

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: **March 5, 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 Craft to accept the agenda as amended, the motion was seconded and carried.

Willie Bridges-B.H.C. Engineer and Road & Bridge: Hovey and Wambeke reported on recent work including crack sealing as weather permits. Hovey noted that a turnaround needs to be established at the high part of Beaver Creek Road to facilitate winter plowing. An accident was reported on Lane 10 and Road 39 that a citizen reported was due to the direction yield signs face in the area. Discussion determined there really isn't a solution that will work to resolve the issue of driver inattention. Hovey requested another employee be added to his staff due to increased workloads and anticipated retirements. Carrizales asked that he try to save enough to cover the cost in his budget for the spring and hope that in the new fiscal year that position could be added to the budget. Hovey noted they will be sending at least one person from each crew to the upcoming WYT2 asphalt maintenance training. Hovey presented a utility permit for Road 10 and recommended approval. Craft moved to approve the utility permit as presented, the **motion** was seconded and carried. Neves noted that the BLM has marked the area near Candy's residence, a number of private property signs have been posted and Candy has done some substantial dirt work. Bridges shared that BLM didn't have an issue with the access moving but it would take some time for their process to complete. Wambeke reported on a minor worker's compensation injury that resulted in a couple of lost days for the employee.

Bridges reported that the Coroner building had an issue with the sewer freezing and shared the short term and long term plans for it to be fixed. There was discussion regarding that condensation created by the furnace might have contributed to the issue. Bridges noted that regular use may eliminate the concerns and it will need to be watched. Craft asked why this is an issue and if there is a design flaw. Bridges stated this isn't any sort of flaw in design or installation. Bridges will get a cost for the insulation of that line. Bridges presented a drawing of the Attorney office changes that were discussed recently. Discussion determined some small changes were appropriate and would best utilize the space for current and possible future needs. Bridges will convey the needed changes to the contractor. Bridges reported that he has left messages with the interested party on Davis Lane and he will continue to try to reach him and share all information possible. Bridges shared that he is confident the right of way is good and the road may just be aligned to one side. Bridges noted that the bridge project was a WYDOT project so he is certain it is correct as well. Carrizales shared that we need to keep the right of way valid and the road able to serve all constituents. Bridges presented land planning information and simple subdivision 19-001 that the P & Z Commission approved. Neves moved to approve the subdivision as presented, the **motion** was seconded and carried. There was additional discussion regarding Road 18 and the continued issue of livestock in the road way. Wambeke will view where the lateral is located. There was discussion regarding statute and civil vs county road issues. Blackburn is researching statute regarding livestock grazing in the road. Craft clarified that the message is that the County doesn't fence or maintain fences on our roadways and animal damage to the lateral ditch is a civil matter among ditch owners and livestock grazer. There was discussion regarding who is liable if a cow is hit and someone is injured.

Wes Huber – Airport Manager: Huber and G. Cheatham attended to discuss the proposed hangar lot at the Greybull Airport. There was discussion about the cost to survey and plat the additional lot as well as the need to have other lots available for interested parties and update the airport plan to current status. Carrizales and Neves asked if the current airport budget would support plotting all additional lots and the needed update. The Commission requested Huber look at his budget and try to absorb the cost in his approved budget. Carrizales

requested that Huber verify the quote and available funds to authorize Cheatham to move forward as quickly as possible. Huber noted that the revised lease agreement for the Cowley Airport hangar build had been completed and requested that amendments be added to the document. Craft moved to approve the agreement for Carrizales signature pending the addition of amendment and approval by Bean. The **motion** was seconded and carried. Huber addressed the pavement and marking projects scheduled for this summer and noted that there is 15 feet of space the grant will not pay for in front of each building adjacent to the ramp. And the estimate for those areas is \$988 in Cowley and \$1,733 in Greybull. There was discussion that this will be included in the County's budget for this project. Huber presented quotes for a replacement snowplow broom and requested approval to purchase asap. Huber reported on recruitment for the Cowley Assistant Airport Manager position and shared his idea to split the position into two part times or a backup employee which would allow for days off and lessen the 365-day tie into to job. Huber shared his work to get certified to enable him to fill in during absence. There was discussion regarding use of the county vehicle to save funds and the logistics of that. Huber shared that the vehicle needs shocks. By consensus the Commission agreed to have that maintenance performed.

