

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

**TUESDAY, March 1, 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.

Steve moved to approve the following resolutions:

**RESOLUTION NO. 2016-9**  
**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 \$7,300.00  
TO: Sheriff Budget \$7,300.00

And to amend the line item of 100.05.00001.85 to read as "Special Patrol Wages".

Dated this 1<sup>st</sup> day of March, 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 March 1, 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

**RESOLUTION NO. 2016-10**  
**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 \$8,401.81  
TO: Court Costs Budget \$8,401.81

Dated this 1<sup>st</sup> day of March, 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 March 1, 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.

Jeff Hodge, County Sheriff, Mary Kuhl, County Treasurer, 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:** March 1, 2016 is the deadline for personal property and oil and gas renditions and Present Worth applications. We are validating sales, re-stratifying Pine Haven, setting valuations, field crew finishing up 2015 new construction. All employees are now Certified Property Tax Appraisers.

**Mary Kuhl, County Treasurer:** Total receipts were \$1,469,898.74 and Disbursements including county, boards, towns and schools were \$1,471,479.51. Number of Transactions in February were 7,457. Current Duties: The counter and mail have been busy with vehicle renewal registrations for Feb, 2016 expirations. Working with the Attorney Generals Office Attorney assigned to the Oil & Gas Commission on an upcoming hearing for an oil company that is operating in Crook Co. Currently working through one tax deed review and Joe is also reviewing this file. Lita and I are working through some internal general ledger fund reviews including; Fire Fund ,State Auto, Super Now Interest, Warrants Clearing Fund and Cash and Investments in several funds. Participating in some meetings and providing some statistics for some economic development in areas of the county. Managing activity in the investment portfolio and tracking maturity dates and securities.

**Jeff Hodge, County Sheriff:** Discussed grants, the fire radio tower, presented the jail roster, discussed the proposed detention center/dispatch remodel.

**Tina Wood, Clerk of District Court:** attended meetings in Cheyenne, watching current legislation, duties as usual.

**Linda Fritz, County Clerk:** 1095's were issued, still waiting to report them to IRS due to program glitches, went to the Clerk's meetings in Cheyenne, discussed the holiday policy in the handbook, discussed the possibility that the County may not be able to use the Moorcroft Public Safety Building for a polling place this year, getting budget

papers ready to hand out to departments, election preparations are beginning, ready to do the circular A133 after they sign the paperwork for the auditor, waiting to receive the SFA Grant for this fiscal year, went to the Hulett Action Committee meeting.

**Joe Baron, County Attorney:** discussed road vacations, Strata, solid waste joint powers agreement, Moorcroft library.

The following bills were presented to the Board:

