

MINUTES OF THE BOARD OF SHERIDAN COUNTY COMMISSIONERS

The Board met at 9:00 a.m., Tuesday, July 2, 2013, in regular session in the Commission Board Room, County Courthouse, Sheridan, Wyoming. Chairman Pro Tem, Terry Cram called the meeting to order and led everyone in the Pledge of Allegiance. Members present were Commissioners Terry Cram, Mike Nickel, Tom Ringley and Bob Rolston. Steve Maier was absent.

CONSENT AGENDA

Commissioner Rolston moved to approve the consent agenda as published and authorize the Chairman to sign documents as required. The motion was seconded by Commissioner Ringley and passed unanimously. Following are the consent items:

- a. Minutes from Staff Meeting, June 17, 2013;
- b. Minutes from Regular Session, June 18, 2013;
- c. Minutes from Staff Meeting, June 24, 2013;
- d. Affirm Application for 24 Hour Malt Beverage Permit for Turned Antiques Etc. for a Garden Party 6/21/13 at 1 Lower Piney Road, Banner;
- e. Affirm Correspondence to Office of State Lands and Investments re: "Buffalo Run; National Fish & Wildlife Foundation re: TNC and SCCD Grant Funding; and Second Chance Cat Rescue re: Grant Funding;
- f. Official Bond and Oath for Valerie K. La Breck as Treasurer for Woodland Hills Improvement and Service District from July 1, 2013 to July 1, 2014;
- g. Findings of Fact for CU-13-001 Carlson CUP;
- h. Findings of Fact for CU-13-002 Rodgers Taxidermy Shop CUP;
- i. Findings of Fact for CU-13-003 Big Horn Community Center and Tennis Facility CUP;
- j. Affirm FY 14 Stop Loss Policy with Westport Insurance Corporation - Excess Medical Indemnity Coverage;
- k. Affirm Client Services Agreement and Schedule of Services and Fees with Corporate Benefits Connection, LLC dba Cobecon;
- l. Affirm Administrative Services Agreement with EBMS, Including Schedules A, B, C, D, E, K, L and P;
- m. Release of Mortgage from Sheridan County to Anita Olson for Lot 1, Block 4, Woodland Park Subdivision – Phase One, acknowledging payment in the amount of \$21,400.00;
- n. Affirm Understanding of Engagement with Porter, Muirhead, Cornia & Howard to provide Audit Services;
- o. General County Vouchers, June;
- p. General Airport Vouchers, June.

JUNE 2013

INTERIM MID-MONTH WARRANTS

VENDOR	AMOUNT	DESCRIPTION
ACT INC	\$3,303.38	PHONE SERVICE
AMERICAN FAMILY LIFE INS	\$1,176.81	PREMIUM
AT&T MOBILITY	\$22.42	CELL PHONE SERVICE
BIG HORN CNTY ELECTRIC CO-OP	\$29.96	UTILITIES
CENTURYLINK	\$539.00	PHONE SERVICE
CHARLES W BASSETT	\$7,575.55	LEASES
CIRCLE S SANITATION	\$164.00	SANITATION
CIT-CO FEDERAL CREDIT UNION	\$2,855.90	MONTHLY PAYROLL TRANSFERS
CITY OF SHERIDAN	\$2,524.77	ANTENNA, LABOR, UTILITIES
DELTA DENTAL	\$7,466.40	PREMIUM
DEX MEDIA WEST	\$43.50	ADVERTISING
DIAMOND POINT CONSTRUCTION	\$25,332.00	STORAGE BUILDING
EBMS	\$991.67	FLEX PLAN
GREAT AMERICA NETWORKS	\$30.98	CONF CALLING
HOME DEPOT CREDIT SERVICES	\$17.94	OIL
ICMA RETIREMENT TRUST	\$4,425.12	JUNE
JOHN DEERE FINANCIAL	\$80.22	SUPPLIES
LET'ER BUCK CAR WASH	\$30.00	CAR WASHES
MASTERCARD	\$5,665.19	JUNE
MONTANA DAKOTA UTILITIES	\$9,754.93	UTILITIES
NATIONAL BUSINESS SYSTEMS	\$1,600.00	NOTICES
NCPERS GROUP LIFE INS	\$576.00	PRUDENTIAL LIFE

