

04-17-12 COMMISSIONER PROCEEDINGS

The Board of County Commissioners met at the above date beginning at 8:30 am at the entryway of Sesame Street to view the area in regards to placement of an irrigation waterline. Those present were Chairman Ron Harvey, Members Terry Wolf and Aaron Anderson, and Clerk to the Board Mary Grace Strauch.

Many area landowners along with County Attorney Marcy Argeris, Planner Bruce Frederick and Road and Bridge Superintendent Tete Weston met to view the area regarding an irrigation waterline placement that will be placed within the county right of way. Discussion was held on where to place the line and the existing landscaping that is now in the county right of way that will need to be moved for the placement of the line. Discussion was held on if sprinkler systems would be replaced or repaired and landscaping issues were discussed. Also discussed was that RT Communications would like to put conduit in the same trench for future use of fiber optics in the area.

The meeting reconvened at 9:20 am in the county commissioners meeting room. The pledge of allegiance was led by Commissioner Harvey.

A motion was made by Commissioner Wolf and seconded by Commissioner Anderson to approve the minutes of the April 3, 2012 meeting. Motion carried.

Further discussion was held with landowners Stan Smith, Kami Neighbors, Juanita Mouat, Dave Bostrom, Amber Page, Larry Hill and County Attorney Marcy Argeris, Planner Bruce Frederick and Road and Bridge Superintendent Tete Weston. Marcy explained that the Sesame Street Irrigation Association will need to develop an agreement with the contractor regarding the issues with landscaping and sprinkler systems being repaired. Anything that is a permanently set in the right of way needs to be moved out of the county right of way and kept out of the county right of way. RT Communications will need to file a right of way easement for placing the conduit in the same trench. All county easements will be signed.

Road and Bridge Superintendent Tete Weston reported to the board that the crew continues to work on Road 13 and they are continuing to grade roads as the moisture is available. Some work has been done on Cottonwood Road. Discussion was held regarding a waste ditch that was pulled on Road 13 and the issue with the dirt being piled on the county road. Tete will look into getting this dirt moved off of the roadway as it is a hazard. Discussion was held on other objects that are in county right of ways that need to be addressed. Tete reported that there is a soft spot in the Tie Down Road that needs repaired. McGarvin-Moberly should be able to complete the work on Road 13 by the end of May or beginning of June.

Building Maintenance Manager Tom Schmeltzer reported that the carpet has been placed at the Library. Additional work was needed to complete the project. McKinnons have asked for an additional \$825.00 for the extra work. This amount was taken under advisement and the board will review. Tom has been working on getting the water running at the fair grounds for the lawn. Discussion was held on work to be done at the Clerk of Court. This can not be started until the grant paperwork has been completed. Also discussed was the possibility of a window being placed in the Youth Alternatives office. This will be discussed at a later time.

Discussion was held on moving the polling places for upcoming elections to the Community Center Complex. Several issues exist with the current polling places at the Fair Grounds, High School and Methodist RER building and the move would make voting more accessible to the voters. Approval was given by the board for the County Clerk to proceed with the change in polling place. This does not change voting districts or precincts or boundary lines of the precincts just the polling location.

County Assessor Kathy Treanor met with the board to receive permission to purchase a gps unit that can be used by the Assessor Office, Planners Office and Homeland Security. There is enough funding from the three entities to pay for the unit. Cost for the unit is \$4,199.00. A motion was made by Commissioner Anderson and seconded by Commissioner Wolf to approve the purchase of the GPS unit. Motion carried. Discussion was held on a notice of value change regarding Canyon Creek Village. Credit will be given in the amount of \$442.00 regarding the miscalculation. A motion was made by Commissioner Wolf and seconded by Commissioner Anderson to authorize the rebate in taxes. Motion carried.

A motion was made by Commissioner Anderson and seconded by Commissioner Wolf to pass Resolution Number 296 regarding reducing the membership of the Historic Preservation Board to five members. Motion carried.

