

**Park County Board of County Commissioners  
Regular Meeting  
April 19, 2016**

Chairman French called to order a regular meeting of the Board of County Commissioners of Park County, Wyoming, on Tuesday, April 1, 2016. Present were Chairman Tim French, Vice Chairman Lee Livingston, Commissioners Loren Grosskopf, Bucky Hall, Joe Tilden, and Deputy County Clerk Teecee Barrett.

Commissioner Hall led the audience in the Pledge of Allegiance.

**Approve-Vouchers.**

The following vouchers were presented to the Board for approval. Commissioner Livingston moved to approve the vouchers as presented, seconded by Commissioner Hall and unanimously carried.

**Approve-Minutes.**

The minutes from the regular meetings of April 5 and 12 were presented to the Board for approval. Commissioner Tilden move to approve the minutes as presented, seconded by Commissioner Hall and unanimously carried.

**Approve-Payroll.**

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

**Approve-Monthly Earnings and Collections.**

The monthly earnings and collection reports were presented for the County Clerk, Clerk of District Court, and Sheriff. Commissioner Grosskopf moved to approve the earnings and collections reports as presented, seconded by Commissioner Livingston and unanimously carried.

**Approve-Transfer from County Road Fund.**

Brian Edwards, County Engineer, came before the Board asking that a transfer of funds from the County Road Fund to the General Fund in the amount of \$100,000.00 be approved. Commissioner Grosskopf moved to approve the transfer in the amount of \$100,000.00, seconded by Commissioner Hall and the motion carried.

**Approve-Proposed Revision to the Function Classification of County Road 8 and East Park Street.**

Brian Edwards, County Engineer, brought recommendation from Powell Urban Systems Committee that County Road 8 (Panther Boulevard) be changed from a minor collector to a major collector, and East Park Street be changed from a major collector to a minor collector. Commissioner Hall moved to approve the recommendations of the Powell Urban Systems Committee, seconded by Commissioner Livingston and unanimously carried.

**Approve-Quarter Two Reimbursement for Temporary Assistance for Needy Families Community Partnership Initiative (TANF/CPI) Report.**

Shaunna Romero, Executive Assistant, presented the quarter two report for reimbursement on the TANF grant to the Board for approval.

Commissioner Livingston moved to approve the reimbursement in the amount of \$7,128.03, seconded by Commissioner Grosskopf and unanimously carried.

**Approve-Federal Fiscal Year 2017 Temporary Assistance for Needy Families Community Partnership Initiative Grant Application.**

Shaunna Romero, Executive Assistant, presented the TANF grant application for fiscal year 2017 to the Board for approval. Commissioner Tilden moved to approve the application in the amount of \$98,191.12, seconded by Commissioner Livingston and unanimously carried.

**Approve-to Hire 4-H Educator Replacement.**

Tara Kuipers, UW Extension NW Area Community Development Educator, came before the Board to ask for permission to fill the position of Park County 4-H Educator. The salary for this position is split 50% between the University and Park County. Kuipers indicated another 4-H Educator in the state is interested in the Park County position but transferring with their current salary would increase Park County's portion \$570.00 per year. After general discussion Commissioner Hall moved to approve the hiring of the open position of 4-H Educator with no increased pay rate, seconded by Commissioner Tilden and unanimously carried.

**Approve-Hiring for Road & Bridge Replacement.**

Ron Nieters, Cody Road & Bridge Foreman, came before the Board to ask for permission to fill a vacant operator position. If approved the new person would be starting at a lower rate than the previous employee. After general discussion Commissioner Hall moved to allow the vacancy to be filled, seconded by Commissioner Tilden and unanimously carried.

**Approve-Events Coordinator Seasonal Job Description.**

Echo Renner, Events Coordinator, presented the seasonal workers job descriptions to the Board for approval. These employees traditionally were under the supervision of the Fair Board, but last year it was decided to include them in the Events Department. The descriptions included: Custodial, Cash Vault Tellers, Box Office Tellers, Gate Attendant, Grounds Crew, Guest Services Representative, Security, Barn Boss, and Beer Garden Supervisor. After general discussion it was the consensus of the Board that there would not be an expansion in the number of employees hired from last year, and the Events Coordinator would work closely with the Buildings and Grounds Superintendent. Commissioner Livingston moved to approve the job descriptions as presented, seconded by Commissioner Grosskopf and unanimously carried. Renner then asked for permission to advertise for the open positions. Commissioner Hall moved to allow the Events Department to advertise for the seasonal positions, seconded by Commissioner Tilden and unanimously carried.

