

**PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS AT THE COURTHOUSE IN SUNDANCE, CROOK COUNTY, WYOMING**

**Monday, August 3, 2015**

8:00 o'clock a.m. Present were Chairman Kelly B. Dennis, Vice-Chairwoman Jeanne A. Whalen, Member Steve J. Stahla and County Clerk Linda Fritz.

The Pledge of Allegiance was recited to the Flag.

The minutes from the previous meetings were approved.

Warren Oyler, Resident Engineer, Wyoming Department of Transportation (WYDOT), gave an update on bridge and road projects. Also present were Joe Baron and Morgan Ellsbury.

Steve moved to approve the Wyoming Law Enforcement Extraterritorial Assistance Memorandum of Understanding between Crook County Sheriff's Office and Campbell County Sheriff's Office. Jeanne seconded, all ayes, motion carried. Also present were Joe Baron, Mary Kuhl and Theresa Curren.

Theresa Curren, County Assessor, presented tax roll additions and refunds. Jeanne moved to approve the following tax roll additions and refunds: Account numbers: R0000735; R0013434; R0011589. Steve seconded, all ayes, motion carried. Also present were Joe Baron and Mary Kuhl.

Jeanne moved to order the following mill levy on all Crook County property as authorized by law as presented by Theresa Curren, County Assessor:

PROPERTY TAX LEVY REQUEST  
REPORT OF VALUATION, MILL LEVIES AND TAXES  
**2015**  
**COUNTY VALUATION: \$224,937,381**  
COUNTY VALUATION – as fixed by State Board

	<b>TAXES</b>		<b>TAXES LEVIED</b>
State Taxes Levied	12.0		\$2,699,249
County Taxes Levied	12.0		\$2,699,249
School District Taxes Levied	31.5		\$7,085,528
<b>Special District Levies &amp; Taxes</b>	<b>6.0</b>		<b>\$1,349,623</b>
<i>Crook County Medical Service District</i>	<i>3</i>		<i>\$674,812</i>
<i>Weed &amp; Pest</i>	<i>1</i>		<i>\$224,937</i>
<i>W &amp; P Special Management</i>	<i>1</i>		<i>\$224,937</i>
<i>Crook County Museum District</i>	<i>1</i>		<i>\$224,937</i>
<b>Total County Mill Levy 0100 Tax District</b>	<b><u>61.5</u></b>		<b><u>\$13,833,649</u></b>
<b>Municipal Levies</b>			
<i>Town of Pine Haven</i> 0101 & 0108 Districts		Valuation	\$4,884,285
Bonds & Interest	8		<u>\$39,074</u>
<i>Town of Hulett</i> 0150 District		Valuation	\$4,152,959
Bonds & Interest	8		<u>\$33,224</u>
<i>Town of Moorcroft</i> 0151 District		Valuation	\$6,895,915
Bonds & Interest	8		<u>\$55,167</u>
<i>City of Sundance</i> 0152 District		Valuation	\$11,790,738
Bonds & Interest	8		<u>\$94,326</u>
		Total Municipal Levy	<u>\$221,791</u>
<b>Total Municipal Levy</b>	<b><u>69.5</u></b>		<b><u>\$14,055,439</u></b>

Tax Districts not requesting mills and are seen as Tax Districts 0100 are:

- 0102 Vista West
- 0103 Aladdin Water District
- 0105 Tower Ridge Estates
- 0106 Sundance Canyon Ranch
- 0107 Pine Haven Sewer
- 9901 Irrigation District
- N/A Crook County Natural Resource District

Theresa L. Curren, Crook County Assessor Date: 8-3-2015  
Steve seconded, all ayes, motion carried.

Steve moved to go into executive session to discuss a personnel matter at 9:05 o'clock A.M. Jeanne seconded, all ayes, motion carried.

The Board went back into regular session at 9:25 o'clock a.m.

Gari Gill, County Fire Warden gave a monthly report. Also present was Joe Baron.

Steve moved to sign a letter to Governor Mead advising him of the resignation of Sheila Hansen, Homeland Security County Coordinator. Jeanne seconded, all ayes, motion carried.

