

Park County Board of County Commissioners
Special Meeting
Monday, June 19, 2017

Chairman Livingston called to order a special meeting of the Board of County Commissioners of Park County, Wyoming, on Monday, June 19, 2017. Present were Chairman Lee Livingston, Vice Chairman Loren Grosskopf, Commissioners Joe Tilden and Jake Fulkerson, Commissioner French attended by phone and Clerk Colleen Renner.

Chairman Livingston led the audience in the Pledge of Allegiance.

Individual Department Budgets

The following departments came before the board to discuss their proposed budgets:

- Parks & Recreation Board
- Museum Board
- Office of Home Land Security
- Public Health
- Clerk of District Court
- County Clerk & Elections
- Fair Advisory Board & Events
- Sheriff
- Working Lunch – Special Funding Requests
- Public Works, Road & Bridge/County Engineer
- County Attorney
- Solid Waste
- UW Extension
- Buildings & Grounds

Adjourn.

Commissioner Tilden made a motion to adjourn, Commissioner Grosskopf seconded and the motion carried.

Lee Livingston, Chairman

Loren Grosskopf, Vice Chairman

Joseph E. Tilden, Commissioner

Tim A. French, Commissioner

Jake Fulkerson, Commissioner

Attest:

Colleen Renner, County Clerk

Park County Board of County Commissioners
Regular Meeting
Tuesday, June 20, 2017

Chairman Livingston called to order a regular meeting of the Board of County Commissioners of Park County, Wyoming, on Tuesday, June 20 2017. Present were Chairman Lee Livingston, Vice Chairman Loren Grosskopf, Commissioners Joe Tilden, Jake Fulkerson, Tim French and Clerk Colleen Renner.

Bill Crampton, Public Health Nurse Manager led the Pledge.

Action Items and Other Business:

Approve-Minutes

The minutes from June 6 and 13, 2017 were presented to the Board for approval. Commissioner Tilden moved to approve the minutes as presented, seconded by Commissioner Fulkerson and motion carried.

Approve-Payroll

Payroll was presented in the amount of \$572,571.08, which included health insurance, to the Board for approval. Commissioner French moved to approve payroll, seconded by Commissioner Fulkerson and motion carried.

Approve-Vouchers

The following vouchers were presented to the Board for approval. Commissioner Fulkerson moved to approve the vouchers as presented, seconded by Commissioner Grosskopf and motion carried:

Payee	Amount
360 OFFICE SOLUTIONS	\$374.81
ALBERTSONS - SAFEWAY	\$168.00
ART SAND & STEEL	\$25.00
AT CONFERENCE	\$63.02
AT&T MOBILITY	\$224.02
Ayers, Willie	\$10.00
BAILEY ENTERPRISES, INC.	\$304.25
BAILEY ENTERPRISES, INC.	\$130.54
BAILEY ENTERPRISES, INC.	\$3,872.17
BEAR CO., INC.	\$15,049.58
BEARTOOTH ELECTRIC COOP	\$71.52
BENNETT, M.D., THOMAS L.	\$1,950.00
BIG HORN RADIO NETWORK	\$329.00
BIG HORN RURAL ELECTRIC COMPANY	\$286.56
BIG HORN WHOLESALE, INC.	\$6,569.42
BLACK BOX RESALE SERVICES	\$2,246.50
BLACK HILLS ENERGY	\$3,691.61
BLAIR'S MARKET	\$35.91
BLOEDORN LUMBER - POWELL	\$3.79
BRAZELTON, LILLIAN	\$57.78
CARQUEST AUTO PARTS - #064250	\$40.43
CDW GOVERNMENT, INC.	\$442.22
CENTURYLINK	\$2,892.31
CENTURYLINK BUSINES SERVICES	\$7.45
CHARTER COMMUNICATIONS	\$119.63
CLERK OF DISTRICT COURT - JURY FEES	\$2,653.48
CLOUD PEAK COUNSELING CENTER	\$2,600.00
CODY ACE HARDWARE	\$491.11
CODY ENTERPRISE	\$3,472.01
CODY PAINT & BODY, INC.	\$232.25
CODY WINNELSON CO.	\$75.57