Brent Godfrey – BHC Fire Warden: Godfrey attended to share that he retired as of March 4th and reported that he no longer has Sheriff department's assistance with the operation of his fire warden vehicle noting his budget will reflect an increase for those items. Godfrey noted that the region office is predicting a very high fire season. Godfrey reported that the annual operating plan meeting was conducted and the current plan will remain the same. Godfrey noted that the regional cooperation is fantastic and makes a huge difference in fire responses in our area.

Marquerite VanDyke & Carol Willard Deputy County Clerks: VanDyke and Willard presented accounts payable and Payroll. Neves moved to approve the bills as presented. the **motion** was seconded and carried. ALSCO 77.21, AMERICAN WELDING & GAS INC. 105.82, AC ELECTRIC LLC 535.36, AGGREGATE INDUSTRIAL MACHINERY, INC 213.96, ASCENT AVIATION GROUP, INC 60.00, DEL ATWOOD, JR 1,252.26, BOB BARKER COMPANY, INC. 569.45, BASIN PHARMACY 4,208.92, BASIN REPUBLICAN RUSTLER 1,178.75, TOWN OF BASIN 13,975.91, BIG VALLEY BEARING & SUPPLY 174.84, BIG HORN CO-OP MARKETING ASSN 88.16, BIG HORN CO-OP MARKETING ASSN 11.99, BIG HORN CO-OP MARKETING ASSN 39.90, FIRE PROTECTION DIST. #5 224.40, BLAIR'S MARKET 7.28, BURLINGTON SERVICE STATION 218.88, FELIX CARRIZALES 754.47, C & B OPERATIONS, LLC 564.97, CK HARDWARE 139.46, CHARLIE'S HOME REPAIR 181.00, CHARM-TEX, INC 545.70, CENTURY LINK 491.65, COMMUNICATION TECHNOLOGIES, INC. 6,879.57, COPENHAVER, KATH, KITCHEN 150.00, COPPER CREEK CONSTRUCTION, LLC 1,500.00, CATHLEEN COLLINS 300.29, COVENANT INSURANCE GROUP INC. 2,530.00, DONNA K CAPELLEN 2,669.28, CRUM ELECTRIC SUPPLY CO. 347.40, CASCADE RESCUE 129.97, ARTHUR L DAVIS PUBLISHING AGENCY, I 227.02, DALLAS MIDWEST, LLC 1,994.75, FAIRBANKS MEDICAL CONSULTING, PC 800.00, FIRE PROTECTION DISTRICT #3 100.98, FIRE PROTECTION & SAFETY 769.00, FOOD SERVICES OF AMERICA 10,249.55, GRETCHEN GASVODA KELSO 826.00, T-O ENGINEERS, INC 21,279.00, GRAINGER 1,855.05, GREYBULL POLICE DEPARTMENT 85.00, GREYBULL STANDARD 476.00, GREYBULL STANDARD 33.00, TOWN OF GREYBULL 229.51, HASKELL FUNERAL HOME 423.72, HEART MOUNTAIN FARM SUPPLY 1,045.37, WESLEY HUBER 494.16, HIP TILLET 4,530.00, HUNTER CLEAN CARE, LLC 125.00, iPRINT TECHNOLOGIES 412.66, MICHAEL K JAMESON, JR 1,200.00, JOHN R. HALEY IV 105.21, JULSON ENTERPRISES, LLC 65.00, JOHN ANDREW, LLC dba KEELE SANITATI 155.00, LAW ENFORCEMENT SYSTEMS, INC. 32.00, LISACS TIRE SUPPLY 1,529.96, LOCAL GOVERNMENT LIABILITY POOL 37,019.00, LITTLE AMERICA HOTEL & RESORT 361.05, TOWN OF LOVELL 357.16, TOWN OF LOVELL 4,184.85, CONNIE LOWE 513.00, MARKETLAB, INC 545.51, THE MASTER'S TOUCH, LLC 2,665.00, MAYES BROTHERS LLC 346.96, MESSENGER LAW FIRM, PC 84.50, KRISTY MICHAELS 20.00, MINCHOW'S SERVICE 12,885.58, MINCHOW'S FOOD COURT 191.98, MORTECH MANUFACTURING CO., INC 12,176.00, MONTANA-DAKOTA UTILITIES 1,358.22, BRUCE MORRISON 160.00, MOUNTAIN MOTOR SUPPLY 12.36, MURDOCH OIL, INC. 393.48, KAMI NEIGHBORS 126.44, NORMONT EQUIPMENT COMPANY 1,090.74, NORTH BIG HORN SENIOR CITIZENS 750.00, NORTHERN WYOMING DAILY NEWS 48.00,