**Approve-Cancelling or Rescheduling Commissioner Meetings that Coincide with Election Days (August 16 and November 8).**

Teecee Barrett, Elections Deputy, asked the Board to consider rescheduling the Commissioner meetings that coincide with the upcoming Primary and General Elections. After general discussion Commissioner Hall moved to change the regular meeting of August 16 to Wednesday, August 17, and not to convene on November 8, seconded by Commissioner Livingston and unanimously carried.

### **Discussion-Wyolink Console Grant Application.**

Mike Conners, IT Director, came before the Board to discuss a Wyolink grant application. Conners provided some background on the Wyolink system. Approximately a year ago the County was informed that the current consoles the Wyolink program runs through will no longer be compatible. The consoles are very expensive so at that time Conners started searching for funding to help with the replacement costs. Following discussions with the State Homeland Security Department, Conners learned no grant funds would be available so the County purchased the system with no assistance. Recently the State has made grant funds available for such systems, but there is question whether Park County qualifies for the funds since the consoles were already purchased. Conners went forward with filling out a grant application for the funds to at least be considered. The County is awaiting the State's decision regarding the grant award.

### **Discussion-Forward Cody Membership Acknowledgement.**

James Klessens, Forward Cody CEO/President, explained to the Board that this year instead of fund raising for Forward Cody, a membership structure has been implemented. With this implementation they wanted to let the members know what they can expect from Forward Cody. This includes economic development, sharing the plan of work schedule for the year, and the new publication called "Insights." In appreciation of Park County's long-time support of Forward Cody, Klessens presented the Board with a book, "Buffalo Bill's Town in the Rockies."

### **Discussion-Final Report of Voluntary Remediation Program on Cody Labs Land.**

James Klessens, Forward Cody CEO/President, was pleased to inform the Board that Forward Cody has successfully completed voluntary remediation on the Cody Labs land with the DEQ. DEQ issued a certificate of completion on the land, which states that all remediation requirements for a site have been successfully implemented or satisfied. Since the last discussion with the Board on the land the BLM and Bureau of Rec have considered testing the land adjoining the Cody Labs property. It was the previous agreement that Park County would share in the cost of the remediation. Klessens said he expects the dollar amount to be less than previously planned. The Commissioners thanked Klessens for all of his hard work and dedication to the project.

### **Discussion-Rank Consensus Funds Projects.**

Colleen Renner, County Clerk, per requirements of the State application, asked the Board to rank the proposed projects to be funded by Consensus Funds. After general discussion it was the consensus of the Board to rank the projects in the following order: Andy Martin Hill, Arca Search Document Restoration, Employee Parking Lot, Motorola Radios, Data Backup System, and the Fairgrounds Drainage System.

### **Approve-Option for County Employee Parking Lot Paving.**

Jeremy Quist, Staff Engineer, presented several options to the Board for paving the employee parking lot: Paving the lot as it is with no changes and graveling the vacant lot, estimated at \$82,375.00; paving the lot with some changes to the islands and gravel in the vacant lot, \$88,000.00; paving the lot with replacing the majority of the curbing and graveling the vacant lot, \$104,300.00; paving the lot and extending the pavement into the vacant lot with some drainage and curb enhancements, \$118,000.00; and paving both lots and replacing all curbs and gutters while tying into the city drainage

system, \$134,459.00. After general discussion Commissioner Hall moved to approve the paving of both lots with improvements, seconded by Commissioner Grosskopf. The motion carried with Commissioners Hall and Grosskopf voting in favor and Commissioners Livingston and Tilden opposed while Chairman French voted in favor of the motion.

### **Liaison Report.**

Commissioner Hall attended the Airport Board meeting. They anticipate a busy summer with seven flights on Saturdays and Sundays. Both airlines will have overnight and noon flights with continuance of the Chicago flight this summer.

Commissioners Grosskopf and Tilden have been attending BLM Resource Management Plan implementation meetings; the BLM is working to rank priorities for the next five years. A public meeting will be held April 26 in Cody with a 30 day comment period on the plan. Commissioner Tilden would like to see the Board comment on issues including the Black Footed Ferret and the discrepancies in agency plans, the maintenance of existing roads, and withdrawing mineral rights on Chapman Bench. Commissioner Grosskopf also attended the Yellowstone Ecosystem Subcommittee (YES) meeting in West Yellowstone; work included formation of a steering committee to ensure all State plans to delist the Grizzly work cohesively. All comments on the plans need to be to the Committee by May 15.

