

**Park County Board of County Commissioners  
Regular Meeting  
June 16, 2015**

Chairman Tilden called to order a regular meeting of the Board of County Commissioners of Park County, Wyoming, on Tuesday, June 16, 2015. Present were Chairman Joe Tilden, Vice Chairman Lee Livingston, Commissioners Loren Grosskopf, Bucky Hall, Tim French, and Teecee Barrett, Deputy County Clerk.

Commissioner Hall led the audience in the Pledge of Allegiance.

**Public Hearing-Renew Liquor Licenses.**

Chairman Tilden opened the public hearing at 9:30 AM to consider renewing the Park County Liquor Licenses. Hans Odde, 1<sup>st</sup> Deputy Clerk, presented 22 Retail Liquor License renewals as well as five Malt Beverage applications. Mr. Odde has contacted the Sheriff as well as the State Liquor Division, neither of which had objections to any of the applications. After general discussion Commissioner French moved to close the public hearing, seconded by Commissioner Grosskopf and unanimously carried. Commissioner French moved to approve the Liquor Licenses as presented, seconded by Commissioner Livingston and unanimously carried.

**Public Hearing-2Visions Minor Subdivision: to Consider The Sketch Plan Application of 2Visions, LCC to Create a Minor Subdivision Intended for Single Family Residential Use Consisting of Five Lots: One Lot of 6.84 Acres and Four Lots of 5.95 Acres.**

Chairman Tilden opened the public hearing to consider the sketch plan application of 2Visions, LCC to create a minor subdivision intended for single family residential use consisting of five lots: one lot of 6.84 acres and four lots of 5.95 acres. Kim Dillivan, Planner II, presented the staff report. Mary Mckinney, Weed and Pest Representative, commented on the long term weed control plan that needs to be implemented due to an issue of Toad Flax and other present weeds. The Board also heard comment from surrounding land owners concerning access to the property from a private drive. Rob Overfield, Project Engineer from Engineering Associates, and Brett Whitlock, Land Owner, also commented and agreed to work with the Weed and Pest as well as area land owners. After general discussion Commissioner Livingston moved to close the public hearing, seconded by Commissioner Hall and unanimously passed. Commissioner French moved to approve the sketch plan application for 2Visions, LLC, seconded by Commissioner Livingston and unanimously carried **RESOLUTION NO. 2015-029.**

**Public Hearing-Daniel Subdivision to Consider the Sketch Plan Application of Suzanne Cole to Create a Three Lot Minor Subdivision from Lot 2 Cole SS-138: Lot 1 = 3.86 acres, Lot 2 = 5.02 acres and Lot 3 = 13.23 Acres, For Single Family Residential Use.**

Chairman Tilden opened the public hearing to consider Daniel Subdivision sketch plan application of Suzanne Cole to create a three lot minor subdivision from Lot 2 Cole SS-138: Lot 1 = 3.86 acres, Lot 2 = 5.02 acres and Lot 3 = 13.23 acres, for single family residential use. Kim Dillivan, Planner II, gave the staff report. After general discussion Commissioner Hall moved to close the public hearing, seconded by Commissioner French and unanimously carried. Commissioner Livingston moved to approve the sketch plan for Daniel Subdivision as presented, seconded by Commissioner Hall and unanimously carried **RESOLUTION NO. 2015-030.**

**Public Hearing-Consider Amending the Existing Plat of Henry Subdivision by Boundary Line Adjustment. Applicants Wish to Move the Property Line Between Lots 11 and 14, 30 Feet to the North. Lot 11 will Reduce from 2.0 acres to 1.79 Acres, and Lot 14 will Increase from 1.07 Acres to 1.27 Acres.**

Chairman Tilden opened the public hearing to consider amending the existing plat of Henry Subdivision by Boundary Line Adjustment. Applicants wish to move the property line between Lots 11 and 14, 30 feet to the north. Lot 11 will reduce from 2.0 acres to 1.79 acres, and Lot 14 will increase from 1.07 acres to 1.27 acres. Kim Dillivan, Planner II, gave the staff report. After general discussion Commissioner

Grosskopf moved to close the public hearing, seconded by Commissioner French and unanimously carried. Commissioner Hall moved to approve the boundary line adjustments to Henry Subdivision, seconded by Commissioner Grosskopf and unanimously carried **RESOLUTION NO. 2015-031.**