CODY, CITY OF	\$2,391.72
CONNERS, MICHAEL	\$69.56
COPENHAVER KATH KITCHEN & KOLPITCKE LLC	\$400.00
COULTER CAR CARE CENTER	\$144.00
CRUM ELECTRIC SUPPLY CO.	\$234.61
CUSTOM DELIVERY SERVICE, INC.	\$21.98
DALE WEAVER, INC.	\$542.71
DARRAH LAW OFFICE, P.C.	\$898.08
DE HAAN ELECTRONICS	\$2,194.30
DENNY MENHOLT CHEVROLET BUICK GMC	\$182.85
DIAMOND TRAFFIC PRODUCTS	\$126.62
FARADAY CASES	\$5,670.30
FASTENAL	\$77.01
FREMONT BEVERAGES, INC.	\$16.00
FREMONT MOTOR CODY, INC.	\$28,224.00
GALLS, LLC	\$92.12
GARLAND LIGHT & POWER CO.	\$1,027.24
GDA ENGINEERS	\$325.00
GRAINGER	\$169.32
GROSSKOPF, LOREN M	\$673.40
GUERTIN, ANDREW	\$52.70
HANSON CHEMICAL INC.	\$1,028.55
HARRIS TRKING & CONST., INC.	\$41,228.16
HEART MTN FARM SUPPLY	\$106.00
INTERSTATE TIRE SERV. INC	\$336.99
IVERSON SANITATION	\$50.00
JACKS TRUCK & EQUIPMENT, INC.	\$569.08
K-B COMMERCIAL PRODUCTS	\$61.85
KB MASONRY LLC	\$295.00
KEEGAN, KRISJANSONS & MILES, PC	\$4,222.53
KEELE SANITATION	\$8,250.00
KOBBE CONSTRUCTION PARTNERSHIP	\$169.00
L.A. SERVICES	\$799.50
LEON UNIFORM COMPANY, INC.	\$1,217.38
LINTONS BIG R, INC.	\$146.27
LYLE SIGNS, INC.	\$2,004.39
MAJESTIC LUBE, INC.	\$110.95
MCCARTY, REED, & EARHART, ATTYS L.C.	\$640.00
McINTOSH OIL, INC.	\$10,609.66
MEETEETSE VISITOR CENTER	\$20.00
MEETEETSE, TOWN OF	\$123.53
MESSENGER & OVERFIELD, P.C.	\$111.40
MICKELSON, JOSEPH D	\$306.02
MONTANA-DAKOTA UTILITIES CO.	\$1,048.18
MORRIS, SANDIE	\$48.44
MURDOCH OIL, INC.	\$15,502.75
NAPA AUTO PARTS	\$212.40
NORCO, INC.	\$24.30
NORTHWEST WY FAMILY PLANNING	\$587.07
OFFICE SHOP, THE	\$798.50
PARK COUNTY PUBLIC HEALTH	\$170.00
PARK COUNTY TREASURER	\$503.30
PITNEY BOWES - RESERVE ACCOUNT	\$15,000.00
PITNEY BOWES, INC. - A/R	\$155.87
POWELL ACE HARDWARE, LLC	\$462.17
POWELL ELECTRIC	\$245.09
POWELL LOCK	\$146.00
POWELL TRIBUNE, INC.	\$1,838.28
PRECISION SHOOTING SOLUTIONS	\$3,562.79
PRODUCTION MACHINE CORP.	\$2,920.89
RED LODGE FIRE & RESCUE	\$525.00
RIMROCK TIRE CO - CODY	\$97.41
ROCKY MOUNTAIN POWER	\$1,411.80
SANOFI PASTEUR, INC	\$329.08
SHOSHONE OFFICE SUPPLY, INC.	\$1,669.69
SIMPSON, KEPLER & EDWARDS, LLC	\$60.00

STROUPE PEST CONTROL, CO.	\$185.00
SYSCO FOOD SERVICES OF MONTANA	\$4,598.01
TAPCO	\$2,852.75
THOMPSON REUTERS - WEST	\$678.37
TRACTOR & EQUIPMENT CO	\$114.39
TRANSUNION RISK & ALT DATA SOL, INC	\$1,800.00
TRIPLE L SALES	\$145.58
ULINE	\$1,744.81
VERIZON WIRELESS	\$50.04
VISA - #0068 - B. POLEY	\$753.34
VISA - #0118 - P. MEYER	\$211.04
VISA - #0191 - L. LIVINGSTON	\$52.77
VISA - #0225 - W.E. CRAMPTON	\$3,000.97
VISA - #9507 - C. RENNER	\$1,330.51
VISA - #9515	\$22.50
VISA - #9515 - P. LINDENTHAL	\$14.73
VISA - #9630 - T. POWER	\$133.26
VISA - #9689 - M. CONNERS	\$3,180.32
VISA - #9721 - M. GARZA	\$2,336.71
VISA - #9754 - T. BARRETT	\$445.96
VISA - #9762 - S. STEWARD	\$6,502.34
WALSH - GAFFIELD, NICOLE	\$60.88
WESTERN EMULSIONS INC	\$3,515.40
WHITE INK, LLC	\$73.50
WHITLOCK MOTORS	\$38.46
WORKMAN WASH & BLAST	\$2,574.00
WPCI CONSULTANTS, INC.	\$117.00
WYOMING DEPARTMENT OF EMPLOYMENT	\$200.54
WYOMING DEPARTMENT OF HEALTH	\$336.00
WYOMING DEPARTMENT OF HEALTH/PBL HLTH LB	\$88.00
WYOMING LAW ENFORCEMENT ACADEMY	\$757.00
WYOMING STATE PUBLIC DEFENDER	\$1,200.00
WYOMING WATER WORKS	\$174.00
YANKEE CAR WASH	\$233.07
TOTAL	<u><u>\$251,269.98</u></u>

