

STATE OF WYOMING )  
 )  
COUNTY OF HOT SPRINGS )

OFFICE OF THE BOARD OF  
COUNTY COMMISSIONERS  
THERMOPOLIS WYOMING  
May 4, 2010

The Hot Springs County Board of Commissioners met in regular session on Tuesday, May 4, 2010, at 9:00 a.m. in the Public Meeting room in the Government Annex.

Present were Commissioners Brad W. Basse and John P. Lumley. Also present were County Clerk Hans Odde, Hot Springs County Attorney Jerry D. Williams and Administrative Assistant to the Commissioners Penny Herdt. Chairman John P. Lumley led those present in the Pledge of Allegiance. Chairman Lumley suspended Roberts Rules of Order so that business could be conducted in the absence of Commissioner Frank T. Manning due to illness. Clerk Odde noted that he would be leaving the meeting at 11:30 a.m. to assist with a water district bond election and his place would be taken by Chief Deputy Clerk Karen Slocum.

#### **Approval of Agenda**

Brad W. Basse moved to approve the agenda with the following amendments:

DELETE: Regular Business 1. Bill Gordon – Emergency Management Monthly Report  
ADD: Regular Business 1. Consider Elected Official Resignation  
Other Business 2. Search & Rescue/AEOC and Road & Bridge Signage

John P. Lumley seconded the motion. Motion carried.

#### **Approval of Minutes**

Brad W. Basse made a motion to approve the minutes of April 6 and 20, 2010, as presented. John P. Lumley seconded the motion. Motion carried.

#### **Approve Bills**

The following bills were submitted for approval: (see attached) Chairman Lumley reminded all present that any bill involving one of the Commissioners will only be signed by the other Commissioner, and will be ratified when the third Commissioner is available. Payroll for April, 2010 - \$152,473.53.

#### **Consider County Official Resignation**

Chairman Lumley reported that Commissioner Manning had contacted him by phone and tendered his resignation on May 4, 2010, followed up by a letter of resignation faxed to the Commissioners. The letter was read into the record by Commissioner Basse. Brad Basse moved to accept Commissioner Manning's resignation with extreme regret. John P. Lumley seconded the motion. Motion carried. Both Commissioners expressed their appreciation of the efforts put forth by Dr. Manning during his time as Commissioner and indicated that he will be sorely missed on the Commission.

#### **Maintenance Monthly Report**

Maintenance Foreman Chuck Carver reported the new steps between the Courthouse and the Law Enforcement Center are being poured this morning. Spring prep work has been completed on the lawns. The cooling tower inspection went well – the tower is in good shape. Mr. Carver is still working with Johnson Controls to get the bugs out of the HVAC system in the annex. Gene Peterson has been hired on a part-time basis to assist with maintenance tasks. Mr. Carver has been working with Road & Bridge Foreman Ray Shaffer on the County Surplus Equipment sale. At this time they are discussing whether it would be advisable to obtain the services of an auctioneer for the sale or go with a silent auction as has been done previously. Currently all items for the sale are being stored in the old Search & Rescue building. Cooling issues in the courthouse server room are being addressed. The heat pump will be replaced with a "cooling-only" unit, as heating the room is not necessary. The courthouse cabling project that will allow the computer equipment to be moved to the data room in the annex is at least two months away from completion at this time.

#### **Road & Bridge Monthly Report**

Road & Bridge Foreman Ray Shaffer gave a report on the current status of the county gravel pits. The reclamation on the Harvey pit has been completed. The associated boring project came in at a cost of roughly \$8,000.00. The reclaimed pit is ready for inspection by the DEQ later this month. The Wagonhound pit extension has been surveyed and the production area has been staked out. Currently

