



Regular Board Meeting Agenda
Sheridan County Courthouse Addition
224 S. Main St, Second Floor Board Room, #220
Tuesday, February 20, 2024, 9:00 a.m.

1. Call to Order and Pledge.
2. Consent Agenda:
 - a. 01/16/2024 Staff Meeting Draft Minutes;
 - b. 01/16/2024 Regular Meeting Draft Minutes;
 - c. 01/22/2024 Staff Meeting Draft Minutes;
 - d. 01/29/2024 Staff Meeting Draft Minutes;
 - e. 02/05/2024 Staff Meeting Draft Minutes;
 - f. 02/06/2024 Regular Meeting Draft Minutes;
 - g. Ratify Amendment 1 to Lease Agreement between 2nd Chance LLC and Sheridan County Wyoming, for 1845 Gabrielle Court, Unit E;
 - h. Ratify Permit for Supervised Public Display of Fireworks for Sheridan Motor Sports Association on July 4, 2024, at Sheridan Speedway, Sheridan, WY;
3. Consider Agenda.
4. Announcements.
5. Public Comments on Matters not on the Agenda.
6. Consider Acceptance of FY2022-23 Financial and Compliance Report.
7. Consider Memorandum of Understanding between Sheridan County Board of Commissioners and Sheridan County Clerk.
8. Consider Lease Agreement with Quadient Leasing USA Inc. (DBA Midwest Connect LLC) for an iX-7 Series mailing system for the County Treasurer's Office.
9. Consider Lessor's Consent to Sublease between Bighorn Airways Inc, and Bighorn Flying Company, LLC.

ADJOURN

Sheridan County Board of County Commissioners, Staff Meeting Minutes
County Courthouse, 224 S. Main Street, 2nd Floor Board Room, #220
Tuesday, January 16, 2024, 8:15 a.m.

Commissioners Present: Holly Jennings, Tom Ringley, Nick Siddle (Chair), Lonnie Wright.

Commissioners Not Present: Christi Haswell.

County Clerk Present: Eda Schunk Thompson.

Elected Present:

Dr. Robert Byrd, County Coroner;
 Levi Dominguez, Sheriff.

Staff Present:

Clint Beaver, Deputy County Attorney;
 Kenny Custis, Human Resources Manager;
 Cameron Duff, Administrative Director;
 Misti Dunkelberger, County Clerk Administrative Coordinator;
 Skye Evers, Administrative Coordinator;
 Robert Gill, Airport Manager;
 Kimberly Hein, Chief Deputy County Clerk;
 Jesse Ludikhuizen, Emergency Management Coordinator;
 Mike Morris, Building/Grounds Superintendent;
 Ken Muller, County Engineer;
 Mark Reid, County Planner;
 James Temple, Election Supervisor, Deputy County Clerk;
 Kimber Solberg, Fairgrounds Director, arrived at 8:22 a.m.

Call to Order: Chairman Siddle called the meeting to order at 8:15 a.m.

Elected and Staff Reports and Topics Discussed:

Mark Reid, County Planner.

Eagle Ridge Homeowners Association (HOA): Mr. Reid had a meeting with the HOA regarding concerns they have with water pressure, septic, and neighbor issues. This newer subdivision, located south of Dayton, had issues that were mostly non-county related and one issue that Mr. Reid will watch over time. Mr. Reid applauded Scott Rendell for an organized agenda and meeting. Powder Horn Ranch Homeowners

Association (HOA): The HOA, Planning, and other interested parties will meet January 17 regarding open space transfer of some extensive areas of open space that were set aside and will now be moved into the HOA. Mr. Reid will research to see if there were any expectations on the part of the county regarding that open space as it was a PUD and with PUD's typically comes requirements for open space. United States Army Corps of Engineers (USACE) and floodplain remapping: Mr. Reid received an email from USACE about a proposal to do some additional floodplain remapping of areas that were not done earlier, around Story and other areas. These maps are the basis of how planning regulates activity in the floodplain. Mr. Reid thinks it would be a benefit to everybody involved

and will get back to the Board after looking at the proposal. Bobcat Estates: Mr. Ringley asked about the sewage system at Bobcat Estates and was told it is all professionally engineered and designed septic systems.

Misti Dunkelberger, County Clerk Administrative Coordinator.

Liquor License Renewals: Renewal applications will be sent out today and the Board will consider renewals at the April 2, 2024, Regular Board Meeting.

Dr. Byrd, County Coroner.

Coroner's Vehicle: The purchased vehicle should be delivered at the end of the month.

Jesse Ludikhuize, Emergency Management Coordinator.

Grant Award Agreement between WY Office of Homeland Security and County:

On the next Board agenda at 9 am, there is a grant award for an old 2021 grant agreement that has some leftover funds which had to re-awarded with a longer expiration date. This extension of the grant is for the ID card system that the county, city, and fire departments currently utilize. If approved by the Board, this grant re-award will allow Homeland Security to continue offering that service.

Ranchester area power outage: Mr. Ringley thanked Mr. Ludikhuize for his involvement with the town marshal and the mayor to get a shelter open in Ranchester during the power outage. Temperatures were in the -30's and some residents were without power for six to seven hours.

Robert Gill, Airport Manager.

Cancelled flights: Sky West had four or five flights canceled and lengthy delays this weekend due to the extreme temperatures. With late-night arrivals and early morning departures the aircraft accumulates frost and needs to be de-iced. There was not enough hold over time for the aircrafts to get taxied out and take off without the de-ice fluid freezing. Leases: The lease amendment for Sheridan Pilots 307 LLC to do charter service, and an assignment of lease involving In Yarak and Wyoming Welding and Machine LLC will be on Tuesday's regular agenda, with the exception of an estoppel certificate which will wait to go on the next consent agenda.

Clint Beaver, Deputy County Attorney.

Beaver Creek Road and Big Goose Creek: Mr. Muller said that Mr. Robert Prill donated that land to Sheridan County by quitclaim deed back in 2018 and is where Sheridan County gets their water for county road maintenance. Terry Weitzel, President, Sheridan County Parks and Recreation Board (SCPRB) stated that Sheridan County Land Trust is asking for access for recreation, canoeing and whether Sheridan County would endorse. Mr. Beaver indicated there has been some folks inquiring about getting permission to use that portion of county land for recreation purposes. This isn't something Sheridan County has ever recognized as a county park and would not be within the jurisdiction of SCPRB to administer.

Cameron Duff, Administrative Director.

Back Up Generator: Rescheduled the swap over with MDU from Monday to Saturday due to the cold weather. Audit: The draft audit coming out will be an unmodified audit. Under Federal Awards there will be an item that says significant deficiencies identified. Since the 2005 law when receiving more than \$750,000 in federal funding in a year, a single audit is required. This audit looks at federal funding sources, how funds are spent, and how contracts are done. There was a clause missed dealing with suspension and debarment. Corrective action will be a three-step process. All Sheridan County contracts will be reviewed by the Sheridan County Attorney's office. Suspension and debarment language will be in all contracts going to contractors and to subcontractors used by the contractors hired by Sheridan County. Printing off certificates from the Sam System that verifies contractors that are able to work with Sheridan County.

Lonnie Wright, Commissioner.

Mr. Wright and Mr. Ringley will be on public pulse Thursday if anyone has something for them to talk about to let them know.

Nick Siddle, Commissioner.

The airport ad hoc committee will meet today with Robert Briggs from SEEDA regarding lease, contracts, and have the proposed rules ready and finalized by the first meeting in February.

Sheridan County Parks and Recreation presentation of proposed amendment to Sheridan County Sportsmen's Association (SCPA) lease:

Terry Weitzel, President, Sheridan County Parks & Recreation Board (SCPRB).

The chair of the archery committee indicated they would like to expand the archery course one acre on the western side, put up signs for awareness, and to amend the agreement SCPA has with Sheridan County. Mr. Beaver specifically asked the representative of the archery group if SCPA needed exclusive use of this property, the answer was yes, they would for safety. Mr. Beaver said it would not change the nature of the agreement; it would be an amendment. Bill Heitler Park and Recreation Board member said the other part of the signage was to keep people safe from wandering down into the rifle ranges. Ms. Jennings commented on possible increase in the fee and whether others may wish to apply for that lease.

Recessed:

Commissioner Siddle recessed at 8:50 a.m.

Reconvened:

Commissioner Siddle reconvened at 8:55 a.m. Due to time constraints, Mr. Siddle will ask members of the SCPA to continue speaking at the regular meeting at 9 a.m. today under "Public Comments on Matters not on the Agenda."

Adjourn: Chairman Siddle adjourned the meeting at 8:56 a.m.

BOARD OF COUNTY COMMISSIONERS

Sheridan County, Wyoming

Attest:

Nick Siddle, Chairman

Eda Schunk Thompson, County Clerk

DRAFT

Sheridan County Board of County Commissioners, Regular Meeting Minutes
County Courthouse, 224 S. Main Street, 2nd Floor Board Room, #220
Tuesday, January 16, 2024, 9:00 a.m.

Commissioners Present: Holly Jennings, Tom Ringley, Nick Siddle (Chair), Lonnie Wright.

Commissioners Not Present: Christi Haswell.

County Clerk Present: Eda Schunk Thompson.

Elected Present:

Levi Dominguez, County Sheriff.

Staff Present:

Clint Beaver, Deputy County Attorney;
Cameron Duff, Administrative Director;
Misti Dunkelberger, County Clerk Administrative Coordinator;
Skye Evers, Administrative Coordinator;
Robert Gill, Airport Manager;
Kimberly Hein, Chief Deputy County Clerk;
Jesse Ludikhuizen, Emergency Management Coordinator;
Ken Muller, County Engineer;
Kimber Solberg, Fairgrounds Director;
James Temple, Election Supervisor, Deputy County Clerk.

Call to Order: Chairman Siddle called the meeting to order at 9:00 a.m.
Pledge of Allegiance.

Consider Consent Agenda.

Following are the consent items:

- a. 12/28/2023 Special Meeting Draft Minutes;
- b. 01/02/2024 Staff Meeting Draft Minutes;
- c. 01/02/2024 Regular Meeting Draft Minutes;
- d. 01/08/2024 Staff Meeting Draft Minutes;
- e. Ratify Historic Preservation Committee Certified Local Government's Annual Report;
- f. Ratify Amendment One to the Cooperative Agreement for the Bridge Over Tongue River project between WYDOT and Sheridan County Board of County Commissioners;
- g. Ratify SLIB Loan CL23011 SH Reimbursement Request #3;
- h. Ratify Suspend Work Notice to Northern Underground, LLC for the Brooks Street Greenspace;
- i. Ratify Sheridan County Affordable Housing Program Third-Party Mortgage & Note with Kailey Smoot for Trailside at Woodland Park Lot 11;
- j. Ratify Partial Assignment of Affordable Housing Agreement Trailside at Woodland Park between Sheridan County, Assignor and Kailey Smoot, Assignee for Lot 11 of the Trailside at Woodland Park Development;
- k. Ratify Release of Mortgage between the County of Sheridan, Lienholder and Marylen Joy Krause for the Trailside at Woodland Park Lot 11;

1. Ratify 24-hour Catering Permit for Albatraoz LLC, March 16, 2024, for Saint Patrick's Day Parade, 44 Johnson St., Big Horn, WY.

Motion by Commissioner Jennings to move item e, Ratify Historic Preservation Committee Certified Local Government's Annual Report to next regular meeting on February 6, 2024.

Vote Motion Passed.

Motion by Commissioner Ringley to approve the amended consent agenda and authorize the Chairman to sign documents as required.

Vote Motion Passed.

Consider Agenda.

Motion by Commissioner Wright to approve the agenda as published.

Vote Motion Passed.

Announcements:

None

Public Comments on Matters not on the Agenda:

Mike Kuzara, Sheridan County Sportsmen's Association President (SCSA).

SCPA is looking to expand the archery range onto the extra acreage to the west that has been unused for a long time. Mr. Kuzara said there is a range that has set distances so people can sight in their bows. The rest of the range is 3D targets for people to practice. The archery group wants to have more paths, set some more 3D targets, and expand the 3D portion of it. SCSA would take care of maintenance and weed spraying. The original agreement with the SCSA leasing the property is that Sheridan County would maintain all the fences, but that fence is in disrepair. The archery group has volunteered that if Sheridan County provides the material, SCSA go and repair all the fence. The intent is to build a right of way fence that would be completely shut off from public use. Mr. Kuzara said if the land wants to be used during hunting season, either set a schedule or have certain days to have that area open to the public. If there was a scheduled event or any archer not having a membership, they would need to get a one-day pass. It would be open to anybody who wanted to use it if all the waivers were signed.

Consider Road Name Change from Bobcat Drive to Bobcat Pass within the Bobcat Estates Subdivision:

Staff Report Ken Muller, County Engineer.

Bobcats was approved by the Board about a year ago and the subdivision south of town has one road that goes through there. On the plat it says Bobcat Drive. The owner would like to change it to Bobcat Pass. There was only one address issued and that was to the owner of the subdivision developer. Mr. Muller said it wouldn't take a lot of work for

Sheridan County to change the name and then notify all required entities. The name change form will be recorded in the Clerk and Recorder's office if approved.

