

OFFICIAL MINUTES OF THE BIG HORN COUNTY COMMISSIONERS' REGULAR BOARD MEETING, January 3, 2012

Name: Big Horn County Commissioners

Type of Meeting: Regular

Place: Big Horn County Courthouse **Date:** January 3, 2012

Time: 9:00 a.m.

Chairman: Jerold S. Ewen

Members Present: Keith Grant, Thomas S. Hinman.

Members Absent: None

County Clerk: Dori Noyes

Deputy County Clerk: Wendy Thulander

Others present various times: Karla Pomeroy, Basin Republican Rustler

Meeting was called to order at 9:00 a.m., by: Chairman Ewen; followed by the Pledge of Allegiance.

9:03 a.m.: Commissioner Hinman left Commissioners Meeting for a personal reason.

Chairman Ewen recognized guests.

Motion to approve the agenda was made by Keith Grant; seconded by Jerold Ewen; motion passed unanimously.

Motion to approve the November 15, 2011 Minutes as was made by Keith Grant; seconded by Jerold Ewen; motion passed unanimously.

The Dec. 6 & 7, 2011 Regular Meeting Minutes, Dec. 20, 2011 Regular Meeting Minutes, and Dec. 29, 2011 Special Meeting Minutes' approval was moved by Chairman Ewen to later in the meeting.

Rod Wambeke and Jerry Denniston, Road and Bridge Foreman and William Bridges, Pryor Mountain Engineering: William Bridges reported to the Commissioners there would be a meeting held on Wednesday, Jan. 4th with the Contractors for the Davis Road Project to discuss the bridge repair. He also advised he wants to schedule a meeting with Rod Wambeke and Jerry Denniston to discuss the schedule of future road work within the County, as well as preparing a notice to send to landowners regarding the implementation of a new county road dust control policy which will ask for cost participation by property owners. The dust control will require placement after the spring thaw. Mr. Bridges said he will return with the draft road policy concerning the dust control for the Commissioners to review and approve prior to sending out to the landowners. There was discussion regarding the MDU security bond to be used for road repairs resulting from utility work by MDU on County roads. The decision was made for Dori Noyes to hold the security bond.

Rod Wambeke advised the Commissioners they had put the new side-dump into use and it is a good trailer. He presented Dori Noyes with the bill for purchase of the trailer. He also advised the Commissioners he had received a few job applications but requested to continue advertisement for the road/bridge maintenance & construction position for another month.

William Bridges, Pryor Mountain Engineering: William Bridges discussed project updates and airport business with Commissioners. Rick Patton, Engineer with GDA spoke with the Commissioners on the Master Plan for the airports. He distributed a draft copy for commission review of the re-written Minimum Standards for the Big Horn County Airports, including "Rules and Policies for the Big Horn County Airports, Structure Construction Standards and Policies, and Commercial Operations Policies For the Big Horn County Airports. The BHC Commissioners also discussed and provided Rick Patton with a copy of the Airport Manager job description and asked for suggestions of advertisement venues for airport managers.

Rick Patton told the Commissioners he will let them know when the next Master Plan meeting is scheduled.

County Hangar Rental Agreement: William Bridges advised the Commissioners the agreement was sent back to be notarized and he was just waiting to receive it back in his office. He said he would keep the Commissioners updated.

Letter to Elavon to stop billing the County: Becky Lindsey joined William Bridges and advised the Commissioners that Elavon no longer handles the fuel charges account for the County but that they are continuing to charge the County with an automatic withdrawal for the service fee. Becky Lindsey advised that she had submitted a stop-payment to the bank so the charges will no longer be allowed. William Bridges said he will request the County Attorney to prepare correspondence requesting that Elavon stop charging the service fee and discontinue their attempts to make the automatic withdrawal. The letter will include an invoice for the amounts charged by Elavon for services not delivered, which they now owe the County. He will follow up with the Commissioners.

Sheppard Lease payment received: William Bridges advised he had received the payment from Mr. Sheppard for the Land Lease at the south airport. Williams Bridges also said he will get a letter out to Mr. Sheppard requesting that he remove the planes he has left on the public ramp, and that he also remove any junk in the "Bullpen" airport storage area which he may be responsible to remove.

Septic System update: William Bridges advised the septic system at the Russell hanger has been repaired and is working. He said that one alarm system is not operating but the required electrical work will have to wait until the ground thaws.

10:20 a.m. - Session Break Called by Chairman Ewen/Resumed at: 10:30 a.m.

Dori Noyes, County Clerk, Marquerite Van Dyke and Carol Willard, Clerk's Deputies: Marquerite Van Dyke and Carol Willard, presented accounts payable and payroll to the Commissioners. There was also discussion regarding changes that have been requested to be made to the Personnel Policy by the Commissioners. The County Attorney will be reviewing the policy & revisions and reporting back to the Commissioners.

