

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 5, 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: Hovey reported on cattle guard and culvert work being conducted. There was discussion about river channel changes near Lane 40 and the staging of rock for use if the river rises further risking damage to the road. Carrizales asked if something proactive could be done to address the concerns for the County and nearby land owner suggesting a possible site visit and meeting. There was discussion regarding irrigation waste water at the Brewer property, the issues it causes for the county road, and possible issues with the diversion of that water. Bridges will review that site and make some recommendations. Hovey reported that Mr. Flitner requested a cattle guard on Lane 38 be moved above the canal because the nearby box culvert below is allowing cattle to escape. The issue will be reviewed. Hovey reported on projected budget savings and requested permission to purchase a new tractor and mower due to issues with availability of rentals that were previously approved. The anticipated costs is roughly \$53,000 for the tractor/mower combo. Hyde and Craft expressed support due to ongoing need, rental hassles, and the excellent work the department does maintaining their equipment. Carrizales asked both foreman to request bids and find the best price possible. Hovey requested retroactive approval of a utility permit for the REA on Lane 36 1/2 permit. Craft moved to approve the permit as presented, the **motion** was seconded and carried. Wambeke presented and recommended approval of an access permit for Lane 12. Craft moved to approve the permit as presented, the **motion** was seconded and carried. Wambeke reported the recently approved purchase of a state snowplow truck was slightly cheaper than expected. Wambeke reported on his discussion with Rabeth regarding a potential auction in August for surplus equipment. Hyde asked about a possible solution for the issues being caused by truck traffic on Lane 13. There was discussion about additional stop signs as well as additional speed patrols. Bridges recommended a speed/count study to inform any possible changes. Hyde also asked about a possible solution to the large volume of sheep on Road 18 headed north between to cattle guards. There was discussion regarding sheep being a fence in species unlike cattle that are a fence out. Carrizales asked Wambeke to research the desires of nearby land owners. Hyde shared that he believes it needs to be corrected so that people aren't using county roadways as pasture.

Bridges reported on bid results for the proposed Coroner Building. Bridges reminded the Commission that there are additional expenses that make the project about \$716,000 which is almost \$300/square foot. Carrizales suggested the project be slowed to explore other alternatives. Hyde shared his opinion that this is not a need that will go away so it needs to be addressed sooner rather than later. Craft shared that this is a terrible time to build due to materials costs. Craft asked Bridges about causes for the large difference between initial estimates and the current estimate. Bridges highlighted the extensive need for dual systems and special equipment needed for the type of work to be done in the building. Bridges suggested possible value engineering to try to reduce costs as possible and stated that the history the low bidder had been zero to 1.4 % change order increases on recent projects. Hyde shared that the cost is very worrisome but he doesn't think holding off will solve anything either. Carrizales asked and was told bids are valid for 30 days.. Carrizales shared that the expense needs to be investigate before a commitment is made. There was discussion about talking to SLIB for possible emergency funding. There was discussion about purchasing an existing building. Hyde stated that he is in favor of looking into this and would then vote to move forward if an alternative is not found.

Bridges stated that septic reviews are picking up and he will make the time to get them done but requested the expense be charged to the Land Planning budget. The Commission by consensus agreed that the expense should be allocated there. Bridges shared that the secure courthouse project will have another meeting to review the 90% plans in about two weeks with the hope to put it out to bid in July with bid letting in late July. Bridges shared the adoption of the road policy needs to be put out for public hearing with 45 day windows for advertising and then 45 days for comment. A notice in the paper on June 21st would start the timeline for an October 2nd adoption date. Discussion determined the policy and adoption statutes need to be reviewed by County Attorney Bean with a tentative plan to shoot for this timeline.

Fred Werner – Facilities Management: Werner gave updates on projects in progress reporting that the library lighting project is complete. Werner reported that the courthouse sewer work has begun and restroom and water service will be out at various time for the next few weeks. There was discussion of the need for closure of the building and the decision was the Commission would consult with the County Attorney regarding the legal aspects of a public building during these outages. Werner gave an overview of the plan to make the men's restroom in the basement of the Courthouse ADA compliant. Werner reported on tree damage and removal of necessary hazards. There was discussion about approaching the the town for assistance in the removal of dead trees in the park. Werner will explore that possibility and report back.

Shell Town Water Improvement District – Everett Dunklee: E. Dunklee, Patty Carol and Jerry Ewen presented a petition for the formation of the Shell Town Water Improvement District and placed for November ballot approval by the voters. Carrizales noted that there seemed to be unanimous support on the petition. The group gave an overview of the domestic water services in Shell and the long term plans for the district to manage the three transmission lines, create some order, and perform system updates including fire suppression capabilities. There was discussion regarding the ultimate goal to upgrade and eventually become a viable part of the Greybull system. Craft moved to accept the petition and conduct the statutorily mandated public hearing to consider the formation of this district, **motion** was seconded and carried.

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.