Homeland Security Director Kimball Croft met with the board to discuss several draft policies. Policy A is in regards to a critical incident and funding that would be available for an emergency within the first 24 hours. Approval was given to proceed with presenting the policy to other entities for approval. Policy B is a policy for continuity of government and who would be in charge if one or several of the county commissioners were not available to make decisions in an emergency. Discussion was held on if this should be a legislative change on who would be in charge if the commissioners were incapacitated in any way. Kimball will discuss this issue with County Attorney Marcy Argeris and further discussion will be held on this policy. An emergency declaration draft was present for review by the board. Discussion was held on the bidding portion of the declaration and waiving the portion due to an emergency. Further work will also be done on the policy. A draft Memorandum of Understanding was reviewed by the board. Kimball will continue to work with the fire districts, city, town and county before this draft is completed. Approval was given for Kimball to purchase a new phone. Cost is \$150.00. Kimball will have his county vehicle maintained for the year. Kimball would also like to have the vehicle detailed. Approval was given to proceed.

County Attorney Marcy Argeris, Planner Bruce Frederick, Building Official Ron Vanderpool County Planning Commission member Greg Hammons, City Planning Commission members Dale Wagner, Keith Gentzler, Herm Emmett, Terry Sutherland, David Anderson with Donnell and Allred, Le Ann Baker with Washakie Development Association (WDA) and landowners Bill Decker, Garret Immesoeta, Kathryn Colton, Worland Fire District Chief Chris Kocher and Homeland Security Director Kimball Croft met with the board to discuss the possibility of forming a committee of both the city and county planning commissions to discuss the half mile radius around the city of Worland boundaries regarding regulations and controls that may be needed in future growth of the city. Discussion was held on holding the first meeting after the 26th of April and how advertising should take place and how people should be notified of upcoming meetings and topics of discussion. There are no pre-conceived ideas at this time on how to proceed with this committee and the committee needs to decide which issues need to be addressed and return to the commission with any recommended actions. This committee would be proactive and not reactive to planning issues in the half mile buffer around the city.

County Attorney Marcy Argeris met with the board to discuss the driving history that is needed regarding county employees that use county vehicles for the property insurance. Discussion was held on who should be responsible for obtaining this information and how it will be received. The commissioners will meet with other commissioners in the coming weeks to further discuss this issue before proceeding.

Le Ann Baker WDA Director and County Attorney Marcy Argeris met with the board to review the Construction Close Out and Evaluation form for the Wyoming Business Council grant regarding the Fair View Industrial Park. Discussion was held on the contract with Engineering Associates for the upcoming Site Building Project. Marcy has not completed the review of the contract and until she does there is no recommendation for approval. A motion was made by Commissioner Wolf and seconded by Commissioner Anderson to give approval for Commissioner Harvey to sign the contract if there are not significant issues found with County Attorney Marcy Argeris and if issues are found the contract will not be signed until May 1. Motion carried.

Planner Bruce Frederick met with the board to review the Local Project Administrator Public Procurement Policy. This will need to be adopted before June 30. Bruce reported that the information is now available to apply for additional TEAL funds for the bike path. Bruce stated that the DEQ permit had been received for the construction of the Septage Site. An error was made in the in Warranty Deed to the Hollingsworth Trust and Bruce as a corrected Warranty Deed that need to be signed. A motion was made by Commissioner Wolf and seconded by Commissioner Anderson to approve Chairman Ron Harvey to sign the Corrected Warranty Deed as presented. Motion carried.

Donnell and Allred Engineer David Anderson, Planner Bruce Frederick and Building Official Ron Vanderpool met with the board to discuss the letter that will be sent to FEMA regarding the LOMR request for the revised maps that were submitted regarding the flood area.

Discussion was held on holding a work session at 5:00 pm on Tuesday April 24 to work on a proposed salary schedule for employees. A work session may be held at 6:30 pm on April 24 to work on rules regarding the consensus funding with the City of Worland and Town of Ten Sleep representatives.

