

NIOBARARA COUNTY COMMISSIONERS' MEETING
NIOBARARA COUNTY, WYOMING
AUGUST 1, 2023

The County Commissioners' meeting was called to order on August 1, 2023, at 9:00 a.m. by Chairman Patrick H. Wade. Vice-Chairman John Midkiff, Commissioner Elaine Griffith, and County Clerk Becky L. Freeman were present. Members of the audience included Undersheriff Kelly Dean and Heather Goddard with the *Lusk Herald*.

Road & Bridge- Foreman Fred Thomas met with the Commissioners and updated them on roads. He said they are still working on washouts, and they are having problems with weeds.

He said we are still two to three months away from receiving the new blade.

Timberline is still crushing at the Ruffing Pit, and they should be done soon.

Old Business-The Commissioners discussed the old jail and the need to put out requests for bids for hazardous material removal.

Fiscal Training for Public Officers- Commissioner Griffith said she has contacted the Wyoming County Commissioners' Association regarding training on this matter.

Public Hearing on FY23 Budget Amendments- A public hearing was held at 9:30 a.m., as advertised, regarding amendments for the FY23 budget. There was no one in attendance to speak in favor of or in opposition to the amendments. Clerk Freeman noted that August 1st was the soonest a public hearing could be scheduled for this matter. There being no other comments for or against the amendments, Chairman Wade closed the meeting at 9:31 a.m.

Resolution 23-08 Budget Amendments- Vice-Chairman Midkiff moved to adopt Resolution 23-08 amending the FY 2023 budget. Commissioner Griffith seconded, and the motion carried. A complete copy of the resolution is located on the county's website at <https://www.niobararacounty.org/departments/commissioners/Resolutions.asp>.

The Commissioners discussed the upcoming congressional tour and finalized plans for Friday evening.

Elected Officials and Department Heads- Regional Public Health Nurse Supervisor Darcey Cowardin joined the meeting by telephone and advised the Commissioners that Public Health Response Coordinator Matt Gordon submitted his resignation and his last working day will be July 31, 2023. She said there is someone interested in filling the position, and that office rent and utilities will be partially funded through the Public Health Response Coordinator grant since this individual will be sharing office space with the Public Health Nurse.

She said the State reached out to see if Public Health Nurse Michelle Kremers would be interested in additional hours (maximum of 30), which would be paid for by the State through Maternal Child Health funding. Mrs. Kremers is taking a childbirth class in October, so she will be a certified childbirth instructor.

Undersheriff Kelly Dean said that Dispatch is fully staffed.

Emergency Management Coordinator James Santistevan said he will be attending a meeting for a hazard mitigation project to determine the next steps in the process.

Treasurer Keri Thompson asked about the fiscal training classes for public officers. She said she would like to have her employees attend but she was not sure how that would work while trying to wait on customers. Commissioner Griffith said that she had reserved a spot for those that want to attend in the commissioners' room but did not know if that would help her or not.

Assessor Teri Stephens said they still have some areas in town to review and she is running the tax roll today and submitting reports to the State.

Chairman Wade said he has been busy working on BLM matters. He said a public scoping meeting is being held Monday, August 7, 2023, at 5:00 p.m. at the fairgrounds. He said there will be impacts to the resource plan and the proposed changes could have profound changes to the county. He also discussed the justice center roof project.

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Chairman Wade read Clerk of Court Chrisanna Lund's report as she was attending trainings in Cheyenne.

Assessor Teri Stephens met with the Commissioners to discuss the valuation placed on a pipeline discovered during last year's reviews. Due to its age, nonuse, and lack of communication with the owner, she felt that hiring professional appraisers, TY Pickett & Co, who appraises all pipelines in the county, could conduct a review of this pipeline for 2024. She said the appraisal cost is \$2,500.00. The Commissioners authorized her to move forward with hiring TY Pickett to review the pipeline.

County Attorney- Attorney Anne Wasserburger met with the Commissioners and discussed county business.

Jerry Miller of Miller Construction met with the Commissioners and discussed quotes he submitted for work to be done at the jail. Chairman Wade explained that they approved the work for the book-in area but did not act on the kitchen relocation. They discussed the need to move the kitchen countertops, shelving, and block wall to make it more efficient.

Commissioner Griffith moved to approve Miller Construction's quote of \$25,000.00 to relocate the kitchen in detention. Vice-Chairman Midkiff seconded, and the motion carried.

