

## 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 7, 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 Neves to accept the agenda as amended, the motion was seconded and carried.

Willie Bridges-B.H.C. Engineer and Road & Bridge: Wambeke began by reporting on recent work, crushing and repairs to the crusher. Wambeke also reported that there have been complaints about roads needing graded. There was discussion regarding the issues with blading a road during the dry weather. Hovey reported on culvert replacements and other work being done. Neves shared that he received compliments on the work on Road 8 (aka the dippy). Hovey reported on the resurfacing of the Rierden Lane Bridge and continued road work there. Hovey noted that there are three 2006 State of Wyoming dump trucks that will be coming up for purchase and asked for approval to purchase one for \$10,000. Discussion determined it will come out of the R & B budget and that sale of the current one will recoup some of the cost. Hovey presented and recommended approval a utility permit on Reirden Lane. Neves moved to approve the utility permit as presented, the **motion** was seconded and carried.

Bridges reported that the general contractor for the Coroner building had requested ½ of the retainage released and reported that most of the punch issues had been resolved with outstanding items scheduled for repairs. Craft asked about some of the items that the Contractor has requested negotiation to reduce the price. Bridges gave an overview of stainless steel counter tops and the actions required to fix them to specification. Carrizales shared that he respects Bridges opinion but he is not in favor of releasing any of the retainage until the project is complete. Discussion determined the Commission would view the building later in the day and make a final determination on the partial retainage.

Bridges noted that the Court Security Project is moving along and there are some issues slowing the project including the electrical inspector report that is holding up occupancy. Bridges estimated that the work identified may be about \$4,000. Bridges presented for signature the change order for the restroom change on the District Court floor and the architect work for that which was approved at the last meeting.

Bridges presented bids for the survey needed for the Lane 41 ½ realignment that has been discussed with Candy's and the BLM. Bridges recommended Morrison – Maierle and highlighted the reasons they are significantly less was because of work that they did in the area previously. Bridges noted that BLM is moving forward with their piece of this project and we need to do the same. Craft moved to approve Morrison – Maierle to do the required survey work by June 1, the **motion** was seconded and carried. Carrizales asked why the landowner was not asked to pay all or part of the survey costs. Bridges noted that the landowner has done significant road work that will now not need done by Road and Bridge and also highlighted the fact that this new access will give public access to BLM land that was not there before. Bridges noted that the request for bids on the cultural surveys for the BLM gravel pits previously discussed have not been done because he is still requesting clearer review and clarification from BLM. There was discussion that the county road policy adoption is still pending statute review for public hearings and other requirements to properly adopt. Carrizales asked when the project on Road 38 is planned. Bridges reported that the project is slated for next summer.

Bridges reported that he will be meeting with Nick Kruger to start the transfer of Land Planning work noting that the training process for septic systems will take a few months. Neves asked Bridges to explain the cut on the West River Road and the state's policy on road cutting of their highways. Bridges noted that boring is always the first option and when cuts are necessary they are planned with overlay and other processes to keep cuts from not being immediately repaired to the original status.

Bobbie Jenks & Hillary Mulley - Big Horn County Public Health: Jenks attended to report on a refrigeration data compliance issue and a temperature variation that the unit isn't capable of producing. Jenks stated that the State instructed her to dispose of the state purchased vaccine because of this supposed variance. Jenks noted that she will not be disposing of county paid vaccine because there was not a variance. Jenks certified the viability of the vaccine. Jenks shared the information issued by the State of Wyoming on the nationwide measles issue and shared the age range that may not have received a booster which may put them at high risk of contracting a case of the measles. Neves asked about immunizations and what are the concerns from folks that opt not to vaccinate. Jenks gave an overview of allergy exemption noting that some states allow religious exemptions while other don't or have recently rescinded those. Jenks shared that Big Horn County exemptions are sent to the State Health Officer for approval. Jenks reported that they had fantastic nursing interviews for the nurse positions and projected start date is June 1. Jenks reported that with the help of County Attorney Bean a refund had been issued for the faulty data loggers. Jenks asked for guidance regarding employee reporting for the Public Health Response Coordinator and Prevention Specialist grant position noting that there is office space in public health. The Commission indicated they will discuss the topic and get back with her.