ORCHARD TRUST	\$5,204.82
POWDER RIVER ENERGY CORP	\$41.75
QUIK SAK	\$847.43
RANGE TELEPHONE CO-OP	\$359.13
SECURE SHRED	\$300.48
SHERIDAN AREA WATER SUPPLY	\$173.59
SHERIDAN CHAMBER OF COMMERCE	\$41.00
SHERIDAN CNTY TREAS HEALTH INS	\$144,051.75
SHERIDAN CNTY TREAS PAYROLL TAX	\$131,657.64
TAC*ONE CONSULTING	\$250.00
TOWN OF CLEARMONT	\$64.00
UNITED LIFE INSURANCE CO	\$1,381.53
UTILITY BILL SOLUTIONS GROUP	\$47.50
VERIZON WIRELESS	\$1,433.85
WALMART COMMUNITY	\$155.41
WRIGHT EXPRESS	\$10,593.76
WYDOT	\$5.00
WYO CHILD SUPPORT ENFORCEMENT	\$1,848.00
WYO RETIREMENT SYSTEM	\$74,165.33
WYO WORKERS COMPENSATION DIV	\$10,252.57
WYOMING COUNTY ASSESSORS ASSN	\$360.00
WYOMING DEPT OF REVENUE	\$14,994.38
TOTAL MID-MONTH INTERIM WARRANTS PAID	\$472,434.66

WYO DEFERRED COMPENSATION
UTILITIES
FUEL
PHONE SERVICE
SHREDDING
UTILITIES
CHAMBER BUCKS
HEALTH INS/FLEX PLAN FEE
941
REGISTRATION
UTILITIES
JUNE
PHONE & MDU SAVINGS
CELL PHONE SERVICE
SUPPLIES
FUEL
EXEMPT PLATE
MONTHLY CHILD SUPPORT
JUNE
JUNE
REGISTRATIONS
SALES TAX REPAYMENT

GENERAL COUNTY WARRANTS

VENDOR	AMOUNT	DESCRIPTION
A PLUS PLUMBERS	\$122.00	REPAIR
AM LEONARD INC	\$204.91	PLANTS
A-PLUS SERVICES	\$33,370.00	TOWING, HAULING, WATERING
ARTHUR L DAVIS AGENCY	\$160.40	ADVERTISING
BARNEY, SHANE	\$200.00	CLOTHING ALLOWANCE
BIG HORN WATER WAGON	\$17,595.00	FRAC TANK RENTAL, WATERING, HAULING
BLACK BEAR CONSTRUCTION	\$1,450.00	CONCRETE WORK
BOB BARKER CO	\$326.44	RAZORS
BRAD HALL & ASSOCIATES	\$22,617.05	DIESEL
BUNTING, SHERYL	\$360.75	MILEAGE
CARR, THOMAS	\$1,000.00	LEASE
CBM FOOD SERVICE	\$10,785.39	INMATE MEALS
CDW GOVERNMENT INC	\$135.66	PARTS
CED INC	\$64.80	LAMPS
CITY OF SHERIDAN	\$45,016.24	SALARIES, WATER CARD
COLLINS COMMUNICATIONS	\$2,259.93	SERVICE
COLONIAL RESEARCH	\$221.00	SUPPLIES
CORRECTIONAL HEALTHCARE MANAGEMENT	\$21,298.66	INMATE MEDICAL
CRESCENT ELECTRIC SUPPLY	\$104.04	LAMPS
DAN HART PATROL SERVICE	\$62,555.76	EAST RIDGE RD IMPROVEMENTS
DAVIS & CANNON	\$585.00	LEGAL
DRIVE TRAIN INDUSTRIES	\$791.78	KIT
DUSTBUSTERS INC	\$86,787.07	DUSTGARD
ELECTION SYSTEMS & SOFTWARE	\$34,753.00	AGREEMENTS
ENTECH INC	\$8,485.74	ENGINEERING
FASTENAL	\$579.22	SUPPLIES
FEASTER, MICHAEL	\$200.00	CLOTHING ALLOWANCE
FORENSIC LIMITED LLC	\$320.00	AUTOPSY ASSISTANT
GALLS	\$268.32	SUPPLIES
GERI HARPER, OFFICIAL COURT REPORTER	\$78.00	TRANSCRIPT
GLAXOSMITHKLINE PHARMACEUTICALS	\$2,521.60	VACCINES
HARDY H TATE, ATTORNEY AT LAW	\$250.00	LEGAL
HEALY LAW FIRM	\$125.00	LEGAL
HININGER, SCOTT	\$92.01	TRAVEL EXPENSES
HONNEN EQUIPMENT CO	\$6,204.90	RENTAL, PARTS
HURLEY, RICK	\$100.36	CLOTHING ALLOWANCE
JACKS TRUCK & EQUIPMENT	\$2,966.84	PARTS
K B COMMERCIAL PRODUCTS	\$1,914.58	SUPPLIES
KANE FUNERAL HOME	\$3,715.00	SERVICES
KANE, PHILIP J. III	\$300.00	CORONER

