

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 16, 2019 TIME: 9:00 AM

Chairman: Felix Carrizales, Members, Dave Neves and 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 Neves to accept the agenda as amended, the motion was seconded and carried.

Willie Bridges-B.H.C. Engineer and Road & Bridge: Bridges presented and reviewed access and utility permits recommending approval of all. Craft moved to approve an access permit on Lane 9, a utility permit on Orchard Bench Road, a retroactive utility permit for an irrigation pipe on Road 38, and a utility permit for the removal of a flushing hydrant on Road 11. The **motion** was seconded and carried. Bridges reported on land planning activities noting a land split that will need reviewed by P & Z and a few septic permits in process. Bridge also reported that a few development permits have been received and septic installations are picking up with the warmer weather. Carrizales noted that the Commission is aware of the hard ship the land planning work is creating and appreciates Bridges hard work. Bridges reported that the court security project is proceeding and shared drawings of a possible change in the restroom configuration for District Court caused by the load created during a jury trial. The estimate for the additional restroom that is needed was \$11,200. Neves moved to approve the additional bathroom work on the court security project as presented, the **motion** was seconded and carried. Bridges gave an update on discussions with BLM regarding cultural resource surveys needed for some county pits noting that a proposal will be presented at the next meeting. Bridges notified the Commission that the part time Engineering Assistant will be leaving the 24th of May. Bridges noted that he will need to spend additional hours to train when a replacement is found. There was discussion that due to the workload in Land Planning and the Engineers office a full time assistant is necessary. Bridges and Smallwood will work on a revised job description and recruitment. Carrizales asked about the punch list for the Coroner building. Bridges stated that the remaining work has been mostly completed. There was discussion regarding next steps for the road policy adoption.

Maintenance Department: Pouska and Peterson attended to provide updates on the maintenance department. Pouska reported that the new employee started April 15th. Pouska reported that he had been approached by a contractor regarding a contract and start date for seal coating and striping the jail parking lot. Pouska asked if this was a previously approved expense/project. Discussion determined the project had not been previously approved and Carrizales suggested it be held off until the budget process. Pouska reported on tasks completed and planned. There was discussion about the work needed to get drinking fountains working in the Park again an possible accessibility issues corrected. Carrizales noted that the county and town need to have a productive working relationship on the park repairs and thanked Pouska for working to strengthen that relationship. Pouska reported on Jail maintenance and work to prepare the South Annex building for occupancy.

Wes Huber – Airport Manager: Huber reported that seal coat bids for both airports were received the 9th and were currently being reviewed. Huber noted that the bids for the additional 15 foot areas not covered by WYDOT funding were less than projected. Huber gave an update on the process and timing for the crack sealing and seal coat projects. Huber reported that a response to the drag race application is being reviewed and a determination should arrive soon. Huber reported that he will be attending DEQ/Fuel storage training in Lander and that he will proceed with testing as soon as possible noting that both the new hire and He will obtain the required licenses as soon as possible. Huber gave an overview of the Cowley Airport Beacon project and was instructed to hold onto the invoice for T-O Engineering's work on those grant applications until the grants are approved as was the process with GDA. Huber reported on email correspondence for Big Horn Federal's

letter regarding Cheatham's hangar project at the Greybull Airport. There was discussion about the logistics of the requested letter and what ramifications it could have for the County at a later date. Discussion determined the letter would not be signed until County Attorney Bean approved. Commissioner Carrizales will contact Bean to share concerns about holding up the Cheatham project. Craft moved to approve the letter for signature once Bean has reviewed, revised and approved. The **motion** was seconded and carried. Carrizales presented Huber with a mileage reimbursement check and noted usage of the county vehicle requesting Huber use that vehicle as much as possible because the mileage adds up quickly. Huber returned later in the day to ask about the status of the Harold Sheppard issue and Huber's email regarding Sheppard's recent access to the lease property that is in default. There was discussion regarding his legal right to access the property. The Commission will speak with the Sheriff and others about what rights all parties have.

Bob Decker – Covenant Insurance: Decker gave an overview of Medlimal services. Carrizales noted that we have been asking employees to review bills but the coding is not something any regular person can understand. By consensus, the Commission agreed to move forward with purchasing these services.

Bobbie Jenks – Public Health: Jenks presented the monthly reports and activities. There was discussion regarding resignation of the Public Health Emergency Coordinator. There was discussion about possibly combining that part time position with the Prevention Specialist part time position to create a full time grant funded position.

