

## 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: **October 16, 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, the motion was seconded and carried.

Regina Ridgeway attended on behalf of the Home for the Holidays committee to inform the Commission of the light celebration planned in Basin for November 23, 2018 and to request permission to use the Courthouse sidewalk and lawn for the activities immediately following the parade. By consensus the Commission agreed to let the committee use the courthouse grounds.

Willie Bridges-B.H.C. Engineer and Road & Bridge: Bridges reviewed the discussion from the last meeting regarding the previous decision to remove the cattle guard on Road 18. J. Tippetts shared concerns of residents along Road 18 regarding livestock on the road, transfer ditch damage they create and the flooding of the road that results. Craft asked Bridges when the guard was installed and an estimate of mid 1990's was given. Bridges shared that there is nothing in the road file regarding the need or installation of the cattle guard. Bridges reiterated his opinion that the cattle guard should be removed and his understanding of the fence out laws which may create a need to install a fence. Tippetts noted that the property does have a fence that has been laid down to allow livestock to access the road and water on the other side. Carrizales asked D. Neves his experience with livestock and roadways. Neves stated that grazing in the roadway is not normal and the cattle guard does allow the livestock to be moved with one less person. Carrizales ask Bean for an opinion. Bean confirmed that WY is a fence out state and stated she needs to further review the case law before providing advice. Craft suggested action be delayed until the Bean can research and advise. Hyde shared that fences have been in place on that property for years until the recent year when it was laid down to allow livestock to cross to water. Hyde shared his understanding of the fence out laws, the civil liability that is incurred when livestock damage property and his belief that the damage done to the roadway, easement and ditch should be considered a civil liability. Hyde states that the cattle guard was installed incorrectly in the 1990's at the request of an influential land owner and should be removed.

Bridges reported on the meeting with some of the land owners along Lane 41 ½ and his attempts to contact Connie Kraft with the BLM to discuss the proposed changes. Bridges will continue to try to move this discussion along and believes the changes will be beneficial to the public and land owners in the area. Hyde emphasized that continued public access is critical. Bridges shared the work to change the access wouldn't require much work from county crews at all. Bridges reported on the concerns that Washakie County has with the Lower Nowood Road (Road 43 ½) and their desire to restrict access to local traffic only to remove heavy truck traffic from that road. There was discussion that Washakie County had not reached out to Big Horn County about this proposed change. Discussion determined that Big Horn County is not interested in supporting that change and no action will be taken on the topic at this time. Bridges reported that the Coroner building is progressing and on track for January completion. Bridges reported that the timeline for the Court security project is; advertising for bid to occur November 15<sup>th</sup> with a bidder's conference to be held November 26<sup>th</sup> and bid opening on December 14<sup>th</sup> with substantial completion of the project being May 24, 2019. Bridges indicated the project has a longer than expected completion date due to restriction that will be needed to coordinate work times and areas with the Courts for minimal disruption. Bridges presented one access and four utility permits recommending approval of all. The utility permits were for Lane 31 near Shell, Lane 11, Lane

35, Road 31 and an the access permit for Lane 40. Craft moved to approve the access and utility permits as presented, the **motion** was seconded and carried.

Carl Meyer & Wes Huber – Airport Manager: P. Thur attended to see if the Commission had an opportunity review the debt service agreement and see if there are any questions. There were no questions and the Commission indicated they would respond to Thur prior to the Nov. 20<sup>th</sup> meeting if they had any questions.