KBM&M INC BIG HORN SANITATION	\$155.30	PORTABLE TOILET
KIMMEL, KERRIE	\$1,425.00	DEP CORONER
KINNAIRD LAW OFFICE	\$150.00	LEGAL
KNECHT HOME CENTER	\$102.83	SUPPLIES
LANDONS GREENHOUSE & NURSERY	\$446.36	SUPPLIES
LANNANS SUPPLY	\$277.36	SUPPLIES
LATITUDE GEOGRAPHICS GROUP	\$3,700.00	GEOCORTEX
LIND, JERRICA	\$162.39	MILEAGE, SUPPLIES
LONABAUGH AND RIGGS	\$217.50	LEGAL
MATTHEW BENDER & CO	\$348.01	LITERATURE
MCM GENERAL CONTRACTORS	\$400.00	BORE
MEINEKE ECONOLUBE	\$303.50	OIL CHANGES
MEMORIAL HOSPITAL	\$80.49	SUPPLIES
MIKES ELECTRIC INC	\$1,385.46	REPAIRS
NAPA AUTO PARTS	\$319.16	PARTS
NORCO	\$147.76	SUPPLIES
NORMONT EQUIPMENT COMPANY	\$608.03	SLOPEMETER
NUTRITION MATTERS	\$268.40	SUPPLIES
OPEN RANGE TRANSPORT	\$7,053.75	HAUL GRAVEL
OREILLY AUTOMOTIVE	\$16.98	BLADES
OXFORD INC	\$279,346.17	CALCIUM CHLORIDE
PACK & MAIL	\$2.70	SHIPPING
PENNO, MARY	\$1,300.00	DEP CORONER
POWDER RIVER HEATING & AIR COND	\$237.00	REPAIR
POWDER RIVER POWER SHERIDAN	\$83.01	PARTS
PRIORITY DISPATCH	\$156.00	MAINT AGREEMENT
PROGRESSIVE DEVELOPMENT	\$3,327.51	SNOW REMOVAL, UTILITIES
PTOLEMY DATA SYSTEMS	\$799.80	HARDWARE
PUBLIC DEFENDERS OFFICE	\$57,209.84	PUBLIC DEFENDER
REED, JENNIFER	\$327.81	EVALUATION
RELM WIRELESS CORPORATION	\$1,730.30	RADIO
SESSIONS, KEVIN	\$425.00	DEP CORONER
SHERIDAN CNTY & PRO ATTN TRUST ACCT	\$31.00	SUBPOENA
SHERIDAN CNTY AIRPORT	\$1,200.00	LEASE
SHERIDAN CNTY SHERIFF PETTY CASH	\$550.85	PETTY CASH
SHERIDAN COMMERCIAL CO	\$140.61	SUPPLIES
SHERIDAN COUNTY 4-H	\$40.00	REGISTRATION
SHERIDAN HEALTH CENTER	\$576.00	OPEN HOUSE
SHERIDAN PRESS	\$4,531.40	ADVERTISING
SHERIDAN SEED	\$560.91	CHEMICALS
SHERWIN WILLIAMS	\$186.53	SUPPLIES
SOURCE OFFICE PRODUCTS	\$262.57	SUPPLIES
SOUTH SHERIDAN MEDICAL CENTER	\$40.00	EXAM
STEVES TRUCK SERVICE	\$98.08	PARTS
STRAHAN & ASSOCIATES	\$291.67	CNTY HLTH OFFICER
SUTTON, CHRIS	\$195.27	CLOTHING ALLOWANCE
SYSCO	\$154.36	SUPPLIES
TAYLOR QUARRY	\$164.22	MATERIAL
TERRY, SUSAN D	\$28.68	EXPENSE REIMB
THE TROPHY CASE	\$7.50	NAME TAG
THOMAS BENNETT MD	\$1,580.00	AUTOPSY
THYSSENKRUPP ELEVATOR	\$2,109.52	ELEV MAINT
TOP OFFICE PRODUCTS	\$682.46	SUPPLIES
TOTAL COMFORT	\$112.50	SERVICE
VOLUNTEERS OF AMERICA	\$125.00	SCREENINGS
WPCI	\$28.50	SCREENING
WAREHOUSE MARKET	\$712.78	SUPPLIES
WARNE CHEMICAL & EQUIPMENT	\$967.80	CHEMICALS
WATER PRODUCTS	\$70.00	WATER
WELLNESS COUNCIL OF SHERIDAN COUNTY	\$1,000.00	WELLNESS FUNDING
WEST PAYMENT CENTER	\$1,233.23	INFO CHGS
WYDOT	\$1,014.30	SHERIDAN STREETS
WYO DEPT OF HEALTH-DEPT OF COMMUNITY	\$30,729.16	PAYROLL
WYOMING DEPT OF REVENUE	\$8,056.92	SALES TAX REPAYMENT
WYOMING LAW ENFORCEMENT ACADEMY	\$425.00	TRAINING
WYOMING MACHINERY COMPANY	\$6.80	LAMPS

