

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: **November 20, 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, the motion was seconded and carried.

Willie Bridges-B.H.C. Engineer and Road & Bridge: Bridges presented the previously approved utility permit on Orchard Bench Road for Rocky Mountain Power. Craft moved to approve the permit as presented, the **motion** was seconded and carried. Bridges presented utility permits on Lane 51 ½ for a water line, Lane 12 for TCT Cable, and access permits on Orchard Bench Road (Howler), (Lundsford) Road 7 North of Lane 40, (McNiven) Lane 38, (Tharp) on Road 24. Bridges recommended approval of all but the Road 24 permit due to the BLM approval pending. Craft moved to approve all permits presented and to hold the Road 24 permit until BLM approval is received, the **motion** was seconded and carried. There was discussion about the numerous activities on Orchard Bench Road and concerns over damage to existing utilities. Bridges explained that locates and placement are the responsibility of those installing utilities. Bridges reported that Lane 16 ½ (GP Road) inventory, repair cost estimation, and possible funding identification work has begun. Bridges reported that Lane 41 ½ (Candee) survey work scope is being developed and a call for survey bids will be issued soon. By consensus the Commission agreed that the work should be done so it is ready to move when the BLM work is done. Bridges reported that contractor bid advertising has begun for the Court Security Project. Bridges reported that the Coroner building is moving along within budget. Bridges reported that some equipment items will be needed that may or may not be able to be absorbed by the project. The Commission discussed that these are not construction costs and should not be part of the construction budget and should be paid from the Coroner budget. Bridges shared the information presented by WCCA regarding state and county road funds and the statute change regarding \$100,000 annually moved from the State and County Road Fund to offset some of the expenses in the County Road and Bridge budget. There was discussion that the funds need to be tracked Smallwood offered to add a budget code if that would help track the expenditures for the annual report. Hovey reported on work in progress and that gravel crushing work has begun. There was discussion regarding a speed bump that created an issue for an ambulance in a subdivision and whose responsibility it would be to handle the issue. Hovey shared that the bump was removed by a resident on the road and children at play signs were installed by the county to help slow traffic in the area. Wambeke asked for guidance on the Road 18 cattle guard issue. There was discussion about fencing, legal ramifications of the placement or removal of the guard, and ditch damage caused by the livestock accessing the right of way and road. Carrizales suggested that Bean contact Wambeke for clarification on the particulars of the area to help formulate the best course of action. Wambeke reported on work being done on Road 9. Bridges gave an overview of the WYDOT project between Lovell and Cowley and the approaches to the county roads that have not been paved leaving a lot of big bumps. Bridges stated that weather will delay the work further and he is contacting WYDOT to find out what the plan is for snow removal in these areas.

Wes Huber – Airport Manager, Paul Thur- Town of Greybull & Mike Howe- Cloud Peak Drag Racing:

Carrizales welcomed Huber. M. Howe gave an overview of the race plans for the upcoming year including a two day race event with a total of 5 races scheduled. There was discussion about the September 21 & 22nd event and request for the race equipment to remain in place over the evening. Huber shared he believes the current application and approvals would allow for this because of the “removal after event language”. Hyde shared that when this was set up there was a discussion regarding avoiding a Sunday event and would like to encourage the avoidance reiterating his dislike for county to be expending resources to support Sunday events . Howe reported that there are currently three Sunday events planned. Carrizales shared that he agrees with Hyde

but will support whatever works. Howe pointed out that funds are being brought to the county by these events not drawing funds. Howe reported that Kip McIntosh will be responsible for races in the future. P. Thur appeared to ensure the county was in agreement with the debt service calculations he presented last month. Craft shared her appreciation for the work that Thur put into the transparency of this process. The MOU amendment adding the annual debt service will be presented at the Dec. 18th meeting. Huber reported that the SRE building substantial completion documents have been signed and a punch list has been created. Final billing advertising is being done. Huber is going to research the design of the building to ensure plans were made for condensation issues. Huber reported that the hangar lease agreements are due for renewal and he has asked M. Bean to review to ensure all is well. Huber reported he is working through the FCC license renewals for the Airports. Huber reported that there is interest in two lots for a hangar to be constructed in the Spring at the Cowley Airport. Huber connected the interested party and TO Engineering for the project planning. Huber reported that he worked with WY Game and Fish regarding an animal in the Greybull Airport boundary that has been resolved and fence repaired. Huber presented the DBELO (Disadvantaged Business Enterprise Liability Officer) agreements updates for approval and signature. There was discussion and approval for Huber to receive a county credit card.

