Park County Board of County Commissioners Regular Meeting

Tuesday, March 21, 2017

Chairman Livingston called to order a regular meeting of the Board of County Commissioners of Park County, Wyoming, on Tuesday, March 21, 2017. Present were Chairman Lee Livingston, Vice Chairman Loren Grosskopf, Commissioners Joe Tilden, Tim French, Jake Fulkerson, and Clerk Colleen Renner.

First Deputy Clerk Hans Odde led the audience in the Pledge of Allegiance.

Action Items and Other Business: Approve-Minutes

The minutes from March 7, 2017 were presented to the Board for approval. Commissioner Tilden moved to approve the minutes as presented, seconded by Commissioner Grosskopf, motion carried.

Approve-Payroll

Payroll was presented in the amount of \$388,910.96 which was one biweekly payroll to the Board for approval. Commissioner Grosskopf moved to approve payroll, seconded by Commissioner French, motion carried.

Approve-Vouchers

The following vouchers were presented to the Board for approval.

Commissioner Tilden moved to approve the vouchers as presented seconded by Commissioner French, motion carried:

Payee	Amount
360 OFFICE SOLUTIONS	\$605.25
ABSAROKA DOOR	\$110.00
AMALGAMATED DESIGN CONCERNS, LLC	\$842.00
AMERICAN WELDING & GAS, INC.	\$15.39
AT CONFERENCE	\$27.26
AT&T MOBILITY	\$54.13
BAILEY ENTERPRISES, INC.	\$171.85
BAILEY ENTERPRISES, INC.	\$96.68
BAILEY ENTERPRISES, INC.	\$3,283.62
BEARTOOTH ELECTRIC COOP	\$68.84
BENNETT, M.D., THOMAS L.	\$7,800.00
BIG HORN PAINT, INC.	\$334.18
BIG HORN RURAL ELECTRIC COMPANY	\$271.53
BIG HORN WHOLESALE, INC.	\$6,449.69
BLACK BOX NETWORK SERVICES	\$22.50
BLACK HILLS ENERGY	\$6,680.59
BLAKEMAN PROPANE, INC.	\$1,627.29
BOB BARKER COMPANY	\$1,207.17
BRANDON-WINTERMOTE, KIMBERLY	\$177.82
BRIGHT WHITE PAPER CO	\$3,758.65
BUSH, DEBORA	\$203.50
BUSY B'S AUTO AND WRECKER	\$75.00
CALIBRE PRESS	\$229.00
CARLSON SOFTWARE, INC.	\$1,125.00
CARQUEST AUTO PARTS - #064250	\$1,162.26
CARQUEST AUTO PARTS - #274890	\$85.85
CDW GOVERNMENT, INC.	\$1,586.45
CENTURYLINK	\$2,937.73
CENTURYLINK BUSINES SERVICES	\$37.72
CHARTER COMMUNICATIONS	\$108.48
CHRISTIE, LOGAN	\$55.64
CODY ACE HARDWARE	\$139.49