**Public Hearing (Continuation)-Consider the Application of Richard and Mallie Zickefoose for a Site Plan Review and a Special Use Permit to Allow A Campground on Crandall Estates Subdivision Lot 3, in Sec. 4, T56N, R106W, 6th P.M., Park County, Wyoming, Within Zoning District General Rural 5-acre (GR-5).**

Chairman Tilden opened the continuance of the public hearing to consider the application of Richard and Mallie Zickefoose for a site plan review and a special use permit to allow a Campground on Crandall Estates Subdivision Lot 3, in Sec. 4, T56N, R106W, 6th P.M., Park County, Wyoming, within zoning district General Rural 5-acre (GR-5). Linda Gillett, Planning and Zoning Director, and Kim Dillivan, Planner II, were present to answer questions from the Board as they have already presented the staff report at the previous hearing. The Board heard public comment from Todd Anderson, being represented by Joey Darrah Esq., as well as land owners Robert Hankins, Larry Shoening, Vern Browning, Jeff Umphlet, and Quinn Lafollette. Richard and Mallie Zickefoose, applicants, also answered question from the Board as well as the public. After general discussion Commissioner Livingston moved to close the public hearing, seconded by Commissioner French and unanimously carried. The Board continued to discuss the application; Commissioner Hall moved to deny the Special Use Permit, seconded by Commissioner Livingston and unanimously carried **RESOLUTION NO. 2015-032.**

**Approval-Lone Pheasant Final Plat Review.**

Linda Gillett, Planning Director, presented the final plat for Lone Pheasant Major Subdivision to the Board for approval. After general discussion Commissioner French moved to approve the final plat for Lone Pheasant Major Subdivision, seconded by Commissioner Grosskopf and unanimously carried **RESOLUTION NO. 2015-033.**

**Approval-Ramirez Final Plat Review to Consider the Final Plat Application of Jay and Phyllis Partridge for the Resubdivision of Lot 2, Part of Bonner #2 SS-175, Into 2 Lots, Lot 1 Being 1.44 Acres and Lot 2 Being 25.31 acres, in Lot 75-f T55N, R99W, 6<sup>th</sup> P.M., Park County, Wyoming, in the Residential ½-Acre(R-H).**

Linda Gillett, Planning Director, presented the staff report for considering the final plat of the Ramirez subdivision. After general discussion between the Board, Land Owner and Planning Staff, Commissioner Hall moved to approve the final plat as presented, seconded by Commissioner French and unanimously carried **RESOLUTION NO. 2015-034.**

**Recess for Lunch.**

**Update-Public Health Monthly Update.**

Bill Crampton, Public Health Nurse Manager, updated the Board on the Public Health Department for the last month. Highlighted was the total income for the fiscal year is up from previous years, Ebola grant opportunity, and Bill is still filling in for Big Horn County as the Nurse Manager until the position is filled.

**Liaison Reports**

Commissioner Hall reported on CYAIR and the Airport Board..

Commissioner Grosskopf reported that there is a Forest Service Travel Management meeting coming up as well as the protest period for the BLM will be expiring soon.

Commissioner Livingston had nothing to report on at this time.

Commissioner French reported that the Cody Shooting Complex was in the process of getting the range removed from the designated Sage Grouse area, but hadn't heard anything definite from the State on the final removal. He also commented that the long range rifle area at the Shooting Complex was no longer being used and was looking into the details of why.

Commissioner Tilden had nothing to report at this time.

**Approval-Track Loader for Landfill.**

Tim Waddell, Landfill Manager, asked the Board for permission to trade a track loader in. These loaders are on a three year buy back rotation and this one is eligible for trade. The trade allowance is in the amount of \$115,000.00 leaving a purchase price of \$182,227.24. Commissioner Hall moved to approve the purchase order, seconded by Commissioner Livingston and unanimously carried.

**Approval-Minutes.**

The minutes from the regular Board of County Commissioner meeting on June 9, 2015, were presented for approval. It was moved by Commissioner Livingston to approve the minutes as presented, seconded by Commissioner French and unanimously carried.

**Approval-Payroll.**

Payroll was presented to the Board for approval. Commissioner French moved to approve the payroll as presented, seconded by Commissioner Grosskopf and unanimously carried.

