

**Park County Board of County Commissioners  
Regular Meeting  
March 15, 2016**

Chairman French called to order a regular meeting of the Board of County Commissioners of Park County, Wyoming, on Tuesday, March 15, 2016. Present were Chairman Tim French, Vice Chairman Lee Livingston, Commissioners Loren Grosskopf, Bucky Hall, Joe Tilden, County Clerk Colleen Renner and First Deputy County Clerk Hans Odde.

Chairman French led the audience in the Pledge of Allegiance.

**Bill Crampton, Public Health Nurse Manager – Public Health Monthly Update & Approval to hire - two grant-funded existing positions**

Mr. Crampton introduced University of Wyoming Nursing student Ruth Lewis who will be shadowing in the Public Health office. He also reported that his office will have a presence at the Vein Clinic's health fair and parent teacher conferences in Powell to conduct vaccine education with students and parents.

Mr. Crampton informed the Commissioners that he has two fully grant-funded positions open at this time and prior to filling the positions he is required by the State to obtain permission from Park County to re-hire both positions. One is the Temporary Assistance to Needy Families nurse and the other is the Emergency Preparedness position. After discussion Commissioner Hall made a motion to approve the hiring of both positions. Commissioner Tilden seconded and the motion carried.

**Action Items and Other Business:**

**Approve Vouchers**

Commissioner Livingston made a motion to approve accounts payable vouchers as presented. Commissioner Tilden seconded and the motion carried.

<b>Payee</b>	<b>Amount</b>
360 OFFICE SOLUTIONS	\$1,547.32
A & I DISTRIBUTORS	\$744.80
ADAMSON POLICE PRODUCTS	\$3,400.00
AT CONFERENCE	\$37.59
AT&T MOBILITY	\$1,175.72
BAILEY ENTERPRISES, INC.	\$113.58
BAILEY ENTERPRISES, INC.	\$2,601.87
BEAR CO., INC.	\$5,026.48
BIG HORN CO-OP MARKETING ASSN.	\$22.99
BIG HORN GLASS	\$398.75
BIG HORN PAINT, INC.	\$59.18
BIG HORN RURAL ELECTRIC COMPANY	\$302.94
BIG HORN WHOLESALE, INC.	\$2,593.10
BLACK HILLS ENERGY	\$5,246.72
BLAKEMAN PROPANE, INC.	\$912.95
BLOEDORN LUMBER - CODY	\$30.55
BUILDING & COMFORT SPECIALISTS	\$1,859.00
C & C WELDING, INC.	\$182.05
CARING FOR POWELL ANIMALS	\$921.60
CARLSON SOFTWARE, INC.	\$1,125.00
CAROLINA SOFTWARE	\$230.04
CARQUEST AUTO PARTS - #064250	\$1,371.56
CARQUEST AUTO PARTS - #274890	\$760.92
CDW GOVERNMENT, INC.	\$170.63
CENTURYLINK	\$2,486.49
CENTURYLINK BUSINES SERVICES	\$25.05
CHARTER COMMUNICATIONS	\$384.53
CHRISTIE, LOGAN	\$140.40
CLIFTONLARSONALLEN LLP	\$12,632.00