Morgan Ellsbury, Road and Bridge Foreman and Randy Gill, Facilities Maintenance Foreman gave their monthly reports. Also present were Joe Baron and Dave Schroll.

Jeanne moved to approve a Contract for Services with Independent Contractor between Joshua Idler and Crook County and a Contract with Independent Contractor for HVAC Maintenance Services between Ric Gunderman d/b/a Gundy's Repair and Crook County. Steve seconded, all ayes, motion carried.

Jeanne moved to approve a Utility License Upon County Road on New Haven-Oshoto County Road #164 for RT Communications. Steve seconded, all ayes, motion carried.

Adjourned for lunch at 11:58 o'clock a.m.

1:00 o'clock p.m. Present were Chairman Kelly B. Dennis, Vice-Chairwoman Jeanne A. Whalen, Member Steve J. Stahla and County Clerk Linda Fritz.

Tim Lyons, Growth and Development Administrator, gave a monthly report.

Present were Linda Tokarczyk, Rare Element Resources, Steve Kozel, District Ranger, U.S. Forest Service, Terry Lee, Superintendent, Keyhole State Park, Sarah Anderson and Raesha Sell, Office Managers and Wayne Garman, Member, CCONRD, Robert Gilbert, Supervisor, Crook County Weed and Pest, Joe Baron and Roger Connett, Member, CCLUP&ZC.

The following people gave an update on items of interest within their departments: Terry Lee, Linda Tokarczyk, Sarah Anderson and Raesha Sell, Linda Fritz gave the report that Tim Reid, DT National Monument emailed in, Robert Gilbert and Steve Kozel.

Jeanne mentioned that today is the last day to receive the Devils Tower name change comment letters. She and the Clerk's staff will be compiling the surveys and sending the information to the State Board of Geographic Names.

Upon receiving a resignation from Dennis McGirr for the Crook County Land Use Planning & Zoning Commission, the board declared a vacancy. On September 2, 2015 at 1:00 o'clock p.m. the Board will make the following Board appointment:

One Crook County Land Use Planning and Zoning Commission Member – Unexpired 3 year term, which expires June 2016.

All interested parties are encouraged to apply. Applications can be obtained from the Crook County Clerk's Office, P.O. Box 37, Sundance, WY 82729, 307-283-1323. All applications must be submitted to the County Clerk by or before September 2, 2015 at 1:00 o'clock p.m.

Jeanne moved to go into executive session at 2:00 o'clock p.m. in accordance with W.S. 16-4-405(a) (ix) and 5 USC 551(b) (5). Steve seconded, all ayes, motion carried.

The Board went back into regular session at 2:40 o'clock p.m.

Steve moved to sign a letter to Sundance State Bank to cancel the county credit card for Sheila Hansen. Jeanne seconded, all ayes, motion carried.

Present for the continuation of the final hearing of the Bear Den Subdivision were Jeff Geiler, Dennis Stillman, Consolidated Engineers, Frank DiCesare, Arleth & Associates, Tim Lyons, Mark Hughes, Attorney, Roger Connett, Sarah Anderson, Raesha Sell, Wayne Garman, Joe Baron, Becky Tinsley & Sarah Pridgeon, The Sundance Times.

Becky Tinsley, Public Health Nurse Manager, gave a monthly report.

Jeanne moved to approve the Order Conditionally Approving Subdivision for the Bear Den Subdivision. Steve seconded, all ayes, motion carried.

The meeting adjourned at 5:15 o'clock p.m.

## **Tuesday, August 4, 2015**

8:00 o'clock a.m. Present were Chairman Kelly B. Dennis, Vice-Chairwoman Jeanne A. Whalen, Member Steve J. Stahla and County Clerk Linda Fritz.

The Pledge of Allegiance was recited to the Flag.

Mary Kuhl, County Treasurer, Jeff Hodge, County Sheriff, Theresa Curren, County Assessor, Tina Wood, Clerk of District Court and Joe Baron, County Attorney were present to go over items of interest within their departments. Also present was Jill Mackey, County Library Director.

