

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 17, 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 Hyde. 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 presented utility permits for Road 11, Road 8 and Lane 10 recommending approval of all three with waiver a of the fees for Sidon Irrigation on Lane 10 because it will remove a culvert from county service and maintenance. Craft moved to approval all three permits as presented with the fee waiver for Lane 10 because of the savings to the County in culvert replacement and maintenance. The **motion** was seconded and carried. Bridges reported he had received an unexplained invoice for \$302,000 from WYDOT on the Road 7 ½ Industrial Road project, he will research and report back. Bridges presented and reviewed preliminary site and floor plans from Plan One for the Coroner building at approximately 2,300 square feet. There was discussion about cooler space/storage utilization options. A detailed review will be done and final changes will be made. The goal is have the RFP ready for advertising and bid letting the end of May. Bridges reported that the Court Security project plans are in progress as well and the plan is to do bid letting in a similar time line. Bridges reported that chip sealing work will be large this summer and will include Beaver Creek and Lane 40. There was discussion about the need to mill the airport tailings into some smaller pieces in the spring of 2019.

Victoria Dickson requested the Commission consider turning the old bridge on Road 9 into a pedestrian bridge if the WYDOT report comes back that the bridge is not suitable for vehicle traffic. Dickson highlighted that the bridge is used by local residents to avoid the highway. There was discussion that the report will take a bit to come from WYDOT, depending on the report there will be further discussion on this proposal, associated costs, and WYDOT requirements.

Del Atwood – B.H.C. Coroner: Atwood gave an overview of his understanding of the statutes and recommendations on possible policies for county required burials. Discussion determined the county needs to set a limit and revise some policies to help guide the process considering costs have increased substantially in recent years. At the direction of the Commission Atwood and Smallwood will work on the needed documents for review by the County Attorney and submission to the Commission for final review and approval.

Sheila Paumer – Fair Operations Manager: Paumer reported on Fair activities, preparations, and the fair book cover choice made by the Advisory Committee. Paumer reported that she had contacted D. Real regarding the plumbing to the wash bay area in the multipurpose building. Paumer also noted that new vendors will need to be identified for ice and banners because both previous vendors have gone out of business. There was discussion about judge payments and indications that there will be more fair participants this year. B. Lindsey and Smallwood presented an overview of fair revenue and expenses. Lindsey shared that returned funds and revenue has been fantastic since Paumer's management of the Fair. Hyde asked about funds allocated in last years budget vs what is appropriated in the current and new budgets. Paumer reported that she has cut approximately \$8,000 from her budget in anticipation of the cuts the Commission said they wanted considered after the 2017 Fair. There was discussion about the need to make further cuts. Carrizales shared that the Fair is turning around and he would like to see the funding remain the same to give Paumer and the Committee ample time to incorporate all the improvements and increase the success of the fair. Carrizales shared that Paumer worked very hard to reduce costs on all fronts. Hyde requested that Paumer make an effort to include more northern Big Horn County business as vendors for fair needs.

Carl Meyer – Airport Manager: Meyer reported on airport activities and that the Greybull water project is very close to 100% complete. Meyer reported that there will be separate taps which will be billed to individual buildings. There was discussion about the heated tap and meter for the seat base and how the water usage will be billed. Meyer presented State fuel licenses for signature for both airports. Meyer reported that the Wyoming Beef Initiative meeting was underway and he was watching it via computer. Meyer will share any information received at the next meeting. Meyer also presented a suggestion that the Commission consider installing a video conference system in the commission room for county and public use.

Fred Werner – Facilities Manager: Werner gave an overview of the courthouse sewer repair and land planning flood repair work. Werner requested guidance regarding replacement storage shelving and will bring cost estimates to the next meeting. There was discussion regarding the cost of repairs vs the insurance payment. Once costs are determined the insurance company will be approached for additional reimbursement. May 14th the District Court climate control project will begin. There was additional discussion regarding county copier contracts. Werner will work on alternate vendor information and a counter offer for Office Shop that will come to the Commission for review at the next meeting.

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

Public Hearing – Winery License: Smallwood presented a winery license for Mustang Mountain Winery, LLC Nicolle Laffin the owner gave the Commission an overview of the winery process and plans for the business in Lovell. Hyde moved to approve the licenses as presented, the **motion** was seconded and carried.

Gretchen Gasvoda-Kelso – UW Extension: CANCELLED

Joy Hill - Land Planning: Hill gave an update on department work, septic systems in progress, flood plain development issues, subdivision work, Census LUCA work, and road policy updates. Hill presented a no zoning requirement letter for vehicle storage by the Rageth's for signature. Hill highlighted information gathered at the Alkali Reservoir meeting held earlier in the month. Hill requested an executive session for personnel.