**Total Wages**-\$163,804.34;**AFLAC**-Insurance-\$1,508.55;**Blue Cross Blue Shield of Wyoming**-Health Insurance-\$61,784.28;**Col. Life & Accident Ins. Co.**-Insurance-\$48.07;**Crook County Payroll Tax Account**-Withholding & Social Security-\$52,810.75;**Great-West Trust Company, LLC**-Deferred Compensation-\$1,700.00;**NCPERS Wyoming**-Life Insurance-\$176.00;**New York Life Insurance Company**-Life Insurance-\$651.94;**VSP**-Vision Insurance-\$741.38;**WY Department of Workforce Services**-Worker's Compensation-\$3,320.39;**Wyoming Retirement System**-Retirement-\$36,473.74;**Wyoming Educator's Benefit Trust**-Life Insurance-\$199.42;**A & B Welding Supply Co., Inc.**-Metal Box-\$130.00;**AlSCO**-Mops, Towels & Coveralls-\$263.53;**American Welding & Gas, Inc.**-Blade-\$54.48;**AT&T Mobility**-Cell Phone-\$898.31;**Big Horn Telecommunications LLC**-Phone Programming, Troubleshoot Conferencing-\$255.00;**Big Horn Tire Inc.**-Batteries, Tires-\$1,288.16;**Bolinger, Inc.**-Grill guard, Bed liner, Receiver & Hitch-\$2,315.00;**Briggs Corporation**-Binders-\$272.61;**Calvin Wolf**-February Cell Phone Reimbursement-\$25.00;**Campbell County Sheriff's Office**-Juvenile Housing-\$150.00;**Casper Star-Tribune**-CMAQ Advertising-\$101.10;**Cassidy's Seed & Feed**-Dog Food-\$34.25;**Centurylink**-E911 Telephone-\$948.12;**Christina R. Wood**-Mileage-\$286.20;**City of Gillette**-Water-\$6.00;**City of Sundance**-Water-\$769.99;**Coffee Cup Fuel Stop**-Fuel-\$49.66;**Collins Communications**-Radio Repair-\$50.00;**Contractor's Supply Inc.**-Parts-\$428.03;**Croell Redi-Mix**-Salt Sand-\$4,653.07;**Crook County**-Employer Paid Benefits from Grants-\$4,098.77;**Crook County Medical Services Dist.**-DOT Physical-\$100.00;**Crook County Treasurer**-Postage-\$74.21;**Custom Auto & Truck**-Service, Repair & Tire Rotation-\$425.89;**Dakota Business Center**-Monthly Maintenance-\$89.40;**Dallas L. Rolf**-Hotel, Meals & Fuel-\$516.66;**Diehl's Supermarket**-Groceries-\$65.02;**Double Star Computing**-Onsite Computer Service, Replacement DVD Burner-\$2,059.99;**Edward Robinson**-February Cell Phone Reimbursement-\$45.00;**Empire Ranch, Inc.**-Water & Access-\$500.00;**Eric Stevens**-February Cell Phone Reimbursement-\$45.00;**Farmers Co-op Assoc.**-Fuel-\$6,581.29;**Fastenal Company**-Tools & Supplies-\$410.30;**Fence Tech Services, LLC**-Pipe, Chain Link & Gates-\$24,920.00;**Gillette Printing & Engraving Co, Inc.**-Child Support Checks-\$394.78;**Gillette Steel Center**-Tubing & Channels-\$794.00;**Grimm's Pump & Industrial Supply**-Joint-\$92.15;**Heartland Paper Company**-Courthouse Supplies-\$352.22;**Herb Robinson Repair & Towing**-Towing Fees-\$578.50;**Hills Products Group, Inc.**-Lumber-\$906.44;**Hulett Booster Club**-Post Prom Donation-\$100.00;**Hulett Hardware**-Supplies-\$119.69;**Industrial Communications & Electronics Inc.**-Bulbs for Light Tower-\$32.75;**Inland Truck Parts Company**-Parts & Emergency Relay-\$88.13;**Intab, LLC**-Voting Stickers-\$54.58;**Jack's Truck & Equipment**-Parts-\$1,640.34;**Jason Robinson**-February Cell Phone Reimbursement-\$45.00;**Jeffrey Hodge**-February Cell Phone Reimbursement-\$45.00;**Jim Brandenburg**-February Cell Phone Reimbursement-\$25.00;**Joseph M. Baron**-Mileage, Meals & Hotel-\$567.87;**Joshua Idler**-Snow Removal-\$202.00;**Justin Davidson**-February Cell Phone Reimbursement-\$25.00;**Karen's Delivery Co.