2023 Mill Levies- Vice-Chairman Midkiff moved to set the 2023 Mill Levies. Commissioner Griffith seconded, and the motion carried.

Financial Agreement with the Town of Lusk for ESRI Agreement- Commissioner Griffith moved to sign the financial agreement between Niobrara County and the Town of Lusk for the ESRI Regional Government Enterprise Agreement effective July 1, 2023, through June 30, 2026. Vice-Chairman Midkiff seconded, and the motion carried.

Delta Dental Rates- Commissioner Griffith moved to approve Option 2 for Delta Dental keeping rates the same as well as adding certain coverages to basic services. Vice-Chairman Midkiff seconded, and the motion carried.

24-Hour Catering Permit- Vice-Chairman Midkiff moved to approve a 24-Hour Catering Permit for 3 Sister's Truck Stop to sell alcoholic beverages for John Graham's Coyote Days on August 19, 2023.

Commissioner Griffith moved to approve the bid from Elite Level Construction for \$130.00 for the installation of the half door in the Assessor's office. Vice-Chairman Midkiff seconded, and the motion carried.

Consent Agenda- Vice-Chairman Midkiff moved to approve the consent agenda. Commissioner Griffith seconded, and the motion carried. Items on the consent agenda were the minutes of the July 18, 2023, meeting, receipts for the month of July from the County Clerk for \$3,018.00, tax roll supplements for USA Energy LLC from the 2023 tax year for \$1942.76 and Breitburn Operating LP for the 2020 tax year for \$2200.48 and a petition of affidavit for reduction of taxes for USA Energy, LLC- 2023 tax roll (\$2,049.23).

Audit Engagement Letter- Vice-Chairman Midkiff moved to sign the engagement letter with Porter, Muirhead, Cornia, and Howard to perform the County's annual audit. Commissioner Griffith seconded, and the motion carried.

Payroll and the following vouchers were approved for payment: Bills are listed in the following format: Vendor- Department- Description- Amount- July Payroll- \$123087.89, Aflac- Various- Supplemental insurance- \$9266.69, 14 County Tire- Various- Vehicle repairs- \$115.00, Allbright's True Value- Various- Parts, supplies, vehicle repairs, justice center mtnc. - \$732.63, Also- Road & Bridge- Shop towels & coveralls- \$283.24, Anne Wasserburger- County Attorney- Supplies- \$121.65, Axon Enterprise, Inc.- Various- New equipment- \$3475.85, BAM Document