**Theresa Curren, County Assessor:** Working on five formal appeals that will be heard August 13, 2015 by the CBOE. Mailed Mill Levy and Valuation Report to the State Board of Equalization. Finishing up tax roll to send to the Treasurer by August 17, 2015. Field crew finished up Pine Haven town limits and are now setting up reviews for the last township in the county, T49N.

**Mary Kuhl, County Treasurer:** Total receipts were \$1,222,078.26 and Disbursements including county, boards, towns and schools were \$313,429.60. Number of transactions in July: 1,298. Current Projects: Delinquent

property tax payment, working with some tax escrow companies, audit report requests for Towns and Boards, we are on the WY DOT Calendar for the license plate shipment, 4 pallets of plates, advertise for the tax sale in August, tax sale on Sept. 24, 2015, attended Museum Dist. and Hospital Dist. Meetings, Tax Sales Redemptions, working in general ledger preparing current fiscal year, mil levy entered in computer and checked, auto and mobile machinery distributions, auditors will be on site in August.

**Jeff Hodge, County Sheriff:** Presented the jail roster, discussed some technical issues with equipment in the dispatch center, discussed preparations for the rally.

**Tina Wood, Clerk of District Court:** Reminder of the Court Security Meeting later today that we will be discussing the prioritization that the Court Security Committee did and the submission of the grant application. Brenda Wagner has been hired to do the Preservation Project. Attended the Clerks of District Court meeting in Rawlins in June. Provided an Order Appointing District Court Commissioners to the Commissioners. Circuit Court Judge Matthew Castano and Mark Hughes are the local appointments.

**Linda Fritz, County Clerk:** We have been working on budget, fixed assets, working on annual audit, liquor license renewals mailed out and regular office duties, hired a new part time employee.

**Joe Baron, County Attorney:** Hired a new Victim Witness Coordinator to replace an employee that is leaving, preparing for rally related court issues, preparing for commissioner meeting paperwork, regular office duties.

Jeanne moved to transfer funds as follows: Pursuant to Wyoming Statute 16-4-112, notice is given that a Resolution has been proposed to transfer \$31,826.29 from Cash Reserves to Department #32, HHS Grant line, Highway Safety Grant 2015-2016 (Tech) line, Highway Safety Grant 2016-2017 (OT) line and the SFA Grant 2015-16 line, due to a mathematical error. Notice is further given that a hearing of the Board of Crook County Commissioners of Crook County, Wyoming will be held on September 1, 2015 at 8:00 o'clock a.m. to consider such proposed resolution. Steve seconded, all ayes, motion carried.

The following bills were presented to the Board:

**Total Wages**-\$170,174.80; **AFLAC-Insurance**-\$1,552.23; **Blue Cross Blue Shield of Wyoming-Health Insurance**-\$59,866.64; **Col. Life & Accident Ins. Co.-Insurance**-\$48.07; **Crook County Payroll Tax Account-Withholding & Social Security**-\$55,360.34; **Great-West Trust Company, LLC-Deferred Compensation**-\$1,415.00; **NCPERS Wyoming-Life Insurance**-\$160.00; **New York Life Insurance Company-Life Insurance**-\$651.94; **VSP-Vision Insurance**-\$726.48; **WY Department of Workforce Services-Worker's Compensation**-\$3,507.26; **Wyoming Retirement System-Retirement**-\$37,570.24; **Wyoming Educator's Benefit Trust-Life Insurance**-\$199.42; **Alice Training Institute-Training**-\$595.00; **Alsco-Mops, Towels & Coveralls**-\$295.27; **AT Conference-Phone Conferencing**-\$48.26; **AT&T Mobility-Cell Phone**-\$976.41; **Bearlodge Engineering & Surveying-Mylar Plat Copies**-\$15.00; **Blakeman Propane Inc.-Tank Rent and Pre-Buy**-\$18,295.40; **Brian Sebade-Mileage**-\$588.23; **Calvin Wolf-July Cell Phone Reimbursement**-\$25.00; **CCFV/SAS, Inc-County Funding**-\$2,500.00; **Centurylink-E911 Services**-\$947.88; **Christina R Wood-Meal**-\$11.50; **City of Gillette-Water**-\$6.00; **City of Sundance-Water**-\$819.16; **Coffee Cup Fuel Stop-Fuel**-\$199.29; **Collins Communications-Repair Radios, Renewal of Call Sign**-\$795.00; **Combined Laboratories Facility-STD Testing**-\$28.00; **Consolidated Engineers, Inc. -Plat Review**-\$517.00; **Crook County-Employer Paid Benefits from Grants**-\$3,350.87; **Crook County Senior Services-County Funding**-\$1,666.63; **Crook County Treasurer-Postage**-\$57.42; **Crook County Weed & Pest-Tordon**-\$44.90; **Custom Auto & Truck-Lube, Oil & Filters**-\$178.07; **Custom Cage-Rack & Installation**-\$700.00; **Dakota Business Center-Monthly Maintenance**-\$89.40; **Daly & Sorenson, LLC-Court Appointed Attorney Fees**-\$261.48; **Deanna Hooper-Zumba Class Certificates**-\$60.00; **Decker's Market-Groceries**-\$114.25; **Dennis Vaughan-Tool Set**-\$5,050.00; **Double Star Computing-Onsite Computer Service & Wireless Access**-\$982.40; **Election Systems & Software-Maintenance & Support**-\$11,645.00; **Environmental Systems Research Inst.-Arepad Maint., Enterprise License Agreement**-\$25,500.00; **Farmers Co-op Assoc-Fuel**-\$10,742.81; **Fence Tech Services, LLC-Fence**-\$11,039.80; **Firesteel Wells Service, Inc.-Contract Hauling**-\$28,665.00; **Gari G Gill-Groceries for Meeting**-\$74.45; **Gearhart Fuel & Repair, Inc.-Fuel**-\$347.15; **Grimm's Pump & Industrial Supply-Fillrite Bypass**-\$234.2; **HDR Engineering, Inc.-Professional Services**-\$1,622.55; **Heartland Paper Company-Supplies**-\$512.71; **Iron Horse-Towing**-\$612.50; **Jack's Truck & Equipment-Parts**-\$12.95; **Jim Brandenburg-July Cell Phone Reimbursement**-\$25.00; **Justin Davidson-July Cell Phone Reimbursement**-\$25.00; **JW Services, LLC-Hauling**-\$1,755.00; **Kathleen Hayden-Mileage, Vehicle & Per Diem**-\$310.00; **KC Transport, Inc.-Contract Hauling**-\$15,813.52; **Kimball Midwest-Parts**-\$479.82; **Knecht Home Center of Spearfish LLC-Fertilizer**-\$27.54; **Lannans Supply Co-Paper Roll**-\$114.22; **Lisa Finkey-Court Appointed Attorney Fees**-\$262.50; **Lyle Signs, Inc-Signs**-\$628.73; **Matthew Bender & Co., Inc-Court Rules & WY Statutes**-\$1718.43; **Max Robert Masters-Mapping Contract & GIS Consulting**-\$3200.00; **Meadowlark Counseling-Interview & Testing Material**-\$210.00; **Melanie Wilmer-July Cell Phone Reimbursement**-\$25.00; **Michael R Frolander-July Cell Phone Reimbursement**-\$25.00; **Michael Rogers-Meals**-\$30.88; **Midwest Cancer Screening-Pap Smear**-\$16.15; **Morgan Ellsbury-July Cell Phone Reimbursement**-\$45.00; **NADA-Renewal Fee**-\$99.00; **Neve's Uniforms & Equipment-Pants**-\$160.39; **NEWEDC-Membership Fee**-\$3,000.00; **NEWEDF-Trip Sponsorship**-\$3,000.00; **Northplains Services, LLC-Trailer**-\$12,000.00; **Paetec-Telephone**-\$156.49; **Peggy Turvibile-Uniform Alterations**-\$16.00; **Pine Haven Fire Auxiliary-Groceries for Foamy Fire**-\$441.67; **Pitney Bowes Purchase Power-Postage**-\$488.00; **Powder River Energy Corp.-Electricity**-\$3,936.92; **Powder River Office Supply, Inc.-Office Supplies**-\$299.36; **Quality Agg & Construction, Inc-J Base, Blade Work, Shale**-\$70,901.68; **Quality Hardware & Supply-Parts**-\$661.93; **Quik Signs-Decals**-\$595.54; **Quill Corporation-Office Supplies**-\$574.45; **Randy Gill-July Cell Phone Reimbursement**-\$45.00; **Range Telephone Cooperative, Inc-Telephone & E911 Services**-\$5,387.48; **Rapid Fire Protection, Inc-Sprinkler Inspection**-\$165.00; **Redwater Welding-Contract Hauling**-\$33,186.43; **RG Trucking-Contract Hauling**-\$20,973.22; **Robert's Machine & Repair-Supplies & Repairs**-\$1,064.13; **Rocky Mountain Info Network-RMIN Membership**-\$100.00; **Rolling Metal Sinclair-Fuel**-\$149.70; **RT Communications-Telephone**-\$861.17; **Sam Waugh-July Cell Phone Reimbursement**-\$25.00; **Sanofi Pasteur, Inc-Vaccines**-\$2,310.11; **Sara Fleenor-Plane Ticket Reimbursement & Mileage**-\$579.30; **Scott Newlin-July Cell Phone Reimbursement**-\$25.00; **Stereos N Stuff-Radios**-\$399.96; **Sundance Dillon's Hardware Inc-Parts & Supplies**-\$170.72; **Sundance Equipment Company-Parts & Supplies**-\$1,396.40; **Sundance State Bank-Direct Deposit Fees**-\$6.61; **Sundance Times-Ads, Legal, Subscriptions**-\$2,851.25; **Team Laboratory Chemical Corp-Road Patch**-\$1,044.00; **Ted Moline-July Cell Phone Reimbursement**-\$25.00; **Theresa L Curren-Meals**-\$33.80; **Thos. Y. Pickett & Co., Inc.-2016 Valuation Contract**-\$4,000.00; **Timberline Services Inc.-J Base**-\$110.13; **Tongue River Communications-Cable TV**-\$69.00;

