified Local Government Grant in the total amount of \$7,040.00 for the purpose of conducting the Pilot Peak Cultural Resource Inventory by August 31, 2018.

MOTION by Richardson, seconded by Jones to RATIFY the Grant Agreement to the Wyoming State Historic Preservation Office for Certified Local Government Grant in the total amount of \$7,040.00 for the purpose of conducting the Pilot Peak Cultural Resource Inventory by August 31, 2018.

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

25. Approve 2018-2019 Nonparticipating State Award Sub grant (Award Number 2015-JK-FX-K001) from Volunteers of America Northern Rockies (VOA) and the Office of Juvenile Justice and Delinquency Prevention (OJJDP). The CFDA number is 16.540 in the amount of \$36,486.00.

MOTION by Jones, seconded by Richardson to APPROVE the 2018-2019 Nonparticipating State Award Sub grant (Award Number 2015-JK-FX-K001) from Volunteers of America

Northern Rockies (VOA) and the Office of Juvenile Justice and Delinquency Prevention (OJJDP). The CFDA number is 16.540 in the amount of \$36,486.00.

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

26. Approve the Request for Proposal regarding Albany County's Health Plan for medical and Rx Card Benefits and Direct the Clerk to advertise Request for Proposals which will be due by June 15, 2018.

MOTION by Richardson, seconded by Jones to APPROVE the Request for Proposal regarding Albany County's Health Plan for medical and Rx Card Benefits and Direct the Clerk to advertise Request for Proposals which will be due by June 15, 2018.

27. Consider request from the Health Insurance Management Team to start Phase 2 to purchase office upgrades for wellness. This includes ergonomic keyboards and mice, and a second round of desks or chairs for those that did not opt for them in the first round.

MOTION by Richardson, seconded by Jones to APPROVE the request from the Health Insurance Management Team to start Phase 2 to purchase office upgrades for wellness. This includes ergonomic keyboards and mice, and a second round of desks or chairs for those that did not opt for them in the first round.

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

28. Discuss the broken door lock on the North Entrance of the Courthouse.

Roy Torres, Building and Grounds Superintendent informed the Board that the lock on the north entrance has failed and will cost in excess of \$1,800 to repair. He has discussed this with Bill Gorman, County Engineer and since the remodel will commence on the north entrance of the building, they suggest not to get this lock replaced

29. Set Salaries for Elected Officials pursuant to W. S. §18-3-107(a)(iii).

MOTION by Richardson to leave the Salaries as they currently are for the next 4 years. Motion failed due to the lack of a second.

MOTION by Richardson, seconded by Jones to raise the salary of the Coroner to \$45,000 a year for the next four years commencing on January 1, 2019 and leaving the salaries of the other Elected positions the same as they remain now.

Chairman Chesnut suggested raising the salaries of the other elected positions, excluding the Commissioners, \$2,500 per year for the next four years.

Roll call showed Richardson and Jones. AYE. Chairman Chesnut NAYE. MOTION CARRIED.

30. Appoint a member to the Albany County Historic Preservation Board.

MOTION by Richardson, seconded by Jones to APPOINT Katherine Kaschow to a three-year term on the Historic Preservation Board to expire May 2021.

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

31. Approve Agreement between Board of Commissioners of the County of Albany, Wyoming and Laramie Chamber Business Alliance for Tenant/Project Facilities Management Services. REMOVED

32. Approve Soldier Creek Hazardous Fuels Reduction Project Request for Proposals and Direct the Clerk to advertise and publish the advertisement for bid.

MOTION by Richardson, seconded by Jones to APPROVE Soldier Creek Hazardous Fuels Reduction Project Request for Proposals and Direct the Clerk to advertise and publish the advertisement for bid.

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

33. Discuss and Approve recommended budget allocations for the sub-recipients of the Wyoming Department of Family Services 2018-2019 TANF-CPI Grant starting October 1, 2018 through September 30, 2019.

