

NOTICE

**THE SWEETWATER COUNTY BOARD OF COUNTY COMMISSIONERS
WILL MEET ON TUESDAY, November 4, 2014 AT 8:30 A.M.
IN THE COMMISSIONERS' CHAMBERS
(TENTATIVE AND SUBJECT TO CHANGE)**

PRELIMINARY

8:30 CALL TO ORDER
QUORUM PRESENT
PLEDGE OF ALLEGIANCE
APPROVAL OF AGENDA
APPROVAL OF MINUTES: 10-21-14

ACCEPTANCE OF BILLS

Approval of County Vouchers/Warrants
Approval of Bonds

PUBLIC HEARING

RS/SWCO Airport Budget Amendment

Transfer of Retail Liquor License

COMMISSIONER COMMENTS/REPORTS

8:40 Commissioner Kolb
8:50 Commissioner Van Matre
9:00 Chairman Johnson
9:10 Commissioner West
9:20 Commissioner Bailiff

COUNTY RESIDENT CONCERNS

9:30

ACTION/PRESENTATION ITEMS

9:40 Request approval for a Catering Permit for a Wedding Reception at Eden Saloon on December 13, 2014

9:45 Approval of Wyoming Downs, LLC to Conduct Pari-Mutual Wagering in Sweetwater County

9:50 Request to Replace Vacant Custodial Position

9:55 Request to Replace Vacant VSO Position

10:10 CDC Landscaping Bid Consideration

10:15 Approval of the 2012/2013 Nonparticipating State
Award Subgrant Agreement from Volunteers of America
Northern Rockies

10:20 Court Security Committee Appointees

OTHER

EXECUTIVE SESSION AS NEEDED

ADJOURN

[Per Wyo. Stat. §18-3-516\(f\) County information can be accessed on the
County's website at www.sweet.wy.us](http://www.sweet.wy.us)

Dated at Green River, Wyoming this 21st day of October, 2014.

THE BOARD OF COUNTY COMMISSIONERS
OF SWEETWATER COUNTY, WYOMING

Wally J. Johnson, Chairman

Gary Bailiff, Member

John K. Kolb, Member

Don Van Matre, Member

Reid O. West, Member

ATTEST:

Steven Dale Davis, County Clerk

Commissioner Comments/Reports

Commissioner Bailiff

Commissioner Bailiff reported that he attended the Snow Pokes meeting concerning trail closures, the Little Mountain Tour, and visited the county shop, the Road and Bridge department, the Purchasing department and met with facilities staff. Commissioner Bailiff explained that he received a call from Bairoil resident Mike Roehrs regarding a firm that will dispose of waste oil and recommended that the information be forwarded to the Solid Waste Disposal District No. 2 board and to the Bairoil Town Council. Lastly, Commissioner Bailiff reported that he attended the Farson candidate forum noting that the subject of county roads was addressed and explained that he spoke with Public Works Director John Radosevich to address the concerns.

Chairman Johnson explained that the closing of BLM roads is a significant issue with the Coalition of Local Governments (CLG) and stated that a commissioner in Utah was cited for access on alleged BLM property and applauded the individuals cited for taking on the issue of access to public lands. Chairman Johnson reiterated that the CLG comments on every issue that comes up. Chairman Johnson also explained that Battery Systems would be willing to pick up batteries, free of charge, in the Town of Wamsutter if a pallet is set up for the Bairoil citizens as well.

Commissioner Kolb

Commissioner Kolb reported that he attended the P&Z meeting, an Airport board meeting, the Aspen Mountain Medical Center Ribbon Cutting ceremony, Oktoberfest, Communities Protecting the Green, the Farson candidate forum, a Rotary Club meeting, the Green River House District forum, the coal industry update dinner, and the Little Mountain tour. Commissioner Kolb commented that both Wamsutter and Bairoil need to be considered equally regarding the Solid Waste Disposal District No. 2. Lastly, Commissioner Kolb noted that he spoke with County Treasurer Robb Slaughter, County Assessor Pat Drinkle, County Clerk Dale Davis, Land Use Director Eric Bingham, Public Works Director John Radosevich, Facilities Manager Chuck Radosevich, and Grants Manager Krisena Marchal.

Commissioner Van Matre

Commissioner Van Matre reported that he visited with Juvenile Probation Director Karin Kelly, VSO Director Larry Levitt, IT Director Tim Knight, and Grants Manager Krisena Marchal. Commissioner Van Matre expressed his appreciation to Accounting Manager Bonnie Phillips for assisting the museum with their accounting, bookkeeping and financial questions. Lastly, Commissioner Van Matre reported that he attended the coal industry update meeting and the Little Mountain tour.

Chairman Johnson

Chairman Johnson reported that he attended the Little Mountain tour. Chairman Johnson noted that he brought constituent concerns regarding the flag near the Village Inn to the attention of Rock Springs Mayor Carl Demshar. Commissioner Kolb explained that the Rotary Club takes care of the flag and shared that they plan to discuss getting assistance from the City of Rock Springs with replacing the flag. Also discussed were the flags located at the county libraries. Chairman Johnson expressed his appreciation to Deputy County Attorney Marc Dedenbach for his assistance and for always being on top of issues and bringing them to the attention of the commission. Lastly, Chairman Johnson complimented the Green River Star and the Rocket Miner for their excellent reporting of what has transpired during the Board of County Commissioners meetings.

Commissioner West

Commissioner West reported that he attended a meeting organized by District Board of Health Director Grant Christensen relative to Ebola and how Sweetwater County would respond. Commissioner West provided a facilities update on the Health and Human Services building, the Rock Springs CDC landscaping, and the Green River Library interior slab. Lastly, Commissioner West addressed the

additional storage space that the Lending Closet has requested and explained that he will continue to work on this issue.

The commission addressed BLM roads and prior agreements that allow the county to maintain some of the roads as needed. Public Works Director John Radosevich explained that the county had previously maintained some BLM roads with verbal approval and had a written agreement with the Forest Service allowing the county to assist in blading the roads with the agreement that the Forest Service would reciprocate on county roads. Following discussion regarding roads, Chairman Johnson explained that the commission position is that the roads belong to the county and, if the road has been mechanically maintained, the county has the right to maintain those roads as they see fit. Chairman Johnson instructed Mr. Radosevich to blade Pine Mountain Road, Potter Mountain Road, Elk Butte Road, and Sage Creek Road as well as any other roads they deem appropriate.

County Resident Concerns

Chairman Johnson opened county resident concerns. Assistant Fire Warden Jessica Knezovich extended her appreciation to the commission for their concern during her ongoing recovery. Hearing no further comments, the hearing was closed.

Break

Chairman Johnson called for a break.

Action/Presentation Items

Enterprise Enrollment for Microsoft Volume License

IT Director Tim Knight requested approval of the Enterprise Enrollment Microsoft Volume Licensing. Following discussion, Chairman Johnson entertained a motion to approve the Enterprise Enrollment Microsoft Volume License as presented by Mr. Knight and authorize the Chairman to sign. *Commissioner West so moved. Commissioner Bailiff seconded the motion.* The motion carried.

Conflict of Interest Disclosure 2014

County Clerk Dale Davis explained that pursuant to WS 6-5-118, the conflict of interest disclosure should be completed by each commissioner and filed through the County Clerk's office. Deputy County Attorney Marc Dedenbach read aloud the State Statute. The commission disclosed the banks that they do business with verbally as well as completed the conflict of disclosure form and submitted it to the County Clerk's office.

Board Appointments

Planning & Zoning Commission

Commissioner Kolb moved to remove the item from the table. Commissioner Van Matre seconded the motion. The motion carried. Following discussion, *Commissioner Kolb moved to appoint Patricia Moody to the Planning & Zoning commission. Commissioner West seconded the motion.* The motion carried.

Eden Valley Solid Waste Disposal District

Following discussion, *Commissioner Bailiff moved to fill the unexpired appointment for the Solid Waste Disposal District for Eden Valley to Scott Johnson. Commissioner Kolb seconded the motion.* The motion carried.

Approval of Wyoming Downs, LLC to Conduct Pari-Mutual Wagering in Sweetwater County

Deputy County Attorney Marc Dedenbach presented Resolution 14-10-CC-01, a resolution approving Wyoming Downs, LLC to conduct pari-mutuel wagering on live horse racing, historic horse racing, and simulcast events within Sweetwater County, Wyoming. Following discussion relative to Wyoming Downs, LLC stating, "from a satellite facility at a location to be determined," *Commissioner West moved to table Resolution 14-10-CC-01. Commissioner Kolb seconded the motion.* Following discussion relative to the results of historic horse racing, the motion carried.

Request to Replace Vacant Custodial Position

Custodial Supervisor Karen Bailey requested authorization to replace a vacant custodial position. Following discussion, Chairman Johnson entertained a motion to approve a vacant/budgeted position. *Commissioner Bailiff so moved. Commissioner Van Matre seconded the motion.* The motion carried.

