

# LEGAL NOTICE

## OFFICIAL MINUTES OF THE REGULAR MEETING OF THE BOARD OF WESTON COUNTY COMMISSIONERS, WESTON COUNTY, WYOMING

November 18, 2025

The regular meeting of the Weston County Board of Commissioners was called to order by Chairman Nathan Todd at 9:00 a.m. at the Weston County Courthouse. Commissioners Ed Wagoner, Marty Ertman, Garrett Borton and Vera Huber, Attorney Michael Stulken and Clerk Becky Hadlock were present. Commissioner Huber opened the meeting with prayer, and Stanley Jasinski led the Pledge of Allegiance.

### APPROVAL OF AGENDA

Chairman Todd asked to add Chairman's Signature on Airport Grant State Project No. AEC008C and the LGLP Board selection both under New Business. Chairman Todd would also like to have the Homeland Security Training postponed to a future meeting. Commissioner Borton moved to approve the agenda as amended; seconded by Vice-Chairman Wagoner. Carried.

### PUBLIC COMMENT

None

### MINUTES OF NOVEMBER 4, 2025

Commissioner Borton moved to approve the minutes of November 4, 2025, as amended; seconded by Commissioner Huber. Carried.

### BOARD'S SIGNATURE ON RESOLUTION 2025-28 - ADOPTION OF WC EOP, MASS FATALITIES PLAN, DEBRIS MANAGEMENT PLAN, WC EVACUATION PLAN, WC LTPO PLAN, WC REUNIFICATION PLAN & WC SHELTER IN PLACE PLAN

Commissioner Ertman moved to approve the Board's signature on Resolution 2025-28 - Adoption of WC EOP, Mass Fatalities Plan, Debris Management Plan, WC Evacuation Plan, WC LTPO Plan, WC Reunification Plan & WC Shelter in Place Plan; seconded by Commissioner Borton. During discussion Commissioner's Borton and Ertman commended Homeland Security Coordinator Gilbert Nelson for his explanation of the plans. Carried.

### CHAIRMAN'S SIGNATURE ON AMENDMENT ONE TO COOPERATIVE AGREEMENT FOR RESPONSIBILITIES BETWEEN WYOMING DEPARTMENT OF FAMILY SERVICES, CHILD SUPPORT PROGRAM AND WESTON COUNTY CLERK OF DISTRICT COURT

The Board had several questions on the amendment and asked Clerk of District Court Clerk Riki Kaiser to join the meeting to explain what was changing with the agreement. District Court Clerk Kaiser explained this requires no additional work for her. Vice-Chairman Wagoner asked if District Court Clerk Kaiser and Attorney Michael Stulken were comfortable with the contract and they both were. Vice-Chairman Wagoner moved to approve the Chairman's signature on Amendment One to Cooperative Agreement for Responsibilities Between Wyoming Department of Family Services, Child Support Program and Weston County Clerk of District Court; seconded by Commissioner Huber. Ayes: Wagoner, Borton, Huber, Todd. Nays: Ertman. Carried.

### BOARD'S SIGNATURE ON TREASURER'S REPORTS

Commissioner Ertman moved to approve the Board's signature on the Treasurer's Reports; seconded by Commissioner Borton. Carried.

### RESIGNATION LETTER WESTON COUNTY SOLID WASTE BOARD

Commissioner Ertman moved to accept the resignation letter from Ron Brunner from the Weston County Solid Waste Board with regret; seconded by Commissioner Borton. During discussion Commissioner Ertman asked that a letter be sent to Mr. Brunner. Vice-Chairman Wagoner abstained. Carried.

### LETTER OF SUPPORT

Kasey Keeler, Board member of both the Museum and Historical Preservation Boards, came before the Board asking for two letters of support for the Museum District, Historical Preservation Board and the Historical Society. These letters will help with grants for general improvements at the Anna Miller Museum and restoring the marquee at the Dogie Theatre. The Board asked Ms. Keeler to get a list of upgrades to Clerk Becky Hadlock so that support letters can be written. Commissioner Ertman moved to authorize the Chairman's signature on letters of support for the Museum District and the Historical Preservation Board; seconded by Vice-Chairman Wagoner. Discussion ensued. Ayes: Wagoner, Ertman, Huber, Todd. Nays: Borton. Carried.

