



**COUNTY OF ALBANY**  
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COMMISSIONERS@CO.ALBANY.WY.US

**AMENDED**  
**COUNTY COMMISSIONERS' REGULAR MEETING AGENDA**  
COURTHOUSE, ROOM 105  
DECEMBER 19, 2017

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

Albany County Fair Board (1)  
Albany County Planning and Zoning Commission (1)

**PLEDGE OF ALLEGIANCE**

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

1. Call to order and roll call.
2. Comments from the public.
3. Consideration of changes on the agenda.
4. Approval of Consent Agenda.

**CONSENT AGENDA**

- 4a. Minutes of the Regular Meeting of the Board.  
Action: that the Board APPROVES the MINUTES of the December 5, 2017 Regular Meeting of the Board.
- 4b. Minutes and Agenda of the Albany County Planning & Zoning Commission.  
Action: that the Board ACKNOWLEDGES RECEIPT of the November 8, 2017 MINUTES and the December 13, 2017 AGENDA of the Albany County Planning & Zoning Commission.
- 4c. Minutes of the Albany County Public Library Board of Directors.  
Action: that the Board ACKNOWLEDGES RECEIPT of the MINUTES of the November 30, 2017 Special Finance Meeting of the Albany County Public Library Board of Directors.
- 4d. Albany County Public Health Monthly Statement.  
Action: that the Board ACKNOWLEDGES RECEIPT of the November 2017 MONTHLY STATEMENT from Melissa Zaferos, Public Health Nurse Manager.
- 4e. Clerk of District Court Monthly Statement.  
Action: that the Board ACKNOWLEDGES RECEIPT of the November 2017 MONTHLY STATEMENT from Janice Sexton, Clerk of District Court.
- 4f. Albany County Clerk Monthly Statement.  
Action: that the Board ACKNOWLEDGES RECEIPT of the November 2017 MONTHLY STATEMENT from Jackie R. Gonzales, County Clerk.
- 4g. Albany County Sheriff Monthly Statement.  
Action: that the Board ACKNOWLEDGES RECEIPT of the November 2017 MONTHLY STATEMENT from David O'Malley, Sheriff.
- 4h. Albany County Planner Monthly Statement.  
Action: that the Board ACKNOWLEDGES RECEIPT of the November 2017 MONTHLY STATEMENT from David Gertsch, County Planner.
- 4i. Albany County Assessor Monthly Statement.  
Action: that the Board ACKNOWLEDGES RECEIPT of the September 2017 thru November 2017 MONTHLY STATEMENTS from Grant Showacre, County Assessor.
- 4j. Albany County Detention Center Monthly Report.  
Action: that the Board ACKNOWLEDGES RECEIPT of the November 2017 MONTHLY REPORT from David O'Malley, Sheriff.
- 4k. Albany County General Fund Expenditure Report.  
Action: that the Board ACKNOWLEDGES RECEIPT of the GENERAL FUND EXPENDITURE REPORT for the month ending November 2017 as prepared by the County Clerk's Office.
- 4l. 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 December 2017.
- 4m. Blue Cross Blue Shield Administrative Fees  
Action: that the Board RATIFIES payment to Blue Cross Blue Shield regarding Administrative Fees.
- 4n. 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.
- 4o. Acknowledge Receipt of Correspondence.  
Action: that the Board ACKNOWLEDGES RECEIPT of CORRESPONDENCE from: Wyoming County Commissioners Association (3); Laramie County Community College; Wyoming Department of Health; Cathedral Home for Children; University of Wyoming Extension-Footnotes; Governing; International City/County Management Association; Nicholas & Tangeman, LLC; Wyoming Business Council (3); Wyoming Downs; CountyNews; Janice Sexton, Clerk of District Court; Knife River; State of Wyoming Department of Audit – Laramie Rivers Conservation District Report of Examination; State of Wyoming Department of Audit – Albany County Tourism Board Report of Examination (2); City of Laramie; Department of Fire Prevention and Electrical Safety; Wyoming Cultural Trust Fund; Wyoming Rural Electric News; Campbell County Commissioners; Dave O'Malley, Sheriff; Power Company of Wyoming, LLC & Transwest Express, LLC; WWC Engineering and The Wyoming Transit Express.