Approval of the Countywide Consensus Block Grant Joint Resolution for the City of Green River & the Town of Superior

Grants Manager Krisena Marchal presented the Countywide Consensus Block Grant Joint Resolution for the City of Green River and the Town of Superior. Following discussion, Chairman Johnson entertained a motion to approve the Countywide Consensus Block Grant Joint Resolution #SWBFY15/16-4 for the City of Green River and the Town of Superior. *Commissioner Kolb so moved. Commissioner Bailiff seconded the motion.* The motion carried.

Approval of the Letter of Support for the Sweetwater Family Resource Center's 2014 Access and Visitation Grant Application

Grants Manager Krisena Marchal and Sweetwater Family Resource Center representative Kathy Garrison presented the letter of support for the Sweetwater Family Resource Center's 2014 Access and Visitation grant application. Following discussion, Chairman Johnson entertained a motion to approve, and

authorize the Chairman to sign, the letter of support for the Sweetwater Family Resource Center's 2014 Access and Visitation grant application. *Commissioner Bailiff so moved. Commissioner Van Matre seconded the motion.* The motion carried.

Health Insurance Conversion Policy

Human Resource Director Garry McLean explained that the State of Wyoming requires employers to provide conversion coverage to former employees and recommended that the County accepts the \$.075 per employee per month (PEPM) at an estimated annual cost of \$4,500.00. Following discussion, *Commissioner West moved to proceed with the recommendation from HR to award the conversion coverage policy to the county's 3rd party administrator--UMR at \$.075 PEPM rate or an estimated annual cost of \$4,500.00 and authorize the Chairman to sign. Commissioner Kolb seconded the motion.* Following further discussion relative to amending state statute and speaking with state representatives, the motion carried.

Update on Memorial Hospital of Sweetwater County

Memorial Hospital CEO Jerry Kline and CFO Irene Richards provided an overall update on the hospital relative to their fiscal budget, the audit, new services provided, as well as performance and improvements. The commission addressed competitors and questioned the agreement that the hospital has with the University of Utah and what the future of Memorial Hospital looks like. Mr. Kline explained that the model developed will assist the hospital in expanding their service area and area of expertise including telemedicine, teleburn, electronic ICU (ELICU), and the regional cancer center. Mr. Kline further addressed exchange communication of electronic health records. Discussion ensued relative to air med coverage, surgical center implementation procedures, joint venture agreements, and independent physician's vs hospital employed physicians.

Lunch

Chairman Johnson recessed the meeting for lunch. After the lunch break, Chairman Johnson opened the afternoon session.

Planning & Zoning- Public Hearing

Wess & Luzviminda Carlsen and Howard Caldwell Conditional Use Permit- Guest House

Planner III Steve Horton provided the Planning & Zoning report and presented Resolution 14-10-ZO-02. Owners Wess and Luzviminda Carlsen were present. Following discussion, *Commissioner Kolb moved to approve Resolution 14-10-ZO-02. Commissioner West seconded the motion.* Chairman Johnson opened the public hearing. Hearing no comments, the public hearing was closed. The motion carried.

RESOLUTION 14-10-ZO-02

**WESS & LUZVIMINDA CARLSEN AND HOWARD CALDWELL
CONDITIONAL USE PERMIT
GUEST HOUSE**

WHEREAS, Wess & Luzviminda Carlsen and Howard Caldwell have requested a Conditional Use Permit to allow a Guest House in accordance with Section 7 of the 2014 Zoning Resolution. This Guest House will be located on approximately 2.0 acres of land owned by Wess & Luzviminda Carlsen and Howard Caldwell and described as:

Dakota Estates Subdivision, Lot 10, Sweetwater County and commonly known as 19 Greve Circle, Rock Springs, Wyoming.

WHEREAS, the Sweetwater County Board of County Commissioners held a public hearing in regards to this matter on October 21, 2014 and has given due consideration to the recommendation of the Planning and Zoning Commission and to all the evidence and testimony presented at the hearing;

NOW THEREFORE BE IT RESOLVED that the Sweetwater County Board of County Commissioners APPROVES the Conditional Use Permit for a Guest House in accordance with the regulations of Section 7 of the 2014 Zoning Resolution.

Dated this 21st day of October, 2014.

THE BOARD OF COUNTY COMMISSIONERS
OF SWEETWATER COUNTY, WYOMING

Wally J. Johnson, Chairman

Gary Bailiff, Member

John K. Kolb, Member

ATTEST:

Don Van Matre, Member

Steven Dale Davis, County Clerk

Reid O. West, Member

Searle Bros. Construction / AllWyo State Towing, LLC Variance to Allow Vehicle Storage and Disposal Facility in Commercial Zoning District and Conditional Use Permit to Operate Vehicle Storage and Disposal Facility in Commercial Zoning District

Planner III Steve Horton provided the Planning & Zoning report and presented Resolution 14-10-ZO-01. AllWyo State Towing, LLC General Manager Tim Keevert was present. Following discussion, Chairman Johnson opened the public hearing. Hearing no comments, the public hearing was closed. *Commissioner Kolb moved to approve Resolution 14-10-ZO-01. Commissioner Van Matre seconded the motion.* The motion carried.

RESOLUTION 14-10-ZO-01

**SEARLE BROS. CONSTRUCTION AND ALLWYO STATE TOWING, LLC
VARIANCE AND CONDITIONAL USE PERMIT
VEHICLE STORAGE AND DISPOSAL FACILITY**

WHEREAS, AllWyo State Towing, LLC has requested a Variance from Section 5 of the 2014 Zoning Resolution to allow a Vehicle Storage and Disposal Facility as a Conditional Use in the Commercial Zone District and a Conditional Use Permit to allow the operation of a Vehicle Storage and Disposal Facility in accordance with Section 7 of the 2014 Zoning Resolution. AllWyo State Towing is proposing to operate their business on approximately 1.66 acres of land owned by Searle Bros. Construction, described as:

Mountaineer Subdivision, 5th Section, Block 13, Lot 1, Sweetwater County and commonly known as 107 Mesa Drive, Rock Springs, Wyoming.

WHEREAS, the Sweetwater County Board of County Commissioners held a public hearing in regards to this matter on October 21, 2014 and has given due consideration to the recommendation of the Planning and Zoning Commission and to all the evidence and testimony presented at the hearing;

NOW THEREFORE BE IT RESOLVED that the Sweetwater County Board of County Commissioners APPROVES the following:

1. A Variance to allow a Vehicle Storage and Disposal Facility to be operated as a Conditional Use in a Commercial Zone District.
2. A Conditional Use Permit to allow a Vehicle Storage and Disposal Facility to be operated in accordance with Section 7 of the 2014 Zoning Resolution and the following conditions:
 - a. Approval and compliance with State of Wyoming for licensing for the impound yard.
 - b. Approval and compliance with IFC inspections and requirements.
 - c. Impounded vehicles are allowed to be stored for 30 days or less. Longer storage requires a Vehicle Storage and Disposal License from WYDOT.
 - d. Screening must be installed for the portion of the fence along Mesa Drive and along the Northwest portion from Mesa Drive to the building.
 - e. The outdoor storage is contained to the lower 1/3 of the property.

Dated this 21st day of October, 2014.

THE BOARD OF COUNTY COMMISSIONERS
OF SWEETWATER COUNTY, WYOMING

Wally J. Johnson, Chairman

Gary Bailiff, Member

John K. Kolb, Member

Don Van Matre, Member

ATTEST:

Steven Dale Davis, County Clerk

Reid O. West, Member

Jean Dickinson/Vermillion Ranch LP Appeal of Denied Construction Permit 2014 Zoning Resolution Requires Conditional Use Permit

Planner III Steve Horton explained that Vermillion Ranch LP has submitted an appeal to a denied construction permit for a private cemetery proposed to be located on the ranch property off Hwy 430. Representative Kent Felderman was present on behalf of Jean Dickinson. Following discussion,

Chairman Johnson opened the public hearing. Hearing no comments, the public hearing was closed. **Commissioner Bailiff moved to grant the appeal and authorize the Chairman to sign. Commissioner Van Matre seconded the motion.** The motion carried.

Action Items/Presentations Continued

Simple Land Division Approval for Paul Zancanella and Approval of a MOU to Install Sewer Line

Planner III Steve Horton presented the MOU between Dan Madsen, the buyer of lot 5A of Zancanella simple land division, and the Sweetwater County Commission. Representative Kent Felderman was present on behalf of Paul Zancanella. Following discussion, Chairman Johnson opened the public hearing. **Commissioner Kolb moved to approve the MOU between Dan Madsen, the buyer of lot 5A of Zancanella simple land division, and the Sweetwater County Commission. Commissioner Bailiff seconded the motion.** The motion carried.

Commissioner West moved to approve the simple land division of Paul Zancanella's lot 5 and, therefore will become lot 5A and lot 5B and authorize the Chairman to sign. Commissioner Van Matre seconded the motion. The motion carried.