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

LETITIA C ABROMATS, PC 1,520.00, ALSCO 37.87, AMERICAN WELDING & GAS INC. 103.50, APEX LEGAL, PC 250.00, ASCENT AVIATION GROUP, INC 60.00, KATY ASAY 47.41, DEL ATWOOD, JR 54.85, ADVOCACY & RESOURCE CENTRE 150.00, BOB BARKER COMPANY, INC. 1,749.10, MARY BAIR 46.40, BASIN PHARMACY 1,772.75, BASIN REPUBLICAN RUSTLER 600.00, BASIN REPUBLICAN RUSTLER 142.00, THOMAS L BENNETT, MD 6,202.80, BIG HORN CO-OP MARKETING ASSN 121.83, BIG HORN CO-OP MARKETING ASSN 161.77, BIG HORN CO-OP MARKETING ASSN 30.98, BIG HORN CO-OP MARKETING ASSN 1,122.62, BIG HORN RURAL ELECTRIC CO. 599.98, BIG STATE INDUSTRIAL SUPPLY, INC. 200.35, CARDINAL HEALTH 110 LLC 1,447.28, CARQUEST AUTO PARTS 408.79, CISCO-EAGLE INC 6,135.00, CK HARDWARE 95.84, CENTURY LINK 38.61, CENTRAL DRUG SYSTEM 160.50, COPENHAVER, KATH, KITCHEN 150.00, CATHLEEN COLLINS 559.11, BIG HORN COUNTY TREASURER 494.08, DONNA K CAPELLEN 1,153.62, WAYNE A. BIRD 1,200.00, TOWN OF COWLEY 152.85, CUSTOM DELIVERY SERVICES, INC. 22.77, DBT TRANSPORTATION SERVICES, LLC 3,307.79, RON DEAN 55.00, ELECTION SYSTEMS & SOFTWARE INC. 22,801.00, 4A COMMUNICATION SOLUTIONS, INC 3,300.00, FIRE PROTECTION DISTRICT #4 291.72, T-O ENGINEERS, INC 9,883.22, GREENWOOD MAPPING INC. 1,968.75, GUMDROP BOOKS 1,557.97, HARRIS GOVERN 150.00, I-STATE TRUCK CENTER 1,359.09, iPRINT TECHNOLOGIES 153.72, J&E, INC. 1,657.96, JEFFRIES DENTAL, PC 1,416.40, JOHN ANDREW, LLC dba KEELE SANITATI 155.00, KELCO SUPPLY COMPANY 322.54, LAWSON PRODUCTS, INC. 40.14, LOVELL CHRONICLE 425.00, TOWN OF LOVELL 1,889.71, MARQUIS AWARDS & SPECIALTIES, INC. 87.30, MCINTOSH OIL COMPANY 4,844.10, MESSENGER LAW FIRM, PC 32.10, MINCHOW'S SERVICE 60.44, MODERN MACHINERY 533.89, MOUNTAIN MOTOR SUPPLY 178.07, KAMI NEIGHBORS 982.54, NORTH BIG HORN HOSPITAL DISTRICT 157.00, O'DELL CONSTRUCTION, INC 42,120.00, O'REILLY AUTO PARTS 340.82, THE OFFICE SHOP, INC. 1,250.87, OFFICE ALLY 35.00, HOMAX OIL SALES INC. 123.77, BRIANNE PATRICK 150.00, PF DISTRIBUTION CENTER, INC 1,650.00, QUALITY TIRE COMPANY 799.04, QUILL CORPORATION 1,182.25, RDO EQUIPMENT CO 2,640.15, RED APPLE SUPERMARKET 36.07, RIVERBEND PLUMBING & HEATING 75.00, ROCKY MOUNTAIN POWER 1,587.90, JAMES ROBERT SOLIDAY 275.00, RMUS, LLC 4,292.02, SECURITY STATE BANK 187,081.46, SOUTH BIG HORN COUNTY HOSPITAL 221.38, SOUTH BIG HORN SENIOR CITIZENS 262.02, STEPHENS-PECK,

INC. 90.00, TCT WEST, INC. 6,479.23, THOMSON REUTERS - WEST 170.05, TITAN MACHINERY 823.71, TNT SPRINGS, INC. 393.32, TRACTOR & EQUIPMENT CO. 233.81, TRANSUNION RISK & ALTERNATIVE 50.00, TRAVELING COMPUTERS, INC. 3,052.99, SECURITY STATE BANK 2,084.68, VALLEY HARDWARE 479.12, WYOMING DEPT. OF WORKFORCE SERVICES 1,808.51, WEX BANK 5,627.15, WYOMING OFFICE OF STATE 2,812.50, WYO DEPT. OF HEALTH 446.35, WYOMING GAS 3,729.51, WC & PAA 200.00, NORTH BIG HORN SEARCH AND RESCUE 1,430.00

Library Board Appointments: The Commission reviewed seven applications for the Library Board and will appoint three board members at this meeting with the plan to move toward a five-person board at a later date. The Commissioners each wrote down their appointees on a piece of paper and unanimously chose Ted Menke, Cindy Wood and Barbara Anne Green to the Library Board. Menke will serve a three-year term, Wood will serve the two-year with Greene serving the one-year term. Applicants are being sought for two additional seats to be filled from areas other than Greybull and Basin. Neves moved to appoint Menke, Wood and Greene to the Library Board, the **motion** was seconded and carried.