Meyer reported that the SRE building is nearing completion. Meyer informed the Commission that the FAA Conference will be held in Seattle March 19<sup>th</sup>-20<sup>th</sup>, expressed the importance of attending the meeting and suggested a Commissioner attend this meeting with W. Huber. Meyer reported that the NAVAID grants had arrived and later in the day requested authorization for Smallwood to electronically sign the award notices. Meyer attended to share some additional information. Hyde requested that Bean and Meyer ensure the Sheppard lease issue be moved forward to resolution. Meyer shared that the NAVAID grant agreements have arrived electronically for the signature. Craft moved to approve Smallwood to process the digital signature required for the two NAVAID grant awards. Meyer reviewed the Airport revenue discussion from the last meeting and Carrizales's request to discuss the accounting further. Lindsey provided a detailed review of how airport revenue and expenditures are tracked and deposited to ensure transparency and clarity for clarification on how revenue is handled. Lindsey also reminded the Commission that those funds are reviewed in detail during each annual audit. Craft asked Meyer for an estimate of costs to complete the crosswind runway resurfacing. Meyer stated the WACIP estimate is approximately \$1.4 million with a required county match of about \$250,000. Meyer reminded the commission that upcoming project at the airports have dwindled down with not as much coming up in the next few year which will give an opportunity to build some reserve for project of this type. Hyde requested that Bean and Meyer ensure the Sheppard lease issue be moved forward to resolution despite Meyer's retirement.

Brenda Ashworth and Karen Bud Fallon – Y2 Consulting: Y2 gave an overview of the work that will be done to create Big Horn County's Natural Resource Management Plan and its importance. Discussion determined that the Steering Committee and Y2 will review the previously started draft to identify gaps in the document and any additional information that should be included. The Commission will have A. Parker serve as the the liaison between Y2, the Committee and the Commission. A meeting to discuss the review is scheduled for October 29<sup>th</sup> at 1:00 in the Commission Chambers. Hyde reminded the Committee that importance of wildlife being address in this plan as well.

Amy Quick - Wyoming Business Council: Quick was in Basin for meetings and stopped to give an overview of the recent approval of the Antelope Butte Foundation proposal and agreement process. Quick stated that the award notice should arrive within a couple of weeks. There was discussion of other WY Business Council programs and funding goals to help WY communities.

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.

LETITIA C ABROMATS, PC 1,430.00, ALSCO 125.74, ALTIMUS DISTRIBUTING INC 135.19, AMERICAN WELDING & GAS INC. 220.60, AC ELECTRIC LLC 2,292.17, AUTO PLUS COLLISION CENTER 9,318.00, BASIN AUTO CARE 412.01, MARY BAIR 43.60, BAZOOKA LUMBER & LIVESTOCK LLC 51.50, BASIN REPUBLICAN RUSTLER 261.00, BASIN REPUBLICAN RUSTLER 80.00, MARCIA E BEAN 436.40, MATTHEW BENDER & CO., INC. 104.43, BIG HORN CO-OP MARKETING ASSN 470.73, BIG HORN CO-OP MARKETING ASSN 110.36, BIG HORN CO-OP MARKETING ASSN 34.99, BIG HORN CO-OP MARKETING ASSN 39.45, BIG HORN CO-OP MARKETING ASSN 37.00, BIG HORN CO-OP MARKETING ASSN 121.89, BIG HORN CO-OP MARKETING ASSN 25.91, FIRE PROTECTION DIST. #5 224.40, BIG HORN RURAL ELECTRIC CO. 540.82, BIG STATE INDUSTRIAL SUPPLY, INC. 168.17, BIG HORN COUNTY WEED & PEST

