

## MINUTES OF THE BIG HORN COUNTY COMMISSION MEETING

NAME: Big Horn County Commission TYPE: Regular Session

PLACE: Big Horn County Courthouse Commissioner's Chambers

DATE: April 19<sup>th</sup>, 2016 TIME: 9:00 AM

Chairman: Jerold S. Ewen, Members present: John Hyde, Felix Carrizales

Others County Representatives: Lori Smallwood, County Clerk;

List of attendees on file.

The meeting was called to order at 9:00 AM by Chairman Ewen; followed by the Pledge of Allegiance led by Felix Carrizales. Ewen recognized guests and presented the agenda, a **motion** was made by Hyde to accept the agenda as presented, the motion was seconded and carried.

Willie Bridges Pryor Mtn. Engineering & Road and Bridge: Bridges provided an update to meetings with landowners along Road 8 regarding installation of an irrigation water pipe along the county road. Bridges was directed to work with the land owner to create an agreement establishing responsibilities for the landowner and the county for installation of the pipe. Hovey reported on gravel crushing and asked about access to the BLM Eagle Pass pit. Bridges will work with the BLM on needed documents and requested Commission to Commission correspondence with Park County to secure their approval. Bridges reported that chipseal plans for this summer include Trapper Creek, Lower Nowood and the road out to WYOBEN.

Bridges reported on a request to either maintain or vacate a portion of County Road 13. Bridges reported the road accesses two cemeteries and suggested county maintenance to that point and vacating the remainder. By consensus the Commission agreed. Bridges will begin the process. Bridges reported that the required survey for vacating an unused section of the Old Greybull River Road will be \$4,000 and requested that work be postponed until the 2016-2017 budget year. The Commission asked if the effected land owners could participate in the survey costs. Bridges will bring this question to the land owners. Bridges reported that the Forest Service would like to schedule the maintenance meeting for FS Road 17 on May 18<sup>th</sup> at 1:00 PM. (POSTPONED)

Bridges & Hovey presented a utility permit for Thon on Orchard Ave and recommended approval. Hyde moved to approve the utility permit as presented, the **motion** was seconded and carried. Bridges presented an access permit requesting a circular drive on Lane 12. Bridges expressed concern with the proximity of the access to the intersection. Safety concerns and possible alternatives need to be discussed with the landowner. Bridges and Wambeke will follow-up. Carrizales expressed his ongoing concern with vehicles in the right of way on Lane 13. Hyde reported that the Sheriff and staff have been there and are following up to help the landowner rectify the issue.

K. Grant – Fire District #1: CANCELLED

Carl Meyer – Airport Manager: Meyer presented the Airport report. Meyer submitted the FAA entitlement transfer agreement with the City of Torrington for the Cowley Airport project for signature. Hyde moved to approve the agreement as presented, the **motion** was seconded and carried. Meyer is working with FAA and WYDOT to ensure that all funds are secured before the construction contract is signed for the Greybull project. Meyer submitted the NAVAID maintenance RFR's for signature for both airports.

Joy Hill – Land Planning: Hill gave an update on department activities.

Marquerite VanDyke & Carol Willard -Deputy County Clerks: Van Dyke and Willard presented bills and payroll information. Hyde moved to approve the bills as presented, the **motion** was seconded and carried.

ALSCO 46.72, KIM ADAMS 1,180.83, ANDERSON HEATING AND AC, LLC 75.00, MARY BAIR 51.84, BASIN REPUBLICAN RUSTLER 530.00, BASIN REPUBLICAN RUSTLER 205.00, BIG HORN CO-OP MARKETING ASSN 418.71, BIG HORN CO-OP MARKETING ASSN 365.73, BIG HORN CO-OP