GENERAL COUNTY WARRANTS **\$791,313.49**

AIRPORT WARRANTS

VENDOR	AMOUNT	DESCRIPTION
ABC SIGNS & SPECIALTIES	\$60.00	BANNER
ACT	\$359.40	PHONE SERVICE
ADVANCED COATING SYSTEMS	\$1,592.49	MATERIAL
AGRAYS INC	\$41.85	PLUGS
AT&T MOBILITY	\$32.90	PHONE SERVICE
CARTRIDGE WORLD	\$259.95	CARTRIDGES
CIRCLE S SANITATION	\$194.00	SANITATION
CITY OF SHERIDAN	\$2,231.74	UTILITIES
COMTRONIX	\$155.96	SERVICE
DOUGLAS PORTABLE TOILETS	\$99.00	PORTABLE TOILET
FARMERS CO-OP	\$1,316.99	CHEMICALS
HEARTLAND KUBOTA	\$27.45	PARTS
HOME DEPOT	\$621.44	MATERIAL, SUPPLIES
JERRY BAKER SALES	\$400.00	ADVERTISING
MASTERCARD	\$40.14	MEALS
MONTANA DAKOTA UTILITIES	\$2,958.81	UTILITIES
MULLINAX	\$1,185.57	PARTS
NAPA	\$41.55	PARTS
OPTIMUM	\$32.47	SERVICE
POSTMASTER	\$152.00	POSTAGE
POWDER RIVER POWER	\$59.96	PARTS
PTOLEMY	\$699.00	SERVICE
RADIO TIME BILLING	\$212.00	ADVERTISING
SERVALL	\$27.82	TOWELS
SHERIDAN ACE HARDWARE	\$20.70	SUPPLIES
SHERIDAN CNTY AIRPORT PETTY CASH	\$120.05	PETTY CASH
SHERIDAN CNTY WEED & PEST	\$19.80	SUPPLIES
SHERIDAN EYECARE	\$108.00	SERVICE
SHERIDAN PRESS	\$284.80	ADVERTISING
SHERWIN WILLIAMS	\$100.08	SUPPLIES
SIMMONS, GREGG	\$734.00	REFUND DEPOSIT
SMITH, TINA	\$83.05	MILEAGE
STRAHAN & ASSOC	\$115.00	SCREENING
THE BUSINESS CENTER	\$135.00	ENVELOPES
VISTA WEST ENGINEERING	\$42,325.78	ENGINEERING
WALMART	\$300.69	SUPPLIES
WESTCOAST SALES	\$255.61	PARTS
TOTAL AIRPORT WARRANTS	\$57,405.05	

AGENDA

Commissioner Ringley moved to approve the agenda as published, Commissioner Rolston seconded the motion, all voted in favor and the motion carried.

