

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: **May 15, 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 an access Permit for Lane 5 ½ and recommended approval. Craft moved to approve the permit a presented, the **motion** was seconded and carried. Bridges shared that an access permit for Beaver Creek Road was submitted and there were concerns with the location. Bridges will try to resolve concerns with the applicant and report back. Bridges presented a Town of Basin building permit application and DEQ water permits for the planned Coroner's building. Craft moved to approve all three as presented, the **motion** was seconded and carried. Bridges presented a utility permit for the Orchard Bench Road that was previously discussed due to plans to cut verses bore the roadway. Bridges reported that the cost difference is about \$3,000 and reiterated that boring should be required because extensive work has been done in recent years to that road and that cutting the surface will compromise its integrity. There was discussion about costs and options for the permittee as well as language on the application regarding both procedures. By consensus the Commission agreed to reaffirm boring will be required and requested Bridges contact the permittee with this information. Bridges reported on his conversation with Mr. Basset regarding his drainage issues east of Lovell and his request for installation of manhole to facilitate his field drainage across the road. Bridges reported that irrigation waste water is not a county responsibly and the proposed remedy isn't of benefit to the county. Bridges informed the land owner how to proceed with a permit to make the improvements. Bridges reported that the Georgia Pacific Road is in need of work soon and will probably require an asphalt overlay. Carrizales asked if Georgia Pacific (GP) would be willing to partner with the county. Bridges suggested that the partnership should include an IRP grant proposal and possibly GP would help cover the required grant match. There was discussion regarding the scope of the project, current base issues, and estimated matching costs of \$1.2 million for the 8 mile stretch. With a possible start date of 2021 in sight the Commission requested Bridge begin exploring the grant timeline and contacting GP to discuss a partnership.

J. May- Office Shop: May attended to discuss further the requests of the county to consolidate copier contracts and reduce costs. Discussion determined that Office Shop was able to meet these needs and work will begin on a new countywide contract at reduce per page charges with a machine rotation schedule to be outlined.

Joy Hill – Land Planning: Hill gave an update on department work, septic systems in progress, flood plain development issues, Census LUCA work, road policy updates and subdivision work. Hill discussed the draft road policy and suggested it be put out for public comment a minimum of 90 days with extra care is given to ensure adoption follows all necessary statutes. Hill shared some ideas regarding transition following her departure to ensure coverage of upcoming tasks and urgent matters. Hill noted that Bridges will be helping with the flood plain development and septic noting that he is authorized per the DEQ delegation agreement. Hill shared her desire that the relationship with towns, the post office and other entities continues due to the mutual benefits to all. Hill reported that L.Dobbs, County Emergency Management Coordinator will take over the county facebook page administration. Hill noted that the Commission will need to decide if LEPC involvement will be required of the new hire.

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

Marcia Bean –Appointed County Attorney & Special Prosecutor. Bean gave an overview of her work on changes to the Antelope Butte Foundation’s Community Enhancement project resolution and lease detailing her concerns. Concerns included tying the resolution and lease together and clarification that 100% of the match will be funded by ABF. There was discussion regarding Commission concerns with involvement in the recreational ski area business, liability concerns verses the benefits of economic development in Big Horn County.