CODY ACE HARDWARE	\$275.90
CODY ENTERPRISE	\$1,888.58
CODY WINNELSON CO.	\$346.63
CODY, CITY OF	\$1,152.00
CODY, CITY OF	\$2,376.47
CONTECH ENGINEERED SOLUTIONS, INC.	\$13,198.70
COPENHAVER KATH KITCHEN & KOLPITCKE LLC	\$430.00
CORRECTIONAL HEALTHCARE COMPANIES, INC.	\$17,867.70
CRUM ELECTRIC SUPPLY CO.	\$60.00
DATA IMAGING SYSTEMS, INC.	\$102.61
ELIAS, RONDA	\$104.22
ENGINEERING ASSOCIATES	\$4,480.50
FREMONT MOTOR CODY, INC.	\$45.49
FREMONT MOTOR CODY, INC.	\$22,683.00
GARLAND LIGHT & POWER CO.	\$1,302.24
GARY'S VACUUM & STAMPS	\$94.00
GRAINGER	\$213.35
GREENE, MATTHIAS E.	\$65.88
HANSON CHEMICAL INC.	\$472.10
HEART MTN FARM SUPPLY	\$213.70
HUGHES, RUSTY	\$78.00
KEEGAN & WINSLOW P.C.	\$1,650.00
KEELE SANITATION	\$2,690.00
KENCO SECURITY AND TECHNOLOGY	\$304.25
KRISJANSONS & MILES, P.C.	\$800.00
LINDENTHAL, PATRA	\$473.72
LINTONS BIG R, INC.	\$524.77
LITTLE AMERICA	\$261.70
MAJESTIC LUBE, INC.	\$287.75
MARQUIS AWARDS & SPECIALTIES, INC	\$88.38
MCCARTY, REED, & EARHART, ATTYS L.C.	\$410.00
McKESSON MEDICAL SURGICAL	\$784.17
MEETEETSE, TOWN OF	\$119.20
MESSENGER & OVERFIELD, P.C.	\$125.00
MICKELSON, JOSEPH D	\$224.64
MONTANA-DAKOTA UTILITIES CO.	\$2,070.02
MOTOR PARTS, INC.	\$30.73
MOTOROLA SOLUTIONS, INC.	\$700.00
MURDOCH OIL, INC.	\$1,018.13
MURPHY, KATHERINE	\$184.68
NATIONAL BUSINESS SYSTEMS	\$605.53
NEMONT	\$47.72
NORCO, INC.	\$11.08
OFFICE SHOP, THE	\$2,498.26
O'REILLY AUTO PARTS	\$51.38
OSBORNE, SHARON	\$488.74
PARK COUNTY ANIMAL SHELTER	\$921.60
PENWELL, STEVE	\$54.95
PETERSON, SUSAN E.	\$63.72
PILCH ENGINEERING INC., PC	\$26,055.00
PITNEY BOWES - RESERVE ACCOUNT	\$5,000.00
PITNEY BOWES, INC. - A/R	\$341.25
POLECAT PRINTERY	\$250.40
POWELL ACE HARDWARE, LLC	\$197.76
POWELL ECONOMIC PARTNERSHIP, INC.	\$3,686.25
POWELL ELECTRIC	\$55.45
POWELL TRIBUNE, INC.	\$2,023.09
PRO-BUILD - CODY	\$53.30
PRODUCTION MACHINE CORP.	\$837.34
PROFORCE LAW ENFORCEMENT	\$1,875.17
RIMROCK TIRE CO - BILLINGS	\$10,236.20
RIMROCK TIRE CO - CODY	\$1,459.65
ROCKY MOUNTAIN CUSTOM PHOTOGRAPHIC	\$14.00
ROCKY MOUNTAIN POWER	\$142.83
ROTE, KYLE	\$8.42
SCHRADER METAL & DESIGN, INC.	\$181.15

SHOSHONE OFFICE SUPPLY, INC.	\$201.06
SIERRA DETENTION SYSTEMS	\$1,143.80
SIMPSON, KEPLER & EDWARDS, LLC	\$601.00
SPECIALTY TOOL & ATTACHMENT	\$351.65
STROUPE PEST CONTROL, CO.	\$320.00
SYSCO FOOD SERVICES OF MONTANA	\$1,064.65
TCT WEST, INC	\$6,811.08
TILDEN, JOSEPH E.	\$108.00
TILLERY, BRETT M.	\$15.96
TITAN MACHINERY	\$175,713.00
VISA - #0068	\$631.39
VISA - #0100	\$337.36
VISA - #0118	\$211.93
VISA - #0126	\$365.70
VISA - #0142	\$2,064.27
VISA - #0225	\$210.27
VISA - #9259	\$164.99
VISA - #9358	\$0.83
VISA - #9408	\$503.21
VISA - #9507	\$547.54
VISA - #9515	\$287.48
VISA - #9572	\$761.06
VISA - #9580	\$205.28
VISA - #9614 - SCOTT STEWARD	\$6,050.15
WEBSTER, II, C.E., ATTORNEY LLC	\$120.00
WPCI CONSULTANTS, INC.	\$126.00
WYDOT - FINANCIAL SERVICES	\$14,833.28
WYOMING DEPARTMENT OF HEALTH/PBL HLTH LB	\$49.00
WYOMING DIVISION OF VICTIM SERVICES	\$125.00
WYOMING GUARDIAN AD LITEM PROGRAM	\$3,488.23
WYOMING LAW ENFORCEMENT ACADEMY	\$1,122.00
WYOMING STATE PUBLIC DEFENDER	\$1,200.00
YANKEE CAR WASH	\$87.08
<b>TOTAL</b>	<b><u><u>\$403,684.51</u></u></b>

**Approval of Minutes**

Commissioner Tilden made a motion to approve the minutes as presented. Commissioner Livingston seconded and the motion carried.

**Approve Payroll**

Commissioner Grosskopf made a motion to approve the payroll as presented. Commissioner Livingston seconded and the motion carried.

