

**Park County Board of County Commissioners  
Regular Meeting  
June 7, 2016**

Chairman French called to order a regular meeting of the Board of County Commissioners of Park County, Wyoming, on Tuesday, June 7, 2016. Present were Chairman Tim French, Commissioners Lee Livingston, Bucky Hall, Loren Grosskopf, Joe Tilden, and County Clerk Colleen Renner.

Commissioner Livingston led the audience in the Pledge of Allegiance.

**Approve PT Custodian and Tech I Job Descriptions**

Events Coordinator Echo Renner requested approval for position descriptions for two positions that are moving to the Events Department from Buildings and Grounds. Renner modified the existing Buildings and Grounds position descriptions to include added responsibilities. Commissioner Grosskopf asked that the proposed title of Grounds Manager (Tech I in current role) be changed. After discussion, it was decided to change to title to Grounds Foreman. Two part time custodian positions were also moved to Events. Buildings and Grounds will provide coverage for these employees in emergency situations. Renner discussed allowing one seasonal employee to operate county equipment at the fairgrounds. The commissioners asked Mike Garza, Buildings and Grounds Superintendent, to ensure the seasonal employee is certified to operate both a forklift and skid steer. A motion was made by Commissioner Tilden to approve the Events Department position descriptions with the change from Manager to Foreman, seconded by Commissioner Livingston and unanimously carried.

**Executive Session.**

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

**Public Hearing- Continuation of May 17 Public Hearing: Redemption Life Center Special Use Permit 150**

Chairman French opened the Public Hearing continued from May 17 to consider the approval of a Special Use Permit (SUP-150) to allow a minor (small) institutional use (group home) housing up to eight people in a residential half acre (R-H) zoning district. The property's legal description is 5 acres in Sec. 3, T52N, R102W, 6<sup>th</sup> PM, Park County, Wyoming; the address is #6 Agua Via Lane, Cody. The Chairman called on those who wished to address the Board. Many reiterated the same concerns expressed in the prior meeting. French emphasized the complexities of the issues the Board must consider in its decision, such as fair housing laws. The Board's decision will come at a later date, still to be determined. Commissioner Hall made a motion to close the public hearing, seconded by Commissioner Tilden and unanimously carried.

**Approve Revised Park County Socioeconomic Profile**

Gregory Cowan, WCCA Natural Resource Staff Attorney and David (Tex) Taylor, Project Lead / UW Professor joined the Board via phone. Additions to the study requested by the commissioners included household income; transfer payments; oil and gas defined separately from mining; benefits and average wages for county and commercial ag. The State A & I prompted additional reference changes. Commissioners feel the study

provides a very thorough reference to help us in the future. Commissioner Grosskopf asked how many other Wyoming counties are having the study compiled. Taylor said Park County is the third with four more counties also expressing interest. Commissioner Grosskopf made a motion to approve the revised Park County Socioeconomic Profile, seconded by Commissioner Tilden and unanimously carried.

### **Budget Discussion**

Commissioner French asked the Board to discuss how to address next year's budget deficit. Commissioners noted that County departments have made cuts over the past five years and some departments have no ability to reduce further. The Board plans to use some of the County's reserves but will also ask departments to cut an additional five percent from next year's budgets. The Board will have individual budget meetings with each department at the end of the month.

### **Payment of Wyoming County Commissioners' Association**

The Board considered approval of annual WCCA dues. With WCCA's implementation of a new formula using different criteria to determine counties' allocations, the dues have been reduced \$2,029.00 from last year. Commissioner Hall made a motion to pay the dues in the amount \$17,261.00, seconded by Commissioner Livingston and unanimously carried.

### **Convene as Board of Equalization**

Pat Meyer, County Assessor, met with the board to discuss scheduling the hearings for tax appeals. The commissioners set the hearing date at August 23, 2016, beginning at 8 a.m.

Pat Meyer recommends that the board appoint Sox Freeman as hearing officer. Meyer will find a court reporter. Commissioner Tilden moved to appoint Sox Freeman as the hearing officer, seconded by Commissioner Hall and unanimously carried. Meyer will send the commissioners the new laws/rules of the guidelines, which include the requirement to deliberate in public. Commissioner Tilden made a motion to adjourn as Board of Equalization, seconded by Commissioner Hall and unanimously carried.