Wes Huber – Airport Manager: Carrizales and Huber gave Blackburn a summary of the issues with an airport tenant that is in default on his lease. There was discussion about where the issue had been left by the previous Deputy Attorney. Blackburn reported that this issue could be a civil law issue or criminal law concern and his authority is in criminal law and judgements. Blackburn gave an example overview of how to move forward with this lease concern on a judge's order. Blackburn also noted that a review of the lease agreement may also determine it could be considered criminal trespass. There was discussion that gate lock changes could help with a resolution as well. Huber noted that the lease expired in 2016. Blackburn noted that airplanes fall under abandon vehicle statutes and that process might be a helpful resolution. Deputy Attorney Mickelson collected information and will consult with County Attorney Bean.

Huber presented notice of awards for the North and South airport project for the striping projects. Huber reported that his DEQ storage tank operator's license has been obtained and the new hire is working on his. Huber reported that the crack sealing has been finished at both airports. There was discussion about the area of the south airport that WYDOT opted not to crack seal due to its age. There was discussion how this will effect other operations and plans for the Greybull airport. Craft asked for an explanation of the how this project process flows and asked what allows those things to be changed. Carrizales requested that Huber and TO Engineering get to the bottom of this change and how we are going to preserve the area for the BLM contract and other activities conducted there. There was also discussion regarding WYDOT and FAA issues with the two story building. Further clarification and information will be gathered before any further discussion is pursued with interested parties. Huber reported that the Cheatham hangar construction project is moving forward. Huber reported that the drag racing application approval has been held up noting that he has shared the latest update with the race coordinators. Huber noted that the airport plan being updated by TO Engineering will be done shortly.

Sheila Paumer – Fair Operations Manager: Paumer reported that the Multi- Purpose Building (MPB) water issue made a bit of progress and that Plan One has requested that Rael have the roof inspected. Paumer reported that the final fencing for the fair grounds is being completed. Paumer reported that the new lock system has been installed for the MPB and is now 100% programmable from the office computer. Carrizales shared concerns with a recent event at the fairgrounds and noted that he appreciates Paumer's work to try to keep things running smoothly, safely, and fairly noting that he supports her decisions. Carrizales suggest anyone unhappy with her decisions or disrespectful of her work needs to contact the Commission. Craft shared that there is learning curve when large events are planned and she is certain all will be fine-tuned as things go on.