Motion by Commissioner Wright to approve the road name change to Bobcat Pass within the Bobcat Estates Subdivision and authorize the Chairman to sign the Notice of Road Name Change Form.

Vote Motion Passed.

Consider Grant Award Agreement 21-SHSP-SHE-INT-2 between Wyoming Office of Homeland Security (HLS) and the County of Sheridan:

Staff Report Jesse Ludikhuize, Emergency Management Coordinator.

This grant is an extension of a prior grant award agreement and will allow Sheridan County to finish spending the funds that were already awarded. The grant was used to purchase an ID card system, software program, licensing, and cards. All county employees are issued an ID card. The City of Sheridan and the Fire Departments utilize the same ID card system. This grant was for three years, and Sheridan County can always apply for the grant. There is no guarantee that HLS will continue to fund the grant.

Motion by Commissioner Ringley to approve and authorize the Chairman to sign the Grant Award Agreement 21-SHSP-SHE-INT-2 between Wyoming Office of Homeland Security and the County of Sheridan.

Vote Motion Passed.

Consider Assignment of Lease and Consent to Assignment between Arctodus LLC and Flying Hammer Holdings LLC:

Staff Report Robert Gill, Airport Manager.

Flying Hammer Holdings LLC (FHH) owns an office building and shop which is currently being subleased to both In Yarak and Wyoming Welding and Machine LLC, located at 772 Airfield Lane, which is approximately 0.725 acres of land that is leased in the Sheridan County Airport Legacy Business Park. FHH is selling to Arctodus LLC, who wishes to assume the lease with no changes in the terms or conditions. Arctodus LLC wishes to sublease the entire property to Wyoming Welding and Machine LLC. The current lease was entered into between Sheridan County and FHH on May 1st, 2019, and will end April 30th, 2039. The current rental rate is \$622.25 per month, with an increase every two years based on the Wyoming Cost of Living Index.

Motion by Commissioner Jennings to approve and authorize the Chairman to sign documents as required for the Assignment of Lease and Consent to Assignment between Arctodus LLC and Flying Hammer Holdings LLC.

Vote Motion Passed.

Consider Lease Amendment No. 2 between the County of Sheridan and Sheridan Pilots 307 LLC:

Staff Report Robert Gill, Airport Manager.

Sheridan Pilots 307 LLC currently holds a Special Aviation Service Operating Agreement to offer commercial services and flight training within the regulations of FAR Part 61 as a flight school at the Sheridan County Airport. Also looking to expand by offering additional services under this agreement. Air Charter Services, in accordance with the provisions specified in 14 CFR part 135, which are nearing the final stages of getting FAA authorization to perform this operation and to provide aircraft rental for non-flight training students. The second lease amendment authorizes both services and covers the additional fees to perform these services at the airport, which will be 3% of the total gross revenues generated. This amendment also covers the calculation of gross revenues and calls for periodic fee review. Sheridan Pilots Association: Mr. Siddle said they have done some outstanding things at the airport with the open house and having their old planes on display, and flying in Santa Claus over Christmas was awesome. The service they do for the Sheridan community is a very fine thing.

Motion by Commissioner Wright to approve and authorize the Chairman to sign documents as required for Lease Amendment No. 2 between the County of Sheridan and Sheridan Pilots 307 LLC.

Vote Motion Passed.

Adjourn: Chairman Siddle adjourned the meeting at 9:19 a.m.

BOARD OF COUNTY COMMISSIONERS
Sheridan County, Wyoming

Attest:

Nick Siddle, Chairman

Eda Schunk Thompson, County Clerk

Sheridan County Board of County Commissioners, Staff Meeting Minutes
County Courthouse, 224 S. Main Street, 2nd Floor Board Room, #220
Monday, January 22, 2024, 9:00 a.m.

Commissioners Present: Christi Haswell, Holly Jennings, Tom Ringley, Nick Siddle (Chair), Lonnie Wright.

County Clerk Present: Eda Schunk Thompson.

Elected Present:

- Katie Araas, County Treasurer;
- Dianna Bennett, County Attorney;
- Dr. Robert Byrd, County Coroner;
- Levi Dominguez, Sheriff.

Staff Present:

- Clint Beaver, Deputy County Attorney;
- Dan Coughlin, SAWSJPB Administrator;
- Cameron Duff, Administrative Director;
- Misti Dunkelberger, County Clerk Administrative Coordinator;
- Skye Evers, Administrative Coordinator;
- Kim Hein, Chief Deputy Clerk;
- Robert Gill, Airport Manager;
- Jesse Ludikhuizen, Emergency Management Coordinator;
- Ken Muller, County Engineer;
- Mark Reid, County Planner;
- Kimber Solberg, Fairgrounds Director;
- James Temple, Election Supervisor, Deputy County Clerk.

Call to Order: Chairman Siddle called the meeting to order at 9:00 a.m.

Elected and Staff Reports and Topics Discussed:

Jesse Ludikhuizen, Emergency Management Coordinator.

Mr. Ludikhuizen will be on Public Pulse this morning.

Mark Reid, County Planner.

Powder Horn Homeowner's Association (PHHA): Met with PHHA regarding transferring the open space that's held by the Powder Horn companies to the PHHA. Right now, it's all lumped in with the golf course, so PHHA will need to get the land surveyed and delineate the open space. Pre-Application Meeting: Mr. Reid has a couple pre-application meetings for a couple minor subdivisions in the Powder Horn and one on Bighorn Avenue, which is step one for a subdivision. Floodplains in Story: The Corps of Engineers will be sending out a proposal for flood plain management services for floodplains in Story for the Board to review.

Ken Muller, County Engineer.

Beaver Creek Road: Road and Bridge was out on Saturday steam opening culverts. Water was flowing over the road because of frozen culverts which is typical this time of year. Mowing Right-of-Way (ROW): Ms. Haswell wanted to pass on compliments she received on the mowing and clearing of the ROW, folks have appreciated it. Downer Addition: Mr. Muller contacted Montana Dakota Utilities (MDU) on some dead trees that are in the power lines and need to be cut down. MDU will be working with their contractor then Road and Bridge will get those trees removed January 23, 2024.

Dan Coughlin, SAWSJPB Administrator.

Saws Special Board Meeting on January 23, 2024, at 5:00 p.m.: Discussing the purchase of more Dome water shares, discussing the Northeast Transmission Main, and there will be an executive session.

James Temple, Election Supervisor, Deputy County Clerk.

Annexations: Of the six islands that were talked about several months ago. Cecilia Good, City Clerk said the city will be doing a study session with the city council tonight at 5:30p.m., and she believes that their timeline will wrap up by mid-April. Then the Election office can start working on all the things that will need fixed following the annexation and ready for candidate filing in May.

Robert Gill, Airport Manager.

Meetings: Mr. Gill will be out most of the day on Thursday meeting with other commercial airport managers in Wyoming and the WYDOT aeronautics.

Nick Siddle, Commissioner.

Out Of Office: Mr. Siddle will be out next week and returning Monday February 5. Commissioner Wright has agreed to run the staff meeting next Monday.

Presentation and discussion of the approved Sheridan Northeast Water Transmission Grant:

Terry Weitzel, City Councilor.

Northeast Water Transmission Main Extension: The Wyoming Legislature Select Water Committee unanimously recommended funding this project at the 50% grant level, with the condition that the Board and the SAWS Joint Powers Board support this project. The funding may not be available in years to come, this project is essential to address Sheridan's growing population, and aligns and supports the city utility master plan. Mr. Weitzel shared a short presentation of then Mayor, Dave Kinskey's presentation to the select water committee. The East Fifth Street corridor was about 15 or 20 years in the making. A joint master plan was developed to build consensus within the community. The current plan is Thrive 2035. Current planning documents are 2002 Sheridan County Growth Management Plan, Northeast Sheridan Infrastructure Project prepared by DOW in 2014 for the City of Sheridan and includes the Story House development property. The City of Sheridan has obtained one easement and has a verbal commitment with

actual signing eminent for the second easement. Mr. Weitzel asked the Board for their support of the Northeast Transmission Main Extension.

Dan Roberts, Utilities Director, City of Sheridan.

Water Commission Application: Answering some questions to how many taps the project would support. This would be city and county growth projections and represents 31.5% of the water systems capacity. With this project, it will be able to serve 1200 taps representing about 15% of the water system capacity. If this project is extended further across the valley to the west area boundary probably a quarter to a half a mile east of East Ridge Road and ties into the high-pressure zone which is also part of the master plan, it will be able to serve the higher elevations in that area, which would add an additional 1300 taps for that 2500 total. The system including SAWS, SAWS water, and city water as one whole system has water supply capacity to service 7,947 equivalent dwelling units or individual taps. That's about 56 years of city growth and about 33 years of SAWS growth. This is a project that will serve growth and development, not just in the city, but in the county as we jointly plan together. Mr. Siddle inquired if there were plans for sewer and other infrastructure. Mr. Roberts said the city has been looking at plans on how these particular areas can be addressed, but that's as far as they have gone planning out sewer in that particular area. This particular system has a divide that goes north and south, right down the middle of that planning area. The eastern area where Story House is planning to develop is considering a decentralized sewer system with the idea and ultimate plan that it could eventually come together, and components be tied into a city centralized system at some point in the future.

Motions.

Motion by Commissioner Haswell to provide a letter of support to the City of Sheridan for their Northeast Water Transmission Line project.

Vote Commissioners Haswell, Ringley, Siddle, Wright in favor; Commissioner Jennings opposed. Motion Passes.

Adjourn: Chairman Siddle adjourned the meeting at 9:31 a.m.

BOARD OF COUNTY COMMISSIONERS
Sheridan County, Wyoming

Attest:

Nick Siddle, Chairman

Eda Schunk Thompson, County Clerk

Sheridan County Board of County Commissioners, Staff Meeting Minutes
County Courthouse, 224 S. Main Street, 2nd Floor Board Room, #220
Monday, January 29, 2024, 9:00 a.m.

Commissioners Present: Christi Haswell, Holly Jennings, Tom Ringley, Lonnie Wright (Chair Pro Tem).

Commissioners Not Present: Nick Siddle.

Chief Deputy County Clerk Present: Kimberly Hein.

Elected Present:

- Katie Araas, County Treasurer;
- Dianna Bennett, County Attorney;
- Dr. Robert Byrd, County Coroner;
- Levi Dominguez, Sheriff.

Staff Present:

- Clint Beaver, Deputy County Attorney;
- Dan Coughlin, SAWSJPB Administrator;
- Kenny Custis, Human Resources Manager;
- Cameron Duff, Administrative Director;
- Misti Dunkelberger, County Clerk Coordinator;
- Skye Evers, Administrative Coordinator;
- Robert Gill, Airport Manager;
- Jesse Ludikhuize, Emergency Management Coordinator;
- Mike Morris, Building/Grounds Superintendent;
- Ken Muller, County Engineer;
- Deb Ottema, Lead Deputy County Clerk;
- Mark Reid, County Planner;
- James Temple, Election Supervisor, Deputy County Clerk.

Call to Order: Chair Pro Tem Wright called the meeting to order at 9:00 a.m.

Consider Resolution 24-01-003 Appointment of Special Counsel.

Chair Pro Tem Lonnie Wright Read the Resolution Aloud:

Ms. Jennings struggles with the idea of governmental immunity, not the idea itself, but the unrestricted government immunity where the government has the ability to have unrestricted funds and makes it difficult for citizens to redress government and with Ms. Jennings specific link to this case. Because this is a Wyoming State Statute, Ms. Jennings will be voting for the Appointment of Special Counsel.

Motion by Commissioner Haswell to adopt and authorize the Chairman to sign the Resolution 24-01-003 Appointment of Special Counsel Kara Ellsbury of Hirst Applegate LLP to represent: Nick Siddle, Christi Haswell, Tom Ringley, and Lonnie Wright.

Vote Motion Passed.

Elected and Staff Reports and Topics Discussed:

Mark Reid, County Planner.

Variance application: Mr. Reid received a variance application for a setback on a barn for a proposed future subdivision. Lee Rezone Application: from commercial to urban residential for a proposed multifamily project will be considered next week during the Planning and Zoning meeting. Story Floodplain Remapping: Public Works has the proposed mapping partner support form that will be on the agenda for the Board's consideration on the February 6, regular meeting agenda. This will begin the 22-month project process of remapping the flood plains in the Story valley. All the work and monetary costs would be covered by Corps of Engineers.

Ken Muller, County Engineer.

Vegetation Management: County right-of- ways will continue this week on Pass Creek and Tongue Canyon. Congestion Mitigation and Air Quality. (CMAQ): Project plans and contract documents are being reviewed by WYDOT. Once the contract is received bank, Mr. Muller will advertise for that project and open up the bidding process. The Federal Lands Access Program (FLAP): Opened up all for projects for Wyoming and the grant program is open till April 30, 2024. This is a no match requirement grant if the predominant traffic volume is going to use federal lands. Mr. Muller met with Ms. Haswell and Big Horn National Forest staff about submitting an application for Red Grade Road in areas that need significant safety improvements.