Commissioner Livingston travelled to Washington, D.C. with Big Game Forever to work on the State Sage Grouse Plan and speak with Senators from Utah, Idaho, and Wyoming on the amount of money that is being spent on protecting the Sage Grouse.

Commissioner Tilden recently attended the Basin Authority meeting. They received their annual performance report back, and they ranked above average in all aspects.

Chairman French attended the Fair Board meeting and reported that the plans for this year's fair are moving forward.

### **Public Hearing-Harris Trucking Floodplain Permit Review.**

Chairman French opened the public hearing to consider Harris Trucking Floodplain Permit. Linda Gillett, Planning Director, gave the staff report. Harris Trucking has applied to replace a culvert with a bridge crossing Cottonwood Creek Special Flood Hazard Area Zone A in Section 20, T53NR101W, 6<sup>th</sup> PM, Park County, Wyoming. The applicant has agreed to comply with recommendations from Brian Edwards, County Engineer, for the addition of more protection on the bridge. The bridge will not be inspected as it is not a public bridge. Commissioner Tilden moved to close the public hearing, seconded by Commissioner Hall and unanimously carried. Commissioner Tilden moved to approve permit #1 for Harris Trucking, seconded by Commissioner Livingston and unanimously carried  
**RESOLUTION NO. 2016-12.**

### **Recess for Lunch.**

### **Approval-Hiring of Election Clerk.**

Colleen Renner, County Clerk, asked for permission to hire a full time permanent Elections Clerk after the position became open this week. Teecee Barrett, Elections Deputy, explained the position is permanent because it includes cross training to meet additional responsibilities in the Clerk's office in the Elections off season. Commissioner Hall moved to approve the hiring of an Elections Clerk at the same rate as the previous employee, seconded by Commissioner Tilden and unanimously carried.

**Approval-Park County Events Complex Phase 4 Electrical Project Retainage.**

As previously discussed, Action Electric was the contractor on the Phase 4 electrical project at the fairgrounds. Action Electric was asked to submit in writing for the Board’s consideration a settlement amount and suggested offered a reduction of 25% of the full retainage. Commissioner Grosskopf commented that this is not an issue of the quality of work, but rather the promptness in which the work was complete. Grosskopf moved to pay put 50% of the retainage and send a letter stating that this is the full and final payment, seconded by Commissioner Tilden. Commissioner Livingston commented that he is not in favor of paying any retainage amount back. The motion to pay 50% retainage in the amount of \$6,130.40 carried, with Livingston voting opposed.

**Discussion-Wyoming Public Lands Initiative (WPLI) Advisory Committee Selection Process.**

Commissioner Hall, Park County WPLI Committee Chair, is in receipt of several applications from individuals interested in serving on the committee. One applicant will be selected to represent agriculture/ranching, conservation, energy, motorized recreation, non-motorized recreation and sportsman; four applicants will be selected in the general public category. After general discussion it was the consensus of the Board that each commissioner present at the May 3 meeting their recommendation for one primary candidate and one alternate candidate for all of the categories except general public, for which the Board members will select four primary representatives and two alternates. Alternates will attend the meetings but only vote and comment if the primary committee member is absent. There will be no more than 11 at the discussion table at one time. After selecting committee members, an initial committee meeting will be scheduled.

**Executive Session.**

Commissioner Livingston moved to go into executive session pursuant to Wyoming State Statute 16-4-405 (a) (ix), seconded by Commissioner Hall and unanimously carried. No decisions were made in this session. Commissioner Livingston moved to exit executive session, seconded by Commissioner Hall and unanimously carried. Commissioner Hall moved to adopt the recommendation that Harris Trucking be allowed to work in the County Easement on Road 6NS and to bill Wilson McKissik Irrigation District. The motion was seconded by Commissioner Livingston and passed with Commissioner Tilden abstaining from the vote.

**Adjourn**

Commissioner Hall made a motion to adjourn, 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

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Joseph E. Tilden, Commissioner

Attest:

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Teecee Barrett on behalf of  
Colleen Renner, County Clerk