Sheila Paumer- Fair Operations Manager: Paumer reported on the cost to receive the engineering plans for an air exchange system in the multipurpose building and information she received from E & M regarding insulation issues that could be causing the condensation issue. Paumer requested that Carrizales speak with E & M for an understanding of the issue and help working on the problem. There was discussion regarding a similar issue in Hot Springs County and what they did to fix it, Paumer will contact them for additional details. Paumer shared that she believes that upgrading the power in the pig barn would cure many of the issues/concerns and eliminate the need for a new building. Paumer also discussed tarps that have been installed to reduce leaves that could be left up during fair to block some of the sun. Carrizales asked Paumer to explore the cost of the electrical upgrade. Paumer reported on Multipurpose building usage and new memberships. Paumer shared that she will be on vacation December 13-23 but the office will be open during her absence.

Fred Werner – Facilities Management: Werner reported that the Coroner's building is moving along and requested a plan be developed for the cleaning of the building/offices and lab areas. Carrizales suggested that Werner have Atwood contact the Commission to discuss the lab area. Werner requested guidance from the Commission regarding the insurance inspection of the Washington Park. Carrizales asked how the Commission felt about requesting the Town of Basin remedy the issues identified by the insurance company. Hyde and Craft shared that they supported the request be placed. There was discussion regarding dead tree and other tree removal to create suggested use zones. Carrizales shared a concern that live tree removal be approved by the Commission before it happens. Craft shared her opinion that a plan needs to be developed for playground equipment and other things to maintain as much of the park as possible. Carrizales requested that a letter be drafted to the Town regarding the issues identified. Werner presented a contract from AlSCO for signature to save on reusable cleaning materials. Craft moved to approve the replacement two year service agreement with AlSCO as presented, the **motion** was seconded and carried. Werner reported on the termite service agreement for the Lovell Library and recommended purchasing the service for an additional year. Werner reported on the dismissal of his part time employee and requested the Commission consider the conversion of this position to full time due to the increased work load of the park, coroner building and eventual REA building. Hyde suggested a work meeting be scheduled after the first of the year for all of these changes that need to be planned. The Commission requested that Werner hold off on replacement of the position. There was discussion regarding overtime vs hiring a part time employee.

The Commission took a minute to discuss a few things with Congresswoman Cheney's representative Lindee Linn. Hyde shared the County's support for Cheney's bill that has moved out of committee and asked for an update. Linn reported that they are trying to get it voted on prior to the end of the year but there is not a clear plan at this point. Hyde asked if she had any information regarding a Trump bill that involved the Secretary of the Interior developing a plan to handle sedimentation issues in reservoirs that cross state lines. Linn will look into that and get back to the County. Hyde expressed the importance to the Yellowtail reservoir if this plan is

developed and funded. Craft shared the action alert regarding Secure Rural Schools, the importance of that funding to our county, and requested Cheney strongly support of the continuance of that funding. Carrizales shared with Linn the Natural Resource Management Plan that is being worked on with Y2 and K. Budd-Fallen.

