

## 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 3, 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: D. Brabec- Fiddleback Farms attended to discuss the installation of a culvert on Road 27 and his request to install irrigation pipe in the culvert trench that the county will be digging. Brabec requested a fee waiver since the county will be cutting the road. Bridges and Hovey agreed the fees could be waived due to the culvert work in the same location. Hyde asked if there was any concern about possible road damage when the pipe is in use. Discussion clarified the pipe will be out of right of way on both sides of the road. Craft moved to approve the permit and to waive the fees as recommended, the **motion** was seconded and carried. Bridges presented a utility permit for Road 10 near Emblem recommending approval. Bridges also presented an access permit for Road 5 for a preexisting approach. Bridges noted that the permit is for a current resident in the area noting that there are three other residences along that road and that Hill will be working with these folks to address possible easement and road naming issues. Hyde moved to approve both permits as presented, the **motion** was seconded and carried. Bridges reported that the Alkali Reservoir project will hold a site visit with the project Engineers in the coming week and that Hill will attend. Craft stated that Leavitt project will be holding a similar meeting next week as well and that she plans to attend will be at both. Bridges reported that J. McBride has been hired as the new part-time engineering assistant. Wambeke reported that the bridge on the Lovell Canal needs to be re-decked. Hovey said he had some recycled decking that might be useable for that project. There was discussion that a pipe to replace the bridge is not cost effective or feasible. There was discussion about the constant repairs to the crushers. Hovey reported that crack sealing was completed. Hovey reported that part of the Greybull River Road would be temporarily closed for culvert replacement and provided a summary of other culverts that will be replaced before irrigation water comes in. Hovey reported on a gravel pit on Horse Creek Road that appears to have some good material and that the BLM will be approached for a permit. Hovey reported that the company for mower rental is running out of available machines and requested permission to reserve a mower for summer use immediately. By consensus the Commission agreed to move forward with that rental. Felix asked about field plowing going on near Road 15 that is running right up onto the road. There was discussion that it might not be a county road. Hovey will get the hazard off the roadway and Bridges will review the status of that road and report back. There was discussion about appropriate reasons to adopt roads. Craft asked if Bridges had reviewed Horseshoe Lane and the road damage caused by another waterline leak. There was discussion that the road is in poor repair but with continuing leaks repairs are not feasible.

Big Brothers Big Sisters of Northwest Wyoming: A representative from Big Brothers Big Sisters/Americorp. gave an overview of various activities they conduct throughout Northwest Wyoming. Hyde noted that the proclamation she was requesting would have been better if presented earlier to allow time for more proper recognition of volunteers. Carrizales asked if these activities created a burden to taxpayers given funding cuts that have happened across the state. It was clarified that Americorp is federally funded. Carrizales shared concerns that care should be taken before supporting groups to ensure appropriate connection and benefit to county residents. Hyde moved to sign the proclamation declaring April 3, 2018 as National Service Recognition Day and encourage residents to recognize the positive impact of national service in our community, thank those who serve, and to find ways to give back to their communities. The **motion** was seconded and carried.

Fred Werner- Facilities Manager: Werner presented contracts for signature for the CWC funding projects. Fred shared the sewer line quote for the line inside the building. Werner shared that this project will be disruptive to some or all of the courthouse at times. Hyde asked if this is going to solve the issue and if there was a need to obtain additional quotes or solutions. Craft shared concern that there was only one bidder. Werner reported that eight companies had been contacted for quotes and this was the only vendor willing to do the work. S. Brown introduced information about technological advances in toilets that might be a more cost effect solution. Carrizales asked Werner to follow up with Sanders on the toilet technology discussed. By consensus the Commission agreed to have Werner proceed with the project.

Sheila Paumer – Fair Operations Manager: Paumer reported that the cameras had been installed and are being reviewed after building use and provide excellent coverage of the area. Paumer reported that air exchange work was going to be discussed between Riverbend Plumbing and Bridges. Paumer shared various improvements being researched for the multipurpose building. Paumer gave an update on ad sales, upcoming Showerks training and the advisory committee meeting scheduled for April 16<sup>th</sup>. Hyde requested a time be set to discuss the fair budget and making cuts that had been discussed during the 2017-2018 budget session.

