

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

Tuesday, July 5, 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.

The minutes from the previous meeting were approved.

Jeanne moved to approve the following resolution:

RESOLUTION NO. 2016-20
FISCAL YEAR 2016 BUDGET AMENDMENT

WHEREAS Crook County adopted the Fiscal Year 2016 Budget in accordance with the Wyoming Uniform Fiscal Procedures Act; and

WHEREAS the Board of Crook County Commissioners wishes to amend the adopted budget in accordance with the same Act; and

WHEREAS, no protests were received regarding such transfer.

NOW, THEREFORE, BE IT RESOLVED that the following budget amendments are made.

FROM: Unanticipated Revenues	\$2,600.64
TO: Federal Grants-HHS Grant	\$2,600.64

Dated this 5th day of July, 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 July 5, 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

Steve seconded, all ayes, motion carried.

Jeff Hodge, County Sheriff, Mary Kuhl, County Treasurer, 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.

Mary Kuhl, County Treasurer: Total receipts were \$1,669,025.61 and disbursements including county, boards, towns and schools were \$4,082,311.43. Number of transactions in May were 1,533. Current Duties: We are working on several reports to comply with audit requests for the schools, towns, boards to assist in their audit process. DEQ has requested some tax and disbursement information for the Town of Moorcroft for some assistance they are looking at providing for the sewer lagoon. We are working on several tax redemption files, two of them have representatives for the original taxpayer. We will roll the general ledger fiscal year ending June 30, 2016 which will reset the revenue collection receipt lines and we have some inactive lines we can identify to use again and update some fund and account names. We are working on getting our inventory complete to return to the Clerk for fixed assets and will be preparing for the county auditor, who will be onsite soon. Delinquent tax notices have been mailed out so we have been working on some resolution with any issues that show up from that mailing. We will be working to compile some information for the end of the year fiscal reports with the fiscal year closing June 30, 2016.

Jeff Hodge, County Sheriff: Presented the jail roster, discussed IC for the fires, starting the radio install today, discussed radio concerns from the fires.

Tina Wood, Clerk of District Court: Went to the Clerk's meetings in Lander, discussed the child support MOU that will allow them to collect filing fees, business as usual.

Linda Fritz, County Clerk: Have been working budget, absentee ballots have been mailed, starting to test election equipment, made 348 titles, recorded 215 documents, end of the fiscal year-balancing, have been working with the State on fire paperwork and compiling the information, will have a very busy month coming up with fixed assets, elections, budget and fire paperwork.

Joe Baron, County Attorney: Discussed some upcoming agreements that need to be signed, discussed the lodging tax agreement, discussed the recent fires, have been busy in court, stated that if any special bond/district issues are to get on the general ballot-it needs to come before the Commissioners by their August meeting.

County Commissioners: Jeanne: Went to the National Forest Advisory Board meeting, went to the LEPC meeting, will join in on Forest Service phone conferences on fires, helped with fire meals. **Steve:** Working on budget with Linda, met with the finance trailer on fires, lots of calls on the fire, talked to the Governor's Office.

Kelly: Been working with the fire issues and coverage to help Jeff G., discussed fire vehicles.

Tina Wood, Clerk of District Court, presented an agreement to be signed. Steve moved to approve a Cooperative Agreement for Responsibilities and Receipt and Distribution of Payments Between the Wyoming Department of Family Services, Child Support Enforcement and Crook County Clerk of the District Court, until it is amended. Jeanne seconded, all ayes, motion carried.

The following bills were presented to the Board:

Total Wages-\$168,984.20; **AFLAC-Insurance**-\$1,340.33; **Blue Cross Blue Shield of Wyoming-Health Insurance**-\$61,416.90; **Col. Life & Accident Ins. Co.-Insurance**-\$48.07; **Crook County Payroll Tax Account-Withholding & Social Security**-\$55,987.41; **Great-West Trust Company, LLC-Deferred Compensation**-\$1,750.00; **NCPERS Wyoming-Life Insurance**-\$176.00; **New York Life Insurance Company-Life Insurance**-\$735.64; **VSP-Vision Insurance**-\$742.62; **WY Department of Workforce Services-Worker's Compensation**-\$3,454.22; **Wyoming Retirement System-Retirement**-\$37,717.96; **Wyoming Educator's Benefit Trust-Life Insurance**-\$196.04; **Al**