Robert Gill, Airport Manager.

Rovar and Arrow Northwest: This assignment and sublease agreement will be presented to the Board next week. Rovar does business as Avis and Budget at the airport and the assignment of lease is the concession agreement inside the terminal building for counter space and the leasing of vehicles at the airport. The sublease agreement is for the building in the business park that is used for office space. Big Horn Airways and Big Horn Flying Company: Big Horn Flying Company is purchasing the Agi aircraft, vehicles, and tanks from Bighorn Airways for their spray operation. Mr. Gill is working on a draft sublease for fees to present to the Board. Sheridan Pilots Association: Mr. Gill will be attending the quarterly meeting tomorrow night. Mr. Gill clarified that there are two organizations at the airport with similar names. Sheridan Pilots Association which is a non-profit and Sheridan Pilots 307 is a business doing the flight school. State and Federal Wildlife Permits: Applying to renew their wildlife permits and will be training with a wildlife biologist on Friday, February 2, 2024.

Clint Beaver, Deputy County Attorney.

Parks and Recreation Board: Offered to draft a lease amendment for Parks and Recreation Board to the Sheridan County Sportsmen's Association lease changing the legal description expanding the premises and a new rental fee for Board approval.

Cameron Duff, Administrative Director.

Boiler Maintenance: The controller on the boiler in the Juvenile Justice building went out. Juvenile Justice are without heat and using portable heaters for now. The controller will be repaired by the end of this week. There was also a leak on one boiler in the courthouse building and parts are two weeks out. Back Up Generator: The swap over happened Saturday and it caused an electrical surge. Mr. Duff and the IT department are determining the full extent of that surge. TWE out of Billings will do the final inspection. Boardroom Video Recording: Mr. Duff spoke with a couple of counties that have recently installed video and he is gathering as much information as he can and will put it in next year's budget which begins on July 1, 2024.

Commissioner Jennings.

Red Grade Road: Has received several calls about Red Grade and has been working on an amendment and looking forward to hearing from the Forest and Sheriff's department. Ms. Haswell said she is waiting on a few email addresses from cabinet owners and then there will be a public meeting to discuss Red Grade Road.

Initial Review of FY 2022 – 23 Financial and Compliance Report:

Staff Report Cameron Duff, Administrative Director.

FY2022-23 Financial and Compliance Report: Received the final financial and compliance report from PMCH Accountants, and it has been posted to the Sheridan County website under the business office - audits. There are a couple documents that he is still waiting for from PMCH. The auditors have requested to come meet with the Board and have an open meeting and answer any questions. Once this has occurred, then this document will be put on a regular Tuesday meeting where the Board can approve or accept the document. The county still has the compliance concern with the federal awards and compliance concern has been addressed.

Sheridan County Conservation District Quarterly Update:

Carrie Rogaczewski, Sheridan County Conservation District Manager (SCCD).

Recent and Active Projects: SCCD have two stock water fencing projects under construction on Prairie Dog Creek. One irrigation infrastructure project is under construction on McCormick Creek Watershed, and one stock water project is pending on Clear Creek/Powder River Watershed. Pending Contracts: There are four pending contracts; stock water on Tongue River and Prairie Dog Creek, stock water with drain conversion on Big Goose Creek and diversion modification on Soldier Creek. Ms. Rogaczewski said SCCD always work with Game and Fish and U.S. Department of Agriculture (USDA) to make sure these diversion projects are fish friendly. Water Monitoring /Watershed: Prairie Dog Creek 2023 sampling is complete. The 2024 monitoring will be in the Goose Creek Watershed, Tongue River Nation Water Quality Initiative (NWQI) Readiness report is underway. Through the Goose Creek NWQI they have 1.2 million in USDA EQIP funds earmarked for projects within the Upper Big

Goose Creek sub watershed over the next several year. Hume Draw Assessment: The assessment project is underway and is expected to be complete before June. Acme Power Plant: The debris removal began last week, and to begin the contractor selection process for the asbestos portion soon. Western Landowners Alliance. Are partnering to host a public event this Thursday, February 1, 2024, to celebrate and raise awareness, on the conservation benefits and other values that private working lands provide to our communities. This event will begin at 5:00 p.m. at the Best Western.

Andrew Cassidy, District Conservationist with USDA.

USDA Update: National headquarters pushed out some different procedures for some types of projects that has moved some parts of funding substantially forward in time. There are 55 applications in the queue this year. Funding is strong for projects such as Inflation Reduction Act, Climate Smart Agriculture, sage-grouse and big game migration and habitat. USDA has 21 irrigation projects but will only be able to fund a few of those projects this year. Adding a fourth position to their office and should be ready to go by summer.

Presentation by Sheila Flynn for Brook Street Sculpture Display:

Sheila Flynn, Volunteer with Sheridan College Museum of Discovery.

Geological Public Art Project: Ms. Flynn presented the Board a prototype of a sculpture she would like displayed at the Brook Street Green Space project. This sculpture would include a stromatolite from the Big Horn Mountains, three fossil leaves prints from the Parkman area and a round sandstone concretion from Montana and be around 3 feet tall.

Dave Nicolarsen, Sheridan College Museum Curator.

Funding for Geological Art Project: Mr. Nicolarsen said the Museum at Sheridan College has a foundation and they are helping Ms. Flynn put the sculpture together and can fund the project and make sure the sculpture is installed properly and secure.

Adjourn: Lonnie Wright (Chair Pro Tem) adjourned the meeting at 9:52 a.m.

BOARD OF COUNTY COMMISSIONERS
Sheridan County, Wyoming

Attest:

Lonnie Wright (Chair Pro Tem)

Eda Schunk Thompson, County Clerk

Sheridan County Board of County Commissioners, Staff Meeting Minutes
County Courthouse, 224 S. Main Street, 2nd Floor Board Room, #220
Monday, February 5, 2024, 9:00 a.m.

Commissioners Present: Christi Haswell, Tom Ringley, Nick Siddle (Chair) Lonnie Wright.

Commissioners Not Present: Holly Jennings.

County Clerk Present: Eda Schunk Thompson.

Elected Present:

Katie Araas, County Treasurer;

Dr. Robert Byrd, County Coroner;

Levi Dominguez, County Sheriff arrived at 9:02 a.m.

Staff Present:

Clint Beaver, Deputy County Attorney;

Dan Coughlin, SAWSJPB Administrator;

Kenny Custis, Human Resources Manager;

Cameron Duff, Administrative Director;

Misti Dunkelberger, County Clerk Administrative Coordinator;

Skye Evers, Administrative Coordinator;

Robert Gill, Airport Manager;

Kimberly Hein, Chief Deputy County Clerk;

Jesse Ludikhuize, Emergency Management Coordinator;

Mike Morris, Building/Grounds Superintendent;

Ken Muller, County Engineer;

Deb Ottema, Lead Deputy County Clerk;

Mark Reid, County Planner;

Kimber Solberg, Fairgrounds Director;

James Temple, Election Supervisor, Deputy County Clerk.

Call to Order: Chairman Siddle called the meeting to order at 9:00 a.m.

Warrant Review:

The Board reviewed and discussed the Warrant Reports for January 2024. During the review, questions were asked of Cameron Duff, the Administrative Director, about the installation of an alarm door at the coroner's office and the installation of wireless microphones at the Sheriff's office. The Board also questioned Dr. Robert Byrd, County Coroner, about charges for deputies responding to calls, Jesse Ludikhuize, Emergency Management Coordinator, regarding charges from Apex Communications for the installation of an antenna, Road and Bridge's reimbursement for commuting, and Skye Evers, Administrative Coordinator, about purchases made to Galls.

Elected and Staff Reports and Topics Discussed:

Mark Reid, County Planner.

Planning Commission Meeting: Met last Thursday, February 1 and approved the Lee Rezone application, from commercial to urban residential and will be on the March 5 Regular Board meeting for the Boards consideration. Corps of Engineer: The Interagency Partner Support Proposal consideration for the Piney Creek Basin will be on Tuesday, February 6th Regular Meeting. Construction Permitting: Ahead of last year, running about three-quarters of the permitting volume in 2021 and 2022, and about even with 2020. Permits: Oxbow Estates and Bobcat Estates are starting to see some construction.

Dan Coughlin, SAWSJPB Administrator.

Meeting: February SAWS meeting is moved to Tuesday, February 20 from Wednesday, February 14, due to conflicts in schedules.

Eda Schunk Thompson, County Clerk and Recorder.

Big Horn Women's Club: Ms. Thompson and James Temple, Election Supervisor spoke with members of the club about getting the construction completed by the end of April. Also reached out to Big Horn School and started conversations with the school in case there would be a need to use the school for a polling place but hopefully the clubhouse is motivated and will complete construction by the end of April.

Kimber Solberg, Fairgrounds Director.

Beam update: The beam on the eave at the pavilion has been repaired. Addition lighting: The crew installed additional lighting to the north and south entrances to the Exhibit Hall, which improved the lighting in the parking lots. Secretary Office: The crew have built a new secretary's office in the shop and will be moving the building to a new concrete pad after receiving the permit from the city.

Jesse Ludikhuizen, Emergency Management Coordinator.

Sandbag operations: Received a phone call out Saturday night, February 3, about the culverts flooding on Holloway Drive and said the availability of sandbags at the fairgrounds helped residents sandbag their homes until the city crew was able to get the culverts cleared.

Robert Gill, Airport Manager.

Assignment of Lease and Sublease: The lease and sublease between Rovar LLC and Aero Northwest LLC will be presented to the Board for consideration on Tuesday, February 6th. Canceled Flights: Two flights were canceled this weekend due to weather in Denver. Wyoming Airport Coalition (WAC). Will be in Cheyenne on February 13 and 14 for the WAC board meeting, a legislative reception, and the Aeronautics Commission workshop and business meeting.

Clint Beaver, Deputy County Attorney.

County Airport Rules and Regulations: The consideration of the adoption of the Rules and Regulations for leasing with the County Airport will be on February 6, Regular Board meeting.

Cameron Duff, Administrative Director.

Expansions: A presentation was delivered by Jay Martinson and John Dick a few months ago regarding the construction of a building next to Public Health. The County's goal was to accommodate Public Defenders on the first two floors of the building. The options presented were a lease or a purchase. The final engineering and architectural drawings are two months out and will be put on the agenda. The Public Defender's office said the space would not be conducive to their needs and will be staying at the Bank of Montreal (BOM) building. Once the construction starts, the building will take about a year to complete, the County definitely may be in a position to re-invite Public Defenders to reconsider. Mr. Duff said the only other expansion he is aware of is Circuit Court. If funding is received, Circuit Court staff will be added, looking to expand, and will be taking over the available space on the first floor of the Historic Courthouse.

Commissioner Haswell.

Red Grade Road Closure: Ms. Haswell is hoping more residents and agencies will answer a poll that was sent out for the Red Grade Road meeting.

Adjourn: Chairman Nick Siddle adjourned the meeting at 9:27 a.m.

BOARD OF COUNTY COMMISSIONERS
Sheridan County, Wyoming

Attest:

Nick Siddle Chairman

Eda Schunk Thompson, County Clerk

Sheridan County Board of County Commissioners, Regular Meeting Minutes
County Courthouse, 224 S. Main Street, 2nd Floor Board Room, #220
Tuesday, February 6, 2024, 9:00 a.m.

Commissioners Present: Christi Haswell, Holly Jennings, Tom Ringley, Nick Siddle (Chair), Lonnie Wright.

County Clerk Present: Eda Schunk Thompson.

Elected Present:

Levi Dominguez, County Sheriff.

Staff Present:

Clint Beaver, Deputy County Attorney;
 Cameron Duff, Administrative Director;
 Misti Dunkelberger, County Clerk Administrative Coordinator;
 Skye Evers, Administrative Coordinator;
 Robert Gill, Airport Manager;
 Kimberly Hein, Chief Deputy County Clerk;
 Ken Muller, County Engineer;
 Deb Ottema, Lead Deputy County Clerk;
 Mark Reid, County Planner;
 James Temple, Election Supervisor, Deputy County Clerk.

Call to Order: Chairman Siddle called the meeting to order at 9:00 a.m.
 Pledge of Allegiance.

Consider Consent Agenda.

Motion by Commissioner Haswell to approve the consent agenda and authorize the Chairman to sign documents as required.

Vote Motion Passed.

Following are the consent items:

- a. Ratify Historic Preservation Committee Certified Local Government's Annual Report;
- b. Ratify Landlord's Estoppel Certificate executed among Arctodus LLC (Grantor); First Bank of Wyoming (Lender); and The County of Sheridan (Landlord);
- c. Ratify Amendment #7 Operating, Maintenance, and Lease Agreement between Sheridan County Board of Commissioners and the University of Wyoming;
- d. Ratify Sheridan County License Agreement #240LA with MDU, for overhead installation of powerline construction and poles, at CR#1233 (aka Country Night Club Road); fee \$775.00;
- e. Official Bond and Oath, E. Robert Gill, Manager, Sheridan County Airport, \$100,000.00, 01/01/2024 – 01/01/2025;

- f. General County Warrants, January;
- g. General Airport Warrants, January.

