

Park County Board of County Commissioners
Regular Meeting
Tuesday, March 20, 2018

Chairman Grosskopf called to order a regular meeting of the Board of County Commissioners of Park County, Wyoming, on Tuesday, March 20, 2018. Present were Chairman Loren Grosskopf, Vice Chairman, Jake Fulkerson Commissioners Lee Livingston, Tim French, Joe Tilden, and Clerk Colleen Renner.

Lindy Linn, Field Representative for Congressman Liz Cheney, was a guest today and led the audience in the Pledge of Allegiance.

Action Items and Other Business:

Approve-Minutes

The minutes from March 6 & 13, 2018 were presented to the Board for approval. Commissioner Livingston moved to approve the minutes as presented, seconded by Commissioner Tilden, and motion carried.

Approve-Payroll

Payroll was presented in the amount of \$394,615.46 which is one bi-weekly to the Board for approval. Commissioner Tilden moved to approve payroll, seconded by Commissioner French, and motion carried.

Approve-Vouchers

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

<u>Payee</u>	<u>Amount</u>
307 Glass - Willie Onstine	\$250.00
360 OFFICE SOLUTIONS	\$69.32
AMERICAN WELDING & GAS, INC.	\$15.54
APPLIED CONCEPTS, INC.	\$290.00
AT CONFERENCE	\$221.76
BAILEY ENTERPRISES, INC.	\$76.87
BAILEY ENTERPRISES, INC.	\$124.29
BAILEY ENTERPRISES, INC.	\$4,673.01
BEAR CO., INC.	\$7,730.68
BIG HORN RURAL ELECTRIC COMPANY	\$282.47
BIG HORN WHOLESALE, INC.	\$7,031.90
BLACK HILLS ENERGY	\$10,113.56
BLAKEMAN PROPANE, INC.	\$2,820.96
BLOEDORN LUMBER - POWELL	\$16.87
BOB BARKER COMPANY	\$267.44
BOONE'S MACHINE SHOP	\$51.85
BRADFORD SUPPLY CO.	\$52.00
BRAZELTON, LILLIAN	\$29.43
CARQUEST AUTO PARTS - #064250	\$690.81
CARQUEST AUTO PARTS - #274890	\$729.07
CARROLL, DEBRA	\$47.16
CC & G, INC.	\$172,554.71
CC & G, INC. - RETAINAGE	\$19,172.75
CDW GOVERNMENT, INC.	\$9,065.87
CENTURYLINK	\$2,971.47
CENTURYLINK BUSINES SERVICES	\$23.34
CHARTER COMMUNICATIONS	\$99.99
CHRISTIE, LOGAN	\$113.36
CODY ACE HARDWARE	\$491.95
CODY ENTERPRISE	\$1,599.96
CODY WINNELSON CO.	\$78.34