**Approval-Vouchers.**

Commissioner Livingston moved to approve the following vouchers, seconded by Commissioner Hall and unanimously carried:

Payee	Amount
2 M COMPANY, INC.	\$900.00
360 OFFICE SOLUTIONS	\$209.74
A & I DISTRIBUTORS	\$571.30
AC MILLWORKS LLC	\$18,900.00
ACTION ELECTRIC MT/WY	\$7,330.00
ALBERTSONS PURCHASE ADV. CARD	\$322.18
ALBERTSONS PURCHASE ADV. CARD	\$119.98
ALOTTA CONSTRUCTION LLC	\$2,764.36
AT CONFERENCE	\$18.16
AT&T MOBILITY	\$1,632.85
BAILEY ENTERPRISES, INC.	\$58.55
BEAR CO., INC.	\$38.50
BENNETT, M.D., THOMAS L.	\$5,040.00
BIG HORN HORTICULTURE SERVICES LLC	\$700.00
BIG HORN PAINT, INC.	\$523.89
BIG HORN TREE REMOVAL LLC	\$9,000.00
BIG HORN WHOLESALE, INC.	\$1,109.46
BLOEDORN LUMBER - CODY	\$31.99
BRADFORD SUPPLY CO.	\$115.00
BRAZELTON, LILLIAN	\$64.40
CDW GOVERNMENT, INC.	\$1,005.29
CENTURYLINK	\$1,623.18
CENTURYLINK BUSINES SERVICES	\$10.29
CHARTER COMMUNICATIONS--	\$339.95
CHOICE AVIATION, LLC	\$144.56
CODY ACE HARDWARE	\$381.71
CODY ENTERPRISE	\$1,658.20
CODY TREE SURGERY, INC	\$83.00
COMMUNICATION TECHNOLOGIES, INC.	\$4,893.72
COPENHAVER KATH KITCHEN & KOLPITCKE LLC	\$400.00
COULTER CAR CARE CENTER	\$125.50
CRETEX CONCRETE PRODUCTS, INC.	\$64,950.25

CROWELL & MORING LLP	\$2,642.50
DENNY MENHOLT CHEVROLET BUICK GMC	\$32,155.11
DOBBS, LARAE	\$119.60
DUSTBUSTERS, INC.	\$23,692.42
ESCAPE REGISTRATION PAYMENTS	\$100.00
FITZWATER, VICKIE	\$59.80
FONTAINE, MARIE A	\$75.00
FORENSICS LIMITED, LLC	\$160.00
GALLS, LLC	\$35.28
GILLETT, LINDA	\$41.11
GOODYEAR PRINTING	\$176.00
GRAINGER	\$397.98
HARRIS TRKING & CONST., INC.	\$157,698.61
HOLDER, BOBBIE JO	\$143.24
HOWARD, FRED L	\$93.40
IMPACT TELECOM.	\$2.87
INTERSTATE BATTERIES	\$217.90
IVERSON SANITATION	\$50.00
JACKS TRUCK & EQUIPMENT, INC.	\$472.56
JESS' ROOFING, INC.	\$180,736.00
JOURNAL TECHNOLOGIES, INC.	\$6,652.16
KENCO SECURITY AND TECHNOLOGY	\$330.00
KRISJANSONS & MILES, P.C.	\$545.48
KRISJANSONS & MILES, P.C.	\$954.45
KUIPERS, TARA	\$155.20
LEON UNIFORM COMPANY, INC.	\$111.48
LINTONS BIG R, INC.	\$55.85
LONG BUILDING TECHNOLOGIES, INC.	\$586.47
LYLE SIGNS, INC.	\$1,569.75
MAJESTIC LUBE, INC.	\$51.95
MARCHANT RECLAMATION	\$18,000.00
McINTOSH OIL, INC.	\$12,151.47
MESSENGER & OVERFIELD, P.C.	\$1,948.60
MILLER, RYAN	\$102.60
MOHLER, TYCEE JO	\$138.00
MONTANA-DAKOTA UTILITIES CO.	\$150.70
MORRIS, SANDIE	\$34.87
MOTOROLA SOLUTIONS, INC	\$17,053.60
MURDOCH OIL, INC.	\$6,801.05
MURPHY, KATHERINE	\$139.73
NAPA AUTO PARTS	\$22.99
NATIONAL ASSOCIATION OF LEGAL ASSISTANTS	\$125.00
NATIONAL BUSINESS SYSTEMS	\$594.21
NORTHWEST RURAL WATER DISTRICT	\$89.40
OLSEN, RACHEL	\$26.45
OSBORNE, SHARON	\$208.85
PALATO, WENDY	\$113.86
PARK COUNTY PUBLIC WORKS	\$1,554.00
PARK COUNTY PUBLIC WORKS	\$8.19
PITNEY BOWES - RESERVE ACCOUNT	\$5,000.00
PITNEY BOWES GLOBAL	\$1,409.01
POSTMASTER, CODY WY	\$136.00
POWELL ACE HARDWARE, LLC	\$280.79
POWELL, CITY OF	\$6,605.59
PRO-BUILD - CODY	\$389.73
PROFESSIONAL PAVEMENT PRODUCTS, INC.	\$10,236.03