Tai Wright, Grants Manager informed the Board that the amount of award was \$83,000 with

the sub-recipients being Extended Families, My Front Door, CLIMB Wyoming, Big Brothers Big Sisters, Interfaith and a small portion to the Grant Match and asked the Board how they would like to allocate the funds.

Commissioner Richardson recommend a 36% cut as follows:

Extended Families – 13,000	11,492.30
CLIMB – 20,000	22,984.62
My Front Door – 12,000	15,961.54
Interfaith – 18,000	15,961.54
BBBS – 20,000	16,600

Chairman Chesnut suggested funding the 4 agencies that the Board funded last year.

MOTION by Jones, seconded by Richardson to fund the agencies at the rate they were funded last year to maintain the funding with the following amounts:

Extended Families Program	\$17,370
CLIMB Wyoming	22,490
Interfaith Good Samaritan	19,050
BBBS	24,090

Chairman Chesnut suggested providing My Front Door with Community Partner funds.

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

34. **APPROVE** Payroll and Vouchers for May 2018.

MOTION by Richardson, seconded by Jones to APPROVE Payroll and Vouchers for May 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:** A-1 Recovery & Towing, \$550.00, towing; Ace Hardware, \$93.20, parts; Advanced Medical Imaging, \$78.00, x-rays; Aflac, \$1,058.24, payroll contribution; Albany County Employee Health Benefits, \$140,515.88, payroll contributions; Albany County Employee Reimbursable, \$316.66, payroll contribution; Albany County Public Health, \$20.00, employee costs; Albertson's Companies, \$169.16, prescriptions; AlSCO, \$154.26, safety clothing; Samantha Baker, \$100.28, mileage; BambooHR, \$15,000.00, drug testing; Black Hills Energy, \$336.55, utilities; Bloedorn Lumber, \$67.02, fertilizer; Carbon Power & Light, \$117.39, utilities; Century Link, \$2,275.60, \$489.50, telephones; Chief Supply Corporation, \$953.70, gloves; Cina & Cina Forensic Consultation, \$1,475.00, autopsies; City of Laramie, \$28.93, utilities; Colonial Life, \$105.61, payroll contribution; Joseph L Cupps, \$986.07, search & rescue; Customized Communications, \$1,556.12, client education; Data Imaging Systems, \$111.36, land microfilm rolls; Delta Dental, \$4,421.00, payroll contribution; Dooley Oil Co, \$3,042.88, fuel; Down to Earn Cleaners, \$137.49, laundry; Drive Train Industries, \$585.89, parts; Ellenbecker Oil, \$19,218.40, fuel; Fat Boys Tire, \$2,087.00, ties & repair; Johnna French, \$77.40, mileage; GC Properties; \$250.00, emergency financial assistance; Grand Ave Urgent Care, \$49.00, drug testing; Greater WY BBBS, \$1,816.84, TANF/CPI; Grease Monkey, \$133.45, car wash card; Kim Gullickson, \$785.30, fuels coordinator; Karolyn Hackbarth, \$11.64, travel; Hathaway & Kunz, P.C., \$13,390.00, 2018 1% SPET Election Proceedings; Hopkins Medical Products, \$2,939.93, clinical supplies; Injoy Video's, \$4,476.48, client education; Jo-Ed Produce, \$2,438.91, boarding of prisoners; Byron Killpack, \$338.00, detention medical; Laramie Auto Parts, \$4.42, parts; Laramie Chamber Business Alliance, \$60.00, membership luncheon; Laramie County Sheriff, \$1,365.00, juvenile housing; Laramie GM Auto, \$363.89, vehicle maintenance; Laramie Investment Co, \$50.00, renewal of notary bond; Laramie Newspapers, \$4,018.90, advertising; Laramie Radiator Works, \$12.00, parts; Learned Law Firm, \$1,130.00, court appointed attorney; Life Investors, \$280.00, payroll contribution; Marshall Contracting, \$780.00, door lock; David McCarthy, \$587.82, court appointed attorney; McKee Medical Center, \$666.00, radiology; Meadow Gold Dairy, \$423.70, boarding of prisoners; Leonard B Medoff, \$500.00, contract services; Motorola Solutions, \$6,760.18, radios; New York Life, \$592.89, payroll contribution; NMS Labs, \$948.00, toxicology; O'Reilly Auto Parts, \$9.54, parts; Office Ally, \$19.95, monthly claims; Orchard Trust, \$7,232.50, payroll contribution; Peak1 Administration, \$930.06, payroll contribution; Porter Lee Corporation, \$965.00, annual software support; Power Motive Corporation, \$70.15, thermostat; Rocky Mountain Fire Systems, \$516.64, annual fire alarms; Rocky Mountain Power, \$6,061.19, utilities; Brenda Saban, \$75.00, refund; Schilling & Winn, \$2,417.10, court appointed attorney; Victoria Schlager, \$19.01, mileage; Secretary of State, \$30.00, notary application; Donita Smith, \$36.52, mileage; SupplyWorks, \$902.14, supplies; Surplus Ammo, \$34.79, ammunition; TigerTree, \$7,420.00, tree trimming; Tough Guys Lawn Care, \$410.50, annual sprinkler maintenance; Town of Rock River, \$118.00, utilities; Transunion Risk & Alternative, \$110.00, contract charges; Tyler Technologies, \$210.00, DocuPro; Union Telephone, \$43.56, utilities; United Way, \$396.00, payroll contribution; US Bank Equipment Finance, \$530.00, copier lease; US Food Service, \$2,732.26, boarding of prisoners; VALIC, \$1,460.00, payroll contribution; Volunteer

