

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: **June 19, 2018** TIME: 9:00 AM

Chairman: Felix Carrizales, Members John Hyde, Deb Craft

Other County Representatives: Lori Smallwood, County Clerk;

List of attendees on file.

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

Willie Bridges-B.H.C. Engineer & Road and Bridge: Bridges reported on the bid/estimate that was worked up by Plan One to remodel the old REA building for use as a Coroner building. The estimate was slightly over \$1,051,000. Bridges shared how that estimate was quickly devised based on previous plans REA had done for a remodel. Bridges pointed out that this is why new construction is often more cost effective. There was discussion that the new REA building cost about \$320/square ft. Atwood shared that he spoke with his medical advisor Dr. Bennett regarding our project needs and asked if Atwood/Bennett/Bridges and the architect to reduce some of costs. Bridges suggested including the low bidder for the project as well to help identify potential cost savings. Atwood shared a lead on some possible used equipment that might be worth looking into for the building. Bridges stated that a value engineering process really requires accepting a bid. Carrizales asked the opinion of the Commission because this really ties the county to this builder and moving forward with the project. Hyde shared that he supported moving forward since alternatives have been explored. Craft asked if moving forward would affect any grant that the county may receive. Bridges shared that grant funds would only cover costs after a grant award date. Hyde moved to approve the low bid for the Coroner's office with the contingency that the group meet with the contractor for value engineering and that grants be sought. Hyde amended the motion to accept the low bid from Odell Construction. The motion was seconded. Discussion included Craft confirming that Bridges was comfortable with the bidder and their work. The **motion** was carried. Carrizales thanks Bridges and Atwood for their work to save the county money.

Bridges reported on his review of the placement of cattle guards in the area in question on Road 18. Bridges stated that removal of the second cattle guard is best for the maintenance of the county road and that the cattle guard created a situation where the land owner doesn't have to keep the fence in good repair. Hyde noted that the cattle guard was never safe because it allowed livestock on the county road at all times. Bridges noted the cattle guard has no use, is an unnecessary hazard, and causes additional maintenance issues that are not necessary. By consensus the Commission agreed to remove the hazard. Bridges reported that septic permits are busy and will continue through the season. Bridges reported that the road policy will go out to publication and a public hearing will be scheduled for the first meeting of September. Bridges will be sure that M. Bean gets the policy for review. Bridges reported he had received a call from companies that use the Torchlight Road expressing concern on the portion of the road that climbs the hill. Bridges reported that the road has historically been maintained to the bottom of the hill. Bridges said that research is inconclusive on ownership and maintenance of that road clear up to the top of the hill. Bridges reported that some emergency work had been done to stop some areas from washing out and requested guidance from the Commission on what resources should be put toward that road. Hyde stated his support of further maintenance would be based on the commercial potential for that area. Carrizales suggested a partnership with the oil companies and tower companies to make an arrangement for mutual benefit. Bridges reported that drainage is the current issue for the road and that he doesn't anticipate maintenance would be a huge burden. Bridges will talk to the parties and report back at a future commission meeting. M. Bean cautioned on the type of easement and other issues with the ownership and maintenance of that road.

Carrizales shared concerns with the bids obtained for the road and bridge tractor and mower. Carrizales shared information he obtained when looking into options and his identification of a larger 15 ft. mower at a savings.

Bridges shared that a 15ft mower is not always workable because it hangs over onto the roadways. Craft shared that she would like the information Carrizales found shared with Road and Bridge but that she would like them to purchase what they choose within their budget and needs. Carrizales shared that he thinks a loader on the tractor is not a good choice because of the damage it does the machine bounces. Craft and Hyde reiterated that they are comfortable letting Road and Bridge make the decision. Hyde shared that the important thing was for this to be taken care of in this budget year. Carrizales requested that Shannan or Bridges come back after looking at all the information. Bridges reported later in the day that a 15 foot mower will definitely not work for the county roadways.