Machtan, DBA Al's Electric-Work on Jail Doors-\$550.00; **Alcopro, Inc.**-Mouthpiece & Solution-\$114.00; **Alex Jessen**-Boot Allowance-\$75.00; **Alsco**-Mops, Towels & Coveralls-\$276.28; **American Solutions for Business**-AP Envelopes-\$138.81; **American Welding & Gas, Inc.**-Powermax, Nozzle, Bur Master Cut-\$161.79; **Animal Medical Center of Wyoming, LLC**-K-9 Care-\$169.50; **AT&T Mobility**-Cell Phone-\$697.28; **B H Custom Concrete**-Concrete & Labor - Moorcroft Library-\$9,894.00; **Black Hills Chemical Co.**-Vacuum-\$624.99; **Blakeman Propane Inc.**-Tank Rent-\$60.00; **Bob Barker Company**-Jail Toiletries & Pens-\$420.59; **Calvin Wolf**-June Cell Phone Reimbursement-\$25.00; **Cassidys Seed & Feed**-Dog Food-\$40.80; **Cenex Fleetcard**-Fuel-\$166.74; **Centurylink**-E911 Services-\$948.06; **Christina R. Wood**-Mileage-\$506.52; **City of Gillette**-Water-\$6.50; **City of Sundance**-Water-\$1,011.08; **Clinical Lab of the Black Hills**-Autopsies-\$5,207.00; **Coffee Cup Fuel Stop**-Diesel-\$356.18; **Collins Communications**-Wireless Internet, Testing, Removal, Installation, Antenna-\$6,673.39; **Combined Laboratories Facility**-Testing-\$56.00; **Contractors Supply Inc.**-Parts-\$470.84; **Crook County**-May & June Employer Paid Benefits from Grant-\$6,496.86; **Crook County Medical Services Dist.**-Prisoner Meals & Foods-\$4,018.46; **Crook County Treasurer**-Postage-\$75.39; **Custom Auto & Truck**-Parts, Service & Repairs-\$1,212.93; **Cytocheck Laboratory**-Testing-\$186.60; **Dakota Business Center**-Monthly Maintenance-\$99.60; **Dale Davis**-Lights-\$62.94; **Darren Horn**-Boot Allowance-\$75.00; **Dash Medical Gloves**-Exam Gloves-\$365.40; **David Osborne**-Mileage, Hotel & Meals-\$364.94; **Decker's Market**-Groceries-\$31.50; **DOT/FHWA**-WY Flap Sand Creek Rd Project-\$41,388.32; **Double Star Computing**-Onsite Computer Service, Maint. Kit for Printer-\$1,429.95; **Edward Robinson**-June Cell Phone Reimbursement-\$45.00; **Emergency Services Marketing Corp., Inc.**-Subscription Fee-\$850.00; **Eric Stevens**-June Cell Phone Reimbursement-\$45.00; **Farmers Co-op Assoc.**-Fuel, Fieldmaster-\$22,779.48; **Fleet Safety Equipment, Inc.**-T-Rail Mount-\$464.95; **Galls, LLC**-Restraints, Stinger-\$233.77; **Gillette Auto Repair**-Engine-\$2,420.60; **Grabar Voice & Data Inc.**-Maint. Agreement & Software Assurance-\$4,173.00; **Grimm's Pump & Industrial Supply**-Parts-\$1,881.87; **Gundy's Repair**-Maintenance Contract 3rd & 4th Quarter-\$4,184.84; **H.L. Flake**-Alarm Network-Remote Fobs-\$422.45; **HDR Engineering, Inc.**-Professional Services-\$1,745.57; **Heartland Paper Company**-Bath Tissue, Towels, Cleaning Supplies-\$806.02; **Holiday Inn Express Hotel & Suites**-Motel Expenses for SLIB Grant Meeting-\$119.99; **Jason Robinson**-June Cell Phone Reimbursement-\$45.00; **Jeanne Whalen**-Mileage-\$85.97; **Jeff Garman**-Reimbursement & June Cell Phone Reimbursement-\$141.84; **Jeffrey Hodge**-June Cell Phone Reimbursement-\$45.00; **Jensen Construction Inc.**-Mag Chloride & Applications-\$151,355.25; **Jim Brandenburg**-June Cell Phone Reimbursement-\$25.00; **Justin Davidson**-June Cell Phone Reimbursement-\$25.00; **Kenda Huseby, NP-C**-Hotel Allowance-\$380.00; **Kone Inc.**-Maintenance Agreement-\$1,506.36; **Lannans Supply Co.**-Paper-\$117.49; **Lenzes Printing**-Paper Pads-\$37.50; **Lisa Finkey**-Court Appointed Attorney Fees-\$670.00; **Lynn Weaver**-Reimbursement for Fire Advisory Board Food-\$25.22; **M&M Micro Systems Inc.