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

ALSCO 57.85, ALTIMUS DISTRIBUTING INC 111.97, AMERICAN WELDING & GAS INC. 105.67 AC ELECTRIC LLC 1,833.45, B&G INDUSTRIES LLC 27.50, BOB BARKER COMPANY, INC. 821.50 CAROLYN BARNES 3.14, BASIN PHARMACY 1,714.56, TOWN OF BASIN 12,733.48, BIG HORN CO-OP MARKETING ASSN 92.67, BIG HORN CO-OP MARKETING ASSN 15.99, BIG HORN COUNTY WEED & PEST CONTROL 220.00, BLAIR'S MARKET 12.41, GREGORY BLENKINSOP 913.10, BORDEN CREEK LABRADORS 383.00, BRAKE SUPPLY COMPANY, INC 176.12, CARDINAL HEALTH 110 LLC 5,435.11, CMI-TECO 1,457.30, CENTURY LINK 490.18, CATHLEEN COLLINS 499.21, DONNA K CAPELLEN 162.17, COWBOY COMMUNITY RECYCLING 1,045.00, ASHLEY DERN 138.98, DASH MEDICAL GLOVES 141.80, DEMCO 2,102.93, ANNETTE DILLON 53.66, DOUBLE R SERVICE, LLC 92.00, TINA ELY 125.12, F.I.R. AUTO SERVICE LLC 270.88, GALLS, LLC 472.12, CHRISTINA GREENFIELD 66.09, GUMDROP BOOKS 401.10, JOY H HILL 94.02, PATTI HOFF 2.63, JM REPAIR LLC 244.59, MICHAEL K JAMESON, JR 1,200.00, BOBBIE JENKS 40.00, KANE FUNERAL HOME 190.00, KEEGAN, KRISJANSON & MILES, PC 550.00, TOWN OF LOVELL 342.06, KEELA M MANGUS 648.00, MESSENGER & OVERFIELD, PC 130.00, SARAH N. MILES 150.00, KRISTY MICHAELS 20.00, MCKESSON MEDICAL SURGICAL 88.00, MINCHOW'S SERVICE 10,156.21, MINCHOW'S FOOD COURT 54.97, MODERN MACHINERY 1,927.92, MONTANA-DAKOTA UTILITIES 1,436.88, KAMI NEIGHBORS 276.95, NORMONT EQUIPMENT COMPANY 1,029.60, THE OFFICE SHOP, INC. 96.16, ONSOLVE INTERMEDIATE HLDING COMPANY 6,900.00, OCEANID 11,700.00, KAYE PENNO 190.00, THOS. Y. PICKETT & COMPANY, INC 3,800.00, PLAN ONE ARCHITECTS 6,784.84, PITNEY BOWES GLOBAL 189.39, WILLIAM E. BRIDGES 9,285.12, QUILL CORPORATION 1,815.22, RIMROCK TIRE, INC 474.85, ROCKY MOUNTAIN POWER 695.38, THE SUPPLY CACHE 322.85, SELBY'S 175.00, SOUTH BIG HORN COUNTY HOSPITAL DIST 12,500.00, SOUTH BIG HORN COUNTY HOSPITAL 214.66, SPENCER FLUID POWER 656.29, WENDY PRESS SWEENY 474.95, SYMBOL ARTS 1,240.00, SYSCO FOOD SERVICES 20,051.31, TRAVELING COMPUTERS, INC. 4,609.46, TYLER TECHNOLOGIES, INC 165.38, SECURITY STATE BANK 3,835.57, VALLEY HARDWARE 33.52, VERIZON WIRELESS 1,104.57, WYONET, INC 2,242.40, WYO DEPT. OF HEALTH 6,130.94, WYOMING STATE LIBRARY 3,300.00, WYOMING FORENSIC CONFERENCE 400.00, WYOMING TECHNOLOGY TRANSFER CENTER 165.00, WYPCA 75.00, ZUMAR INDUSTRIES, INC 466.56, SHEILA J PAUMER 77.39

Gretchen Gasvoda-Kelso – UW Extension: CANCELLED

Public Hearing – 2018 Liquor Licenses: Smallwood presented thirteen liquor licenses for renewal and reported that the Sheriff had reviewed each establishment recommending renewal be granted. Hyde moved to approve the liquor license renewals as presented, the **motion** was seconded and carried.