Approve-Monthly Earnings and Collections.

The monthly earnings and collection statements for the Clerk and Clerk of District Court were presented for approval. Commissioner Tilden moved to approve, seconded by Commissioner French and motion carried.

Request permission to hire replacement employee (Mike Garza, Buildings & Grounds Superintendent)

Mr. Garza was absent, so this will be rescheduled.

Approve and allow Chairman to sign Public Health County Health Officer contract and Public Health Emergency Preparedness (PHEP) Unit contract (Bill Crampton, Public Health Nurse Manager)

Mr. Crampton reported that the county attorney reviewed these contracts and made his objection on the signature page. Mr. Crampton also reported that the only changes to the contracts from prior years are the dollar amounts. The County Health Officer contract amount is \$9,600.00 which is funded through Wyoming Department of Health, Public Health Division. A source of funds for this contract is a Cooperative Agreement from Center for Disease Control. The PHEP grant is in the amount of \$94,500.00. This grant will be used for salary only with \$2,500.00 going to travel. Commissioner Grosskopf asked if this contract is negotiable and Mr. Crampton stated not that he was aware that it is. Commissioner Tilden made a motion to approve both contracts and allow the chair to sign, Commissioner Fulkerson seconded and motion carried.

Request permission to hire replacement employee (Colleen Renner, Park County Clerk)

First Deputy Clerk Mr. Odde requested rehiring an open position on the front line. This employee will do titles, marriage licenses, UCC and other duties as required. This position will be a title clerk with a rate of pay of \$13.08. The previous position was a land clerk with a rate of pay of \$16.19. Commissioner Tilden made a motion to allow the Clerk to fill the position, Commissioner French seconded and motion carried.

Approve and adopt, effective July 1, 2017, the Park County Employee Policy Manual (Colleen Renner, Park County Clerk)

Upon approval, the manual will be distributed to all employees. Commissioner Tilden made a motion to approve and adopt the new policy manual, Commissioner Fulkerson seconded and motion carried.

Approve and allow Chairman to sign malt beverage permit for July 13, UW Powell R&E Field Day (Hans Odde, First Deputy Clerk)

Mr. Odde reported no problems in the past with this annual permit. Commissioner Tilden made a motion to allow the chair to sign, Commissioner Grosskopf seconded and motion carried.

Approve and allow Chairman to sign agreement between Park County and the Shoshone National Forest for the Crandall Transfer Station (Tim Waddell, Solid Waste Manager)

Mr. Waddell reported the previous 10-year lease has expired. The new Special Use Permit (SUP) will not include a gate attendant and will include the key system. Mr. Waddell did not anticipate any other changes. He will draft a new amendment and it will go to the county attorney for approval. Commissioner Grosskopf made a motion to proceed with the application for a SUP, Commissioner Tilden seconded and motion carried.

Request permission to hire part time relief operator (Tim Waddell, Solid Waste Manager)

Mr. Waddell requested to fill a 20 hour position. Filling this part time position will keep the overtime hours down. It is in the budget. Beginning wage is \$15.00 per hour. This is a year round position, but the hours are mostly during the summer months. Commissioner Grosskopf made a motion to allow the part time relief operator to be hired, Commissioner French seconded and motion carried.

Convene as Board of Equalization

Mr. Meyer, Park County Assessor came before the Board to set dates for appeals. Bryan Skoric will represent the county. Jim Davis will be asked to be the hearing officer. Mr. Odde also recommended Ed Loom from Worland. Monday, August 28 was scheduled for Vanguard Operating, August 29 for Merit Energy Company represented by Holland & Hart, and August 30 for Shoshone Bank (Wells Fargo). Each day will begin at 8:00 a.m. Mr. Meyer will supply a court reporter and hearing officer.