O'REILLY AUTO PARTS 64.33, THE OFFICE SHOP, INC. 204.55, PLAN ONE ARCHITECTS 3,682.94, PURCHASE POWER-PITNEY BOWES 663.41, POWELL VETERINARY SERVICES 125.00, WILLIAM E. BRIDGES 10,021.06, PUBLIC DEFENDER 450.00, CATHY PRATT 75.00, QUALITY TIRE COMPANY 4,242.96, QUILL CORPORATION 1,928.17, RED APPLE SUPERMARKET 43.82, RIMROCK TIRE, INC. 1,303.80, ROCKY MOUNTAIN POWER 1,507.17, RURAL FIRE PROTECTION DIST. #1 787.99, RURAL FIRE PROTECTION DIST. #2 841.50, SELBY'S 365.14, SIGNS OF SUTHERLAND 690.00, SOUTH BIG HORN COUNTY HOSPITAL DIST 3,833.33, SOUTH BIG HORN COUNTY HOSPITAL 340.38, SOUTH BIG HORN SENIOR CITIZENS 916.67, STANLEY CONVERGENT SECURITY 162.00, KAREN SYLVESTER 10,731.96, T&G 3.07, TCT WEST, INC. 2,815.58, TRAVELING COMPUTERS, INC. 23,385.60, TRI COUNTY TELEPHONE ASSOC. 66.62, TYLER TECHNOLOGIES, INC 165.38, SECURITY STATE BANK 10,872.66, VALLEY HARDWARE 184.95, LIBERTY E VASTINE 13.64, VERIZON WIRELESS 1,041.46, WYONET, INC 2,266.40, WAVES WEB DESIGN 2,000.00, WYO.COUNTY COMMISSIONERS ASSOC 200.00, WYOMING FIRE SAFETY 76.00, WYOMING COUNTY TREASURER'S ASSN. 100.00, WYOPASS 330.00, YELLOWSTONE RADIOLOGY PC 34.00, YOUNGS 55.37, ZUMAR INDUSTRIES, INC 172.94, SERENA K LIPP 441.96

Lindee Linn attended the meeting and discussed various topics with the Commission including the possible reintroduction of the Wilderness Study Area bill, Cheney's role as the Conference Committee Chair and her role as the third ranking congressperson in the Republican Party. Carrizales asked how Cheney prioritizes constituent request and lobby pressure. Craft expressed her appreciation of 2nd amendment rights and veterans services that Cheney consistently defends. Neves also shared his appreciation for Cheney's hard work.

LaRae Dobbs – Emergency Management Coordinator: Dobbs gave an overview of the after action review for the long term power outage workshop that had been conducted and the process used for FEMA's national preparedness report that is issued each year. Dobbs noted that of the FEMA identified focus areas this year infrastructure and economic recovery are areas she believes we should focus on in Big Horn County. Dobbs highlighted the importance for Big Horn County to address long term power outage response and the fact that we will be the last in line in the recovery process due to our low population. Dobbs gave an overview of the issues that need to be address throughout the county and what needs to be addressed here in County operations as well as testing of current capacities. There was discussion regarding about planning grants to answer many of these questions. Dobb's shared that a continuity of operations plan needs to be developed and will require the work and input of all departments. Dobbs shared information on the Texas A & M training scheduled for May 8 & 9 in Lovell and requested that the Commission attend. Dobbs also provided information on the necessary FEMA trainings for elected officials and offered some avenues to obtain that training.