OODY ENTERDRICE	#0.500.00
CODY ENTERPRISE	\$2,530.39
CODY H.S. GRADUATION CELEBRATION CODY, CITY OF	\$400.00 \$2,500.49
COMMERCIAL LAUNDRY SALES, INC.	\$2,500.49 \$95.33
COOPER, KRISTOFER	\$192.60
COPENHAVER KATH KITCHEN & KOLPITCKE LLC	\$400.00
CORRECTIONAL HEALTHCARE COMPANIES, INC.	\$18,403.73
COULTER CAR CARE CENTER	\$72.50
CROWD CONTROL STORE	\$369.38
CRUM ELECTRIC SUPPLY CO.	\$499.26
D&G ELECTRIC, LLC	\$1,779.78
DAVE BALLING AGENCY	\$50.00
DE HAAN ELECTRONICS	\$404.75
DUAL DYNAMICS, INC	\$237.48
ELECTRICAL ALLY, INC.	\$4,064.00
EMSAR INTERNATIONAL / ROCK MT	\$80.43
FORESTRY SUPPLIERS, INC	\$499.99
FREMONT MOTOR CODY, INC.	\$153.96
GARLAND LIGHT & POWER CO.	\$1,596.50
GERHARTER, NICHOLLE	\$30.00
GILLETTE COLLEGE GLASSMASTERS	\$481.34 \$300.00
GRAINGER	\$240.78
GUERTIN, ANDREW	\$132.73
HANSON CHEMICAL INC.	\$762.48
HARRIS GOVERN FT. COLLINS USER GROUP	\$150.00
HEART MTN FARM SUPPLY	\$34.35
HEARTLAND PAPER COMPANY	\$316.10
HOWARD, FRED L	\$184.24
INTERSTATE TIRE SERV. INC	\$100.00
IVERSON SANITATION	\$50.00
KANE FUNERAL HOME	\$190.00
KEEGAN, KRISJANSONS & MILES, PC	\$8,694.80
KEELE SANITATION	\$3,231.18
KINCHELOE PLUMBING & HEATING	\$363.01
KOIS BROTHERS EQUIPMENT COMPANY, INC.	\$1,254.47
LAIR, CLAUDIA	\$27.82
LAW ENFORCEMENT SYSTEMS, INC.	\$70.00
LEON UNIFORM COMPANY, INC.	\$254.90
LINTONS BIG R, INC.	\$348.09
MAJESTIC LUBE, INC. MARQUIS AWARDS & SPECIALTIES, INC	\$70.00 \$198.42
MCCARTY, REED, & EARHART, ATTYS L.C.	\$90.00
MCCURDY, KAYDEN	\$300.00
MEETEETSE VISITOR CENTER	\$40.00
MESSENGER & OVERFIELD, P.C.	\$248.60
MICKELSON, JOSEPH D	\$222.56
MOHLER, TYCEE JO	\$25.79
MONTANA-DAKOTA UTILITIES CO.	\$3,708.32
MORGENWECK, BARB	\$126.75
MORRISON, MARION	\$182.10
MORTIMORE FUNERAL HOME	\$190.00
MOTOR PARTS, INC.	\$11.97
MOTOROLA SOLUTIONS, INC.	\$363.00
MURDOCH OIL, INC.	\$7,214.32
NAPA AUTO PARTS	\$48.80
NEMONT	\$46.66
NORCO, INC. NORTHWEST WY FAMILY PLANNING	\$21.95
OFFICE SHOP, THE	\$978.45 \$453.30
OLIVE GLENN COUNTRY CLUB	\$684.00
O'REILLY AUTO PARTS	\$158.95
PARK COUNTY SCHOOL DIST # 16	\$200.00
PENNO, KAYE	\$190.00
PENWELL, STEVE	\$54.95
PILCH ENGINEERING INC., PC	\$6,203.00
POLECAT PRINTERY	\$259.50
POWELL ACE HARDWARE, LLC	\$333.14
POWELL HIGH SCHOOL SENIOR BASH	\$400.00

VISA - #0191 - L. LIVINGSTON VISA - #0225 - W.E. CRAMPTON VISA - #9408 - B. EDWARDS VISA - #9507 - C. RENNER	\$160.14 \$1,226.40 \$266.07
VISA - #0126 - L. GILLETT VISA - #0191 - L. LIVINGSTON VISA - #0225 - W.E. CRAMPTON VISA - #9408 - B. EDWARDS	\$449.00 \$160.14 \$1,226.40
TITAN MACHINERY TRACTOR & EQUIPMENT CO UNIVERSITY OF WY - ADMIN BUSINESS OFFICE UPS STORE, THE VERIZON WIRELESS VISA - #0118 - P. MEYER	\$30.36 \$186,034.27 \$5,023.50 \$14.22 \$50.04 \$194.57
ROCKY MOUNTAIN POWER ROGER'S SPORT CENTER SAFARILAND, LLC SANOFI PASTEUR, INC SHOSHONE OFFICE SUPPLY, INC. SIERRA DETENTION SYSTEMS STROUPE PEST CONTROL, CO. SYSCO FOOD SERVICES OF MONTANA THOMPSON REUTERS - WEST	\$1,682.73 \$69.99 \$113.30 \$1,064.18 \$1,740.43 \$110.00 \$185.00 \$2,436.03 \$658.61
POWELL TRIBUNE, INC. POWELL WELDING AND INDUSTRIAL SUPPLY LLC PRO-BUILD - CODY PRODUCTION MACHINE CORP. PUTNEY, LINDA QUILL CORPORATION RACO INDUSTRIES RAPID FIRE PROTECTION, INC	\$1,457.20 \$32.47 \$248.36 \$5,227.03 \$199.22 \$71.36 \$216.12 \$2,890.00

Request/approve H.E.A.L.T.H. Incentive Payout (Bobbie Hinze, Payroll)

Ms. Hinze reported 133 participants turned in the Health Incentive Form; the total for the first payout will be \$77,700. Last year there were 101 participants for the first payout and 66 for the second. Commissioner French made a motion to approve the Health Incentive payout, Commissioner Grosskopf seconded, motion carried.