Re-Sign Washam Creek Subdivision Rescission of MOU

Planner III Steve Horton presented the rescission of MOU between Edward Harberston, the owner and developer of Washam Creek Subdivision, and the Sweetwater County Board of County Commissioners. Following discussion, Chairman Johnson entertained a motion to approve the rescission of MOU between Edward Harberston, the owner and developer of Washam Creek Subdivision, and the Sweetwater County Board of County Commissioners. **Commissioner Kolb so moved. Commissioner West seconded the motion.** The motion carried.

Executive Session(s)-Personnel/Legal

Chairman Johnson entertained a motion to enter into executive session for legal and personnel. **Commissioner Kolb so moved. Commissioner Van Matre seconded the motion.** The motion carried. A quorum of the commission was present.

After coming out of executive session, Chairman Johnson explained that no action was required.

Adjourn

There being no further business to come before the Board this day, the meeting was adjourned subject to the call of the Chairman.

This meeting was recorded and is available from the County Clerk's office at the Sweetwater County Courthouse in Green River, Wyoming

THE BOARD OF COUNTY COMMISSIONERS
OF SWEETWATER COUNTY, WYOMING

Wally J. Johnson, Chairman

Gary Bailiff, Member

John K. Kolb, Member

Don Van Matre, Member

Reid O. West, Member

ATTEST:

Steven Dale Davis, County Clerk

	DATE	AMOUNT	WARRANT #S
EAL	10/24/2014	55,702.58	62323-62348
EAL	10/31/2014	14,148.90	
EAL	11/4/2014	2,488,832.01	
EAL			

	Check #	Advice #
Payroll Run		
Payroll Run		
TOTAL AMOUNT		\$2,558,683.49

Vouchers in the above amount are hereby approved and ordered paid this date of 11/04/2014

Wally J. Johnson, Chair

Gary Bailiff, Member

John K. Kolb, Member

Don Van Matre, Member

Attest:

County Clerk

Reid O. West, Member

Authorization for Bonds
11-4-14

James Burnett	Predatory Animal District of SWCO, Secretary/Treasurer	\$10,000.00
Lowell Aaron Clawson	SWCO Solid Waste District #2, Secretary/Treasurer	\$10,000.00
Shirley DeLambert	Eden Valley Solid Waste District, Treasurer	\$10,000.00

THE BOARD OF COUNTY COMMISSIONERS
FOR SWEETWATER COUNTY, WYOMING

Wally J. Johnson, Chairman

Gary Bailiff, Member

John K. Kolb, Member

Attest:

Donald Van Matre, Member

Steven Dale Davis, County Clerk

Reid O. West, Member

Wyoming



Western Surety Company

OFFICIAL BOND AND OATH

KNOW ALL PERSONS BY THESE PRESENTS:

Bond No. 54932369

That we James Burnett

of Eden, Wyoming, as Principal, and WESTERN SURETY COMPANY, a corporation duly licensed to do business in the State of Wyoming, as Surety, are held and firmly bound unto Predatory Animal Distric of Sweetwater County, the State of Wyoming, in the penal sum of Ten Thousand and 00/100 DOLLARS (\$ 10,000.00), to which payment well and truly to be made, we bind ourselves and our legal representatives, jointly and severally, firmly by these presents.

Dated this 12th day of June, 2014.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, That whereas, the above bounden Principal was duly Appointed Elected to the office of Secretary/Treasurer in the ix Predatory Animal Distric of Sweetwater County, and State aforesaid for the term beginning September 30, 2014, and ending September 30, 2015.

NOW THEREFORE, If the above bounden Principal and his deputies shall faithfully, honestly and impartially perform all the duties of his said office of Secretary/Treasurer as is or may be prescribed by law, and shall with all reasonable skill, diligence, good faith and honesty safely keep and be responsible for all funds coming into the hands of such officer by virtue of his office; and pay over without delay to the person or persons authorized by law to receive the same, all moneys which may come into his hands by virtue of his said office; and shall well and truly deliver to his successor in office, or such other person or persons as are authorized by law to receive the same, all moneys, books, papers and things of every kind and nature held by him as such officer, the above obligation shall be void, otherwise to remain in full force and effect.



James Burnett
Principal

WESTERN SURETY COMPANY
By Paul T. Bruflat
Paul T. Bruflat, Senior Vice President

Wyoming



Western Surety Company

OFFICIAL BOND AND OATH

KNOW ALL PERSONS BY THESE PRESENTS:

Bond No. 54932346

That we Lowell Aaron Clawson

of Bairoil, Wyoming, as Principal, and WESTERN SURETY COMPANY, a corporation duly licensed to do business in the State of Wyoming, as Surety, are held and firmly bound

unto _____, the State of Wyoming, in the penal

sum of Ten Thousand and 00/100 DOLLARS (\$ 10,000.00), to which payment well and truly to be made, we bind ourselves and our legal representatives, jointly and severally, firmly by these presents.

Dated this 30th day of September, 2014.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, That whereas, the above bounden

Principal was duly Appointed Elected to the office of Secretary/Treasurer

in the City of Sweetwater County Solid Waste District #2,

and State aforesaid for the term beginning December 28, 2014, and ending

December 28, 2015.

NOW THEREFORE, If the above bounden Principal and his deputies shall faithfully, honestly and impartially perform all the duties of his said office of Secretary/Treasurer as is or may be prescribed by law, and shall with all reasonable skill, diligence, good faith and honesty safely keep and be responsible for all funds coming into the hands of such officer by virtue of his office; and pay over without delay to the person or persons authorized by law to receive the same, all moneys which may come into his hands by virtue of his said office; and shall well and truly deliver to his successor in office, or such other person or persons as are authorized by law to receive the same, all moneys, books, papers and things of every kind and nature held by him as such officer, the above obligation shall be void, otherwise to remain in full force and effect.



Lowell Aaron Clawson
Principal

WESTERN SURETY COMPANY
By Paul T. Bruflat
Paul T. Bruflat, Senior Vice President


Western Surety Company

OFFICIAL BOND AND OATH

KNOW ALL PERSONS BY THESE PRESENTS:

BOND No. OFF. 54932415

That we Shirley DeLambert of Eden, Wyoming, as Principal, and WESTERN SURETY COMPANY, a corporation duly licensed to do business in the State of Wyoming, as Surety, are held and firmly bound unto Eden Valley Solid Waste District, the State of Wyoming, in the penal sum of Ten Thousand & no/100 DOLLARS (\$ 10,000.00),
(NOT VALID IF FILLED IN FOR MORE THAN \$50,000.00)

to which payment well and truly to be made, we bind ourselves and our legal representatives, jointly and severally, firmly by these presents.

Dated this 24th day of September, 2014.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, That whereas, the above bounden Principal was duly Appointed Elected to the office of Treasurer in the Eden Valley Solid Waste District, and State aforesaid for the term beginning September 24, 2014, and ending September 24, 2015.

NOW THEREFORE, If the above bounden Principal and his deputies shall faithfully, honestly and impartially perform all the duties of his said office of Treasurer as is or may be prescribed by law, and shall with all reasonable skill, diligence, good faith and honesty safely keep and be responsible for all funds coming into the hands of such officer by virtue of his office; and pay over without delay to the person or persons authorized by law to receive the same, all moneys which may come into his hands by virtue of his said office; and shall well and truly deliver to his successor in office, or such other person or persons as are authorized by law to receive the same, all moneys, books, papers and things of every kind and nature held by him as such officer, the above obligation shall be void, otherwise to remain in full force and effect.

Shirley G. De Lambert
Principal

WESTERN SURETY COMPANY

By Paul T. Bruflat
Paul T. Bruflat, Senior Vice President

STATE OF SOUTH DAKOTA
County of Minnehaha

ACKNOWLEDGMENT OF SURETY
(Corporate Officer)

On this 24th day of September, 2014, before me, appeared Paul T. Bruflat to me personally known, being by me sworn, and did say that he is the aforesaid officer of WESTERN SURETY COMPANY, and that the seal affixed to said instrument is the corporate seal of said corporation, and that said instrument was signed and sealed on behalf of said corporation by authority of its Board of Directors, and said officer acknowledged said instrument to be the free act and deed of said corporation.

