

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

Tuesday, December 6, 2016

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.

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

Mary Kuhl, County Treasurer: Total receipts were \$4,547,323.51 and Disbursements including county, boards, towns and schools were \$1,923,621.03. Number of Transactions in November were 3,779. Current Duties: I have been working with Tim in Growth and Development to create a map for an oilfield property to match up notices with the field. I have been working with a new vehicle dealer and lease company that will be operating in the county soon. I did attend an Economic Development meeting in Hulett and provided the Town of Hulett with some information to complete a grant application. We were very busy with mail and counter transactions on the November 10 tax deadline and we have another tax deadline coming up on December 31, 2016. We have printed the vehicle registration reminder cards for all February expiration vehicles and will have those sent out this week. We are working on the audit confirmation for the town of Pine Haven and Wy DOT. We have generated reports for the mobile machinery that will expire in December by company for those sticker renewals. We are ready for the new license plate issue in the coming months and are preparing to be very busy with that.

Jeff Hodge, County Sheriff: Presented the jail roster, office has been busy, a few lost/stuck hunters,

Tina Wood, Clerk of District Court: Attended the joint judiciary meeting in Casper, Clerks of District Court will be asking for a rate increase as it has not increased since 2000, there may be a change as to who is financially responsible for the Court Room equipment-it may become the County's responsibility and not the State's. Busy at the office.

Linda Fritz, County Clerk: Received another \$117,557.44 in fire reimbursement from the State for the Douglas fire. Made 243 titles, recorded 154 documents, the General Election had a 91% turnout, finishing up election paperwork, will be sending out voter purge letters soon, will be issuing 1099's, W-2's, 1095's, regular business.

Joe Baron, County Attorney: Office has been busy, the Deputy County Attorney position has not yet been filled, there are lot of trials coming up in February,

Theresa Curren, County Assessor: Calculating commercial values and residential effective ages. Getting ready to mail personal property, oil and gas, and drilling rig renditions that will be due back to the office by March 1st. Set agricultural values and explained valuation changes in a newspaper article in order to give producers a heads up on valuation changes. Getting ready to mail present worth applications in January. Field crew is busy with reviewing and entering new construction countywide. Trudy is mailing sales verification forms, transferring property ownership using deeds filed at the Clerk's office.

County Commissioners: Kelly: Went to the solid waste meeting in Moorcroft, next meeting is the 18th of January in Hulett, traveled some county roads to check the condition. **Jeanne:** Wrote a letter on behalf of the Board regarding the Black Backed Woodpecker endangered species possible listing, organized and went to the public hearing on Centurylink, went to the fire advisory board meeting in Moorcroft, went to the national forest advisory board meeting. **Steve:** Went over payroll, calls on Sand Creek.

Steve moved to approve the following resolution:

RESOLUTION NO. 2016-25
A RESOLUTION ESTABLISHING USUAL BUSINESS HOURS

WHEREAS, per Wyoming Statute 18-3-103(b), county officers shall keep their offices open during the usual business hours of each day excluding Saturday, Sunday, legal holidays and other days established by the County Commissioners in the Crook County Handbook, Section VII; and,

WHEREAS, the Crook County Handbook, Section XII provides for the observance of the following holidays, as proclaimed by the County Commissioners:

THEREFOR BE IT RESOLVED by the Board of County Commissioners in and for Crook County, Wyoming that the offices in the courthouse shall be open from 8:00 A.M. to 5:00 P.M Monday through Friday of each week, except:

- 1. The offices in the courthouse shall be closed on the following legal holidays and other days:**

CROOK COUNTY 2017 HOLIDAYS

January 2	New Year's Day (observed)
February 20	Presidents' Day
May 29	Memorial Day
July 3	Day before Independence Day
July 4	Independence Day
September 4	Labor Day
October 9	Columbus Day
November 10	Veterans Day (observed)
November 23	Thanksgiving Day
November 24	Day after Thanksgiving Day
December 25	Christmas Day

Per W.S. 18-3-502, the County Commissioner meeting in July will be scheduled for July 5 and 6, 2017 to account for the July holiday schedule.

Motion made, seconded and carried in an open meeting on December 6, 2016.