Accounts Payable: Marquertie Van Dyke and Carol Willard presented the current Big Horn County Accounts Payable and Payroll for approval.

Motion to approve the payroll & bills was made by Keith Grant; seconded by Jerold S. Ewen; motion passed unanimously.

A-1 SANITATION 35.00 / SAMANTHA ALVAREZ 45.00 / ALSCO 45.53 / DEL ATWOOD, JR 150.00 / BASIN PHARMACY 7.00 / BASIN PHARMACY 1,232.19 / TOWN OF BASIN 4,301.53 / THOMAS L. BENNETT, MD 1,720.00 / BIG HORN CO-OP MARKETING ASSN 213.46 / BIG HORN COUNTY 490.00 / BIG HORN CO. PUBLIC HEALTH 76.00 / LINDA BOYCE 2,450.03 / DANIEL L. BURNS 100.00 / CALIFORNIA CONTRACTORS SUPPLIES 205.44 / HEIDI CHRISTENSEN 75.00 / CENTURY LINK 34.55 / CODY OVERHEAD DOOR CO. 269.50 / COVENANT INSURANCE GROUP INC. 1,650.00 / WAYNE A. BIRD 1,000.00 / DOUBLE R SERVICE 277.36 / MARIA LISA EASTMAN 4.72 / FIRE PROTECTION & SAFETY 87.00 / G NEIL 39.35 / FAWN GOTON 18.00 / GREYBULL BUILDING CENTER 25.16 / TOWN OF GREYBULL 170.50 / CHARLES GROTEFEND 660.00 / HASCO INDUSTRIAL SUPPLY 102.12 / GINGER HARFORD/REILLY 75.00 / HEART MOUNTAIN FARM SUPPLY 115.37 / DEMAR D. HILL 1,000.00 / HOPKINS MEDICAL PRODUCTS 98.95 / SHANNAN HOVEY 150.88 / HOUSTON SUPPLY 80.40 / KIMBERLY KOCH 1,065.66 / KLEIN-CO INC 369.00 / JESSICA L KORHUT 240.00 / LITTLE AMERICA 87.94 /

LOVELL AMERICAN CAR CARE CENTER 3,815.25 / LOVELL CHRONICLE 698.20 / LOVELL CHRONICLE 75.00 / TOWN OF LOVELL 297.14 / ANGELICA MCINTOSH 105.00 / MINE SAFETY AND HEALTH ADMIN. 300.00 / MINCHOW'S SERVICE 11,058.43 / MONTANA-DAKOTA UTILITIES 2,362.62 / NORMONT EQUIPMENT COMPANY 56.34 / O'REILLY AUTO PARTS 118.87 / OCCUPATIONAL TESTING, INC. 208.00 / OFFICE DEPOT, INC 107.93 / THE OFFICE SHOP, INC. 364.67 / OVERLAND EXPRESS MART 100.24 / PARK COUNTY CLERK 43.20 / PITNEY BOWES-PURCHASE POWER 69.40 / PITNEY BOWES 222.03 / POCKET PRESS, INC. 278.69 / PROCESS POWER & CONTROL INC. 3,801.95 / WILLIAM E. BRIDGES 27,490.10 / QUILL CORPORATION 524.08 / RED APPLE SUPERMARKET 105.18 / RIMROCK TIRE, INC. 1,411.89 / ROAD RASH TRAILERS 2,900.00 / RON'S FOOD FARM 90.97 / ROSCOE STEEL & CULVERT COMPANY 1,202.09 / ROVENNA SIGNS & DESIGN 826.00 / COLEEN SCHEELER 63.80 / SIX STATES DISTRIBUTORS, INC 106.01 / SOUTH BIG HORN COUNTY HOSPITAL DIST 3,183.00 / SYSCO FOOD SERVICES 19,755.96 / TCT WEST, INC. 216.86 / TRACTOR & EQUIPMENT CO. 2,510.57 / TRAVELING COMPUTERS, INC. 1,782.97 / VAISALA INC. 955.00 / VALLEY HARDWARE 50.95 / GAIL E. VANDERPLOEG, LPN 86.35 / VERIZON WIRELESS 1,476.15 / WHEELER'S IGA 62.88 / WIRELESS ADVANCED COMMUNICATIONS IN 126.45 / WYOMING DEPARTMENT OF AGRICULTURE 50.00 / YELLOWSTONE MOTEL 133.76 / JOHN R YEAGER dba BASIN EQUIPMENT 1,235.00 / CARA ZELLER 30.00 / TRUDY CRAFT 11.00 / DEBBI MCKIM 412.50 / GARY BRINK INC. 139.68 / A & C MOTORS 64.73

Old Business: Dori Noyes presented the Whaley Notice of Appeal/Petition for review. Dori Noyes advised that the County Attorney, Michelle Burns, said the documents needed to be certified to the District Court for the Court to review. Ms. Noyes also advised The Commissioners that Ed Luhm, Esq., would be sending a format for her to follow. She said she will get together with the Hearing Officer, the District Court and the County Attorney to find out what the Commissioners need to do, what documentation needs to be put together, and the timeframe.