MARKETING ASSN 36.97, BIG HORN CO-OP MARKETING ASSN 54.40, BIG HORN CO-OP MARKETING ASSN 42.58, FIRE PROTECTION DIST. #5 132.64, BIG HORN RURAL ELECTRIC CO. 515.96, BIG HORN COUNTY WEED & PEST CONTROL 219.04, BILLINGS CLINIC 227.00, BLAIR'S MARKET 33.94, MICHELLE M. BURNS 4,055.91, CARQUEST AUTO PARTS 1,065.93, CASPER STAR TRIBUNE 136.20, CK HARDWARE 25.06, CH2M HILL 2,600.00, CENTURY LINK 37.63, CENTRAL DRUG SYSTEM 160.50, CENTER POINT LARGE PRINT 166.56, COMMUNICATION, TECHNOLOGIES, INC. 10,041.00, COPENHAVER, KATH, KITCHEN 150.00, COUNTY CLERK 50.00 DASH MEDICAL GLOVES 469.00, DEMCO 174.25, ELECTION SYSTEMS & SOFTWARE INC. 22,801.00, BRENDAN H FITZSIMMONS 800.00, FIRE PROTECTION DISTRICT #3 113.85, FIRE PROTECTION DISTRICT #4 223.83, FOOD BANK OF THE ROCKIES 278.76, FIRE PROTECTION & SAFETY 579.00, CENGAGE LEARNING - GALE 223.51, GRETCHEN GASVODA KELSO 570.50, GORRELL & HOPKINSON P.C. 1,050.75, GRAINGER 8.14, GREYBULL BUILDING CENTER 102.95 VANGI HACKNEY 50.00, HEART MOUNTAIN FARM SUPPLY 51.84, HEMOCUE AMERICA 534.00, JOY H HILL 26.15, HONNEN EQUIPMENT CO. 67.36, JULSON ENTERPRISES, LLC 200.00, JUDY K JORDAN 75.00, KEEGAN, KRISJANSON & MILES, PC 951.46, KEELE SANITATION 147.00, CHRISTOPHER J KING, PC 218.75, LISACS TIRE SUPPLY 352.77, LOVELL CHRONICLE 772.50 LOVELL CHRONICLE 75.00, MICROMARKETING LLC 290.47, MARK'S REFRIGERATION 744.39 MCINTOSH OIL COMPANY 2,876.40, KRISTY MICHAELS 20.00, TED MENKE 44.28, MINCHOW'S SERVICE 3,234.22, MONTANA-WYOMING CSI 450.00, MURDOCH OIL, INC. 244.44, NEWMAN TRAFFIC SIGNS 43.79, NORCO 19.18, NORTH BIG HORN SENIOR CITIZENS 983.33, O'REILLY AUTO PARTS 1,490.72, THE OFFICE SHOP, INC. 1,123.34, OUTDOOR ENTERPRISES 360.00, OVERLAND EXPRESS MART 42.70, PARK COUNTY CLERK 87.57, PETERSON QUALITY OFFICE FURNITURE 820.14, PITNEY BOWES POSTAGE BY PHONE 248.50, PITNEY BOWES GLOBAL 111.00, PURCHASE POWER-PITNEY BOWES 377.25, PIONEER AUTOMOTIVE REPAIR 52.27, PURPLE CIRCLE MAGAZINE 30.00, 31678 PUBLIC DEFENDER 450.00, QUILL CORPORATION 667.48, RED APPLE SUPERMARKET 163.30, ROCKY MOUNTAIN POWER 1,644.63, FRANKIE ROHRER 236.25, RURAL FIRE PROTECTION DIST. #1 228.20, SECURITY STATE BANK 179,743.75 SECURITY STATE BANK - PETTY CASH 14.95, SHOSHONE OFFICE SUPPLY 335.32, SHERIDAN MEMORIAL HOSPITAL 68.00, MAE SMITH 30.00, SOUTH BIG HORN COUNTY HOSPITAL DIST 2,500.00, SOUTH BIG HORN COUNTY HOSPITAL 665.75, SOUTH BIG HORN SENIOR CITIZENS 916.67, SOUTH BIG HORN SENIOR CITIZENS 371.15, STEPHENS-PECK, INC. 85.00, TCT WEST, INC. 2,807.90, THOMSON REUTERS - WEST 216.00, SECURITY STATE BANK 9,226.09, VAISALA INC. 2,936.00, VALLEY HARDWARE 1,001.71, WAVES WEB DESIGN 550.00, WESTATE MACHINERY CO. 114.88, ERROL WORKMAN 100.00, WYOMING DEPT. OF WORKFORCE SERVICES 1,481.59 WEX BANK 2,633.29, WYO. ASSOC. OF SHERIFFS & CHIEFS 370.00, WYOMING DEPT OF HEALTH 14.00, WYOMING GAS 2,340.08, MECHANICAL MASTERS 130.95, HI COUNTRY PRINTING INC. 3,250.00

Public Hearing Liquor License Renewals: Ewen introduced the licenses renewals hearing and asked Sheriff Blackburn to explain the results of recent investigation work. Blackburn reported that even though a number of the establishments had provided alcohol to minors, the purpose of this hearing was not punitive but to work with license holders to combat underage drinking. Blackburn recommended approval of the licenses renewals as presented. Hyde moved to approve the renewal of licenses as presented for those in attendance with pending review for those not in attendance. Hyde amended the motion to approve those pending due to their seasonal status. The **motion** was seconded and carried.