**Approve Clerk’s Monthly Earnings & Collections Statement**

Commissioner Grosskopf made a motion to approve the Clerk’s Monthly Earnings & Collections Statement as presented. Commissioner Tilden seconded and the motion carried.

**Approve Clerk of District Court’s Monthly Earnings & Collections Statement**

Commissioner Livingston made a motion to approve the Clerk of District Court’s Monthly Earnings & Collections Statement as presented. Commissioner Grosskopf seconded and the motion carried.

**Approve Sheriff’s Monthly Earnings & Collections Statement**

Commissioner Hall made a motion to approve the Sheriff’s Monthly Earnings & Collections Statement as presented. Commissioner Tilden seconded and the motion carried.

**Approve Resolution to designate Consensus Funds (Colleen Renner, County Clerk)**

Clerk Renner presented the Countywide Consensus Funds resolution with a number of proposed projects that would be eligible for this grant funding. After a short review of the projects the commissioners agreed to discuss and vote on each proposed project.

Employee Parking Lot – Commissioner Tilden made a motion to approve the employee parking lot reconstruction for \$100,000. Commissioner Livingston seconded and the motion died 2-3 with Commissioners Hall and Grosskopf and Chairman French voting no. Commissioner Hall then made a motion to increase the funding amount to \$120,000. Commissioner Grosskopf seconded and the motion carried 3-2 with Commissioners Tilden and Livingston voting no.

Andy Martin Hill – this project will move the hill and provide 128k tons of road base gravel and chips, rough grading to facilitate a realignment of the road in the future. Commissioner Tilden made a motion to approve \$594,000 for the Andy Martin Hill road project. Commissioner Hall seconded and the motion carried.

ArcaSearch – Clerk Renner explained there is a missing section of the Clerk’s public records scanning project that she’d like to include in the scope of work that has already been started by ArcaSearch. The missing section will add \$89,250 to the project cost; the balance owed on the original contract may also be included for consideration for consensus funding. Commissioner Hall made a motion to approve \$201,821 for the ArcaSearch public records scanning project. Commissioner Tilden seconded and the motion carried.

Fairgrounds Parking Lot – After a short discussion with County Engineer Brian Edwards regarding the fairgrounds parking lot Commissioner Hall made a motion to approve \$80,000 for the project. Commissioner Livingston seconded and the motion carried 3-1 with Commissioner Tilden voting no.

Motorola Solutions – IT Coordinator Mike Connors explained that the emergency responder radios in the Sheriff vehicles are aging out and becoming increasing less reliable and this project would pay for twenty new radios. Commissioner Hall made a motion to approve \$97,865 for the project. Commissioner Grosskopf seconded and the motion carried 3-1 with Commissioner Tilden voting no.

Data Backup System – IT Coordinator Mike Connors explained this project as infrastructure protection for our data system and with the recent cyber-attacks on the county this is an important asset. Commissioner Hall made a motion to approve \$50,000 for the data backup system. Commissioner Livingston seconded and the motion carried.

Courtroom Security – The Commissioners declined to consider this item as it had not been presented to them previously.

RESOLUTION #2016-06

**Consider / Approve Charter Communications Agreement, (Hans Odde, 1<sup>st</sup> Deputy Clerk)**

The County Attorney’s office has worked out the legalities of the agreement; however, the Commissioners questioned if the county was getting the best deal possible from Charter. That question could not be answered and Chairman French asked that the agreement be placed on a future agenda and more information gathered for their consideration at that time. No action taken.

**Request authorization to transfer funds (Barb Poley, County Treasurer)**

Commissioner Hall made a motion to authorize County Treasurer Barb Poley to transfer \$17,678.73 from the Library Construction account and \$37.86

from the Law Enforcement Center Construction account to the Park County general account. Commissioner Livingston seconded and the motion carried.

**Certificate of Substantial Completion for Nicholson Dirt Contracting, Inc. – County Road 1NG (Elk Basin area) slide repairs (Brian Edwards, County Engineer)**

Mr. Edwards reported that the slide repair is complete on CR 1NG and the work completed was \$32,000 under the contract price. He is also requesting the Commissioners to approve the certificate of substantial completion for Nicholson Dirt Contracting so that advertising for the project close out can begin. Commissioner Tilden made a motion to approve the certificate of substantial completion for Nicholson Dirt Contracting and allow the Chairman to sign the same. Commissioner Grosskopf seconded and the motion carried.

Mr. Edwards also request the Commissioners consider a specification change for the road surface material leading up to the Willwood Dam from a “hot mix” material to a “warm mix” material. Commissioner Livingston made a motion to approve the specification change request and allow a “warm mix” material to be used. Commissioner Grosskopf seconded and the motion carried.