**-Delivery Charges-\$33.00;**Kimball Midwest**-Parts-\$600.98;**Lenzes Printing**-Paper-\$87.96;**Linda S. Fritz**-Mileage-\$286.20;**Lisa Finkey**-Court Appointed Attorney Fees-\$300.00;**M & P Auto Body**-Repairs-\$60.00;**Mary R. Kuhl**-Mileage-\$78.41;**Max Robert Masters**-Mapping Contract & GIS Consulting-\$3,200.00;**Melanie Wilmer**-February Cell Phone Reimbursement-\$25.00;**Michael R. Frolander**-February Cell Phone Reimbursement-\$25.00;**Michael Rogers**-February Cell Phone Reimbursement-\$45.00;**Moorcroft Post Prom**-Donation-\$100.00;**Morgan Ellsbury**-February Cell Phone Reimbursement-\$45.00;**Mullinax Coal Sales**-Coal-\$468.72;**Neiman Sawmills, Inc. DBA Devils Tower Forest Products**-Angle Iron-\$25.62;**Neve's Uniforms & Equipment**-Zipper Additions, Pants & Ballistic Vest-\$776.63;**Newcastle Fire Suppressions LLC**-Inspections & Recharges-\$1,182.23;**Office Ally**-Fee to File Insurance Claims-\$19.95;**Paetec**-Telephone-\$182.69;**Pitney Bowes Global**-Leasing Charges-\$414.66;**Powder River Energy Corp.**-Electricity-\$4,101.55;**Powder River Office Supply, Inc.**-Office Supplies-\$619.81;**Powerplan BF**-Parts & Repair-\$1259.66;**Quality Hardware & Supply**-Floor Dry-\$67.50;**Quill Corporation**-Office Supplies-\$447.19;**Randy Gill**-February Cell Phone Reimbursement-\$45.00;**Range Telephone Cooperative, Inc.**-Telephone & E911 Services-\$5,548.01;**Regents of the University of Colorado**-Annual Reassessment-\$55.00;**Ricoh USA, Inc.**-Copier Charge-\$1,120.28;**Robert's Machine & Repair**-Parts & Repairs-\$1,122.19;**Rolling Metal Sinclair**-Fuel-\$75.62;**RT Communications**-Telephone-\$862.16;**Sam Waugh**-February Cell Phone Reimbursement-\$25.00;**Schelldorf Ranch**-Water Source Agreement-\$500.00;**Schutz Foss Architects, PC**-Design Services for Dispatch Remodel-\$3,141.50;**Scott Newlin**-February Cell Phone Reimbursement-\$25.00;**Scott Peterson Motors Inc.**-Repair Tax-\$17.73;**Security Insurance Agency Inc.**-Renewal of Position Bonds-\$348.00;**Squad Room Emblems**-Badge & Collar Brass-\$132.71;**State 4-H Leaders Council**-Registration-\$65.00;**Sundance Dental Clinic**-Inmate Dental Services-\$415.00;**Sundance Dillon's Hardware Inc.**-Parts & Supplies-\$99.00;**Sundance Electric Inc.**-Work on Pup Trailer-\$23.13;**Sundance Post Prom**-Donation-\$100.00;**Sundance Rod & Gun Club**-Shooting Range Dues-\$200.00;**Sundance State Bank**-Direct Deposit Fees-\$6.61;**Sundance Times**-Envelopes, Legal & Ads-\$1,945.46;**Ted Moline**-February Cell Phone Reimbursement-\$25.00;**The Repair Shop, LLC**-Diagnostic Test-\$50.00;**Thomas J. Adams**-February Cell Phone Reimbursement-\$45.00;**TMS South**-GSK Kits-\$118.26;**Todd Leimser**-February Cell Phone Reimbursement-\$45.00;**Top Office Products, Inc.**-Toner, Copy Charge-\$450.41;**Tower Valley Ag Supply**-Rear Break Repair-\$276.41;**Town of Hulett**-Water-\$58.80;**Town of Moorcroft**-Water-\$72.25;**Tracy Motor Company**-Parts-\$790.10;**Tri State Construction, LLC**-Shale-\$21,312.00;**Troy Skeens**-February Cell Phone Reimbursement-\$45.00;**Tyler Technologies, Inc.**-On-Site Training-\$2,626.94;**Urbin Law Office, LLC**-Court Appointed Attorney Fees-\$332.69;**Vilas Pharmacy**-Supplies, Medical Supplies-\$9.95;**Visa**-Travel Expenses, Supplies, Postage, Phone Minutes-\$3,205.02;**W C & P A A**-Annual Dues-\$200.00;**Walmart Community/GECRB**-Supplies-\$23.51;**Western Stationers**-Supplies-\$48.89;**White's Queen City**-Lock-\$4.93;**WY Department of Workforce Services**-Worker's Comp & Worker's Compensation-Firemen-\$1,048.35;**WY Retirement System**-Firemen's Retirement-\$285.00;**WYDOT**-Financial Services-Project Expenditures-\$236.56;**Wyoming Agriculture in the Classroom**-Registration Fee-\$100.00;**Wyoming Behavioral Institute**-Involuntary Hold-\$3,425.00;**Wyoming Machinery Company**-Parts-\$2,579.49;**Wyoming Peace Officer's Association**-Dues-\$150.00;**Wyoming Sheriff's Association**-2016 Dues, Juvenile Standards Maintenance Fee-\$587.00;**Total**-\$450,669.07

