

STATE OF WYOMING)
)
COUNTY OF HOT SPRINGS)

OFFICE OF THE BOARD OF
COUNTY COMMISSIONERS
THERMOPOLIS WYOMING
March 3, 2015

The Hot Springs County Board of Commissioners met in regular session on Tuesday, March 3, 2015 at 9:00 a.m. in the Commissioners Room at the Courthouse.

Present were Commissioners Brad Basse, John Lumley and Tom Ryan. Also present were County Clerk Nina Webber, County Attorney Jerry D. Williams and Administrative Assistant to the Commissioners Penny Herdt. Brad Basse led those present in the Pledge of Allegiance.

Approval of Agenda

John Lumley made a motion to approve the agenda with the following addition:

ADD: Correspondence 5. Hot Springs Travel & Tourism – Cummings Letter

Tom Ryan seconded the motion. Motion carried.

Approval of Minutes

Tom Ryan made a motion to approve the minutes of regular meetings on February 3rd and 17th as submitted. John Lumley seconded the motion. Motion carried.

UW-CES Memorandum of Understanding Revision

The University of Wyoming-Cooperative Extension Service has requested a revision to the current MOU with the County covering the provision of Extension educational programming to the citizens of the County. They would like to add an Annual Operating Agreement with the County Fair Board focusing on the success of the County Fair. Tom Ryan moved to table this item to the March 17th meeting to give the Fair Board a chance to review the DRAFT operating agreement, and the Commissioners the opportunity to review the previous agreement for changes. John Lumley seconded the motion. Motion carried.

Maintenance Monthly Report

Maintenance Foreman Chuck Carver reported a possible roof leak at the Library. The roof is still under warranty. Mr. Carver indicated that he will be conducting roof audits on all the county buildings this year as time permits. There is a leak in the plumbing for the condensate drain in the penthouse of the Law Enforcement Center. The leak is in a location that is difficult to access, so the drain will be re-routed until it can be fixed. The old closers on the courthouse front doors are not working and parts are not available for repairs, so they will be replaced.

Museum Roof Project – Mr. Carver reviewed the proposed specifications for the project in light of the County Attorney’s review. After a review of the two specifications documents provided by Mr. Carver, the Commissioners asked that he combine the documents, incorporate the changes as discussed and return with a final set of bid documents for approval at the March 17th meeting.

WYECIP Project – Mr. Carver is still working out some problems with the heating/cooling system. Commissioner Basse will contact Trane and authorize them to work with Mr. Carver as well as the Clerk and Commissioners going forward. Mr. Carver will provide an email outlining the remaining unresolved issues with the project in the near future.

Road and Bridge Monthly Report

Road & Bridge Supervisor Dave Schlager was unavailable due to weather conditions. This report will be presented at the March 17th meeting.

Ed Chopping Chevrolet #4 – 2nd Enlargement Well Permit Application

The Commissioners reviewed the well permit application from Dennis & Karen Sinclair for the Second Enlargement of Ed Chopping Chevrolet Well #4. The County’s geological consultant, Dan Wychgram, has reviewed the application and issued a statement indicating no conflict with the Big Spring Protection Area. John Lumley moved to approve the Ed Chopping Chevrolet #4 – 2nd Enlargement Well Permit Application for Karen & Dennis Sinclair. Tom Ryan seconded the motion. Discussion: a letter will be sent to the SEO informing them of the change in the County’s consultant from Gretchen Hurley to Dan Wychgram. Motion carried.

County Planner Monthly Report

Planner Bo Bowman reported that the Natural Resources Planning Committee will meet next week on the 11th. Benge Brown will be the featured speaker and Bo invited the Commissioners to attend. The LUPB will not meet in March, as the Planner will be out of the office from March 12 through the 20th. Mr. Bowman has been working on annual reports for the DEQ. The Land Quality report has been submitted. The Air Quality report is only due every three years, and has been submitted also. The annual inspection for the gravel pits will be held in May. Mr. Bowman has begun work on the Land Use Plan revision and hopes to deliver an initial Draft to the Planning Board around the first of June.