TERRI JONES  
COMMISSIONER

TIM CHESNUT  
COMMISSIONER CHAIRMAN

HEBER RICHARDSON  
COMMISSIONER

## **REGULAR AGENDA**

5. Present for **RECOGNITION**, January Employee of the Month. (Christina Snowberger, Human Resources Coordinator)
6. **REVIEW** and **APPROVE** Fiscal Year 2016-2017 Albany County Audit provided by Carver, Florek and James, CPA. (Jason K. Lund, CPA)
7. **DISCUSS** the Forest Service's lack of notification regarding a Scoping Meeting held on August 8<sup>th</sup> discussing the LAVA Project (Landscape Vegetation Analysis) Plan in the Medicine Bow National Forest. (Duane Koewn)
8. Present for **APPROVAL**, Final Acceptance of work on the Hospice of Laramie House and **DIRECT** the Clerk to Advertise for Final Payment to Spiegelberg Lumber & Building Company for the balance due on the 41<sup>st</sup> day following the first advertising. The final cost of the Contract was \$4,132,964.00. (Bill Gorman, County Engineer)
9. Request **PERMISSION** for Laramie Peak Fire Zone to purchase a 1969 Used Type 4 Engine 6x6 from Hawksprings Fire Department in the amount of \$13,000.00 to be paid out of the Laramie Peak Fire Zone truck fund. (Scott Davis, Fire Warden)
10. Present for **CONSIDERATION** and **ACCEPTANCE** Option 1 of the McShane's Viewer's Report for the vacation of a portion of Maple Street in the Centennial Plat and **DIRECT** the Clerk to set a public Hearing, advertise and provide notice by registered mail of all parties having an interest as required by W. S. §24-3-110. (David Gertsch, County Planner)
11. Present for **APPROVAL**, Amendment Number One Maintenance and Service Agreement between Board of Commissioners of the County of Albany, Wyoming and LONG Building Technologies to extend the contract to October 31, 2019 for HVAC maintenance and service in the Albany County Detention Center in the amount of \$35,960.00 annually and **AUTHORIZE** the Commission Chair and County Clerk to sign. (Dave O'Malley, Sheriff)
12. **CONSIDER**, a proposal to replace the dishwasher and steamer in the Albany County Detention Center (ACDC) and **APPROVE** an expenditure of \$60,780.32 from the Jail fund and **AUTHORIZE** Sheriff O'Malley to sign the order request. (Dave O'Malley, Sheriff)
13. **REQUEST** approval to build the Sybille Fire Hall in Platte County, Wyoming. (Scott Davis, Fire Warden and Tai Wright, Grants Manager)
14. Present for **ACCEPTANCE**, bid from Terracon Consultants in the amount of \$18,700.00 for the Community Youth Complex, Soccer Phase I Environmental Assessment. (Tai Wright, Grants Manager)
15. Present for **APPROVAL**, Contract between Board of Albany County Commissioners and Terracon Consultants for the Community Youth Complex, Soccer Phase I Environmental Assessment in the amount of \$18,700.00 until May 15, 2018. (Tai Wright, Grants Manager)
16. Present for **APPROVAL**, request to combine the MRG Courthouse Chillers Project Design Phase with the SLIB Emergency MRG Courthouse North Entry Design Phase. (Tai Wright, Grants Manager)
17. Present for **APPROVAL**, letter to Angie Johnson, Laramie City Clerk to allow the Cavalryman II, LLC dba Cavalryman Steakhouse to apply for a Catering Permit for a business gathering at the Mountain View Medical Park located at 2710 East Harney Street, Laramie, WY on December 21, 2017 from 6:00 p.m. to 8:00 p.m. (Kayla White, Deputy County Clerk)
18. Present for **ACCEPTANCE**, proposal from WENCK Associates in the amount of \$59,420.00 for the Septic System Impact Analysis. (David Gertsch, Planning Director)
19. Present for **APPROVAL**, Service Provider Agreement between the Board of Commissioners of the County of Albany, Wyoming and WENCK Associates for the Septic System Impact Analysis in the amount of \$59,420.00 until June 5, 2019. (David Gertsch, Planning Director)
20. Present for **APPROVAL**, Amendment to the Employee handbook to update the current work hours policy. (Christina Snowberger, Human Resources Coordinator)
21. Present for **APPROVAL**, Amendment to the Policy and Procedure Manual to update the current motor vehicle policy to include minor verbiage changes. (Christina Snowberger, Human Resources Coordinator)
22. Present for **APPROVAL**, proposal from Eagle Plumbing and Heating to fix the leaks in the electrical/IT closets in the Courthouse to be paid from Courthouse Renovation funds. (Roy Torres, Building and Grounds Superintendent)
23. Present for **APPROVAL**, Amendment Number One Contract between the Board of Commissioners of the County of Albany, Wyoming by and through the Albany County Community Mental Health Board and Clinic for Mental Health & Wellness Services, LLC for Care Coordinator Services. (Peggy Trent, Albany County and Prosecuting Attorney)
24. Present for **APPROVAL**, Contract between the Board of Commissioners of the County of Albany, Wyoming by and through the Albany County Supervised Treatment Program and the Clinic for Mental Health and Wellness Services, LLC for Treatment Services to Drug Court Participants. (Peggy Trent, Albany County and Prosecuting Attorney)
25. Present for **APPROVAL**, Roadway Use and Maintenance Agreement between Board of Commissioners of the County of Albany, Wyoming and Boswell Wind, LLC. (Peggy Trent, Albany County and Prosecuting Attorney)
26. Present for **APPROVAL**, Resolution 2017-27 Authorizing the Albany County Community Juvenile Services Board to Prepare a Development and Implementation Plan for a Juvenile Drug Treatment Court in Albany County, Wyoming. (Peggy Trent, Albany County and Prosecuting Attorney)
27. Present for **APPROVAL**, Resolution 2017-28 Revising the Composition of Ex-Officio and