C. LANGDON
SEAL NOTARY PUBLIC SEAL
SOUTH DAKOTA

My Commission Expires December 7, 2014

C. Langdon
Notary Public

BOARD OF COUNTY COMMISSIONERS MEETING REQUEST FORM

Date Requested: 11/4/14	Name & Title of Presenter: Bonnie Phillips
Department or Organization: Clerk's Office	Contact Phone & E-mail: 872-3765
Exact Wording for Agenda: Budget Amendments	Preference of Placement on Agenda & Amount of Time Requested for Presentation: 8:30 5 min
Will there be Handouts? (If yes, include with meeting request form) yes	Will handouts require SIGNATURES: yes
Additional Information: 	

- All requests to be added to the agenda will need to be submitted in writing on the "Meeting Request Form" by Wednesday at 12:00 p.m. prior to the scheduled meeting and returned in person or electronically to Clerk Sally Shoemaker at: shoemakers@sweet.wy.us
- All handouts are also due by Wednesday at 12:00 p.m. prior to the scheduled meeting date. Handouts may be submitted to Clerk Sally Shoemaker either in person or electronically. *****If your handout is not accompanied with the request to be added to the agenda, your request will be dismissed and you may reschedule for the next meeting provided the handout(s) are received.*****
- Any documents requiring **Board Action** or **signature** are considered agenda items and need to be requested in the same manner.
- All **original** documents requesting action or signature must be submitted to Deputy County Clerk Vickie Eastin. However, a **copy** must be submitted to Sally Shoemaker for distribution of the packet and retention.
- As always, if you are unable to attend the meeting after being placed onto an agenda, please send a representative in your place or your item will be rescheduled.
- In order to determine placement on the agenda, please review the county website (www.sweet.wy.us/commissioner) on Thursday afternoon.
- If a request to be placed on an agenda is received **AFTER** the deadline, you will be considered for the next meeting date.
- No handout will be received during a meeting in session.

**RESOLUTION 14-11-CL-01
SWEETWATER COUNTY
BUDGET AMENDMENT**

DUE to additional funding needed by the Rock Springs Sweetwater County Airport, in the amount of \$18,810,

WHEREAS, it has been determined that the aforementioned funds need to be transferred within the 2014-2015 County Budget,

WHEREAS, the Notice of Public Hearing has been published in accordance with the regulations and rules governing the budget process and there being no protests filed or expressed to the Board of County Commissioners regarding this amendment to the Sweetwater County Budget at the hearing,

BE IT THEREFORE RESOLVED: that the 2014-2015 fiscal year budget for Sweetwater County be amended to reflect the following budget changes and the County Clerk's office issue a warrant to Rock Springs Sweetwater County Airport in the amount of \$18,810:

Expenditures Increase General Fund:

Rock Springs Sweetwater County Airport	\$18,810
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Budget Adjustments Decrease:

Budget Adjustments	\$18,810
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Dated at Green River, Wyoming this 4th day of November, 2014.

**BOARD OF COUNTY COMMISSIONERS
SWEETWATER COUNTY, WYOMING**

Wally J. Johnson, Chair

Gary Bailiff, Member

John K. Kolb, Member

Reid O. West, Member

ATTEST:

Steven Dale Davis, County Clerk

Don Van Matre, Member

NOTICE OF PUBLIC HEARING
SWEETWATER COUNTY
BUDGET AMENDMENT

Notice is hereby given of a Public Hearing to amend the Sweetwater County 2014-2015 budget in the amount of \$18,810 due to additional funding needs of the Rock Springs Sweetwater County Airport.

Said hearing will be held at the Sweetwater County Commissioners' meeting room in the County Courthouse in Green River, Wyoming on the 4th day of November 2014 at 8:30 A.M. At this time, any and all interested persons may appear and express their opinion regarding the budget amendment.

Dated at Green River, Wyoming this 29th day of October, 2014.

Board of County Commissioners
Sweetwater County, Wyoming

Attest:

(s) Wally J Johnson, Chair

(s) Steven Dale Davis, County Clerk

Please Advertise as a Legal Advertisement on: October 30, 2014.

BOARD OF COUNTY COMMISSIONERS MEETING REQUEST FORM

Date Requested: 11-4-14	Name & Title of Presenter: Dale Davis
Department or Organization: County Clerk's Office	Contact Phone & E-mail: Anita Frey 872-3755 freya@sweet.wy.us
Exact Wording for Agenda: Request approval for a Catering Permit for a Wedding Reception at Eden Saloon on December 13, 2014.	Preference of Placement on Agenda & Amount of Time Requested for Presentation: No Preference and 5 minutes
Will there be Handouts? (If yes, include with meeting request form) Yes - Included	Will handouts require SIGNATURES: Yes, by Chairman only
Additional Information: 	

- All requests to be added to the agenda will need to be submitted in writing on the "Meeting Request Form" by Wednesday at 12:00 p.m. prior to the scheduled meeting and returned in person or electronically to Clerk Sally Shoemaker at: shoemakers@sweet.wy.us
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- If a request to be placed on an agenda is received **AFTER** the deadline, you will be considered for the next meeting date.
- No handout will be received during a meeting in session.

APPLICATION FOR 24 HR MALT BEVERAGE/CATERING PERMIT

Licensing Authority: Sweetwater County Clerk

Name of Event: Wedding Reception

Permit From: 12/13/14 To: 12/14/14 Local Permit Number: _____

Number of Days Permitted: 1 Fee per day: 10.00 Total Fee: 10.00

Applicant: Eden Saloon, Inc D/B/A: _____

Contact Person: Patsy Smith Phone: (307) 705-4680

Company Location: 31033 A Hwy 191 N City: Eden State: WY Zip: 82932

Mailing Address: Same as above City: _____ State: _____ Zip: _____

Business Phone: 307-273-9496 Residence Phone: 307-273-5266-273-3300

Location of Sales: Eden Valley Community Center

Applicants that are receiving anything of value (i.e. money, goods and/or services) from any industry representative must answer the following:

As an applicant for a 24 hour malt beverage or catering permit, are you:

A nonprofit corporation organized under the laws of this state; YES NO

Qualified as a tax exempt organization under the Internal Revenue Code; YES NO

And have been in continuous operation for not less than two (2) years. YES NO

FILING AS (CHOOSE ONLY ONE)

INDIVIDUAL PARTNERSHIP CORPORATION LLC LLP

NOTE: Individual and Partnership filers must be domiciled residents of Wyoming for at least one year and not claimed residence in any other state in the last twelve months.

If a corporation, LLC or LLP list the full names and residence address of all the officers and directors and of all shareholders owning jointly or severally ten percent (10%) or more of the stock of the corporation, LLC or LLP. Use back of form if additional space is needed.

For Corp, LLC, LLP Applicants Legal Name	Date of Birth	DO NOT LIST PO BOXES Residence Address, Street, City, State & Zip	Residence Phone Number	No of years in corp or LLC	% of Stock Held	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
George E Buckendorf	10/08/65	3629 US Hwy 191 N Eden, WY 82932	307-273-3300	23	25%	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
Cindy F Buckendorf	11/16/57	3629 US Hwy 191 N Eden, WY 82932	307-273-3300	23	25%	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
Patsy J Smith	08/10/48	3633 B7MS Hwy 191 N Eden, WY 82932	307-273-5266	23	50%	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

(If more information is required, complete in identical form, on a separate piece of paper and attach to this application.)

By filing this application, I agree to operate in Wyoming under the requirements of **W.S.12-4-502** and all other applicable Wyoming laws and rules, and to file required sales tax reporting documents and taxes.

By signing this application, I acknowledge for Eden Saloon Inc
(Business Name) that all of the information provided is true and correct, and that I agree to meet the Wyoming operating conditions specified above. This application must be signed by an owner, partner, corporate officer or LLC/LLP member.

VERIFICATION OF APPLICATION

(Requires signatures by **ALL** Individuals, **ALL** Partners, **ONE (1)** LLC Member, **TWO (2)** Corporate Officers/Directors, or **TWO (2)** Club Officers.) W.S.12-4-102(b)

Under penalty of perjury, and the possible revocation or cancellation of the license, I swear the above stated facts, are true and accurate.

Dated this 15 day of October, 2014. Cindy Buckendorf
Applicant
Patry Smith
Applicant

Signature of Licensing Authority Official
CHAIRMAN
Title

11 / 04 / 2014
Date

BOARD OF COUNTY COMMISSIONERS

MEETING REQUEST FORM

Date Requested: November 4, 2014	Name & Title of Presenter: Dale Davis, Sweetwater County Clerk
Department or Organization: County Clerk	Contact Phone & E-mail: 872.3765
Exact Wording for Agenda: Transfer of Retail Liquor License	Preference of Placement on Agenda & Amount of Time Requested for Presentation: 5 minutes - 8:30 AM - public hearing
Will there be Handouts? (If yes, include with meeting request form) yes	Will handouts require SIGNATURES: yes
Additional Information:	

- All requests to be added to the agenda will need to be submitted in writing on the "Meeting Request Form" by Wednesday at 12:00 p.m. prior to the scheduled meeting and returned in person or electronically to Clerk Sally Shoemaker at: shoemakers@sweet.wy.us
- All handouts are also due by Wednesday at 12:00 p.m. prior to the scheduled meeting date. Handouts may be submitted to Clerk Sally Shoemaker either in person or electronically. ***If your handout is not accompanied with the request to be added to the agenda, your request will be dismissed and you may reschedule for the next meeting provided the handout(s) are received.***
- Any documents requiring **Board Action** or **signature** are considered agenda items and need to be requested in the same manner.
- All **original** documents requesting action or signature must be submitted to Deputy County Clerk Vickie Eastin. However, a **copy** must be submitted to Sally Shoemaker for distribution of the packet and retention.
- As always, if you are unable to attend the meeting after being placed onto an agenda, please send a representative in your place or your item will be rescheduled.
- In order to determine placement on the agenda, please review the county website (www.sweet.wy.us/commissioner) on Thursday afternoon.
- If a request to be placed on an agenda is received **AFTER** the deadline, you will be considered for the next meeting date.
- No handout will be received during a meeting in session.