January 31, 2024

INTERIM MID-MONTH WARRANTS

VENDOR	AMOUNT	DESCRIPTION
AMERICAN FAMILY LIFE INS CO	\$2,595.03	JANUARY PREMIUM
AMERICAN WELDING & GAS INC.	\$61.68	CYLINDER RENTAL
ARETE DESIGN GROUP	\$370.00	PROFESSIONAL FEES
ARTISTIC CUSTOM BADGES AND COINS LLC	\$60.75	PATCHES
AT&T MOBILITY	\$24.05	PHONE SVS
ATTORNEY GENERAL'S OFFICE	\$4,186.00	24/7 PROGRAM DECEMBER
BANK OF THE WEST	\$2,182.00	FEB PUBLIC DEFENDER RENT
CAPITAL ONE	\$79.87	WALMART - JAN PURCHASES
CENTURYLINK	\$3,400.48	E911 PHONE SVS
CENTURYLINK	\$631.95	PHONE SVS
CIT-CO FEDERAL CREDIT UNION	\$1,000.00	MO PAYROLL TRANSFERS
CITY OF SHERIDAN*	\$784.96	WATER/ SEWER / SANITATION
CLEAN CUT SHARPENING	\$174.00	SHARPENING SVS
COLLINS COMMUNICATIONS INC.	\$6,320.00	INSTALL DOOR - CORONER PROJ
COUNTRY HOSPITAL FOR ANIMALS	\$117.00	K9 FOOD & MEDS
COUNTY PAYROLL	\$503,998.00	JANUARY PAYROLL
CUSHING TERELL	\$2,922.51	HISTORIC COURTHOUSE & JAIL PROJ
DELTA DENTAL	\$10,081.50	JANUARY PREMIUM
DICK ANDERSON CONSTRUCTION INC	\$12,792.15	SHERIFF'S OFFICE PROJ
DOOLEY OIL INC	\$23,525.75	DIESEL
EMPOWER TRUST COMPANY LLC	\$3,675.00	WYO DEFERRED COMP
EYEMED	\$1,754.90	JANUARY PREMIUM
GRAINGER INC	\$1,378.28	PIPE FLANGE/ FITTINGS/ COUPLINGS
ICMA RETIREMENT TRUST	\$150.00	JANUARY PREMIUM
JOHN DEERE FINANCIAL	\$151.98	RATCHET BINDER
KINNAIRD LAW OFFICE P.C.	\$6,687.50	LEGAL FEES - COUNTY CLERK
LINCOLN NATIONAL LIFE INSURANCE	\$1,191.37	JANUARY PREMIUM
MIKES ELECTRIC INC	\$2,384.80	CONNECT ROOF TOP UNITS
MONTANA DAKOTA UTILITIES	\$9,663.42	UTILITIES
MORRISON MAIERLE INC	\$8,937.36	BROOKS ST - ENGINEERING
MOTOROLA SOLUTIONS INC	\$27,270.90	6 MOTOROLA RADIOS - SHERIFF
NCPERS GROUP LIFE INS	\$448.00	PRUDENTIAL LIFE
NORCO	\$3,512.29	MINI RESTROOM CLEANER
NORTHERN UNDERGROUND LLC	\$67,303.18	BROOKS GREENSPACE PROJ
OFFICE SHOP INC	\$1,246.00	COPY COUNT

OFFICE SHOP LEASING	\$2,600.23	LEASE PMT
PAVEMENT MARKINGS	\$400.00	PLOW SNOW
PIT CREW 2 YOU-WYOMING	\$100.00	TIRE SERVICE
PITNEY BOWES - PURCHASE POWER	\$49.89	POSTAGE
PITNEY BOWES GLOBAL FINANCIAL SVS LLC	\$854.70	LEASE
PORTER MUIRHEAD CORNIA & HOWARD	\$15,000.00	PROFESSIONAL SVS - AUDIT
POWDER RIVER ENERGY CORP	\$61.80	UTILITIES
RANGE	\$2,715.28	PHONE SVS/ INTERNET
SELF INSURED REPORTING	\$1,875.00	NQTL ANALYSIS SVS RENEWAL
SHERIDAN AREA WATER SUPPLY	\$276.19	WATER
SHERIDAN CHAMBER OF COMMERCE	\$175.00	REGISTRATIONS
SHERIDAN CNTY TREAS HEALTH INS	\$191,197.00	HEALTH INS/FLEX PLAN FEE
SHERIDAN CNTY TREAS PAYROLL TAX	\$149,130.17	941
SHERIDAN COUNTY FLEX ACCOUNT	\$1,425.66	FLEX PLAN
STAR VIDEO AUDIO	\$12,535.38	WIRELESS MICROPHONE/SPEAKER
THE MASTER'S TOUCH LLC	\$1,250.60	MAILING SVS
TOWN OF CLEARMONT	\$58.00	WATER
TRICOUNTY GAS INC	\$676.92	PROPANE
VAN EWING CONSTRUCTION INC	\$330,939.95	HISTORIC COURTHOUSE & JAIL PROJ
VERIZON WIRELESS	\$604.20	PHONE SVS
WEX BANK	\$7,904.75	FUEL
WYDOT	\$10.00	PLATES - FAIRGROUNDS
WYOMING RETIREMENT SYSTEM	\$125,175.16	JANUARY CONTRIBUTION
WYOMING SECRETARY OF STATE	\$60.00	NOTARY
WYOMING WORKERS COMPENSATION	\$7,126.94	JANUARY PREMIUM
TOTAL INTERIM WARRANTS	\$1,563,265.48	

GENERAL COUNTY WARRANTS

VENDOR	AMOUNT	DESCRIPTION
2ND CHANCE LLC	\$1,800.00	FEB 2024 LEASE PMT
307 SHREDDING LLC	\$234.00	SHRED SVS
A PLUS PLUMBERS & APPLIANCE REPAIR LLC	\$240.65	FILTER/ SVS CALL
ABSAROKA VALLEY AMMO	\$710.00	AMMO
ADVANCED CORRECTIONAL HEALTHCARE INC	\$26,108.17	MEDICAL SERVICE
AMAZON CAPITAL SERVICES	\$944.23	JAN PURCHASES
AMERICAN WELDING & GAS INC.	\$532.42	TORCH BODY ASSEMBLY
APEX COMMUNICATIONS	\$4,220.00	INSTALLATION
APPLIED CONCEPTS INC	\$87.50	ENHANCED DUAL ANTENNA
BARGREEN ELLINGSON	\$294.76	SANITIZER/ GLOVES
BIG HORN WOMENS CLUB	\$22,000.00	1% FUNDING
BIGHORN DESIGN STUDIO	\$975.00	T-SHIRTS SOURCES OF STRENGTH
CAMINO LAW LLC	\$200.00	JV 2023-22

CAPTAIN CLEAN INC	\$581.88	CARPET CLEANING
CASTLE BRANCH INC	\$39.50	EMPLOYMENT SCREENING
CDW GOVERNMENT INC	\$151.61	APC REPLACEMENT BAT
CENTURYLINK	\$59.35	E911 PHONE SVS
CITY LANDFILL	\$98.77	CONSTRUCTION DEBRIS
CITY OF SHERIDAN	\$13,569.50	SEWAGE PUMP REPLACEMENT
CITY OF SHERIDAN	\$30,000.00	3RD QTR DISPATCH SALARIES
CITY OF SHERIDAN*	\$879.21	WATER/SEWER/SANITATION
CMI-TECO	\$15.25	DRAIN VALVE
COMPASS CENTER FOR FAMILIES	\$12,375.00	TANF -QTR PMT OCT - DEC 23
CONCORDANCE HEALTHCARE SOLUTIONS	\$85.37	CONTAINER SHARPS
COUNTRY HOSPITAL FOR ANIMALS	\$169.00	K9 TREATMENT
CROWLEY FLECK PLLP	\$457.50	PROFESSIONAL SVS
DELL MARKETING L.P.	\$4,746.17	CORONER BLDG SERVER
DIAMOND DRUGS INC	\$1,920.79	MEDICATIONS DISPENSED
DOOLEY ENTERPRISES INC	\$3,454.32	AMMO
FASTENAL	\$373.80	BATTERY/ PARTS
FLOYD'S TRUCK CENTER-GILLETTE	\$499.90	PUSH LOCK FITTING
GALLS	\$130.99	MOLDED DUTY BELTS
GRAINGER INC	\$59.34	EXTENSION CORD/LOCK CORD
GREATER WYO BIG BROTHERS BIG SISTERS	\$5,410.92	TANF QTR OCT-DEC 23
HEALY LAW FIRM	\$256.25	LEGAL SVS
HEARTLAND KUBOTA LLC	\$5.63	EXTENSION SPRING
HENRY SCHEIN INC	\$808.55	VACUTAINER / TUBES/ TOURNIQUET
INTERIOR IMAGES	\$248.80	CARPET REGLUE
JOURNAL TECHNOLOGIES INC	\$4.50	STORAGE
KERNS & BUNTING LLC	\$25.00	LEGAL SVS
KINNAIRD LAW OFFICE P.C.	\$400.00	JV2023-15
KIRVEN LAW, LLC	\$260.00	JV-2023-13
KNECHT HOME CENTER OF SHERIDAN LLC	\$975.82	POLE PRUNER
LJ WRIGHT	\$1,625.00	MACHINE SS PIPE
LAROSA, CHRISTOPHER	\$6.28	WALMART
LAYA, GARY T.	\$147.92	MAINTENANCE - KLEENBURN
LEE HEATING COOLING & REFRIGERATION	\$150.00	MAINTENANCE
LEGACY IRRIGATION & SUPPLY	\$4,245.62	MIC PUMP
LEININGER LAW LLC	\$201.00	JV-2023-0047
LES SCHWAB	\$829.36	TIRES
LIFTOFF, LLC	\$320.00	OFFICE 365
LONABAUGH AND RIGGS	\$300.00	LEGAL SVS
M & K RENTALS	\$462.22	STUMP GRINDER
MALYUREK, BROOKE	\$300.00	CORONER ASST

MARK'S PLUMBING PARTS &	\$352.13	SLOAN REGAL
MASTERCARD	\$5,567.83	JAN EXPENSES
MATCO TOOLS	\$6,999.95	SCANTOOL
MCKESSON MEDICAL SURGICAL	\$462.93	COVID - GLOVES/SHARPS CONT
MCKINLEY, JOSH	\$200.00	REPLACEMENT WARRANT
MEDICO-MART INC	\$2,112.92	BOOSTRIX/ SHINGRIX
MEINECKE, M JALIE	\$444.81	LEGAL SVS
MEMORIAL HOSPITAL	\$25,105.00	JAN 2024 FUNDING
MID-AMERICAN RESEARCH CHEMICAL	\$256.31	INSECTICIDE
MIDWEST CARD AND ID SOLUTIONS LLC	\$360.70	CARDS/ RIBBON
MIKE'S AUTOMOTIVE REPAIR	\$1,191.04	REPLACE HEADLAMPS
MIKE'S AUTOMOTIVE REPAIR	\$89.23	REPLACE BULB
MONTANA DAKOTA UTILITIES	\$6,720.33	UTILITIES
MOUNTAIN VIEW VETERINARY	\$46.00	K9 VACCINES
NAPA AUTO PARTS	\$1,537.75	DRILL BITS/FILTERS/BATTERY
NEWMAN TRAFFIC SIGNS	\$104.28	PUNCH/RADIUS
NMS LABS	\$706.00	POSTMORTEM BLOOD TESTS
NORCO	\$925.62	DETERGENT/RENTAL
NORTHERN UNDERGROUND LLC	\$16,148.85	SOLDIER CREEK RD
NORTHERN UNDERGROUND LLC	\$133,574.27	BROOKS ST GREENSPACE PROJ
OFFICE OF THE STATE PUBLIC DEFENDER*	\$2,132.85	REIMBURSE FOR TRANSCRIPT EXP
OFFICE SHOP INC	\$227.67	CORONER PROJ/COPY COUNT
OREILLY AUTOMOTIVE INC	\$41.35	RCVR BUSHING
PDS	\$669.30	MICROSOFT OFFICE
PFITZER PEST CONTROL	\$304.00	PEST CONTROL
PLAINSMAN PRINTING INC	\$1,297.23	CASEBINDERS
POWDER RIVER POWER SHERIDAN	\$520.49	HOSE FITTINGS & ASSEMBLY
PREMIER ELECTRIC INC	\$449.14	RETROFIT FIXTURE
PRESTFELDT SURVEYING	\$317.00	SPORTSMAN'S ASSOC SURVEY
PRIME RATE MOTORS, INC	\$880.00	GRILL GUARD INSTALLED
RDO EQUIPMENT CO	\$713.98	FUEL PUMP
REIMERS, MELISSA E	\$4,646.57	DEPUTY CORONER
ROBERTS, NOLL	\$500.00	DEPUTY CORONER
ROETECH INC	\$393.25	PARKING LOT TEST - CORONER BLD
RUSSELL, CLARENCE S	\$541.21	CORONER ASST
SANTOS, TRACI	\$10.00	REIMBURSEMENT FOR RECORDING
SESSIONS, DANIEL SCOTT	\$750.00	DEPUTY CORONER
SHERIDAN ACE HARDWARE	\$221.98	CPT TRM / HINGE BOARD
SHERIDAN CHAMBER OF COMMERCE	\$61.50	CHAMBER BUCKS
SHERIDAN CNTY AIRPORT	\$39,691.96	JAN 2024 FUNDING/LEASE
SHERIDAN CNTY FAIR ASSN	\$50,000.00	JAN 2024 FUNDING