South Thermopolis Water & Sewer District Expansion Project – CDGB Agreement

STWSD representatives Neil Miller and Anthony Barnett appeared to ask for the Commissioners' approval of the latest Community Development Block Grant Agreement for their expansion project. The County Attorney has reviewed the agreement and requested some changes to the indemnification section. The State has been contacted and has agreed to insert the requested change in wording. John Lumley moved to approve the Grant Agreement for the Community Development Block Grant for the South Thermopolis Water & Sewer District's Expansion Project, subject to changing of the indemnification section as requested by the County Attorney. Tom Ryan seconded the motion. Discussion: the grant agreement runs from December 31, 2014 through December 31, 2015 and is for the amount of \$428,812.00. Motion carried.

Emergency Management Monthly Report

Emergency Management Coordinator Bill Gordon reported that the bill allowing for collection of Emergency 911 fees at the point of sale for pre-paid wireless phones has been passed and signed into law by this year's State Legislature. These fees will be collected by the State and distributed to the counties based on a formula outlined in the new law. Mr. Gordon reported that he will attend the Respond Wyoming conference in Riverton next week. Last week Mr. Gordon participated in a functional emergency exercise put on by Marathon Oil in Cody.

Forte On-Line Payment System – Treasurer

Treasurer Julie Mortimore informed the Commissioners that she has submitted the contract with Forte to the County Attorney for review. The County Attorney met with Forte representatives to work through the changes he would like to see in the contract. The changes are currently awaiting approval by Forte's attorneys. Ms. Mortimore informed the Commissioners that she has reviewed her budget and feels that she will be able to come up with the \$2,000.00 initial fee for this project out of her budget. Action on the contract was tabled to a future meeting when the changes to the contract have been approved and incorporated.

Public Hearing – Home-Based Business Permit – Plowboy Auto Sales

Planner Bo Bowman reviewed the application for a home-based business permit from Brad Lofink dba Plowboy Auto Sales to allow the display and sale of autos and other vehicles on his property. The Land Use Planning Board held a public hearing on February 18th on this application and forwarded it to the Commissioners with a "Do-Pass" recommendation, subject to five conditions of approval. There was one written protest received for this application, but after reviewing the protest, the LUBP felt that the business would not impact the protester's use of the driveway in any way. Chairman Basse opened the public hearing at 11:04 a.m. Applicants Brad and Vern Lofink were present to answer any questions the Commissioners might have. After three calls for public comment, receiving none, Chairman Basse declared the hearing closed at 11:06 a.m. The Commissioners completed the Absolute and Relative Policies checklists, with Basse scoring at +15, Lumley scoring +5 and Ryan scoring +5. Tom Ryan moved to approve the permit application from Plowboy Auto Sales for a home-based business subject to the following conditions:

1. There shall be no additional outdoor lighting installed on the premises that is associated with the vehicle sales.
2. Any on-site sign identifying the activity shall not exceed 60 sq. ft. in area, and shall not be internally lit.
3. Should the operator of the business no longer reside on the property, this approval for a home-based business shall cease immediately.

4. The auto sales activity shall be limited to the area along the highway fence, an approximately half-acre area located east of the barn and north of the residence.
5. All necessary permits and inspections needed for compliance with the Wyoming Dept. of Transportation criteria for auto sales shall remain current.

John Lumley seconded the motion. Motion carried.

Title 25 Line Item Discussion

After a review of the historical use of the funds in the Title 25 Budget line item, there was no action taken on the request to share in these funds by the Town of Thermopolis.

Airport Update

GDA representatives joined the meeting via conference call due to weather conditions making travel inadvisable.

FAA AIP-04 Request For Reimbursement #9 – Dustin Spomer presented FAA Request for Reimbursement #9 for the Commissioners' approval. Tom Ryan moved approval of FAA Project 3-56-0043-04 RFR #9 in the amount of \$75,236.35. John Lumley seconded the motion. Motion carried.

WYDOT-Aeronautics Division THP-11E-3030 Request for Reimbursement #9 – Mr. Spomer presented WYDOT-Aeronautics Division Request for Reimbursement #9 for the Commissioners' approval. John Lumley moved approval of WYDOT-Aeronautics Division Project THP-11E-3030 RFR #9 in the amount of \$6,687.67. Tom Ryan seconded the motion. Motion carried.

