

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

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: Discussed employees that went for trainings, employees went to ALICE training put on by the S.O., discussed the article that was in the paper.

Mary Kuhl, County Treasurer: Total receipts were \$2,241,982.89 and disbursements including county, boards, towns and schools were \$1,518,070.67. Number of Transactions in October: 2,885. Current Duties: We are currently working on several tax redemption files. The 1st ½ of the 2015 taxes are due Nov 10, 2015 so we have been processing payments that are received by mail, etc. We have completed notifications for the unclaimed property report that is sent to the State Treasurer. Processing tax roll corrections prepared by the County Assessor and ratified by the County Commissioners. We are working through checking the new plate issue delivery and need to have that complete by Feb. 2016. I have been working with the county attorney on delinquent assessments. We are planning to implement the I-Reg system and we are working on a printer issue to accommodate that system.

Jeff Hodge, County Sheriff: Presented the jail roster, discussed maintenance in the jail, held the ALICE training and had a good turnout, discussed the contract with the City of Sundance for law enforcement coverage, project Life Saver grant, courthouse security/cyber security.

Tina Wood, Clerk of District Court: Discussed preservation of records, courthouse security, employees went to ALICE training.

Linda Fritz, County Clerk: Discussed adding an Employee Resources tab to the website, scanning of titles project done, programming computer to accommodate the new ACA reporting regulations, all employees went to the ALICE training.

Joe Baron, County Attorney: Discussed website, BW Oil, Forest Service meeting on mining, went to the ALICE training.

The following bills were presented to the Board:

Total Wages-\$165,907.51; **AFLAC-Insurance**-\$1,552.23;**Blue Cross Blue Shield of Wyoming-Health Insurance**-\$61,825.94; **Col. Life & Accident Ins. Co.-Insurance**-\$48.07; **Crook County Payroll Tax Account-Withholding & Social Security**-\$53,169.69; **Great-West Trust Company, LLC-Deferred Compensation**-\$1,600.00; **NCPERS Wyoming-Life Insurance**-\$176.00; **New York Life Insurance Company-Life Insurance**-\$651.94; **VSP-Vision Insurance**-\$720.22; **WY Department of Workforce Services-Worker's Compensation**-\$3,369.74; **Wyoming Retirement System-Retirement**-\$36,395.63; **Wyoming Educator's Benefit Trust-Life Insurance**-\$199.42; **Allstate Peterbilt - Rapid City-Toggle Switch**-\$45.86; **Alsco-Mops, Towels & Coveralls**-\$219.80; **AT&T Mobility-Cell Phone**-\$875.83; **Big Horn Tire Inc.-Batteries, Service Call**-\$1,405.17; **Black Hills Chemical Co.-Filters & Bags**-\$204.92; **Blakeman Propane Inc.-Propane**-\$411.00; **Brian B. Wells-Class**-\$75.00; **Calvin Wolf-October Cell Phone Reimbursement**-\$25.00; **Cenex Fleetcard-Fuel**-\$90.55; **Centurylink-E911 Services**-\$947.79; **City of Gillette-Water**-\$6.00; **City of Sundance-Water**-\$1,058.72; **Clinical Lab of the Black Hills-Autopsy**-\$1,646.00; **Cody Ballou-Contract Hauling**-\$1,006.92; **Coffee Cup Fuel Stop-Fuel**-\$53.46; **Collins Communications-Repairs**-\$3,722.22; **Combined Laboratories Facility-Testing**-\$28.00; **Contractors Supply Inc.-Impact Kits, Batteries & Chargers**-\$2,639.22; **Crook County-Employer Paid Benefits from Grants**-\$4,136.59; **Crook County Medical Services Dist.-Prisoner Meals & Foods**-\$2,415.31; **Crook County Natural Resource District-2nd Quarter County Funding**-\$11,250.00; **Crook County Senior Services-County Funding**-\$16,666.70; **Crook County Treasurer-Postage**-\$80.71; **Custom Auto & Truck-Lube, Oil & Filter & Replace Brake Pads & Rotors**-\$1,155.49; **Dakota Business Center-Monthly Maintenance**-\$89.40; **Daly & Sorenson, LLC-Court Appointed Attorney Fees**-\$45.00; **David Osborne-Fuel, Meals & Notary Application Fee**-\$42.77; **Decker's Market-Groceries**-\$22.45; **Diehl's Supermarket-Groceries**-\$89.93; **DOT/FHWA-WY Flap Sand Creek Road Project**-\$123.05; **Double Star Computing-Onsite Computer Service**-\$3,364.24; **EBS Scantracker-Knob for Typewriter**-\$33.75; **Edward Robinson-October Cell Phone Reimbursement**-\$45.00; **Election Systems & Software-Election Computer**-\$3,501.72; **Eric Stevens-October Cell Phone Reimbursement**-\$45.00; **Farmers Co-op Assoc-Fuel**-\$11,200.38; **Fence Tech Services, LLC-Fence Removal**-\$1,268.40; **Firesteel Well Service, Inc.-Contract Hauling**-\$7,461.49; **Fisher Sand & Gravel-Base Coarse & Rip Rap**-\$9,810.80; **Gari G. Gill-Clutch Rebuild Kit**-\$451.49; **Godfrey Brake Service & Supply-Metric Stud**-\$6.24; **HDR Engineering, Inc.-Update Oshoto Fire Hall Map**-\$134.77; **Heartland Paper Company-Towels, Liners, Cleaners & Buffer Pads**-\$467.60; **Hub Int'l. Mountain States LTD-Add a 2013 Hills Trailer**-\$71.00; **Hulett Hardware-Supplies**-\$46.60; **Infinity Diesel Inc.-Parts & Repairs**-\$3,756.98; **Iron Horse-Towing**-\$400.00; **Jacquelyn Engelhaupt-Frame**-\$17.11; **Jason Robinson-October Cell Phone Reimbursement**-\$45.00; **Jeffrey Hodge-October Cell Phone Reimbursement**-\$45.00; **Jim Brandenburg-October Cell Phone Reimbursement**-\$25.00; **Justin Davidson-October Cell Phone Reimbursement**-\$25.00; **Karen's Delivery Co.-Delivery Charge**-\$11.00; **KC Transport, Inc.-Contract Hauling**-\$802.29; **Kimball Midwest-Plow Bolts & Fuse Kit**-\$177.36; **Kreuter Automotive-Parts & Repairs**-\$919.89; **L N Curtis & Sons-Coats & Pants**-\$2,500.00; **Law Enforcement Systems Inc.-Warning Notice Tickets**-\$90.00; **Lenzes Printing-Tax Bill Forms & Note Paper**-\$610.00; **Leo Riley & Co-Audit**-\$12,000.00; **Linda S. Fritz-Mileage**-\$304.75; **Lisa Finkey-Court Appointed Attorney Fees**-\$470.00; **Lyle Signs, Inc-Road Signs**-\$182.32; **Matthew Bender & Co., Inc-WY Code Citorator**-\$119.43; **Max Robert Masters-Mapping Contract & GIS Consulting**-\$3,200.00; **McKesson Medical Surgical-Flumist & Vaccines**-\$7,424.90; **Melanie Wilmer-October Cell Phone Reimbursement & Mileage**-\$329.76; **Michael R. Frolander-October Cell Phone Reimbursement**-\$25.00; **Michael Rogers-October Cell Phone Reimbursement**-\$45.00; **Morgan Ellsbury-October Cell Phone Reimbursement**-\$45.00; **Movin' On Kennels-Dog Food**-\$102.00; **Mullinax Coal Sales-Coal**-\$432.60; **Office Ally-Fee to File**