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Destruction & Recycling, LLC.- Various- Document shredding- \$423.90, BenchMark of Torrington- Various- Engineering fees- \$5663.15, Black Hills Chemical & Janitorial- Facilities- Cleaning supplies- \$1172.16, Black Hills Energy- Various- Utilities- \$257.31, Blue360 Media, LLC.- Sheriff- Supplies- \$490.59, Body Builders Body Shop- Various- Vehicle repairs- \$631.20, Boldon Diesel Service, LLC.- Road & Bridge- Vehicle & equipment repairs- \$5901.10, Budd-Falen Law Offices- Commissioners- Legal review of the draft planning & zoning manual- \$2053.68, Canon Financial Services- Various- Copier service agreements- \$380.00, CenturyLink- Various- Telephones- \$2167.93, CenturyLink Business- Various- Telephones- \$66.16, Connecting Point Computer Centers- Various- Copier service agreements- \$311.92, Cory Wilcox- Coroner- Deputy coroner stipend - \$150.00, Crook County- Assessor- Annual ESRI GIS maintenance fee- \$4249.84, Dalton McDaniel- Facilities- Weed removal at Public Health Nurse Building- \$75.00, Dan Assman- Sheriff- Vehicle repairs- \$24.40, Decker's Market- Detention- Supplies- \$14.38, Delta Dental of WY- Various- Dental insurance- \$1133.75, Dennis C. Meier- Circuit Court Magistrate- Office rent- \$1000.00, Double A Properties, LLC.- Co. Attorney- Office rent- \$1000.00, Election System & Software, Inc.- Elections- Annual hardware/software maintenance- \$7902.50, Entenmann-Rovin Co.- Detention- Uniforms- \$343.00, Fraiser's Welding- County Road Fund- Auto gates- \$11980.00, Frank Parts Co.- Road & Bridge- Parts - \$282.13, Fusion Cloud Services, LLC.- Various, Telephone- \$1091.07, Geographic Innovations- Various- Professional mapping - \$1500.00, Goshen County Detention Center- Detention- Inmate housing & meds- \$7095.00, GreatAmerica Financial Services- Various- Copier service agreements- \$2590.89, Great-West Trust Co., LLC.- Various- Deferred compensation contributions- \$20490.00, GSG Architecture Design- Facilities- Justice Center Roof Replacement Project- \$12920.00, Hiway Brake & Alignment- Sheriff- Vehicle repairs- \$743.39, Jameson Cleaning & Maintenance- Facilities- Fairgrounds cleaning contract - \$7500.00, Jeffery R. White- Facilities- Tree removal at fairgrounds- \$4300.00, Katie Krein- Prevention Grant- Phone, IT expense, operational supports, svc. implementation- \$113.14, Kaufman Glass- Sheriff- Vehicle repairs- \$630.00 Ken Brown- Clerk of Court- Court appointed attorney- \$390.00, Legend of Rawhide Committee- Prevention Grant- Security at Pageant provided at entrance of alcohol booths to check wristbands & ids - \$1000.00, Local Government Liability Pool- General County- Liability insurance premium- \$15068.00, Lusk Herald- General County- Publications- \$3025.02, Lusk State Bank- Various- Payroll taxes- \$36222.75, Matthew Bender & Co., Inc.- Clerk of Court- Supplies- \$570.46, Michael Harberts- General County- I T support (2 months)- \$1485.00- Michelle Kremers- Various Public Health- Supplies, travel expense- \$182.09, Miller Construction- ARPA Funds- Final pay request fairgrounds roof- \$50000.00, Mountain Diversified Services, LLC. Facilities- Tree removal at courthouse- \$2920.00- Niobrara County Fair Board- General County- 1st qtr. tax allocation- \$19462.86, Niobrara County Hospital District- 1% Option Tax - \$12366.15, Niobrara County Library- General Co.- Deferred compensation & 1st qtr. tax allocation- \$39734.82, Niobrara County Public Health- Prevention grant- Indirect costs- \$301.84, Niobrara Electric Association- Various- Radio tower electricity- \$61.95, Office Depot- Various- Supplies- \$56.55, Pine Bluffs Gravel & Excavating, Inc.- County Road Fund- FY23 Road Rehabilitation final pay- \$20162.47 Plainsman Printing & Supply- Various- Supplies- \$652.11, Quadient Leasing USA, Inc.- General County- Qtrly postage meter lease payment- \$1202.19, Sandrock Vision Clinic- Facilities- Rent & utilities for temporary sheriff's office- \$716.77, Stinker Stores, Inc.- Various- Fuel- \$3844.10, Teri Stephens- Assessor- Mileage- \$145.20, Thomson Reuters- West- County Attorney- Law library- \$168.83, Torrington Office Supply- Assessor- Supplies- \$86.13, Town of Lusk- Various- Utilities- \$2419.73, Traci Bruegger- Facilities- Cleaning contract-

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\$4300.00, Tyler Technologies- Treasurer- Computer expense- \$82.69, Verizon Wireless- Various- Phones, base charge \$343.73, Visa- Various- Supplies, travel, postage, transports, medical supplies, new equipment, uniforms, vehicle repairs, computer expense- \$5138.34, Vision Service Plan- Various- Vision Insurance \$435.46, Visionary Broadband- Various- I T expense- \$730.93, Wyoming Association of Risk Management- General County- Property insurance premium- \$51390.53, Westco- Road & Bridge- Fuel- \$3201.34, Wolfcom Enterprises- Sheriff- New equipment- \$1133.00, WY Enterprise Technology Services- Various- Computer expense- \$20.00, Wyoming Educators' Benefit Trust- Co Admin- Health & life insurance- \$21414.01, WYDOT Financial Services- County Clerk- Supplies- \$119.46, Wyoming Lawn Sprinklers- Facilities- Justice center sprinkler repairs- \$85.05, Wyoming Network, Inc.- General County- IT expense- \$200.00, Xerox Corp.- Co admin- Copier service agreement- \$129.33, Payroll Deductions & Accounts payable total- \$421611.54
Grand total for July \$544699.43

There being no further business, the meeting adjourned.

NIOBRARA COUNTY COMMISSIONERS


Patrick Wade, Chairman

Attest:


Becky L. Freeman, County Clerk

