

NIOBRARA COUNTY COMMISSIONERS' MEETING  
NIOBRARA COUNTY, WYOMING  
MARCH 7, 2023

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The County Commissioners' meeting was called to order on March 7, 2023, at 9:03 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 Judy Lucas with *The Lusk Herald*, and Sheriff Randy Starkey.

Road and Bridge- Foreman Fred Thomas discussed road and bridge business. He said they are still working on opening some roads and that damage has occurred to auto gates and fences that will need repaired due to the excessive snow.

He said he received a quote from Frontier Garage Doors for \$1,106.00 to seal all four shop garage doors.

Wyatt Electric Bid- Commissioner Griffith moved to accept Wyatt Electric's bid of \$21,950.00 to provide and install a 22 KW generator and ATS for backup power and electrical upgrades for the Public Health Nurse Building. Vice-Chairman Midkiff seconded, and the motion carried unanimously.

The retainer letter from Budd-Falen Law Office was tabled for clarification of the scope of work they would provide in the legal review of the draft planning & zoning manual update.

Copier Connection Full Service Copier Contract- Commissioner Griffith moved to sign the copier service agreement with Copier Connection for the courthouse copier. Vice-Chairman Midkiff seconded, and the motion carried unanimously.

BLM Wildland Fire Agreement- Vice-Chairman moved to sign the BLM Wildland Fire Agreement. Commissioner Griffith seconded, and the motion carried unanimously.

Elected Officials & Department Heads- Sheriff Randy Starkey discussed issues with flooding at the justice center due to the roof leaking. He also mentioned that water is seeping into the garage because there are no gutters on it. He said the three vehicles from Converse County have arrived and the pickup will need new tires and all vehicles will require new decals. He plans to sell the old vehicles this spring.

He also noted that there are quite a few abandoned vehicles accumulating, and he will have Lynnette prepare the paperwork for a sale.

He noted that they are in the preliminary stages of rearranging the booking room and there are still position openings in detention and dispatch.

Clerk of Court Chrisanna Lund said it is business as usual, but she noticed there has been an increase in requests for passports.

Treasurer Keri Thompson and County Clerk Becky L. Freeman said it was business as usual in their offices.

Assessor Teri Stephens said all the data from field review season is entered. Staff is working on entering personal property and oil field information. She said she hopes to have data to Master's Touch next week and will mail Notices of Valuation soon.

University Extension & 4-H/Youth Development Educator Kellie Chichester said it was business as usual and they are beginning preparations for fair.

Emergency Management Coordinator James Santistevan said he was going to be working on two homeland security grants- one for Emergency Management and one for the County.

He also noted that the Hazard Mitigation Plan ends next June and he has been meeting with consultants already.

Commissioner Griffith stated that they are waiting for the grant to be approved before work begins on the Public Health Nurse Building remodel.

Chairman Wade said planning and zoning board members, the Commissioners, and BenchMark of Torrington are working through the draft of planning and zoning manual.

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BenchMark of Torrington- Brian Wakefield presented a Notice to Proceed for the 2023 Road Rehabilitation Project. Vice-Chairman Midkiff moved to sign the Notice to Proceed. Commissioner Griffith seconded, and the motion carried unanimously.

Mr. Wakefield updated the Commissioners on the state easement issue and said they are making progress.

Sheriff Starkey revisited his request to amend the current vacation policy. Pros and cons were discussed and the Commissioners recommended waiting until the end of the fiscal year before making a decision.

After conversation with Budd-Falen Law Offices, the scope of work stated in their retainer letter was clarified and will provide the necessary review of the planning and zoning manual update. Commissioner Griffith moved to sign the retainer letter with Budd-Falen Law. Vice-Chairman Midkiff seconded, and the motion carried unanimously.

WCCA MOU Greater Sage Grouse Plan Revision- Vice-Chairman Midkiff moved to sign the Memorandum of Understanding between the Wyoming County Commissioners Association and Niobrara County, serving as a cooperative agency, in the BLM's effort to revise the Greater Sage Grouse Plan. Commissioner Griffith seconded, and the motion carried unanimously.

The Commissioners attended a telephone conference for the Congressional Tour to continue discussion on the logistics of the tour.

Consent Agenda- Vice-Chairman Midkiff moved to approve the consent agenda. Commissioner Griffith seconded, and the motion carried unanimously. Items on the consent agenda were the minutes of the February 21, 2023, meeting, and receipts for the month of February from the County Clerk for \$2,805.39, from the Clerk of Court for \$408.00, and from the Public Health Nurse for \$594.70.