Action taken: None.

New Business: Dori Noyes will discuss assistant's hours: Dori Noyes reported back to the Commissioners, per their request, with an update on the Assistant's performance, workload, and hours. She advised the Commissioners she had requested the employee to prepare a timeline of her work. She will present this to the Commissioners to discuss with them once she has received and reviewed the timeline herself.

Action taken: The Commissioners felt they wanted to keep the position at its current part-time status at this time.

12: 05 p.m., Lunch Break: Motion to adjourn for lunch was made by Jerold S. Ewen; seconded by Keith Grant; motion passed unanimously.

13:00: Chairman Ewen called for Regular Session to reconvene: Thomas S. Hinman rejoined meeting.

Maria Eastman, Grants Administration: Maria Eastman provided updates to the Commissioners on the Retrofit II Amendment received and advised that the work would begin this week, pending determination of special Davis-Bacon wage rate for HVAC control installation. She also advised the Commissioners the Grants Department would be closed the week of January 9 – 13, 2012. She is attending training for the Hazard Mitigation Proposal Development. Items submitted for signature:

Firewise 2011 Grant Award Contract: Maria Eastman requested to come back in two weeks to discuss the Forestry Issue(s) pending the receipt of a template from Firewise.

Action taken: Tabled for two weeks.

Cooperative Agreement for the Sub-Award of the 2011 Western State Wildland Urban Interface Grant: Maria Eastman recommended approval.

Motion to approve and sign the Cooperative Agreement for the Sub-Award of the 2011 Western State Wildland Urban Interface Grant between The Office of State Lands and Investments Wyoming State Forestry Division and Local Grant Program Administration – Big Horn County Grant # 11-DG-11020000-027; CFDA # 10.664 to provide for the administration of the USDA Forest Service Region 2, 2011 Western States Wildland Urban Interface Grant sub-awarded to the LGPA beginning on date fully executed in-effect until September 30, 2016 in the amount of not to exceed One Hundred Eighty-Seven Thousand Dollars no/cents was made by Thomas S. Hinman; seconded by Keith Grant; motion passed unanimously.

***** This will require being added to the Budget.**

Motion to approve and sign the Cooperative Agreement for the Sub-Award of the 2011 Western State Wildland Urban Interface Grant between The Office of State Lands and Investments Wyoming State Forestry Division and Local Grant Program Administration – Big Horn County Grant # 11-DG-11020000-027; CFDA # 10.664 where the LGPA agrees to serve as a sub-recipient for the Office of State Lands & Investments Forestry Division for the purpose of receiving and disbursing funds from the State of Wyoming, OSLI, Forestry Division, USDA Forest Service Region 2, Western States Wildland Urban Interface Grant beginning on date fully executed in-effect until September 30, 2016 in the amount of not to exceed One Hundred Eighty-Seven Thousand Dollars no/cents was made by Thomas S. Hinman; seconded by Keith Grant; motion passed unanimously.

SLIB County Consensus Block Grant Joint Resolutions: Maria Eastman recommended approval.

Motion to approve and sign the SLIB County Consensus Block Grant Joint Resolutions #8 2011-2012 and #9 2011-2012 for re-allocation of funding for the Town of Greybull was made by Keith Grant; seconded by Thomas S. Hinman; motion passed unanimously.

Brent Godfrey request signature authority for Marie Eastman Re Firewise 2011 Grant documents: Brent Godfrey and Maria Eastman requested approval for Maria Eastman to be authorized to sign some Certifications.

Motion to approve and authorize Maria Eastman to sign the presented (1) Certification Regarding Drug-Free Workplace Requirements (Grants) Alternative I – For Grantees Other Than Individuals; and the (2) Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions and for future Certifications was made by Keith Grant; seconded by Thomas S. Hinman; motion passed unanimously.

Big Horn County Road and Bridge Facility Renovations Grant Draft Request: Maria Eastman requested approval of the lowest bid, which was from A.W. Hunt Construction, Inc. for the Grant Draft Request #1 for the Big Horn County Road and Bridge Facility Renovations Project to replace the Metal Roofing and Insulation on the North Road and Bridge Shop.