### FAIRGROUNDS UPDATE

Fair Board member Francie Hamilton came before the Board to give an update on moving forward with the getting the Events Center fixed as well as the Four-Season Arena. Commissioner Borton moved to approve 21 Electric's bid for \$3,789.30 with the understanding it is for the twenty-three lights in the arena and the stalls and the understanding it is for the \$550 for the contractors and be paid out of the Building and Grounds account; seconded by Vice-Chairman Wagoner. During discussion Commissioner Ertman would rather this be a budget item. Board member Billy Jackson showed up and explained that the bid was not for the lights in the arena. Commissioner Borton and Vice-Chairman Wagoner retracted their motions.

Vice-Chairman Wagoner moved to approve 21 Electric's bid to fix the contractor box in the amount of \$550 to get it up to compliance and pay for it out of the Building and Grounds account; seconded by Commissioner Borton. Discussion ensued. Ayes: Wagoner, Borton, Huber, Todd. Nays: Ertman. Carried.

### DISCUSSION ON RE-ISSUE OF CHECK

Discussion ensued on the re-issuance of a check to a vendor that was issued in the prior fiscal year. The vendor is owed the payment but there are questions on how to do this correctly. The Board would like to have the auditor, Paul Stille, available at the next meeting to answer a few questions before this is done.

### LIQUOR LICENSE NON-OPERATION EXTENSION

Deputy Clerk Amber Green explained to the Board that the West End is in the process of selling and needs to have their non-operation extended. Commissioner Borton moved to approve the non-operation status of the West End Liquor License; seconded by Vice-Chairman Wagoner. Discussion ensued. Ayes: Wagoner, Borton, Huber, Todd. Nays: Ertman. Carried.

### REVISED CREDIT CARD POLICY ADOPTION

Commissioner Ertman moved to approve the revised Credit Card Use Agreement; seconded by Commissioner Borton. Carried.

### 4-H UPDATE

Mart Helie & Danelle Peck, Associate Directors of the University of Wyoming Extension Administrative Team, 4-H Youth Development Extension Educator Erin Persche and University of Wyoming Community Vitality and Health Educator Vicki Hayman came before the board to give the board updates on the UW Extension Office and 4-H. Moving the 4-H Administrator position under the University of Wyoming was discussed as well as filling the upcoming vacant position after Vicki Hayman retires. The Board would like to revisit this after there is a policy and job description to review.

### OLD BUSINESS

### CONTRACT REVIEW & APPROVAL POLICY ADDITION TO EMPLOYEE HANDBOOK

This was tabled as there was no new information for the Board.

### NEW BUSINESS

### CHAIRMAN'S SIGNATURE ON AIRPORT GRANT STATE PROJECT NO. AEC008C

Commissioner Ertman moved to approve the Chairman's signature on Airport Grant State Project No. AEC008C in the amount of \$2,324; seconded by Vice-Chairman Wagoner. Commissioner Borton abstained. Carried.

### LGLP BOARD SELECTION

Commissioner Ertman moved to allow the Chairman to check the box on behalf of the Board; seconded by Vice-Chairman Wagoner. Discussion ensued. Carried.

### PUBLIC COMMENT

Jail Administrator Jason Jenkins let the Board know that he had more information about the Law Enforcement finger print machine during public comment.

### COMMISSIONER COMMENT

Commissioner Ertman would like to have an update from the Joint Powers Dispatch, the fire drill on Friday and the Painted Hills Resolution. Commissioner Borton attended the City Council meeting, and they approve the account for the Airport Board but asked if these funds could be invested into a money market. Chairman Todd also would like to have an update from the Joint Powers Dispatch but would like to have the Town of Upton and the City of Newcastle attend and asked that this be scheduled for the 2nd meeting in January. Chairman Todd reported that he attended the Upton Town Council meeting and discussed the EMS Board as well as Title 25 transfers.

With no further business, the meeting was adjourned at 11:58 a.m.

Nathan Todd  
Chairman

Attest: Becky Hadlock  
Weston County Clerk

Publish: December 11, 2025.