BLM Right-of-Way Application for the Bridge EGD Replacement Project (Jeremy R. Quist, Assistant County Engineer)

Engineering Associates completed the BLM right-of-way application for transportation and utility systems and it is ready for the Chairman to sign. Commissioner French made a motion to accept the application and allow the chair to sign, Commissioner Grosskopf seconded, motion carried.

Consensus Funding Reimbursement for the Sheriff's Radios and Park County Data Backup (Colleen Renner, Park County Clerk)

Clerk Renner requested that two reimbursements be sent to Wyoming State Loan & Investment Board (SLIB). Clerk Renner confirmed the Sheriff's

radios were purchased in August, 2016 for \$97,865.00 and the Data Backup was purchased in October, 2016 for \$48,153.92. Commissioner French moved to approve the request and allow the Chairman to sign, seconded by Commissioner Tilden, motion carried.

Request to transfer and advertise custodian positions (Mike Garza, Buildings and Grounds Superintendent)

Mr. Garza would like to transfer a part time position to a vacated full time position, and rehire the part time position. Another full time employee has given notice and will be leaving in two weeks; he would like to advertise for that replacement at this same time. Commissioner Grosskopf made a motion to allow the transfer of the employee and advertise for the part and full time positions, Commissioner Tilden seconded, motion carried.

Request to hire part time custodian (Teecee Barrett, Events Coordinator)

Ms. Barrett requested permission to advertise for a custodian, due to a resignation. This is an entry-level position and will be paid at the same rate as the previous employee. At this time, she has no custodian and has no support from Buildings and Grounds. Commissioner Grosskopf made a motion to allow her to hire part time custodian, Commissioner Tilden seconded, motion carried.

<u>Sign Change Order for Phase Reclamation at the Park County Regional</u> <u>Landfill (Tim Waddell, Solid Waste Manager)</u>

Travis Hill and Tim Waddell reported that the general contractor is finishing the Phased Reclamation and is clearing, grubbing, and restoring the borrow area with a reduced cost of \$6,000. A second change order is to add/replace existing fencing. With the two change orders the final cost is \$727,411.00. Both change orders have been approved by the DEQ, County Engineer and general contractor. Commissioner Fulkerson made a motion to approve both change orders and allow the Chairman to sign each as presented, Commissioner French seconded, motion carried.

Request to Hire Landfill Foreman (Tim Waddell, Solid Waste Manager)

Mr. Waddell reported that the landfill foreman of 34 years has retired. He would like to move a present employee into this position and replace the provisional position that becomes vacant with the transfer. Commissioner Grosskopf moved to approve the two moves and advertise for the provisional part time position at the landfill, Commissioner French seconded, motion carried.

Open Vehicle Bids (Tim Waddell, Solid Waste Manager) 3/4 ton truck

Mr. Waddell requested bids for a 6- and 8-foot bed truck. The bids were opened. Fremont Motor's bid for a ¾ ton Ford, 4 wheel drive, 6 foot bed was \$28,224.00 and Denny Menholt's bid for a ¾ ton Chevy, 4 wheel drive was \$30,688.00. After review of the bids Waddell recommended the low bid from Fremont Motors. Commissioner Tilden made a motion to approve the purchase of the new Ford pickup, Commissioner Fulkerson seconded, motion carried.

Nicholle Gerharter, Executive Assistant - Request to advertise Park County Predator Management Advisory Board vacancy, Park County Fair Advisory Board vacancy and Park County Museum Board vacancy; Federal Fiscal Year 2018 Temporary Assistance for Needy Families Community Partnership Initiative (TANF/CPI) funding available.