**Approve-Minutes.**

The minutes from the regular Board meeting of May 17 were presented to the Board for approval. Commissioner Tilden moved to approve the minutes with corrections, seconded by Commissioner Livingston and unanimously carried.

**Approve-Payroll.**

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

**Approve-Vouchers.**

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

| <b>Payee</b>                           | <b>Amount</b> |
|--|---------------|
| 2 M COMPANY, INC.                      | \$310.20      |
| 360 OFFICE SOLUTIONS                   | \$935.02      |
| ALBERTSONS PURCHASE ADV. CARD          | \$204.33      |
| ALDRICH'S - POWELL                     | \$117.50      |
| AMERICAN WELDING & GAS, INC.           | \$26.28       |
| AT&T MOBILITY                          | \$2,025.26    |
| BALES, HEATHER                         | \$10.00       |
| BANGERT, BRENDA                        | \$13.94       |
| BARRETT, TEECEE                        | \$319.68      |
| BASIN EQUIPMENT REPAIR                 | \$6,989.95    |
| BETTER WAY, INC.                       | \$200.00      |
| BIG HORN REDI-MIX, INC.                | \$146,164.20  |
| BIG HORN ROOFING, INC.                 | \$349.92      |
| BIG HORN WHOLESALE, INC.               | \$7,537.98    |
| BIG VALLEY BEARING & SUPPLY, INC.      | \$567.58      |
| BLACK HILLS ENERGY                     | \$850.83      |
| BLAIR'S MARKET                         | \$28.87       |
| BLOEDORN LUMBER - POWELL               | \$83.61       |
| BOGGIO, KERRIE                         | \$111.80      |
| BOONE'S MACHINE SHOP                   | \$920.57      |
| BRAZELTON, LILLIAN                     | \$347.76      |
| CASPER STAR-TRIBUNE, INC.              | \$82.20       |
| CDW GOVERNMENT, INC.                   | \$47,547.93   |
| CENTURYLINK                            | \$6,098.02    |
| CENTURYLINK BUSINES SERVICES           | \$6.57        |
| CHARTER COMMUNICATIONS                 | \$384.53      |
| CHILDERS, DR. ADAM                     | \$38.08       |
| CHOICE AVIATION, LLC                   | \$24.44       |
| CLERK OF DISTRICT COURT - JURY FEES    | \$3,378.09    |
| CODY ACE HARDWARE                      | \$492.30      |
| CODY WINNELSON CO.                     | \$24.66       |
| CODY, CITY OF                          | \$5,741.14    |
| CODY, CITY OF                          | \$24,859.29   |
| CONTROL SOLUTIONS, INC.                | \$222.00      |
| COST PLUS APPLIANCE                    | \$2,976.25    |
| COULTER CAR CARE CENTER                | \$187.00      |
| CRISIS INTERVENTION SERVICES           | \$3,225.60    |
| CROFT, KIMBALL                         | \$122.24      |
| CRUM ELECTRIC SUPPLY CO.               | \$404.40      |
| DE HAAN ELECTRONICS                    | \$3,239.58    |
| DELL MARKETING L.P., C/O DELL USA L.P. | \$16,199.44   |
| FASTENAL                               | \$335.02      |
| FELLER, DENISE ALLISON                 | \$80.48       |
| FIBERGLASS STRUCTURES, INC.            | \$28,000.00   |
| FILENER CONSTRUCTION - RETAINAGE       | \$9,708.50    |
| FILENER CONSTRUCTION, INC.             | \$87,376.50   |

