

COUNTY COMMISSIONERS' REGULAR MEETING MINUTES

SEPTEMBER 4, 2018

LARAMIE, WYOMING

WORK SESSION: 8:00 a.m.

Discuss the Opioid Issue in Albany County

BOARD OF EQUALIZATION MEETING: 9:00 a.m.

1. **Roll Call.**

The September 4, 2018 Meeting of the Board of Equalization was called to order at 9:00 a.m. by Chairman Chesnut. Commissioner Richardson present and Commissioner Jones recuse.

2. **Consideration of changes in the Agenda.** None.

3. Render a Final Decision and Order approved and signed on the record by the Albany County Board of Equalization to the parties in the Matter of the Appeal of John Gorski from a Decision by the Albany County Board of Equalization for the 2016 Property Tax Assessment, Docket No. 2016-52.

MOTION by Richardson to RE-AFFIRM the Final Decision and Order by the Albany County Board of Equalization in the Matter of the Appeal of John Gorski for the 2016 Property Tax Assessment, Docket No. 2016-52 based on the Assessor's Proposed Findings of Facts and Conclusions of Law.

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

4. Render a Final Decision and Order approved and signed on the record by the Albany County Board of Equalization to the parties in the Matter of the Appeal of Mastio Family 2004 Trust from a Decision by the Albany County Board of Equalization for the 2016 Property Tax Assessment, Docket No. 2016-53.

MOTION by Richardson to RE-AFFIRM the Final Decision and Order by the Albany County Board of Equalization in the Matter of the Appeal of Mastio Family 2004 Trust for the 2016 Property Tax Assessment, Docket No. 2016-53 based on the Assessor's Proposed Findings of Facts and Conclusions of Law.

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

5. **ADJOURN** as the Board of Equalization.

MOTION by Richardson to ADJOURN the Meeting as the Board of Equalization at 9:09 a.m. Roll call showed Richardson and Chesnut. Aye. MOTION CARRIED.

PUBLIC HEARING: 9:30 a.m.

Nowell Subdivision Application SD-07-18 (Preliminary and Final Plats)

Hearing no comments MOTION by Richardson to CLOSE the Public Hearing at 9:31 a.m.

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

PLEDGE OF ALLEGIANCE

REGULAR MEETING

1. **Roll Call.**

The September 4, 2018 Regular Meeting was called to order at 9:31 a.m. by Chairman Chesnut. Commissioners Jones and Richardson present.

2. **Comments from the public.**

Chad Dinges, Fire Warden gave an update on the Britiana Fire. As of last night 32,000 acres have burned, half of which are in Albany County. As a result of the active burning operations along Palmer Canyon Road, the fire has not grown.

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 August 21, 2018 Regular Meeting of the Board.

5b. Minutes of the Nine Mile Water District.

Action: that the Board ACKNOWLEDGES RECEIPT of the August 15, 2018 MINUTES of the Nine Mile Water District.

5c. Minutes of the 7 Mile Water District.

Action: that the Board ACKNOWLEDGES RECEIPT of the August 17, 2018 MINUTES of the 7 Mile Water District.

5d. Albany County Public Health Monthly Statement.

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

5e. \$20,000.00 Bond for Amanda Renee Hargrow, Treasurer, Town of Rock River.

Action: that the Board APPROVES the \$20,000.00 Bond for Amanda Renee Hargrow, Treasurer, Town of Rock River.

5f. \$50,000.00 Bond for Ray Garson, Treasurer, Albany County Weed & Pest.

Action: that the Board APPROVES the \$50,000.00 Bond for Ray Garson, Treasurer, Albany County Weed & Pest.

- 5g. \$10,000.00 Bond for Debra Dianne Raben, Treasurer, Wold Service and Improvement District.
Action: that the Board APPROVES the \$10,000.00 Bond for Debra Dianne Raben, Treasurer, Wold Service and Improvement District.
- 5h. 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 August 2018.
- 5i. Blue Cross Blue Shield Administrative Fees
Action: that the Board RATIFIES payment to Blue Cross Blue Shield regarding Administrative Fees.
- 5j. 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.
- 5k. Acknowledge Receipt of Correspondence.
Action: that the Board ACKNOWLEDGES RECEIPT of CORRESPONDENCE from: Michael Thomson; Verizon; Wyoming Department of Environmental Quality Toby Schaefer, MBT; Chad Dinges, Fire Warden; CountyNews (2); ACORD; David O'Malley, Sheriff; Lowe's; Wyoming Business Council (2); Albany County Public Library Foundation; Interfaith Good Samaritan; Medicine Bow Routt National Forests (2); National Seminars Training; Office Depot-Office Max; Mark Hatcher; and Wyoming Rural Electric News.
- Roll call showed Richardson, Jones and Chesnut. Aye. MOTION CARRIED.