SHERIDAN CNTY PUBLIC LIBRARY	\$119,000.00	JAN 2024 FUNDING
SHERIDAN COMMERCIAL CO	\$2,375.46	STOOL/ CHAIRS/ SUPPLIES
SHERIDAN FUNERAL HOME	\$50.00	TRANSPORT
SHERIDAN HONDA	\$525.39	OIL CHANGE
SHERIDAN MOTOR INC.	\$330.72	OIL CHANGE/ TIRE ROTATION
SHERIDAN PRESS INC.	\$2,709.90	MINUTES/NOTICES
SKAGGS COMPANIES INC	\$158.85	PANT
SMITH PSYCHOLOGICAL SERVICES	\$800.00	EVALUATION
SMITH, HEIDI	\$43.75	REIMBURSE - MILEAGE
STACH, COOPER B	\$80.52	REPLACE UNCLAIMED WARRANT
STAPLES ADVANTAGE	\$541.82	CALENDAR/ LEGAL PADS/TONER
STATE OF WYOMING**	\$94.02	COUNTY CLERK ARCHIVES
STATE VS HOLLIDAY	\$2,023.82	WITNESS FEES
STERICYCLE INC	\$133.06	STERI-SAFE OSHA
STRASHEIM, ARIANA	\$2,624.08	DEPUTY CORONER
SUGARLAND WALK IN CLINIC	\$891.00	PRE-EMPLOYMENT SCREEN
SUMMIT FOOD SERVICES LLC	\$24,162.80	MEALS
SURVIVAL ARMOR	\$80.00	NAME TABS
SWINYER, EMILY	\$43.88	CANVA/ZOOM
TERRY, SUSAN D	\$33.75	POSTAGE
THOMSON REUTERS- WEST	\$2,469.93	SUBSCRIPTION/LIBRARY PLAN
TIRE - RAMA CORPORATE OFFICE	\$1,043.13	CONTROL ARMS
TOP OFFICE PRODUCTS INC.	\$882.64	COPY PAPER/TONER
TOWNVIEW APARTMENTS	\$1,100.00	BH- CSBG RENTAL ASSISTANCE
TRUE NORTH STEEL	\$7,966.00	CATTLE GUARD
TYLER TECHNOLOGIES INC.	\$413.12	IDOC WEB HOSTING
UNIVERSITY OF WYO	\$180.43	CHARTER REBILL
UNIVERSITY OF WYOMING	\$6,034.00	2ND QTR EXTENSION SALARY
VERIZON WIRELESS	\$1,142.62	PHONE SVS
VERMEER HIGH PLAINS	\$118.39	LATCH / SWITCH
W.P.C.I.	\$32.00	SCREENING
WAGNER RANCH SERVICES LLC	\$32,656.16	WOLF CREEK RD PROJ
WATER PRODUCTS & SOLUTIONS, INC	\$183.75	WATER
WATT, HEATHER C	\$82.50	MAINTENANCE STORY PARK
WENDTLAND & WENDTLAND, LLP	\$2,327.48	LEGAL SVS
WESTERN WATER CONSULTANTS' INC	\$916.25	WOLF CREEK ROAD PROJ
WEX HEALTH INC	\$242.40	ACA MANAGER
WORLD DATA CORPORATION	\$410.00	2024 VEHICLE TITLE BOOKS
WY DEPT. OF HEALTH	\$38,646.13	2ND QTR STATE NURSE FEE
WYDOT	\$10.00	REPLACEMENT PLATE- R&B
WYDOT-FINANCIAL SERVICES	\$1,875.84	BRIDGE OFVER TONGUE RIVER

WYDOT-FINANCIAL SERVICES	\$873.32	EASTRIDGE RD
WYOMING CORONER'S ASSOCIATION	\$175.00	2024 ASSOC DUES
WYOMING MACHINERY COMPANY	\$3,719.86	COMPRESSOR/ PARTS
WYOMING OFFICE OF STATE LANDS	\$60.00	SAND & GRAVEL LEASE SG-01898
WYOMING PUBLIC HEALTH LAB	\$930.00	TESTING
WYOMING REGIONAL EMS LLC	\$12,420.00	DECEMBER EMS
WYOMING STATE 4-H FOUNDATION	\$100.00	2024 WAE4 HYDP/NAE4 HYDP DUES
YONKEE & TONER, LLP	\$210.00	JV 2023-40
TOTAL GENERAL COUNTY WARRANTS	\$726,196.05	

AIRPORT WARRANTS

VENDOR	AMOUNT	DESCRIPTION
AIRPORT PAYROLL	\$41,850.14	JANUARY PAYROLL
ALPHA GRAPHICS	\$183.39	DECALS
BC BS WYOMING HEALTH INS	\$16,810.00	JANUARY PREMIUM
BURGESS CREATIVE FARM	\$120.00	PROFESSIONAL SVS
CITY OF SHERIDAN	\$924.52	WATER/SEWER
CITY OF SHERIDAN LANDFILL	\$49.98	GARBAGE
COUNTRY TRASH	\$100.00	DUMPSTER
DELTA DENTAL	\$823.55	JANUARY PREMIUM
DOUGLAS PORTABLE TOILETS	\$253.00	SEWER
DYT SOLUTIONS	\$6,436.84	MARKETING
EAGLES & MYSLIK INC	\$34,952.41	SNOW PUSHER/DEICER
EATON SALES & SERVICE LLC	\$812.52	FUEL FARM MAINT
EPIPHANY	\$329.25	FORMS
EYEMED	\$140.34	JANUARY PREMIUM
FARMERS CO-OP OIL CO INC	\$1,933.50	FUEL
FICA & FEDERAL WITHHOLDING	\$13,124.63	JANUARY WITHHOLDING
GRAINGER	\$522.09	MAINTENANCE
HEARTLAND KUBOTA LLC	\$184.61	MAINTENANCE
HOME DEPOT	\$979.06	MAINTENANCE
INDUSTRIAL DISTRIBUTORS INC	\$2,933.38	FUEL FARM FILTERS
K.A.R.E. EMS SOLUTIONS LLC	\$2,000.00	EMR COURSE
L.N. CURTIS & SONS	\$2,192.52	UNIFORMS
LINCOLN NATIONAL	\$93.57	JANUARY PREMIUM
MASTERCARD 2	\$2,049.81	JANUARY EXPENSES
MEGAN TORVE	\$2,000.00	ANNUAL BILLBOARD LEASE
MDU	\$8,609.52	UTILITIES
MORRISON-MAIERLE	\$907.05	UTILITY EASEMENT
MY PILOT STORE	\$1,787.45	AIRCRAFT RADIO
NAPA AUTO PARTS	\$883.92	PARTS
NORCO INC	\$801.77	SUPPLIES

PEAK PEST SOLUTIONS LLC	\$102.08	MONTHLY SVS
POLISH LININGS INC	\$645.00	TRUCK BEDLINER
POWDER RIVER POWER OF SHERIDAN	\$11.44	FITTINGS
PRESTFELDT SURVEYING LLC	\$3,939.00	PROFESSIONAL SVS
PRUDENTIAL LIFE	\$48.00	JANUARY PREMIUM
PTOLEMY DATA SYSTEMS	\$123.60	IT SUPPORT
RANGE	\$504.92	PHONE SVS
SERVALL UNIFORM & LINEN SUPPLY	\$90.03	SHOP SUPPLIES
SHERIDAN ACE	\$37.98	MAINTENANCE
SHERIDAN CO AIRPORT PETTY CASH	\$108.24	REIMBURSEMENTS
SHERIDAN COUNTY TREASURER	\$778.91	PROPERTY TAX
SHIPTON'S BIG R SHERIDAN	\$5.99	WOOD GLUE
TOP OFFICE PRODUCTS	\$35.73	CALENDARS
VERIZON	\$150.58	PHONE
WALMART	\$94.01	SUPPLIES
WINSUPPLY	\$234.00	EQUIPMENT REPAIR
WORKER'S COMP	\$862.07	JANUARY
WYOMING DEFERRED COMP	\$1,000.00	JANUARY
WYOMING RETIREMENT	\$10,960.60	JANUARY
ZOWADA RECYCLING & STEEL LLC	\$14.20	REPAIRS
TOTAL AIRPORT WARRANTS	\$164,535.20	

Consider Agenda.

Motion by Commissioner Ringley to approve the agenda as published.

Vote Motion Passed.

Announcements:

Employee Appreciation: Chairman Siddle presented Certificate of Appreciation awards along with Chamber Bucks to three Sheridan County employees in recognition of their years of service. Deputy County Attorney Wendy Sweeny, Deputy County Clerk Ida Hamilton (accepted by Kim Hein, Chief Deputy Clerk), and Airport Maintenance Technician Tristen Howell were each honored for their five years of dedication.

Courthouse Closure: The courthouse will be closed on Monday, February 19, in observance of Presidents' Day.

Public Comments on Matters not on the Agenda:

Eda Schunk Thompson, Sheridan County Clerk.

City Council Meeting: Ms. Thompson acknowledged County staff Richard Immell, Geographic Information System Coordinator, and James Temple, Election Supervisor, for attending and participating in the City of Sheridan's meeting held February 5. The City

has decided to move forward with the annexations, five out of six islands have been included in this resolution. My Buddy's Place will not be included at this time. This marks the beginning of the annexation process. The County will still have a split ballot, having one property to look out for instead of six. The plan is to complete the process in time for the upcoming election cycle.

Consider Proposed Story Floodplain Remapping Project:

Staff Report Mark Reid, County Planner.

The Corps of Engineers (CoE) has proposed to remap the floodplain area of North Piney, South Piney, and Spring Creek areas of Story. This area has been identified as high priority in the most recent emergency management plan due to the small properties and tightness of development in Story. The existing mapping are first generation, and did not have the technology of today like lidar imagery, etc. The CoE will use this new technology to provide more accurate floodplain delineation maps that will support better management decisions. This is private property owners, making locational choices based on the documented hazards and provide definitive data during the design phase to set aside appropriate drainage easements. It is a 22 month project to complete the remapping. Expenses will be covered by the CoE which have a floodplain management program that assists communities in this regard.

Motion by Commissioner Wright to approve and authorize the Chairman to sign the documents for the proposed Story Floodplain Remapping Project.

Vote Motion Passed.

Consider Letter of Support for the Tongue River Fire District (TRFD) MRG Grant Application:

Staff Report Cameron Duff, Administrative Director.

TRFD is seeking a grant for mineral and royalty from the State. The grant application requires a letter of support from the Board. The letter confirms that the County Assessor has reviewed the mills and all meeting minutes and annual reports have been submitted to the County. It also states that the District is currently in good standing. TRFD also has a letter of support from the town of Ranchester. Mr. Donnie Dobrenz, Fire Chief for TRFD said the grant will be used for purchasing a pumper structure truck. The truck that was purchased in 2018 has failed on numerous occasions. If able to come in under that million-dollar grant for the truck, the remainder of the grant can be returned so other communities can use those funds. Mr. Bill White, Board Member of TRFD said a lot of money was put into the truck last year and doesn't know if the truck is going to need to have more money put into it. At some point you have to replace it. The TRFD Board is very much behind it.

Motion by Commissioner Ringley to approve and authorize the Chairman to sign the letter of support for the Tongue River Fire District MRG Grant Application.

Vote Motion Passed.

Consider Assignment of Lease and Assumption Agreement with Consent between Rovar LLC (RLLC), and Aero Northwest LLC (ANLLC):

Staff Report Robert Gill, Airport Manager.

RLLC is a lessee at the Sheridan County Airport doing business as Avis Rent-A-Car and Budget Car Rentals. Under this concessionaire agreement it allows RLLC to lease counter space inside the terminal building, the right to operate a vehicle rental business on the premises. ANLLC is currently acquiring RLLC, and wishes to assume the lease as is, with no change to the terms, staffing, or conditions of the agreement. Ms. Jennings noted that the month and dated needs to be confirmed within the documents prior to signing.

Motion by Commissioner Wright to approve and authorize the Chairman to sign the Assignment of Lease Assumption Agreement with Consent between Rovar LLC, and Aero Northwest LLC.

Vote Motion Passed.

Consider Lessor's Consent to Sublease between Rovar LLC (RLLC), and Aero Northwest LLC (ANLLC):

Staff Report Robert Gill, Airport Manager.