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|----------------------------------|--------------|
| FITZWATER, VICKIE                | \$168.48     |
| FLACK, TOM                       | \$81.48      |
| FORWARD CODY WYOMING, INC.       | \$4,608.00   |
| FREMONT MOTOR CODY, INC.         | \$171.83     |
| GALLS, LLC                       | \$121.44     |
| GARY'S VACUUM & STAMPS           | \$28.95      |
| GARZA, MICHAEL                   | \$50.00      |
| GDA ENGINEERS                    | \$6,995.00   |
| GENERATION X, INC.               | \$27,128.00  |
| GOODYEAR PRINTING                | \$68.00      |
| GRADIENT MOUNTAIN SPORTS         | \$1,169.28   |
| GRAINGER                         | \$1,080.50   |
| HACKNEY, VANGI                   | \$105.46     |
| HAIRE, JERRY                     | \$76.16      |
| HARRIS TRKING & CONST., INC.     | \$143,672.60 |
| INTERSTATE TIRE SERV. INC        | \$585.00     |
| JACKS TRUCK & EQUIPMENT, INC.    | \$1,688.19   |
| JOURNAL TECHNOLOGIES, INC.       | \$6,984.77   |
| K-B COMMERCIAL PRODUCTS          | \$1,552.70   |
| KEEGAN, KRISJANSONS & MILES, PC  | \$400.00     |
| KENCO SECURITY AND TECHNOLOGY    | \$634.25     |
| LANDWEHRS, CHRISTY               | \$76.16      |
| LINDENTHAL, PATRA                | \$268.88     |
| LINTONS BIG R, INC.              | \$921.79     |
| LITTLE AMERICA                   | \$369.00     |
| LOEPER, JESSICA                  | \$22,985.00  |
| LONG BUILDING TECHNOLOGIES, INC. | \$346.00     |
| MAJESTIC LUBE, INC.              | \$147.35     |
| MCBROOM, MATTHEW A.              | \$23.40      |
| McINTOSH OIL, INC.               | \$5,730.31   |
| MEETEETSE SENIOR CENTER          | \$2,640.00   |
| MEETEETSE, TOWN OF               | \$230.40     |
| MOHLER, TYCEE JO                 | \$78.08      |
| MONTANA STATE UNIVERSITY         | \$8,250.00   |
| MORRISON, MARION                 | \$91.20      |
| MOTOR PARTS, INC.                | \$48.29      |
| MOTOROLA SOLUTIONS, INC.         | \$5,139.25   |
| NATIONAL BUSINESS SYSTEMS        | \$3,684.20   |
| NATRONA COUNTY LEGAL DEPARTMENT  | \$2,769.50   |
| NEMONT                           | \$46.80      |
| NEWMAN TRAFFIC SIGNS, INC        | \$2,897.80   |
| NORCO, INC.                      | \$4,087.36   |
| NORTHWEST RURAL WATER DISTRICT   | \$78.40      |
| OFFICE SHOP, THE                 | \$1,474.10   |
| PARK COUNTY ANIMAL SHELTER       | \$921.60     |
| PARK COUNTY READY MIX            | \$302.50     |
| PARK COUNTY TREASURER            | \$7,884.72   |
| PENWELL, STEVE                   | \$54.95      |
| PITNEY BOWES, INC. - A/R         | \$97.74      |
| PLANET HEADSET                   | \$609.25     |
| POLEY, BARBARA                   | \$414.18     |
| POWELL ACE HARDWARE, LLC         | \$84.60      |
| POWELL LOCK                      | \$432.00     |
| POWELL, CITY OF                  | \$6,156.81   |
| PRECISION PLAN AND DESIGN, INC.  | \$1,320.00   |
| QUALITY ASPHALT PAVING, INC.     | \$2,249.00   |
| REED, DARLENE                    | \$508.75     |
| RIMROCK TIRE CO - CODY           | \$456.22     |
| RIMROCK TIRE CO - POWELL         | \$1,533.84   |
| ROCKY MOUNTAIN POWER             | \$277.74     |
| ROGER'S SPORT CENTER             | \$1,029.84   |
| ROMERO, SHAUNNA                  | \$235.44     |
| ROOP, KELSEY                     | \$232.20     |
| ROTE, KYLE                       | \$57.78      |
| ROVENNA SIGNS & DESIGN           | \$706.20     |
| SANDERS PLUMBNG & HEATNG, INC.   | \$130.09     |
| SHOSHONE OFFICE SUPPLY, INC.     | \$1,134.67   |
| SIDOR, DR. PETER                 | \$10.00      |
| SIMPSON, KEPLER & EDWARDS, LLC   | \$230.00     |
| SPECIALTY TOOL & ATTACHMENT      | \$55.00      |