CONTROL 386.18, BLACK FOX RESCUE INSTITUTE 3,980.00, BOBCAT OF THE BIG HORN BASIN, INC. 765.00, FELIX CARRIZALES 1,004.39, CANON FINANCIAL SERVICES 448.52, CARDINAL HEALTH 110 LLC 4,373.96, CARQUEST AUTO PARTS 189.96, TERESA MARIE CALDWELL 60.00, CK HARDWARE 40.88, CHILDREN'S ADVOCACY PROJECT 3,000.00, CENTURY LINK 38.77, CMRS-PB POSTAGE BY PHONE 4,000.00, COPENHAVER, KATH, KITCHEN 150.00, CASCADE RESCUE 2,283.87, DASH MEDICAL GLOVES 648.00, FAIRBANKS MEDICAL CONSULTING, PC 800.00, FIRE PROTECTION DISTRICT #3 100.98, FIRE PROTECTION DISTRICT #4 291.72, FORTE PAYMENT SYSTEMS, INC 322.93, GALLS, LLC 30.60, STEFAN F & TRACY A HARPER 289.47, HEART MOUNTAIN FARM SUPPLY 575.84, HEART MOUNTAIN CONSTRUCTION LLC 54,356.28, HONNEN EQUIPMENT CO. 228.29, HUB-BHJ INT'L MOUNTAIN STATES LTD 371.00, JM REPAIR LLC 209.07, J.C. REPAIR, INC 1,005.70, JOHN R. HALEY IV 4,335.37, JVAN CONTRACTING 5,800.00, JOHN ANDREW, LLC dba KEELE SANITATI 155.00, LOVELL CHRONICLE 153.00, LOVELL BUILDING CENTER 27.96, KIMBERLY MICKELSON 406.90, SARAH N. MILES 150.00, MINCHOW'S SERVICE 7,122.68, MOUNTAIN ELECTRIC OF WYOMING 4,500.00, MURDOCH OIL, INC. 509.19, NORTH BIG HORN COUNTY SEARCH 100.00, NORTH BIG HORN SENIOR CITIZENS 750.00, O'REILLY AUTO PARTS 880.15, THE OFFICE SHOP, INC. 7,606.69, OFFICE ALLY 19.95, HOMAX OIL SALES INC. 19.66, ANGELA PARKER 58.86, PARK COUNTY CLERK 39.02, PROFESSIONAL DISPATCH MANAGEMENT 900.00, PROFORCE LAW ENFORCEMENT 3,222.00, PUBLIC DEFENDER 450.00, CATHY PRATT 12.00, QUILL CORPORATION 224.06, RAWHIDE MECHANICAL 1,257.06, RED APPLE SUPERMARKET 1,251.74, RIVERBEND PLUMBING & HEATING 85.50, ROCKY MOUNTAIN POWER 1,506.39, RURAL FIRE PROTECTION DIST. #1 583.15, S&L INDUSTRIAL 23,455.80, S&H GLASS 218.00, SHERRI SCHELL 612.00, SANDERS PLUMBING & HEATING, INC. 16,800.00, SECURITY STATE BANK 37,856.39, SELBY'S 175.00, SOUTH BIG HORN COUNTY HOSPITAL 726.38, SOUTH BIG HORN SENIOR CITIZENS 916.67, SOUTH BIG HORN SENIOR CITIZENS 237.98, STANDARD SIGNS, INC 13.91, KAREN SYLVESTER 5,722.50, 307 SHINE LLC 130.00, TECHNICAL FORESTRY SERVICES 3,562.00, TCT WEST, INC. 6,559.76, TCT WEST, INC. 974.30, TELECOMMUNICATION SYSTEMS 6,480.00, THOMSON REUTERS - WEST 170.05, TRAVELING COMPUTERS, INC. 11,076.87, TRI COUNTY TELEPHONE ASSOC. 66.62, SECURITY STATE BANK 4,712.85, UNIVERSITY OF WYOMING 15,465.00, VALLEY HARDWARE 266.93, WESTERN PRINTING INC. 623.88, WYOMING DEPT. OF WORKFORCE SERVICES 1,808.37, WEX BANK 5,917.19, WYO DEPT. OF HEALTH 425.76, WYOMING DEPT OF HEALTH 14.00, WYOMING GAS 1,396.00, SHEILA J PAUMER 403.85, DOROTHY J MILLER 165.00, TINA SCHENAVAR 60.00, SERENA K LIPP 385.26

Bobbie Jenks Public Health – Kami Neighbors Public Health Response Coordinator: Neighbors gave an overview of two grant opportunities for a Lovell Public Health office generator purchase and requested that the County provide the 25% match of approximately \$8,115.00. Neighbors shared the amount of vaccine at risk during a power outage and the fact that one incident of loss would pay for the match. Hyde shared he thinks it would be money well spent. Carrizales agreed considering there are grants available now. Hyde move to support paying the match for grant to purchase a generator for the Lovell Public Health office, the **motion** was seconded and carried. Hyde requested Neighbors be certain that the generator is able to be moved and that in an emergency their office would be available for needed operations. Jenks presented September activities report and upcoming department activities. Jenks introduced new staff. Hope Mendez – Admin Assistant and Megan Brown - Staff Nurse.