- Appointed Members on the Albany County Drug Court Management Committee and Voting Rights. (Peggy Trent, Albany County and Prosecuting Attorney)
28. Present for **APPROVAL**, Resolution 2017-29 Revising the Composition of the Albany County Community Mental Health Board to include a member from Behavior Health Services from Ivinson Memorial Hospital. (Peggy Trent, Albany County and Prosecuting Attorney)
  29. **UPDATE** on award of SLIB Grant for Renovation of Courthouse North Entrance and thank Judge Tory Kricken, Sheela Schermetzler, Chairman Chesnut, Bill Gorman, Roy Torres and Tai Wright for their assistance. (Tai Wright, Grants Manager and Peggy Trent, Albany County and Prosecuting Attorney)
  30. Thank Roy Torres, Building Superintendent and George Lucy from Medicine Bow Technologies for their work on the Courthouse Christmas Light Show. (Peggy Trent, Albany County and Prosecuting Attorney)
  31. Present for **APPROVAL**, a Memorandum of Understanding between Albany County and Wyoming Community Foundation to set-up Pilot Hill Purchase Fund. (Peggy Trent, County and Prosecuting Attorney)
  32. **APPROVE** the creation of a County fund regarding the Pilot Hill Campaign Fund. (Peggy Trent, County and Prosecuting Attorney)
  33. **DISCUSS** prosecution caseload and implementation of legal request and Case Management System for civil division of the Albany County and Prosecuting Attorney's Office. (Peggy Trent, Albany County and Prosecuting Attorney)
  34. **DISCUSS** procedure for the Governance Ad-Hoc Committee. (Peggy Trent, Albany County and Prosecuting Attorney)
  35. **MAKE** appointment to the Albany County Fair Board. (Commissioners)
  36. **MAKE** appointment to the Albany County Planning and Zoning Commission. (Commissioners)
  37. Department Head Quarterly Report from Roy Torres, Building and Grounds Superintendent.
  38. Department Head Quarterly Report from Melissa Zaferos, Public Health Nurse Manager.
  39. Department Head Quarterly Report from Amy Terrell, Drug Court Coordinator.
  40. Department Head Quarterly Report from Alan Frank, GIS Coordinator.
  41. Department Head Quarterly Report from Christina Snowberger, Human Resources Coordinator.
  42. Department Head Quarterly Report from David Gertsch, County Planner.
  43. Department Head Quarterly Report from Rob Fisher, Road & Bridge Superintendent.
  44. Department Head Quarterly Report from Scott Davis, Fire Warden.
  45. Department Head Quarterly Report from Tai Wright, Grants Manager.
  46. Department Head Quarterly Report from Denise Ivey, WIC Coordinator
  47. Department Head Quarterly Report from Aimee Binning, EMA Coordinator.
  48. **REQUEST** permission to hire an Assistant County Clerk position in the County Clerks' Office. (Jackie R. Gonzales, County Clerk)
  49. **REPORT** on Funding Oversight Committee. (Commissioner Jones)
  50. **REPORT** on Governance Ad-Hoc Committee. (Chairman Chesnut)
  51. **APPROVE** Payroll and Vouchers for December 2017. (Commissioners)
  52. **ADJOURN**.