waiting on the Environmental Assessment from the BLM. The Ready pit is still waiting on permits to be issued by the state. When the permits are received the pit will be opened for production. Compliance work required by last year's DEQ inspection is nearly complete. Foreman Shaffer reported that Teet Weston has been hired to fill the opening on the Road & Bridge crew and is working out well. Sterilant has been sprayed on the stockpiles, cattle guards, and guard rails to help control weeds this year. Mr. Shaffer anticipates less sterilant will be required on the county roads due to the acquisition of a new "retriever" for the graders. The retriever is a disc that pulls gravel back in from the ditches and removes the vegetation on the edges of the road. The Search & Rescue parking lot area has been finished. A semi load of cattle guards has been received. Most of these will be used as replacements for the old cattle guards on East Sunnyside Road. The Buffalo Creek Road project is currently underway. The project involves five miles of road, with approximately 2.5 miles scheduled for completion this year. The project is about 50% finished at this time. An issue has come up with the County Road Numbering/Naming System. Over the years, as new roads have been built and old roads extended, a situation has developed where some of the county roads have several different names and/or road numbers. This creates a problem for emergency responders and other service providers in the county. Mr. Shaffer indicated that addressing this problem will likely cause rural residents to have new addresses, but it is something that needs to be done as part of the county road policy currently being developed. Clerk Odde suggested that a public hearing be held to alert county residents to the upcoming changes. Regarding the snowplow, Mr. Shaffer reported that he is looking at lease programs rather than outright purchase, as they currently have a very low interest rate, and the county owns the vehicle at the end of the lease. The possibility of using CRF funds for the snowplow was discussed, but Mr. Shaffer pointed out that the upcoming gravel crushing project was not included in the 2010-2011 budget and would probably need to be funded through the CRF account also. Due to the anticipated cutback in CRF funding, it is unlikely that there will be enough money to fund both items through that account. Mr. Shaffer discussed the need for a chipping project to extend the life of the county roads. Owl Creek Gravel Products has provided a proposal for 22 miles (roughly 3,975 tons) of gravel chips for the chipping project at \$20.95/ton. Outsourcing the chips would eliminate the need to replace the county's old chipper, which is no longer salvageable according to Mr. Shaffer. Total cost of the chipping project using an outside contractor is estimated at \$22,000/mile, with approximately 22 miles involved in this particular project, for a total estimated cost of around \$484,000.00. If the county does most of the project itself, the cost could be considerably less. Mr. Shaffer will continue to work on the cost estimates for the project.

### **Youth Alternatives Monthly Report**

Director Bob Wyss reported that he still has not heard back regarding awarding of the VOA Funding grant for the next fiscal year. The new grant is not in effect until October 1, 2010, so Mr. Wyss will continue to check on it. Things are going well with the Youth Alternatives Program. Director Wyss stated that the toughest part of the program at this point is finding time for his participants to complete their Community Service, as most of them are very active in school, sports and community activities. The budget is in good shape coming to the end of the fiscal year.

Request for Proposals from Department of Family Services for Re-Entry Services: Director Wyss stated that his perception is that these grants are not a good fit for the Youth Alternatives Program – they require new people to be hired to run new programs, and tend to turn into unfunded mandates after the first couple of years. Mr. Wyss indicated that he will not be submitting any proposals for this funding.

### **Drought Designation Request**

County landowners Tom Anderson and Larry Bentley appeared before the Commissioners to request a Hydrological Drought designation for Hot Springs County due to low moisture and run-off levels, particularly in the Owl Creek area. They also asked that a letter be sent to the Governor asking him to begin the Drought Declaration Process for Hot Springs County. Information was presented indicating that the runoff in the Owl Creek area is at 18% of normal at this time. Brad W. Basse moved to designate Hot Springs County as a Drought Area and to draft a letter to the Governor asking him to start the Drought Declaration Process for Hot Springs County. John P. Lumley seconded the motion. Motion carried.

### **Personnel Handbook Review Update**

The Handbook is ready for final approval. The Commissioners reviewed the changes proposed at the last work session shown in red in the handbook. A small wording change was made to the first paragraph in Section 11 on Page 10. County Attorney Jerry Williams stated that he felt the final document was fair and flexible and recommended approval and signature by all elected county officials, excepting the Sheriff, as that department has its own separate handbook. Discussion held regarding the necessity of compensation in return for employee's signature. Attorney Williams indicated that compensation of some type was advisable, but not necessarily required for implementation. Random drug testing was

discussed. Staff will check with other counties to see if their policies differ from what currently proposed here. Brad W. Basse moved to approve the handbook as presented after the minor change to Section 11, with compensation to be determined at a later date. John P. Lumley seconded the motion. Motion carried.

### **Rebates & Supplemental**

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

**Rebate #18-10** – Shelley Deromedi for Rush, Inc. - 2009 Parcel #3766 – Personal Property of Rush, Inc., - Some of the equipment assessed to Rush, Inc., was also reported by and assessed to S & B Oilfield and Excavation, Inc. for tax year 2009. Value of the equipment that was assessed to both corporations is \$10,029.00. Taxes in the amount of \$672.24 need to be rebated. Brad W. Basse moved approval of Rebate #18-10 to Rush, Inc. in the amount of \$672.24. John P. Lumley seconded the motion. Motion carried.