Carl Meyer – Airport Manager: Meyer shared that the Snow Removal Equipment building bids will be open on July 2, 2018. Meyer shared the process of notification of successful bidder vs awarding the money once the federal funding is released. Meyer reported that there is a possibility for the game fence in Cowley to be done as a 100% grant and some additional projects at the Greybull airport and that work on those proposals will be done soon. Meyer reported that the B & G hangar had a fire suppression system activation caused by a power bump that is being processed by B & G insurance. Meyer shared a meeting regarding the recent drag race and the larger than normal crowd. Parking and movement of the crowd may create issues for the next race but the race sponsor is working on cures for these minor issues. A letter was also sent to tenants asking for any feedback on the recent event. Meyer reported the event has grown, has support from local businesses and had approximately 500 people in attendance. Meyer presented the Qtpod maintenance agreement for the new self-serve fuel terminals that were approved at a previous meeting. There was discussion regarding fuel sales and activities at the Cowley airport. Craft moved to approve the subscription service agreement with Qtpod as presented, the **motion** was seconded and carried.

Hyde requested an executive session for potential litigation, the **motion** was seconded and carried. The session was adjourned and no action was taken.

S. Muckley – Land Planning: Muckley provided an update on land planning activities. Muckley reported that a slight adjustment was made in the septic permit process to give 2-3 days for inspection before covering the system as opposed to the previous 24 hr time frame. This change is temporary until the new land planner is in place and takes over septic system permits. Muckley reported that the LUCA work has been done and submitted the Census office.

Marquerite VanDyke & Carol Willard Deputy County Clerks: VanDyke and Willard presented accounts payable and payroll items. Hyde moved to approve the bills as presented, the **motion** was seconded and carried.

LETITIA C ABROMATS, PC 2,687.75, ALSCO 63.08, ASCENT AVIATION GROUP, INC 21,180.65, BOB BARKER COMPANY, INC. 628.36, CAROLYN BARNES 16.40, BASIN AUTO CARE 1,237.99, BHC 4-H ACTIVITIES 400.00, DEE ANNE BILDERBACK 7.94, BASIN REPUBLICAN RUSTLER 80.00, MARCIA E BEAN 22.50, BIG R MANUFACTURING, INC. 9,969.68, BIG HORN CO-OP MARKETING ASSN 929.81, BIG HORN CO-OP MARKETING ASSN 16.75, BIG HORN CO-OP MARKETING ASSN 255.19, BIG HORN CO-OP MARKETING ASSN 102.92, BIG HORN CO-OP MARKETING ASSN 4.58, BIG HORN CO-OP MARKETING ASSN 44.04, BIG HORN CO-OP MARKETING ASSN 49.60, FIRE PROTECTION DIST. #5 156.00, BIG HORN ENGRAVING & SIGN 20.00, BIG HORN RURAL ELECTRIC CO. 538.00, BLAIR'S MARKET 81.44, TIMOTHY J BLATT 450.00, CANON FINANCIAL SERVICES 448.52, CARDINAL HEALTH 110 LLC 4,984.36, CARQUEST AUTO PARTS 114.81, CK HARDWARE 99.99, CMI-TECO 93.76, CENTURY LINK 76.98, CLOUD PEAK GUNWORKS 200.00, COMMERCIAL SERVICE HVAC, INC 445.96, COMMUNICATION TECHNOLOGIES, INC. 12,923.50, COPENHAVER, KATH, KITCHEN 150.00, CATHLEEN COLLINS 333.57, BIG HORN COUNTY TREASURER 518.24, CK FAB 790.00, CAKES BY ANN NEBEL 275.00, DONNA K CAPELLEN 702.40, CHARTER COMMUNICATIONS 111.62, CUSTOM DELIVERY SERVICES, INC. 48.65, DEPARTMENT OF THE TREASURY 537.88, DIAMOND GLASS 235.00, 4-H COUNCIL GREYBULL 170.00, FAIRBANKS MEDICAL CONSULTING, PC 800.00, FIRE PROTECTION DISTRICT #3 107.25, FIRE