Craft moved to go to executive session for personnel, motion was seconded and carried. The session was adjourned with not action taken.

Sheila Paumer – Fair Operations Manager: Paumer reported on issues with the doors and the condensation issues that persist in the multipurpose building. Paumer presented pictures of the concerns. Paumer was instructed to contact a metal building contractor to assess the building so a plan can be made to move forward to correct the problem. Paumer gave an update on ad sales to date. S. Brown asked why the Farm Bureau had been declined the opportunity to provide free breakfast at the Fair. Paumer shared the Fire Department breakfast tradition and noted the Saturday was reserved for them. There was discussion about the best alternative date for Farm Bureau to host a breakfast during fair week.

Fred Werner – Facilities Maintenance Manager: Craft moved to go to executive session for public health and safety. The **motion** was seconded and carried. The session was adjourned and Craft moved to have Werner pursue a no trespass order to protect public safety. Werner gave an overview of work in progress on the court security project, the planned work schedule, and the huge dust issues that the jail cell demolition has created. Werner gave an overview of a Kubota quote that was received from Heart Mtn Farm supply. Carrizales asked Werner to contact alternate vendors. Werner shared that other companies don't make the necessary equipment

and noted that Heart Mtn supports the Fair. Carrizales will check alternate prices. Werner presented other work and projects in progress. Dead trees in the park for town removal will be marked. Werner gave an overview of the sewer issues at the Coroner building and plans to fix the issue as much as possible and to allow for easier thaw and clean out. There was discussion about relocation of the polygraph office and clearing space for Probation and Parole. Werner gave an update on the work to get the REA building ready to be used. There was discussion about the heating issues in the Lovell annex and possible resolution. Werner shared that a park mowing and trimming quote was received for \$265 per week but his preference was for it to be done in house.

Dan Mollett – Tractor & Equipment Co: Mollett attended to introduce himself and ask what upcoming needs equipment needs the county expects or anticipates. Carrizales noted that a grader is probably the next purchase. There was discussion that a lease purchase is what has been done in the past to spread the expense out over a few years.

Old and New Business: Smallwood presented a 24 hour Catering permit for Fossil Rock Tavern. Minutes from the February 5th and 19th meetings were presented for approval. Craft moved to approve the minutes as presented, the **motion** was seconded and carried. There was discussion regarding the State Prevention funding and the work that has been done with the newspapers for a vaping education ad that is going to be published as well as how to manage the funding and Prevention Specialist. Carrizales shared concerns about contention among the coalition members regarding the allocation of funding. There was discussion regarding the notification that was received from D. Capellen regarding her planned retirement. There was additional discussion regarding statutes for library establishment and operation and the need for clarification so that necessary discussion can be held with the current library board and Foundation board to determine appropriate actions to ensure the library system operates within state statutes. There was discussion that this is time sensitive and needs to happen with the fiscal year switch. Smallwood reported on behalf of Jenks that the State needs approval from the Commission to recruit for the open public health positions. By consensus the Commission approved that recruitment move forward.

Craft moved to go to Executive session for Personnel, the **motion** was seconded and carried. The session was adjourned and no action was taken.

Good of the County: **Financial Statements:** Serena Lipp – District Court Clerk (February 2019); Lori Smallwood – County Clerk (February 2019) **Monthly Report(s) and prepared correspondence review:** Minutes Fire Dist. #3 (February 2019); Big Horn County Solid Waste Minutes (April 2018 – January 2019); LEPC Minutes (January 2019); Weed & Pest Minutes (January 2019) **Bonds:** M. Wirtzberger-School Dist. #3 (\$25,000); B Mangus – Fire Dist #1(\$2,000); B Tippetts – Sunlight Drainage Dist. (\$1,000 & \$1,000); D. Bischoff – Lovell Drainage Dist. (\$1,000); W. Schlenker – Greybull Valley Irrigation Dist. (\$1,000); L. Woodis – Town Of Cowley (\$50,000); CJ Duncan – Town of Basin (\$20,000)

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 March 5, 2019.

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