**FFY17 TANF/CPI Funding Available / Request to Advertise**

Commissioner Livingston made a motion to begin advertising for applications for FFY17 TANF/CPI funding. Commissioner Grosskopf seconded and the motion carried.

**Consider Nielson & Assoc. Lease Agreement**

Commissioner’s Assistant Shaunna Romero explained that Nielson & Assoc. will be moving out of the Park County Complex in June or July and have requested they be granted a month to month lease until that time. Commissioner Livingston made a motion to grant Nielson & Assoc. a month to month lease conditional upon approval of the County Attorney. Commissioner Hall seconded and the motion carried.

**Colleen Renner, County Clerk Payroll Clerk Position – Pay Range**

Clerk Renner approached the Commissioner about an acceptable pay range to advertise for the open payroll clerk position in the Clerk’s office. After discussion, Commissioner Hall made a motion to approve a Grade 15 starting point and have Clerk Renner obtain approval for the recommended step/starting pay prior to making a final offer. Commissioner Livingston seconded and the motion carried.

**Kim Dillivan, Planner II – Breezy Meadows Major Subdivision Final Plat Review**

Mr. Dillivan presented the final plat application of Mark and Kim Garrison and M&K Properties, LLC, to create a major subdivision intended for single family residential use consisting of four lots: one lot of 2.0 acres, one lot of 2.52 acres, one lot of 9.87 acres, and one lot of 10.38 acres. Legal Description: Parcels within Sec. 9, T53N, R101W, 6th PM, Park County, Wyoming. Location: Approximately 2.5 miles north of Cody city limits on Road 2 AB. Mr. Dillivan reported that the developers have made application to the State Engineers Office to relinquish the water rights on lots 5 & 6 due to their remoteness from the actual irrigation water source. Commissioner Livingston made a motion to approve the final plat as presented contingent on the water right relinquishment from the State Engineers Office being finalized. Commissioner Hall seconded and the motion carried. RESOLUTION #2016-07

**Nez Perce National Historic Trail Comprehensive Plan and ROW Development – Comments: Finalize, Approve & Sign**

Commissioner Grosskopf explained that ERG had been hired to review the Nez Perce Plan with respect and comparison to the BLM Resource Management Plan and the Forest Service Management Plan and there are still many unanswered questions. Commissioner Grosskopf has drafted comments and questions in addition to those drafted by ERG. The comments will be submitted to the Forest Service and forwarded to Governor Mead's Policy Advisor Jessica Crowder, who will present them to Governor Mead. Commissioner Hall made a motion to approve and sign the comments as presented. Commissioner Tilden seconded and the motion carried.

**Approve & Sign Letter Requesting Cooperating Agency Status**

Commissioner Grosskopf also explained a draft letter requesting Cooperating Agency status for Park County in the Nez Perce Historic Trail Planning process. Commissioner Grosskopf made a motion to approve and sign the letter as presented. Commissioner Hall seconded and the motion carried.

**Tim Waddell, Solid Waste Manager – Approval to Hire Two Seasonal Landfill Employees**

Mr. Waddell is requesting to hire two seasonal workers who will be picking up trash that has blown away from the Landfill. Commissioner Tilden made a motion to allow Mr. Waddell to hire two seasonal workers. Commissioner Hall seconded and the motion carried.

**Liaison Reports**

Commissioner Hall reported that the Airport Board is still working on the instrument approach; however, funding may be an issue. There will be an increase in the total number of flights coming into YRA this summer with as many as seven per day on the weekends.

Commissioner Grosskopf stated that he attended the Forest Service Travel Management meeting in Thermopolis and the BLM RMP implementation meeting. He also reported that the health insurance bid deadline is March 17<sup>th</sup> and there should be a recommendation shortly thereafter as to what plan the County should pursue.

Commissioner Livingston reported that the Library has assured him they will be able to cut their ensuing budget to meet the expected shortfalls in FY17.

Commissioner Tilden had nothing to report.

Commissioner French had nothing to report.

Commissioner Grosskopf reported on his trip to Washington D.C. as one of the Wyoming representatives to the National Association of Counties (NACo) conference. During the week he was there the NACo delegation met with USFS, NPS, BLM and the Wyoming Congressional delegation and their staff. Commissioner Grosskopf authored a resolution opposing the closure of coal fired power plants that was voted on, approved and sent on to Congress. Oil well fracking and waters of the US were also topics of debate and great interest to the Wyoming delegation.