PUTNEY, LINDA	\$101.45
QUILL CORPORATION	\$7.19
RAPID FIRE PROTECTION, INC	\$7,320.00
RED IRON REPAIR, INC	\$97.05
RENNER, ECHO	\$82.80
ROCKY MOUNTAIN POWER	\$874.93
ROMERO, SHAUNNA	\$119.95
ROOP, KELSEY	\$523.46
S & S AUDIO-VIDEO, INC.	\$3.49
S & S NIELSEN, LLC	\$3,200.00
SANDERS PLUMBNG & HEATNG, INC.	\$353.37
SECURITY CAMERA WAREHOUSE, LLC	\$15,810.85
SELBYS, INC.	\$1,240.72
SHERWIN-WILLIAMS STORE - CODY	\$3,938.94
SHOPKO PHARMACY #772	\$17.69
SHOSHONE IRRIGATION DISTRICT, INC.	\$10,000.00
SHOSHONE OFFICE SUPPLY, INC.	\$2,718.76
STATE OF WYOMING	\$72.49
STOTZ EQUIPMENT	\$166.38
STRATA, A PROFESSIONAL SERVICES CORP.	\$24,607.00
SYNERGY CONSTRUCTION	\$318,972.29
SYSCO FOOD SERVICES OF MONTANA	\$1,063.01
THOMSON REUTERS - WEST	\$608.98
TRACTOR & EQUIPMENT CO	\$323.04
UNIVERSITY OF WY - ADMIN BUSINESS OFFICE	\$4,986.00
UW EXTENSION	\$450.00
VARDIMAN, JEREMIAH	\$205.80
VERIZON WIRELESS	\$26.46
VERIZON WIRELESS	\$313.93
VERIZON WIRELESS	\$71.24
VISA - #0118	\$2,874.98
VISA - #0225	\$705.70
VISA - #9259	\$228.80
VISA - #9358	\$169.95
VISA - #9408	\$193.69
VISA - #9507	\$247.93
VISA - #9572	\$2,720.99
VISA - #9598	\$5,648.20
VISIONARY COMMUNICATIONS, INC.	\$78.30
W.A.C.O.	\$870.00
WAL MART COMMUNITY/GEMB	\$1,165.35
WEST PARK HOSPITAL-	\$106.20
WOODWARD TRACTOR & RENTAL, INC	\$29.52
WPCI CONSULTANTS, INC.	\$126.00
WYOMING BEHAVIORAL INSTITUTE	\$10,960.00
WYOMING COUNTY ASSESSORS ASSOCIATION-	\$280.00
YANKEE CAR WASH	\$10.00
TOTAL	\$1,043,161.78

**Update-Accounting Clerk III**

Colleen Renner, County Clerk, informed the Board that she had filled the Accounting Clerk III position, and the individual will be starting on July 6<sup>th</sup>.

**Approve-Road Grill, LLC 24-hour Catering Request for June 19<sup>th</sup> Greater Yellowstone Coalition Dinner.**

Hans Odde, 1<sup>st</sup> Deputy Clerk, presented a 24-hour catering request to the Board on behalf of Road Grill, LLC for the Greater Yellowstone Coalition Dinner. After general discussion Commissioner Livingston moved to approve the request, seconded by Commissioner Grosskopf; Commissioners Livingston, Grosskopf, and French voting in favor of the approval while Commissioner Hall was opposed.

**Approval-Transfer of Funds.**

Barb Poley, County Treasurer, requested permission to transfer \$500,000.00 out of the General Fund into the Fair Building expenditure line item, it was moved by Commissioner Grosskopf, seconded by Commissioner Hall and unanimously carried.

