

**Park County Board of County Commissioners
Regular Meeting
February 16, 2016**

Chairman French called to order a regular meeting of the Board of County Commissioners of Park County, Wyoming, on Tuesday, February 16, 2016. Present were Chairman Tim French, Vice Chairman Lee Livingston, Commissioners Loren Grosskopf, Bucky Hall, Joe Tilden, and Deputy Clerk Teecee Barrett.

Commissioner Grosskopf led the audience in the Pledge of Allegiance.

Approve-Hire Two Existing Vacant Positions.

Frances Clymer, Park County Library System Director, and Rachel DeShong, Library Board Chair, presented a request to hire replacements for two existing positions, a full time Reference/Interlibrary Loan Librarian in Cody and a part time Young Adult Services Coordinator in Powell. These two positions have been open for a few months and volunteers have absorbed some tasks but have not been able to keep up with the time demands. The Board spoke to the reality of budget cuts and encouraged the Library Board to look very closely at its budget and positions to consider where cuts can be made. Both Clymer and DeShong feel that these positions are vital to the Library's operations. DeShong commented that the Library Board is already exploring options for the budget cuts. Commissioner Hall made motion to approve hiring a Reference/Interlibrary Loan Librarian and a Young Adult Services Coordinator, seconded by Commissioner Tilden and unanimously carried.

Approval-Vouchers.

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

| Payee | Amount |
|---|---------------|
| 360 OFFICE SOLUTIONS | \$316.93 |
| AT CONFERENCE | \$12.62 |
| B & B FLEET SERVICE | \$120.00 |
| BAILEY ENTERPRISES, INC. | \$3,163.76 |
| BAILEY ENTERPRISES, INC. | \$101.55 |
| BAILEY ENTERPRISES, INC. | \$66.51 |
| BEARTOOTH ELECTRIC COOP | \$82.46 |
| BECKER SHARPENING SERVICE | \$56.00 |
| BENNETT, M.D., THOMAS L. | \$1,986.40 |
| BIG HORN RURAL ELECTRIC COMPANY | \$303.54 |
| BIG HORN WHOLESALE, INC. | \$1,340.42 |
| BIG SKY COMMUNICATIONS, INC. | \$308.00 |
| BLACK HILLS ENERGY | \$7,011.29 |
| BOONE'S MACHINE SHOP | \$150.52 |
| BUILDING & COMFORT SPECIALISTS | \$23,641.00 |
| BUSY B'S AUTO AND WRECKER | \$35.00 |
| CARQUEST AUTO PARTS - #064250 | \$575.47 |
| CARQUEST AUTO PARTS - #274890 | \$705.43 |
| CDW GOVERNMENT, INC. | \$888.03 |
| CENTURYLINK | \$2,564.57 |
| CENTURYLINK BUSINES SERVICES | \$26.06 |
| CHARTER COMMUNICATIONS | \$159.96 |
| CHRISTIE, LOGAN | \$140.40 |
| CLIFTONLARSONALLEN LLP | \$20,000.00 |
| CODY ACE HARDWARE | \$47.31 |
| CODY ANIMAL HEALTH | \$1,018.13 |
| CODY ENTERPRISE | \$1,739.51 |
| CODY YELLOWSTONE AIR | \$6,912.00 |
| CODY, CITY OF | \$2,277.61 |
| COPENHAVER KATH KITCHEN & KOLPITCKE LLC | \$400.00 |
| CORRECTIONAL HEALTHCARE COMPANIES, INC. | \$17,867.70 |
| CROWELL & MORING LLP | \$337.50 |