Transfer of Retail Liquor License from Ron & Cathy Ronick dba Ted's Supper Club
to Kayar Distributing dba Kelly's Hitching Post

**FOR NEW LICENSES AND TRANSFER
LICENSE AND/OR PERMIT APPLICATION
FOR LIQUOR, COUNTY MALT BEVERAGE, LIMITED, WINERY OR MICROBREWERY**

To be completed by the City, Town or County Clerk:

Date Filed: 10 / 17 / 2014

	<u>Annual Fee</u>	<u>Prorated Fee</u>
Basic Fee:	\$ _____	\$ <u>433.33</u>
Add'l Dispensing Room Fee:	\$ _____	\$ _____
Transfer Fee:	\$ <u>100.00</u>	
Total License Fee Collected:	\$ <u>100.00</u>	\$ <u>433.33</u>
Publishing Fee Collect:	\$ <u>78.34</u>	

Required Attachments Received: Yes

Advertising Dates(4): October 21, 28, 2014

Hearing Date: 11 / 04 / 2014

Local Licensing Number: 2014-MC-0011

For the license term: 11 / 04 / 2014
Month Day Year

Through: 04 / 09 / 2015
Month Day Year

A copy must be immediately forwarded to:
 State of Wyoming Liquor Division
 6601 Campstool Rd.
 Cheyenne WY 82002-0110

Formerly Held by: Ron & Cathy Ronick

Applicant: Kayak Distributing

Trade Name (dba): Kelly's Hitching Post

Premise Address: 1900 Yellowstone Road
Number & Street

Rock Springs WY 82901 Sweetwater
City State Zip County

Mailing Address: P.O. Box 1599
Number & Street or P.O. Box

Rock Springs, WY 82902
City State Zip

Business Telephone Number: 307.382-6415

Fax Number: 307.362-1482

E-Mail Address: _____

LICENSING AUTHORITY: Begin publishing promptly. As W.S. 12-4-104(d) specifies: NO LICENSING AUTHORITY SHALL APPROVE OR DENY THE APPLICATION UNTIL THE LIQUOR DIVISION HAS CERTIFIED THE APPLICATION IS COMPLETE.

<p>FILING FOR</p> <p><input type="checkbox"/> NEW</p> <p><input type="checkbox"/> TRANSFER LOCATION</p> <p><input checked="" type="checkbox"/> TRANSFER OWNERSHIP</p>	<p>TYPE OF LICENSE OR PERMIT (CHOOSE ONLY ONE)</p> <p><input checked="" type="checkbox"/> RETAIL LIQUOR LICENSE</p> <p><input type="checkbox"/> on-premise only</p> <p><input checked="" type="checkbox"/> off-premise only</p> <p><input type="checkbox"/> combination on/off premise</p> <p><input type="checkbox"/> RESTAURANT LIQUOR LICENSE</p> <p><input type="checkbox"/> RESORT LIQUOR LICENSE</p> <p><input type="checkbox"/> COUNTY RETAIL or SPECIAL MALT BEVERAGE PERMIT</p> <p><input type="checkbox"/> VETERANS CLUB</p> <p><input type="checkbox"/> FRATERNAL CLUB</p> <p><input type="checkbox"/> GOLF CLUB</p> <p><input type="checkbox"/> SOCIAL CLUB</p> <p><input type="checkbox"/> MICROBREWERY</p> <p><input type="checkbox"/> WINERY</p> <p><input type="checkbox"/> BAR AND GRILL</p>	<p>To Assist the Liquor Division with scheduling inspections:</p> <p>DO YOU OPERATE?</p> <p><input checked="" type="checkbox"/> FULL TIME (e.g. Jan through Dec)</p> <p><input type="checkbox"/> SEASONAL/PART-TIME</p> <p>(specify months of operation)</p> <p>from <u>Jan</u> to <u>Dec</u></p> <p>DAYS OF WEEK (e.g. Mon through Sat)</p> <p><u>Monday thru Sunday</u></p> <p>HOURS OF OPERATION (e.g. 10a - 2a)</p> <p><u>5:00 AM - 10 p.m.</u></p> <p><u>All legal hours</u></p>
<p>FILING IN (CHOOSE ONLY ONE)</p> <p><input type="checkbox"/> CITY OF</p> <p><input checked="" type="checkbox"/> COUNTY OF <u>Sweetwater</u></p>	<p><input type="checkbox"/> RESTAURANT LIQUOR LICENSE</p> <p><input type="checkbox"/> RESORT LIQUOR LICENSE</p> <p><input type="checkbox"/> COUNTY RETAIL or SPECIAL MALT BEVERAGE PERMIT</p> <p><input type="checkbox"/> VETERANS CLUB</p> <p><input type="checkbox"/> FRATERNAL CLUB</p> <p><input type="checkbox"/> GOLF CLUB</p> <p><input type="checkbox"/> SOCIAL CLUB</p> <p><input type="checkbox"/> MICROBREWERY</p> <p><input type="checkbox"/> WINERY</p> <p><input type="checkbox"/> BAR AND GRILL</p>	
<p>FILING AS (CHOOSE ONLY ONE)</p> <p><input type="checkbox"/> INDIVIDUAL</p> <p><input type="checkbox"/> PARTNERSHIP</p> <p><input checked="" type="checkbox"/> CORPORATION</p> <p><input type="checkbox"/> LTD PARTNERSHIP</p> <p><input type="checkbox"/> ASSOCIATION</p> <p><input type="checkbox"/> ORGANIZATION</p>	<p><input type="checkbox"/> LLC</p> <p><input type="checkbox"/> LLP</p> <p><input checked="" type="checkbox"/> LOCATED WITHIN 5 MILES OF CITY (County License only)</p>	

1. Location of License:

(a) Give a description of the dispensing room and state where it is located in the building (e.g. 10x12 room in SE corner of 1st floor of building). If the building is not in existence, provide the location and an architect's drawing or suitable plans of the room and premises to be licensed: If Winery or Microbrewery, also list manufacturing facility. W.S. 12-4-102(a)(i): (Please submit a drawing of dispensing room)

15 X 30 Room in North End of Building

(b) Do you have an additional dispensing room? YES NO If yes, provide description and location:

(c) Provide the legal description and the zoning of the site where the applicant will conduct business:

T19N R105W SEC9 SE4NE4 TR - AS DESCRIBED IN QCD 0920/0353
Commercial

2. Do you W.S. 12-4-103 (a) (iii):

(1) OWN the building in which sales room is located? YES (own)

(2) LEASE the building in which sales room is located? YES (lease)

(A) DATE lease expires 12/31/2024 located on page 1 paragraph 3 of lease document.

(B) Provision for SALE of alcoholic or malt beverages located on page 2 paragraph 5 of lease.

NOTE: Attach a true copy of the lease to application. Lease MUST contain provision for SALE OF ALCOHOLIC or MALT BEVERAGES and be valid THROUGH the TERM OF THE LICENSE W.S. 12-4-103(a)(iii).

3. Have you already assigned, leased, transferred or do you intend to assign, lease, transfer, contract or in any other manner agree with any person or firm other than yourself as licensee to operate and assert control or partial control of the license and the licensed room to carry on the licensed liquor business? YES NO

4. Does any manufacturer, brewer, rectifier, wholesaler, or through a subsidiary affiliate, officer, director or member of any such firm: W.S. 12-5-401, 12-5-402, 12-5-403
- (a) Hold any interest in the license applied for? YES NO
 - (b) Furnish by way of loan or any other money or financial assistance for purposes hereof in your business? YES NO
 - (c) Furnish, give, rent or loan any equipment, fixtures, interior decorations or signs other than standard brewery or manufacturer's signs? YES NO
 - (d) If you answered YES to any of the above, explain fully and submit any documents in connection therewith: _____

5. Does applicant have any interest or intent to acquire an interest in any other retail liquor license to be issued by this licensing authority? W.S. 12-4-103(b) YES NO
If "YES", explain: _____

6. Is applicant a mayor, member of a city or town council, or member of the board of county commissioners within the jurisdiction of this licensing authority? W.S. 12-4-103(a)(i) YES NO

7. Is applicant employed by the State, City or Town, or County as a law enforcement officer, or hold office as a law enforcement officer through election? W.S. 12-4-103(a)(ii) YES NO

RESTAURANT OR BAR AND GRILL LICENSE: Complete questions 8(a) and 8(b):

8. (a) Have you submitted a valid food service permit upon application? W.S. 12-4-407(a) W.S. 12-4-413(a) YES NO
(b) Was your dispensing room for alcoholic and/or malt beverages in existence and open for consumption purposes prior to February 1, 1979? W.S. 12-4-410(b) YES NO N/A