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 at [www.crookcounty.wy.gov](http://www.crookcounty.wy.gov). They can be found under the County Budget tab and are listed as “Monthly Accounts Payable/Payroll Payments”.

Steve moved to make the following board appointment:

Dan Redding- Crook County Predator Management District Director–Representing Sportsmen/Hunters- a Three Year Unexpired Term, which expires December 2017.

Jeanne seconded, all ayes, motion carried. Also present was Joe Baron.

On May 3, 2016 at 2:00 o’clock p.m. in the Commissioner’s Room at the Courthouse in Sundance, Wyoming, the Board of Crook County Commissioners will be accepting requests for Twenty-Four Hour Special Malt Beverage Permits and Twenty-Four Hour Special Catering Permits for biker rally week. Applications may be obtained from the Crook County Clerk’s Office. The application and fees must be returned to the Crook County Clerk by or before April 28, 2016 at 5:00 o’clock p.m.

Jeanne moved to sign a letter regarding the Federal Natural Resource Policy Grant. Steve seconded, all ayes, motion carried. Also present was Joe Baron.

Jeanne moved to sign a Grant Agreement Between the State of Wyoming Office of Homeland Security and Crook County, Grant Award for Project Lifesaver. Steve seconded, all ayes, motion carried. Also present was Joe Baron and Jeff Hodge.

The following monthly collections were collected:

County Clerk	\$13,872.25
County Sheriff	\$16,357.00
Clerk of District Court	\$4,349.69

Morgan Ellsbury, Road and Bridge Foreman and Randy Gill, Facilities Maintenance Foreman gave monthly reports. Jeanne moved to sign an Agreement between Crook County and Contractor with Architectural Specialties LLC and an Agreement between Crook County and Contractor with Collins Communications, Inc. Steve seconded, all ayes, motion carried. Steve moved to approve a Utility License Upon County Road with Range Telephone Coop., Inc. on Moskee County Road No. 207. Jeanne seconded, all ayes, motion carried. Also present were Joe Baron and Sarah Pridgeon.

Adjourned for lunch at 12:14 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.

Becky Tinsley, Public Health Nurse Manager, gave a monthly report. Steve moved to approve a Contract With Independent Contractor For Nurse Practitioner Services For Family Planning Clients At Crook County Public Health. Jeanne seconded, all ayes, motion carried. Sara Fleenor, UW 4-H Educator, Extension Office gave a monthly report and introduced Blake Hauptman as the new UW Extension Educator. Carolyn Fowler, Secretary and Ted Rosencranz, Board Member, Fair Board gave a monthly report. The Board denied their request to do budget line transfers within their budget to build a vendor building. Jill Mackey, Library Board Director, gave a monthly report. Also present were Randy Gill, Robert Burke, Maylee-Baron Kanode, Nancy Bohls, Bob Smith, Pam Jespersen, Tami Baron, Kim Heaster, Pauline Jolley, Sunny Gillespie, John Aloisio, Char Delfino, Nancy Feehan, Sarah Pridgeon, Dell Atkinson and Joe Baron.

Joe Baron, County Attorney updated the Board on the progress for moving the Moorcroft Library into the Moorcroft Town Center. Discussion was held. Dell Atkinson, NEWEDC discussed grant funding. The Board asked the Library to come back next month with a side by side comparison on updating the current building vs. remodeling a portion of the Moorcroft Town Center. Also present were Randy Gill, Maylee-Baron Kanode, Nancy Bohls, Bob Smith, Pam Jespersen, Tami Baron, Pauline Jolley, John Aloisio, Char Delfino, Nancy Feehan and Sara Pridgeon.

Lee Hauber, Board Member, Weed & Pest, introduced the new Weed & Pest Supervisor, Andrew Litzel.

Melanie Wilmer, Homeland Security County Coordinator, gave a monthly update.

Jane Rhoades, Weston County Children’s Center Region III, was present to discuss the Child Development Services Transportation grant. The final paperwork should be done tomorrow so she will come back to get the paperwork signed.

Sandy Stevens, Director, Crook County Family Violence and Sexual Assault, discussed a TANF grant. The Board agreed to be the fiscal agent for the TANF Grant. Also present was Tina Wood.