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| CUSTOM DELIVERY SERVICE, INC. | \$39.13 |
| D&G ELECTRIC, LLC | \$2,642.67 |
| DATA IMAGING SYSTEMS, INC. | \$1,077.23 |
| DE HAAN ELECTRONICS | \$1,651.65 |
| DECATUR ELECTRONICS, INC. | \$165.00 |
| DELL MARKETING L.P., C/O DELL USA L.P. | \$12,545.10 |
| DENNY MENHOLT CHEVROLET BUICK GMC | \$80.46 |
| DUPREE BUILDING SPECIALTIES OF MT | \$235.00 |
| ELIAS, RONDA | \$174.96 |
| EMERGENCY COMMUNICATIONS NETWORK | \$15,000.00 |
| FIELDS, JASON | \$100.00 |
| FITZWATER, VICKIE | \$56.16 |
| FRANZEN-DAVIS FUNERAL HOME & CREMATORY | \$1,070.00 |
| GALLS, LLC | \$235.00 |
| GARLAND LIGHT & POWER CO. | \$1,623.17 |
| GARY'S VACUUM & STAMPS | \$8.50 |
| GRAINGER | \$271.64 |
| HEART MTN FARM SUPPLY | \$57.04 |
| HUGHES, RUSTY | \$7.59 |
| INTOXIMETERS, INC. | \$171.25 |
| KEEGAN & WINSLOW P.C. | \$2,485.00 |
| KENCO SECURITY AND TECHNOLOGY | \$304.25 |
| KRISJANSONS & MILES, P.C. | \$800.00 |
| LINTONS BIG R, INC. | \$451.50 |
| MCBROOM, MATTHEW A. | \$73.12 |
| MEDICAL CENTER PHARMACY | \$33.20 |
| MEETEETSE SENIOR CENTER | \$2,640.00 |
| MEETEETSE VISITOR CENTER | \$2,304.00 |
| MEETEETSE, TOWN OF | \$238.40 |
| MESSENGER & OVERFIELD, P.C. | \$69.35 |
| MICKELSON, JOSEPH D | \$168.48 |
| MONTANA-DAKOTA UTILITIES CO. | \$2,503.34 |
| MOTOROLA SOLUTIONS, INC. | \$568.00 |
| MURDOCH OIL, INC. | \$627.90 |
| MURPHY, KATHERINE | \$73.34 |
| NATRONA COUNTY LEGAL DEPARTMENT | \$7,042.50 |
| OFFICE SHOP, THE | \$2,149.22 |
| O'REILLY AUTO PARTS | \$1,233.18 |
| OTIS ELEVATOR CO. | \$666.84 |
| PARK COUNTY ANIMAL SHELTER | \$921.60 |
| PARK COUNTY IMPLEMENT | \$2,948.32 |
| PAVEMENT MAINTENANCE, INC. | \$33,300.00 |
| PENWELL, STEVE | \$97.07 |
| PETERSON, SUSAN E. | \$89.64 |
| PILCH ENGINEERING INC., PC | \$9,117.00 |
| POSTMASTER, CODY WY | \$140.00 |
| POSTMASTER, CODY WY | \$196.00 |
| POWELL ACE HARDWARE, LLC | \$214.38 |
| POWELL GARAGE DOOR | \$280.00 |
| POWELL LOCK | \$90.00 |
| POWELL TRIBUNE, INC. | \$900.67 |
| PRECISION PLAN AND DESIGN, INC. | \$630.00 |
| PRO-BUILD - CODY | \$17.18 |
| PRODUCTION MACHINE CORP. | \$32.65 |
| RIMROCK TIRE CO - CODY | \$121.68 |
| RIMROCK TIRE CO - POWELL | \$407.80 |
| ROADGRILL CATERING DESIGN | \$1,831.50 |
| ROCKY MOUNTAIN POWER | \$111.07 |
| ROGER'S SPORT CENTER | \$273.87 |
| ROMERO, SHAUNNA | \$37.55 |
| ROTE, KYLE | \$29.16 |
| ROVENNA SIGNS & DESIGN | \$768.20 |
| SANDERS PLUMBNG & HEATNG, INC. | \$421.00 |
| SANOFI PASTEUR, INC | \$3,368.30 |
| SHERWIN-WILLIAMS STORE - CODY | \$117.48 |

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| SHOSHONE OFFICE SUPPLY, INC. | \$1,597.05 |
| STROUPE PEST CONTROL, CO. | \$135.00 |
| SYSCO FOOD SERVICES OF MONTANA | \$1,069.77 |
| TCT WEST, INC | \$6,810.74 |
| TRACTOR & EQUIPMENT CO | \$390.53 |
| TYLER TECHNOLOGIES, INC. | \$275.00 |
| UPS STORE, THE | \$215.99 |
| VISA - #0100 | \$35.00 |
| VISA - #0118 | \$789.21 |
| VISA - #0126 | \$477.00 |
| VISA - #0142 | \$709.41 |
| VISA - #0191 | \$1,973.65 |
| VISA - #9259 | \$49.90 |
| VISA - #9515 | \$97.08 |
| VISA - #9572 | \$2,372.68 |
| VISA - #9580 | \$3,061.63 |
| VISA - #9614 - SCOTT STEWARD | \$1,719.61 |
| WILLIAMS & SONS, LLC | \$2,860.00 |
| WPCI CONSULTANTS, INC. | \$126.00 |
| WYDOT - FINANCIAL SERVICES | \$38,402.58 |
| WYOMING BEHAVIORAL INSTITUTE | \$3,425.00 |
| WYOMING COUNTY & PROS. ATTORNEYS ASSN | \$500.00 |
| WYOMING DEPARTMENT OF HEALTH/PBL HLTH LB | \$90.00 |
| WYOMING STATE PUBLIC DEFENDER | \$1,200.00 |
| WYOMING TACTICAL SUPPLY | \$82.15 |
| WYOMING WATER WORKS | \$478.00 |
| TOTAL | <u><u>\$281,403.95</u></u> |

Approval-Minutes.