Bobbie Jenks – Big Horn County Public Health: Carrizales moved for an executive session for personnel issues, the **motion** was seconded and carried. The session was adjourned with no action taken.

Jenks gave an overview of grant nurse and state nurse costs and explained how the addition of another nurse would benefit the Public Health program. The Commission requested that Jenks prepare additional budget comparisons and information to be considered during budgeting for the 2016-2017 year. Jenks

shared state/county public health ratings recently published and Public Health's plan to use the information to plan outreach. Carrizales and Hyde both complimented Jenks for the increased services and collaboration throughout the communities.

V. Hackney, S Paumer & J. Mullens– Big Horn County Fair: Hackney reported on multipurpose building usage and issues for the month of March. Hackney shared that the Fair Board had instructed her not to work on a marketing plan for the building because they felt the building is not ready. There was discussion regarding Hackney's resignation, what work will be needed to finish the fair and training she was willing to do with a new hire. Possible temporary help with previous fair and showworks experience were also discussed. Paumer shared recent events at the building including a raw water line break near the front of the building & a trap adaptor leak in the mechanical room. There was discussion regarding warranty expiration coming up soon for the building and questions about warranty coverage for ongoing problems that have not been resolved. It was pointed out that the problems with overhead doors may be related to having no heat in the building. Paumer offered to perform office duties at the Fairgrounds until a replacement is found for Hackney. Mullens shared her concerns with upcoming fair coordination/staffing and multipurpose building usage.

Hyde moved for an executive session for personnel issues, the **motion** was seconded and carried. The session was adjourned with no action taken

Kim Adams & G. Blankenship – BHC Attorney: Adams presented resolution #11. Hyde moved to approve the resolution as presented, the **motion** was seconded and carried. Adams requested an executive session for potential litigation. Carrizales moved for an executive session for potential litigation, the **motion** was seconded and carried. The executive session was adjourned. Hyde moved to authorize the County Attorney's office to consult with additional attorneys to investigate the possibility of recovering funds due the County, the **motion** was seconded and carried.

Meyer gave an update to the Commission on bids received for the Greybull Airport apron project. Original project estimates were \$2.6 million. All bids received were lower than projected costs, which may drop the county's match by as much as \$24,000. Meyer shared the County Attorney's approval of the last round of changes for amendment #1 to the GDA contract. Hyde moved to approve amendment #1 to the GDA contract for the Greybull apron project as presented, the **motion** was seconded and carried.

Old and New Business: Smallwood presented April 5<sup>th</sup> Commission meeting minutes for approval. Hyde moved to approve the minutes as presented, the **motion** was seconded and carried. Smallwood presented the contract renewal for cleaning of the Lovell Annex. Hyde moved to approve the contract as presented, the **motion** was seconded and carried. Carrizales expressed concern regarding cleanliness of the Annex windows, which will be brought to Werner's attention. Smallwood presented the Wyoming Business Council Energy Office \$20,000 grant for the South Big Horn County Sr. Center HVAC replacement project. Hyde moved to sign the agreement as presented, the **motion** was seconded and carried. There was discussion about the LDS Church offer to gift the Penrose property to the County. The Commission is interested in receiving the land and would like to have the title/search and insurance provided. Smallwood will follow up with the LDS Church.

Smallwood presented Good of the County Items and Mail: Financial Statements: Ken Blackburn – BHC Sheriff (March 2016); Lori Smallwood County Clerk (March 2016) Monthly Report(s) and prepared correspondence review: BHC Fair Board Minutes (March 2016) Bond: Jacquelyn Ernest – Town of Manderson (\$50,000); Skye Cervantes – Basin Rec. Dist. (\$20,000

Hyde moved to adjourn, the **motion** was seconded and carried.

STATE OF WYOMING     )

**COUNTY OF BIG HORN )**

I, Lori Smallwood, 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 of the Commission on April 19<sup>th</sup>, 2016

**These minutes can be viewed electronically at [www.bighorncountyyw.gov](http://www.bighorncountyyw.gov)**