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

Total Receipts		\$1,469,898.74
Disbursements:	Towns	\$94,095.83
	County Boards	\$237,004.30
	State & Local School	\$375,103.76
	DOT/DOR/Rebate	\$277,917.37
	Redemption/S. Park	\$2,172.18
	Total	\$986,293.44

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

**Wednesday, March 2, 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.

Steve moved to sign a presentation letter to Leo Riley & Co, CPAs regarding our annual audit. Jeanne seconded, all ayes, motion carried.

Theresa Curren, County Assessor, presented a tax roll refund and addition. Jeanne moved to approve the following tax roll refund and addition: 2016-0017 and 2016-0111. Steve seconded, all ayes, motion carried. The Board also discussed the assessment procedures and the board of equalization process. Also present were Joe Baron and Mary Kuhl.

Jeff Garman, Interim County Fire Warden gave a monthly report. Also present was Joe Baron.

Present to discuss the Sebok County Road No. 91 were Dave and Linda Schelldorf, Dallas Rolf, Phillip Busenitz, Joe Baron, Morgan Ellsbury, Randy Gill and Sarah Pridgeon. Discussion was held as to the estimate of fees needed to vacate that county road.

Morgan Ellsbury, Road and Bridge Foreman and Randy Gill, Facilities Maintenance Foreman continued their monthly reports. Further discussion was held on the proposed cattle guard policy. Also present was Joe Baron.

Jeanne moved to approve the Permit for Installation of Cattle Guard, to be effective immediately. 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 Drew Gilmore, Chief Ranger, Devils Tower National Monument, Raesha Sell, Office Manager and Wayne Garman, Board Member, CCNRD, Ralph Knode, CEO, and Mike Griffin, Vice President - Permitting, Regulatory and Environmental Compliance, Strata Energy, Terry Lee, Superintendent, Keyhole State Park, Andrew Litzel, Supervisor, Weed & Pest, Roger Connett, Member, CCLUP&ZC and Joe Baron.

The following people gave an update on items of interest within their departments: Roger Connett, Terry Lee, Drew Gilmore, Andrew Litzel, Raesha Sell, Mike Griffin and Ralph Knode.

Ada Westover presented a document to be signed by the Commissioners for the proposed Oshoto Fire Hall. Jeanne moved to approve and for the Chairman to sign a Design Instructions for a Commercial Septic System Holding Tank for the Oshoto Fire Hall. Steve seconded, all ayes, motion carried. Discussion was also held regarding the fees for the septic inspection. The County will waive the fees for the septic inspection and the fees for the soil inspection will be paid out of Fire Zone 25's donation line in the County budget. Also present were Melanie Wilmer, Jeff Garman, Rebecca and Harold J. Burch, Jr, Ed Scott, Sarah Pridgeon and Joe Baron.

Jeanne moved to sign the following resolution:

**RESOLUTION NO. 2016-11**

**OPEN BURNING RESTRICTION AND BAN ON THE USE OF FIREWORKS**

**WHEREAS**, a potentially severe to extreme fire situation exists throughout Crook County, created by a heavy fuel load and dry conditions, could create situations that over-extend the firefighting capability of local government; and,

**WHEREAS**, Wyoming Statute 35-9-301 through 304 provides that upon the recommendation of the County Fire Warden the Board of Crook County Commissioners may close the area to any form of use by the public or limit such use which shall include the prohibition of any type of open fire for such periods of time as the Board may deem necessary and proper; and

**WHEREAS**, the Interim County Fire Warden, Jeff Garman has recommended that open burning restrictions be imposed throughout the county after a reasonable time for notice; and

**WHEREAS** Wyoming Statutes 35-10-201 through 208 allow for the regulation of fireworks; and

**WHEREAS**, any violation of this resolution may be in violation of W.S. 35-9-304 punishable by up to 30 days in jail and up to a \$100.00 fine or both together with restitution for the cost of fire suppression and damages to others caused by the violation of this resolution;

**WHEREAS**, this open burning restriction and ban on the use of fireworks shall begin March 11, 2016 and end no later than October 15, 2016 unless temporarily lifted or imposed by the County Fire Warden.

**NOW THEREFORE, BE IT RESOLVED THAT THE BOARD OF COUNTY COMMISSIONERS HEREBY RESOLVES** as follows:



\_\_\_\_\_  
Steve J. Stahla, Member

Attested: \_\_\_\_\_  
Linda Fritz, County Clerk