Hyde moved to go to executive session for personnel, the **motion** was seconded and carried. The session was adjourned. Craft moved to regretfully accept Hill's letter of resignation effective May 31, 2018. The **motion** was seconded and carried. Hyde requested that Hill assist with the posting of the job and job description to recruit a replacement. Carrizlaes requested that Hill help with interview questions as well.

Bobbie Jenks – BHC Public Health: Jenks presented department activities and gave an overview of upcoming programs. Jenks presented information on the immunization account and requested to discuss the set up of that fund. Carrizales shared that the setup has been finalized based on conversations that Lindsey and Smallwood had with the County's auditor so it will not be changed.

Becky Lindsey – BHC Treasurer: Lindsey reviewed the quarterly budgets and highlighted budgets that were running a bit high as of the third quarter. The main area of concern was the County Attorney budget. Discussion determined it would be reviewed again once the transition begins in that office. Lindsey also pointed out that the land lease from B & G Industries is delinquent. Discussion determined that Lindsey will talk to Meyer about sending a past due notice and reviewing the lease for penalties/interest. There was discussion about the WCCA revenue estimating manual and the omnibus bill that was passed in March.

Old and New Business: Hyde shared that a letter to the governor supporting renewed work on the roadless collaborative will be coming for Commission signature. By consensus the Commission agreed that Hyde should sign the letter and forward it to the next County. Smallwood presented minutes for the April 3, 2018

meeting. Hyde moved to approve the minutes as presented, the **motion** was seconded and carried. There was discussion regarding the bill that Congresswoman Cheney authored regarding Wilderness Study Area removal and the need for Big Horn County to support its passage. Smallwood will draft a letter of support for Commission review and edit.

Smallwood presented Good of the County Items and Mail: Financial Statements: Serena Lipp – District Court Clerk (March 2018); Ken Blackburn-Sheriff (March 2018 ; Lori Smallwood-County Clerk (March 2018) **Monthly Report(s) and prepared correspondence review:** Library Board Minutes (May 2017 – March 2018) Weed and Pest Board Minutes (March 2018)**Bonds:** K Tilley-Shoshone Conservation Dist. (\$61,000); B. Tippetts-Shoshone Conservation Dist. (\$61,000);C-Duncan-Basin Recreation Dist. #4 (\$20,000); M. Leonhardt-BHC Fire Dist. #1 (\$2,000); K. Grant-Shoshone Conservation Dist. (\$75,000); D. Horton-Greybull Valley Irrigation Dist. (\$1,000); R. Crosby-Sidon Irrigation Dist. (\$50,000); R. Russell-Big Horn Canal Irrigation Dist. (\$240,000); S. Burnham-Lovell Bench Drainage Dist. (\$1,000); R. Martens-Lovell Irrigation Dist. (\$1,000); David Bischoff-Lovell Drainage Dist. (\$1,000); S. Hocker- Big Horn County School Dist #1(\$50,000); S. Asay –Sunlight Drainage Dist. (\$1,000); T. Aagard-Big Horn County School Dist. #1 (\$75,000); S. Asay – Lovell Irrigation Dist. (\$10,000); M Rock-Frannie Cemetery Dist. (\$5,000