WYDOT-Aeronautics Division THP-12A #2 – Mr. Spomer presented WYDOT-Aeronautics Division THP-12A Request for Reimbursement #2 for the Commissioners' approval. John Lumley moved approval of WYDOT-Aeronautics Division THP-12A Request for Reimbursement #2 in the amount of \$47,475.00. Tom Ryan seconded the motion. Motion carried.

Phases III & IV Update – Dave Johnson reported that the contractor is still anticipating resumption of work on the airport by the end of March or first of April, depending on weather conditions. Work continues with the FAA on the sewer system design. This item had been planned for inclusion with the Terminal/SRE building phase, but Mr. Johnson indicated that it seems to be a better fit for Phase III. A change order will be forthcoming for this item. Mr. Johnson confirmed with the Commissioners that the job trailer is to be relocated south of the FBO hangar. The Commissioners were in agreement with this. Mr. Spomer noted that there will be a change order coming for Phase III regarding a slight design change to the fence.

Phase V Update – Mr. Johnson reported the plans and documents for Phase V have been sent out and put up on the web. Funding eligibility for the underground primary power has been discussed with the FAA. The section running between the apron and the parking lot is eligible. The section going to the T-Hangers is only eligible if the T-Hangers are County-owned. If the hangers are privately owned, the expense will be prorated based on line load for that location.

Terminal/SRE Building – GDA is still working to finalize the plans for bidding. Mr. Spomer would like to move the bid opening to April 2nd, with a recommendation to be submitted to the Commissioners at their April 7th meeting. The plans will be available on March 9th.

Sealcoat & Marking Project – Preliminary specifications for this project have been submitted to WYDOT for review. The final specifications should be approved by March 10th, with a bid date of April 7th. The project starting date is anticipated to be around the first of July.

Lease Lots & Minimum Standards – There will be a users group meeting March 5th at 6:00 p.m. to review these two documents and work through them by section with the users. Commissioner Basse asked that in this meeting GDA emphasize what happens when an airport does not stay in compliance with the grant assurances given to the federal government.

Other Business

Shoshone National Forest Law Enforcement Service Agreement – Modification No. 2 - Clerk Webber presented the Modification No. 2 to the Cooperative Law Enforcement Annual Operating Plan & Financial Plan between the US Forest Service and the Hot Springs County Sheriff's Department for law enforcement services in the Shoshone National Forest for the Commissioners' approval. Tom Ryan moved to approve Modification No. 2 to the Cooperative Law Enforcement Annual Operating Plan & Financial Plan between the Hot Springs County Sheriff's Department and the USDA Forest Service, Shoshone National Forest for law enforcement services in the Shoshone National Forest for an amount

not to exceed \$3,500.00 for the period April 1, 2015 – March 31, 2016. John Lumley seconded the motion. Discussion: the County Attorney has reviewed and approved this agreement. Motion carried
Wyoming Health Fairs Wellness Program Billing – Clerk Webber presented the proposed Contract with Wyoming Health Fairs for the Wellness Program for the Commissioners’ review. After reviewing the contract, Tom Ryan moved to approve the contract between Hot Springs County and Wyoming Health Fairs for the Customized Wellness Journey Program in the amount of \$7,745.00, to include Products & Profiles @ \$7,475.00 and Reports @ \$300.00. The Administrative Services @ \$1,000.00 was not approved as part of the contract, as it was not in the initial plan and was not budgeted for this year. John Lumley seconded the motion. Motion carried.

Wyoming 811 – County Roads Data Project – In conjunction with the University of Wyoming, One-Call of Wyoming is conducting a Road Mapping project and has requested permission from the Commissioners to discuss this project with the County’s GIS personnel. Tom Ryan moved to authorize One-Call representatives to contact Judy Carswell in the Assessor’s office to discuss this road mapping project. John Lumley seconded the motion. Motion carried. Staff will draft a letter of authorization for the Chairman’s signature.