REGULAR AGENDA

6. CONSIDER Quote from Knife River for milling and overlaying of approximately 1 lane-mile on Roger Canyon Road for an estimated cost of \$87,387.00 and AUTHORIZE Chairman to EXECUTE the agreement.

MOTION by Richardson to APPROVE Quote from Knife River for milling and overlaying of approximately 1 lane-mile on Roger Canyon Road for an estimated cost of \$87,387.00 and AUTHORIZE Chairman to EXECUTE the agreement.

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

7. REQUEST PERMISSION to provide flu shots for County employees and members of their immediate family to be reimbursed to Public Health from the County Health Insurance Fund.

MOTION by Richardson to APPROVE the request to provide flu shots to County employees and members of their immediate family to be reimbursed to Public Health from the County Health Insurance Fund.

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

8. The Nowell Subdivision Permit Application (SD-07-18), including the preliminary and final plats.

MOTION by Richardson to APPROVE The Nowell Subdivision Permit Application (SD-07-18), including the preliminary and final plats, incorporating the following Findings of Fact and Conclusions of Law as listed in the staff report.

Findings of Fact:

- The "Summary of Subdivision Requirements" listed in this staff report shall be incorporated as Findings of Fact.
- This application qualifies to be reviewed as a small subdivision in accordance with ACPSR, Chapter IV, Section 6 and has met the standards of this process.
- The Preliminary and Final Plats comply with the standards of the ACPSR.
- Fire Safety requirements may be waived by the Fire Warden (ACPSR, Chapter IV, Section 6, B, 5).

Conclusions of Law:

The applicant is proceeding in accordance with the requirements of the Albany County Platting and Subdivision Regulations.

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

9. Grant Award for U.S. Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA) Grant Programs Directorate, Emergency Management Performance Grant (EMPG) Grant Fiscal Year 2017 in the amount of \$12,377.57 to be utilized for the Emergency Preparedness Grant (17-GPD-ALB-EM2-GCF17) (CFDA #97.042) in order to build, sustain, and deliver core capabilities to achieve the goal of a secure and resilient nation from October 1, 2016 through September 30, 2018.

MOTION by Jones to APPROVE Grant Award for U.S. Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA) Grant Programs Directorate, Emergency Management Performance Grant (EMPG) Grant Fiscal Year 2017 in the amount of \$12,377.57 to be utilized for the Emergency Preparedness Grant (17-GPD-ALB-EM2-GCF17) (CFDA #97.042) in order to build, sustain, and deliver core capabilities to achieve the goal of a secure and resilient nation from October 1, 2016 through September 30, 2018.

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

10. Contract between Wyoming Department of Family Services and Albany County Commissioners for the Temporary Assistance for Needy Families Community Partnership Initiative (TANF CPI) (CFDA #93.558) Grant, a community plan which will provide a continuum of services to Albany County families as outlined in Attachment A in the amount of \$83,000.00 for services provided from October 1, 2018 or effective date whichever is later, through September 30, 2019.

MOTION by Richardson to APPROVE Contract between Wyoming Department of Family Services and Albany County Commissioners for the Temporary Assistance for Needy Families Community Partnership Initiative (TANF CPI) (CFDA #93.558) Grant, a community plan which will provide a continuum of services to Albany County families as outlined in Attachment A in the amount of \$83,000.00 for services provided from October 1, 2018 or effective date whichever is later, through September 30, 2019.

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

11. RATIFY Advertisement for Bid for the Soldier Creek Hazardous Fuels Reduction North and/or South Project.

MOTION by Jones to RATIFY Advertisement for Bid for the Soldier Creek Hazardous Fuels Reduction North and/or South Project. This project will reduce the hazardous fuels along the Soldier Creek drainage and connect to existing fuels reduction projects along the Harris Park Road, FS Rd. 633 within private lands.

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

12. RATIFY Application for the 2019 Local Government Energy Improvement Retrofit Grant through the Wyoming Business Council, Wyoming State Energy Office in the amount not to exceed \$20,000.00.