CODY, CITY OF	\$2,562.92
COPENHAVER KATH KITCHEN & KOLPITCKE LLC	\$400.00
CORRECTIONAL HEALTHCARE COMPANIES, INC.	\$19,121.48
COULTER CAR CARE CENTER	\$215.00
CRUM ELECTRIC SUPPLY CO.	\$366.20
D&G ELECTRIC, LLC	\$3,404.80
DE HAAN ELECTRONICS	\$123.75
DELL MARKETING L.P., C/O DELL USA L.P.	\$6,824.67
DENNY MENHOLT CHEVROLET BUICK GMC	\$199.86
EDJE Web Design LLC	\$215.00
FULKERSON, JAKE	\$426.19
GAIL CONSTRUCTION, LLC	\$187.35
GALLS, LLC	\$33.93
GARLAND LIGHT & POWER CO.	\$1,563.75
GOODYEAR PRINTING	\$1,068.00
GRAINGER	\$184.91
HEARTLAND PAPER COMPANY	\$509.93
HERWEYER, JESSICA	\$80.00
INTERSTATE TIRE SERV. INC	\$35.00
IVERSON SANITATION	\$50.00
JOHN DEERE FINANCIAL	\$108.37
KEEGAN, KRISJANSONS & MILES, PC	\$400.00
KEELE SANITATION	\$1,445.00
KENCO SECURITY AND TECHNOLOGY	\$437.50
KINCHELOE PLUMBING & HEATING	\$1,270.13
KLEINFELDT, DEBORAH	\$79.63
LEON UNIFORM COMPANY, INC.	\$426.00
LINDENTHAL, PATRA	\$429.46
LINTONS BIG R, INC.	\$321.59
MAJESTIC LUBE, INC.	\$146.90
MCBROOM, MATTHEW A.	\$67.15
MCCARTY, REED, & EARHART, ATTYS L.C.	\$350.00
MCVAY, FRANCIS H.	\$36.74
MEETEETSE, TOWN OF	\$121.70
MICKELSON, JOSEPH D	\$305.20
MIKE ROBINSON LLC	\$256.25
MOHLER, TYCEE JO	\$39.94
MONTANA-DAKOTA UTILITIES CO.	\$3,940.38
MOUNTAIN WEST COMPUTER	\$40.68
MURDOCH OIL, INC.	\$32,319.03
NAPA AUTO PARTS	\$58.92
NEMONT	\$46.79
NETWORK INNOVATIONS	\$1,680.00
NORCO, INC.	\$43.90
NORTHWEST SPECIALTY SALES CO., LLC	\$368.76
NORTHWEST WY FAMILY PLANNING	\$787.88
OFFICIAL COURT RECORD	\$1,800.00
OLSEN, RACHEL	\$66.72
O'REILLY AUTO PARTS - POWELL	\$46.97
PITNEY BOWES - RESERVE ACCOUNT	\$15,000.00
POST AND ASSOCIATES	\$400.00
POWELL ACE HARDWARE, LLC	\$140.74
POWELL LOCK	\$70.00
POWELL TRIBUNE, INC.	\$50.00
POWELL TRIBUNE, INC.	\$1,418.00
POWELL VALLEY HEALTHCARE, INC.	\$204.00
PRODUCTION MACHINE CORP.	\$1,739.98
QUILL CORPORATION	\$329.93
RED BARN	\$77.77
RIMROCK TIRE CO - CODY	\$76.15
RIMROCK TIRE CO - POWELL	\$252.82
ROCKY MOUNTAIN POWER	\$65.74
ROGER'S SPORT CENTER	\$319.37
SANDERS PLUMBNG & HEATNG, INC.	\$46.13

SERVIAM LEGAL SERVICES	\$4,180.33
SHOSHONE OFFICE SUPPLY, INC.	\$56.80
SIMPSON, KEPLER & EDWARDS, LLC	\$400.00
STOTZ EQUIPMENT	\$1,247.45
SUN RIDGE SYSTEMS, INC.	\$19,409.00
SYSCO FOOD SERVICES OF MONTANA	\$2,026.72
THOMPSON REUTERS - WEST	\$678.37
TOWNEPLACE SUITES CHEYENNE	\$93.00
TRIPLE L SALES	\$24.05
UNIVERSITY OF WY - ADMIN BUSINESS OFFICE	\$10,035.00
UPS STORE, THE	\$57.69
UW EXTENSION	\$56.18
VARDIMAN, JEREMIAH	\$188.03
VERIZON WIRELESS	\$50.04
VERIZON WIRELESS	\$26.94
VILOS, BRANDEN S.	\$598.41
VISA - #0100 - B. SKORIC	\$725.83
VISA - #0118 - P. MEYER	\$543.08
VISA - #0126 - L. GILLET	\$869.89
VISA - #0191 - L. LIVINGSTON	\$1,110.96
VISA - #9358 - T. WADDELL	\$1,248.33
VISA - #9408 - B. EDWARDS	\$605.00
VISA - #9507 - C. RENNER	\$577.78
VISA - #9515 - P. LINDENTHAL	\$333.27
VISA - #9689 - M. CONNERS	\$138.76
VISA - #9762 - S. STEWARD	\$7,740.84
VISA - #9861 - M. GARZA	\$572.37
VISA - #9879 - T. BARRETT	\$549.73
WADDELL, TIM	\$7.44
WHITLOCK MOTORS	\$899.94
WOODWARD TRACTOR & RENTAL, INC	\$1,019.08
WPCI CONSULTANTS, INC.	\$112.50
WYOMING DEPARTMENT OF EMPLOYMENT	\$208.04
WYOMING DEPARTMENT OF HEALTH	\$336.00
WYOMING DEPARTMENT OF HEALTH/PBL HLTH LB	\$36.00
WYOMING LAW ENFORCEMENT ACADEMY	\$802.00
WYOMING STATE PUBLIC DEFENDER	\$400.00
WYOMING WATER WORKS	\$220.50
YANKEE CAR WASH	\$11.00
TOTAL	<u><u>\$405,158.04</u></u>

Approve-Monthly Earnings and Collections.

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

Approve lease extension with Wyoming Department of Transportation (Nicholle Gerharter, Executive Assistant)

Commissioner Fulkerson made a motion to approve the request to extend the lease for one year with the same terms which include an increase of 2.4% and the ability to negotiate based on notification. No comments from Attorney Skoric were received. Commissioner Livingston seconded, and motion carried.

