

STATE OF WYOMING	)	OFFICE OF THE BOARD OF
	)	COUNTY COMMISSIONERS
COUNTY OF HOT SPRINGS	)	THERMOPOLIS, WYOMING
		December 15, 2009

The Hot Springs Board of County Commissioners met in regular session on Tuesday, December 15, 2009, at 4:00 p.m. in the Commissioners' Room at the Courthouse.

Present were Commissioners Brad W. Basse, John P. Lumley and Frank T. Manning. Also present were County Attorney Jerry Williams, County Clerk Hans Odde and Administrative Assistant to the Commissioners Penny Herdt.

Chairman Brad W. Basse led those present in the Pledge of Allegiance.

**Approval of Agenda**

John P. Lumley made a motion to approve the agenda with the following additions:

- |                       |               |  |
|-----------------------|---------------|--|
| ADD: Regular Business | Assessor      | 6. Rebates & Supplementals               |
|                       | Commissioners | 7. Executive Session – Personnel         |
|                       | Commissioners | 8. Consider Elected Official Resignation |

MOVE: Other Business to 5:15 p.m.

Frank T. Manning seconded the motion. Motion carried.

**Award Senior Citizens Center Feasibility Study Contract**

The Commissioners reported that they had held an advertised work session earlier in the day with representatives from the Senior Citizens Center Board of Directors to review the proposals received for the Senior Citizens Center Feasibility Study. Proposals were received from TSP – Sheridan, WY; CTA Architects Engineers – Billings, MT; Plan1 Architects – Rock Springs, WY; GSG Architecture – Casper, WY; PROS Consulting/Williams Architects – Carrollton, TX, Business Resource Group – Casper, WY; and Ohlson Lavoie Collaborative/GreenPlay – Denver, CO. Chairman Basse presented a letter from the Senior Citizens Center Board listing their recommendations. Frank T. Manning moved to accept the proposal for the Senior Citizens Center Feasibility Study from TSP – Sheridan, Wyoming in the amount of \$32,000.00. John P. Lumley seconded the motion. Discussion: After careful consideration, TSP was selected as the most qualified firm whose proposal met the cost and time parameters of the RFP. The grant match amount will be provided from the Senior Center funds. Motion carried. Letters will be sent to all firms informing them of the outcome of the contract award process.

**Consider Office of Homeland Security (OHS) Local Emergency Planning Committee (LEPC) Grant Agreement**

Clerk Odde presented the OHS-LEPC Hazardous Materials Planning Grant Award agreement for the Commissioners' approval. This grant is for local emergency planning. John P. Lumley moved to approve the OHS-LEPC Hazardous Materials Planning Grant Agreement for the period October 1, 2009 through March 31, 2010, in the amount of \$2995.27. Frank T. Manning seconded the motion. Motion carried.

**Grass Creek Forest Road Agreement**

Tim Elder, US Forest Service representative, appeared before the Commissioners to discuss the Forest Road Agreement between the County and the Forest Service for the upcoming year. Mr. Elder reported that all the funds for road maintenance have been retained for the next fiscal year. Road & Bridge representative Ray Shaffer asked if maintenance performed on Grass Creek Road after October 1, 2009 could be included in the Plan of Work for next year. Mr. Elder saw no problem with that. Mr. Elder strongly commended the Road & Bridge for their work in the past. Clerk Odde will work with Mr. Shaffer to complete the Plan of Work for 2010, and will submit it for the Commissioners' approval when it is finished. No action is required on the Commissioners' part at this time.

**Review Personnel Handbook**

Shelley Deromedi and Judy Carswell discussed the changes made for the final draft of the proposed Personnel Handbook. County Attorney Jerry Williams has not had time to completely review the proposed handbook, but still has some problems with some of the sections. The Commissioners remanded the final draft to the County Attorney for him to complete his review and return it to the Commissioners for final action prior to the beginning of the next fiscal year. It was suggested that Attorney Williams consult with the LGLP attorney in order to facilitate the process.

### **Lane 3 Funding Update**

Lane 3 project consultant Harry Hughes appeared before the Commissioners with USDA Rural Development Specialist Lisa Bower to discuss the current status of Lane 3 project funding. After discussions with the Wyoming Business Council confirmed that a "jobs-based" funding plan would not work for this project, Mr. Hughes was referred to Ms. Bower and the USDA's Community Facilities program. This is primarily a loan program with some limited grant funds available. The remaining costs of the Lane 3 project not covered by grants already received could be covered by a loan, which should have extremely favorable rates, backed by a bond issue. Ms. Bower stated that her office would assist in every way with application for grants funds, also, but she was not encouraging about the prospect of grant funding being received.