Insurance Claims-\$19.95; **Office of State Land & Investments**-Clutch Fan Assembly-\$1,097.70; **Paetec**-Telephone-\$150.70; **Pfizer Inc**-Vaccines-\$3,040.24; **Pitney Bowes Inc**-Ink Cartridges-\$130.88; **Powder River Energy Corp.**-Electricity-\$4,306.85; **Powder River Office Supply, Inc.**-Office Supplies-\$809.07; **Quality Agg & Construction, Inc**-Rip Rap, J-Base & Contract Hauling-\$44,360.69; **Quill Corporation**-Folders, Ink & DVDS-\$209.92; **Randy Gill**-October Cell Phone Reimbursement-\$45.00; **Range Telephone Cooperative, Inc**-Telephone & E911 Services-\$5,423.80; **Regional Health**-Morgue Use-\$422.00; **RG Trucking**-Contract Hauling-\$830.88; **Robert's Machine & Repair**-Repairs-\$203.00; **Rolling Metal Sinclair**-Fuel & Service-\$540.78; **Sam Waugh**-October Cell Phone Reimbursement-\$25.00; **Scott Newlin**-October Cell Phone Reimbursement-\$25.00; **Snap-On Tools**-Lock Assembly-\$58.50; **Sundance Dillon's Hardware Inc**-Parts & Supplies-\$212.72; **Sundance Equipment Company**-Seal Kit, Fuel, Oil, Filters & Air Cleaner-\$435.85; **Sundance Sign & Graphics**-Graphics for County Vehicles-\$135.00; **Sundance State Bank**-Direct Deposit Fees-\$6.61; **Sundance Times**-Legal, Ads Clerk Subscription-\$2,620.50; **Ted Moline**-October Cell Phone Reimbursement-\$25.00; **The Repair Shop, LLC**-Road Base, Blade Work & Watering-\$408.80; **The Truck Shop of Billings Inc**-October Cell Phone Reimbursement-\$35,500.00; **Thomas J. Adams**-Road Base, Blade Work & Watering-\$45.00; **Thos. Y. Pickett & Co., Inc.**-October Cell Phone Reimbursement-\$4,000.00; **Timberline Services Inc.**-Road Base, Blade Work & Watering-\$66,154.35; **Titan Machinery**-Parts & Repairs-\$2,785.64; **TMS South**-Rebuild Kit-\$711.13; **Todd Leimser**-October Cell Phone Reimbursement-\$45.00; **Tom Wolf**-Fencing Supplies-\$2,041.00; **Tongue River Communications**-Jail Cable TV-\$69.00; **Top Office Products, Inc.**-Copy Charge & Office Supplies-\$1,016.18; **Tower Valley Ag Supply**-Fuel & Seafoam-\$73.39; **Town of Hulett**-Water-\$54.80; **Town of Moorcroft**-Water-\$63.00; **Tracy Motor Company**-Parts-\$786.51; **Troy Skeens**-October Cell Phone Reimbursement-\$45.00; **University of Wyoming Extension**-Fleenor Salary Billing-\$6,175.50; **Urbin Law Office, LLC**-Court Appointed Attorney Fees-\$399.58; **Vilas Pharmacy**-Basket, Rolling Cart, Glass Plus, Midnite, RX, Tape-\$91.60; **Visa**-Travel Expenses, Supplies, Meals, Fuel, Postage-\$4,446.91; **W Bar Feed & Supply**-Fencing Supplies-\$1,203.48; **Wayne Ballou Trucking**-Contract Hauling-\$1,028.64; **Western Stationers**-Toners-\$1,027.47; **WPCI**-Testing Pool Management-\$100.00; **WY Department of Workforce Services**-Worker's Compensation-\$652.38; **WY Retirement System**-Firemen's Retirement-\$270.00; **WYDOT Motor Vehicle Division**-New Plates-\$5.00; **WYDOT-Financial Services**-Project Expenditures-\$774.95; **Wyoming Coroner's Association**-Yearly Dues-\$125.00; **Wyoming Department of Workforce Services**-Unemployment Benefit Charges-\$294.54; **Wyoming Law Enforcement Academy**-Class-\$640.00; **Wyoming Machinery Company**-Parts & Repairs-\$6,249.70; **Wyoming State Bar**-Annual License-Baron & Wells-\$710.00; **Wyoming Technology Transfer Center**-LPA Certification-\$45.00; **Total**-\$651,383.31

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

Steve moved to approve and authorize for the Chairman to sign the Wyoming Lifesaver Program Grant Application. Jeanne seconded, all ayes, motion carried.

The following monthly collections were collected:

County Clerk	\$14,380.50
County Sheriff	\$10,702.96
Clerk of District Court	\$1,921.39
Public Health (September)	\$3,965.44
Circuit Court	\$16,930.00

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

Total Receipts	\$2,241,982.89
Disbursements:	
Towns	\$132,010.27
County Boards	\$89,719.09
State & Local School	\$336,578.75
DOT/DOR/Rebate	\$143,712.11
Redemption/S. Park	\$11,683.37
Total	\$713,703.59

Morgan Ellsbury, Road and Bridge Foreman and Randy Gill, Facilities Maintenance Foreman gave monthly reports. Also present was Joe Baron.

Jeanne moved to grant land owner permission to the City of Sundance for access to the Crook County Fairgrounds property for their deer harvest. Steve seconded. Jeanne voted aye. Steve voted nay. Kelly vacated the chair and voted aye. Motion carried.

Adjourned for lunch at 12:10 o'clock p.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.