**-Annual Software Support-\$1,500.00; **Mary R. Kuhl**-Mileage-\$65.88; **Max Robert Masters**-Mapping Contract & GIS Consulting-\$3,200.00; **McKesson Medical Surgical**-Testing-\$28.66; **Melanie Wilmer**-June Cell Phone Reimbursement-\$45.00; **Michael R. Frolander**-June Cell Phone Reimbursement-\$25.00; **Michael Rogers**-June Cell Phone Reimbursement-\$45.00; **Morgan Ellsbury**-June Cell Phone Reimbursement-\$45.00; **National District Attorneys Association**-2016 Membership Dues-\$176.00; **Neve's Uniforms & Equipment**-Uniform Pants & Freight-\$1,061.79; **Northwest Pipe Fittings, Inc.**-Check Valve-\$70.25; **Office of State Land & Investments**-Rural Fire Hall Lease-\$294.72; **Office of the State Public Defender**-Annual State Public Defender Share FY2016-\$15,618.50; **Pacific Concepts**-Bags & Pouches-\$168.18; **Paetec**-Telephone-\$174.77; **Plainsman Printing, Inc.**-Binders & Labels-\$164.60; **Powder River Energy Corp.**-Electricity-\$4,239.05; **Powder River Office Supply, Inc.**-Office Supplies-\$421.48; **Quality Agg & Construction, Inc.**-Trucking, J Base-\$155,032.47; **Quality Hardware & Supply**-Parts-\$179.25; **Quik Signs**-Flyers, Posters & Vehicle Decals-\$621.88; **Quill Corporation**-Office Supplies, Chairs, Printer, Shredder-\$1,524.26; **Randy Cornella**-Reimbursement for Fuel-\$33.27; **Randy Gill**-June Cell Phone Reimbursement-\$45.00; **Regional Health**-Morgue Use-\$422.00; **Revize LLC**-Website & CMS Annual Tech Support-\$1,872.00; **Robert's Machine & Repair**-Repairs & Labor-\$239.56; **Rolling Metal Sinclair**-Fuel-\$375.42; **Sam Waugh**-June Cell Phone Reimbursement-\$25.00; **Sara Fleenor**-Mileage & Conference Registration-\$642.68; **Sauder Worship Seating**-Pews & Podium - Courtroom Seating-\$18,266.28; **Scott Newlin**-June Cell Phone Reimbursement-\$25.00; **Sirchie Fingerprint Labs**-Fingerprinting Supplies-\$121.13; **Slafter Oil**-Oil-\$2,920.15; **Snap-on Tools**-Inspection Beam, Blow Guns & Rubber Tip Kit-\$131.40; **State of Wyoming**-Mainframe User Access-\$57.52; **Sundance Dillon's Hardware Inc.**-Supplies & Fertilizer-\$119.29; **Sundance Equipment Company**-Oil-\$585.20; **Sundance Fas-Break**-Windshield Repair-\$325.00; **Sundance State Bank**-Direct Deposit Fees-\$6.54; **Sundance Times**-Legal Ads-\$954.50; **Supercircuits**-Cameras-\$150.99; **Ted Moline**-June Cell Phone Reimbursement-\$25.00; **The Dog Pound Grill & Ice Cream LLC**-Firefighter Meals-\$28,782.00; **Thomas J. Adams**-June Cell Phone Reimbursement-\$45.00; **TMS South**-Parts-\$644.33; **Todd Leimser**-June Cell Phone Reimbursement-\$45.00; **Tongue River Communications**-Jail Cable-\$74.00; **Top Office Products, Inc.**-Copier Service, Copy Charge-\$2,951.52; **Tower Valley Ag Supply**-Fuel & Supplies-\$699.35; **Town of Hulett**-Water-\$54.80; **Town of Moorcroft**-Water & Bulk Water for Mag Chloride Roads-\$1,637.00; **Tracy Motor Company**-Parts-\$5,027.45; **Tri State Construction, LLC**-Culvert Installation-\$2,371.00; **Troy Skeens**-June Cell Phone Reimbursement-\$45.00; **Tyler Technologies, Inc.**-iReg Web Portal & Support-\$9,260.00; **Urbin Law Office, LLC**-Court Appointed Attorney Fees-\$85.88; **UW Extension**-Car Pooling-\$855.45; **Vilas Pharmacy**-Supplies, Prescriptions-\$123.52; **Visa**-Meals, Supplies, Laptop, Travel Expenses, Postage-\$5,122.83; **Walmart Community/GECRB**-Supplies-\$95.99; **Western Stationers**-Office Supplies-\$430.32; **WY Department of Workforce Services**-Workers Compensation-\$588.78; **WY Retirement System**-Fireman's Retirement-\$285.00; **WYDOT-Financial Services**-Project Expenditures Brdg Arch Creek-\$21.58; **Wyoming Law Enforcement Academy**-Ammunition-\$330.00; **Total**-\$883,260.27;

