

## MINUTES OF THE BOARD OF SHERIDAN COUNTY COMMISSIONERS

The Board met at 9:00 a.m., Tuesday, July 16, 2013, in regular session in the Commission Board Room, County Courthouse, Sheridan, Wyoming. Chairman Steve Maier called the meeting to order and led everyone in the Pledge of Allegiance. Members present were Commissioners Steve Maier, Mike Nickel, Tom Ringley and Bob Rolston; Terry Cram was absent.

### CONSENT AGENDA

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

- a. Minutes from Staff Meeting, July 1, 2013;
- b. Minutes from Regular Session, July 2, 2013;
- c. Minutes from Staff Meeting, July 8, 2013;
- d. Affirm Application for 24 Hour Catering Permit for the Absaroka State Takeover Car Show to The Big Horn Y, July 20, 2013 at 7088 Coffeen Avenue;
- e. Affirm Application for 24 Hour Catering Permit for the Brinton Museum Garden Party to T&C Liquor, July 5, 2013 at 239 Brinton Road;
- f. Affirm Application for 24 Hour Catering Permit for the Padlock Ranch Environmental Stewardship Tour to My Buddy's Place, July 9, 2013 at 8420 US Hwy 14;
- g. Agreement with Tami Smith for Lawn Care Maintenance Service at the Story Park, effective July 2, 2013 to October 31, 2013, in the amount of \$15/hour;
- h. Sheridan County License Agreement 1307LA with MDU to cross North Park Road, CR 1249 to install service for an individual residence, (fee waived).

### AGENDA

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

### ANNOUNCEMENTS

Chairman Maier reminded everyone of the public comment period for proposed changes to the Rules and Regulations Governing Zoning in Sheridan County regarding riparian areas. He also mentioned the Sheridan County Tax sale on August 16, 2013.

### PUBLIC COMMENTS

There were no public comments.

### AIRPORT SNOW REMOVAL EQUIPMENT

Upon the recommendation of John Stopka, Airport Manager, Commissioner Ringley moved to award the bid, approve the contract, and authorize the Chairman to sign associated documents for Airport Snow Removal Equipment to M-B Companies in the amount of \$675,339.00, contingent upon federal grant funding. Commissioner Nickel seconded, all voted in favor and the motion passed.

### RESOLUTION 13-07-020 BUDGET AMENDMENT 2012-13

Following a staff report from Renee' Obermueller, Commissioner Rolston moved to approve and authorize the Chairman to sign Resolution 13-07-020 Budget Amendment Transfer of Unencumbered/Unexpended Funds Departmental Budget Balances Fiscal Year 2012-13 as presented. The motion was seconded by Commissioner Nickel and passed unanimously.

#### RESOLUTION 13-07-020

#### BUDGET AMENDMENT

#### TRANSFER OF UNENCUMBERED/UNEXPENDED FUNDS

#### DEPARTMENTAL BUDGET BALANCES FISCAL YEAR 2012-13

**WHEREAS, the Grant Department, County Commission Office, County Coroner Office, Clerk of District Court Office, Public Health Department, and Capital Project Department have expenditure totals in excess of their respective budgets for Fiscal Year 2012-13 and**  
**WHEREAS, the expenditures, over budget amount to \$1,376,240.58 for the Grant Department due to unanticipated grant funding, and**  
**WHEREAS, adjustments need to be made in operating revenues in the General Fund to appropriate an additional \$1,782,589.80 unanticipated grant revenues, and**  
**WHEREAS, the County Commission Office, County Coroner Office, Clerk of District Court Office, Public Health Department, and Capital Project Department have expenditure totals in excess of their respective budgets for Fiscal Year 2013-14 and**

WHEREAS, the expenditures, over budget, amount to approximately \$5,000.00 for the County Commissions Office due to statutory advertising requirements, and  
 WHEREAS, the expenditures, over budget, amount to approximately \$6,000.00 for the County Coroner Office due to labor and medical expense, and  
 WHEREAS, the expenditures, over budget, amount to approximately \$14,000.00 for the County Clerk of District Court Office due to legal services, and  
 WHEREAS, the expenditures, over budget, amount to approximately \$5,000.00 for the Public Health Department due to immunization services, and  
 WHEREAS, the expenditures, over budget amount to approximately \$245,000.00 for the Capital Projects Department due to the construction costs related to the Sheridan Health Center addition (Free Clinic), and  
 NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners for Sheridan County, Wyoming:

1. That \$1,376,240.58 be added to the Grant Expense budget for allocation of unanticipated grant funds as listed below and
  - a. #1000.637.50350.0200.841 \$84,810.13 HS-11-GPD-SHE-SC-HSG11
  - b. #1000.637.50350.0200.859 \$2,505.00 HS-12-GPD-SHE-LC-HSG12
  - c. #1000.637.50350.0200.860 \$34,828.80 HS-12-GPD-SHE-SC-HSG12
  - d. #1000.637.50350.0200.861 \$8,048.58 HS-12-GPD-SHE-LS-HLE12
  - e. #1000.637.50350.0200.862 \$1,800.07 HS-13-DOT-SHE-HM-HMP13
  - f. #1000.637.50350.0100.853 \$99,794.53 SLIB CWC-13083 AIRPORT SEWER LINE EXTENSION
  - g. #1000.637.50350.0100.854 \$34,306.08 SLIB CWC-13084 EVIDENCE BUILDING RENOVATION
  - h. 1000.637.50350.0100.851 \$75,000.00 SLIB CWC-13081 HISTORIC COURTHOUSE WOOD WORK & TILE
  - i. 1000.637.50350.0100.852 \$511,399.39 SLIB CWC-13085 MAINTENANCE & ELECTION STORAGE FACILITY
  - j. 1000.637.50350.0100.855 \$141,698.00 SLIB CWC-13085 FAIRGROUNDS BLDG/PARKING LOTS
  - k. #1000.637.50350.0400.282 \$50,000.00 SLIB CWC-13080 SHERIDAN HEALTH CENTER (FREE CLINIC)
  - l. #1000.637.50350.0400.857 \$29,150.00 EMER PREP (CDC) BIOTERROR FY 12-13
  - m. #1000.637.50351.0400.282 \$300,000.00 CDBG-WBC SHERIDAN HEALTH CENTER (FREE CLINIC)
  - n. 1000.637.50350.0400.866 \$1,500.00 PUBLIC HEALTH COMMUNICABLE DISEASE
  - o. 1000.637.50350.0400.867 \$1,400.00 PUBLIC HEALTH ORH-MAPP
2. That \$1,782,598.80 added to the Grant Revenue budget for allocation of unanticipated grant revenues as listed below and
  - a. #1000.637.48803.0200.841 \$84,810.13 HS-11-GPD-SHE-SC-HSG11
  - b. #1000.637.48803.0200.859 \$2,505.00 HS-12-GPD-SHE-LC-HSG12
  - c. #1000.637.48803.0200.860 \$34,828.80 HS-12-GPD-SHE-SC-HSG12
  - d. #1000.637.48803.0200.861 \$8,048.58 HS-12-GPD-SHE-LS-HLE12
  - e. #1000.637.48803.0200.862 \$1,800.07 HS-13-DOT-SHE-HM-HMP13
  - f. #1000.637.48803.0200.863 \$30,000.00 HS-12-GPD-EM-GCF12
  - g. #1000.637.48803.0100.853 \$99,794.53 SLIB CWC-13083 AIRPORT SEWER LINE EXTENSION
  - h. #1000.637.48803.0100.854 \$34,306.08 SLIB CWC-13084 EVIDENCE BUILDING RENOVATION
  - i. 1000.637.48803.0100.851 \$75,000.00 SLIB CWC-13081 HISTORIC COURTHOUSE WOOD WORK & TILE
  - j. 1000.637.48803.0100.852 \$511,399.39 SLIB CWC-13085 MAINTENANCE & ELECTION STORAGE FACILITY
  - k. 1000.637.48803.0100.855 \$141,698.00 SLIB CWC-13085 FAIRGROUNDS OFFICE BLDG/PARKING LOTS
  - l. #1000.637.48803.0400.282 \$50,000.00 SLIB CWC-13080 SHERIDAN HEALTH CENTER (FREE CLINIC)
  - m. #1000.637.48803.0400.857 \$29,150.00 EMER PREP (CDC) BIOTERROR FY 12-13
  - n. #1000.637.48803.0400.282 \$300,000.00 CDBG-WBC SHERIDAN HEALTH CENTER (FREE CLINIC)
  - o. 1000.637.48803.0400.866 \$1,500.00 PUBLIC HEALTH COMMUNICABLE DISEASE
  - p. 1000.637.48803.0400.867 \$1,400.00 PUBLIC HEALTH ORH-MAPP