Ms. Gerharter reported on the board vacancies, and requested to readvertise for the Predator Management Advisory and Fair Advisory boards and begin a new advertisement for the Museum board. Commissioner Grosskopf made a motion to approve the request to advertise, Commissioner Tilden seconded, motion carried.

Gerharter presented notice that the Temporary Assistance to Needy Families (TANF-CPI) grant is available for Federal Fiscal Year 2018. She would like to advertise on March 28, 30, April 4 and 6 with a deadline of April 7. Park County's application is due April 26. Commissioner Grosskopf made a motion to approve advertising for the TANF grant availability, Commissioner Tilden seconded, motion carried

Linda Gillett, Planning Director - Public Hearing. Floodplain Permit #3-17: Valley Ranch, LLC. Request authorization to complete bank stabilization project of approximately 475 ft. of bank and spot repair of existing riprap. The project is located on Valley Ranch in the SW4 SW4 Sec.35, AND the NW4 NE4 Sec. 4, T49N R106W, Park County WY.

Ms. Gillett reported that Valley Ranch would like to place 45 feet of rock revetment and spot repair; failure is occurring due to inadequate rock size, depth, and steep slope. Existing material will be removed and replaced by larger rock at a lesser slope. Stockpiled materials will be stored outside the floodplain. There being no questions from the applicant or public, Commissioner Tilden made a motion to close the public hearing, Commissioner Grosskopf seconded, motion carried. Commissioner Tilden made a motion to approve the floodplain permit for Valley Ranch, Commissioner French seconded, motion carried. **RESOLUTION NO. 2017-05.**

Kim Dillivan, Planner II - Public Hearing. Onstine Major Subdivision Review

Mr. Dillivan requested consideration of the preliminary and final plat application of Freddie and Connie Onstine for the re-subdivision of Lot 2 of Christy Lake Subdivision into 2 lots, proposed Lot 2A being 1.31 acres and proposed Lot 2B being 1.49 acres, for single family residential use. There being no public comments, Commissioner Tilden made a motion to close the public hearing, Commissioner Grosskopf seconded, motion carried. After some discussion on the preliminary and final plat application, Commissioner French made a motion to approve the Onstine Major Subdivision, Commissioner Tilden seconded, motion carried. **RESOLUTION NO. 2017-06.**

<u>Commissioners - Consider Washakie County funding request for support of secure hold facility at Lighthouse</u>

The Commissioners received a letter from the Washakie County Commissioners requesting consideration for funding from Park County to help complete the secure hold facility at Lighthouse, a facility that accepts Title 25 patients. The funding would help complete the match for this construction project. County Attorney Skoric will do research on whether it is legal to loan another county money. Chairman Livingston will reach out to Washakie County Commissioners for clarification. Commissioners would like to know if preference will be made for regional use. Mr. Skoric also reminded the board that this is not a government entity; it is a private entity.

<u>Linda Gillett, Planning Director - Public Hearing. Spano Weirs and Bank Stabilization Floodplain Permit 2-17. Review application for installation and repair of two weirs, and up to 50 ft. of bank stabilization in the Southfork of the Shoshone River, Tr. 61-64 Sec. 24, T51N R104W, 1725 Southfork Rd., Park County, WY.</u>

Ms. Gillett is requesting placement of two additional barbs in the South Fork of the Shoshone River to protect an eroding bank. The Army Corp of Engineers was contacted but no response yet received. Three barbs were placed in 2012 and are in need of repair. There will be approximately 80 yards of large rock placed per barb. There being no public comments, Commissioner Tilden made a motion to close the public hearing, Commissioner Grosskopf seconded, motion carried. Commissioner French moved to allow the floodplain permit, Commissioner Tilden seconded, motion carried.

Kim Dillivan, Planner II - Final Plat review of Peak View Simple Subdivision SS-244. Ron and Laurie Wendling request a two-lot simple subdivision of 13.7 and 25.3 acres in Residential Half-acre (R-H) Zoning in the Powell Planning Area, located within Lot 62-E, T55N R99W, 6th PM, Park County, WY.