Steve moved to allow all bills as presented. Jeanne 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". Present were Mary Kuhl and Joe Baron .

The following monthly collections were collected:

County Clerk	\$15,029.25
County Sheriff	\$10,403.12
Clerk of District Court	\$2,315.94
Public Health	\$1,799.03

Jeanne moved to approve a Change Order between Consolidated Engineers and Crook County. Steve seconded, all ayes, motion carried.

Steve moved to approve a Rental Agreement (State Public Defender’s Office) between the City of Newcastle, Wyoming and the Counties of Weston and Crook, Wyoming. Jeanne seconded, all ayes, motion carried.

Jeanne moved to approve a Right-of-Way Easement and Consent to the Establishment or Alteration of Crook County Road #261 known as the Forks County Road with William T. and Julia F. Dirks. Steve seconded, all ayes, motion carried.

Steve moved to approve a Contract Change Order between Max Masters dba Geographic Innovations and Crook County. Jeanne seconded, all ayes, motion carried.

Jeanne moved to approve a Memorandum of Understanding Between the State of Wyoming, Wyoming Guardian Ad Litem Program, a Division of the Office of the State Public Defender and Crook County, Wyoming. Steve seconded, all ayes, motion carried.

Jeanne moved to award the Commissioner Renewal Scholarship to Ashley K. Sams. Steve seconded, all ayes, motion carried.

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

Jeanne moved to approve a Utility License Upon County Road for RT Communications on Deer Creek County Road No. 23. Steve seconded, all ayes, motion carried.

Discussed the MOU on Government Valley Road with the City of Sundance.

Adjourned for lunch at 12:02 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. Jeanne moved to approve a Memorandum of Understanding Between Wyoming Department of Health, Public Health Division and Crook County. Steve seconded, all ayes, motion carried. Sara Fleenor, UW 4-H Educator gave a monthly report. Also present was Joe Baron.

Melanie Wilmer, Homeland Security, gave a monthly report. Discussion was held on the licenses for radios. Jerry Boone talked about the county’s communications trailer. Also present were Jeff Hodge, Jeff Garman, Mary Kuhl and Joe Baron.

The Board discussed the items they would like considered for the solid waste disposal study.

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

Total Receipts		\$1,669,025.61
Disbursements:	Towns	\$171,300.66
	County Boards	\$548,417.47
	State & Local School	\$2,685,749.75
	DOT/DOR/Rebate	\$128,718.85
	Redemption/S. Park	\$1,778.88
	Total	\$3,535,965.61

Steve moved to approve a Grant Agreement for the Crook County Detention, Dispatch Safety and Security Improvements Grant. Jeanne seconded, all ayes, motion carried.

Steve moved to approve a Grant Agreement for Dispatch Center Consoles. Jeanne seconded, all ayes, motion carried.

The Board discussed fire related items with Melanie Wilmer, Jeff Garman and Linda Fritz. Also present were Joe Baron and Mary Kuhl.

The meeting adjourned at 4:05 o’clock p.m.

Wednesday, July 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.

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

Joe Baron, County Attorney, discussed the BOE dates and processes.

Jeff Garman, Interim County Fire Warden gave a monthly report. Present for the discussion on the Oshoto Fire Hall were Stormy Burch, Jr., Clint and Ada Westover, Melanie Wilmer, Joe Baron and Mary Kuhl. Jeanne moved to approve a Grant Agreement for the Oshoto Fire Hall. Steve seconded, all ayes, motion carried. The Board discussed county fire vehicles and inventory. The Board discussed the fire fighter pay policy. Jeanne moved to sign a Wyoming Office of State Lands and Investments State Land Transaction Application (Disposal/Acquisition/Exchange) for the Carlile Fire Hall. Steve seconded, all ayes, motion carried.