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 December 6, 2016 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.

Steve moved to approve the Official Bond and Oath for Kelly B. Dennis, County Commissioner. Jeanne seconded, all ayes, motion carried.

The following bills were presented to the Board:

Total Wages-\$165,921.25;**State of Wyoming**-Plan Review Fee-\$2,068.08;**AFLAC**-Insurance-\$1,396.78;**Blue Cross Blue Shield of Wyoming**-Health Insurance-\$57,531.61;**Col. Life & Accident Ins. Co.**-Insurance-\$48.07;**Crook County Payroll Tax Account**-Withholding & Social Security-\$53,969.39;**Great-West Trust Company, LLC**-Deferred Compensation-\$1,700.00;**NCPERS Wyoming**-Life Insurance-\$192.00;**New York Life Insurance Company**-Life Insurance-\$755.70;**VSP**-Vision Insurance-\$662.46;**WY Department of Workforce Services**-Worker's Compensation-\$4,262.45;**Wyoming Retirement System**-Retirement-\$36,530.66;**Wyoming Educator's Benefit Trust**-Life Insurance-\$192.66;**Election Judges**-Meals, Mileage, School & Salary-\$10,248.10;**AlSCO**-Supplies-\$314.60;**American Welding & Gas, Inc.**-Parts-\$147.93;**AT&T Mobility**-Cell Phone-\$611.87;**Axis Forensic Toxicology Inc.**-Tissue Drug Panel-\$285.00;**Betty Lantis**-Mileage-\$69.12;**Big Horn Tire Inc.**-Tires, Wheels, O-rings-\$8,033.48;**Calvin Wolf**-November Cell Phone Reimbursement-\$25.00;**Casey Hise**-November Cell Phone Reimbursement-\$45.00;**CCFV/SAS, Inc.**-Salaries, Payroll Taxes, Rent/Utilities & Supplies-\$1,096.25;**Cenex Fleetcard**-Fuel-\$69.23;**Centurylink**-E911 Services-\$957.32;**Christina R. Wood**-Mileage-\$212.76;**City of Gillette**-Water-\$6.50;**City of Sundance**-Water-\$1,288.13;**Classic LLC**-Contract Hauling-\$3,060.51;**Collins Communications**-Shop Labor-\$462.48;**Combined Laboratories Facility**-Testing-\$42.00;**Consolidated Engineers, Inc.**-Bidding Phase Services & Professional Fees-\$2,198.30;**Croell Redi-Mix**-Auto Gate Locks, Cement, Fines, Road Base-\$35,592.97;**Crook County**-Employer Paid Benefits from Grant-\$4,387.57;**Crook County Medical Services Dist.**-Prisoner Meals & Foods-\$3,778.39;**Crook County Medical Services District**-Physical to Update CDL-\$200.00;**Crook County Natural Resource District**-3rd & 4th Quarter Funding-\$24,250.00;**Custom Auto & Truck**-Oil, Filters, Windshield & Urethane-\$647.01;**Dakota Business Center**-Contract Base Rate Charge-\$99.60;**David Osborne**-Mileage-\$62.10;**Deborah Worrell**-Supplies-\$36.37;**Donna's Diner II**-Annual Fire Meeting-\$32.00;**Double Star Computing**-Onsite Computer Service, Replacement Battery-\$2,793.85;**Edward Robinson**-November Cell Phone Reimbursement-\$45.00;**Election Systems & Software**-Ballots, Paper-\$2,404.57;**Eric Stevens**-November Cell Phone Reimbursement-\$45.00;**ESP-Wyoming**-Dues-\$45.00;**Farmers Co-op Assoc.**-Winter Aid, Diesel, Field Master, Gas-\$11,599.58;**Godfrey Brake Service & Supply**-Parts & Labor-\$403.40;**Grimm's Pump & Industrial Supply**-Parts & Labor-\$184.17;**Gundy's Repair**-Maintenance Contract, Parts & Labor-\$2,428.42;**Hansen and Peck**-Legal Services-\$2,790.00;**Harold J. Burch, Jr.**-Contract Hauling-\$1,875.00;**Heartland Paper Company**-Courthouse Supplies-\$198.80;**Higbees Café**-Meals-\$40.75;**Hub Int'l. Mountain States LTD**-Adding 91 Chevy PU to Insurance-\$61.00;**Hulett Hardware**-Coupling, Cut off Wheels, Splicer-\$53.54;**Ian Policky**-Reimbursement for Materials & Equipment-\$1,747.75;**Intab, LLC**-Seals-\$48.38;**Jack's Truck & Equipment**-Parts-\$939.68;**Jason Robinson**-November Cell Phone Reimbursement-\$45.00;**Jeanne Whalen**-Mileage-\$85.86;**Jeff Garman**-November Cell Phone Reimbursement-\$45.00;**Jeffrey Hodge**-November Cell Phone Reimbursement-\$45.00;**Jim Brandenburg**-November Cell Phone Reimbursement-\$25.00;**Joseph M. Baron**-Annual License Reimbursement-\$355.00;**Justin Davidson**-November Cell Phone Reimbursement-\$25.00;**KC Transport, Inc.