Correspondence

- Treasurer** – Livestock Predatory Animal Fund Activity – Fiscal Year to Date
- Department of Revenue** – 2015 Taxing Authority Compliance Report
- UW-CES** – 2015 Impact Statements
- Chamber of Commerce Newsletter** – March, 2015
- Hot Springs Travel & Tourism** – Cummings Notification Letter

The Commissioners reviewed the foregoing correspondence. No further action was required or taken.

Approve Bills

The following bills were submitted for approval: (see attached). Payroll for February, 2015 - \$158,623.50.

Adjournment

There being no further business to come before the Board at this time, Tom Ryan moved to adjourn. Chairman Basse declared the meeting adjourned at 2:18 p.m.

Attest:

Brad Basse, Chairman

Nina Webber, Clerk to the Board

BILLS – FEBRUARY, 2015

KONE INC. 429.39 / NORTHERN WYOMING DAILY NEWS 111.55
HOT SPRINGS VETERINARY CLINIC 55.00 / WYOMING LAW ENFORCEMENT ACADEMY 195.90
TRI STATE TRUCK&EQUIPMENT,INC. 490.68 / S & H GLASS, INC. 205.00
RAMS HEAD FINANCIAL SERVICES 50.00 / AFLAC (ACCOUNT #HW652) 571.51
ENTERPRISES TECHNOLOGY SERVICES 24.72
ALLEGIANCE BENEFIT PLAN MANGT, INC. 19,781.74 / ANITA WEISBECK 127.27
CHARTER COMMUNICATIONS 55.20 / AUTO & RV SPECIALTIES INC. 100.00
BARTON STAM 82.23 / BIG HORN WATER 119.80 / BLAIR'S SUPER MARKET 284.50
BRENNA HUCKFELDT 255.71 / AMERITAS LIFE INSURANCE CORP, 557.50
BUCKSTITCH CANVAS 229.00 / CH2MHILL 2,800.00 / CHRISTOPHER J. KING, P.C. 525.00
RED ROCK FAMILY PRACTICE 110.00 / U.S. POSTAL SERVICE 1,000.00
THERMOPOLIS HARDWARE 55.37 / COLONIAL SUPPLEMENTAL INS. 34.70
VERIZON WIRELESS 48.92 / VERIZON WIRELESS 55.91 / VERIZON WIRELESS 157.86
VERIZON WIRELESS 48.12 / FASTENERS INC. 196.40
DEPARTMENT OF FIRE PREVENTION & 5,688.88
DEPARMENT OF FIRE PREVENTION AND 527.26