Approve and allow Chairman to sign Mineral Royalty Grant 13346 Request #7, \$2,211.51 (Colleen Renner, Park County Clerk)

This will be the last submission for this grant. Commissioner Tilden made a motion to submit for payment and relinquish remaining funds, Commissioner Fulkerson seconded, and motion carried.

Approve request to amend the approved minutes from January 16, 2018 (Colleen Renner, Park County Clerk)

Commissioner Livingston made a motion to amend the January 6 minutes stating Mr. Waddell joined the meeting after the decision was made. Commissioner Tilden seconded. After discussion, Commissioner Livingston and Tilden withdrew their motion and second. Commissioner Tilden then made a motion to amend the minutes stating the commission was running ahead of schedule and Mr. Waddell, Landfill Department Head, joined the discussion after the decision was made. Commissioner Livingston seconded, and motion carried.

Approve letter and application for special funding recipients, fiscal year 2018-19 (Colleen Renner, Park County Clerk)

Ms. Renner stated that the budget process will soon begin and would like to know what the special funding letters should state. Commissioner French suggested expectations be set in the letter. After discussion, Commissioner Fulkerson made a motion to approve the letter with changes as discussed and to enclose the application with the letter, Commissioner French second, and motion carried.

Consider appointment to Meeteetse Local Planning Area Advisory Committee Application appointed one person outside city and some inside city

Ms. Gerharter stated she received an application from Catherine Hesselbacher who lives outside city limits and would like to serve on the board. This appointment would fit the present by-laws. Commissioner Tilden made a motion to approve her appointment, Commissioner French seconded, and motion carried.

Consider contribution to Powell High School Class of 2018 Senior Bash –

Commissioner Fulkerson made a motion to donate \$400 for the Senior Bash, Commissioner Livingston seconded. Commissioner Tilden asked if we had received requests from the Cody and Meeteetse high schools. Ms. Gerharter stated not at this time. Motion carried.

Consider request from Cody Heritage Museum to install sign on DeMaris Building

Sharon Smith requested permission for an 8 foot x 20 foot sign to be placed on the front of the DeMaris Building. Commissioner Livingston made a motion to allow them to install the sign, Commissioner French seconded, and motion carried.

Approve and allow Chairman to sign agreement with Fire Protection District No. 2

Commissioner Fulkerson made a motion to accept the lease agreement with the fire district from April 18, 2018 to April 17, 2021, Commissioner Tilden seconded, and motion carried.

Approve and allow Chairman to sign malt beverage permit for Jake Clark's Mule Days, June 3-7, 2018 (Hans Odde, First Deputy Park County Clerk)

Ms. Clark is requesting a 5-day malt beverage permit. They are in good standing with law enforcement. Commissioner French made a motion to approve the permit and allow the chair to sign, Commissioner Livingston seconded, and motion carried.

Consider conditional approval, and allow Chairman to sign, Federal Lands Highway Federal Highway Administration FHWA Agreement No.: DTFH68-

18-E-000XX WY FLAP 6WX(1) and Federal Lands Access Program Project Memorandum of Agreement (Brian Edwards, Park County Engineer)

Mr. Edwards presented to the board the initial scoping summary for the project, the cost estimate comparison, the funds transfer agreement and the project memorandum agreement to be signed by the chairman. This agreement includes 13.6 miles of improvement on County Road 6WX, past the Forest Service line to the end of the road and three bridges. The county will provide 9.51% of the total Federal Lands Access Program cost required for the project, or \$2,098,405.00 whichever is greater, through the construction, closeout, and resolution of any disputes. Mr. Edwards asked the Chairman to sign the agreement conditional upon the program decision committee and county attorney approval. Commissioner Fulkerson made a motion to proceed and allow the chair to sign, Commissioner Livingston seconded, and motion carried.

Nikki Schleich, Chief Executive Officer, Big Brothers Big Sisters of Northwest Wyoming, Tess Bailey, Program Director, Big Brothers Big Sisters of Northwest Wyoming – RE: Consider proclamation to set April 3, 2018 as National Service Recognition Day –

Ms. Schleich thanked the commissioner for support every year through Big Brothers Big Sisters and AmeriCorps. After an update of the program and how the organization operates within the community, Commissioner Livingston made a motion to approve the proclamation, Commissioner Tilden seconded, and motion carried.

At this time, Chairman Grosskopf asked to amend the agenda to include a fourth executive session. Commissioner Fulkerson made a motion to allow the addition to the agenda, Commissioner French seconded, and motion carried.