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

LORI SMALLWOOD 132.98, ALSICO 57.85, AMERICAN WELDING & GAS INC. 218.60, ASCENT AVIATION GROUP, INC 60.00, B&G INDUSTRIES LLC 27.50, DEE BILDERBACK 54.75, BASIN REPUBLICAN RUSTLER 913.50, BASIN REPUBLICAN RUSTLER 196.00, THOMAS L BENNETT, MD 1,950.00, BIG VALLEY BEARING & SUPPLY 37.24, BIG HORN CO-OP MARKETING ASSN 409.28, BIG HORN CO-OP MARKETING ASSN 5,230.65, BIG HORN CO-OP MARKETING ASSN 413.91, BIG HORN CO-OP MARKETING ASSN 372.69, BIG HORN CO-OP MARKETING ASSN 67.87, BIG HORN CO-OP MARKETING ASSN 35.01, FIRE PROTECTION DIST. #5 156.00, BIG HORN RURAL ELECTRIC CO. 566.54, BIG HORN COUNTY WEED & PEST CONTROL 492.86, BILLINGS CLINIC TRAINING CENTER 6.00, BLACK FOX RESCUE INSTITUTE 850.00, BURLINGTON SERVICE STATION 153.54, CC'S PIZZA 51.30, CANON FINANCIAL SERVICES 583.38, CARDINAL HEALTH 110 LLC 210.00, CARQUEST AUTO PARTS 597.37, CENTRAL DRUG SYSTEM 7.00, CNA SURETY 50.00, COPENHAVER, KATH, KITCHEN 150.00, BIG HORN COUNTY TREASURER 640.59, TONJA L CASCIATO MSW 88.00, TOWN OF COWLEY 139.35, CUDA ENTERPRISES 375.00, COGENT HEALTHCARE OF MONTANA 2,940.54, J J CALLAHAN 112.38, DASH MEDICAL GLOVES 216.00, DEMCO 34.95, DIGITAL ALLY 4,025.00, LARAE DOBBS 30.00, EASTERN RADIOLOGICAL ASSOC PC 811.00, FAIRBANKS MEDICAL CONSULTING, PC 800.00, FIRE PROTECTION DISTRICT #3 107.25, FIRE PROTECTION DISTRICT #4 331.84, DEBBIE FOWLER 541.19, FREMONT MOTOR CO. CODY 35,813.00, GRETCHEN GASVODA KELSO 299.80, GRAINGER 85.50, GREYBULL BUILDING CENTER 451.55, TOWN OF GREYBULL 268.28, JOY H HILL 203.09, HELENA CHEMICAL COMPANY 122.50, J&E, INC. 3,234.15, JEFFRIES DENTAL, PC 754.00, JOHN R. HALEY IV 75.00, KANE FUNERAL HOME 380.00, KEELE SANITATION 365.00, BECKY A. LINDSEY 607.71, LOVELL CHRONICLE 1,190.00, LOVELL CHRONICLE 202.00, LOVELL BUILDING CENTER 120.51, MARQUIS AWARDS & SPECIALTIES, INC. 1,588.29, MESSENGER & OVERFIELD, PC 122.10, SARAH N. MILES 150.00, KRISTY MICHAELS 20.00, MICROMARKETING, LLC 8.50, TED MENKE 35.97, MINCHOW'S SERVICE 450.46, JUNE MINCHOW 540.00, BRUCE MORRISON 60.00, MOUNTAIN CONSTRUCTION COMPANY 108,458.36, MOUNTAIN WEST COMPUTER 67.61, MURDOCH OIL, INC. 7,384.54, KAMI NEIGHBORS 1,021.98, NORTH BIG HORN SENIOR CITIZENS 750.00, O'REILLY AUTO PARTS 188.75, THE OFFICE SHOP, INC. 3,037.59, HOMAX OIL SALES INC. 38.25, PARK COUNTY CLERK 67.29, PARK COUNTY EXTENSION SERVICE 114.12, KAYE PENNO 380.00, PITNEY BOWES INC 113.02, JEROME POUSKA 53.72, PUBLIC DEFENDER 450.00, SABRINA PHILPOTT 3.54, QUILL CORPORATION 2,917.97, RED APPLE SUPERMARKET 8.87, ROCKY MOUNTAIN POWER 2,375.66, RANDY L. ROYAL 80.00, RURAL FIRE PROTECTION DIST. #1 257.60, SCL HEALTH SYSTEM 396.00, STATE OF WYOMING 1,823.60, SHERRI SCHELL 612.00, SELBY'S 175.00, SOUTH BIG HORN COUNTY HOSPITAL 29,840, 140778 SOUTH BIG HORN SENIOR CITIZENS 916.67 SOUTH BIG HORN SENIOR CITIZENS 255.66, SPENCER FLUID POWER 9.80, STALKER APPLIES CONCEPTS INC 3,047.50, LARRY STANGER 100.00, TCT WEST, INC. 6,095.80, TCT WEST, INC. 1,943.02, THOMSON REUTERS - WEST 458.30, TRACTOR & EQUIPMENT CO. 62.30, TYLER TECHNOLOGIES, INC 165.38 SECURITY STATE BANK 12,957.70, U.S. POSTMASTER 2,550.00, U.S. POSTMASTER 50.00, U.S. POSTAL SERVICE 4,211.55, UNIVERSITY OF WYOMING 15,698.50, VALLEY HARDWARE 194.39, JEANNE M VANGELDER 35.97, VIBCO INC. 994.11, VIRIL ELECTRIC, INC 4,051.00, WYONET, INC 2,248.40, WESTERN COLLISION INC 2,540.78, WEX BANK 4,561.63, WYOMING GAS 2,574.05, WYOMING SECRETARY OF STATE 30.00, WYOMING DEPT. OF TRANSPORTATION 8,500.00,

WYOMING COUNTY TREASURER'S ASSN. 40.00, WYOMING GUARDIANS AD LITEM PROGRAM 4,279.90, YELLOWSTONE RADIOLOGY PC 1,067.00

Big Horn County Elected Officials: K. Blackburn gave an overview of the proposed salary resolution and employee increases that has been worked on by the elected officials. Hyde expressed his appreciation for the time and effort devoted to the plan and his belief the plan was well thought out. Hyde suggested the salary resolution be set for the elected officials to hold off on their increase for at least the next year to allow for adjustments after the proposed employee increases. There was discussion regarding the current salary schedule and proposed schedules. Carrizales asked if there was confidence that these increases would fit in the budget. The elected officials reiterated that they are committed to employee increases and will do what is necessary in the budget to accommodate those. Hyde moved to accept the salary resolution as amended and commit to a 3% increase for employees. The **motion** was seconded and carried.