SHELL FLEET PLUS PROCESSING CENTER 71.90
PINNACLE BANK OF THERMOPOLIS 39,773.92 / FORENSICS LIMITED, LLC 320.00
MORTIMORE FUNERAL HOME 1,320.00 / GDA ENGINEERS 133,458.91
GOTTSCHKE THERAPY REHAB WELLNESS 220.00 / MOUNTAIN WEST BUSINESS SOLUTIONS 41.59
MOUNTAIN WEST BUSINESS SOLUTIONS 90.00 / HIGH PLAINS POWER 87.03
HONNEN EQUIPMENT CO. WYO., INC. 360.10
HOT SPRINGS COUNTY HEALTH INS ACCT 59,164.60
HOT SPRINGS CO. SCHOOL DIST #1 3,998.50 / INDEPENDENT RECORD 2,216.04
INDOFF INC. 514.23 / INLAND TRUCK PARTS & SERVICE 444.40
INTERMOUNTAIN RECORD CENTER, INC. 647.00 / JAMES M. BYRD 39.74
JERRY D. WILLIAMS 428.92 / JILL LOGAN 475.00 / JOHN P. LUMLEY 239.59
JOEY L JOHNSON 335.01 / JT AVIATION LLC 5,377.48 / KAREN SLOCUM 87.68
MARY A. GORDON 261.05 / MARIE MCDOUGALL 37.95
HOT SPRINGS CO. MEM. HOSPITAL 150.00 / HOT SPRINGS COUNSELING SERV. 500.00
MESSENGER & OVERFIELD 1,230.83 / NATIONAL 4-H COUNCIL-SUPPLY SERVICE 132.95
NATIONAL BUSINESS SYSTEMS, INC. 1,100.00 / NIELSEN OIL CO., INC. 1,808.64
ONE STOP REPAIR & 598.89 / O'REILLY AUTO PARTS 51.09
O'REILLY AUTO PARTS 228.22 / O'REILLY AUTO PARTS 80.73
O'REILLY AUTO PARTS 230.79 / THE OFFICE SHOP, INC 864.49
OWL LUMBER INC. 413.24 / ROCKY MOUNTAIN POWER 3,336.46
PATRICIA A. HUGHES 120.00 / PERFORMANCE AUTO & GLASS 2.19
PERFORMANCE AUTO & GLASS 33.36 / PENNY T. HERDT 475.35
PINNACLE BANK OF THERMOPOLIS 1,834.00 / PINNACLE BANK OF THERMOPOLIS 3,019.00
POSTMASTER 649.00 / PREVENTIVE HEALTH & SAFETY DIVISION 14.00 / PYROTECHS 150.00
RANGE MAGAZINE 19.95 / RICHARD K. HILZENDEGER 120.00
GORRELL & HOPKINSON, P.C. 943.53 / RIVERTON RANGER INCORPORATED 137.70
RIVERTON TIRE & OIL CO., INC. 354.93 / ROOFING SOLUTIONS 4,000.00
ROSEMARY DESEYN 30.00 / RT COMMUNICATIONS, INC. 2,143.40 / SAFARILAND, LLC 50.00
SECRETARY OF STATE 30.00 / SERLKAY PRINTING 546.00 / J.A. SEXAUER INC. 666.58
SHOSHONE OFFICE SUPPLY 537.24 / SHOPKO STORES OPERATING CO., LLC 35.97
SMILEMAKERS 53.94 / HOT SPRINGS CO SENIOR CITIZENS INC 686.75
THE STANDARD INS. CO. 1,395.45 / STAR PLUNGE 66.00
WYOMING GUARDIANS AD LITEM PROGRAM 2,345.16 / STOTZ EQUIPMENT 730.34
SYSCO MONTANA, INC. 3,568.12 / TABITHA SHAW 4,030.00 / TEPEE POOLS 138.00
TETRA TECH, INC. 1,048.00 / THOMAS L. BENNETT, M.D. 4,500.00
THOMSON REUTERS 88.00 / TOWN OF THERMOPOLIS 1,325.21
TRAVELING COMPUTERS, INC. 2,928.36 / NORCO, INC. 1,019.73
VERIZON WIRELESS 32.62 / VICKLUND PHARMACY 457.28
PINNACLE BANK (VISA CARD ONE) 452.35 / PINNACLE BANK (VISA CARD THREE) 160.02
PINNACLE BANK (VISA CARD FOUR) 317.98 / PINNACLE BANK (VISA CARD FIVE) 691.29
PINNACLE BANK (VISA CARD SIX) 1,590.93
PINNACLE BANK (VISA CARD 3-SHERIFF) 59.35
PINNACLE BANK (VISA CARD 4-SHERIFF) 117.47
WYOMING CO COMMISSIONERS ASSOC 225.00 / THOMSON REUTERS - WEST 196.03
WILLIAM F. GORDON 209.14 / WYOMING DEPT. OF WORKFORCE SERVICES 2,788.88
WRANGLERS NETWORK 1,050.00 / WYOMING BEHAVIORAL INSTITUTE 2,740.00
WYOMING.COM 20.00 / WYOMING DIVISION OF 469.00 / ORCHARD TRUST COMPANY 6,295.00
WYOMING DEPARTMENT OF WORKFORCE 542.37 / WYOMING AIRPORT OPERATORS ASSOC. 100.00
WYOMING GAS 4,535.57 / WYOMING HEALTH FAIRS 110.00 / WYONET INC. 113.95
WYO RETIREMENT SYSTEM 24,483.66 / 036-NCPERS GROUP LIFE INS. 336.00
WYOMING DIVISION OF VICTIM SERVICES 100.00