### **Assessor Web Server Discussion**

The Assessor's Office would like to place integrated information from their CAMA system and their mapping system on the web for access by the public. This would require the acquisition of a web server and a hosting service, unless the county acted as the site host. Information gathered from other counties, the consultant those counties worked with, and the County's IT provider indicates that having our own server and hosting the data in-house would be the best, most efficient and most cost-effective way to go. The initial cost of implementing the system would somewhere in the area of \$25,000.00. After a demonstration by Shelley Deromedi and Judy Carswell of a system used by another county, the Commissioners agreed that such a system would offer definite advantages to the public.

### **Courthouse Security Committee Update**

Commissioner Basse reported that he had been informed the State Office of Homeland Security has no record of a Courthouse Security Committee in Hot Springs County. Discussion ensued regarding whether a committee had ever been formed. Staff will review the past minutes to determine when or if the committee was established. If the committee has been established, a list of members will be sent to Joe Moore, State Director of the OHS. If not, the issue will be taken up again at the next Commissioners Meeting.

### **Award Commissioners Scholarship**

The Commissioners reviewed the six applications for the 2010 County Commissioners Freshman Scholarship. Three recipients were chosen, as well as three alternates. Names of the scholarship winners will be announced at the Hot Springs County School District's Senior Awards Night Ceremony.

### **Airport Update**

**Federal/State Grant Applications** – GDA Representative Dusty Spomer presented the applications for federal and state aid for the Commissioners' approval. The County Attorney has reviewed and approved the content of the applications. Brad W. Basse moved to approve the Request for State Airport Aid for the Hot Springs County Airport Relocation Project – Land Acquisition and Master Design. John P. Lumley seconded the motion. Discussion: The amount of state aid requested is \$30,632.00. Motion carried. Brad W. Basse moved to approve the Application for Federal Assistance for the Hot Springs County Airport Relocation Project – Land Acquisition & Master Design. John P. Lumley seconded the motion. Discussion: The amount of federal aid requested is \$970,000.00. Motion carried.

**Project Scope of Work – Draft** – Mr. Spomer then presented a draft of the Project Scope of Work for Hot Springs County Airport Relocation Project Land Acquisition and Master Design for the Commissioners' review. A copy of this draft has also been sent to the WYDOT – Aeronautics Division and the FAA for their review. Comments are to be submitted to GDA as soon as possible so that a final draft may be presented for approval at the Commissioners meeting on May 18<sup>th</sup>.

**Land Acquisition** – Mr. Spomer reviewed ongoing correspondence with the current landowner of the site of the new airport. A face-to-face meeting between the landowner and representatives of GDA will be held in the near future.

**Work session** – Another pre-design work session was scheduled for Tuesday, May 18, 2010, at 1:30 p.m. in the Commissioners' Room at the Annex.

### **Other Business**

**Courthouse Communications Upgrade Draw Down Request #2** – Clerk Odde presented Draw Down Request #2 for the Courthouse Communications Upgrade project for phones and other equipment from

Qwest Communications in the amount of \$32,601.74. Brad W. Basse moved to approve Draw Down Request #2 in the amount of \$32,601.74. John P. Lumley seconded the motion. Motion carried.

**Further SLIB Projects Discussion** – Through conversations with SLIB representatives regarding on-going SLIB-funded projects, Clerk Odde reported that it appears that no draw down requests have been submitted for the hospital parking lot resurfacing project, and that there is still \$131,000.00 in unrequested funds for the new fire truck. Clerk Odde will further investigate these two items to determine the status of the projects.

**Search & Rescue/AEOC and Road & Bridge Signage** – Commissioner Basse presented quotes from Flying Eagle Gallery and Pennoyer Graphics for signs for the Search & Rescue/AEOC and Road & Bridge buildings. Flying Eagle Gallery's quote was for \$570.00 for two 4'X4' vinyl-clad signs with printed lettering. Pennoyer Graphics' bid was \$352.00 for two 4'X4' painted and sealed signs. Brad W. Basse moved to accept the bid from Pennoyer Graphics in the amount of \$352.00 for two signs for the Road & Bridge and Search & Rescue/AEOC buildings, with funds to come out of courthouse equipment. John P. Lumley seconded the motion. Motion carried.