Tim Troutman, National Weather Service – RE: Storm Ready recognition

Mr. Troutman stated he is proud to work with Park County and Martin Knapp, Homeland Security on the StormReady program in the event of severe weather. Park County has an emergency operation center; eight methods of receiving warnings; six weather and water monitoring methods; five ways to send out warnings; and weather receivers at all schools and critical care facilities directly through the National Weather Service. They will soon begin to train weather chasers and prepare them for severe weather.

Mr. Troutman presented a StormReady recognition sign which will expire in three years, after which the county will go through a renewal process.

Teecee Barrett, Events Coordinator – RE: Open and award bid for 2800 linear feet of used guard rail;

Ms. Barrett stated she received three bids for the guard rail that was removed from the fairgrounds and no bids for the two commercial Frymaster fryers. Jim Lestina, \$425.00; Leon Walker, \$1,850.00 and Frank Barrett, \$3,000.00. Commissioner Fulkerson made a motion to accept the high bid from Frank Barrett in the amount of \$3,000, Commissioner French seconded, and motion carried.

Commissioners – RE: Discuss bid process

Discussion centered on how to ensure all departments are handling bids in the same manner. Clerk Renner would like for all bids to come addressed to her office, clearly marked, and if the Clerk's office is putting something out for bid, they would go to the Commissioner's office.

After further discussion, Commissioner Tilden made a motion to direct the Clerk's office to come up with a resolution or policy and to work with departments on how bids are handled, Commissioner Fulkerson seconded, and motion carried.

Kim Dillivan, Planner II – RE: Public Hearing: Consider a variance to sign standards for Heart Mountain Interpretive Center to increase the permitted sign size from 80 sq. ft. to 240 sq. ft.

Commissioner Grosskopf opened the public hearing. Mr. Dillivan stated all legal notice requirements were met including notice to property owners. The application was forwarded to agencies as required. This property lies with a GR-P zoning district, which allows a maximum permitted single sign size of 80 square feet. This proposed sign will be located on a 50 acre parcel approximately 5 miles northwest of Ralston and just north of Highway 14A. The proposed sign will be two-sided.

Claudia Wade, Treasurer of Heart Mounty Wyoming Foundation, submitted comments in favor of the new sign. Public Works recommended nothing be place in the rights of way on the property, that lighting, if used, does not harm or distract motorists, and that the existing sign be removed if the new sign is approved. Ms. Barhaug, Historic Site Manager at the Center, was present and made comments regarding lighting and the old sign.

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

Commissioner Tilden made a motion to approve the variance, Commissioner French seconded, and motion carried. **RESOLUTION 2018-12.**

Commissioners – RE: Discuss USDA Forest Service Reserve payments

An email from Treasurer Ms. Poley stated she received \$134,780 of the \$632,937 budgeted for revenue. After discussion, Commissioner Fulkerson recommended not to do a budget amendment at this time and wait for the possibility that we may receive the full funding. Mr. Edwards, Park County Engineer, stated that Title 1 expenses were not budgeted for this current year. With Ms. Linn present, the commission asked her to pass on to Ms. Cheney that counties cannot operate on “a wish and a hope” with the inconsistent funding.

Otis Smith, President, Cody Shooting Complex & Mike Cannella, Vice President, Cody Shooting Complex – RE: Update on Cody Shooting Complex

Mr. Smith gave an update on various projects they have completed at the Shooting Complex, including modernized handicap bathrooms, a classroom building, new roofs, and two rows of campground spots with water and septic systems. They now have three ADA compliant facilities. They installed an electric gate, which members use their card to access, and the computer system is set up to automatically open and close the gate if there is a shoot or power issues.

Mr. Smith requested help finishing the paving project at the facility. They have raised \$5,500 towards the \$11,700 needed to put the pavement in place. After discussion, Commissioner French stated that the special funding requests were being mailed out soon and they could request the additional funds in that application, with no guarantee of receipt. Mr. Smith was hoping to have the project completed prior to the busy season approaching. Commissioner Fulkerson recommended using reserves and either doing another fundraiser and/or getting the money elsewhere.

Mr. Smith also reported long-time member Jerry Stroh passed away unexpectedly and he would like to name the road the Jerry Stroh Road. He requested the county donate the sign. Commissioner French made a motion to allow the county sign department create and install the sign, Commissioner Fulkerson seconded, and motion carried.

Brian Edwards, Park County Engineer & Bryan Skoric, Park County Attorney – RE: Discuss Bunch of Pines, LLC

Mr. McDonald, Project Manager, stated that after doing the research and having the land surveyed, Park County owns the .26 acres that is located on the property owned by Bunch of Pines, LLC. This land was a part of an old county right-of-way that was vacated several years ago but the property was never formerly disposed of by the County. Mr. Skoric stated that the Wyoming constitution states county property cannot be given away, it must be sold or conveyed. At this time, the commission took the issue under advisement and did not make a decision.