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| SPOK, INC.                               | \$42,878.85         |
| STAMBAUGH, SUSAN                         | \$10.00             |
| STROUPE PEST CONTROL, CO.                | \$280.00            |
| SYSCO FOOD SERVICES OF MONTANA           | \$8,789.23          |
| TCT WEST, INC                            | \$8,085.50          |
| TESSCO INCORPORATED                      | \$490.79            |
| THOMPSON REUTERS - WEST                  | \$655.42            |
| TITAN MACHINERY                          | \$176.95            |
| TOLG, ROBIN                              | \$75.00             |
| TORRINGTON TELEGRAM                      | \$230.00            |
| TRACTOR & EQUIPMENT CO                   | \$6,807.21          |
| TRANSUNION RISK & ALT DATA SOL, INC      | \$1,800.00          |
| TRIPLE L SALES                           | \$317.79            |
| UNIVERSITY OF WY - ADMIN BUSINESS OFFICE | \$5,139.00          |
| VARDIMAN, JEREMIAH                       | \$99.36             |
| VERIZON WIRELESS                         | \$71.08             |
| VERIZON WIRELESS                         | \$50.04             |
| VERIZON WIRELESS                         | \$316.38            |
| VERIZON WIRELESS                         | \$26.49             |
| VISIONARY COMMUNICATIONS, INC.           | \$78.30             |
| WAL MART COMMUNITY/GEMB                  | \$859.81            |
| WARD, NICHOLAS                           | \$75.00             |
| WESTERN EMULSIONS INC                    | \$1,801.80          |
| WILLIAMS & SONS, LLC                     | \$2,777.50          |
| WOOD, DR. COLLEEN                        | \$10.00             |
| WOODWARD TRACTOR & RENTAL, INC           | \$181.03            |
| WOODWORKER'S SUPPLY, INC.                | \$32.90             |
| WYOMING BEHAVIORAL INSTITUTE             | \$9,646.72          |
| WYOMING DEPT OF TRANS - MOTOR VEHICLES   | \$2.00              |
| WYOMING DEPT OF TRANS - MOTOR VEHICLES   | \$2.00              |
| WYOMING FIRE SAFETY, LC.                 | \$439.00            |
| WYOMING INFORMATION TECHNOLOGY DIV       | \$69.17             |
| YANKEE CAR WASH                          | \$101.14            |
| YELLOWSTONE REGIONAL AIRPORT             | \$65,863.00         |
| YOUR APPLIANCE MAN, INC.                 | \$315.00            |
| Total                                    | <u>\$854,301.48</u> |

**Approve Cooperative Agreement with Department of Family Services**

Patra Lindenthal, Clerk of District Court explained how these monies are given to the counties. With the federal and state cuts Park County will no longer be receiving payments from the state for the processing of child support. Commissioner Livingston made a motion that we sign this agreement, Commissioner Tilden seconded and unanimously carried.

**Approve Catering Permit**

The clerk presented a Catering Permit for June 23 for the Powell High School class of 1996 reunion. Commissioner Hall moved to approve, Commissioner Tilden seconded and unanimously carried.

**Approve Public Health Contract Agreements**

Three contracts: Public Health Nursing Services, Public Health Emergency Preparedness Unit, and Public Health Officer contracts were presented for approval. Changes were made in the contracts and sent to the county attorney for approval and signage. Commissioner Hall made the motion to approve these contracts and allow the Chair to sign, seconded by Commissioner Livingston and unanimously carried.

**Approve Payment to Montana State University for Park County Transportation Feasibility Study**

Commissioner Tilden made the motion to approve this payment and allow the Chair to sign, seconded by Commissioner Hall and unanimously carried.

**Approve Payment to City of Cody for Park County's portion of the 1% Sales Tax Survey**

Commissioner Hall made the motion to approve these contracts and allow the Chair to sign, seconded by Commissioner Livingston and unanimously carried.

**Request for Approval to Advertise of Library & Museum Board Positions**

Commissioner Hall made the motion to advertise for the board positions on June 9 and 13 with interviews to be held at the first meeting in July. Seconded by Commissioner Grosskopf and unanimously carried.

**Approve and Sign Lease Agreement Renewals**

Shaunna Romero presented the commissioners with the Lease agreements for Park County Court Supervised Treatment Program and Basin Authority which expire the end of June. The contracts were sent to the county attorney for approval, the only change in the agreements was an increase of 2.4%. Pending his approval Commissioner Tilden made a motion to approve the lease agreements, seconded by Commissioner Livingston and unanimously carried.

**Approve Distribution to Local Government Cooperating Agency Counties**

Added for approval was approval to refund remaining Land & Environment Funds to the four LGCA counties. Big Horn, Hot Springs, and Park counties will each receive \$50,000; Washakie will receive \$25,000. Shaunna Romero, Commissioner's Assistant, will submit vouchers for the distributions.