MOTION by Richardson to RATIFY Application for the 2019 Local Government Energy Improvement Retrofit Grant through the Wyoming Business Council, Wyoming State Energy Office in the amount not to exceed \$20,000.00. The intent of this program is to retrofit existing buildings to maximize energy savings and create sustainable reduction in energy usage. The Library (upgrade lighting) and the Albany County Fairgrounds (upgrade insulation and lighting in the shop) will participate in this program.

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

13. RATIFY Application for the 2019 Western States Wildland Urban Interface Grant from Wyoming State Forestry Division and the USDA Forest Service for the Southern Snowy's Fuels Reduction Project in the amount of \$103,219.38 for a three year granting period starting in the summer of 2019.

MOTION by Jones to RATIFY Application for the 2019 Western States Wildland Urban Interface Grant from Wyoming State Forestry Division and the USDA Forest Service for the Southern Snowy's Fuels Reduction Project in the amount of \$103,219.38 for a three year granting period starting in the summer of 2019.

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

14. RATIFY Application for the 2019 Western States Wildland Urban Interface Grant from Wyoming State Forestry Division and the USDA Forest Service for the Boulder Ridge Fuels Reduction Project in the amount of \$82,219.38 for a three year granting period starting in the summer of 2019.

MOTION by Richardson to RATIFY Application for the 2019 Western States Wildland Urban Interface Grant from Wyoming State Forestry Division and the USDA Forest Service for the Boulder Ridge Fuels Reduction Project in the amount of \$82,219.38 for a three year granting period starting in the summer of 2019.

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

15. Agreement between Albany County, Wyoming and Greater Wyoming Big Brothers Big Sisters to provide prevention services to at-risk youth prior to involvement in adult and juvenile court through the creation of a Diversion Program in the amount of \$38,760.00 from October 1, 2018 through September 30, 2019.

MOTION by Richardson to APPROVE Agreement between Albany County, Wyoming and Greater Wyoming Big Brothers Big Sisters to provide prevention services to at-risk youth prior to involvement in adult and juvenile court through the creation of a Diversion Program in the amount of \$38,760.00 from October 1, 2018 through September 30, 2019.

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

16. Agreement between Albany County, Wyoming and Safe Harbor to provide child forensic interview services within Albany County when needed by law enforcement entities and/or the Wyoming Department of Family Services (DFS) in the amount of \$5,120.11 from July 1, 2018 through June 30, 2019.

MOTION by Jones to APPROVE the Agreement between Albany County, Wyoming and Safe Harbor to provide child forensic interview services within Albany County when needed by law enforcement entities and/or the Wyoming Department of Family Services (DFS) in the amount of \$5,120.11 from July 1, 2018 through June 30, 2019.

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

17. Amendment to the Policy and Procedure Manual to update the random drug testing policy.

MOTION by Richardson to APPROVE Amendment to the Policy and Procedure Manual to update the random drug testing policy. The amendment is as follows:

6.2. Random DOT/Safety Sensitive Testing.

A. Random drug and alcohol testing is applied to Commercial Driver License required positions, under the Department of Transportation Regulations.

B. Random drug and alcohol testing is applied to all members of the Albany County Sheriff's Office. Please refer to the Sheriff's Manual (Enter number) for further details.

C. Random testing is only applied to these safety sensitive and DOT regulated positions.

D. Random testing means a method of selection of employees for testing, performed by an outside third party. The selection will result in an equal probability that any employee from a group of employees will be tested.

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

18. Amendment to the Policy and Procedure Manual to update the post-accident policy.

MOTION by Jones to APPROVE Amendment to the Policy and Procedure Manual to update the post-accident policy. The amendment is as follows:

Accident Reporting Procedure.