Joy Hill - Land Planning: Hill gave an update on department work, septic systems in progress, flood plain development issues, subdivision work and road policy updates. Hill reported on concerns with the Cerroni septic system and installation. Hill presented a letter for K Wilson regarding no zoning regulation for a planned gravel pit. Craft moved to sign the letter as presented, the **motion** was seconded and carried. There was discussion that the road policy will be reviewed by the Commission prior to legal review and edits. Hill reported that LUCA work has spurred them to code county addresses in the system as residential/commercial and other designations which will speed the LUCA work and be useful for others in the future. Hill summarized the addressing issue that has come to her attention in review of the access permit that was granted on Road 5. There was discussion that the access was grant from the county road through the easement because it was already established and in safety compliance. But that there are concerns with areas the road traverses. Discussion determined the BLM policy for road use vs easement needs to be clarified. Hill reported on the recent Mayor's meeting and discussion topics. Hyde asked about the extra-terrestrial bills that were being considered in recently completed legislative session, Hill will look into that and report back.

LaRae Dobbs – Emergency Management Coordinator: Dobbs gave an overview of the grant application process for a Big Horn Basin Health Care Coalition Grant program and the proposal she would like to submit. Dobbs warned that reimbursement is typically slow for this program. Hyde moved to approve the grant application for a mass casualty preparation project, the **motion** was seconded and carried.

Ken Blackburn – Big Horn County Sheriff: - Hyde moved for Executive Session to discuss animate/patient medical issue. The session was adjourned with no action taken.

Becky Lindsey – BHC Treasurer: Lindsey and Smallwood presented a solution for the immunization account and requested the Commission's approval for the process and procedures proposed. Smallwood will contact Public Health Nurse Coordinator Jenks with this updated information

Old and New Business: Hyde shared a concern regarding actions taken by Carrizales on the Burnham easement infringement issue. Hyde summarized research he had done regarding individual action by Commissioners and his desire to ensure that the Commission act as whole body on all necessary matters. Carrizales shared the situation and request he had received from the Sheriff on the issue. There was discussion about the possible outcome of the task that Carrizales performed in an effort to resolve the issue. Carrizales apologized for his actions and expressed a desire to clarify Commissioner duties. Hyde expressed his opinion that effective communication among the Commission was key to success and efficient board actions. Carrizales shared he was of the opinion that he was taking care of something that hadn't been taken care of over the past year or more because it had been brought to his attention again. Carrizales shared that he thought he was doing the Sheriff a favor and what was best for the county. Craft suggested that adding the topic to the agenda after a check was done might be a way to keep actions moving. Smallwood will research any board policy or guidelines to help clarify independent Commissioner actions and Commission duties. Smallwood shared indigent burial information that was gathered from other counties and a summary of recent County expenses. Discussion determined the topic will be discussed with the County Coroner at an upcoming meeting and Smallwood will request statute review from the County Attorney. Minutes from the March 20<sup>th</sup> Commission meeting were presented for approval. Hyde moved to approve the minutes as presented, the **motion** was seconded and carried. Hyde reported that he had done some research on two cemeteries located on Sand Draw Road and that there is one that is one not being cared for that appears to be on County owned land. Hyde requested permission from the Commission to continue research on the ownership and to discuss the area with the Lovell Cemetery District. By consensus the Commission agreed to have Hyde look into the topic further and report back. Carrizales summarized information gathered from the office shop presentation and asked the Commission if there was interest in looking at alternative vendors for county copier services. Discussion

determined the Commission will contact other entities in the area for possible suggestions and will report back at the next meeting. Carrizales also expressed a desire to continue researching possible solutions for a county vehicle pool and shared the idea of a possible vendor contract for vehicle maintenance and care.

Marsha Bean attended the meeting to introduce herself to the Commission and gave an overview of her residence and employment history.

Smallwood presented Good of the County Items and Mail: Monthly Report(s) and prepared correspondence review: LEPC minutes (February 2018); Planning & Zoning Commission Minutes (various months)

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 3, 2018

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