- q. 1000.637.48803.0300.858 \$183,661.22 BROS CN03035 MAVERICK BRIDGE CR #1213
  - r. 1000.637.48803.0200.865 \$74,672.00 HS 13 FEMA SHE-HM-4007H7 TONGUE CANYON RD
  - s. 1000.637.48803.0200.864 \$118,016.00 HS 13 FEMA-SHE-HM-4007H9 KOOI ROAD
3. That \$5,000.00 from the unencumbered/unexpended appropriation balances in the Fixed Cost budget #1000.210.50350.0100.000 be transferred to the County Commission Budget to cover the budget shortfall identified above and
    - a. #1000.010.50231.0100.000 \$5,000.00 Grant Match
  4. That \$6,000.00 from the unencumbered/unexpended appropriation balances in the Fixed Cost budget # 1000.210.50350.0100.000 be transferred to the County Coroner Budget to cover the budget shortfall identified above and
    - a. #1000.090.50139.0200.000 \$6,000.00 Contract Labor-Other
  5. That \$14,000.00 from the unencumbered/unexpended appropriation balances in the Fixed Cost budget # 1000.210.50350.0100.000 be transferred to the Clerk of District Court Budget shortfall identified above and
    - a. #1000.110.50252.0200.000 \$14,000.00 Legal Services
  6. That \$5,000.00 from the unencumbered/unexpended appropriation balances in the Fixed Cost budget # 1000.210.50350.0100.000 be transferred to the Public Health Department budget to cover the budget shortfall identified above and
    - a. #1000.180.50260.0400.000 \$5,000.00 Immunization Services
  7. That \$56,250.00 from the unencumbered/unexpended appropriation balances in the Fixed Cost budget # 1000.210.50835.0100.034, and \$175,000.00 in the 1% Optional budget #1000.301.50760.0400.034, and \$13,750.00 in the County Attorney budget #1000.060.50251.0200.000 be transferred to the Capital Projects budget to cover the budget shortfall identified above
    - a. #1000.223.50816.0100.282 \$245,000.00 Sheridan Health Center Addition (Free Clinic)

Approved and adopted this 16th day of July, 2013.

**BOARD OF COUNTY COMMISSIONERS**

Sheridan County, Wyoming

/s/Steve Maier, Chairman

Attest:

/s/Eda Schunk Thompson, County Clerk

**RESOLUTION 13-07-021 BUDGET 2013-14**

Chairman Maier announced there was a public hearing held the previous evening to receive comments on the proposed FY2013-14 budget. Mr. Maier again opened a hearing at 9:10 a.m., there were no comments and he closed the hearing at 9:11 a.m. Renee' Obermueller, Administrative Director, gave an overview of the budget process and the board thanked elected officials, department heads and staff for their diligence during these difficult financial times. Commissioner Ringley moved to approve the Airport's FY 2013-14 budget as proposed, Commissioner Rolston seconded, the board voted in favor and passed the motion. Commissioner Rolston moved to affirm the Chairman's execution of the presented Budget Message. Commissioner Ringley seconded the motion and it passed unanimously. Commissioner Nickel moved to approve and authorize the Chairman to sign Resolution 13-07-021, adopting the Fiscal Year 2013-2014 budget with appropriations allocated in the amounts specified. The motion was seconded by Commissioner Rolston and passed with the board voting in favor. In addition Chairman Maier stated that pursuant to W.S. 18-3-515, the Board requests the budget officer to prepare a statement of receipts and expenditures of the county for the 2012-2013 fiscal year, upon the reconciliation of all accounts by the County Treasurer and County Clerk, not later than September 30, 2013.