Motion to approve and award to A.W. Hunt Construction, Inc., who submitted the lowest bid of Twenty-Five Thousand Five Hundred Fifty-Seven Dollars (\$25, 557.00) for the Grant Draft Request #1 for the Big Horn County Road and Bridge Facility Renovations Project of the North Road and Bridge Shop to replace the metal roofing and insulation was made by Keith Grant; seconded by Thomas S. Hinman; motion passed unanimously.

Becky Lindsey, County Treasurer: Becky Lindsey gave the Commissioners an update on the Schneider Well, and on Bruce O'Donnell/George K. Baum & Company re-financing of BHC Jail.

Update on Schneider Well: Becky Lindsey sent an invoice to Koch Exploration Company LLC in the amount of \$30,000.00. This is the amount agreed upon by the County Commissioners for payment of delinquent personal property taxes and ad valorem taxes on the Elk Creek 15-1 gas well. The taxes were originally owed by Schneider Oil Company and Koch has now obtained the lease on this well from the B.L.M. They intend to start producing this well. Becky Lindsey said she and Ken Blackburn are going to the well site tomorrow because she believed some equipment has been removed from the well by another party. Deb McKim had not heard from Nicole Kramer nor Devon Oil, so she had no new information regarding who was the contact person at Devon. Ken Blackburn said he would check with John Frentheway and Michelle Burns on whether or not to serve the Writ of Execution to Devon Energy and the other parties involved with the Schneider Oil well to make sure they are aware of Big Horn County's judgment.

Update on Bruce O'Donnell/George K. Baum & Company re-financing of BHC Jail: Michelle Burns hadn't approved the engagement letter with George K. Baum & Company for the re-finance of the jail because she needs to have questions answered. She was not available for the first telephone conference call between Bruce O'Donnell (GKB), Jim Reilly (auditor), and Becky. Bruce O'Donnell emailed Becky Lindsey this morning with possible days and times that he could be available. Becky Lindsey said she would get back to the Commissioners at the next meeting.

Stefanie Padilla and Becky will get together to look into the possibility of refinancing the loan on the Russell Hangar and get back to the Commissioners.

Action taken: None.

Dori Noyes, County Clerk: Dori Noyes present the Commissioners with correspondence to approve which will thank Casey Crosby's for his past service and will encourage him to re-apply when another board opening becomes available.

Action taken: Commissioners reviewed the correspondence and signed it.

Susan Wiley, Department of Health: Susan Wiley came with Linette Johnson, Supervisor of Dept of Health, and Kimberly Cowan, PHN Nurse Supervisor from Lovell to discuss the transition plans following her retirement. Susan also provided a Contact Information Sheet. Ms. Wiley's last working day at her office is February 2, 2012. Linette Johnson spoke on a new policy regarding the approval of the "State Position". No one was quite sure how long it will take to start the recruiting process, but the state is hoping to begin the process by the time Susan Wiley retires. The Commissioners will be invited to sit on the "Hiring Panel" for the Applicants.

Action taken: None.

For the Good of the County and For General Discussion: Items provided to Commissioners for review.

Financial Statements: Dori Noyes, County Clerk, Statement of the Earnings or Collections for the month ending December 30, 2011, Nine Thousand Nine Hundred Sixty-Eight and Fifty-Four Cents (\$9,968.54);

Minutes and Reports: Misc.: Byron Solid Waste Disposal District Minutes, November 10, 2011; Big Horn County Weed & Pest Control District Minutes, dated December 15, 2011; Big Horn County Library Board Minutes, dated November 8, 2011.

Motion to approve the Commissioners' December 6 & 7, 2011 Regular Meeting Minutes, the December 20, 2011 Regular Meeting Minutes, and the December 29, 2011 Special Meeting Minutes was made by Thomas S. Hinman; seconded by Keith Grant; motion passed unanimously.

Bonds; Misc.: None

Cancellation of Taxes: if any. None

Upon Motion by Thomas S. Hinman; seconded by Keith Grant; all in favor and the motion carried to adjourn the January 3, 2012, Regular Session Meeting at 2:32 p.m. The Board will meet in Regular Session on January 17, 2012.

STATE OF WYOMING)

)

COUNTY OF BIG HORN)

I, Wendy Thulander, Deputy County Clerk/Executive Assistant, and Dori Noyes, County Clerk and Ex-Officio of the Board of the County Commissioners, do hereby certify the above and foregoing to be a full, true and complete copy of proceedings had by board at its last meeting on January 3, 2012.

Board of County Commissioners

Big Horn County, Wyoming

/s Jerold S. Ewen, Chairman

/s Keith M. Grant, Member

/s Thomas S. Hinman, Member

Attest: /s Dori Noyes, County Clerk, Clerk of the Board

Attest: /s Wendy Thulander, Deputy County Clerk/Executive Assistant to BHC Commissioners