ALSCO 57.85, AMERICAN WELDING & GAS INC. 225.32, CAROLYN BARNES 284.60, BASIN PHARMACY 2,200.13, BASIN REPUBLICAN RUSTLER 2,310.67, TOWN OF BASIN 10,802.08, BIG HORN HEATING & COOLING, INC 14,375.00, BIG HORN CO-OP MARKETING ASSN 107.05, BIG HORN CO-OP MARKETING ASSN 141.95, BIG HORN CO-OP MARKETING ASSN 164.40, BIG HORN COUNTY SOLID WASTE DIST. 84.70, BLAIR'S MARKET 59.88, BROSIUS ELECTRIC 391.25 BURLINGTON SERVICE STATION 58.59, FELIX CARRIZALES 613.28, CC'S PIZZA 215.95, CALIFORNIA CONTRACTORS SUPPLIES 120.65, CARQUEST AUTO PARTS 181.42, TERESA MARIE CALDWELL 105.00, CMI-TECO 1,021.00, CENTURY LINK 489.91, CNA SURETY 100.00, THE COUNTRY FLOWER 495.00, COMMERCIAL SERVICE HVAC,INC 671.38, CATHLEEN COLLINS 418.19, COUNTY CLERK 4.00, STU CAMPBELL 45.48, COVENANT INSURANCE GROUP INC. 1,975.00, CAKES BY ANNEBEL 275.00, DONNA K CAPELLEN 62.98, CHARTER COMMUNICATIONS 109.98, CITI USA INC 323.00, TOWN OF COWLEY 139.35, DEB CRAFT 86.03, CRUM ELECTRIC SUPPLY CO. 95.48, LISA DELUCCHI 130.40, DASH MEDICAL GLOVES 295.60, WHITNEY L DODD 120.00, LARAE DOBBS 120.00, JULSON ENTERPRICES, LLC 65.00, TINA ELY 124.12, FREMONT MOTOR CO. POWELL 27,203.00, GRETCHEN GASVODA KELSO 4.06, BRENT GODFREY 126.89, GORRELL & HOPKINSON P.C. 2,429.75, GDA ENGINEERS 5,197.50, GRAINGER 4.46, GREYBULL BUILDING CENTER 288.75, GREYBULL STANDARD 473.17, TOWN OF GREYBULL 229.51, HASCO INDUSTRIAL SUPPLY 3.15, HASKELL FUNERAL HOME 423.72, HEADWATER WEED CONTROL SERVICES 5,020.44, JOY H HILL 75.48, I-STATE TRUCK CENTER 1,281.99, J&E, INC. 345.65, MICHAEL K JAMESON, JR 1,200.00, JOHN R. HALEY IV 490.35, JUDY K JORDAN 315.00, BECKY A. LINDSEY 288.38, LISACS TIRE SUPPLY 4,155.80, LOVELL CHRONICLE 813.00, TOWN OF LOVELL 318.56, MICROMARKETING LLC 38.49, MARQUIS AWARDS & SPECIALTIES, INC. 478.34, THE MASTER'S TOUCH, LLC 1,288.66, MAYES BROTHERS LLC 230.00, CARL MEYER 584.90, MEINECKE & SITZ, LLC 517.50, KRISTY MICHAELS 45.69, MILLER'S FABRICATION & CONST. 155.38, MINCHOW'S SERVICE 6,435.23, MODERN MACHINERY 202.77, MONTANA-DAKOTA UTILITIES 433.15, MOUNTAIN ELECTRIC OF WYOMING 150.32, MOTOR POWER EQUIPMENT CO. 47.28, MOUNTAIN CONSTRUCTION COMPANY 8,502.40, MOUNTAIN MOTOR SUPPLY 138.77, NATRONA COUNTY SHERIFF'S OFFICE 195.00, KAMI NEIGHBORS 187.48, JACK NICHOLLS 200.00, NORTHWEST SPECIALTY SALES CO. 6,061.00, NUTRI-SERVICES, INC 500.00, THE OFFICE SHOP, INC. 146.21, OFFENDER WATCH 250.00, PAINTROCK FFA 16.00, PLAINSMAN PRINTING, INC. 478.70, PITNEY BOWES POSTAGE BY