Mr. Dillivan requested the consideration of the final plat application of Ron and Laurie Wendling to create a two-lot simple subdivision; Lot 1 being 13.7 acres for single family residential and Lot 2 being 25.3 acres for agricultural use. Lots are currently an agricultural field. The proposed subdivision is located within the Shoshone Irrigation District and is in Powell city limits so the municipality will review. He received the final plat and the city has asked for a 45-foot easement on the west side of Lot 2. The irrigation plan that is to be submitted to the State Engineer's office prior to the final plat is not yet complete. Subsurface evaluations are not yet completed. Snow cover prevented Weed & Pest inspection however there are known infestations of noxious weeds in the area, which required an approved long term noxious weed control plan. There were no public comments received.

Commissioner Tilden made a motion to approve and allow the Chairman to sign once the easements, irrigation plan, and subsurface evaluations are completed. Commissioner French seconded, motion carried.

<u>Jerry Parker, Park County Fire Protection District 2 Administrator - Fire District's Finance Structure</u>

Jerry Parker and Russ Wenke explained the cost a homeowner pays in this district. Three mills are collected at the current time, which is about 4% of the total tax bill. If the mils for the fire district were reduced the city would then receive that additional mil and there would be no savings to the taxpayer. Commissioner Grosskopf was always concerned about the fire district's large reserves however he now understands that the cost of equipment replacement requires large sums of money. Commissioners thanked them and the firefighters for all that they do. Commissioner Fulkerson appreciated the time he was given for a tour.

<u>Linda Gillett, Planning Director - Approval of Resolution to uphold Planning Director's Notice of Zoning Violation for Highway Commercial Business,</u> Richard & Mallie Zickefoose

Ms. Gillett reviewed the draft resolution. Commissioner Tilden asked when penalties commence. Ms. Gillett stated that penalties will begin now and will follow up to make sure they are no longer doing business. Commissioner Tilden made a motion to approve the resolution with corrections, Commissioner Grosskopf, seconded, motion carried.

<u>Linda Gillett, Planning Director - Big Horn Armory. Appeal of Violation of Notice, terms and conditions of Special Use Permit #105, firearm discharge not permitted.</u>

A zoning notice of violation was sent to Big Horn Armory. Attorney Mark Garrison & owner Greg Buchel were present for the informal hearing. SUP #105 was granted on January 19, 2010 for a cottage industry gun manufacturer. The SUP allowed sales and importation of shotguns and did not include firearm discharge and or a shooting range. When the SUP application was submitted the applicant stated there would be no discharging firearms. There have been several complaints from neighbors. Mr. Garrison noted that there is no Wyoming law against shooting. Since this business does manufacture rifles they do need to be tested.

Commissioner French asked Ms. Gillett, Planner, if an acknowledgment of the evolution of the business and mitigation plan would be acceptable. Gillett stated the matter could be seen as an incomplete review and a reconsideration is possible.

Commissioner Fulkerson agreed this business has evolved over the years. His concern is that this is a business and not a regular citizen out shooting. A possible compromise may be an amended SUP with stipulations for test firing during certain hours and sound mitigation. In that process, a Public Hearing could be completed and a decision made.

Commissioner Tilden made a motion to accept the appeal and find Big Horn Armory not in violation of the SUP, Commissioner French seconded. The motion failed 2-3 with Commissioners French and Tilden voting Aye and Commissioner Fulkerson, Grosskopf and Livingston voting No.

Commissioner Grosskopf made a motion to uphold the notice of violation, Commissioner Fulkerson seconded. The motion passed 3-2 with Commissioners, Fulkerson, Grosskopf and Chairman Livingston voted Aye and Commissioners French and Tilden voting No.

Commissioners - Recognize Henry Thompson for 34 years of service

Tim Wadell, Solid Waste Manager, stated that Hank (Henry) Thompson has been with the county for 34 years and has been very instrumental in moving the landfill forward. Commissioner French thanked him for his years of service. Mr. Thompson was presented with a plaque and framed photograph.

<u>Lunch</u>

<u>Bill Crampton, Public Health Nurse Manager - Approve out of state travel</u> <u>for Public Health employee; Public Health Monthly Update</u>

Mr. Crampton updated the Commissioners on grant changes for next year, how they will be funded, and how they are using current funds to stockpile supplies. Mr. Crampton gave an update on influenza; there should not be many doses of vaccine left at the end of the year. The emergency preparedness grant comes out in five-year cycles and due to understaffing, will have money to carry over. He requested approval for Mr. Kimball to travel to Atlanta, Georgia for the National Association of County and City Health Officials Preparedness Summit. In May, both Mr. Crampton and Mr. Kimball will travel to Idaho to learn how to develop strike teams for medical emergencies.