### **Tax Rebates & Supplementals**

County Assessor Shelley Deromedi presented the following tax rebates for the Commissioners' approval:

Dish Network Corporation - DOR issued a revised assessment for tax year 2009 for Dish Network statewide based on more accurate and complete information provided by Dish Network. The original assessed values certified to Hot Springs County in June were revised as follows:

**Rebate #19-09** – Parcel #4403 – District 100 – Change in value of -1528. Taxes in the amount of \$102.42 need to be rebated.

**Rebate #20-09** – Parcel #4404 – District 101 – Change in value of -303. Taxes in the amount of \$24.76 need to be rebated.

**Rebate #21-09** – Parcel #4405 – District 102 – Change in value of -347. Taxes in the amount of \$24.65 need to be rebated.

**Rebate #22-09** – Parcel #4406 – District 106 – Change in value of -141. Taxes in the amount of \$9.45 need to be rebated.

**Rebate #23-09** – Parcel #4407 – District 150 – Change in value of -240. Taxes in the amount of \$17.29 need to be rebated.

**Rebate #24-09** – Parcel #4408 – District 151 – Change in value of -98. Taxes in the amount of \$7.06 need to be rebated.

**Rebate #25-09** – Parcel #4403 – District 152 – Change in value of -3209. Taxes in the amount of \$231.14 need to be rebated.

John P. Lumley moved to approve Rebate #19-09 to Dish Network for District 100 in the amount of \$102.42. Frank T. Manning seconded the motion. Motion carried. Frank T. Manning moved to approve Rebate #20-09 to Dish Network for District 101 in the amount of \$24.76. John P. Lumley seconded the motion. Motion carried. John P. Lumley moved to approve Rebate #21-09 to Dish Network for District 102 in the amount of \$24.65. Frank T. Manning seconded the motion. Motion carried. Frank T. Manning moved to approve Rebate #22-09 to Dish Network for District 106 in the amount of \$9.45. John P. Lumley seconded the motion. Motion carried. John P. Lumley moved to approve Rebate #23-09 to Dish Network for District 150 in the amount of \$17.29. Frank T. Manning seconded the motion. Motion carried. Frank T. Manning moved to approve Rebate #24-09 to Dish Network for District 151 in the amount of \$7.06. John P. Lumley seconded the motion. Motion carried. John P. Lumley moved to approve Rebate #25-09 to Dish Network for District 152 in the amount of \$231.14. Frank T. Manning seconded the motion. Motion carried.

Assessor Deromedi reported that the following supplementals have been processed:

1. **Exxon Mobil Corporation**-Parcel #062954–DOR NOVC 2009-1104  
2005 TIK Oil Production at Grass Creek. DOR issued NOVC to correct gross products and severance tax reporting discrepancies, which resulted in under assessment of \$188,379 on Group #37775. A supplemental tax notice was issued in the amount of \$13,333.84.

2. **Citation Oil & Gas Corporation** - Parcel #337409–DOR NOVC 2009-1159 Oil Production at Little Buffalo Basin during 2008. DOR issued NOVC to correct volume allocation discrepancies between gross products and Wyoming Oil and Gas Form 2 reporting, which resulted in under assessment of \$505 on Group #8840. A supplemental tax notice was issued in the amount of \$33.85.

**Executive Session**

At 5:13 p.m., John P. Lumley moved to enter Executive Session for personnel reasons. Frank T. Manning seconded the motion. Motion carried. John P. Lumley moved to leave Executive Session at 5:20 p.m. Frank T. Manning seconded the motion. Motion carried. No action was taken during or as a result of the Executive Session.

**Consider Elected Official Resignation**

Clerk Odde presented the Commissioners with a letter from Linda Harris, Clerk of District Court, dated December 11, 2009, announcing her retirement effective the end of December, 2009. Clerk Odde certified that Ms. Harris is a registered member of the Republican Party. County Attorney Williams indicated that formal notice of vacancy could not be given to the Republican Central Committee until the office was actually vacant—in this case, January 1, 2010. However, notice to the Committee of a potential vacancy on that date would be acceptable. John P. Lumley moved to authorize submission of notice of vacancy for the Clerk of District Court position to the Republican Central Committee on January 1, 2010. Frank T. Manning seconded the motion. Motion carried. John P. Lumley moved to authorize the Chairman to send a letter at this time to the Chairman of the Republican Central Committee notifying them of a potential vacancy in the Clerk of District Court position on January 1, 2010. Frank T. Manning seconded the motion. Motion carried.