Noon Break for Lunch

**Executive Session, pursuant to W.S. § 16-4-405 (a) (ix)**

Commission Hall made a motion to enter into executive session at 1:00 p.m. Commissioner Livingston seconded and the motion carried.

Commissioner Livingston made a motion to exit executive session at 1:29 p.m.

Commissioner Tilden seconded and the motion carried.

**Mike Mackey, NW Rural Water – Public Hearing: Petition Without Election**

Chairman French opened a public hearing at 1:30 p.m. to consider the petition for enlargement of the Northwest Rural Water District without election. Mike Mackey, NW Rural Water District Director, explained to the Commissioners that this is a process they typically go through annually. If approved by the Commissioners the petition will include a number of properties that have requested inclusion into the district so they may purchase services from NW Rural Water. Mr. Mackey also stated that NW Rural Water has submitted all of the necessary paperwork to the State of Wyoming and that it has been accepted.

Hearing no objections from the public Commissioner Livingston made a motion to close the public hearing at 1:33 p.m. Commissioner Grosskopf seconded and the motion carried.

Commissioner Livingston made a motion to approve for inclusion the submitted properties into the Northwest Rural Water District. Commissioner Tilden seconded and the motion carried.

**Linda Gillett, Planning Director – Public Hearing: Kobbe Subdivision/Cora Lane**

Chairman French opened a public hearing at 1:34 p.m. to consider the request of Rod and Denise Kobbe, representing Pioneer Developers LLC, to reconsider and modify Resolution #2007-66 Condition #9, Resolution 2006-109 Condition #12, and Final Plat Condition #5 requiring Cora Lane to be paved to county standards as specified in the approved plans. The modification request is for application of recycled asphalt pavement (RAP). Kobbe Subdivision / Cora Lane is located within Lot 64, T55N R99W 6th PM, Park County, WY, ½ mile north of the Powell Hwy on Road 11.

Planning Director Gillett stated the applicants are requesting to change the conditions of approval from 2007 when the subdivision was granted. After discussion Chairman French asked for further public comment. Hearing none, Commissioner Tilden made a motion to close the public hearing at 1:55 p.m. Commissioner Livingston seconded and the motion carried.

Commissioner Livingston made a motion to deny the applicants request. Commissioner Tilden seconded and the motion failed 2-3 with Commissioners Grosskopf, Hall and Chairman French voting no.

Commissioner Hall made a motion to grant the applicants request. Commissioner Grosskopf seconded and after further discussion Commissioner Hall withdrew his motion and Commissioner Grosskopf withdrew his second.

The Planning Office staff will now re-advertise for a new public hearing to accept new evidence and further testimony.

**Brian Edwards, County Engineer – Public Meeting Clean Water State Revolving Funds**

Mr. Edwards approached the Board to discuss the County's pending application to the Wyoming State Lands and Investment Board (SLIB) to redistribute Clean Water State Revolving Funds (CWSRF) for use in constructing phased reclamation and related site improvements involving the unlined municipal solid waste (MSW) disposal areas at the Park County Regional Landfill (PCRL). Originally the funds from this program were used to close the Powell, Meeteetse and Clark landfills. Mr. Edwards reported that the County was fortunate to have some really good bids and the County itself was able to complete some of the work. Due to these factors funds remain in the grant that could be used to pay for a final cover system on an already reclaimed area of the PCRL if the reallocation request is granted by the SLIB. The Commissioners commended the Landfill and Engineering staffs for their hard work and diligence in managing the previous projects.

**Commissioner Hall – Wyoming Public Lands Initiative**

Commissioner Hall has volunteered to coordinate the Park County Public Lands Initiative Advisory Committee. He explained that Fremont

County is ahead of us in this process so we will be using the process template they have developed to get the committee up and running.

The suggested committee make-up is eleven members with one member in each of the following categories; Agriculture/Ranching, Sportsman, Energy, Conservation, Motorized Recreation, Non-Motorized Recreation, four general members of the public and one County Commissioner. Advertisement for applications will run in the Cody, Powell and Meeteetse newspapers with a deadline of April 8<sup>th</sup>. After general discussion Commissioner Hall made a motion to adopt the proposed committee makeup and process. Commissioner Livingston seconded and the motion carried.

**Adjourn**

Commissioner Hall made a motion to adjourn at 2:47 p.m. Commissioner Livingston seconded and the motion carried.

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Tim A. French, Chairman

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Lee Livingston, Vice Chairman

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Loren Grosskopf, Commissioner

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Bucky Hall, Commissioner

\_\_\_\_\_  
Joseph E. Tilden, Commissioner

Attest:

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Hans Odde on behalf of  
Colleen Renner, County Clerk