ANNOUNCEMENTS

Chairman Pro Tem Cram recognized Ashley Hoyt at the Detention Center and Rod Liesinger in Public Works for five years of service to Sheridan County. Each received a certificate of appreciation and chamber bucks. Mr. Cram explained that fireworks are allowed from June 27 to July 11 and the months of December and January. He announced courthouse closures for the 4th of July and the 12th from 10 – 5 for the Rodeo Parade. He also announced (2) openings on the P&Z and proposed changes to zoning regulations regarding riparian areas.

PUBLIC COMMENTS

There were no public comments.

CD-12-001: MCMEANS CONSERVATION SUBDIVISION

Chairman Pro Tem Cram explained the proposed subdivision item was postponed from the June 4, 2013 meeting, upon the request of the applicant. He opened a public hearing at 9:08 a.m. and Mark Reid, County Planner, presented his staff report. There were no comments from the public or the applicant, Mike McMeans. Also representing the applicant were: Aaron Money; Claire Hobbs; Colin Betzler and Emerson Scott. Mr. Cram closed the public hearing at 9:12 a.m. and Commissioner Rolston moved to approve Variance #1, a variance from the DEQ Water/Sewer Studies for Item CD-12-001: McMeans Conservation Subdivision as per the submitted variance request. Commissioner Nickel seconded, all voted in favor and the motion passed.

Commissioner Nickel moved to approve variance #2, amending the original variance request to exclude the Northwest boundary from the variance from Survey Monumentation and reserve the river as a natural boundary. Commissioner Ringley seconded the motion and it passed unanimously. Commissioner Ringley moved to approve Item CD-12-001: McMeans Conservation Subdivision contingent on the State Engineers Office approval of the water rights plan and as recommended by the Planning and Zoning Commission. The motion was seconded by Commissioner Rolston, the board voted in favor, and the motion passed.

Q-13-002: FOX QUARRY

Mr. Cram opened a public hearing at 9:15 a.m. and received a staff report from Mr. Reid. There were no comments from the public or the applicant, Kevin Fox. He closed the public hearing at 9:18 a.m. and Commissioner Rolston moved to approve item Q-13-002: Fox Quarry as recommended by the Planning and Zoning Commission with the conditions as stated in the staff report. Commissioner Ringley seconded the motion and the board voted in favor. Mr. Cram stated the board will issue findings of fact regarding this decision. Following are the conditions:

1. That any cost, arising from documented damage to Swaim Road associated with haul from this site, shall be paid by the applicant as required by the County Engineer pursuant to Section 25 of the Zoning Rules & Regulations.
2. The permit shall be effective for **5 years**, commencing on the date approved by the BOCC.
3. Days/hours of operation are Monday-Friday 8:00 a.m. to 5:00 p.m.
4. No crushing shall be permitted.
5. That the 10-acre site shall be staked prior to any material excavation.
6. Dust control on Upper Road shall be cost shared with Sheridan County in an amount not to exceed \$994 per year as required of the County Engineer pursuant to Section 25 of the Zoning Rules & Regulations.

Q-13-004: ANKNEY DECKER QUARRY

Mr. Cram opened a public hearing at 9:19 a.m. and Mr. Reid presented his staff report. Nathan Mullinax represented the applicants, Tana Ankney and Neil DeLapp. He addressed the board and answered questions, there were no public comments. Chairman Pro Tem Cram closed the public hearing at 9:25 a.m. and Commissioner Ringley moved to approve item Q-13-004: Ankney Decker Quarry as recommended by the Planning and Zoning Commission with the conditions as stated in the staff report. The motion was seconded by Commissioner Nickel and passed unanimously. Mr. Cram stated the board will issue findings of fact to support this decision, following are the conditions:

1. The permit shall be effective for **20 years**, commencing on the date approved by the BOCC.
2. With the exception of a 30 consecutive day period for the initial crushing operations, normal hours of operation will be Monday-Friday 7:30 a.m. to 5:00 p.m., Saturday 7:30 to noon and no hours of operation on Sunday. The County Engineer may permit extended hours of operation on a case by case basis.
3. That the 65-acre site shall be staked prior to any material excavation.
4. The applicant shall submit a phasing plan showing each 10-acre development to the Public Works Department showing the extent of the excavation, stockpiles, roads, and machinery prior to starting any quarry operations.
5. One 4' X 8' sign shall be permitted in addition to the required permit signage by the DEQ.

CU-13-005: NEW BRINTON MUSEUM CUP

At 9:26 a.m. Mr. Cram opened a public hearing and Mr. Reid delivered his staff report. Tim Belton from Malone Belton Abel, represented the applicant, The Brinton Museum, and addressed the board. Also present were Ken and Barbara Schuster, there were no public comments. Mr. Cram closed the public hearing at 9:37 a.m. and mentioned the board waived the permit fees associated with this project as an economic development incentive for the county. Commissioner Rolston moved to approve item Q-13-005: New Brinton Museum CUP as recommended by the Planning and Zoning Commission with the conditions as stated in the staff report. The motion was seconded by Commissioner Nickel and passed with all voting in favor. Mr. Cram stated the board will issue findings of fact to support this decision. Following are the conditions:

1. That the applicant apply for and receive Building Permits for all new structures or additions pursuant to Sheridan County's IBC.
2. That any on-site sewage disposal system be designed by a Wyoming Licensed Professional Engineer.
3. That parking spaces be appropriately delineated or marked.

FEE WAIVER 8-UNIT HANGAR PROJECT

Following a staff report from John Stopka, Airport Manager, Commissioner Rolston moved to approve the request from the Sheridan County Airport to waive the building permit fees for the 8–unit hangar project located at the airport. Commissioner Nickel seconded and the motion passed unanimously.

ECS AMENDMENT

Ken Muller, County Engineer, presented his staff report and explained the proposed amendment. Commissioner Ringley moved to approve and authorize the chairman to sign an amendment to the agreement with ECS Engineers for flood mitigation projects to include professional services for final design plans, letting, and contract administration. The amendment is for \$22,986 with a cost not to exceed \$46,287; 75% of the funding is from FEMA Hazard Mitigation Grant funds and 25% from CAP Tax. The motion was seconded by Commissioner Nickel and passed with all voting in favor.

DFS TANF FUNDING AGREEMENT

Upon the recommendation of Mike Mackey, Grants Administrator, Commissioner Nickel moved to approve and authorize the Chairman to sign an agreement with the Wyoming Department of Family Services for Temporary Assistance for Needy Families Community Partnership Initiative Funding from October 1, 2013 to September 30, 2014, in the amount of \$45,000. Commissioner Rolston seconded, all voted in favor, and the motion carried.

AGREEMENT WITH ROCKY MOUNTAIN AMBULANCE

Following a staff report from Administrative Director, Renee’ Obermueller, Commissioner Ringley moved to approve and authorize the Chairman to sign an Emergency Medical Services Agreement with Rocky Mountain Ambulance Service LLC to provide ambulance service to Sheridan county residents from July 1, 2013 to June 30, 2014 in the amount of \$175,000 per year. The motion was seconded by Commissioner Rolston and passed with the board voting in favor.

LDCC AMENDMENT II

Commissioner Nickel updated the board regarding the proposed amendment and Commissioner Rolston moved to approve and authorize the Chairman to sign Amendment Number 2 with Johnson County for the termination and dissolution of the Lake DeSmet Counties Coalition to extend the date by which Johnson County shall enter into the Lease with the Wyoming Game and Fish to December 1, 2013. Commissioner Nickel seconded the motion and it passed unanimously.

ADJOURNMENT

There being no further business to come before the Board, Chairman Cram adjourned the meeting at 9:55 a.m.

BOARD OF COUNTY COMMISSIONERS

Sheridan County, Wyoming

Attest:

Terry Cram, Chairman Pro-Tem

Eda Schunk Thompson, County Clerk