**-Contract Hauling-\$7,243.65;**Kenda Huseby, NP-C**-Family Planning Clinic Hours-\$210.00;**Linda S. Fritz**-Mileage-\$36.72;**Lisa Finkey**-Court Appointed Attorney Fees-\$895.88;**Max Robert Masters**-Mapping Contract & GIS Consulting-\$3,200.00;**Melanie Wilmer**-November Cell Phone Reimbursement-\$45.00;**Melissa L. Jones**-Mileage & Meals-\$243.20;**Merck Sharp & Dohme Corp.**-Vaccine-\$59.70;**Michael R. Frolander**-November Cell Phone Reimbursement-\$45.00;**Michael Rogers**-November Cell Phone Reimbursement-\$45.00;**Morgan Ellsbury**-November Cell Phone Reimbursement-\$45.00;**Mullinax Coal Sales**-Coal-\$446.04;**Neiman Sawmills, Inc. DBA Devils Tower Forest Products**-Earplugs-\$166.32;**NFPA**-Membership Dues-\$175.00;**Northern WY Mental Health Center**-County Funding-\$10,000.00;**Northern Wyoming Mental Health Center**-Inmate Patient Services-\$50.00;**Oberle's Radiators & Repairs**-Repair-\$780.00;**Pitney Bowes**-Leased Equipment & Ink-\$480.10;**Powder River Energy Corp.**-Electricity-\$5,153.68;**Powder River Office Supply, Inc.**-Custom Stamp, Office Supplies-\$1,342.60;**Quality Agg & Construction, Inc.**-Crusher Fines-\$1,479.71;**Quality Hardware & Supply**-Parts-\$77.97;**Randy Gill**-November Cell Phone Reimbursement-\$45.00;**Range Telephone Cooperative, Inc.**-Telephone, E911 Services-\$4,094.97;**Redwater Welding**-Mag Chloride Storage-\$100.00;**RG Trucking**-Contract Hauling-\$4,436.32;**Ringer Law, P.C.**-Court Appointed Attorney Fees-\$453.50;**Rocky Mountain Info Network**-Membership Dues-\$100.00;**Rolling Metal Sinclair**-Fuel-\$323.43;**RT Communications**-Telephone-\$499.90;**Safeguard Business Systems**-Vehicles Registrations, Sales Tax Receipts-\$1,693.02;**Sam Waugh**-November Cell Phone Reimbursement-\$25.00;**Sandra & Dave Holland**-Witness Fees & Mileage-\$103.44;**Scott Newlin**-November Cell Phone Reimbursement-\$25.00;**Scott Peterson Motors Inc.**-Vehicle Purchase-\$11,500.00;**Security Insurance Agency Inc.**-Bond Renewals-\$1,350.00;**Shamion Trucking**-Contract Hauling-\$3,736.47;**Sherri Davis**-Mileage-\$24.84;**Snap-on Tools**-Parts-\$85.80;**State 4-H Leaders Council**-Dues-\$100.00;**Sundance Dillon's Hardware Inc.**-Parts & Supplies-\$145.71;**Sundance Equipment Company**-Parts-\$539.03;**Sundance State Bank**-Direct Deposit Fees-\$6.61;**Sundance Times**-Subscription, Business Cards. Ads-\$3,821.02;**Ted Moline**-November Cell Phone Reimbursement-\$25.00;**Thomas J. Adams**-November Cell Phone Reimbursement-\$45.00;**Timberline Services Inc.**-Road Base & Contract Hauling-\$77,767.40;**TMS South**-Parts-\$298.98;**Todd Fritz**-Mileage-\$124.74;**Todd Leimser**-November Cell Phone Reimbursement-\$45.00;**Tongue River Communications**-Jail Cable-\$74.00;**Top Office Products, Inc.**-Copy Charge, Office Supplies-\$300.35;**Tower Valley Ag Supply**-Fuel-\$112.09;**Town of Hulett**-Water-\$54.80;**Town of Moorcroft**-Water-\$63.00;**Tracy Motor Company**-Parts-\$3,285.84;**Troy Skeens**-November Cell Phone Reimbursement-\$45.00;**University of Wyoming Extension**-Mileage-\$488.25;**Urbin Law Office, LLC**-Court Appointed Attorney Fees-\$1,185.70;**US Post Office**-Rent Box 339-\$86.00;**Vilas Pharmacy**-Inmate Meds, Office Supplies-\$95.52;**Visa**-Travel Expenses, Postage, Supplies, Registration Fees, Phone Minutes-\$1,794.97;**WACO**-Education & Registration-\$135.00;**Wes Jones**-Contract