Commissioner Tilden made a motion to approve these dates and adjourn as the Board of Equalization, Commissioner Grosskopf seconded and motion carried.

Reconvene as Board of County Commissioners

Hans Odde, First Deputy Clerk – RE: Public Hearing: New liquor license application; Wheels of Wonderment Motorcycle Campground, LLC

Chairman Livingston opened the public hearing. This new liquor license application is for 1 Streamside Drive. After researching with the Engineering Department Mr. Odde stated this is Mr. Pleban's correct address. Mr. Odde presented the application with the dispensing room, which is only in effect until July 1. After July 1, the entire establishment will be permitted for dispensing. Mr. Pleban did have a building permit, but it did not mention liquor dispensing. Commissioner Tilden made a motion to close the public hearing, Commissioner Grosskopf

seconded and motion carried. Commissioner Tilden made a motion to approve contingent upon applicant getting a new building permit. Motion died for lack of second. Commissioner Grosskopf made a motion to revisit this in the afternoon after Ms. Gillett, Planning Director, had time to do research on the permits and the septic systems, Commissioner Tilden seconded and motion carried.

Hans Odde, First Deputy Clerk – RE: Public Hearing: Liquor License renewals

Mr. Odde presented 22 applications for renewal. At this time, MJM Empire LLC and Green Creek Inn Inc. have not requested renewal. Wheels of Wonderment is included in this renewal, but Mr. Odde suggested removing this establishment from this public hearing and including its renewal with the application approval this afternoon.

Mr. Odde stated all are in compliance and no comments were received from law enforcement. Licenses renewed will be valid from July 25, 2017 – July 24, 2018. There being no public comments Commissioner Grosskopf made a motion to close the public hearing, Commissioner French seconded, and motion carried.

Commissioner Tilden moved to approve the renewal applications with exception of Wheels of Wonderment until this afternoon Commissioner Fulkerson seconded, and motion carried.

Brian Edwards, Park County Engineer – RE: Approve letter to the Bureau of Reclamation regarding intent to vacate county road and bridge right-of-way atop the Willwood Diversion Dam to Bureau of Rec

Mr. Edwards reported on the status of old bridge on the Willwood dam. Since it was replaced with a new structure, the county will begin the vacation process of the right of way. The only access after the vacation of the bridge will be to foot traffic, Willwood Irrigation District, Bureau of Reclamation and utilities. Commissioner Fulkerson made a motion to approve the letter as presented, Commissioner Grosskopf seconded and motion carried.

Kim Dillivan, Planner II – RE: Public Hearing: Umphlett MS-24 Sketch Plan Review: Consider the sketch plan application of Justin Umphlett for the subdivision of a parcel into 3 lots, MS-24 - Sketch plan of review 3 lots

Mr. Dillivan requested consideration of the sketch plan application to create a three lot minor subdivision. This is a 40.46 acre parcel approximately 3 miles east of Cody. Proposed lots are surrounded by mixed residential and agricultural land use. Notice of intent to subdivide have been published. This property lies in a General Rural 5-Acre zoning district. NRWD currently has a moratorium on new water taps in the area so cisterns may be required. This property falls within the Cody Canal Irrigation district. Electrical power service and natural gas will be provided adjacent to each lot line. Public comments have been received with concerns regarding the area septic systems, a spring in the SW corner of Lot 1, and irrigation waste water systems that are ineffective or inadequate. The Planning & Zoning Commission recommended approval with conditions noted in Resolution 2017-11.

There being no comments from the public Commissioner Grosskopf made a motion to close the public hearing, Commissioner French seconded and motion carried.

Commissioner Tilden made a motion to approve the sketch plan and allow proceeding to the final plat plan, Commissioner Grosskopf seconded and motion carried. **RESOLUTION 2017-25**

Kim Dillivan, Planner II – RE: Public Hearing: Champlain Major preliminary and final plat review combined: Consider the preliminary and final plat application of Richard, Sheila, and Donald Lipps for the subdivision of Lot 1 of Sharpe-EI Estates Subdivision, into 2 lots, and consider a variance request to exempt proposed lot from connecting to natural gas

Mr. Dillivan requested consideration of the preliminary and final plat application. The applicants also request the Board consider allowing propane use on proposed Lot 1B rather than connecting to natural gas. If the variance is not

approved, natural gas must be supplied to Lot 1B prior to final plat approval. This subdivision is located less than 1 mile north of Cody city limits. Proposed lots are surrounded by mixed residential and agricultural land use. Notice of intent to subdivide was published twice. Easements need to be identified on the final plat. This property lies in a Rural Residential 2-Acre zoning district. The subdivision design meets county standards and also meets county requirements for minimal impact to the environment. Applicants must submit irrigation distribution plan to State Engineer before final plat is approved. No public comments have been received.