**Approval of Ambrogi-Hartung Minor Subdivision Final Plat Review**

Kim Dillivan, Planner II, presented for consideration the final plat review of Florence and Eugene Hartung, to create a minor subdivision intended for single family residential use consisting of two lots: one lot of 7.91 acres and one lot of 3.03 acres. Legal Description: Current lot 3 (10.94 acres) of Claus No. 1 Subdivision located in Lot 44, T52N, R102W, 6th PM, Park County, Wyoming. Location: Approximately six miles southwest of Cody on the Southfork Road. Address is 665 Southfork Road (Hwy 291). Proposed Lot 1 has an existing residence. Proposed Lot 2 will also be for residential use. Commissioner Grosskopf commented that this is in a General Rural 5-acre zoning district (GR 5) and the landowners cannot subdivide the remaining 7.9 acres.

Commissioner Hall made a motion to approve the final plat for Florence and Eugene Hartung, seconded by Commissioner Tilden and unanimously carried.

**Request for Authorization to Hire (replacements of existing positions)**

County Attorney Bryan Skoric asked the Board for approval to hire a replacement for the current Juvenile Deputy, who will be leaving at the end of July to pursue an advanced degree. Bryan would like a two to three week overlap of the existing and new Deputies to on-board the new person

adequately. Commissioner Tilden made a motion to hire a replacement and allow an overlap period of three weeks, with one as a contract employee, seconded by Commissioner Grosskopf and unanimously carried.

Bryan also requested filling the Victim Witness Coordinator position. Wages for this position are fully grant-funded. Commissioner Hall made a motion to allow hiring for this position, seconded by Commissioner Grosskopf and unanimously carried.

### **Approve Final Health Plan Stop-loss Coverage**

Eric Deeg, President/Sr. Consultant for USI Northwest joined the meeting via phone to provide explanation of the final health plan stop-loss coverage recommendation. Deeg recommended a zero increase over the next year with the counties insurance plan.

Commissioner Livingston made a motion to accept renewal from ASG and MedEx, and to authorize the Chairman to sign the application. The motion was seconded by Commissioner Hall and unanimously carried.

### **Requests for Proposal for Park County Audit.**

Barb Poley, Treasurer, and Carrie Reed, First Deputy Treasurer, opened the audit proposals that were submitted. Auditors were asked to submit bids that would encompass the next three fiscal years. Bids were as follows:

McKee, Marburger & Fagnant, P.C. (Lander, WY): FY16 – \$46,000; FY17 - \$46,750 and FY18 - \$47,500.

CliftonLarsenAllen (Broomfield CO): FY16 - \$60,615; FY17 - \$63,061 and FY18 - \$65,584.

Carver, Florek & James, CPA's (Layton UT & Rock Springs WY): FY16 – \$41,600; FY17 - \$42,500 and FY18 - \$43,500.

The Clerk & Treasurer will come before the Board on June 21 with their recommendations. Commissioners were also give the materials from each entity listed above.

### **Request for Approval to Place a Garden Area Adjacent to the Cody Heritage Museum**

Sharon Smith, representative for the Cody Heritage Museum, presented a draft plan for a garden next to the Heritage Museum. The proposed garden would include donated artifacts and native plants. The Museum plans to involve master gardeners in the selection and care of the plants. After discussion about possible vandalism, the placing of a fence and who will maintain the area, Commissioner Tilden made a motion to approve the concept with the condition that Smith come before the Board again at a later date for final approval. Seconded by Commissioner Livingston and unanimously carried.

### **Discussion: Consider Big Horn County's request for a letter of support from the Board of County Commissioners to obtain a gravel permit from BLM for lands within Park County (Section 11, T52N, R100W)**

Big Horn County has requested a letter of support from Park County to obtain a BLM gravel permit on Park County lands, located off the old Byron Road at Eagle Pass. The Board supports Big Horn County in its request, but would also like to be a permittee in the area. Commissioner Hall made a motion to provide a letter of support to Big Horn County for its permit application with request to allow Park County access to the pit if the needed arises. Seconded by Commissioner Tilden and unanimously carried.

**Adjourn**

Commissioner Hall made a motion to adjourn, seconded by Commissioner Tilden 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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Colleen Renner, County Clerk