PROTECTION DISTRICT #4 331.84, FREMONT MOTOR CO. POWELL 1,333.91, GRETCHEN GASVODA KELSO 806.63, GRAINGER 1,580.45, GREYBULL BUILDING CENTER 1,008.27, ROY HARPER 176.57, HELENA CHEMICAL COMPANY 20.00, J&E, INC. 1,275.37, JADECO, INC. 502.08, JOHN R. HALEY IV 608.01, TRACY JOLLEY 68.25, KEELE SANITATION 155.00, BECKY A. LINDSEY 205.89, LOVELL CAR CLINIC 70.00, LOVELL CHRONICLE 1,847.67, LYNDSEE CHAMBERS 130.92, MICROMARKETING LLC 558.26, ERIC MANN 172.95, MAYES BROTHERS LLC 38.39, MCINTOSH OIL COMPANY 5,391.50, MESSENGER & OVERFIELD, PC 251.20, MIDWAY AUTO SALES 221.95, SARAH N. MILES 150.00, KRISTY MICHAELS 53.29, MUNICIPAL EMERGENCY SERVICES, INC 330.00, TED MENKE 50.14, MINCHOW'S SERVICE 6,194.34, MOUNTAIN ELECTRIC OF WYOMING 11,500.00, ELIAS MARTINEZ 120.50, MOUNTAIN CONSTRUCTION COMPANY 6,995.10, MOUNTAIN MOTOR SUPPLY 10.49, MOUNTAIN VALLEY MOTORSPORTS 1,506.95, MURDOCH OIL, INC. 1,613.93, NORTH BIG HORN SENIOR CITIZENS 750.00, NORTHWEST SPECIALTY SALES CO. 946.81, O'REILLY AUTO PARTS 30.07, THE OFFICE SHOP, INC. 988.64, HOMAX OIL SALES INC. 187.28, PARK COUNTY CLERK 35.01, PITNEY BOWES GLOBAL 90.37, PUBLIC DEFENDER 450.00, QTPOD 23,590.00, QUILL CORPORATION 165.98, RED APPLE SUPERMARKET 74.34, RIVERBEND PLUMBING & HEATING 2,451.00, RIVERSOUND 9,400.00, ROCKY MOUNTAIN FIRE SYSTEMS, INC 360.00, ROCKY MOUNTAIN POWER 1,793.44, FRANKIE ROHRER 120.00, JAMES ROBERT SOLIDAY 9,600.00, RURAL FIRE PROTECTION DIST. #1 597.70, SHERRI SCHELL 612.00, SERLKAY PRINTING 10,176.00, SHOPKO STORE OPERATING CO, LLC 17.99, SOUTH BIG HORN SENIOR CITIZENS 916.67, SOUTH BIG HORN SENIOR CITIZENS 227.81, THOMSON REUTERS - WEST 229.15, TRACTOR & EQUIPMENT CO. 450.20, TRAVELING COMPUTERS, INC. 8,589.41, TRI-STATE TRUCK & EQUIPMENT INC. 1,066.39, SECURITY STATE BANK 12,016.83, U.S. POSTMASTER 128.00, UNIVERSITY OF WYOMING 3,035.52, VALLEY HARDWARE 360.17, VIRIL ELECTRIC, INC 1,876.13, VERIZON WIRELESS 132.98, WHEELER'S IGA 25.17, WEX BANK 5,324.42, COUNTY CLERKS ASSN OF WYOMING 100.00, WYO DEPT. OF HEALTH 46,271.30, WYOMING GAS 1,439.35, WYOMING SECRETARY OF STATE 30.00, YOUNGS 58.77, MANDY J DAVIS 48.75, TINA SCHENAVAR 97.50, MARWYN LAYNE 112.50

Fred Werner – Facilities Management: Werner shared an updated bid on the air-conditioning heat pump that has gone bad at the Lovell annex building. Werner justified that only one vendor was consulted because of the specialty of the system. By consensus the Commission agreed that the replacement should proceed. Werner gave an overview of the Courthouse sewer project with concrete to be poured the end of the week. Werner shared issues with water in the basement at the Lovell Annex that was not reported by the Town of Lovell or Dispatch Center. Werner reported that a pump had been replaced which should hopefully alleviate the issue. Werner requested that the Commission send correspondence to the Town of Lovell requesting their timely reporting of such issues. Carrizales requested Smallwood draft this correspondence. Carrizales asked if Werner had talked to the Town of Basin regarding sharing the cost of tree stump removal in the park. Werner reported that he had not due to the current workload they have with cleanup from the May storm. Werner also reported that the Town Council discussed possibly terminating the park lease in the court house square.

Sheila Paumer – Fair Operations Manager: Paumer reported on Fair preparations. Paumer reported that mold is an issue in the multipurpose building and that water has accumulated in the insulation in various locations throughout the building. The condensation build up in the building appears more severe than originally thought. There was discussion regarding design flaws or other things that would cause this problem. Paumer reported that the large commercial fans run about \$5,000/each and might be a beginning to solving the issues. Paumer will work with Bridges and report back on possible solutions. Paumer shared some additional rules being put in place to safe guard horses because of the recent disease outbreak. The new rules will ensure that no horses are unloaded onto the fairgrounds without a current health certificate and that G. Samm the local Basin vet will be on site to take temperatures and help safeguard the grounds. Carrizales instructed Paumer to ensure that the Big Horn 100 folks be required to have health certificates before camping on the fairgrounds this year as well. Paumer reported that sound system parts for the crows nest have been ordered.