Public Hearing – Antelope Butte Foundation Community Enhancement Proposal John Kirlin, Casey Wright & Amy Quick (WBC): In attendance at the Public hearing were M. Bean, S. Brown, B. Lindsey, B. Greene. Bean gave an overview of her concerns with the resolution and lease document being connected and tied to each other and provided suggested language to correct that concern. Carrizales shared his concern and belief that the County should not be involved in this business. Carrizales asked about approaching Lovell Inc. or Grow Greybull as possible sponsors. Carrizales asked Quick why WBC would be receptive to this and why the county should support this project. Quick gave an overview of the proposal approval and funding process. Hyde noted that he respects Carrizales opinion and questioning of getting involved but he believes that Commission should be involved in economic development within their county. Hyde noted that the magic carpet is an integral part of a ski resort and he believes the project has shown its viability over the past years. Craft shared her support if the language is fixed and that she appreciated Carrizales concerns. Quick shared some additional work the WBC would do to help solidify all of plans and documents for the project. Carrizales asked the attending public if they had any questions or concerns they would like to share. S. Brown stated he had some of the same concerns as the commission and his desire to ensure the project could not come back to hurt the tax payers off Big Horn. Greene shared her confusion regarding why Lovell Inc. wouldn't be involved. Lindsey shared her continued support for this project from its inception. By consensus the Commission agreed to support this project and that they intend to sign the necessary resolution at their June 5th meeting if all language is finalized as recommended by M. Bean and accepted by the Commission.

Bobbie Jenks – BHC Pubic Health: Jenks introduced L. Chambers the newly hired Admin Assistant. Jenks shared the monthly report. Carrizales asked how Jenks prioritizes trainings verses services being provided. Jenks gave an overview of programs and training needs. Jenks shared information from the marijuana summit she attended. Smallwood presented the 2018 – 2020 combined PHN/MCH and PHEP contract for signature. Craft moved to approve the contract as presented the **motion** was seconded and carried.

Fred Werner - Facilities Maintenance: Werner provided updates on all ongoing projects including District Court, Land Planning, Courthouse sewer, and the library lighting project. Werner reported that a heat pump at the Lovell Annex has failed and will cost \$12,000 to replace. By consensus the Commission agreed replacement needs to be done. There was discussion regarding concerns with County Attorney file security during the sewer project and a plan was developed.

Becky Lindsey – BHC Treasurer: Lindsey gave an overview of preliminary research regarding financing part of the County Coroner's building project and proposed interest rates by area banks over a 10 year period. The Commission asked Lindsey's opinion on the best financial approach. Hyde asked if the large depletion of the reserve was taking too big of a risk. Lindsey noted that reserves have not always been at the current levels so it wasn't necessarily bad to use a large piece of the current reserves. Discussion determined funding of the building will be determined after bids are received.

Old and New Business: Smallwood presented May 1, 2018 minutes for approval. Hyde moved to approve the minutes as presented, the motion was seconded and carried. Carrizales reported on items presented at the recent WCCA board meeting including the establishment of a twenty three county consolidated workers compensation group and WCCA's involvement with that project as well as discussion about State Prevention Management funds and administration options for those in the near future. Smallwood presented the proposed 2019 Holiday schedule, the item was tabled to for further discussion at the June 5th meeting. Commission Scholarship applications were presented with award decision to be made at the June 5th meeting. There was discussion about scheduling the first round of Land Planner interviews with a specific date to be determined pending Carrizales follow up on a candidate recommendation. There was discussion about WY Department of Work Force Services offer to do some risk assessments. It was determined that the pending county consolidated group work was sufficient movement to reduce county workers comp issues at this time. A budget work session was schedule for May 17th with additional sessions to be scheduled closer to fiscal year end. Smallwood presented two 24 hour malt beverage permits for two Antelope Butte Foundation summer events.

Smallwood presented Good of the County Items and Mail: **Financial Statements:** Serena Lipp- District Court Clerk (April 2018); Ken Blackburn-Sheriff (April 2018); Lori Smallwood-Clerk (April 2018) **Monthly Report(s) and prepared correspondence review:** Byron Solid Waste Dist. (March 2018)
Bonds: J Bassett-Sunlight Drainage Dist. (\$1,000)

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
May 15, 2018

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