RESORT LICENSE: Complete questions 9(a) through 9(c):

9. (a) Is the actual valuation of the resort complex at least one million dollars, or have you committed or expended at least one million dollars (\$1,000,000.00) on the complex, excluding the value of the land? W.S. 12-4-401(b)(i) YES NO
(b) Does the resort complex include a restaurant and a convention facility which will seat at least one hundred (100) persons? W.S. 12-4-401(b)(ii) YES NO
(c) Does the resort complex include motel or hotel accommodations with at least one hundred (100) sleeping rooms? W.S. 12-4-401(b)(iii) YES NO

MICROBREWERY AND/OR WINERY LICENSE: Complete questions 10 through 11:

10. Is premise to be co-existent with a retail, restaurant, resort or bar and grill liquor license? W.S. 12-4-412(b)(iii) YES NO
If "YES", please specify type: Microbrewery Winery Retail
 Restaurant Resort Bar & Grill:

11. (a) Do you self distribute your products? YES NO
(b) Do you distribute your products through an existing malt beverage wholesaler? YES NO

ORGANIZATION AND/OR CLUB LICENSE: Complete questions 12 through 15 as applicable:

12. **FRATERNAL CLUBS** W.S. 12-1-101(a)(iii)(B)
- (a) The name and address of the grand lodge or national organization is: _____
 - (b) Does lodge or fraternal organization hold a charter from a national organization or national grand lodge? YES NO
 - (c) Has the fraternal organization been actively operating in at least thirty-six (36) states? YES NO
 - (d) Has the fraternal organization been actively in existence for at least twenty (20) years? YES NO

13. **VETERANS CLUBS** W.S. 12-1-101(a)(iii)(A):

- (a) The name and address of the National Veterans organization is: _____
- (b) Has the Veteran's organization been chartered by the Congress of the United States for patriotic, fraternal or benevolent purposes? YES NO
- (c) Is the membership of the Veteran's organization comprised only of Veterans and its duly organized auxiliary? YES NO

14. SOCIAL CLUBS W.S. 12-1-101(a)(iii)(E):

- (a) Do you have more than one hundred (100) bona fide members who are residents of the county in which the club is located? YES NO
- (b) Is the club incorporated and operating solely as a nonprofit organization under the laws of this state? YES NO
- (c) Is the club qualified as a tax exempt organization under the Internal Revenue Service? YES NO
- (d) Has the club been in continuous operation for a period of not less than one (1) year? YES NO
- (e) Has the club received twenty-five dollars (\$25.00) from each bona fide member as recorded by the secretary of the club and are club members at the time of this application in good standing by having paid at least one (1) full year in dues? YES NO
- (f) Does the club hold quarterly meetings and have an actively engaged membership carrying out the objectives of the club? YES NO
- (g) Have you filed a true copy of your bylaws with the local licensing authority and the Wyoming Liquor Division? YES NO
- (h) Has at least fifty one percent (51%) of the membership signed a petition indicating a desire to secure a Limited Retail Liquor License?
(THE PETITION MUST BE ATTACHED TO APPLICATION) YES NO
- (i) Have you filed with the licensing authority and the Wyoming Liquor Division a detailed statement of your activities during the preceding year which were undertaken or furthered in pursuit of the objectives of the club, along with an itemized statement expended for such activities? YES NO

15. GOLF CLUBS W.S. 12-1-101(a)(iii)(D):

- (a) Do you have more than fifty (50) bona fide members? YES NO
- (b) Do you own, maintain, or operate a bona fide golf course together with clubhouse? YES NO

16. (a) If applicant is an Individual or Partnership: State the name, date of birth and residence of each applicant or partner, if the application is made by more than one individual or by a partnership.

If the application is for a Club: State the name, date of birth and residence of each officer.

True and Correct Name	Date of Birth	DONOT LIST PO BOXES Residence Address No. & Street City, State & Zip	Residence Phone Number	Have you been a DOMICILED resident for at least 1 year and not claimed residence in any other state in the last year?	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
				YES <input type="checkbox"/>	YES <input type="checkbox"/>	YES <input type="checkbox"/>
				NO <input type="checkbox"/>	NO <input type="checkbox"/>	NO <input type="checkbox"/>
				YES <input type="checkbox"/>	YES <input type="checkbox"/>	YES <input type="checkbox"/>
				NO <input type="checkbox"/>	NO <input type="checkbox"/>	NO <input type="checkbox"/>
				YES <input type="checkbox"/>	YES <input type="checkbox"/>	YES <input type="checkbox"/>
				NO <input type="checkbox"/>	NO <input type="checkbox"/>	NO <input type="checkbox"/>
				YES <input type="checkbox"/>	YES <input type="checkbox"/>	YES <input type="checkbox"/>
				NO <input type="checkbox"/>	NO <input type="checkbox"/>	NO <input type="checkbox"/>

(If more information is required, list on a separate piece of paper and attach to this application.)

(b) If the applicant is a Corporation, Limited Liability Company, Limited Liability Partnership or Limited Partnership: State the name, date of birth and residence of each stockholder holding, either jointly or severally, ten percent (10%) or more of the outstanding and issued capital stock of the corporation, limited liability company, limited liability partnership, or limited partnership, and every officer, and every director.

True and Correct Name	Date of Birth	DONOT LIST PO BOXES Residence Address No. & Street City, State & Zip	Residence Phone Number	No. of Years in Corp or LLC	% of Stock Held	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
						YES <input type="checkbox"/>	YES <input type="checkbox"/>
Kelly B. Richards	6/3/49	250 Mesa Drive Rock Springs, WY 82901	362-3587	22	50%	NO <input checked="" type="checkbox"/>	NO <input checked="" type="checkbox"/>
Denise Z. Richards	3/24/49	250 Mesa Drive Rock Springs, WY 82901	362-3587	22	50%	NO <input checked="" type="checkbox"/>	NO <input checked="" type="checkbox"/>
Island D. Richards	12/27/70	217 Mesa Drive Rock Springs, WY 82901	362-9328	20		NO <input checked="" type="checkbox"/>	NO <input checked="" type="checkbox"/>
						YES <input type="checkbox"/>	YES <input type="checkbox"/>
						NO <input type="checkbox"/>	NO <input type="checkbox"/>
						YES <input type="checkbox"/>	YES <input type="checkbox"/>
						NO <input type="checkbox"/>	NO <input type="checkbox"/>

(If more information is required, list on a separate piece of paper and attach to this application.)

OATH OR VERIFICATION

(Requires signatures by ALL Individuals, ALL Partners, ONE (1) LLC Member, or TWO (2) Corporate Officers or Directors except that if all the stock of the corporation is owned by ONE (1) individual then that individual may sign and verify the application upon his oath, or TWO (2) Club Officers.) W.S. 12-4-102(b)

Under penalty of perjury, and the possible revocation or cancellation of the license, I swear the above stated facts, are true and accurate.

STATE OF WYOMING)

SS.

COUNTY OF Sweetwater

Before Me, Marianne Stacey, (specify)
(Printed name of Notary or other officer authorized to administer oaths)

a Notary Public, Officer authorized to administer oaths in and for

Sweetwater County, State of Wyoming, personally appeared

Kelly B Richards and Denise Z Richards name he/she being first duly sworn
(Insert Names)



oath, says that the facts alleged in the foregoing instrument are true.

1. Kelly B Richards PRES
2. Denise Z Richards, INC
3. _____
4. _____

My Commission expires: 2-17-2016

Witness my hand and official seal:

Marianne Stacey
(Notary Public or other officer authorized to administer oaths)

Title Notary

Dated: October 17, 2014

REQUIRED ATTACHMENTS:

- (a) Attach any lease agreements W.S. 12-4-103 (a) (iii).
- (b) If the building is not in existence, an architect's drawing or suitable plans of the room and the premises to be licensed must be attached W.S. 12-4-102 (a) (i).
- (c) A statement indicating the financial condition and financial stability of the applicant W.S. 12-4-102 (a) (v).
- (d) Restaurant or Bar & Grill Liquor License applicants must include a copy of the CURRENT food service permit W.S. 12-4-407 (a) or 12-4-413 (a).
- (e) Include a drawing of the dispensing room W.S. 12-5-201 (a).
- (f) Check or bank draft as payment for the application and publishing the notice of application (Direct billing is permissible for publication fees) W.S. 12-4-101-4 (a).
- (g) If transferring a license from one ownership to another, a form of assignment from the current licensee to the new applicant authorizing the transfer W.S. 12-4-601 (b).

ADVERTISING REQUIREMENTS W.S. 12-4-104(a):

When an application for a license, permit, renewal or any transfer of location or ownership thereof has been filed with a licensing authority, the clerk shall promptly prepare a notice of application, place the notice conspicuously upon the premises shown by the application as the proposed place of sale and public the notice in a newspaper of local circulation once a week for four (4) consecutive weeks. The notice shall state that a named applicant has applied for a license, permit, renewal or transfer thereof, and that protests against the issuance, renewal, or transfer of the license or permit will be heard at a designated meeting of the licensing authority.