Karen Sylvester- Prevention Funding: Sylvester attended to report on Prevention work completed, highlight upcoming deadlines and noted that Big Horn County's Strategic Plan is due in July. Sylvester also presented some recent data regarding youth tobacco, alcohol and other items and activities this project aims to stem. There was discussion about the completion of the plan with Sylvester noting that a plan could be completed once she received a budget amount for the Specialist from the Commission. Sylvester's recommendation is for salary was \$48,000 to \$54,000. Neves clarified that Sylvester believes that a full time position is what is needed. Sylvester clarified that part time positions were tried throughout the state previously and didn't work well. Carrizales asked how reliable and truthful the youth data is that she presented. Sylvester explained how the data is analyzed and how questions are asked to ferret out good truthful answers. Carrizales shared that he sees the coalition as integral to this work and funding being spent efficiently. Sylvester shared that a prevention specialist needs to be mindful of relationships and have thick skin. Sylvester reminded the Commission she needs the county wages/benefits in order to finish the Strategic Plan.

Cliff Winters – Weed and Pest Supervisor: Winter presented the annual report and highlighted work accomplished in the summer of 2018. Winters requested Commission assistance in reaching out to the Big Horn National Forest Regional folks to approve aerial treatment of noxious weeds in the forest. There was discussion regarding reduction in cost as well as increased safety. Craft asked about the recent weed and pest hire Winters clarified that it is a replacement of a current position and the person hired will bring more expertise to crop inspections and other areas in agriculture. There was discussion regarding chemicals costs going up and some of the chemicals being hard to get, and in short supply due to EPA approvals. Winters provided an overview about trainings, programs, and chemicals coming up that people should know about. Winters noted that certified hay inspection fee schedule has changed to \$15/field.

Neves gave an overview of recent developments on State funds to help counties with the development of Natural Resource Management Plans. There was discussion about the need to save funds on the NRMP but if necessary the project should be finalized with Y2 Consulting now because they have been so patient. Neves shared recent conversations and gave an overview of the expenses to date for the project. Discussion determined that we would like to put the project on hold now to take the best opportunity to utilize State funding.

Gretchen Gasvoda – UW Extension: Gasvoda gave an overview of the MOU being proposed between UW and Counties for trailers and other items of that sort that are used for 4H. There was discussion about the responsibilities and visibility of county plates and the equipment not being used by anyone other than county or 4H. Gasvoda discussed the maintenance, cleaning and care of the Annex building. By consensus, the Commission agreed that maintenance and cleaning, of the Annex will be done by BHC maintenance staff.

Ken Blackburn – BHC Sheriff: Blackburn requested and executive session for Personnel. Neves moved to go to executive session for personnel, the **motion** was seconded and carried. The session was adjourned with no action taken.

Becky Lindsey-Treasurer: Lindsey provided an overview of quarterly budget with no large concerns noted. There was discussion regarding the revenue estimating manual and small differences between previous years and this.

Old and New Business: Smallwood presented a support letter for the Kane Town interpretive trail project, Neves moved to approve the support letter, the **motion** was seconded and carried. Smallwood presented updated information regarding an increase in the Wyoming Retirement Systems mandatory contribution that will be effective July 1, 2019. Craft moved to approve employee contributions of 3% and continue with the County's 14.62%. Minutes from the April 2nd meeting were presented for approval. Craft moved to approve minutes as presented, the **motion** was seconded and carried. Catering permits were presented for Greybull Days of 49 and the Fossil Rock Tavern for an Easter brunch at the Shell Community Hall. There was discussion and concurrence with the WCCA's comments on the Waterways of the U.S. changes that were submitted. Smallwood presented amendment #2 for the WIC contract. Craft moved to the WIC amendment as presented **motion** seconded and carried.

Good of the County: Financial Statements: Serena Lipp-District Court Clerk (March 2019) **Monthly Report(s) and prepared correspondence review:** Weed & Pest Minutes (March 12, 2019) **Bonds:** K. Grant-Lovell Drainage Dist. (\$1,000); R. Martens-Lovell Drainage Dist. (\$1,000); S. Burnham- Lovell Bench Drainage (\$1,000); B. Smith- School Dist. #1(\$50,000); R. Russell – Big Horn Canal Irrigation Dist. (\$240,000); M. Leonhardt- Fire Dist. #1 (\$2,000); H. Christensen-School Dist. #1 (\$75,000)

Neves 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 April 16, 2019.

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