Labor-\$101.50;Western Stationers-Supplies-\$189.78;Weston Co Fire Protection Dist.-Equipment & Firemen-Douglas, Kara Creek & Browning Fires-\$71,899.71;WPCI-Policy Assurance-\$175.00;WY Department of Workforce Services-Worker's Compensation & Firemen's Workers Comp-\$577.72;WY Retirement System-Firemen's Retirement-\$285.00;WYDOT-Financial Services-Project Expenditures Brdg Arch Creek & Brdg Belle Fourche-\$583.87;Wyoming Machinery-Parts-\$3,714.19;Zee Medical Service-First Aid Supplies-\$86.50;Zuercher Technologies LLC-Annual Maintenance-\$1,500.00; Total-\$682,389.99

Jeanne moved to allow all bills as presented. Steve seconded, all ayes, motion carried. A complete, detailed listing of the monthly expenditures can be found on the county website. They can be found under the County Budget tab and are listed as "Monthly Accounts Payable/Payroll Payments".

The following monthly collections were collected:

County Clerk	\$10,597.25
County Sheriff	\$14,944.00
Clerk of District Court	\$2,055.45
Public Health (October)	\$7,607.28
Circuit Court (October)	\$13,122.00
Circuit Court (November)	\$16,165.22

Mary Kuhl, County Treasurer submitted the following monthly report of receipts and disbursements for month end November 2016:

Total Receipts		\$4,547,323.51
Disbursements:	Towns	\$168,158.64
	County Boards	\$320,692.12
	State & Local School	\$1,286,770.40
	DOT/DOR/Rebate	\$143,737.79
	Redemption/S. Park	\$4,262.08
	Total	\$1,923,621.03

Morgan Ellsbury, Road and Bridge Superintendent and Randy Gill, Facilities Maintenance Supervisor, gave monthly reports.

Jeanne moved to approve a Business Ready Community Grant and Loan Program Grant and Loan Application for the D County Road #68. Steve seconded, all ayes, motion carried.

Jeanne moved to appoint Gary Anderson on behalf of HDR Engineering, Inc., as the Crook County Contract Engineer and Surveyor. Steve seconded, all ayes, motion carried.

Adjourned for lunch at 12:00 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, gave a monthly report. Carolyn Fowler, Secretary, County Fair, gave a monthly report. Also present was Peggy Boardman.

Present for the board appointments to the Crook County Fair Board were Carolyn Fowler, Peggy Boardman and Sara Fleenor.

Steve moved to make the following appointment:

Lonny Bossman-Crook County Fair Board Member - Unexpired Five Year Term-expiring 12-31-2017

Jeanne seconded, all ayes, motion carried.