PHONE 1,096.43, PLAN ONE ARCHITECTS 9,608.82, PROFORCE LAW ENFORCEMENT 805.50, WILLIAM E. BRIDGES 9,242.03, QUILL CORPORATION 3,280.01, THE RADAR SHOP, INC 48.00, RIVERBEND PLUMBING & HEATING 249.00, R.N. ELECTRIC 139.34, ROCKY MOUNTAIN POWER 1,021.71, FRANKIE ROHRER 150.00, JAMES ROBERT SOLIDAY 300.00, RURAL FIRE PROTECTION DIST. #1 375.27, THE SUPPLY CACHE 87.70, SCL HEALTH SYSTEM 20,655.30, SELBY'S 178.60, SOUTH BIG HORN COUNTY HOSPITAL DIST 3,833.33, SOUTH BIG HORN COUNTY HOSPITAL 3,443.79, VONDA I SOUTHARD 210.00, JOHN S SQUIRES 360.00, SUN RIDGE SYSTEMS, INC 14,322.00, WENDY PRESS SWEENEY 77.48, SYSCO FOOD SERVICES 24,208.18, TCT WEST, INC. 6,449.30, TNT SPRINGS, INC. 118.12, TRACTOR & EQUIPMENT CO. 1,005.92, TRAVELING COMPUTERS, INC. 14,057.10, TRI COUNTY TELEPHONE ASSOC. 66.33, SECURITY STATE BANK 4,915.54, THE UPS STORE 2,053.00, VALLEY HARDWARE 9,540.74, MARQUERITE VAN DYKE 22.73, VERIZON WIRELESS 1,102.87, WYONET, INC 2,242.40, WYOMING FIDDLERS ASSOCIATION 150.00, WCAA 210.00, WYOMING FIRE SAFETY 171.00, WY DEQ 4,000.00, WYOMING STATE LIBRARY 60.00, WC & PAA 200.00, YELLOWSTONE RADIOLOGY PC 34.00, BONNIE S MORRIS 120.00, TRUDY CRAFT 67.05, CYNTHIA M ALLRED 405.00, DOROTHY J MILLER 1,177.50, JAMES A WOODY 165.00, JAMES E BILCK 90.00, TINA SCHENAVAR 405.00, TAYLA STEVENS 135.00, WAYNE E HUDSPETH 1,470.00, MARWYN LAYNE 180.00

Carrizales requested and executive session for personnel. Hyde moved to go to executive session for personnel, the **motion** was seconded and carried. The session was adjourned with no action taken.

Stephanie Muckley – Land Planning: Muckley presented department activities and reported that the P & Z Commission recommended the address policy be made part of the road policy that will be adopted later this year. Muckley presented and recommended approval of a plat for the Wipf Simple Subdivision. Hyde moved to approve the the Wipf subdivision as presented, the **motion** was seconded and carried. Muckley reported that Hill has completed LUCA work for the northern part of the county and she will be doing the south end with the goal of finishing those by the end of the month to meet the census deadline.

Sheila Paumer – Fair Operations Manager: Paumer reported on Fair preparations noting that the annual payment of \$5,000 from School District 4 should arrive this month. Paumer informed the Commission that the Town of Basin is going to install a light pole in the center of the fairgrounds parking lot. There was discussion about the possible need for barriers to be installed to prevent damage to the pole. Paumer reported that the sound system in the crow's nest is in need of rehabilitation at \$9,300 and a down payment of ½ is required for the equipment to be ordered. The installer also sent the quote to REA to consider helping fund the project since they donated the installation of the current system. Carrizales & Craft requested that Paumer review the quote closely to ensure we are receiving the best value. Paumer reported on storm damage from the May 27th event and that most items will be fixed by current staff.

Antelope Butte Foundation Community Enhancement Proposal: Cancelled

Bobbie Jenks – BHC Pubic Health: Jenks gave an overview of the vaccine loss that was experienced May 27th in Greybull, possible solutions, and estimated costs associated. Jenks highlighted issues with the backup generator as well as current refrigeration and monitoring systems.

WYDOT: WYDOT staff gave an overview of the STIP program and work done to obtain public input and prioritizing project selection.

Old and New Business: Smallwood presented May 15, 2018 minutes. Hyde moved to approve the minutes as presented, the **motion** was seconded and carried. A letter to employees explaining retirement contribution changes effective September 2018 was presented. Hyde moved to approve the employee letter as presented, the **motion** was seconded and carried. Smallwood presented the HUB insurance renewal proposal and there was discussion regarding doing a visual inventory of all county vehicles. Carrizales indicated he would start to work on that project. Smallwood presented the Commission Scholarship applicants. By consensus Commission awarded scholarships to S. Wrage, K. Duncan and P. Brown. Smallwood presented the proposed 2019 Holiday schedule and staff feedback regarding preferences. Hyde moved to approve the proposed holiday schedule with Good Friday removed and Christmas Eve added. There was discussion regarding the two personal leave days. The **motion** was seconded and carried. Smallwood presented Resolution #8 to authorize the Wyoming County

Commissioner's Association to continue to explore the creation of a County Consolidated Workers Compensation group (CEG). There was discussion that that resolution doesn't bind Big Horn County to participating once the details are determined. Hyde moved to approve resolution #8 as presented, the **motion** was seconded and carried. Smallwood presented Big Horn County's contract with the South Big Horn County Hospital for Detention Center medical services for a signature due to the original being misplaced at the hospital. Smallwood presented the WIC renewal contract for signature. 24 hour catering/malt beverage permits for the Branding Iron and Antelope Butte were presented.

Smallwood presented Good of the County Items and Mail: **Monthly Report(s) and prepared correspondence review:** Byron Solid Waste Disposal District (April, 2018); Big Horn County Weed & Pest Control Dist. (April 2018);LEPC (April 2018);Planning and Zoning Commission (March 2018) **Bonds:** D. Horton-Greybull Valley Irrigation Dist. (\$25,000); F. Barnett-Shell Valley Irrigation (\$10,000);D. Monk – Cowley Drainage Dist. (\$1,000); S. Ellis-Cowley Drainage Dist. (\$1,000); **Cancellation /Rebate of Taxes:** Whiting Petroleum Corp. Parcel # 00-35-415-00000

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 5, 2018

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