### **Correspondence**

#### **Hospital Board Minutes**

**Cowboy Rendezvous Parade** – June 26, 2010 – 10:00 a.m.

**Yates/Roberts Ferry Crossing Dedication** – June 5, 2010 – 3:00 p.m.

**Biomass Utilization Group Memory**

**FFA Banquet** – April 29, 2010

**Lodging Tax Board Minutes**

**WARM Newsletter**

The Commissioners reviewed the foregoing items. No further action was required or taken at this time.

**Executive Session:** Brad W. Basse moved to enter Executive Session for reasons of litigation and personnel at 1:55 p.m. John P. Lumley seconded the motion. Motion carried. Present for the Executive Session were Commissioners Lumley and Basse, County Attorney Jerry Williams, Deputy Clerk Karen Slocum and Administrative Assistant Herdt. Brad W. Basse moved to leave Executive Session at 3:00 p.m. John P. Lumley seconded the motion. Motion carried. No action was taken during or as a result of the Executive Session.

### **Review Part-Time County Attorney Resolution**

No further action will be taken on the resolution at this time. Press representative Cindy Glasson asked the Commissioners for comment on the lawsuit filed by Sandra Baker against the County. Chairman Lumley responded that, on the advice of counsel, the Commissioners would have no comment.

### **Adjournment**

There being no further business to come before the Board at this time, Brad W. Basse moved to adjourn at 3:10 p.m. John P. Lumley seconded the motion. Motion carried.

Attest:

---

John P. Lumley, Chairman

---

Hans Odde, Clerk to the Board

### **BILLS – APRIL, 2010**

THERMOPOLIS - HOT SPRINGS 4,500.00 / CASPER STAR TRIBUNE 272.80  
HOT SPRINGS VETERINARY CLINIC 130.00 / STATE OF WYOMING 1,375.20  
HOT SPRINGS COUNTY WEED & PEST 59.70 / DAY-TIMERS, INC. 35.29  
RANEE L. GONSALEZ 684.75 / RAMS HEAD FINANCIAL SERVICES 250.00  
WYOMING DEPT OF AGRICULTURE 50.00 / WYOMING LECC 60.00  
APPRAISAL INSTITUTE 48.00 / IDEAL AUTO ELECTRIC 98.00 / AFLAC 687.60  
STATE OF WYOMING - A&I 86.44 / ARIANN GRIFFIN 168.00  
ATLAS OFFICE PRODUCTS, INC. 503.22 / BARTON STAM 338.55 / BIG HORN WATER 102.00