The minutes from the regular meeting of February 2 and February 9 were presented to the Board for approval. Commissioner Livingston made the motion to approve the minutes as presented, seconded by Commissioner Tilden and unanimously carried.

Approval-Payroll.

Payroll was presented to the Board in the amount of \$467,777.11. Commissioner Tilden moved to approve the payroll as presented, seconded by Commissioner Hall and unanimously passed.

Approval-Clerk's Monthly Earnings & Collections Statements.

Commissioner Grosskopf moved to approve the Clerk's Monthly Earnings and Collections Statement, seconded by Commissioner Hall and unanimously carried.

Approval-Clerk of District Court's Monthly Earnings & Collections Statement.

Commissioner Hall moved to approve the Clerk of District Court's Monthly Earnings and Collections Statement, seconded by Commissioner Grosskopf and unanimously carried.

Approval-Sheriff's Monthly Earnings & Collections Statement.

Commissioner Livingston moved to approve the Sheriff's Monthly Earnings and Collections Statements, seconded by Commissioner Tilden and unanimously carried.

Approve Payment of Game & Fish FY2013/14 Invoice.

Dusty Lasseter, Wyoming Game and Fish representative, came before the Board to address the invoices the County has been receiving for a previous fiscal year. Wyoming Game and Fish made a clerical error in invoicing the County for the

Carcass Management Program. Lasseter will look into the situation further and update the Board when he has more information.

Approval-Part Time Circuit Court Magistrate Nomination.

Peggy Farman, Circuit Court Clerk for Judge Bruce Waters, came before the Board to request permission to fill the vacant spot of part time Circuit Court Magistrate. This is a State-paid position. Commissioner Tilden moved to approve the hiring of a part time Circuit Court Magistrate, seconded by Commissioner Livingston and unanimously carried.

Approval-BLM Right of Way Authorizations.

Jeremy Quist, Staff Engineer, presented two applications to the Board for approval. Both of these application are for the Andy Martin Hill project. Commissioner Tilden moved to approve the applications, seconded by Commissioner Hall and unanimously carried.

Approval-Letter to Wyoming County Commissioner Association (WCCA) Confirming Intention to Participate in the Wyoming Public Lands Initiative.

The Board received a request from the WCCA to put Park County's intention to participate in the Wyoming Public Lands Initiative (WPLI) in writing. The Board emphasized that Park County's participation with bring all players to the table and allow Park County citizens to have input in desired usage of WSA areas. Commissioner Grosskopf moved to approve the letter of intent and allow the Chairman to sign, seconded by Commissioner Hall and unanimously carried. There will be further discussion of next steps for Park County in March.

Approval-Sign Letter for Local Emergency Response Authority (LERA).

As previously discussed, Martin Knapp, Homeland Security Coordinator, requested a letter from the Board to be sent to all Park County agencies and jurisdictions encouraging them to utilize Knapp as the single Local Emergency Response Authority (LERA). The LERA / single point of contact acts on behalf of all entities within Park County to report, coordinate and track emergency events, and makes initial notification to the State to initiate reimbursement for any related costs.. Commissioner Tilden moved to approve the letter, seconded by Commissioner Hall and unanimously carried.

Discussion-KULR Billings.

Phil Ohnemus, News Director and Peter Davies, Chief Engineer, came before the Board to introduce themselves as they are fairly new to KULR. Ohnemus said it is his goal to more fully cover Wyoming news on all news report hours. Davies had a PowerPoint presentation on local translators. The translator located on the Peaks has been upgraded; however, the translator on Cedar Mountain is the last analog translator. The picture quality is poor and KULR is looking for resources to be able to upgrade it. KULR feels that it is important for Park County citizens that get the local channels through an antenna to have a clear picture in case of an emergency. Davies suggested Homeland Security grant funds could be used for the upgrades if the Board would approve use of the funds for that project. Davies said if those funds weren't available they would look for other sources to fund the project. Chairman French thanked them for coming and said the Board would discuss the possibility of using Homeland Security grant funds.

Approval-Final Plat Hagen Properties, LLC.

Kim Dillivan, Planner II, presented the final plat and staff report to the Board. The Proposed Lot 1 contains 3.0 acres and proposed Lot 2 contains 6.4 acres. Property is located in the General Rural Meeteetse (GR-M) Zoning District. Address of proposed Lot 1 is 1278 Road 4 DT; address of proposed Lot 2 is 1290 Road 4 DT. Legal Description: Parcel within Tract 46, T46N, R102W, 6th PM, Park County, WY. After general discussion Commissioner Livingston moved to approve the final plat for Hagen Properties, LLC, seconded by Commissioner Tilden and unanimously carried
RESOLUTION NO. 2016-02.

Public Hearing-Brock Kennel Special Use Permit Approval.