Anyone using, operating or otherwise responsible for a County vehicle or personal vehicle who is involved in an accident resulting in damage to the vehicle and/or involved in an accident resulting in personal injury or private property damage shall follow these steps:

1. Dial 911 to call police/ambulance and other emergency vehicles.
2. If the vehicle is a County vehicle and is unsafe to operate, call Human Resources at 307-721-1835 or County Clerk at 307-721-5533 during normal working hours to facilitate towing and vehicle replacement. After hours, call the Sheriff's Office at 307-755-3520.
3. Prompt reporting of claims is essential. All accidents should be reported as soon as practical to your supervisor and then to Human Resources or the County Clerk.
4. The driver is responsible for obtaining contact and insurance information of the driver of any other vehicle involved in the accident. The driver should record as much information as is available including name, license number, plate number, make, model, and year of the car, how the accident happened and information about any witnesses. A written statement and photos should be submitted with the information listed above to Human Resources or the County Clerk as soon as possible.
5. Do not make statements to anyone except police, the Human Resources Department, or the County Clerk.
6. Before returning to work, a drug test and Breathalyzer shall be performed. Please report to Grand Avenue Urgent Care. The full policy can be viewed in the Policy Manual 6.4.
7. The driver is responsible for completing and returning any forms required by law in the jurisdiction where the accident occurred (such as the State Accident Report Form to the State Department of Motor Vehicles)
8. Refer all questions from lawyers, the other party to the accident and others to the Human Resources Department or County Clerk, or, in the case of a County personal vehicle, to your personal insurance carrier.

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

19. Administrative Services Agreement with Blue Cross Blue Shield of Wyoming.

MOTION by Jones to APPROVE Administrative Services Agreement with Blue Cross Blue Shield of Wyoming. This agreement pertains to an employee welfare benefit plan which has been established and is maintained by the County, as Plan Sponsor and Plan Administrator, for the benefit of the Participants and Beneficiaries of Albany County.

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

20. RATIFY, SBC (Summary of Benefits and Coverage) Approval Form with Blue Cross Blue Shield of Wyoming.

MOTION by Richardson to RATIFY, SBC Approval Form with Blue Cross Blue Shield of Wyoming approving Albany County Employees Plan A, Albany County Employees Plan B and Albany County Employees Plan C.

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

21. Memorandum of Understanding between the Office of the Wyoming Attorney General and the County of Albany, Wyoming.

MOTION by Richardson to APPROVE Memorandum of Understanding between the Office of the Wyoming Attorney General and the County of Albany, Wyoming to advance the effective and efficient investigation of opioid manufacturers and distributors, and to avoid the unnecessary duplication of effort and waste of public resources.

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

22. Present for **APPROVAL**, Resolution 2018-020, Resolution appointing Special Prosecutor. (Peggy Trent, County and Prosecuting Attorney) **REMOVED**

23. Amendment Number One Commercial Lease Agreement between the Albany County Board of Commissioners, and Logilube, LLC.

MOTION by Richardson to APPROVE Amendment Number One Commercial Lease Agreement between the Albany County Board of Commissioners, and Logilube, LLC for the purpose to re-adjust the rent amount and cure default of the original lease as to late rent payments and to correct the address listed on the amendment to read 3821 Beech Street.

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

24. Agreement between Board of Commissioners of the County of Albany, Wyoming by and through the Albany County & Prosecuting Attorney's Office and the Court Appointed Special Advocates of Laramie County for CASA Volunteer Advocates. The purpose of this agreement is to establish terms and conditions under which CASA will provide assistance through CASA Volunteer advocates for children who are victims of child abuse and neglect in Albany County.

MOTION by Richardson to APPROVE Agreement between Board of Commissioners of the County of Albany, Wyoming by and through the Albany County & Prosecuting Attorney's Office and the Court Appointed Special Advocates of Laramie County for CASA Volunteer Advocates. The purpose of this agreement is to establish terms and conditions under which CASA will provide assistance through CASA Volunteer advocates for children who are victims of child abuse and neglect in Albany County.

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

25. Class Action Opt-In Notice Form for PILT payments.

MOTION by Jones to APPROVE Class Action Opt-In Notice Form to participate in the PILT Payments Class Action Lawsuit in the United States Court of Federal Claims, Kane County, Utah v. United States, Case Nos. 17-739C and 17-1991C (Consolidated).

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

26. DISCUSS 5th Cent Sales Tax.

Susan Simpson informed the Board that she is collecting information from those in receipt of 1% funds from the County and the City to put on the County's website regarding the renewal of the 5th cent sales tax.