FOR LIQUOR DIVISION USE ONLY		
Reviewer	Initials	Date
Agent:		
Chief:		
Acct:		

**NOTICE OF APPLICATION
TO SWEETWATER COUNTY
FOR TRANSFER:
RETAIL LIQUOR LICENSE**

Notice is hereby given that the applicant whose name is set forth below filed a transfer application, for a **County Retail Liquor License** for the period November 4, 2014 through April 9, 2015, in the office of the Clerk of the County of Sweetwater, State of Wyoming. The date of filing, the name of said applicant and the description of the place or premise which the applicant desires to use as the place of sale are set forth below as follows:

<u>Date of Filing</u>	<u>Applicant</u>	<u>Description of Premises in Sweetwater County</u>
Oct. 17, 2014	Kayar Distributing dba: Kelly's Hitching Post	Rocks Springs, Wyoming T-19-N, R-105-W, Section 9 SE4NE4

Protests, if any there be, against the issuance of said license will be heard at the hour of 8:30 A.M. on the 4th day of November, 2014 in the Board of County Commissioners' meeting room, Sweetwater County Courthouse, Green River, Wyoming. Written protests may be submitted to the Board of County Commissioners up until the time of the hearing.

Dated this 17th day of October 2014



Steven Dale Davis, Sweetwater County Clerk

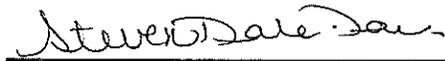
Please Advertise as Legal: October 21, 28, 2014.

**NOTICE OF APPLICATION
TO SWEETWATER COUNTY
FOR
RETAIL LIQUOR LICENSE**

Notice is hereby given that on the 10/17/2014, one KAYAR DISTRIBUTING, dba "KELLY'S HITCHING POST" filed an application for a RETAIL LIQUOR LICENSE for the period 11/4/2014 through 4/9/2015 in the office of the Clerk of the County of Sweetwater, State of Wyoming.

Protests, if any there be, against the issuance of said license will be heard at the hour of 8:30 a.m. on November 4, 2014 in the Board of County Commissioners' meeting room, Sweetwater County Courthouse, Green River, Wyoming.

Dated this 17th day of October, 2014.



Steven Dale Davis, Sweetwater County Clerk

BOARD OF COUNTY COMMISSIONERS MEETING REQUEST FORM

Date Requested: October 21, 2014	Name & Title of Presenter: Marc T. Dedenbach Deputy County Attorney
Department or Organization: County Attorney's office	Contact Phone & E-mail: 872-3845
Exact Wording for Agenda: Approval of Wyoming Downs L.L.C. to conduct Pari-Mutual wagering in Sweetwater County	Preference of Placement on Agenda & Amount of Time Requested for Presentation: 5 minutes
Will there be Handouts? (If yes, include with meeting request form) no	Will handouts require SIGNATURES:
Additional Information: The resolution is attached	

- All requests to be added to the agenda will need to be submitted in writing on the "Meeting Request Form" by Wednesday at 12:00 p.m. prior to the scheduled meeting and returned in person or electronically to Clerk Sally Shoemaker at: shoemakers@sweet.wy.us
- All handouts are also due by Wednesday at 12:00 p.m. prior to the scheduled meeting date. Handouts may be submitted to Clerk Sally Shoemaker either in person or electronically. ***If your handout is not accompanied with the request to be added to the agenda, your request will be dismissed and you may reschedule for the next meeting provided the handout(s) are received.***
- Any documents requiring **Board Action** or **signature** are considered agenda items and need to be requested in the same manner.
- All **original** documents requesting action or signature must be submitted to Deputy County Clerk Vickie Eastin. However, a **copy** must be submitted to Sally Shoemaker for distribution of the packet and retention.
- As always, if you are unable to attend the meeting after being placed onto an agenda, please send a representative in your place or your item will be rescheduled.
- In order to determine placement on the agenda, please review the county website (www.sweet.wy.us/commissioner) on Thursday afternoon.
- If a request to be placed on an agenda is received **AFTER** the deadline, you will be considered for the next meeting date.
- No handout will be received during a meeting in session.

A RESOLUTION APPROVING WYOMING DOWNS, LLC, TO CONDUCT
PARI-MUTUEL WAGERING ON LIVE HORSE RACING, HISTORIC
HORSE RACING, AND SIMULCAST EVENTS WITHIN SWEETWATER
COUNTY, WYOMING

RESOLUTION #14-11-CC-01

WHEREAS, the Wyoming State Legislature passed and the Governor of the State of Wyoming signed into law changes to Wyoming Statutes, Title 11, Chapter 25, to permit pari-mutuel wagering on historic races (*see* Laws of Wyoming, 2013, Ch. 75); and,

WHEREAS, the Wyoming Pari-mutuel Commission has adopted rules that were filed with the Secretary of State on December 18, 2013 regulating pari-mutuel wagering on simulcast events, including historic races; and,

WHEREAS, Wyoming Downs, LLC, currently holds the necessary and appropriate permits issued by the Wyoming Pari-mutuel Commission to operate simulcasting facilities in the State of Wyoming; and,

WHEREAS, Wyoming Downs, LLC, is desirous of expanding its operations into Sweetwater County, from a satellite facility at the Liquor Depot, 2201 Foothill Blvd., Unit F, Rock Springs, WY 82901, to include pari-mutuel wagering on live horse racing, historic horse racing, and simulcast events; and,

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE COUNTY OF SWEETWATER, WYOMING: That, pursuant to Wyo. Stat. § 11-25-102(a)(vii)(B), the Sweetwater County Board of Commissioners approves Wyoming Downs, LLC, to conduct pari-mutuel wagering on live horse racing, historic horse racing, and simulcast events within Sweetwater County.

RESOLVED this 4th day of November, 2014.

THE BOARD OF COUNTY COMMISSIONERS OF
SWEETWATER COUNTY, WYOMING

Wally J. Johnson, Chairman

Gary Bailiff, Member

John K. Kolb, Member

Don Van Matre, Member

ATTEST:

Steven Dale Davis, County Clerk

Reid O. West, Member

BOARD OF COUNTY COMMISSIONERS MEETING REQUEST FORM

Date Requested: 11/4/2014	Name & Title of Presenter: Karen Bailey Garry McLean
Department or Organization: Custodial Dept.	Contact Phone & E-mail: 870-7996
Exact Wording for Agenda: Request to replace vacant position	Preference of Placement on Agenda & Amount of Time Requested for Presentation: 5 min
Will there be Handouts? (If yes, include with meeting request form) yes	Will handouts require SIGNATURES: yes
Additional Information:	

- All requests to be added to the agenda will need to be submitted in writing on the "Meeting Request Form" by Wednesday at 12:00 p.m. prior to the scheduled meeting and returned in person or electronically to Clerk Sally Shoemaker at: shoemakers@sweet.wy.us
- All handouts are also due by Wednesday at 12:00 p.m. prior to the scheduled meeting date. Handouts may be submitted to Clerk Sally Shoemaker either in person or electronically. *****If your handout is not accompanied with the request to be added to the agenda, your request will be dismissed and you may reschedule for the next meeting provided the handout(s) are received.*****
- Any documents requiring **Board Action or signature** are considered agenda items and need to be requested in the same manner.
- All **original** documents requesting action or signature must be submitted to Deputy County Clerk Vickie Eastin. However, a **copy** must be submitted to Sally Shoemaker for distribution of the packet and retention.
- As always, if you are unable to attend the meeting after being placed onto an agenda, please send a representative in your place or your item will be rescheduled.
- In order to determine placement on the agenda, please review the county website (www.sweet.wy.us/commissioner) on Thursday afternoon.
- If a request to be placed on an agenda is received **AFTER** the deadline, you will be considered for the next meeting date.
- No handout will be received during a meeting in session.

**Sweetwater County
Request to Restaff Vacant Position**

Board Meeting Date: 11/4/2014
 Department: Custodial
 Position: Custodian
 Vacancy Date: 12/11/2014
 Reason for vacancy: Retirement
 Department Request: To Restaff position immediately, in a full time capacity with FT benefits (40 hours per week)
 Anticipated Re-staff Date 12/15/2014

Board Action	
Approved _____	Date: <u>11/4/2014</u>
Denied _____	
Full time _____	
Part time _____	# Hours (if part time) _____
Restaff Immediately _____	Delay restaffing until (month) _____

	Position	Hire Date	Monthly							Total cost of employment (salary + benefits)	Annual Cost of employment
			Salary	Retirement	Health Insurance	Long Term Disability	FICA	Workers Compensation	Total benefits		
Current costs for Facilities Employee	Custodian (20 years, Grade 8, step 6 rate of pay)	12/13/1994	\$ 3,147.46	\$ 499.50	1046.83	\$ 11.33	\$ 240.78	\$ 69.87	\$ 1,868.32	\$ 5,015.78	\$ 60,189.32
Anticipated Costs to restaff Position Vacancy	Custodian Grade 8, step 1 rate of pay)	7/1/2014	\$ 2,715.11	\$ 430.89	1538.91	\$ 9.77	\$ 207.71	\$ 60.28	\$ 2,247.55	\$ 4,962.66	\$ 59,551.96
Net Difference (savings)			\$ (432.35)	\$ (68.61)	\$ 492.08	\$ (1.56)	\$ (33.07)	\$ (9.60)	\$ 379.24	\$ (53.11)	\$ (637.36)

NOTES

Costs calculated using a re-staffing date of: 12/15/2014
 Anticipate FAMILY Health Insurance coverage for new employee. Former employee was enrolled in Employee + 1 child Health Insurance coverage.