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

ALSCO 75.74 / AMERICAN WELDING & GAS INC. 28.78/ASCENT AVIATION GROUP, INC 60.00 / DEL ATWOOD, JR 523.16/ AXON ENTERPRISES, INC 495.00 / BOB BARKER COMPANY, INC. 691.09/BASIN PHARMACY 1,892.44 / BASIN REPUBLICAN RUSTLER 669.50/BASIN REPUBLICAN RUSTLER 80.00 / TOWN OF BASIN 11,353.02/BIG HORN CO-OP MARKETING ASSN 5,465.80 / BIG HORN CO-OP MARKETING ASSN 55.37/BIG HORN CO-OP MARKETING ASSN 410.03/BIG HORN COUNTY WEED & PEST CONTROL 220.00 / BURLINGTON SERVICE STATION 108.82/CANON FINANCIAL SERVICES 372.53 / CARQUEST AUTO PARTS 19.98 / CK HARDWARE 36.81 CHARM-TEX, INC 344.50 / CENTURY LINK 491.36 / COPENHAVER, KATH, KITCHEN 150.00/COOKS CORRECTIONAL 683.62 / CATHLEEN COLLINS 401.49/BIG HORN COUNTY TREASURER 545.85 / CK FAB 6,870.00 COVENANT INSURANCE GROUP INC. 2,530.00 / DONNA K CAPELLEN 428.11/CHARTER COMMUNICATIONS 109.98 / TOWN OF COWLEY 155.10/CRUM ELECTRIC SUPPLY CO. 155.55 / CUDA ENTERPRISES 1,875.00/ CUSTOM DELIVERY SERVICES, INC. 54.86 / CASCADE RESCUE 1,203.19/CREATIVE PRODUCT SOURCE 367.74 / TODD DALIN 283.00 / DEMCO 1,635.37/DIGITAL ALLY 70.00 / DOUBLE R SERVICE, LLC 5,129.00 / LARAE DOBBS 329.94/ E&M HEATING & A/C, INC. 3,462.15 / TINA ELY 71.32/FIRE PROTECTION DISTRICT #4 291.72 / FREMONT MOTOR CO. CODY 1,083.54/FIRE PROTECTION & SAFETY 390.00 / FOOD SERVICES OF AMERICA 18,069.64/ CENGAGE LEARNING - GALE 199.47 / GRETCHEN GASVODA KELSO 57.52/BRENT GODFREY 61.02 / GRIFFIS QUALITY FENCING 10,000.00/GREYBULL BUILDING CENTER 339.72 / GREYBULL STANDARD 263.50/TOWN OF GREYBULL 229.51 / CAMMY GRIFFIN 347.83 / HD FILTERS LLC 98.65/DAVE HAMMOND 89.99 / HANSON CHEMICAL, INC. 203.94 / HASKELL FUNERAL HOME 423.72/HONNEN EQUIPMENT CO. 1,075.72 / HUB-BHJ INT'L MOUNTAIN STATES LTD 219.00/I-STATE TRUCK CENTER 6,576.43 / IACP INTERNATIONAL ASSOC OF CHIEF 190.00/INLAND TRUCK PARTS COMPANY 1,168.22 / J&E, INC. 1,716.35/MICHAEL K JAMESON, JR 1,200.00 / JOHN R. HALEY IV 1,071.97/JOHN ANDREW, LLC dba KEELE SANITATI 155.00 / KELCO SUPPLY COMPANY 605.39/ LAWSON PRODUCTS, INC. 269.86 / LOVELL CHRONICLE 675.49 / TOWN OF LOVELL 277.96/CONNIE LOWE 513.00 / MARQUIS AWARDS & SPECIALTIES, INC. 2,578.79/MAYNARD BUCKLES 1,356.00 / MIDWAY AUTO SALES 88,190.49 / SARAH N. MILES 300.00/MILLER'S FABRICATION & CONST. 1,094.28 / HOPE MENDEZ 44.08/ MINCHOW'S SERVICE 5,746.60 / MONTANA-DAKOTA UTILITIES 705.56/MOTOR POWER EQUIPMENT CO. 48.03 / MOTOROLA SOLUTIONS, INC 9,574.95/MOUNTAIN MOTOR SUPPLY 32.00 / MOUNTAIN VALLEY MOTORSPORTS 191.98/ HILLARY G. MULLEY 40.60 / MURDOCH OIL, INC. 3,226.48 / KAMI NEIGHBORS 458.57/NEWMAN TRAFFIC SIGNS 53.29 / NORMONT EQUIPMENT COMPANY 13,180.35/O'DELL CONSTRUCTION, INC 51,030.00 / O'REILLY AUTO PARTS 85.55/THE OFFICE SHOP, INC. 2,272.49 / HOMAX OIL SALES INC. 186.16/OFFICE OF THE STATE PUBLIC DEFENDER 21,081.30 / JESSIE J PRAVECEK 50.00/PARK COUNTY EXTENSION SERVICE 120.40 / PETROLEUM TESTERS, LLC 200.00/PLAN ONE ARCHITECTS 683.92 / PITNEY BOWES GLOBAL 194.04/ PURCHASE POWER-PITNEY BOWES 720.99 / WILLIAM E. BRIDGES 11,935.00/CATHY PRATT 24.00 / PERMACARD 849.51 / QUALITY TIRE COMPANY 3,799.61/QUILL CORPORATION 1,747.24 / RED APPLE SUPERMARKET 59.82/ RIVERBEND PLUMBING & HEATING 200.00 / ROCKY MOUNTAIN POWER 1,216.78/RURAL FIRE PROTECTION DIST. #1 456.03 / KRISTEN J SCHLATTMANN 210.00/SHERRI SCHELL 612.00 / SELBY'S 187.51/ SOUTH BIG HORN COUNTY HOSPITAL DIST 3,833.33/ SOUTH BIG HORN COUNTY HOSPITAL 595.09 / SOUTH BIG HORN SENIOR CITIZENS 184.67/WENDY 3,600.50 / TCT WEST, INC. 6,481.77 / TCT WEST, INC. 973.98/ TRACTOR & EQUIPMENT CO. 2,471.12 / TRAVELING COMPUTERS, INC. 4,859.69/ TRI COUNTY TELEPHONE ASSOC. 66.62 / TYLER TECHNOLOGIES, INC 165.38/ SECURITY STATE BANK 12,154.18 / U.S. POSTMASTER 54.00/ WY DEPT OF WORKFORCE SERVICES 276.89 / VALLEY HARDWARE 3,197.53/ VAN DIEST SUPPLY COMPANY 823.85 / VIRIL ELECTRIC, INC 365.71/ VERIZON WIRELESS 1,045.98 / WYONET, INC 2,290.40/ WAM-WCCA EMERGENCY LEASE PROGRAM 2,500.00 / WESTATE MACHINERY CO. 1,265.10/ WYOMING BEHAVIORAL INSTITUTE 3,770.00 / WYOMING GAS 952.62/ WYOMING SECRETARY OF STATE 30.00 / WY DEPT OF ENVIRONMENTAL QUALITY 55.00/ WYOMING DEPT. OF TRANSPORTATION 50.00 / YELLOWSTONE RADIOLOGY PC 34.00/ SHEILA J PAUMER 408.90 / ROVENNA SIGNS & DESIGN 2,745.00/ BARCO PRODUCTS COMPANY 1,222.91