William L. Simpson, Fifth Judicial District Judge – RE: Discuss budget Address issues going forward

The Honorable Judge Simpson expressed his thanks for this time with the commission. The allocated amounts for the year are now being tracked by his assistant, Ms. Rowan. He stated he has also met with outside attorneys addressing the budgetary constraints. Many counties do not allocate these funds and for that he is thankful. He will begin to scrutinize billings to keep the budget in check. Commissioner Fulkerson questioned him on court room security and he feels concerns have been addressed.

Bill Crampton, Public Health Nurse Manager, Park County, Lindsay Huse, Public Health Nursing State Supervisor, Wyoming Department of Health & Angie Van Houten, Community Health Section Chief, Wyoming Department of Health – RE: Public Health monthly update; discuss Nursing, Maternal Child Health, and Public Health Emergency Preparedness contracts

Mr. Crampton stated that the refrigerator holding vaccines quit and is requesting how to properly dispose of this item. He was asked to contact Mike Garza, Buildings & Grounds Superintendent to remove it.

Ms. Van Houten reported on the rewriting of the contracts. Several will be combined into one, with attachments for Statements of Work for each program. This contract will be for the biennium with amendments and monies handled yearly. Prevention will be another grant that the public health department will administer, so will be added to the Fiscal Year 18-19 budget process. The health officer contract will be a separate contract and generally does not change from year to year.

Scott Steward, Park County Sheriff – RE: Discuss purchase of Search and Rescue vehicle

Sheriff Steward updated the commissioners on the fundraising efforts for the new vehicle. They have raised \$35,000 and he would like to request using the \$11,000 that is currently in his vehicle budget to begin the bid process. At the present time, volunteers are using their own vehicles. With bids in place he will know how much more will need to be raised. No action was required at this time, as he will return with the bids.

Commissioners – RE: Discuss Memorandum of Understanding (MOU) with Wyoming State Parks regarding Buffalo Bill Reservoir

Commissioner Tilden presented a draft. The map will be labeled Exhibit A and attached to show the areas described in the MOU as points A, B, C and D. This draft will be sent to Dominic Bravo, SPHS Division Administrator after county attorney approval. Commissioner Tilden made a motion to approve the draft contingent on attorney approval and send with cover letter, Commissioner Livingston seconded, and motion carried.

Commissioners – RE: Finalize comments on Greater Yellowstone Area Transportation Needs Assessment

Chairman Grosskopf presented a draft version with bullet points that will be addressed at the April 3 meeting to be held in Cody. Mr. Edwards, Park County Engineer, will attend the entire meeting and the Chairman will attend in the morning.

Nicholle Gerharter, Executive Assistant – RE: Federal Fiscal Year 2019 Temporary Assistance for Needy Families Community Partnership Initiative (TANF/CPI) funding available, request to advertise

TANF funds will be available for FFY19 Ms. Gerharter would like permission to advertise four times over two weeks and make applications available for sub-recipients. The awarded amount has not yet been specified. Commissioner Livingston made a motion to approve advertising in Cody Enterprise, Powell Tribune and Meeteetse Bulletin, Commissioner Fulkerson seconded, and motion carried.

Chairman Grosskopf requested the addition of discussion of the draft Law Enforcement Center agreement. Suggested changes were made.

Executive Session.

Commissioner Livingston moved to go into executive session pursuant to Wyoming State Statute § 16-4-405 (a) (ii), seconded by Commissioner Tilden and unanimously carried. Commissioner Livingston moved to come out of executive session, seconded by Commissioner Tilden and unanimously carried. Commissioner Livingston made a motion to adopt the proposal as outlined in executive session, Commissioner Tilden seconded, and motion carried.

Executive Session.

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

Executive Session.

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

Executive Session.

Commissioner French moved to go into executive session pursuant to Wyoming State Statute § 16-4-405 (a) (ii), seconded by Commissioner Fulkerson and unanimously carried. Commissioner French moved to come out of executive session, seconded by Commissioner Livingston and unanimously carried. Commissioner Livingston made a motion to adopt the proposal as discussed in executive session, Commissioner Tilden seconded, and motion carried.

Adjourn.

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

Loren Grosskopf, Chairman

Tim A. French, Commissioner

Joseph E. Tilden, Commissioner

Jake Fulkerson, Vice Chairman

Lee Livingston, Commissioner

Attest:

Colleen Renner, County Clerk