Jill Mackey, Library Board Director gave a monthly report. Becky Tinsley, Public Health Nurse Manager, gave a monthly report. Sara Fleenor, UW 4-H Educator, Extension Office gave a monthly report. Peggy Boardman, Fair Board Member, gave a monthly report. Also present were Randy Gill, Randy Bury, Ted Rosencranz, Mary Kuhl and Joe Baron.

Present for the renewal of one county retail liquor license, one county restaurant liquor license and one county retail malt beverage permit were Richard Nelson, Brad Greba, Mary Kuhl and Joe Baron. After presentation that all requirements of the EPA were met, Steve moved to approve the following renewals:

- Brad Greba dba Whitetail Creek Outfitters- Renewal of Restaurant Liquor License
- Amy Greba dba Whitetail Creek Outfitters- Renewal of County Retail Malt Beverage Permit

Jeanne seconded, all ayes, motion carried.

Regarding Richard Nelson's renewal of retail liquor license, documentation was presented to the Board that the septic system requirements had been satisfied. There was also documentation showing that the property that the liquor license is held on has gone to tax sale for unpaid taxes. Joe Baron, County Attorney, updated the Board as to the issue of the lack of a food permit, which caused the license to be suspended last year. Steve moved to approve the renewal and then suspend the following license until his property tax is paid and he is able to obtain a food permit:

Richard A. Nelson dba Fort Devils Tower - Renewal of Retail Liquor License
Jeanne seconded. Steve voted aye. Jeanne voted nay. Kelly vacated the chair and voted aye. Motion carried.

The Board had a work session regarding the Fire Warden and Homeland Security County Coordinator positions. Also present were Dan Grace, Mary Kuhl, Morgan Ellsbury, Melanie Wilmer, Glenn Engelhaupt, Jr., Lee Habeck, Jeff Hodge, Joe Baron, Gari & Mona Gill, Fred Devish, Dallas Rolf, Randy Bury and Ken Maston. Jeanne presented information/ideas she had gathered since the last Commissioner meeting. Many of those present expressed their concerns if the County does not hire a full-time Fire Warden.

The Board had a phone call with Jim Peck.

The Board discussed the Homeland Security County Coordinator position.

The meeting adjourned at 4:40 o'clock p.m.

Wednesday, November 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.

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

Jeanne moved to approve an Order Suspending Retail Liquor License for Richard A. Nelson dba Fort Devils Tower. Steve seconded, all ayes, motion carried.

Theresa Curren, County Assessor, presented tax roll cancellations and name change. Jeanne moved to approve the following tax roll cancellations and name change: P0012389; O0005542; O0004586; O0005073; R0007146; R0003449; M0009651; R0001773; P0000212; R0011036. Steve seconded, all ayes, motion carried. Also present was Joe Baron.

Jeff Garman, Deputy County Fire Warden and Melanie Wilmer, Secretary, Homeland Security gave monthly reports. Also present was Joe Baron.

Morgan Ellsbury, Road and Bridge Foreman and Randy Gill, Facilities Maintenance Foreman gave monthly reports. The Board continued their review of the cattle guard rules and regulations. Also present was Joe Baron.

Steve moved to approve a Utility License Upon County Road on D Road No. 68 for RT Communications, Inc. and a Utility License Upon County Road on D Road No. 68 for the City of Gillette. Jeanne seconded, all ayes, motion carried.

Randy Gill discussed the renewal of the lease agreement with the Museum District. Jeanne moved to approve a Lease Agreement between Crook County and the Crook County Museum District. Steve seconded, all ayes, motion carried. Also present were Morgan Ellsbury, Sarah Pridgeon, Rocky Courchaine, Lorie Marchant, Lisa McGuinness and Joe Baron.

Tina Wood, Clerk of District Court and Arna Montgomery, Chief Clerk, Circuit Court informed the Board of the request from the Supreme Court to install a public access computer screen in the Courthouse to research court records. Randy will look at viable options and report back to the Board.

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, Clinton Streeter, Board Member, CCNRD, Rene Ohms, Chief of Resource Management, Devils Tower National Monument, Steve Kozel, District Ranger, U.S. Forest Service, Roger Connett, Member, CCLUP&ZC, Andrea Foster, Building and Grounds Assistant, Keyhole State Park and Joe Baron.

The following people gave an update on items of interest within their departments: Roger Connett, Rene Ohms, Steve Kozel, Andrea Foster, Linda Tokarczyk and Clinton Streeter.