Fire Chief Chris Kocher met with the board to review the Interagency Cooperative Fire Management and Stafford Act Response Agreement and the 2012 Wildland Management Annual Operating Plan. Discussion was held on the burning guidelines and that if there are any statutory fines the county can enforce if the guidelines are not met. Chris will discuss this issue further with County Attorney Marcy Argeris.

A motion was made by Commissioner Wolf and seconded by Commissioner Anderson to approve the Malt Beverage permit for the Ten Sleep Rodeo Association to hold the 3rd annual Beauty and the Beast Rodeo and concert on May 26, 2012. Motion carried.

A phone call was placed to Engineer Heath Overfield to discuss the timeline regarding the septage site. The project will be bid and bids will be opened on June 5 and awarded on June 19 with the contingency that funding is available to complete the project.

Road and Bridge Superintendent Tete Weston reported to the board that he would like to remove a culvert at the end of Road 13 that is no longer used by the canal district. It was decided to fill in the culvert with flow fill. Tete reported that he had spoken to Pam French with BLM regarding the proposed new gravel pit.

Planner Bruce Frederick met with the board to discuss several areas along Road 13 and issues with equipment in the right of ways.

Discussion was held on a salary scale that Commissioner Anderson has created from the study that was completed. The board will continue to work on the scale.

A motion was made by Commissioner Wolf and seconded by Commissioner Anderson to convene into executive session beginning at 4:22 pm to discuss the county commissioner scholarship applications. Motion carried. A motion was made by Commissioner Anderson and seconded by Commissioner Wolf to reconvene into regular session beginning at 4:28 pm. A decision has been made and the results will be presented at Class night. Motion carried.

After reviewing the invoice from McKinnon flooring it was decided to pay the extra wanted for the carpet replacement but the invoices would be paid in May.

A motion was made by Commissioner Anderson and seconded by Commissioner Wolf to approve the Bidding Process and Contracts Policy effective this date. Motion carried.

County Attorney Marcy Argeris reported that there are several issues with the contract with Engineering Associates and the Site Building so it will not be signed until May 1.

CONSENT AGENDA

1. Authorize chairman to sign draw down request regarding the OJJDP grant in the amount of \$1,290.54.
2. Authorize chairman to sign quarterly report regarding the OJJDP grant.
3. Accept Trial Balance and Cash Balance from Treasurer's office and Circuit Court Fees \$11,741.00 for March.
4. All commissioners sign letters to road and bridge applicants.
5. Authorize chairman to sign Washakie County Family Planning Expense/Revenue report for March 2012.
6. Authorize chairman to sign Project Contacts & Responsibilities form and Standard Photo Release Form regarding the Fair View Industrial Park Site Building.
7. Authorize chairman to sign Cash Handling Policy for Public Health and Family Planning.
8. Authorize chairman to sign Construction Close out & Evaluation Phase documents regarding the Fair View Industrial Park.
9. Authorize chairman to sign 2012 Wildland Fire Management Annual Operating Plan.
10. Authorize chairman to sign Interagency Cooperative Fire Management and Stafford Act Response Agreement – Wyoming.
11. Approve bond for Jarrod Glanz, Washakie County Weed and Pest Control Treasurer, in the amount of \$50,000.00.
12. Authorize chairman to sign letter to James Lindsey, FEMA Production and Technical Services Contractor regarding concurrence with the LOMR request submittal from the City of Worland.
13. Authorize chairman to sign right of way easement amendment regarding Sesame Street and the irrigation line being placed on the west side of Sesame Street.
14. Authorize chairman to sign right of way easement from Sesame Street Irrigation Association to place an irrigation line along Lane 16 ½.

A motion was made by Commissioner Anderson and seconded by Commissioner Wolf, to accept the Consent Agenda. Motion carried.

There being no further business to come before the board, a motion was made by Commissioner Anderson and seconded by Commissioner Wolf to adjourn the meeting. Motion carried.

(Seal)

Mary Grace Strauch
Clerk to the Board

Ron Harvey, Chairman
Washakie County Commissioners