**Approval-TANF/CPI Grant Awards.**

Teecee Barrett, Deputy Clerk, presented a breakdown of the TANF/CPI money sub applicants to the Board. One of the participants had pulled their application from the requests leaving an unallocated \$1,500.00. After general discussion it was moved by Commissioner Hall to accept the TANF/CPI Grant sub awards as presented and have the unallocated funds disbursed by percentage, seconded by Commissioner French and unanimously carried.

**Approval-Northwest Rural Water District Grant Application Letter of Support.**

Mike Mackey, District Manager, came before the Board to ask for a letter of support for the grant application they will be turning in. The monies will go towards writing a master plan for the District. Commissioner Hall moved to write a letter of support for the application, seconded by Commissioner French and unanimously passed.

**Approval-Camp Host Position at the Fairgrounds.**

Echo Renner, Events Coordinator, came before the Board to ask permission to look for a Camp Host that would be housed at the Fairgrounds. This would be a volunteer position that would help manage the camp sites mainly after hours as well as check people in and out of the horse barns. Echo has already had some interest in the position and would like to proceed with the process. After general discussion it was the consensus of the Board to have Mrs. Renner write a job description and bring it back to the Board for approval.

**Approval-Lease Agreement No. 8-08804 Department of Family Services, Powell, FY 2015-2020.**

Mike Garza, Superintendent of Buildings and Grounds, presented the lease to the Board for the Department of Family Services. After general discussion it was moved by Commissioner Hall to approve the lease and allow the Chairman to sign, seconded by Commissioner Grosskopf and unanimously carried.

**Approval-Change Order for Fairgrounds Paving.**

Brian Edwards, County Engineer, presented a change order to the Board for extending the area that will be paved at the Fairgrounds. After general discussion Commissioner Hall moved to approve the change order for the South and East sides of the building, seconded by Commissioner Livingston and unanimously carried. Commissioner Hall also moved to approve the change order for the North side of the new building not to exceed \$50,000.00 and allow the Chairman to sign, seconded by Commissioner Grosskopf and unanimously carried.

**Discussion- Niobrara County Relief Donation.**

Chairman Tilden wanted to discuss the possibility of Park County donating to Niobrara County because of the recent flood disaster in that County. After a long discussion it was the consensus of the Board to get further information on where the donations are going and if they are being directly given to the County or not.

**Discussion-Vacation for Employees**

Pat Meyer, County Assessor, presented a proposal to the Board adding more vacation time for full time employees. The proposal was the following:

- 0 to 1 year of service- 4 hours per month
- 1 to 4 years of service- 8 hours per month
- 5 to 9 years of service- 10 hours per month
- 10 years to retirement- 13.34 hours per month

After general discussion Commissioner Hall moved to adopt the proposed vacation plan stating July 1, 2015, seconded by Commissioner Tilden. Commissioners Hall, Tilden, and Livingston voted in favor of the motion while Commissioners French and Grosskopf were opposed and the motion carried.

**Discussion-Preliminary Budget Discussion Continuation.**

The following departments were discussed:

- FNRPA Grant
- Fair Board and Events Coordinator
- County Clerk (Preservation of Documents)
- Capital Projects

**Executive Session.**

Commissioner Hall moved to go into executive session, to discuss personnel pursuant to Wyoming State Statute 16-4-405 (a) (ii), seconded by Commissioner Livingston and unanimously carried. Commissioner Grosskopf moved to exit executive session, seconded by Commissioner French and unanimously carried. No decisions were made in this session.

**Board Appointments.**

Commissioner Hall moved to appoint Brandon Douglas and Lisa Smith to the Library Board, Seconded by Commissioner Livingston and unanimously carried. Commissioner Livingston moved to appoint Robert Smith, and Terry Hinckle to the Museum Board, Seconded by Commissioner French and unanimously carried.

**Adjournment.**

Commissioner Hall made a motion to adjourn, seconded by Commissioner Livingston and the motion carried.

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Joseph E. Tilden, Chairman

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Lee Livingston, Vice Chairman

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Tim A. French, Commissioner

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Loren Grosskopf, Commissioner

\_\_\_\_\_  
Bucky Hall, Commissioner

Attest:

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Teecee Barrett on behalf of  
Colleen Renner, County Clerk