Present for the discussion on septic system regulations were Roger Connett, Member, CCLUP&ZC, Tim Lyons, Sarah Pridgeon, Jane Rhoades, Theresa Curren and Joe Baron.

Jane Rhoades, Executive Director, Weston County Children’s Center Region III Developmental Services, addressed the Board asking for their assistance in obtaining a mineral royalties grant for the purchase of two new vehicles. After discussion the Board agreed to assist them with this grant. Also present were Tim Lyons, Joe Baron and Roger Connett.

On December 1, 2015 at 1:00 o’clock p.m. the Board will make the following Board appointments:

One Crook County Predatory Animal Control Board Member, Representing Sportsmen and Hunters – Three Year Term

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 December 1, 2015 at 1:00 o’clock p.m.

The Board continued their discussion on septic permits with Roger Connett. Steve moved that the Crook County Land Use Planning & Zoning Commission draft a plan to be submitted to the Wyoming DEQ to delegate the authority to enforce and administer small wastewater programs to Tim Lyons as the qualified individual approved by the water quality division administrator. Jeanne seconded, all ayes, motion carried. Also present were Tim Lyons, Theresa Curren and Joe Baron.

Steve moved to approve the following resolution and for the County Clerk to use the Boards facsimile stamps on the Resolution:

RESOLUTION NO. 2015-26

AUTHORIZING SUBMISSION OF A FEDERAL MINERAL ROYALTY CAPITAL CONSTRUCTION ACCOUNT GRANT APPLICATION TO THE STATE LOAN AND INVESTMENT BOARD FOR CROOK COUNTY

WHEREAS, the name of this project is the Child Development Services Transportation for the purpose of providing two (2) 2016 all-wheel drive SUV’s to provide dependable, fuel efficient and safe year round transportation on paved and unpaved roads for the direct services staff of Region III Developmental Services who travel to all locations within Crook and Weston Counties as they provide early intervention and special education service to the children of both counties and transport children to services as needed; and

WHEREAS, the Board of County Commissioners in and for Crook County, Wyoming desires to participate in the Federal Mineral Royalty Capital Construction Account Grant program to assist in financing the Child Development Services Transportation project; and

WHEREAS, the Board of County Commissioners recognizes the need for these services and the necessity of the Child Development Services Transportation project to provide these services; and

WHEREAS, the Federal Mineral Royalty Capital Construction Account Grant Program requires that certain criteria be met to provide funding to Crook County as described in the State Loan and Investment Board’s Rules and Regulations governing the program, and to the best of our knowledge this application meets those criteria; and

WHEREAS, the Board of County Commissioners plans to match the requested Federal Mineral Royalty Capital Construction Account Grant in the amount of \$35,770.50 (that is 75% of the total project cost) with funds from the Weston County Children Center Region III Developmental Services general fund in the amount of \$11,923.50 (that is 25% of the total project cost) to pay for the total project cost of \$47,694.00.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners in and for Crook County, Wyoming, that a grant application in the amount of \$35,770.50 be submitted to the State Loan and Investment Board for consideration at the January 21, 2016 grant meeting to assist in funding the Child Development Services Transportation project.

BE IT FURTHER RESOLVED, that Jane Rhoades, Executive Director and Francie Gregory, Business Manager are hereby designated as the authorized representatives of Crook County to act on behalf of the Board of County Commissioners on all matters relating to this grant application.

Motion made, seconded and carried in an open meeting on November 4, 2015.

Board of County Commissioners in and for Crook County, Wyoming by Kelly B. Dennis, Chairman, Jeanne A. Whalen, Vice-Chairwoman and Steve J. Stahla, Member.

State of Wyoming }
County of Crook }

Signed or attested before me on November 4, 2015 by Kelly B. Dennis, Chairman, Jeanne A. Whalen, Vice-Chairwoman and Steve J. Stahla, Member, Board of Crook County Commissioners in and for Crook County, Wyoming.

Linda Fritz, Crook County Clerk

Jeanne seconded, all ayes, motion carried.

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 .

The meeting adjourned at 5:20 o’clock p.m. to meet in regular session on December 1 and 2, 2015 at 8:00 o’clock a.m., in the Commissioner’s Room at the Courthouse in Sundance, Wyoming.

Kelly B. Dennis, Chairman

Steve J. Stahla, Member

Jeanne A. Whalen, Vice-Chairwoman
Attested:_____
Linda Fritz, County Clerk