RLLC has a second ground lease agreement at the Sheridan County Airport Legacy Business Park, which owns a building on land leased from Sheridan County. The use of the premises is for the purpose of operating and maintaining a car rental facility, which includes office space, car wash facility and storage. RLLC will retain this lease agreement until termination on January 5, 2032, and wishes to sublease this property to ANLLC, to continue to use the premises for the same purpose described in the ground lease agreement with Sheridan County.

Motion by Commissioner Haswell to approve and authorize the Chairman to sign the Lessor's Consent to Sublease between Rovar LLC, and Aero Northwest LLC.

Vote Motion Passed.

Consider Adopting Resolution 24-02-004 Rules and Regulations Governing Leasing County-Owned Property at the Sheridan County Airport (SCA):

Staff Report Robert Gill, Airport Manager.

Interest is growing in leasing limited space at SCA. An ad hoc committee has created a draft leasing policy, available for public review on the Sheridan County's website. The Board tabled the decision on adopting the policy after public comments were heard on December 19, 2023. Further public comments were incorporated, and amendments were made on January 8 and 16. The Airport Manager will analyze proposals and make a

recommendation to the Board. The Board will hold at least one public hearing and give notice of the time and place in a newspaper of general circulation in the county at least 14 days before the hearing. Mr. Paul Caldera, a homeowner up the road from the business park, appreciated the revisions in the latest draft and said Mr. Gill conveyed that the ad hoc committee considered his suggestions and Mr. Caldera is glad to see changes in the latest draft. Two suggestions were not included, advisement in the RFP that the successful applicant must comply with the CC&Rs, and information being available on Sheridan County's website. Mr. Gill indicated that including the requirements for the CC&R's advisement in the rules was not necessary, considering the CC&Rs are attached to each lease and IT issues regarding how much information could be made available on the Sheridan County website. Ms. Jennings stated it is important to ensure that businesses that are leasing property are similar to the previous business, so there is some continuity in the public and community perception. This way, it may not be necessary to go through the RFP process again in the future. Chairman Siddle indicated the Board went through a lengthy process using a lot of public input and appreciates the public input. Chairman Siddle also stated this is a good working document and can be amended if necessary, going forward. Mr. Clint Beaver, Deputy County Attorney stated in order to move forward with the version that is presented, there needs to be an amendment moved to incorporate those red line changes from the original proposed rules.

Motion by Commissioner Haswell to adopt Resolution 24-02-004 Rules and Regulations Governing Leasing County-Owned Property at the Sheridan County Airport.

Amendment to Motion by Commissioner Haswell to amend motion to adopt Resolution 24-02-004 Rules and Regulations Governing Leasing County-Owned Property at the Sheridan County Airport regarding the document that's been redlined, dated February 6.
Vote on Amendment Motion Passed.

Motion as Amended by Chairman Siddle to adopt Resolution 24-02-004 Rules and Regulations Governing Leasing County-Owned Property at the Sheridan County Airport to include the redlined, dated February 6.
Vote on Motion as Amended Motion Passed.

Consider Wyoming Department of Transportation (WYDOT) Final Reconnaissance Report for Bridge Replacement Project over BNSF Railway, County Road 140, Sheridan County:

Staff Report Ken Muller, County Engineer.

An agreement between WYDOT and the County for one of the bridges near Parkman by Columbus Creek in WYDOT's Bridge Formula Program. It is a new program created by the bipartisan infrastructure law to provide states with additional funds to replace old and worn-out bridges. The program requires that funds be distributed to local governments to

replace some bridges. The County has been working closely with White House consultants, members of the Federal Highway Administration and WYDOT to develop a report outlining the project requirements, specifications, environmental concerns, and a cost estimate for the proposed construction in 2026. The report needs the Chairman's signature to keep the project moving forward.

Motion by Commissioner Haswell to approve and authorize the Chairman to sign the Wyoming Department of Transportation Final Reconnaissance Report for Bridge Replacement Project over BNSF Railway, County Road 140, Sheridan County.
Vote Motion Passed

Consider Resolution 24-02-005 Vacation of public right-of-way known as a portion of 15th Street between Lot 1 of Block 80 and Lot 2 of Block 81 of the Downer Addition to Sheridan, Wyoming located within Sheridan County, Wyoming:

Staff Report Ken Muller, County Engineer.

The deadline for the vacation petition was January 2. The County has informed the public, the City of Sheridan, and neighboring residents about the petition. The County Clerk's office has not received objections within the deadline mentioned in the notice. If there would be further development in that area, it could be accessed off Mydland Road.

Motion by Commissioner Wright to adopt and authorize the Chairman to sign Resolution 24-02-005 Vacation of public right-of-way known as a portion of 15th Street between Lot 1 of Block 80 and Lot 2 of Block 81 of the Downer Addition to Sheridan, Wyoming located within Sheridan County, Wyoming.
Vote Motion Passed.

Adjourn: Chairman Siddle adjourned the meeting at 9:34 a.m.

BOARD OF COUNTY COMMISSIONERS
Sheridan County, Wyoming

Attest:

Nick Siddle, Chairman

Eda Schunk Thompson, County Clerk

AMENDMENT 1 DATED February 2, 2024 to the LEASE agreement dated February 1, 2022 , by and between , 2nd Chance LLC or its predecessor in interest, as Lessor, and Sheridan County Wyoming, a political subdivision of the State of Wyoming whose address is 224. S. Main Street, Suite B-1 Sheridan, Wyoming the premises commonly known as 1845 Gabrielle Court Unit #E, Sheridan, WY 82801 initially containing 2,000 ± sf of office/warehouse space.

- A. The Lease, by its terms, expires on January 31, 2024 (“Expiration Date”) and the parties desire to further extend the Lease, all on the terms and conditions hereinafter set forth.

NOW THEREFORE, in consideration of the mutual agreements herein contained, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties do hereby agree as follows:

1. **Extension:** The term of the Lease is hereby extended for a period of 3 years commencing on February 1, 2024 so as to expire on January 31, 2027.
2. **Base of Minimum Rent.** All terms and conditions contained in the Lease and Amendments shall continue in full force and effect, at the existing Base rents amount of \$21,600.00 annually payable in monthly installments in advance on the first day of each month.
3. **Whole Agreement:** This Agreement sets forth the entire agreement between the parties with respect to the matters set forth herein. There have been no additional oral or written representations or agreements. As extended and amended herein, the Lease between the parties shall remain in full force and effect. IN case of any inconsistency between the provisions of the Lease and this Agreement, the latter provisions shall govern and control. Under no circumstances shall this Agreement be deemed to grant any right to Lessee to further extend the Lease, and any options to extend or renew contained in the Lease are hereby deleted.
4. **Confidentiality:** Lessee acknowledges that the Terms of this Lease are strictly confidential between Lessee and Lessor. Failure to adhere to the confidential nature of this Lease will constitute a break of terms therein,
5. **Not an offer.** This Agreement shall not be binding until executed and delivered by both parties.

All other terms and conditions contained in the Lease, Amendments and Exhibits shall continue in full force.

Sheridan County

By : _____

Date: _____

LESSOR: 2nd Chance LLC

By: _____

Date: _____



SHERIDAN COUNTY COMMISSION

TERRY CRAM • CHRISTI HASWELL • TOM RINGLEY • NICK SIDDLE • LONNIE WRIGHT

PERMIT FOR SUPERVISED PUBLIC DISPLAY OF FIREWORKS SHERIDAN COUNTY, WYOMING

APPLICANT-PLEASE PRINT	LAND OWNER (IF DIFFERENT THAN APPLICANT)
Name <u>SHERIDAN MOTOR SPORTS ASSOC.</u>	Name <u>SAME</u>
Address <u>69 INDUSTRIAL LANE</u>	Address
Phone <u>307-752-0082</u>	Phone
Signature <u>[Signature]</u>	Signature

Location of event SHERIDAN SPEEDWAY - 69 INDUSTRIAL LANE
 Date of event JULY 4th 2024

Is event location in a Fire Protection District? Yes Name of Fire Protection District- SHERIDAN RURAL FIRE

ALAN TRUMBULL
 PRINTED NAME OF FIRE CHIEF

[Signature]
 SIGNATURE OF FIRE CHIEF/DATE

1. At the Fire District's discretion, this permit may be cancelled and the representative of the Fire District on site shall have the absolute authority to do so.
2. The Applicant/Landowner recognizes that the Fire District and/or Fire Department **WILL ASSUME NO LIABILITY** for damages ensuing from any actions by, or caused by, the Permit Holder.
3. The Permit Holder agrees to follow all safety standards and practices currently used in the fireworks industry.

If location of event is NOT in a fire protection district, Applicant/Landowner will be financially responsible if there is a need to call Emergency Services. Approval of County Fire Warden required if event location is not in a fire protection district.
 Approval of County Fire Warden -

This permit is issued to Sheridan Motor Sports Assoc granting the right to shoot and display fireworks on (date) July 4, 2024 at (location) Sheridan Speedway - 69 Industrial Lane in said County of Sheridan dated this 13 day of February, 2024.

BOARD OF COUNTY COMMISSIONERS
 SHERIDAN COUNTY, WY

BY: [Signature]
 Chairman



**MEMORANDUM OF UNDERSTANDING
BETWEEN SHERIDAN COUNTY BOARD OF COMMISSIONERS AND
SHERIDAN COUNTY CLERK**

- 1) **Parties.** This Memorandum of Understanding (hereinafter referred to as MOU) is made and entered into by and between the Board of County Commissioners for Sheridan County, (hereinafter referred to as the "BOCC"), and the Sheridan County Clerk, (hereinafter referred to as "Clerk").
- 2) **Purpose.** The purpose of this MOU is to provide the BOCC and the Clerk an understanding of each entities' endowed statutory duties and responsibilities and how those duties interplay between the two offices.

3) **Responsibilities of BOCC¹ and Clerk².**

The parties have agreed upon a policy and a set of procedures ("Policy and Procedures") regarding the manner in which the parties will conduct business between the two offices. The initial Policy and Procedures shall be deemed accepted by both parties upon execution and approval of this MOU. After the initial approval, the Policy and Procedures may be changed from time to time when both parties agree and the BOCC votes to approve. This MOU and the Policy and Procedures resolve all pending issues between the parties and upon approval the special counsel for the BOCC and Clerk shall be discharged.

4) **General Provisions.**

- a. **Amendments.** Either party may request changes to this MOU. Any changes, modifications, revisions, or amendments to this MOU which are mutually agreed upon by the parties to this MOU shall be incorporated by written instrument, executed and signed by all parties to this MOU. Mutually agreed modifications, unless otherwise specifically agreed at the time, shall not be effective until 90 days after agreement is reached.
- b. **Applicable Law.** The construction, interpretation, and enforcement of this MOU shall be governed by the laws of the State of Wyoming. The courts of the State of Wyoming shall have jurisdiction over any action arising out of this MOU and over the parties, and the venue shall be the Fourth Judicial District, Sheridan County, Wyoming.
- c. **Entirety of Agreement.** This MOU represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations and agreements, whether written or oral.

¹ Wyo. Stat. § 18-2-101(a) and Wyo. Stat. § 18-3-501 et. seq. (Not inclusive of all statutory duties)
² Wyo. Stat. § 18-3-401 et. seq. (Not inclusive of all statutory duties)

- d. Prior Approval. This MOU shall not be binding upon either party unless this MOU has been reduced to writing before performance begins as described under the terms of this MOU, and unless this MOU is approved by the BOCC and Clerk and Attested as prescribed by law.
- e. Severability. Should any portion of this MOU be judicially determined to be illegal or unenforceable, the remainder of the MOU shall continue in full force and effect, and either party may renegotiate the terms affected by the severance.
- f. Sovereign or governmental Immunity. The BOCC and Clerk do not waive their sovereign or governmental immunity by entering into this MOU, and each fully retains all immunities and defenses provided by law with respect to any action based on or occurring as a result of this MOU.
- g. Third Party Beneficiary Rights. The parties do not intend to create in any other individual or entity the status of third-party beneficiary, and this MOU shall not be construed so as to create such status. The rights, duties, and obligations contained in this MOU shall operate only between the parties to this MOU and shall solely benefit the parties to this MOU. The provisions of this MOU are intended only to assist the parties in determining and performing their obligations under this MOU.
- h. Availability of Funds. This MOU does not bind the BOCC or Clerk to incur any cost, accrue any debt, or expend any money which would be in excess of limit prescribed by law.
- i. Signatures. The parties to this MOU through their duly authorized representatives have executed this MOU on the dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein. The effective date of this MOU is the date of the signature last affixed to this page.