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

LORI SMALLWOOD 54.50, ALSCO 62.87, AMERICAN WELDING & GAS INC. 451.48, SANDRA L ARMSTRONG 160.00, DEL ATWOOD, JR 9.70, WHITE LINE LLC 3,100.00, AUTO MEDX BODY SHOP 579.00, MEGAN BROWN 594.10, BAR T ELECTRIC, INC 501.88, MARCIA E BEAN 20.08, ALLEN C. BECKHOFF 24.00, BIG HORN CO-OP MARKETING ASSN 384.47, BIG HORN CO-OP MARKETING ASSN 31.21, BIG HORN CO-OP MARKETING ASSN 13.49, BIG HORN CO-OP MARKETING ASSN 5.99, BIG HORN CO-OP MARKETING ASSN 23.66, BIG HORN COUNTY SOLID WASTE DIST. 7.70, FIRE PROTECTION DIST. #5 224.40, BIG HORN RURAL ELECTRIC CO. 574.74, BIG STATE INDUSTRIAL SUPPLY, INC. 79.24, BIG HORN COUNTY WEED & PEST CONTROL 220.00, BILLINGS CLINIC TRAINING CENTER 6.00, BLAIR'S MARKET 45.17, CANON FINANCIAL SERVICES 109.86, CARQUEST AUTO PARTS 693.43, CMI-TECO 76.79, CENTURY LINK 38.77, CNA SURETY 1,885.00, COMMERCIAL SERVICE HVAC 10,966.59, COPENHAVER, KATH, KITCHEN 150.00, CATHLEEN COLLINS 71.57, COVENANT INSURANCE GROUP INC. 2,530.00, CHARTER COMMUNICATIONS 111.62, EAGLE PEST CONTROL 65.00, TINA ELY 44.28, FAIRBANKS MEDICAL CONSULTING, PC 800.00, FIRE PROTECTION DISTRICT #3 100.98, FIRE PROTECTION DISTRICT #4 291.72, CENGAGE LEARNING - GALE 174.13, GRETCHEN GASVODA KELSO 558.17, CHRISTINA GREENFIELD 15.00, HD FILTERS LLC 71.44, ROY HARPER 171.28, WESLEY HUBER 140.91, JOHN G. HYDE 538.46, CAROLA HYDE 145.00, I-STATE TRUCK CENTER 240.66, INTERNATIONAL ASSOCIATION FOR 80.00, BOBBIE JENKS 29.20, JEFFRIES DENTAL, PC 671.00, KELLY G JONES 150.90, JOHN R. HALEY IV 1,109.48, KATHY JO JENSEN 160.00, KENNETH A JENSEN 160.00, JVAN CONTRACTING 2,655.00, JOHN ANDREW, LLC dba KEELE SANITATI 155.00 LPI 680.00, LAWSON PRODUCTS, INC. 329.15, BECKY A. LINDSEY 254.87, LOVELL CHRONICLE 69.00, LINDA L MARTIN 145.00, ME BULBS 439.19, MESSENGER & OVERFIELD, PC 142.45, SARAH N. MILES 150.00, HOPE MENDEZ 96.72, TED MENKE 35.97, RUTH V MOSS 140.00, MURDOCH OIL, INC. 2,274.58, KAMI NEIGHBORS 72.52, NORTH BIG HORN SENIOR CITIZENS 750.00, O'REILLY AUTO PARTS 557.61, THE OFFICE SHOP, INC. 810.85, OFFICE ALLY 35.00 HOMAX OIL SALES INC. 72.92, PARK COUNTY CLERK 45.83, POWELL WELDING AND INDUSTRIAL 114.95, PREMIER BOITECH, INC 110.82, PROFORCE LAW ENFORCEMENT 9,773.55, PUBLIC DEFENDER 450.00, MARY J PROVONCHA 157.44, CATHY PRATT 66.00, QUILL CORPORATION 488.94, RIVERBEND PLUMBING & HEATING 400.00, ROCKY MOUNTAIN POWER 1,440.57, SHARON C ROTH 160.00, WENDY ROTH 160.00, RURAL FIRE PROTECTION DIST. #1 598.00, SHERRI SCHELL 612.00, SECURITY STATE BANK - PETTY CASH 19.62, SHOPKO STORE OPERATING CO, LLC 129.99, SOUTH BIG HORN COUNTY HOSPITAL DIST 3,833.33, SOUTH BIG HORN SENIOR CITIZENS 916.67, SOUTH BIG HORN SENIOR CITIZENS 51.32, KAREN SYLVESTER 5,391.98, SWEETWATER COUNTY 260.00, THOMSON REUTERS - WEST 170.05, TORGERSON'S LLC 171.52, TRACTOR & EQUIPMENT CO. 184.27, TRAVELING COMPUTERS, INC. 429.18, SECURITY STATE BANK 4,148.58, U.S. POSTMASTER 225.00, ULTRAMAX 10,043.50, VALLEY HARDWARE 155.48, WAM-WCCA EMERGENCY LEASE PROGRAM 2,500.00, WHEELER'S IGA 93.47, WHITE PARK BROADCASTING 131.00, WEX BANK 5,054.37, WYO DEPT. OF HEALTH 40,865.34, WYOMING DEPT OF HEALTH 28.00, WYOMING GAS 1,781.50, WYOMING STATE LIBRARY 3,975.05, YELLOWSTONE RADIOLOGY PC 392.00, JAN E BARNETT 239.24, CATHY C BAYERT 146.45, SUSAN G BENTLEY 146.45, SHEILA J PAUMER 178.76, JUNE BOOTH 165.45, GRACE M BRIGGS 150.00, DARRELL L CARIVEAU 218.60, DIANE H CAUFFMAN 160.00, MARILYN K MCCOY 160.00, JOYCE A NATION 150.00, MATT D SCHAFER 140.00, VANA B CAMP 160.00, SHELLIE KAYE SANDERS 140.00, JEANNA WASSMER 150.00, MONNETTE L WILCOX 140.00, EMILY VIGIL 144.27