BLAIR'S SUPER MARKET 133.99 / PITNEY BOWES 29.98 / BREE GERBER 78.82  
BROKERS NATIONAL LIFE 451.00 / BUSY BEE'S PRINTING 136.66  
CARDINAL HEALTH 1,846.34 / RED ROCK FAMILY PRACTICE 803.00  
POSTAGE BY PHONE 1,000.00 / CNA SURETY 50.00 / THERMOPOLIS HARDWARE 533.84  
CODY HENSLEY 1,648.25 / COLORADO CUSTOM WARE 150.00  
COLONIAL SUPPLEMENTAL INS. 248.45 / VERIZON WIRELESS 56.59  
VERIZON WIRELESS 40.34 / VERIZON WIRELESS 62.90 / VERIZON WIRELESS 266.50  
VERIZON WIRELESS 47.60 / COMMUNICATIONS TECHNOLOGIES INC 3,990.00  
COVENANT INSURANCE GROUP, INC. 229.24 / CINDY MAGELKY 67.34  
CRESTLINE CO., INC. 626.74 / CUMMINS ROCKY MOUNTAIN LLC 19,072.84  
DARE AMERICA MERCHANDISE 38.93 / DEBRA DONAHUE 193.29  
DELL MARKETING, L.P. 37.04 / DON'S IGA 342.99 / DON'S IGA 68.78  
D.R.A. SERVICES LLC 5,098.71 / EL RANCHO MOTEL 441.45  
ELECTION SYSTEMS & SOFTWARE 4,315.00 / ESRI 3,400.00  
EXPRESS POLICE SUPPLY, INC 119.97 / SHELL FLEET PLUS PROCESSING CENTER 35.58  
PINNACLE BANK OF THERMOPOLIS 35,838.04 / FOOD SERVICES OF AMERICA 1,124.15  
FRANDSON SAFETY INC. 10.00 / HARVEY "MAC" FISHER 225.00  
HOT SPRINGS COUNTY HEALTH INS ACCT 47,911.72  
HOT SPRINGS CO. SCHOOL DIST #1 3,291.74 / INDEPENDENT RECORD 1,662.20  
INDOFF INC. 213.14 / INTEGRA INFORMATION TECHNOLOGIES 63.47  
JADECO, INC. 2,541.56 / JILL JACOBSON 325.00 / JOHN LUMLEY 380.50  
BIG KMART 99.98 / KREISERS INC 1,434.03 / LAIRD SANITATION, LLC 155.00  
LAMAX CONSTRUCTION, INC. 8,000.00 / FALGOUST, LOU 40.79 / MARY GORDON 152.00  
MARK MORTIMORE 6,188.68 / MARY L. SCHEIBLE 1,125.00  
MAXWELL PRODUCTS INC. 10,794.22 / MBA OF WYOMING 28,720.58  
MEADOW GOLD DAIRY 119.92 / MEINECKE & SITZ, LLC 50.00  
HOT SPRINGS CO. MEM. HOSPITAL 10,190.00  
HOT SPRINGS CO. MEMORIAL HOSPITAL 15.00 / HOT SPRINGS COUNSELING SERVICE  
200.00  
MESSENGER & JUROVICH, P.C. 40.00 / MICKEYJEAN FORD 38.01 / MOTOROLA 14,711.26  
NATIONAL 4-H COUNCIL-SUPPLY SERVICE 115.59 / NIELSEN OIL CO., INC. 59.10  
NORTHWEST SHUTTLE 500.00 / NEWMAN TRAFFIC SIGNS 884.33  
O'REILLY AUTO PARTS 59.99 / THE OFFICE SHOP, INC 81.78  
OWL CREEK GRAPHICS 41.96 / OWL LUMBER INC. 5,097.97 / PAMIDA 137.86  
PATTY HUGHES 154.00 / PERFORMANCE AUTO & GLASS 62.19  
PERFORMANCE AUTO & GLASS 576.74 / PENNY T. HERDT 161.30  
PLAINSMAN PRINTING & SUPPLY 1,184.75 / POSTMASTER 1,057.40 / PRINT ZONE  
663.80  
QUARTERMASTER, INC. 129.93 / QWEST 655.57 / QWEST 43,468.98 / RAGG TAGGS  
250.00  
RAYMOND E. SHAFFER 125.35 / RETRIEVER, LLC 13,705.00  
REX ROBERTSON CO. INC. 52.54 / GORRELL & HOPKINSON, P.C. 120.00  
RIVERTON TIRE & OIL CO., INC. 211.80 / ROSCOE STEEL & CULVERT CO. 37,580.00  
RT COMMUNICATIONS, INC. 3,913.41 / SAFE KIDS WORLDWIDE 75.00  
SANDRA L BAKER 40.00 / SANDREA J. HOWE 75.00 / SANOFI PASTEUR, INC. 579.39  
SECRETARY OF STATE 60.00 / SHELLEY DEROMEDI 239.91  
THE STANDARD INS. CO. 1,357.87 / STEHLIN PLUMBING & CONTRACTING 175.00  
T&JPROPANE 24.90 / TEEPEE POOLS 351.00 / SHELL SOUTHSIDE TRAVEL CENTER 10.00  
TOWN OF THERMOPOLIS 1,201.99 / TRAVELING COMPUTERS, INC. 3,249.97  
TRI COUNTY TELEPHONE ASSOC, INC 333.65 / VERIZON WIRELESS 44.44  
VICKLUND PHARMACY 21.79 / VICKI M. NICHOLS 48.00 / VISA - CARD ONE 984.89  
VISA - CARD TWO 1,088.89 / VISA - CARD THREE 276.66 / VISA - CARD FOUR 447.15  
VISA - CARD FIVE 477.91 / VISA - CARD SIX 2,361.11 / VISA 140.94  
WCS TELECOM 339.49 / WHITE HORSE FEED & SEED LLC 99.94  
EMPLOYMENT TAX DIVISION 2,113.61 / WYOMING BUSINESS ALLIANCE 25.00  
WYOMING.COM 20.00 / WYOMING CORONER'S ASSOCIATION 75.00  
WYOMING DIVISION OF 199.00 / ORCHARD TRUST COMPANY 5,780.00  
WYOMING DEPARTMENT OF EMPLOYMENT 32.00 / UNEMPLOYMENT TAX DIVISION 3,857.63  
WYOMING STATE 4-H FOUNDATION 4,839.00 / WYONET INC. 113.95  
WYO RETIREMENT SYSTEM 18,402.05 / 036-NCPERS GROUP LIFE INS. 240.00