SHERIDAN COUNTY BOARD OF COMMISSIONERS

SHERIDAN COUNTY CLERK

By: _____
 Nick Siddle
 Chair, Sheridan County Board of Commissioners

By: _____
 Eda Schunk Thompson
 Sheridan County Clerk

Date: _____

Date: _____

Attest: _____

Attest: _____

Date: _____

Date: _____

Delineation of County Clerk Responsibilities and Board of County Commissioner Responsibilities

Policy and Procedures

Responsibilities of BOCC¹ and Clerk²

A. Licenses and Permits³

- i. Clerk shall serve as the depository and manage liquor licenses, liquor permits, and fireworks permits.⁴
- ii. Public comes to Clerk for the application and pays the associated fees.⁵
- iii. Clerk notifies BOCC to add the application to the agenda.
- iv. Clerk is responsible for all advertising and publications related to licenses and permits.⁶
- v. Clerk communicates with the Wyoming Liquor Division, if applicable. This provision does not prohibit the BOCC from communicating with the Wyoming Liquor Division when necessary.
- vi. Clerk submits all correspondence relating to the application to the BOCC in order to give the BOCC information to make an informed decision.
- vii. Clerk provides any concerns or potential violations to the BOCC if the application is granted.
- viii. BOCC approves or denies the application.⁷
- ix. Clerk serves as a depository for all documents relating to the application.

B. Road Vacation⁸

- i. Clerk to serve as the depository and manage road vacations.⁹
- ii. Public comes to Clerk for the application and pays the associated fees.¹⁰
- iii. BOCC is responsible for the final determination regarding all county roads.¹¹
- iv. Clerk notifies the BOCC to add the application, Appointment of Viewer, Notice, etc. to the agenda.
- v. Clerk is responsible for all advertising and publications.
- vi. Clerk provides all correspondence relating to the application to the BOCC in order to give the BOCC information to make an informed decision.
- vii. Clerk provides any concerns or potential violations to the BOCC if the application is granted.

¹ Wyo. Stat. § 18-2-101(a) and Wyo. Stat. § 18-3-501 et. seq. (Not inclusive of all statutory duties)

² Wyo. Stat. § 18-3-401 et. seq. (Not inclusive of all statutory duties)

³ Wyo. Stat. § 12-4-102 et. seq. and other relevant portions of Title 12 of the Wyoming State Statutes

⁴ Wyo. Stat. § 12-4-102

⁵ Wyo. Stat. § 12-4-102

⁶ Wyo. Stat. § 12-4-104

⁷ Wyo. Stat. § 12-4-101

⁸ Wyo. Stat. § 24-3-101 et. seq.

⁹ Wyo. Stat. § 24-3-101

¹⁰ Wyo. Stat. § 24-3-102

¹¹ Wyo. Stat. § 18-3-504(a)(vi)

- viii. BOCC approves or denies the application.¹²
- ix. Clerk records the Resolution when applicable.
- x. Clerk serves as a depository for all documents relating to the application.

C. Surety Bonds¹³

- i. Clerk to receive and manage surety bonds that come before the BOCC.
- ii. Clerk delivers the surety bond to the County Attorney for review and to the BOCC for approval.
- iii. Clerk notifies BOCC to add the surety bond to the consent agenda.
- iv. Clerk serves as depository of all surety bonds except for the County Clerk bond, which is housed with the County Treasurer.

D. Grants -- BOCC and their staff continue to manage all grants. Clerk will have access to run reports on grants.¹⁴

E. Fixed Assets¹⁵ -- BOCC and their staff continue to manage fixed assets.

F. Board of Equalization Clerk¹⁶ – The BOCC sits as the County Board of Equalization.¹⁷ Clerk shall serve as clerk to the Board of Equalization, assist in the building of agendas, work with BOCC and the Assessor, etc.¹⁸

G. Mail, Correspondence, and Board files.

- i. Clerk is the depository for all records, papers, mail, and correspondence of the Commissioners.¹⁹
- ii. Any BOCC files (with the exception of grants and fixed assets documents) that remain in the BOCC office shall be delivered to the Clerk for maintenance or be made available to the Clerk. The BOCC is also permitted to keep copies of all of its files. This includes BOCC financial documents related to Accounts Payable, Payroll, and Budget.
- iii. Clerk will scan all mail, correspondence, and board files into a “shared folder” that Board, Board employees, Clerk, and Clerk employees have access to, and daily mail will be sent to the BOCC members and staff as assigned by the BOCC.
- iv. Clerk will manage the electronic storage of such documents with the assistance of BOCC staff and IT.
- v. Clerk will keep all hard copies and files.
- vi. BOCC/employees can access hard files as needed.

¹² Wyo. Stat. § 24-3-101

¹³ Wyo. Stat. § 31-9-408

¹⁴ Wyo. Stat. § 18-3-504(a)(ii)

¹⁵ Wyo. Stat. § 18-3-504

¹⁶ Wyo. Stat. § 39-13-102 et. seq.

¹⁷ Wyo. Stat. § 39-13-102(c)

¹⁸ Wyo. Stat. § 39-13-102(c)

¹⁹ Wyo. Stat. § 18-3-402(a)(i)(B)

- vii. Clerk sorts the mail for the County. Scans the mail into the BOCC server for access. This includes all mail and correspondence, including junk mail, invitations, etc. The Clerk is not permitted to limit access to any mail or correspondence of the BOCC.

H. BOCC Board Meetings Generally

- i. BOCC Agenda
 - a. BOCC creates initial agenda.
 - b. Clerk has an opportunity to review the agenda prior to finalization to make any necessary additions based upon statutory duties.
 - c. BOCC will provide the agenda in advance of the BOCC meeting.
 - d. Clerk will publish the agenda.
- ii. BOCC Resolutions
 - a. Clerk to manage and maintain resolutions²⁰
 - b. Elected officials send proposed resolutions to the Clerk and BOCC, if a department is under the BOCC, the BOCC will provide a copy of the resolution to the Clerk.
 - c. Clerk maintains a cataloguing/numbering system for all resolutions.
 - d. Clerk to serve as depository for all considered resolutions and archive the resolutions.
- iii. BOCC Meetings and Minutes
 - a. Clerk, or deputy clerk, shall attend all BOCC meetings.²¹
 - b. Clerk shall keep a record of all BOCC meetings – record the meeting and draft the minutes.²²
 - c. Clerk shall publish minutes per statute following approval by BOCC.
 - d. Clerk shall email the approved minutes to the IT Department to upload to website.
 - e. Clerk serves as a depository for all BOCC meeting minutes and archive.

I. County Finances

- i. Budget
 - a. The Clerk is the Budget Officer of the County.²³
 - b. The office of the county clerk and the office of budget-making authority (BOCC) are compatible.²⁴
 - c. The BOCC has the ultimate responsibility of examining and settling all accounts of receipts and expenses of the County.²⁵
 - d. Clerk shall also perform all duties or general accounting required to

²⁰ Wyo. Stat. § 18-3-402(a)(i)(D)

²¹ Wyo. Stat. § 18-3-402(a)(i)(A)

²² Wyo. Stat. § 18-3-402(a)(i)(C)

²³ Wyo. Stat. § 16-4-102(a)(iv)

²⁴ Wyo. Stat. § 18-4-103

²⁵ Wyo. Stat. § 18-3-504(a)(ii); Wyo. Stat. § 16-4-104(e).

implement the Uniform Municipal Fiscal Procedures Act²⁶ that do not invade the duties of the BOCC.²⁷

- e. All elected officials and departments shall submit budget requests to the Clerk, and copy the BOCC, on or before May 1st. Departments directly under the BOCC shall submit their budget requests to the County Administrator, who will then submit them to the Clerk.²⁸
- f. Clerk shall prepare a requested budget for each fund and file the requested budget with the BOCC by May 15th.²⁹
- g. BOCC may amend requested budget and the amended budget shall be the budget proposed for adoption.³⁰
- h. Clerk shall prepare the proposed final budget for adoption to the BOCC³¹
- i. Clerk will provide interim reports, review for any errors in the budget, or highlight any concerns for the BOCC considerations.³²
- j. Elected officials and departments will provide the Clerk with any requests to amend the budget (with a copy to BOCC) and Clerk will present such amendment requests to BOCC for approval at BOCC meeting.³³ Departments directly under the BOCC shall submit their budget requests to the County Administrator, who will then submit them to the Clerk.
- k. Clerk will notify BOCC of any required amendments due to line-item adjustments.

ii. Payroll

- a. BOCC determines job descriptions, pay grade, and salary. BOCC shall deal with advertising, hiring, and termination.
- b. BOCC may mandate the Clerk on how payroll is carried out; clerk ultimately responsible for issuing warrants for payroll.³⁴
- c. BOCC employee inputs payroll data.
- d. Clerk will review payroll and all relevant documents pertaining to payroll.
- e. Clerk will report any identified discrepancies to the BOCC based upon information provided.
- f. Clerk issues the warrants and/or direct deposits upon approval of the BOCC.

iii. Accounts Payable³⁵

- a. BOCC employee inputs AP data.
- b. Clerk receives report the Wednesday before BOCC meeting for review for discrepancies.
- c. Clerk has access and may review all documents associated with a payroll or

²⁶ Wyo. Stat. § 18-3-402(a)(xxiii)

²⁷ Wyo. Stat. § 18-3-504 (not inclusive)

²⁸ Wyo. Stat. § 16-4-104(a)

²⁹ Wyo. Stat. § 16-4-104(a)

³⁰ Wyo. Stat. § 16-4-104(a)

³¹ Wyo. Stat. § 16-4-104(b)

³² Wyo. Stat. § 16-4-119; Wyo. Stat. § 16-4-108; Wyo. Stat. § 18-3-515; Wyo. Stat. § 18-3-402(a)(v)

³³ Wyo. Stat. § 16-4-104(a)

³⁴ Wyo. Stat. § 18-4-102(b); Wyo. Stat. § 18-4-102(a); Wyo. Stat. § 18-3-402(a)(i)(E); Wyo. Stat. § 18-3-402(a)(iii)

³⁵ Wyo. Stat. § 18-3-504(a)(ii)

- AP including original invoices which are held in the BOCC office and available to Clerk to retrieve and maintain in the Clerk's office.
- d. Clerk to identify and report any discrepancies by 5 p.m. the Friday before the BOCC meeting and Clerk shall provide report on such noted discrepancies at the BOCC meeting.
- e. Clerk notes any discrepancies (including those noted by the Treasurer) and submits all accounts payable for BOCC approval.
- f. BOCC approves or denies the accounts payable at the BOCC meeting.
- g. Clerk issues warrants upon BOCC approval.³⁶
- h. For immediate issuance of warrants without formal BOCC approval, the BOCC will send the request to the Clerk with original or copy of invoice for approval by the BOCC. The Clerk will review and report any discrepancies prior to issuance.

iv. Fees Collected³⁷

- a. Every county officer who receives fees shall provide their report to the Clerk and the fees to the Treasurer.
- b. Clerk shall present fee report to BOCC for approval on consent agenda.

SHERIDAN COUNTY BOARD OF COMMISSIONERS

SHERIDAN COUNTY CLERK

By: _____
 Nick Siddle
 Chair, Sheridan County Board of Commissioners

By: _____
 Eda Schunk Thompson
 Sheridan County Clerk

Date: _____

Date: _____

³⁶ Wyo. Stat. § 18-3-809

³⁷ Wyo. Stat. § 18-3-814

Customer

Organization	Sheridan County		
DBA			
Address	224 S MAIN ST STE B-1		
City State Zip	SHERIDAN	WY	82801-4833
Phone	(307) 675-2910	Fax	

Purchase Order - Lease

NASPO/ValuePoint Contract #: CTR058809
 and / or
 State Participating Addendum (PA) #:
 CTR 058809 (WY)

Vendor

Company Name	Quadient Leasing USA Inc.	FEDERAL ID# 94-2984524
Attention	Government Sales	DUNS# 150836872
Address	478 Wheelers Farms Rd	
City State Zip	Milford	CT 06461
Phone	(866) 448-0045	Fax (203) 301-2600

Ship To

Organization	Sheridan County		
Attention	Cameron Duff		
Address	224 S MAIN ST STE B-1		
City State Zip	SHERIDAN	WY	82801-4833
Phone	(307) 675-2910	Email	cduff@sheridancountywy.gov

P.O. Number	P.O. Date	Requisitioner	Shipped Via	F.O.B. Point	Terms
			Ground	Destination	Quarterly Invoicing
QTY	Unit	Description	Unit Price	Total	
60	Months	Lease Payment	\$297.49	\$17,849.40	

Lease payment specified above for products listed below includes, as applicable, reduced price equipment maintenance to reflect first year free, meter rental, meter resets, postal rate changes, software license/support/subscription fees, delivery, installation, and operator training.

Products

QTY	Product ID	Description
1	IX7	iX-7 Series Base w/ Mixed Size Feeder, Sealer, Drop Tray & Ink Cartridge
1	IXDS7	Dynamic Weighing Platform for IX Series 7/7PRO Bases
1	IXWP30	IX Series 30 lb Weighing Platform

1) Order is governed under the terms and conditions of the NASPO/ValuePoint Master Price Agreement Contract Number CTR058809. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.