NANCY A ELLIS 140.00, AMBER GREER 170.45, STEPHEN NASO 140.00, SUSAN M NASO 140.00, CHRIS EDWARDS 160.00, JUDY WILES 145.00, DEBORAH M URBACH 148.72, DEBBIE WASSMER 150.00, LINDA NEVILLE 202.63, MARY LOU PERKINS 145.00, DESEREE ALLEN 160.00, BARBARA JANKE 160.00, L KAY FLEEK 160.00, MARYLOU DOYLE 205.43, JOYCE WOODWARD 155.00, SHANG CLENDENEN 140.00, DEIDRE CLENDENEN 195.17, CARLA M. COHEN KELLEY 140.00, LISA COOK 185.00, RENA A. CROFT 145.00, KATHLEEN CUMMINGS 155.00, BARBARA DAVIDSON 160.00, PAULA DEE 160.00, ELAINE DOBBS 150.00, FAYE J FARR 213.72, JANICE R. FINK 205.00, LOREN W. GOOD 27.25, JILL HITZ 22.89, LINDA M. HITZ 145.00, PRISCILLA E JEZIORSKI 160.00, JAN JOHNSON 140.00, JANET E. KUMMERFELDT 232.25, JANICE M MANGUS 145.00, SANDRA L MENKE 140.00, JUDY MORRIS 147.63, BETTE D NEAL 150.00, ERLINDA K PARKER 140.00, CARRIE PREATOR 160.00, NANCY E PREIS 140.00, KELLI M STEENBAKKERS 145.00, MERNA F WINTERS 140.00, DEBRA M REDLAND 175.00, ARLENE L ROSS 145.00, SHERRY THOMPSON 170.00, NANCY CAROL WALKER 160.00, JANICE L. WANTULOK 206.35, SHIRLEY A WILLIAMS 160.00, JUDY WINTERS 203.34, MOLLY J YATES 202.44, LYNNE STROM 155.00

Public Hearing: Smallwood presented Transfer of Funds Resolution #1. Hyde moved to approve resolution #1 as presented, the **motion** was seconded and carried. Smallwood presented Resolution #6 for the establishment of the Shell Town Water Improvement District. Hyde moved to approve the resolution as presented, the **motion** was seconded and carried.

Karen Sylvester – Prevention Funding Contractor: Sylvester gave an overview of work being done, meeting schedules and reported on the statewide meeting she attended in October. Sylvester shared the baseline report for Big Horn County completed by the University of Wyoming in October 2016 as well as additional prevention information and materials the BHC Coalition has identified as resources and items to be followed up on to help in Big Horn County. Sylvester shared the information she gave the Coalition regarding the process for prevention programs to be funded by Commissioner approval. Sylvester shared that the next Coalition meeting will be Tuesday 11/27. Sylvester shared the work that is planned with the VOS group and former gatekeeper grant participants. Carrizales shared a concern that the person who will be hired to do this work after the needs assessment and strategic plan are completed is missing these groundwork steps. Sylvester agreed and encouraged that the person being brought on as soon as possible.

Gretchen Gasvoda-Kelso- UW Extension: Gasvoda reported on the recent trip to Texas with 4H kids to participate in a National Contest and the opportunities the kids got to see and experience. Gasvoda shared other opportunities that have happened had over the past few months. Gasvoda shared the concerns they have with their current office location and work environment. The Commission informed Gasvoda of the work session planned for January to develop a use plan for the REA building. Hyde shared his concerns regarding 4H events being held more often in the south vs north. Gasvoda gave examples of events and activities and ensured Hyde that they are aware of travel time and work to keep activities for all areas of the county..