There being no comments from the public Commissioner Tilden made a motion to close the public hearing, Commissioner Grosskopf seconded and motion carried.

Commissioner Fulkerson made a motion to approve the final plat with the variance for propane, Commissioner Grosskopf seconded and motion carried.

RESOLUTION 2017-26

Executive Session.

Commissioner Grosskopf moved to go into executive session pursuant to Wyoming State Statute § 16-4-405(a)(ii), seconded by Commissioner French and unanimously carried. No decisions were made in this session. Commissioner Tilden moved to come out of executive session, seconded by Commissioner Grosskopf and unanimously carried.

Commissioner Tilden made motion to appoint Dakota Russell to the Museum Board, Commissioner Grosskopf seconded, and motion carried.

Commissioner Tilden made a motion to reappoint Nickie Proffitt to the Library Board, Commissioner French seconded, and motion carried.

Commissioner Tilden made a motion to appoint Linda Payne to the Library Board representing Cody area, motion died for lack of second. Commissioner French made a motion to appoint Bobbie Bronnenberg to the Library Board representing Cody area, Commissioner Grosskopf seconded, and motion carried.

Noon Break for Lunch

Budget-Individual Departments Continued

- Planning & Zoning
- County Assessor
- County Treasurer
- District Court
- County Coroner
- Library
- Information Technology
- County Commissioners & Others

Loren Grosskopf, Vice Chairman – RE: Health & Wellness Committee recommendation for stop-loss insurance renewal

Commissioner Grosskopf reported that the stop loss charge is increasing this year as there are several large claims. Mr. Deeg has negotiated with ASG, stop loss carrier, and recommends a \$200,000 stop loss on all employees. Once this amount is met on one employee, it will go back to \$60,000 for each employee. Commissioner Grosskopf made a motion to accept the stop loss recommendation as summarized, Commissioner Tilden seconded, and motion carried.

Hans Odde, First Deputy Clerk – New liquor license application; Wheels of Wonderment Motorcycle Campground, LLC - continued

Ms. Gillett was asked to check on more information regarding the septic system at the campground. Mr. Pleban has updated his planning documents and the sewer system is good for 2,052 gallons of water. Mr. Odde stated there were no public comments during the hearing this morning. Commissioner Fulkerson

made a motion to approve this new liquor license for Wheels of Wonder, Commissioner Tilden seconded and motion carried.

Commissioner French made a motion to accept the renewal application dated 7/25/17 to 7/24/18, Commissioner Fulkerson seconded, and motion carried.

Bryan Skoric, Park County Attorney – RE: Adopt emergency rules governing the licensing of liquor sales

The Board is currently accepting public comment regarding the proposed new liquor license rules that take effect July 1, 2017. The emergency rules will be in effect July 1 until July 18, when the new rules will be adopted at the public hearing at 11:30 a.m. Commissioner Tilden made a motion to approve the emergency rules, Commissioner French seconded and motion carried. **RESOLUTION 2017-27.**

Executive Session.

Commissioner Tilden moved to go into executive session pursuant to Wyoming State Statute § 16-4-405(a) (ii), seconded by Commissioner French and unanimously carried. No decisions were made in this session. Commissioner Tilden moved to come out of executive session, seconded by Commissioner Grosskopf and unanimously carried.

Commissioner Tilden made a motion to adopt the proposal that was discussed in the executive session, Commissioner French seconded and motion carried.

Dusty Lasseter, Wyoming Game and Fish Department Bear Wise Community Coordinator – RE: Request funding for electric fence at Park County Regional Landfill

Mr. Lasseter gave a presentation describing why 9,000 feet of electric fencing should be put in place at the Park County Landfill. They are requesting \$7,000 from the Board Two Tough Guys has given a quote of \$27,930 to complete the fencing. BLM has said they would contribute \$10,000 towards this project and the Wyoming Outdoorsmen will contribute \$7,000

Commissioner Tilden made a motion in the form of challenge: for every dollar received from an environmental organization, the county will match, up to \$3,500. Commissioner French seconded, Commissioners Fulkerson and Grosskopf opposed the motion. Chairman Livingston voted in favor. Motion carried.

Adjourn.

Commissioner Tilden made a motion to adjourn, Commissioner Grosskopf seconded and the motion carried.

Lee Livingston, Chairman

Loren Grosskopf, Vice Chairman

Joseph E. Tilden, Commissioner

Tim A. French, Commissioner

Jake Fulkerson, Commissioner

Attest:

Colleen Renner, County Clerk