Commissioner Tilden made a motion to approve the out of state travel, Commissioner Grosskopf seconded, motion carried.

<u>Barb Poley, Park County Treasurer - Resolution approving distribution of revenues for Park County</u>

Ms. Poley presented a resolution for distribution of the specific purpose tax. The funds and their disbursement should remain transparent to the public. Commissioner Tilden questioned the wording of the resolution and Ms. Poley stated it was the language presented to the voters in the general election. Commissioner Grosskopf thanked her for the attachment, which Ms. Poley stated will be passed out to the other entities as well. Commissioner French stated county funds will go into one revenue account and out via four expenditure accounts. Commissioner Tilden made a motion to approve the resolution, Commissioner French seconded, motion carried. **RESOLUTION NO. 2017-11**

Hans Odde, First Deputy Clerk - Consider/approve malt beverage permit

Mr. Odde presented the request from Cody baseball and Double Doc Ranch to host a fundraiser. Mr. Odde contacted law enforcement and they have had no issues in the past. Commissioner Fulkerson made a motion to approve the malt beverage permit, Commissioner Tilden seconded, motion carried.

Mr. Odde presented the board with an invitation to join him for the State Liquor Division Training, April 4 at Cody City Hall from 2-4 p.m. There were six changes in legislation within the liquor division to be discussed.

<u>Colleen Renner, Park County Clerk - AirMedCare Network, REACH Air Medical Services</u>

Jordon Owen and Jerry Kirchhoff with Reach Air Medical described membership and offered a discounted rate to employers with more than 50 employees. They can accept payment from individual employees and waive the payroll deduction requirement. Those employees already enrolled would receive the deduction upon their reenrollment. Chairman Livingston requested Mr. Kirchhoff provide an updated contract.

Pat Meyer, Park County Assessor - Update on legislative bills

Commissioners were updated on Senate Files (SF) and House Bills (HB) that affect the Assessor's office and the County.

SF 46 would have allowed the County Assessor to appeal the state board's decision related to locally assessed property to the District Court in the county in which the property is situated.

HB11 requires the Department of Revenue to study the changes necessary to implement the use of discounted cash flow valuation for the ad valorem tax on oil and gas production in Wyoming by the year 2020. Mr. Meyers will be traveling to Utah to work with the Department of Revenue on this bill.

HB56 creates a method for an owner of a mobile home that is installed on a permanent foundation, when the owner's certificate of title, manufacturer's certificate of origin or other relevant documentation is unavailable, to obtain a title for immediate surrender to and cancellation by the county clerk.

SF148 specifies that land underlying a farmstead structure shall be valued at the same value as the agricultural land that the farmstead structure is used to support. The bill provides that a farmstead structure does not include a structure that is designed for human habitation or that is attached to a structure that is designed for human habitation.

Commissioners thanked Mr. Meyer for the update.

Bucky Hall, Yellowstone Regional Airport Joint Powers Board - Request letter of support for Essential Air Service

Mr. Hall asked the Commissioners to write a letter of support to Wyoming's congregational delegation, Governor Mead, and possibly President Trump. Commissioner French stated the worst-case scenario would be one non-subsidized flight a day in the winter. Commissioner Fulkerson made a motion to send a version of the letter of support to the Wyoming delegation, Governor Mead and sending a "cc" to the Airport Board, Commissioner Grosskopf seconded, motion carried.

Executive Session pursuant to W.S. § 16-4-405 (a) (ix)

Commissioner Grosskopf made a motion to go into Executive Session pursuant to Wyoming State Statue §16-4-405(a) (ix), seconded by Commissioner Fulkerson, motion carried. No decisions were made in this session. Commissioner Tilden moved to come out of executive session, seconded by Commissioner Grosskopf, motion carried.

Commissioner Fulkerson made a motion to allow the County Attorney to proceed with instructions discussed in executive session, Commissioner Tilden seconded, motion carried.

Commissioner Grosskopf made a motion to adjourn, Commissioner French

<u>Adjourn.</u>

seconded, 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