Bobbie Jenks – BHC Public Health: Jenks reviewed the department report. Jenks shared that tetanus may be a vaccine that is will be a considered service during the prime season for metal cuts. Rapid strep testing may also be considered in the future. Smallwood presented immunization program agreements for both the Lovell and Greybull Public Health Offices. Craft moved to approve the immunization program agreements as presented the motion was seconded and carried. Smallwood presented the Public Health Officer renewal contract from the State. Craft moved to approve the renewal as presented the **motion** was seconded and carried.

Gina Anderson – BHC Assessor: Anderson presented a state equipment MOU for equipment replacement in her department. Hyde moved to approve the MOU as presented motion was seconded and carried.

Keith Grant – Natural Resource Management Steering Committee: Grant attended to request the Commission fund the completion of the Big Horn County Natural Resource Management Plan and to explain its importance. Also attending to share the need was D. Neves and D. Nuttall. Grant gave an overview of recent meetings and trends in federal land management. The Commission explained that they understand the importance and have included some funding in the proposed 2019 budget. Neves asked if the same consultant could be used for the project. There was discussion that partnerships from the previous grant and with businesses that would benefit from this plan being adopted would all expedite this plans completion. Nuttall stated that it was something that could be discussed with WYO BEN if the need arose. Nutall expressed his view that now is the time to get our ducks in a row to protect against the future of possibly less sympathetic federal administrations.

Linda Harp shared some thoughts about possible areas for financial support for the Coroner's building project. Harp highlighted that state funds for leverage make project of this size much more doable. Harp shared that the current biennium is near its end and asked for an update on the current status of this building. Harp suggested that Mineral Royalty Construction funds could be a possibility. There was discussion regarding timelines and work to date on the project. Harp shared that the state revolving loan fund may be a possibility with a 2.5% interest rate and possibly some principal forgiveness. There was discussion that holding off may inflate the cost of this building even further. Carrizales shared that the project will move forward and appreciates Harps efforts to help fund this project. There was discussion regarding building relationships with the SLIB Board members and the importance of sharing the needs of Big Horn County with those board members. Hyde shared his opinion that the Corner's building being able to be built by our own funds is an accomplishment that we should be proud of. Harp & Grant shared that the pots of state money which we could get access to is our tax money as WY residents and that Big Horn County deserves those benefits as much as any other county.

Old and New Business: Smallwood presented good of the County items. Hyde moved to approve the June 5, 2018 minutes as presented, the **motion** seconded and carried. Smallwood presented the TRI State Transmission Agreement for the placement of a radio repeater at the Cedar Mtn. site. Craft moved to approve the agreement as presented, the **motion** was seconded and carried.. Smallwood presented a 24 hr. catering permit for the Branding Iron. One application was received for the expiring Library Board seat. Hyde moved approve the reappointment of J. Vangelder to the library board, the **motion** was seconded and carried. Carrizales shared a complaint he received regarding the authority of the advisory committee. Greene shared her concerns with the library director and changes at the Basin Library. Hyde shared that this conversation needs to be handled in a different venue with a scheduled time to be on the agenda. Smallwood presented Commission Scholarship renewal application. Craft moved to awarded to the renewal to E. Ewen and with Price being the selected alternative, the **motion** was seconded and carried.

Smallwood presented Good of the County Items and Mail: **Financial Statements:** K. Blackburn-Sheriff (May 2018); S. Lipp- District Court Clerk (May 2018); L. Smallwood- County Clerk (May 2018); **Monthly Report(s) and prepared correspondence review:** Fair Advisory Committee (June 2018); Weed & Pest Dist. (May, 2018)**Bonds:** C. Kampbell – BHC School Dist. #4 (\$10,000); R. Savage –School Dist. #1 BOCES (\$25,000); D.Crouse- North Bench Drainage Dist. (\$10,000); C. Wagner- Fire Dist. #5 (\$10,000); D. Zwemer – Fire Dist. #5 (\$10,000);Sheila Paumer – BHC Fair (\$10,000)

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
June 19, 2018

These minutes can be viewed electronically at www.bighorncountyyw.gov