Fred Werner – Facilities Management: Werner presented the contract for the Lovell Annex roof replacement noting that the work will done in the Spring. Craft moved to approve the contract with Michael's Roofing as presented, **motion** was seconded and carried. Werner shared his concerns with the addition of facilities and Washington Park and expressed a need for another full time position in his department. There was discussion about the cost of a full time position, and the amount of additional work that will be required. Hyde shared that he can see how the added facilities will add additional work load. Craft asked if there was a way to contract some of the services out cheaper than a full time salary with benefits. Werner will get some quotes regarding

the mowing, other landscape needs and services associated with the additional facilities. Werner requested some planning of space at the REA building be done prior to occupation to eliminate confusion among tenants. Werner shared his opinion that playground equipment in the park is not something the county should be involved in. Craft shared that the Community is very interested in the park staying as it is and that she would like to deal with this as the insurance company suggests. Hyde agreed with Craft and shared that he understands there will be costs involved. Hyde inquired about follow up with the Sheriff regarding plans for the insurance funding to repair the hail damage and fill other needs at the North Search and Rescue facility.

**Sheila Paumer – Fair Operations Manager:** Paumer reported that \$70,000 in Fair funds had been returned to the county with an additional \$5,000 possible once the books are closed. Carrizales asked Paumer what generated the difference in revenue in the past two years. Paumer reported that attendance was up and the small charge for the blowup park are what increased this year's revenue. Paumer shared that she would like to replace the remaining part of the fence this Spring if possible noting that this would secure the entire fairgrounds. Paumer presented a \$97,000 quote from Big Horn Heating and Cooling for an air exchange system in the multipurpose building to reduce and correct the current condensation issue. By consensus the Commission agreed to have Paumer inquire about the cost to obtain the design drawing to allow for potential bid requests. Paumer reported on a water break in the wash bay that will be easy to fix and her attendance at the WY Fair association meeting.

**Solid Waste Board Appointments:** Hyde moved to reappoint C. Olson to the BHC Solid Waste Disposal District. Carrizales expressed his appreciation for the interest being shown in the process, asked for introductions of attendees and their concern with the Byron Solid Waste Board appointment. Smallwood presented applications received from M. Bates, B. Nazier, B. Meier, Curtis Abraham for the one available seat. Hyde shared that there are some problems with the pending Byron Solid Waste Board that have recently come to his attention and may affect his usual inclination to reappoint a seat for continuity. Craft shared the same concerns and shared that she is in support of appointing Curtis Abraham. Craft moved to approve the appointment C. Abraham, the motion was seconded. Discussion was opened. Hyde asked who B. Nazer was and when he previously served. Abraham shared his concerns regarding the district operating within the budget and previous issues with the existing board and their perception of outside suggestions. Abraham shared that the district is important to the Town of Byron and needs to be preserved and run properly. Hyde mentioned that there are some additional qualified applicants but expressed his support for Abraham as well due to his effort to attend the meeting and share his views. The **motion** was carried.

**Lindsey reviewed the quarterly budget.** Lindsey gave an overview of current status of department budgets and highlighted areas that were running slightly over noting there was no need for concern at this time.

**Old and New Business:** Smallwood presented old and new business items. Hyde moved to approve the October 2<sup>nd</sup> meeting minutes, the **motion** was seconded and carried. On behalf of L. Dobbs, Smallwood presented the concurrence page for the Emergency Operation Plan for signature. Carrizales gave an overview of discussion with REA regarding the building purchase. A letter of commitment to purchase will be drafted by Bean and presented to REA with the expectation the building will be vacated and the sale will close in January 2019.

**Good of the County items:** Financial Statements: Serena Lipp-District Court Clerk (September 2018); Lori Smallwood –County Clerk (September 2018) Monthly Report(s) and prepared correspondence review: Bonds: M. Hamilton- Burlington Cemetery Dist. (\$10,000); S. Big Horn Conservation Dist. Trustees (\$150,000); L. Strom – Cowley Cemetery Dist. (\$3,000); G. Leonhardt – Sidon Irrigation Dist. (\$50,000) Cancellation /Rebate of Taxes: S.E. Incorporated – Parcel # 30-00-000-00427 Cancellation

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  
October 16, 2018.

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