Library Board: Barbara Greene noted that T.Menke is the Chair, B.Greene is the Vice Chair and C. Wood is the Secretary. Greene noted that a treasurer will be appointed once the remainder of the board is appointed. Menke reported that they received 8 applications and have conducted interviews. Menke stated that the board would like to offer Lisa Chestnut the position of Director and Christina Greenfield the position of Associate Director while keeping A. Davidson as the Basin Branch Manager. There was discussion regarding training, budget requests and operational changes. Menke expressed a desire to change some branch hours to increase user accessibility.

Library Board Appointments: Carrizales instructed the Commission to each write down their top three choices. Carrizales shared his opinion that candidates from the Lovell area should be considered first. Carrizales tabulated the votes and unanimously the Commission voted to appoint P. Crumine to the three year term and J. Brown to the two year term.

Jeb Nebel – Town of Lovell: Nebel attended to discuss the current Annex lease agreement up for renewal June 30, 2019. Nebel noted that the town municipal clerk has vacated the office and they will no longer need that space after June 30<sup>th</sup>. There was discussion about a recent key change in that area that left the town without access to the office or equipment and files located there. Pouska gave an overview of the situation and why changes were made. Discussion determined that the Town of Lovell will be given key access through the end of the lease. The County Attorney's office would like to utilize the space and will work with the Commission to draft a revised lease agreement. Nebel shared that Pouska has an excellent reputation with the Town of Lovell staff.

Jeremy Pouska – County Maintenance requested an executive session for personnel. Craft moved to go to executive session for personnel the **motion** was seconded and carried. The session was adjourned with no action taken.

Nick Kruger – Land Planning: Kruger gave an overview of his experience and settling into the Big Horn County Land Planner office.

Gina Anderson – Assessor: Anderson attended to share that she is having trouble recruiting and retaining employees. Anderson gave an overview of the requirements of her staff, their training and presented a suggested salary range adjustment. Carrizales shared his solution might be to for her to pay more and have less staff. Anderson shared that she believes she needs all of the staff she has due to field assessments, vacations and other things that often leave one person in the office. There was discussion of the county benefits and limited resources to be spread to all necessary areas.

Old and New Business: Smallwood presented and Neves moved to approve the April 16<sup>th</sup> minutes as presented, the **motion** was seconded and carried. There was discussion regarding the Greybull Sr. Center planter repairs and the insurance payment that was offered. Deputy County Attorney Mickelson was going to look into the liability coverage this driver should have had. The Commission opted not to submit this claim to Hub International due to the \$5,000 deductible and possible two year recovery process. A solution will be determined after attorney review. Smallwood presented the revised TANF application for Big Brothers Big Sisters of North West Wyoming, noting that the application had been previously approved and that an award will arrive soon. Scott Brown shared comments regarding the Big Brothers Big Sisters organization and an amendment to their bylaws regarding their support of having the LGBTQ mentors asking if the Commission was aware of this recent change. The discussion involved the services youth get from this program and the needs it will fill in our communities. Craft moved to approve the TANF Big Brother and Sisters of North West WYOMING grant, the **motion** was seconded and carried.

Good of the County: **Financial Statements:** Lori Smallwood, County Clerk ( April 2019); Serena Lipp – District Court Clerk ( April 2019) **Monthly Correspondence:** LEPC Minutes (March 2019) **Bonds:** Hyattville Service and Improvement Dist. (\$20,000); S. Davis – Town of Manderson (\$50,000); Byron Drainage Dist. (\$20,000); Byron Solid Waste Dist. (\$20,000); J. Bassett – Sunlight Drainage Dist. (\$1,000), D. Bischoff- Lovell Drainage Dist. (\$1,000); H. Christensen – School Dist.#1 Rec. Dist. (\$5,000); S. Asay – Sunlight Drainage Dist. (\$1,000); C. Braten- Byron Solid Waste. Dist. (\$10,000); M Rock – Deaver/Frannie Cemetery Dist. (\$5,000) Cancellation/Rebate of Taxes: R. Corbett Parcel # 56-97-026-00025

Craft 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 7, 2019.

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