**Top Office Products, Inc.**-Stamp Pads, Copy Charge-\$199.17; **Tower Valley Ag Supply**-Tire Repair, Fuel-\$139.99; **Town of Hulett**-Water-\$54.80; **Town of Moorcroft**-Water-\$63.00; **Tracy Motor Company**-Parts-\$900.87; **Tyler Technologies, Inc.**-Support & Maintenance Fees-\$22,958.00; **Urbin Law Office, LLC**-Court Appointed Attorney Fees-\$36.09; **US Post Office**-Box Rent-\$90.00; **Vehicle Lighting Solutions, Inc**-Mounting Kit-\$70.55; **Vilas Pharmacy**-Card & RX-\$15.48;**VISA**-Wheelchairs, Travel Expenses, Supplies, Parts-\$2,642.59; **WACO**-Registration Fees-\$170.00; **Western Stationers**-Office Supplies-\$214.44; **White's Canyon Motors**-Vehicle Repair-\$1,093.57; **Woody's Repair**-Vehicle Repair & Parts-\$376.42; **WY Association of Sheriffs and Chiefs**-Dues-\$150.00; **Wyoming Department of Workforce Services**-Workers Compensation-Fireman-\$585.51; **WY Retirement System**-Fireman's WY Retirement-\$270.00; **WYDOT Motor Vehicle Division**-License Plate-\$5.00; **WYDOT-Financial Services**-Project Expenditures-\$13,423.43; **Wyoming Machinery Company**-Parts & Repairs-\$25,660.27; **Wyoming Peace Officer's Association**-Dues-\$150; **Total**-\$726,750.17

Steve moved to allow all bills as presented. Jeanne seconded, all ayes, motion carried.