**Other Business**

**Consider Resolution #2009-14 – Establishment of Assessor’s Fees** – Assessor Deromedi presented a resolution formally establishing the Assessor’s Office fee schedule. This resolution is required to bring the County into compliance with State Statute 16-4-201 regarding the charging of fees—no fees are being changed or added. Frank T. Manning moved to approve Resolution #2009-14 regarding fees charged by the Assessor’s Office as follows:

**RESOLUTION NO. 2009-14**

**A RESOLUTION OF THE HOT SPRINGS COUNTY BOARD OF COMMISSIONERS FOR THE ESTABLISHMENT OF FEES OR CHARGES TO BE ASSESSED FOR PRODUCTION OF PUBLIC RECORDS PURSUANT TO WYOMING STATUTES §16-4-201, et seq**

WHEREAS, pursuant to Wyoming Statutes §16-4-201 et seq., Hot Springs County is defined as a political subdivision within the meaning of the Wyoming Public Records Act; and

WHEREAS, Wyoming Statutes §16-4-201 provides for the right of inspection of public records, copies, printouts, or photographs and the fees therefore; and

WHEREAS, Wyoming Statutes §16-4-204(c) states that after July 1, 2000, any fees or charges assessed by a custodian of a public record shall first be authorized by duly enacted or adopted statute, rule, resolution, ordinance, executive order, or other like authority; and

WHEREAS, Hot Springs County is desirous of providing for the fees or charges to be assessed for the production of public records pursuant to the above-referenced act by resolution;

NOW, THEREFORE, BE IT RESOLVED by the Board of Hot Springs County Commissioners that the attached fee schedule (Attachment 1) shall apply to copies, printouts, or photographs of public records, unless otherwise prescribed by law:

Payment must be provided in advance.

PASSED, APPROVED AND ADOPTED this 15<sup>th</sup> day of December, 2009.

ATTEST:  
Hans Odde, County Clerk  
John P. Lumley, Vice-Chairman  
Frank T. Manning, Commissioner

COUNTY OF HOT SPRINGS  
Brad W. Basse, Chairman

**ATTACHMENT #1**

**ASSESSOR'S OFFICE FEE SCHEDULE 11/2009**

Copies and Printouts	\$0.25/each page
GIS Ownership Maps-Current Owner	\$1.25/square foot
Countywide GIS Data – Current Owner	\$110.00
Countywide Data File-Current Owner/Tax Year Value	\$110.00
Copy/Print/Research Time	\$15.00/Hr.

**LGLP Board Member Ballot** – As the LGLP Board representative, Chairman Basse reviewed the ballot from the LGLP Board. Frank T. Manning moved to cast the ballot for Greg James and Bob Wood for the two Municipal Elected Positions, and Don Richards for the Special District Position. John P. Lumley seconded the motion. Motion carried.

**Life Flight Membership Club** – Clerk Odde presented information on the Life Flight Members Club run by the Wyoming Medical Center. Memberships must be sponsored by an organized group or organization, and members qualify for greatly reduced rates in the event they need emergency medical air transport. Clerk Odde requested that the Commissioners sponsor the Life Flight Membership Club, and allow him to place the membership information in the next set of payroll notifications. John P. Lumley moved to approve county sponsorship for the Life Flight Membership Club. Frank T. Manning seconded the motion. Discussion: Commissioner Lumley asked that Clerk Odde check to see if something similar was available from the Billings area medical community. Motion carried.

**Government Annex Furniture Discussion** – Clerk Odde reported that Plan1 has notified him that the county will receive a 62% discount from list price on all direct-purchased HON furniture for the Government Annex building. Some of the medical equipment/furniture on the Public Health side will not qualify for the discount, but there will still be a substantial savings realized on the qualifying purchases.

**Correspondence**

**Owl Creek Water District Newsletter**

**Owl Creek Water District Grant Update**

**Lodging Tax Board Minutes**

**Big Horn Basin Discovery Center Report** – Commissioner Manning reported that a lease has not yet been signed with the State for the land for the proposed center, as the State is now requesting that a survey of the land be done before signing the lease. The JPB has asked the State for a much shorter lease so that they may conduct a geo-tech study to determine if the proposed site is even suitable for a building. If the geo-tech study indicates that the site is acceptable, then the survey will be conducted and a longer lease signed.

**Dept. of Audit** – ARRA Fund Reporting Requirements

**HSC Senior Center Board Minutes**

**Fairboard Minutes**

**County Clerk** – Letter to Big Horn Basin Transportation Authority regarding billing

**Weed & Pest District** – Grasshopper IPM Workshop

Commissioners reviewed the foregoing correspondence items. No action was necessary or taken at this time.

**Adjournment**

There being no further business to come before the Board of County Commissioners at this time, John P. Lumley moved to adjourn the meeting at 5:45 p.m. Frank T. Manning seconded the motion. Motion carried.

ATTEST:

\_\_\_\_\_  
Brad W. Basse, Chairman

\_\_\_\_\_  
Hans Odde, County Clerk