27. APPROVE Vouchers for August 2018.

MOTION by Jones to APPROVE Vouchers for August 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 Professional Windshield Repair, \$60.00, chip repair; Ace Hardware, \$111.00, parts & supplies; Albany County Treasurer, \$14,490.15, gravel pit; Alexander Construction Co, \$130,411.35, gravel pit; Ally, \$645.57, truck lease; AlSCO, \$128.43, safety clothing; Samantha Baker, \$43.06, mileage; Black Hills Energy, \$1,685.93, utilities; Bob Barker Co, \$145.00, supplies; Kurt Britzius, \$147.15, mileage; Matt Burkhart, \$105.21, fuel; Care United Medical Center, \$18,398.33, nursing services; Cathedral Home, \$285.70, TANF/CPI; Charter Communications, \$275.68, utilities; Chemical Testing Program, \$18.00, supplies; City of Laramie, \$4,785.88, utilities; CSBG Board of Directors, \$487.25, CSBG FY18; Tom Curren, \$3,200.00, fuel mitigation; Downtown Clinic, \$12,099.41, CSBG FY18; Drive Train, \$6.72, parts; Lee Erickson, \$2,100.00, fuel mitigation; Galls, \$480.00, uniforms; Stan

Gibson, \$830.00, addressing signs; Glock Inc, \$250.00, training; Jackie R Gonzales, \$227.05, mileage; Sonrisa Gonzales, \$43.06, mileage; Jennifer Graham, \$12.07, postage; Greater WY BBBS, \$15,489.00, contracts; Breanna Hutchinson, \$26.02, fuel; Dan Hutchinson, \$83.02, fuel; Interfaith Good-Samaritan, \$7,194.60, CSBG FY18; Jo-Ed Produce, \$1,319.50, boarding of prisoners; Kinsco, \$631.80, vest; Carol Kinzer, \$2,100.00, fuel mitigation; Laramie County Sheriff, \$975.00, juvenile housing; Laramie GM, \$690.21, vehicle maintenance; Laramie Reproductive Health, \$628.00, CSBG FY18; Laramie Tire Factory, \$181.60, tire repairs; Lewan & Associates, \$3,701.57, copier lease; Lane Lindley, \$4,631.61, fuels coordinator; Long Building Technology, \$8,990.00, 4th Qtr. Detention; Marshall Contracting, \$4,070.01, library roof repairs; McKesson Medical Surgical, \$366.93, medical expense; Meadow Gold Dairy, \$529.16, boarding of prisoners; Leonard Medoff, \$250.00, contract services; National Public Safety Information, \$149.00, directory; O'Reilly Auto Parts, \$9.71, parts; Rocky Mountain Power, \$810.51, utilities; Edward Rosier, \$8.80, meal; Safariland, \$165.25, uniforms; Sanofi Pasteur, \$3,414.25, vaccines; Shred-It USA, \$375.35, document shredding; Singleton Law Offices, \$1,603.00, court appointed attorney; Donita Smith, \$32.16, mileage; State of Wyoming, \$12.00, dues; Supply Works, \$330.84, office supplies; The Master's Touch LLC, \$999.25, tax notices; Town of Rock River, \$118.00, utilities; UPS Store, \$200.00, office supplies; US Bank Equipment Finance, \$5,155.58, copier lease; US Food Service, \$1,903.92, boarding of prisoners; Verizon, \$1,550.84, telephones; WageWorks, \$104.00, monthly charges; Western Carpet Cleaning Inc, \$485.00, janitorial contract; Western Waterworks Inc, \$34.00, water lease; Wheatland REA, \$178.59, utilities; James A Wilkerson, \$2,350.00, autopsies; Wyoming Automotive, \$6.35, parts; **First Interstate Bank:** \$349.97, training; \$104.20, training; \$1,312.87, election supplies; \$1,104.12, supplies & training; \$149.98, supplies; \$55.84, supplies; \$83.84, travel; \$190.59, supplies; \$500.00, dues; \$48.80, fuel; \$665.27, postage & supplies; \$660.00, fire lodging; \$113.29, travel; \$2,030.64, training; \$221.52, boarding of prisoners; \$17.64, meals; \$78.86, extradition; \$191.66, parts & supplies; \$140.93, canine kennel; \$145.95, supplies; \$197.85, office supplies; \$40.34, parts; \$128.77, equipment; \$236.32, fuel; \$115.19, repairs & maintenance; \$757.49, conference; \$21.06, shipping charges; \$27.65, meals; \$269.61, supplies; \$1,624.08, supplies & training; **TOTAL GENERAL AND SPECIAL REVENUE EXPENDITURES: \$274,910.76.**

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

28. ADJOURN.

MOTION by Jones to ADJOURN the Regular Meeting of September 4, 2018 at 10:46 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