Payroll and the following vouchers were approved for payment: Bills are listed in the following format: Vendor- Department- Description- Amount- February Payroll- \$122039.85, Aflac- Various- Supplemental insurance- \$5919.57, Allbright's True Value- Various- Parts, supplies- \$258.36, AlSCO Road & Bridge- Shop towels & coveralls- \$494.09, AMBI Mail & Marketing- Prevention grant- Postage- \$918.32, Anne Wasserburger, Co. Attorney- Supplies, dues- \$251.33, Barco Municipal Products, Inc.- Road & Bridge- Parts- \$1101.30, Barnes Law, LLC.- Clerk of Court- Court appointed attorney- \$90.00, BenchMark of Torrington- Various- Planning & Zoning manual & 2023 road rehab engineering fees- \$10208.52, Black Hills Chemical & Janitorial- Facilities- Cleaning & maintenance supplies- \$223.24, Black Hills Energy- Various- Utilities- \$3055.53, Boldon Diesel Service, LLC.- Road & Bridge- Equipment repairs- \$132.82, Boldon Welding & Repair- Road & Bridge- Repairs- \$628.85, Canon Financial Services- Various- Copier service agreements- \$603.39, CenturyLink- Various- Telephones- \$2153.42, CenturyLink Business- Various- Telephones- \$81.26, Chrisanna Lund- Clerk of Court- Jury fees- \$38.76, CMI Inc.- Sheriff- Radio repair & expense- \$74.72, Connecting Point Computer Centers- Various- Copier service agreements- \$852.26, Converse County- American Rescue Plan Account- Vehicles for Sheriff- \$30000.00, Cory Wilcox- Coroner- Deputy coroner stipend - \$150.00, Coulson Law, LLC.- Clerk of Court- Court appointed attorney- \$170.00, Decker's Market- Dispatch- Supplies - \$25.88, Delta Dental of WY- Various- Dental insurance- \$1051.60, Dennis C. Meier- Circuit Court Magistrate- Office rent- \$1000.00, Dept. Of Health- Public Health Nurse- Reimburse state for public health nurse salary- \$4472.20, Dept. of Workforce Services- General County- Unemployment insurance- \$4900.00, Dooley Enterprises, Inc.- Sheriff- Ammunition- \$1007.00, Dooley Oil Inc.- NE- Road & Bridge- Gas/Oil- \$1303.15, Double A Properties, LLC.- Co. Attorney- Office rent- \$1000.00, Frank Parts Co.- Various- Parts- \$632.39, Fusion Cloud Services, LLC.- Various- Telephones- \$1087.07, Geographic Innovations- Various- Professional mapping - \$1360.00, GreatAmerica Financial Svcs.- Sheriff- Copier service (2 mos.)- \$206.00, Great-West Trust Co., LLC.- Various- Deferred compensation contribution- \$19240.00,

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Hiway Brake & Alignment- Sheriff- Vehicle repairs- \$445.55, Hometown Country- Sheriff- Uniforms- \$14.00, Jameson Cleaning & Maintenance- Facilities- Fairgrounds cleaning contract - \$7500.00, Katie Krein- Prevention Grant- Phone, IT expense, operational supports- \$113.14, Ken Brown- Clerk of Court- Court appointed attorney- \$1040.00, Lawson Products, Inc.- Road & Bridge- Parts- \$1094.21, Long Building Technologies, Inc.- Facilities- Bldg./equipment repairs- \$487.50, Lusk Herald- Various- Publications- \$661.20, Lusk State Bank- Various- Payroll taxes - \$35702.50, MasterCard- Various- Supplies, travel, postage, jury fees, telephone, travel expense, uniforms, IT expense, computer expense, new equipment, parts- \$3883.29, Matthew Gordon- Public Health Response Coordinator- Travel expense, supplies- \$184.99, Michael G. Mayville- Facilities- Snow removal- \$1080.00, Michelle Kremers- Various- Travel, supplies- \$95.00, NCIC Inmate Communications- Detention- Inmate phone cards- \$49.07, Niobrara CDC- Jury Account- Clerk of Court- Juror fees- \$1962.81, Niobrara County Hospital District- 1% Option Tax, inmate medical - \$17883.57, Niobrara County Library- General Co. - Deferred compensation- \$1725.00 – Niobrara County Public Health – Prevention grant- Indirect costs- \$211.24, Niobrara Electric Association- Various- Radio tower electricity- \$52.37, Office Depot- Co. Clerk- Supplies- \$144.63, One Stop Safety Solutions- General County- Random drug testing fees- \$240.00, Palen Law Offices, LLP.- Clerk of Court- Court appointed attorney- \$110.00, Peter W. Pier- County Coroner- Schools- \$150.00, Schindler Elevator Corp.- Facilities- Quarterly maintenance payment- \$1442.75, Stinker Stores, Inc.- Road & Bridge- Fuel- \$1481.03, Swanson Services Corp.- Detention Center- Inmate Commissary- \$98.74, Team Laboratory- Facilities- Fairgrounds supplies- \$268.00, The Master's Touch, LLC.- Assessor- Mailing service- \$1000.00, Thomson Reuters-West- County Attorney- Law library- \$168.83, Torrington Office Supply- Various- Supplies- \$660.62, Town of Lusk- Various- Utilities- \$2660.69, Traci Bruegger- Facilities- Cleaning contract- \$4300.00, Tyler Technologies- Various- Computer expense- \$82.69, Verizon Wireless- Various- Cell phones, computer expense & base fee- \$370.90, Vision Service Plan- Various- Vision Insurance \$404.77, Visionary Broadband- Various- IT expense- \$351.93, Walt's Lathe & Machine- Road & Bridge- Parts- \$71.34, WEBT- Co Admin- Health & life insurance- \$19533.94, Westco- Road & Bridge- Fuel- \$21505.80, WY Enterprise Technology Services- Various- Computer expense- \$20.00, Wyoming Machinery Company- Road & Bridge- Parts- \$7494.12, Wyoming Network, Inc.- General County- IT expense- \$200.00, Xerox Corp.- Co admin- Copier service agreement- \$130.30,

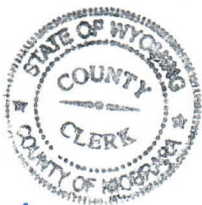
Payroll Deductions & Accounts payable total- \$231767.55

Grand total for February \$ 353807.40

There being no further business, the meeting adjourned.

NIOBRARA COUNTY COMMISSIONERS

Patrick Wade, Chairman



Attest:

Becky L. Freeman, County Clerk