**RESOLUTION 13-07-021**

**SHERIDAN COUNTY BUDGET APPROPRIATION FY 2013-14**

**WHEREAS**, on the first Tuesday of May, 2013, the Budget Officer submitted to the Board a County Budget for the 2013-14 fiscal year ending June 30, 2014, being that requested by county departments; and

**WHEREAS**, such budget was duly entered at large upon the records of this Board and a copy thereof was made available for public inspection at the offices of the County Clerk and County Commission; and

**WHEREAS**, notice of a public hearing on the proposed budget was published in The Sheridan Press, a legal newspaper of general circulation in the County, on July 8, 2013; and

WHEREAS, a public hearing was held on the proposed budget at the time and place specified in said notice, being July 15, 2013, at which time all interested parties were given an opportunity to be heard.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners that the presented proposed Sheridan County Budget is hereby approved on July 16, 2013, being adopted as the official County Budget for the fiscal year ending June 30, 2014.

BE IT FURTHER RESOLVED, that the following appropriations are made for the 2013-14 budget fiscal year ending June 30, 2014, and that the expenditures of each officer, department or spending agency are limited to the amount herein appropriated.

**SHERIDAN COUNTY BUDGET FY 2013-14**

**GENERAL FUND:**

	CASH	REVENUES	EXPENDITURES
CASH AVAILABLE FOR BUDGET	1,744,465		
GENERAL FUND REVENUE		14,021,200	
OFFICE/DEPT.			
COUNTY COMMISSIONERS			429,547
COUNTY CLERK			501,095
ELECTIONS			193,883
ADMINISTRATION			315,043
TREASURER			394,971
ASSESSOR			619,196
SHERIFF			2,167,181
DETENTION			2,607,379
ATTORNEY			985,480
CIRCUIT COURT			4,000
PUB WORKS			959,444
ROAD & BRIDGE			1,158,927
CORONER			72,120
EXTENSION			147,778
CLERK OF DISTRICT COURT			477,548
EMERGENCY MANAGEMENT			50,216
BUILDING AND MAINTENANCE			374,919
INFORMATION TECHNOLOGY			452,576
PUBLIC HEALTH			552,593
GENERAL/FIXED COSTS			2,789,769
CAPITAL FUNDING			512,000
<b>TOTAL</b>	<b>1,744,465</b>	<b>14,021,200</b>	<b>15,765,665</b>

**SPECIAL FUNDS:**

**DEPT/FUND**

**SPECIAL FUNDS:**

<b>E-911 WIC</b>	<b>CASH</b>	<b>REVENUES</b>	<b>EXPENDITURES</b>
1% OPTIONAL TAX	375,526	276,500	329,180
SCRF (COUNTY ROAD FUND)		47,760	47,760
CAPITAL ROAD PROJECTS		1,768,300	1,768,300
CAPITAL ROAD GRANTS	328,176	500,000	102,000
SHERIDAN COUNTY GRANTS	17,865	1,504,000	3,209,749
PASS THROUGH GRANTS		1,697,757	
		599,809	733,683
GENERAL COUNTY RESERVES:		300,000	300,000
OTHER RESERVES/EQUITY:	6,883,750		
	1,114,519		

**APPROVED AND ADOPTED this 16th day of July, 2013.**

**BOARD OF COUNTY COMMISSIONERS**

**Sheridan County, Wyoming**

**Attest:**

**/s/Steve Maier, Chairman**

**/s/Eda Schunk Thompson, County Clerk**

**P&Z APPOINTMENTS**

Commissioner Rolston moved to appoint Steve D. Noecker to the Planning and Zoning Commission to fill an expired 3-year term until June 30, 2016. Commissioner Nickel seconded the motion and it passed. Commissioner Nickel moved to appoint Michael A. Schumacher to the Planning and Zoning Commission to fill an unexpired 3 year term until June 30, 2015. The motion was seconded by Commissioner Ringley and passed unanimously.

**MULTI-HAZARD MITIGATION PLAN**

Upon the recommendation of Dave Coleman, Emergency Management Coordinator, Commissioner Ringley moved to approve and authorize the Chairman to sign an Agreement for Professional Services with Sheridan County Emergency Management and Ayres Associates for the Sheridan County Multi-Hazard Mitigation Plan Update effective July 2, 2013 – October 31, 2013, in the amount of \$27,915. Commissioner Rolston seconded the motion and it passed with the board voting in favor.

**ADJOURNMENT**

There being no further business to come before the Board, Chairman Maier adjourned the meeting at 9:26 a.m.

BOARD OF COUNTY COMMISSIONERS  
Sheridan County, Wyoming

Attest:

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Steve Maier, Chairman

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Eda Schunk Thompson, County Clerk