Fireman's Retirement, \$630.00, payroll contribution; W L Construction Inc, \$199.99, shop equipment; Wenck Associates, \$10,314.55, septic system analysis; Western Key & Lock Service, \$174.00, maintenance; Western Waterworks, \$8.00, water lease; Wilken Enterprises, \$2,700.00, janitorial contract; James A Wilkerson, \$2,215.00, autopsies; WLECA, \$250.00, officer training; Wyoming Child Support Enforcement, \$1,658.39, payroll contribution; Wyoming Disposal Systems, \$160.50, utilities; Wyoming Guardians Ad Litem Program, \$6,623.65, juvenile court appointed attorney; Wyoming Machinery, \$5,476.80, repairs; Wyoming NCPERS, \$832.00, payroll contribution; Wyoming Retirement, \$86,078.62, payroll contribution; Wyoming Technology Transfer, \$585.00, training; Wyoming Workers Compensation, \$5,761.84, payroll contribution; **First Interstate Bank: \$2.63, postage;**
TOTAL GENERAL AND SPECIAL REVENUE EXPENDITURES: \$397,721.82 TOTAL PAYROLL: \$399,302.20 TOTAL EXPENDITURES: \$797,024.02.

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

35. Adjourn.

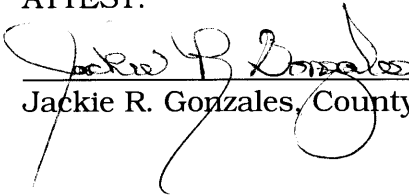
MOTION by Jones, seconded by Richardson to ADJOURN the Regular Meeting of May 15, 2018 at 12:33 p.m.

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

BOARD OF COUNTY COMMISSIONERS

/s/ Tim Chesnut, Chairman

ATTEST:



Jackie R. Gonzales, County Clerk

FY 2018-2019 BUDGET WORK SESSION

1:30 p.m.

Discuss Proposed Budget

Jackie R. Gonzales, County Clerk and Linda Simpson, County Treasurer provided the Board with information regarding the proposed expenditures and anticipated revenue projects to date. At this time, we are still collection data and adjusting various line items as real numbers are obtained.

Departmental Presentations began and continued throughout the week.