The following monthly collections were collected:

County Clerk	\$12,836.25
County Sheriff	\$14,004.38
Clerk of District Court	\$2,021.63
Public Health (June)	\$3,406.07
Circuit Court	\$18,468.21

Morgan Ellsbury, Road and Bridge Foreman gave a monthly report. Will Maxwell, Const. Rep., Black Hills Energy presented information to the Board requesting to cross Shipwheel Co. Road No. 103 with their pipeline. Lee Tromble visited with the Board about their denial of his cattle guard request. Also present were Zay Baker, Landman, Pacer Energy/Black Hills Energy, Jim Newcomb, Const. Rep., Cheyenne Fuel & Power, Joe Baron and Sarah Pridgeon.

Adjourned for lunch at 11:58 o'clock a.m.

1:00 o'clock p.m. Present were Chairman Kelly B. Dennis, Vice-Chairwoman Jeanne A. Whalen, Member Steve J. Stahla and County Clerk Linda Fritz.

Sara Fleenor, UW 4-H Educator, Extension Office discussed the placement of the new building project that they are pursuing. Brian Sebade, UW Extension Educator, Extension Office gave a monthly report. He also announced that he has accepted a position in Laramie County and will be moving. Carolyn Fowler, Secretary, Fair Board gave a monthly report. Jill Mackey, Library Board Director gave a monthly report. Also present were Mary Kay Wardlaw, Assoc. Director, University of Wyoming, Margaret "Babe" Lynch and Joe Baron.

Steve moved to approve the Amendment to the Previously Submitted 2015 Sundance Canyon Ranch Improvement District Assessment Form/Budget. Jeanne seconded, all ayes, motion carried.

Present for the discussion on Crook County Medical Services District & Regional Health were Michael Hilbert, Babe Lynch, Sandy Neiman & Judy Bettmann, Board Members, Jeff Mengenhausen, CEO, Crook County Medical Services District, Sarah Pridgeon, Joe Baron, Mary Kuhl, Theresa Curren and Arna Montgomery. Sandy Neiman explained some of their budget items and discussed board training that has been attended. Jeff Mengenhausen explained what items CCMSD pays Regional Health for. He advised the Board that the contract that Regional Health is cancelling is the management contract, which is his services. Discussion was held on future plans and how to move forward.

Jeanne moved to sign a letter to Regional Health Network, Inc. requesting them to reconsider their decision to terminate the Management Agreement with Crook County Medical Services District. Steve seconded, all ayes, motion carried.

Tina Wood, Melanie Wilmer & Randy Gill gave updates on the court security remodeling projects. Also present were Arna Montgomery, Judge Castano, Mary Kuhl, Vickie Schommer and Joe Baron. Jeanne moved to approve Resolution No. 2015-20 Authorizing Submission of a Federal Mineral Royalty Capital Construction Account Grant Application to the State Loan and Investment Board for Courthouse Security Funding. Steve seconded, all ayes, motion carried.

Mary Kuhl, County Treasurer submitted the following monthly report of receipts and disbursements for month end July 2015:

Total Receipts		\$1,222,078.26
Disbursements:	Towns	\$75,890.11
	County Boards	\$11,100.68
	State & Local School	\$83,980.10
	DOT/DOR/Rebate	\$142,052.71
	Redemption/S. Park	\$406.00
	Total	\$313,429.60

Joe Baron and Morgan Ellsbury reviewed changes to the cattle guard policy and contract.

As required by Wyoming Statute 18-3-516 (f) information on meeting dates, meeting agendas, official minutes, annual budget and other information required by law to be published in a newspaper of general circulation can also be accessed on the Crook County website: [www.crookcounty.wy.gov](http://www.crookcounty.wy.gov) .

The meeting adjourned at 4:58 o'clock p.m. to meet as the Board of Equalization and in special session on August 13 and 14, 2015 at 8:00 o'clock a.m. and to meet in regular session on September 1 and 2, 2015 at 8:00 o'clock a.m., in the Commissioner's Room at the Courthouse in Sundance, Wyoming.

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Kelly B. Dennis, Chairman

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Steve J. Stahla, Member

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Jeanne A. Whalen, Vice-Chairwoman

Attested: \_\_\_\_\_

Linda Fritz, County Clerk