2) Payments will be sent to:
 Quadient Leasing USA, Inc.
 Dept 3682
 PO Box 123682
 Dallas TX 75312-3682

3) Send all correspondence to:
 Quadient Leasing USA, Inc.
 478 Wheelers Farms Rd
 Milford CT 06461
 Phone: 203-301-3400
 Fax: 203-301-2600

_____	_____
Authorized by	Date
_____	_____
Print Name	Title

**SHERIDAN COUNTY AIRPORT**

908 W Brundage Ln • Sheridan, WY 82801
Phone: 307-674-4222 • FAX: 307-672-6795

E. Robert Gill C.M., Manager
rgill@sheridancountyairport.com

MEMO

TO: Sheridan County Board of Commissioners
Skye Evers, Administrative Coordinator

FROM: E. Robert Gill
Airport Manager

DATE: February 15, 2024

RE: Airport Business for BoCC Meeting of February 6, 2024

Skye, please place the following items on the BoCC agenda for their consideration and approval at their February 20, 2024 meeting.

- 1. Consider Lessor's Consent to Sublease between Bighorn Airways Inc., and Bighorn Flying Company, LLC.** For many decades, Bighorn Airways has provided aerial chemical application services to farmers and ranchers in Sheridan County and the surrounding area. This division of Bighorn Airways and its assets are being sold to Bighorn Flying Company and Bighorn Flying Company wishes to continue to provide these services to the same customers in our region. As Bighorn Flying Company looks to start up at Sheridan County Airport, they are in need of a load site. Bighorn Airways would like to see a seamless transition for the clientele they have built over the years, so they are pursuing a sublease agreement for the facility they have utilized for their aerial spraying operations. Bighorn Flying Company and Sheridan County are also finalizing a draft Specialized Aviation Service Operator agreement for BoCC consideration to authorize Bighorn Flying Company to operate an aeronautical commercial business off the Sheridan County Airport. **Therefore, I respectfully recommend the Sheridan County Board of County Commissioners to approve and consent to the Sublease agreement between Bighorn Airways Inc., and Bighorn Flying Company, LLC and authorize the Chairman to sign all associated documents.**

LESSOR'S CONSENT TO SUBLEASE

This Lessor's Consent to Sublease is executed pursuant to Subsection X. (Z) of the Fixed Base Operator Lease Agreement, commencing on January 2, 2013, between Sheridan County, Wyoming, and Bighorn Airways, Inc., for the leased premises at 912 West Brundage Lane, Sheridan, Wyoming. (See original lease for metes and bounds legal description of the premises.)

WHEREAS, Bighorn Airways, Inc., 912 West Brundage Lane, Sheridan, Wyoming has requested Sheridan County's consent to a sublease of the leased premises (attached hereto as Exhibit A, Tract 1 subleased area) to Bighorn Flying Company, 52 Jack Drive Sheridan, WY 82801, dated January 11, 2024, for the term commencing February 20, 2024 and terminating on December 31, 2024;

NOW THEREFORE, the Board of County Commissioners of Sheridan County, Wyoming hereby grants its consent to the sublease agreement (attached hereto as Exhibit B) from Bighorn Airways, Inc. to Bighorn Flying Company, LLC., effective February 20, 2024.

BOARD OF COUNTY COMMISSIONERS
SHERIDAN COUNTY, WYOMING

Nick Siddle, Chairman

Date

ATTEST

Eda Schunk Thompson, County Clerk

Date

SHERIDAN COUNTY
AIRPORT

JAN 16 2024



BIGHORN AIRWAYS.

912 W. Brundage Ln.
P.O. Box 4037
Sheridan, WY 82801

January 11, 2024

Board of County Commissioners
Airport Manager, E. Robert Gill
908 W. Brundage Lane
Sheridan, WY 82801

Re: FBO Lease agreement dated January 2, 2013, Section X, Paragraph Z, Sub-Leasing. Specifically, Bighorn Airway's ramp area, east portion of Tract1, Exhibit "A", where support equipment, tanks, and vehicles are located to support aircraft agriculture spray operations.

Dear Mr. Gill:

Bighorn Airways, Inc. has sold its agriculture spray division to Bighorn Flying Company, LLC. The transaction includes two helicopters, and two fixed wing Air Tractors along with all trucks, trailers, tanks, and other related support equipment.

For many decades, Bighorn Airways has provided aerial chemical application services to ranchers and farmers in Sheridan County and the surrounding area. The new owners intend to continue providing the same services with the same aircraft and support equipment. Longtime ag pilot and division manager, Jamie Foy, has been retained by the new owners to fly and manage the enterprise. This will provide an uninterrupted continuation of this vital service to the agriculture community.

Bighorn Airways, Inc. will provide rental space in its hangars for storage of the two helicopters and two fixed wing Air Tractors. Bighorn Airways, Inc. will also rent office space for the administration of business. The ramp area and facilities described above will require a sub-lease approved by Sheridan, County, and the airport Manager.

With this letter, Bighorn Airways, Inc. is requesting authorization for sub-lease of the east portion of Tract 1, Exhibit "A" of the above referenced lease agreement. Enclosed please find a draft Sub-Lease agreement, for your approval, between Bighorn Airways, Inc., Lessor, and Bighorn Flying Company, Lessee.

Sincerely yours,

A handwritten signature in black ink that reads "Robert Eisele". The signature is written in a cursive, flowing style.

Robert Eisele, President

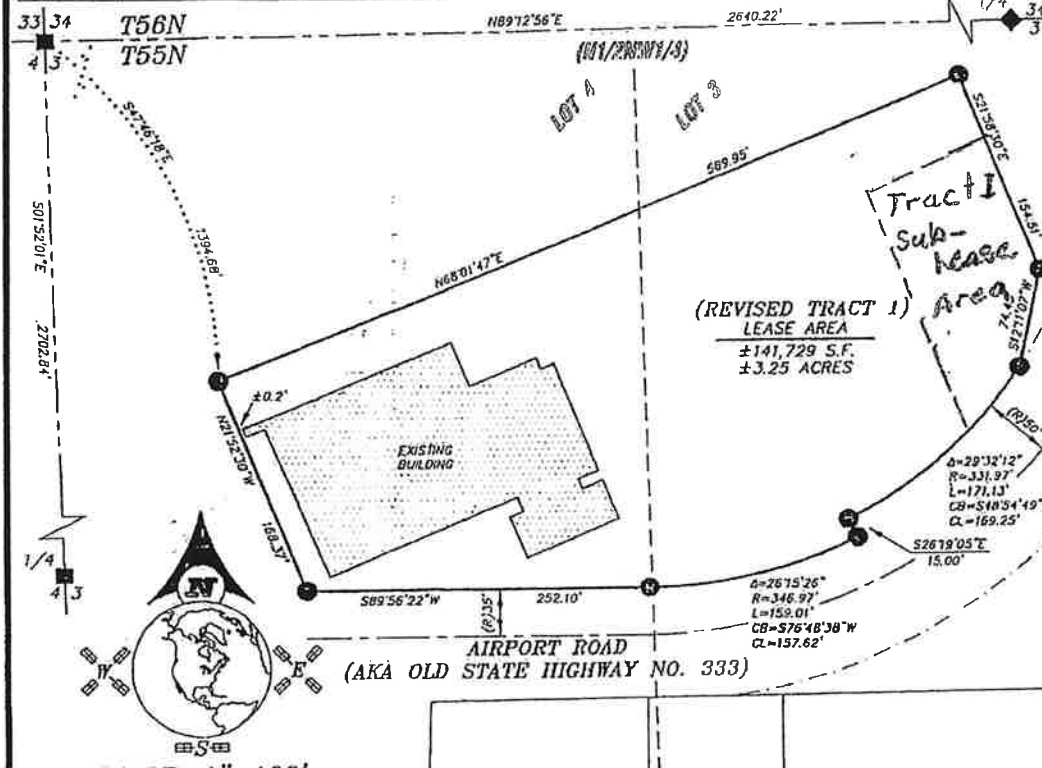
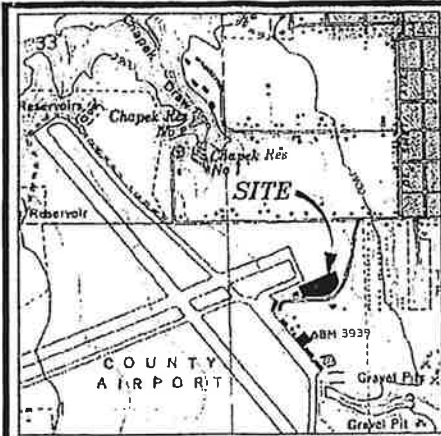
EXHIBIT "A" (DRAWING)

LEGEND:

- SET 2" ALUMINUM CAP PER PLS 6812
- ◆ FOUND 3-1/4" ALUMINUM CAP PER PLS 2615
- FOUND 3-1/4" ALUMINUM CAP PER PLS 6812
- CALCULATED: NOTHING FOUND/NOTHING SET
- (R) RECORD
- LEASE AREA LINE
- - - SECTION LINE
- - - INTERIOR SECTION LINE
- - - CENTERLINE (OLD STATE HIGHWAY NO. 333)

LOCATION MAP

SCALE: NTS



NOTE:

THE ABOVE TRACT IS FOR LEASE PURPOSES ONLY. IF SAID TRACT IS CONVEYED TO ANOTHER PARTY, IT WILL BE THE RESPONSIBILITY OF THE GRANTOR TO BE IN COMPLIANCE WITH SHERIDAN COUNTY SUBDIVISION RULES AND REGULATIONS AND ZONING REQUIREMENTS.

SURVEYOR'S CERTIFICATE

STATE OF WYOMING
 COUNTY OF SHERIDAN

I, THOMAS D. TUCKER, A DULY REGISTERED LAND SURVEYOR IN THE STATE OF WYOMING, DO HEREBY STATE THAT THIS PLAT REPRESENTS THE RESULTS OF A SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION.



"PLAT IS VALID ONLY IF PRINT HAS ORIGINAL SIGNATURE OF SURVEYOR SIGNED AND DATED"

EXHIBIT "A" (DRAWING)

LEASE AREA (REVISED TRACT 1)

CLIENT: SHERIDAN COUNTY AIRPORT

LOCATION: N1/2NW1/4, SECTION 3, T55N, R84W,
 6TH P.M., SHERIDAN COUNTY, WYOMING

RESTFELDT SURVEYING
 2340 WETLANDS DR., SUITE 100
 PO BOX 3082
 SHERIDAN, WY 82801
 307-872-7415
 FAX 874-5000

JN: 2012-119
 DN: 2012-119-LA-T1
 PF: T2007103
 NOVEMBER 26, 2012

Sub-Lease Agreement Outline

Leasor: Bighorn Airways, Inc.

Lessee: Bighorn Flying Company, LLC

The new owner of Bighorn's aerial agriculture spraying operation would like to sub-lease a small area of Tract 1, Exhibit "A", of a certain lease agreement Bighorn Airways, Inc. has with Sheridan, County dated January 2, 2013. The new owner or the agriculture division would like to sub-lease this area for the remainder of the year 2024.

This area of Tract 1 has been used, for many years, in support of Bighorn's aerial agriculture spraying operation. Specific activities include mixing chemicals for application, loading aircraft and tankers with chemicals, and aircraft and equipment parking.

Operating standards and requirements of Lessee:

1. Lessee shall furnish application services to all Sheridan area customers in a non-discriminatory manner.
2. Lessee shall comply with all federal, state, and local laws, rules, and regulations.
3. Lessee shall keep the sub-leased area of Tract 1 clean, safe, and orderly at all times and shall provide a proper arrangement for sanitary handling and disposal of all rubbish.
4. Lessee's use of the sub-leased area shall not impede Bighorn Airway's use of the remaining area of Tract 1, Exhibit "A".
5. Lessee shall obtain and maintain, in continuous effect at all times, during the term of this sub-lease, insurance coverage in accordance with section IX Insurance of the lease dated January 2, 2013. Specifically, the following paragraphs of section IX Insurance shall be obtained and maintained:
 - a. Paragraph #1: *Comprehensive general liability insurance protecting County against any and all liability from Lessee's use of the Premises or resulting from any accident occurring on or about the roads, driveways, or other public places, including runways and taxiways used by lessee at the Airport, caused by or arising out of any wrongful act or omission of Lessee, in an amount of not less than one million dollars.*
 - b. Paragraph #3: *Product liability insurance in an amount of not less than two million dollars for any one occurrence.*
 - c. Paragraph #6: *The insurance specified in Paragraphs A.1. through A.5., above, shall name County as an additional insured. Lessee shall furnish a Certificate from the Insurance Carrier or Carriers showing such insurance to be in full force and effect during the term of the Agreement. All said policies shall provide for a minimum of ten-business days' notice to County in the event of cancellations, non-renewal, or material change in the terms thereof.*
 - d. Paragraph #7: *Lessee bears sole risk of loss to all personal property on the premises.*

This lease may only be extended at the option of, and in writing by, the Lessor for an additional period of one year.

Lessor: Bighorn Airways, Inc. _____
Robert Eisele, President

Lessee: Bighorn Flying Company, LLC _____
Robert Mathew Volf

Bighorn Flying Company, LLC _____
Ryan Michael Volf