LaRae Dobbs – Emergency Management Coordinator & Mike Williams- Merit Energy (Cancelled): On Williams behalf Dobbs shared information on the Merit Energy's project to shore up the bank that is currently exposing a pipeline along the Shoshone River. Dobbs shared how much she appreciates Merit's quick response to the oil spill in July. Dobbs presented information from the National Weather Service and a list of reporting weather site locations sharing information on other potential locations that would be beneficial. Dobbs explained the proposed highway sites at county lines are a good thing for travelers. Dobbs gave an overview of the state's work on potential long term power loss and ways to increase potential responses and preparation for such events. Dobbs reported a meeting with power partners is planned for December to begin formulating a Big Horn County Plan. Smallwood presented the HMEP Grant renewal agreement. Craft move to approve the HMEP grant award as presented, the **motion** was seconded and carried.

Nelson Bos: Bos attended to discuss a personnel concern. Craft moved to go to executive session, the motion was seconded and carried. The session was adjourned with no action taken.

Ken Blackburn- Sheriff attended to discuss a personnel concern. Hyde moved to go to executive session, the motion was seconded and carried. The session was adjourned with no action taken.

Bobbie Jenks & Hillary Mulley -Public Health: Jenks presented the monthly activities report and program activities. A letter of match support for the Lovell Generator grant application was presented for approval. Hyde moved to approve the match commitment letter as presented, the **motion** was seconded and carried.

Angela Parker – Land Planning: Parker gave an overview of department activities. A plat for the Howe simple subdivision ss 10-007 was submitted for approval. Hyde move to approve the plat as presented, the **motion** was seconded and carried. Parker presented the Merit Energy flood plain development permit for retroactive approval. Craft moved to approve the flood plain development permit as presented, the **motion** was seconded and carried. Parker shared concern with rising costs of Greenwood mapping and suggested she would like to move toward that service being done and hosted internally. The Commission recommended she work closely with all other departments that utilize this system to ensure all are in agreement.

John Kirlin – Antelope Butte Foundation (ABF) & Amy Quick – Wyoming Business Council: Carrizales welcomed Quick and Kirlin and request County Attorney Bean give an overview of concerns with the Wyoming Business Council agreement for the Antelope Butte Magic Carpet Project. Bean’s email listing concerns was shared with all in attendance, she highlighted the exposure and liability concerns that rest with the County when ABF is the one doing the work, as well as concerns over the 40 year Forest Service permit that is a requirement. Hyde shared his view that the contingency and lease agreements not being in place before the proposal was submitted or awarded is a large issue and that everyone dropped the ball. Hyde shared that the Commission really can’t in good conscious move forward past the Attorney’s suggestions. Kirlin explained the permit process, timing and requirements. A phone call was placed to Julie Kozlowski- WBC regarding the concerns addressed by Bean in her email. Kozlowski explained the intentions of WBC/SLIB and asked what needs to be changes so this project can be completed for operation this winter. Bean and Kozlowski will work out language via conference call at 1:30 P.M. Wednesday 11/28.

Becky Lindsey came to share with the Commission that there had been discussion with Parker and that she and G. Anderson (County Assessor) were under the assumption that Parker was not going to pursue moving away from Greenwood Mapping. Lindsey highlighted the concerns and shared County IT agreement that this was not a good idea. The Commission agreed that nothing will change without a clear meeting and approval of all involved in such a change.

Old and New Business: Smallwood presented an Infrastructure MOU from the Supreme Court for courtroom technology. Hyde moved to approve the Supreme Court MOU as presented, the **motion** second and carried. Smallwood presented a letter of intent from A. Jones for reappointment to the Big Horn County Solid Waste Board. Craft moved to reappoint A. Jones to the BHC Solid Waste Board, the **motion** was seconded and carried. Smallwood presented the meeting minutes from October 16th . Hyde moved to approve the minutes as presented the **motion** was seconded and carried.

Good of the County items: **Financial Statements**: Serena Lipp – District Court Clerk (October 2018); Lori Smallwood-Clerk (October 2018) **Monthly Report(s) and prepared correspondence review**: Weed & Pest Minutes (September 2018); Planning and Zoning Minutes (September 2018); Byron Solid Waste Minutes (Aug. Sept. Oct. 2018) **Bonds**: B.Hill-Lovell Rec. Dist. (\$5,000); B. Crosby – Cowley Drainage Dist. (\$1,000); W. Camp – North Big Horn Hospital (\$5,000); Mayor & Council Town of Deaver (\$20,000); R. Easum-Park County Fire Protection dist. #1(\$2,000)

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
November 20, 2018.

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