Morgan Ellsbury, Road and Bridge Superintendent and Randy Gill, Facilities Maintenance Supervisor continued their monthly reports. The Board stated that they do not want the county road right of ways to be mowed as there is concern that fires may start due to the lack of moisture.

Jeanne moved to approve a Utility License Upon County Road for RT Communications on New Haven County Road No. 40. Steve seconded, all ayes, motion carried.

Discussion was held on the weight limit signs on D County Road No. 68 that are inconsistent with Resolution No. 12-2007 Setting Size and Weight Limits on County Roads in Crook County, Wyoming. Jeanne moved to repeal Ordinance No. 1-1981, located at Book 8 page 156 of the Commissioners Proceedings, and all previous weight limits imposed by previous Boards of County Commissioners on the D Road No. 68 inconsistent with Resolution 12-2007 Setting Size and Weight Limits on County Roads. Steve seconded, all ayes, motion carried. Also present was Joe Baron.

Present to discuss dust control concerns on the New Haven County Road No. 105 were Jim Jones and Pam Viviano.

Jeanne moved to waive the existing Wildland Firefighters Pay Policy, adopted February 7, 2007 at Book 10 page 266 of the Commissioners Proceedings, for approved EFSA or FEMA fires, until the current policies can be reviewed and revised by the Crook County Firefighter Advisory Board and accepted by the Board of County Commissioners. 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.

Tim Lyons, Growth and Development Administrator, gave a monthly report. Jeanne moved that a Notice to Appear be sent to Jeff Geiler regarding the Bear Den Subdivision, contingent upon receiving a response on the letter sent to him dated June 8, 2016 and for the county contract engineer for the Bear Den Subdivision to do an on-site inspection. Jeanne also moved that the Board's facsimile stamps be used on the Notice. Steve seconded, all ayes, motion carried.

Present were Roger Connett, Member, CCLUP&ZC, Raesha Sell, Office Manager and Wayne Garman, Director, CCNRD, Steve Kozel, District Ranger, U.S. Forest Service, Andrew Litzel, Supervisor, Weed & Pest and Joe Baron.

The following people gave an update on items of interest within their departments: Roger Connett, Steve Kozel, Andrew Litzel, Raesha Sell and Wayne Garman.

The following monthly collection was collected:

Circuit Court	\$17,407.00
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Scott Taylor, District Construction Engineer, Jamie Chacon, District Human Resources, Rhonda Holwell, District Public Involvement Specialist, Jim Evensen, District Traffic Engineer, Mark Gillett, District Engineer, Warren Oyler, Resident Engineer, Larry Konetzki, District Maintenance Engineer and Brad Marchant, Area Maintenance Crew Supervisor, Wyoming Department of Transportation, presented the annual State Transportation Improvement Program. Also present were Joe Baron, Kathy Lenz, Clerk/Treasurer, City of Sundance, Senator Ogden Driskill and Sarah Pridgeon, The Sundance Times.

Present for the opening of bids for county insurance were Ray Gallegos, HUB International, Sarah Pridgeon, Sandy Stevens and Joe Baron. Only one bid was received from HUB International. Ray discussed the coverage options. The Board will discuss the proposal and respond to HUB at a later date.

Sandy Stevens, Director, CCFV, presented a contract to the Board. Steve moved to approve a Contract Between Wyoming Department of Family Services and Crook County Commissioners and for Kelly's facsimilie stamp to be used on the document once the "Draft" watermark is removed. Jeanne seconded, all ayes, motion carried.

Steve moved to amend the prior motion for Bear Den Subdivision to only have the county contract engineer for the Bear Den Subdivision do an on-site visit. They will not be issuing a Notice to Appear as a letter was received from Jeff Geiler after the prior motion was made. Jeanne seconded, all ayes, motion carried.

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.

As required by Wyoming Statute 18-3-516 (f) information on meeting dates, meeting agendas, official minutes, annual budget, county rules and regulations 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 4:10 o'clock p.m. to meet in special session to adopt the FY16-17 budget and to meet as the Board of Equalization to hear settlements and withdrawals on July 18, 2016 at 8:00 o'clock a.m. and to meet in

regular session on Monday, August 1 and Tuesday, August 2, 2016 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