Jeanne moved to make the following appointment:

Ted Rosencranz -Crook County Fair Board Member – Five Year Term

Steve seconded, all ayes, motion carried.

Melanie Wilmer, Homeland Security County Coordinator, gave a monthly report. Also present were Joe Baron, Jeff Hodge and Mary Kuhl. Discussion was held on the Code Red program. Steve moved to approve the CodeRed Next Services Agreement. Jeanne seconded, all ayes, motion carried.

Jeanne made a motion to rescind the prior motion approving Kelly B. Dennis' bond and to table it until the January Commissioner meeting. Steve seconded, all ayes, motion carried. Also present was Joe Baron.

Joe Baron, County Attorney, discussed the position of Deputy County Attorney.

On January 4, 2017 at 1:00 o'clock p.m. the Board will make the following Board appointments:

- One Crook County Weed & Pest-Area 2 Board Member – Four Year Term
- One Crook County Weed & Pest-Area 3 Board Member – Four Year Term
- One Crook County Weed & Pest-Area 4 Board Member – Four 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 28, 2016 at 5:00 o'clock p.m.

The meeting adjourned at 2:30 o'clock P.M.

Wednesday, December 7, 2016

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.

Theresa Curren, County Assessor, presented tax roll addition and refunds. Steve moved to approve the following addition and refunds; M0000757; R0004005; R0001974; R0004937. Jeanne seconded, all ayes, motion carried. Also present was Mary Kuhl.

Jeff Garman, Interim County Fire Warden, gave a monthly report. Steve moved to give permission to Jeff to sign the vehicle titles for vehicles being sold at the auction. Jeanne seconded, all ayes, motion carried.

Morgan Ellsbury, Road and Bridge Superintendent and Randy Gill, Facilities Maintenance Supervisor continued their monthly reports. Jeanne moved to sign a letter regarding procurement policies to accompany the Business Ready Communities-Business Committed Grant to improve the D Co. Road #68. Steve seconded, all ayes, motion carried.

Adjourned for lunch at 11:05 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 Raesha Sell, Office Manager, CCNRD, Terry Lee, Superintendent, Keyhole State Park, Brenda Robbins, Northern Wyoming Mental Health, Roger Connett, Member, CCLUP&ZC, Doug Wilson, Chief Information Officer, Powder River Energy Corporation, Drew Gilmore, Chief Ranger, Devils Tower National Monument and Sarah Pridgeon, The Sundance Times.

The following people gave an update on items of interest within their departments: Roger Connett, Terry Lee, Raesha Sell, Brenda Robbins, Doug Wilson and Drew Gilmore.

No others were present for the board appointment to the Crook County Predatory Management District Board. Steve moved to make the following appointment:

Mike Idler- Crook County Predatory Management District Board Member, Representing Sportsmen and Hunters – Three Year Term

Jeanne seconded, all ayes, motion carried.

Present to discuss the Bear Den Subdivision were Tim Lyons, Growth & Development Administrator, Jeff Geiler, Joe Baron, County Attorney, Dennis Stillman and Steve Fichter, Consolidated Engineers, Inc. (per conference call). Discussion was held regarding whether Jeff Geiler has met all of the stipulations listed in the Unrecorded Plat Agreement for Tract A and the Unrecorded Plat Agreement addendums. The subdivider must meet the conditions of parts 2 & 4 of the Unrecorded Plat Agreement and part 1 of the Unrecorded Plat Agreement for Tract A before the plats will be approved.

Present for the presentation of the annual county audit were Paul Stille, Leo Riley & Company, Joe Baron, Theresa Curren, Jill Mackey, Randy Gill, Jeff Hodge, Tami Baron, Tina Wood, Trudy Materi, Mary Kuhl, Lita Newman, Jeff Garman, Bob Smith, Melanie Wilmer and Sarah Pridgeon.

Board Openings:

Northeast Wyoming Economic Development Coalition Director, representing Municipalities– Three Year Term, which expires June 30, 2018, it is open until filled and the application is available on the county website.

The meeting adjourned at 5:07 o'clock p.m. to meet in regular session on January 3 and 4, 2017 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