Chairman French opened the public hearing to consider amending the Brock Kennel Special Use Permit. Kim Dillivan, Planner II, gave the staff report. The amended special use permit to allow the enlargement of an existing cottage industry use as a kennel, housing both dogs and cats. Property is located within the General Rural 5-Acre (GR-5) zoning district. Address is 129 Road 20, approximately .8 miles west of Hwy 14-A and approximately 5 miles NE of Cody city limits. Legal description: 11 acres in Sec. 35, T54N, R101W, 6th PM, Park County, WY. The Planning and Zoning office has received no public comment. Present public, Hans Odde, did comment that he has used that facility and was very impressed with the service and would encourage the Board to approve the amendment. Commissioner Livingston moved to close public hearing, seconded by Commissioner Grosskopf and unanimously passed. Commissioner Tilden moved to approve the amendment allowing the expansion of Brock Kennel, seconded by Commissioner Hall and unanimously carried **RESOLUTION NO. 2016-03.**

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.

Recess for Lunch.

Update-Public Health Nurse Manager.

Bill Crampton, Public Health Nurse Manager, provided January's Public Health report to the Board. The State filled Big Horn County's Nurse Manager vacancy. Crampton will be released from serving as the interim Nurse Manager, but will provide training for the new manager. Public Health's revenues are up year to date compared to last fiscal year.

Discussion-Action Electric Retainage.

Action Electric was awarded the bid last fiscal year for the new Fairgrounds Exhibit Hall Phase 4 Electrical project. The original contract completion date was July 1, 2015; an extension to July 19, 2015 was granted. Max Griffin, Action Electric owner, came before the Board to explain the events that delayed the completion of the project. Griffin explained that because of an internal communication gap, he was not aware the project was not completed until Buildings & Grounds Superintendent Mike Garza contacted his office in November. Griffin said once he became aware of the issue he sent the Billings service manager to direct the project. Commissioner Tilden said he tried to call Mr. Griffin regarding the delays but his calls were not returned. The Board expressed concern that the project was awarded to Action Electric as the low bidder with an expected contractual completion date and that others' proposals might have been more competitive in the bidding process if the additional time to completion was a consideration given to all. Griffin is aware of the contract's penalty phrase. The County is in the process of advertising the release of retainage funds to Action Electric in the amount of \$12,260.80. Chairman French said the Board will revisit the subject once the advertising period is over. During the advertising period, Griffin may submit in writing for the Board's consideration a settling price figure. Griffin will be notified when the discussion is next scheduled on the agenda.

Audit Report.

Paul Niedermuller, CPA for Clifton Larson Allen, presented the Fiscal Year 2014/2015 audit. Niedermuller reported that the audit was clean in all material respects and went on to explain the findings, most are ongoing and the departments continue to work to correct these. All of the findings have been answered and, with the approval of the Board, Niedermuller will finalize the audit and provide copies to the County in the next few weeks. Niedermueller said in the three years the firm has

conducted the audit significant improvements have been made. The Federal Single Audit resulted in no findings. The Board was pleased with the audit.

Bids-Andy Martin Hill Pit.

Brian Edwards, County Engineer, presented quotes for crushing at Andy Martin Hill Pit. Edwards requested bids for the project in December and received seven. Since then, the County decided to relocate Andy Martin Hill so the scope of work had changed. Only two companies submitted bids for the new scope. AM Dirtworks bid \$132,000.00 for 8,000 tons of 3/8 chips and \$462,000 for 120,000 tons of crushed gravel for a total of \$594,000.00. Mountain Construction bid \$223,680.00 for 8,000 tons of 3/8" chips and \$717,600.00 for 120,000 tons of crushed gravel for a total of \$941,280.00. Both are Wyoming companies. Edwards recommended the bid be awarded to AM Dirt Works in the amount of \$594,000.00. Commissioner Tilden made a motion to award the bid to AM Dirtworks in the amount of \$594,000.00, seconded by Commissioner Livingston and unanimously carried.

Approval-Letter to Wyoming Game and Fish.

To allow time for public input and allow the Board to provide a letter of comment to the Game & Fish for the proposed Eagle Creek Headwaters Yellowstone Cutthroat Trout Restoration Project, Commissioner Livingston made motion that the Board draft a letter requesting the comment period be extended to March 6, 2016. The motion was seconded by Commissioner Tilden and unanimously passed.

Adjournment.

There being no further business to come before the Board, Commissioner Hall motioned to adjourn, seconded by Commissioner Livingston and unanimously carried.

Tim A. French, Chairman

Lee Livingston, Vice Chairman

Loren Grosskopf, Commissioner

Bucky Hall, Commissioner

Joseph E. Tilden, Commissioner

Attest:

Teecee Barrett on behalf of
Colleen Renner, County Clerk