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
April 17, 2018

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

Big Horn County Accounts Payable Report April 17, 2018

LETITIA C ABROMATS, PC 3,710.00., ALSCO 57.85, AMERICAN WELDING & GAS INC. 225.32, ASCENT AVIATION GROUP, INC 60.00, MARY BAIR 43.60, BASIN REPUBLICAN RUSTLER 1,341.00, BASIN REPUBLICAN RUSTLER 190.00, THOMAS L BENNETT, MD 1,950.00, BIG HORN CO-OP MARKETING ASSN 1,056.29, BIG HORN CO-OP MARKETING ASSN 2,670.48, BIG HORN CO-OP MARKETING ASSN 443.78, BIG HORN CO-OP MARKETING ASSN 95.79, BIG HORN COUNTY SOLID WASTE DIST. 116.20, FIRE PROTECTION DIST. #5 156.00, BIG HORN RURAL ELECTRIC CO. 645.24, CHERI G. BISCHOFF 60.00, GREGORY BLENKINSOP 44.69, BRAKE SUPPLY COMPANY, INC 79.65, BURLINGTON SERVICE STATION 147.38 , DAVID ROBERT CALDWELL 60.00, CARQUEST AUTO PARTS 68.64, TERESA MARIE CALDWELL 382.50, CIVIL AIR PATROL MAGAZINE 145.00, CENTURY LINK 38.49, CENTRAL DRUG SYSTEM 160.50, COPENHAVER, KATH, KITCHEN 150.00, BIG HORN COUNTY TREASURER 497.44, COVENANT INSURANCE GROUP INC. 1,975.00, DONNA K CAPELLEN 50.00, WAYNE A. BIRD 1,200.00, TOWN OF COWLEY 139.35 , CRUM ELECTRIC SUPPLY CO. 39.39, DBT TRANSPORTATION SERVICES, LLC 3,307.79, WHITNEY L DODD 150.00, DARLYNN DURFEE 60.00, FAIRBANKS MEDICAL CONSULTING, PC 800.00, F.I.R. AUTO SERVICE LLC 114.08 , FIRE PROTECTION DISTRICT #3 107.25, FIRE PROTECTION DISTRICT #4 331.84, FIRE PROTECTION & SAFETY 1,019.00, GRETCHEN GASVODA KELSO 330.79, GRAINGER 216.00, GREYBULL STANDARD 584.00, TOWN OF GREYBULL 230.80, BETTY HUBBELL 60.00, HARRIS GOVERN 150.00, HD FILTERS LLC 60.03, HEART MOUNTAIN FARM SUPPLY 95.08, I-STATE TRUCK CENTER 251.96, J&E, INC. 5,644.18, JOHNSTONE SUPPLY 49.78, JOHN R. HALEY IV 75.00, MEGAN JOHNS 273.75, KEELE SANITATION 155.00, LAWSON PRODUCTS, INC. 270.64, LOVELL CHRONICLE 800.00, LOVELL CHRONICLE 160.00, MAYNARD BUCKLES 1,395.00, MIDWAY AUTO SALES 221.95, SARAH N. MILES 150.00, MILLER'S FABRICATION & CONST. 63.89, MINCHOW'S SERVICE 445.00, MOUNTAIN VALLEY MOTORSPORTS 85.85, MURDOCH OIL, INC. 1,119.14, NORTH BIG HORN SENIOR CITIZENS 750.00, NORTHWEST SPECIALTY SALES CO. 395.75, O'REILLY AUTO PARTS 1,298.51, THE OFFICE SHOP, INC. 1,729.35, HOMAX OIL SALES INC. 23.97, OFFICE OF THE STATE PUBLIC DEFENDER 20,581.15, PURCHASE POWER-PITNEY BOWES 122.99, PRODUCTION MACHINE COMPANY 125.98, PROFORCE LAW ENFORCEMENT 1,484.10, PUBLIC DEFENDER 450.00, QUILL CORPORATION 1,243.59, RED APPLE SUPERMARKET 60.31, ROCKY MOUNTAIN POWER 2,457.12, FRANKIE ROHRER 345.00, RANDY L. ROYAL 285.00, PEGGY ROHRER 60.00, RURAL FIRE PROTECTION DIST. #1 706.53, RURAL FIRE PROTECTION DIST. #2 731.25, THE SUPPLY CACHE 238.85, SHERRI SCHELL 612.00, SECURITY STATE BANK 185,723.28, SHERIFF OF BIG HORN COUNTY 98.47, VONDA I SOUTHARD 60.00, SOUTH BIG HORN SENIOR CITIZENS 916.67, SOUTH BIG HORN SENIOR CITIZENS 265.25, SPENCER FLUID POWER 568.37, JOHN S SQUIRES 60.00, STEPHENS-PECK, INC. 90.00, KRISTI STEVENS 97.50, TCT WEST, INC. 6,433.44, TCT WEST, INC. 1,943.02, JESSICA THROSSELL 60.00, THOMSON REUTERS - WEST 458.30, TRAVELING COMPUTERS, INC. 14,107.76, TRI COUNTY TELEPHONE ASSOC. 66.33 , SECURITY STATE BANK 10,281.45, U.S. POSTAL SERVICE POSTAGE-BY-PHON 3,000.00, VALLEY HARDWARE 297.29, VARNEY CLEAN CARE 138.60, VIRIL ELECTRIC, INC 579.44, VERIZON WIRELESS 138.14, WAM-WCCA EMERGENCY LEASE PROGRAM 2,500.00, FRED A. WERNER 469.95, WHEELER'S IGA 30.07, WILD EDGE SCREENPRINTING 204.00, WYOMING DEPT. OF WORKFORCE SERVICES 1,482.71, WEX BANK 4,362.41, WYOMING OFFICE OF STATE 2,812.50, WYOMING GAS 3,153.34, WYOMING STATE BAR 106.00, WYOMING STATE BOARD OF PHARMACY 120.00, WYPCA 35.00, DAVID A. YORGASON 177.33, YOUNGS 211.17, THE PARTY PEOPLE LLC 1,800.00, BONNIE S MORRIS 60.00, CYNTHIA M ALLRED 382.50, DOROTHY J MILLER 922.50, JAMES A WOODY 795.00, DONNA LYNN BILCK 60.00, JAMES E BILCK 60.00, MANDY J DAVIS 60.00, SANDRA J MCGEE 60.00, TINA SCHENAVAR 315.00, WAYNE E HUDSPETH 1,327.50, AMANDA J CLAVADETSCHER 60.00, RAYNIE R MARTIN 60.00, MARWYN LAYNE 150.00,