 Reviewed by HR Representative (signature)
Karen Bailey

 Reviewed by Department Head/ Elected Official (signature)

 Commission Chair (signature)

10/28/14

 Date:
10/29/14

 Date:

 Date:

BOARD OF COUNTY COMMISSIONERS MEETING REQUEST FORM

Date Requested: 11/4/2014	Name & Title of Presenter: Larry Levitt Garry McLean
Department or Organization: Veterans Services Dept.	Contact Phone & E-mail: 922-5443
Exact Wording for Agenda: Request to replace vacant position	Preference of Placement on Agenda & Amount of Time Requested for Presentation: 5 min
Will there be Handouts? (If yes, include with meeting request form) yes	Will handouts require SIGNATURES: yes
Additional Information:	

- All requests to be added to the agenda will need to be submitted in writing on the "Meeting Request Form" by Wednesday at 12:00 p.m. prior to the scheduled meeting and returned in person or electronically to Clerk Sally Shoemaker at: shoemakers@sweet.wy.us
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- All **original** documents requesting action or signature must be submitted to Deputy County Clerk Vickie Eastin. However, a **copy** must be submitted to Sally Shoemaker for distribution of the packet and retention.
- As always, if you are unable to attend the meeting after being placed onto an agenda, please send a representative in your place or your item will be rescheduled.
- In order to determine placement on the agenda, please review the county website (www.sweet.wy.us/commissioner) on Thursday afternoon.
- If a request to be placed on an agenda is received **AFTER** the deadline, you will be considered for the next meeting date.
- No handout will be received during a meeting in session.

**Sweetwater County
Request to Restaff Vacant Position**

Board Meeting Date: 11/4/2014

Department: Veterans Service Office

Position: Veterans Service Officer

Vacancy Date: 11/6/2014

Reason for vacancy: Resignation

Department Request: To Restaff position immediately, in a full time capacity with full benefits

Anticipated Re-staff Date 12/1/2014

Board Action	
Approved _____	Date: <u>11/4/2014</u>
Denied _____	
Full time _____	
Part time _____	# Hours (If part time) _____
Restaff Immediately _____	Delay restaffing until (month) _____

	Position	Hire Date	Salary	Retirement	Health Insurance	Monthly				Total cost of employment (salary + benefits)	Annual Cost of employment
						LTD	FICA	Workers Compensation	Total benefits		
Previously staffed position	VSO II (5 years; grade 9, step 3)	10/19/2009	\$ 3,024.42	\$ 479.98	\$ 589.30	\$ 10.89	\$ 231.37	\$ 67.14	\$ 1,378.67	\$ 4,403.09	\$ 52,837.12
Anticipated Costs to restaff	VSO I	12/1/2014	\$ 2,585.82	\$ 410.37	\$ 1,538.91	\$ 9.31	\$ 197.82	\$ 57.41	\$ 2,213.81	\$ 4,799.63	\$ 57,595.55
Position Vacancy											
Net Difference (savings)			\$ (438.60)	\$ (69.61)	\$ 949.61	\$ (1.58)	\$ (33.55)	\$ (9.74)	\$ 835.14	\$ 396.54	\$ 4,758.42

NOTES

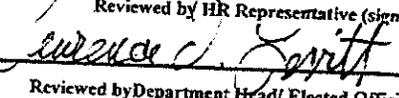
Health Insurance: Anticipates Family health insurance coverage, for new employee. Previous employee had Employee only coverage

Costs calculated using a re-staffing date of:

12/1/2014



 Reviewed by HR Representative (signature)



 Reviewed by Department Head/ Elected Official (signature)

 Commission Chair (signature)

10/28/14

 Date:

10/29/14

 Date:

 Date:

BOARD OF COUNTY COMMISSIONERS MEETING REQUEST FORM

Date Requested: 11-4-14	Name & Title of Presenter: CHARLIE VANOUCH CHUCK RADOSEVICH
Department or Organization: PLAN ONE FACILITIES DEPT.	Contact Phone & E-mail: 870-2306
Exact Wording for Agenda: CDC LANDSCAPING BID CONSIDERATION	Preference of Placement on Agenda & Amount of Time Requested for Presentation: A.M. 5 MINUTES
Will there be Handouts? (If yes, include with meeting request form) YES	Will handouts require SIGNATURES: NO
Additional Information: 	

- All requests to be added to the agenda will need to be submitted in writing on the "Meeting Request Form" by Wednesday at 12:00 p.m. prior to the scheduled meeting and returned in person or electronically to Clerk Sally Shoemaker at: shoemakers@sweet.wy.us
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Interoffice Correspondence

To: Sweetwater County Board of County Commissioners

From: Chuck Radosevich, Facilities Manager

Date: October 28, 2014

RE: CDC Landscaping bid results and recommendation

Bids for the CDC Landscaping Project were opened on October 28th.

There is approximately **\$285,000** remaining in the construction budget that was approved by the voters.

The initial construction estimate was approximately \$100,000 but did not include all items in the base bid. During development of the plans and meetings with the CDC staff, additional landscaping items and areas to be completed were identified by them. Plan One prepared a final estimate with all items the CDC staff identified on 8/28/2014 (attached). The estimated amount was \$188,458.76 but included deductive alternates estimated at \$91,369 to bring the cost back into the original estimate.

A bid received from Amazing Homes, LLC was not received until 10:10 a.m. This was 10 minutes past the 10:00 deadline. The gentleman delivering the bid went to the engineering department first and then got lost in the courthouse. I did find him and bring him to deliver the bid in time but he did not have it prepared and did not seal and submit it until 10:10 a.m. I spoke with Lauren Radakovich in the County Attorney's Office about this bid. She concurred that it should not be considered.

The bid from Cheeney Landscaping, Pinedale Wyoming was received on time and complied with the requirements.

Cheeney Landscaping, Pinedale, Wyoming: Base Bid	<u>\$248,500</u>
Alternate #1: Delete concrete playground surfacing	(\$4,500)
Alternate #2: Reduce concrete patio.	(\$4,000)
Alternate #3: Delete playground storage shed.	(\$5,850)
Alternate #4: Delete playground pavement markings	(\$750)
Alternate #5: Delete site furnishings	(\$6,000)
Alternate #6: Delete landscape gravel N & E Areas	(\$5,350)
Alternate #7: Delete repainting of parking lot stripes.	(\$500)
Alternate #8: Delete installation of planting beds	(\$2,500)
Alternate #9: Delete installation of new sign.	(\$28,000)

The bid received from Cheeney Landscaping was received on time and met all requirements. The bid is greater than Plan One's base bid. The deductive alternates also are not the same as Plan One's estimated amounts.

Recommendation:

Plan One (see attached letter) and myself are recommending that the bid be awarded to **Cheeney Landscaping, LLC** in the amount of \$248,500. Cheeney Landscaping complied with all requirements of the bid documents. Because we have enough funds remaining in the Construction amount approved by the voters, I am also recommending to not accept any of the deductive alternates. These items included in the base bid were identified as needed by the CDC Staff during design.



4020 Dewar Dr., Suite "A"
 Rock Springs, WY 82901
 Tel: (307) 352-2954
 Fax: (307) 352-2956

1001 12th Street
 Cody, WY 82414
 Tel: (307) 587-8646
 Fax: (307) 587-8366

189 N. Main, Suite 112
 Driggs, ID 83422
 Tel: (208) 354-8036
 Fax: (208) 354-8037

MEMO

To: Chuck Radosevich

From: Charlie Van Over, AIA

Date: October 28, 2014

Re: CDC Landscaping Bid Opening **Project No.:** 1423 B/L

cc:

Chuck,

As you are aware we opened bids on the above referenced project at 11:00 a.m. on October 28, 2014. We received 2 bids out of the 3 that attended the mandatory pre-bid meeting. The bid received from Amazing Homes, LLC was not completed and sealed until 10:10 a.m. thus not meeting the 10:00 a.m. requirement.

I would recommend that the bid of Amazing Homes, LLC therefore be rejected and award the bid to Cheeney Landscaping from Pinedale Wyoming at \$248,500 as a base bid. We had 9 deductive alternates. I would recommend that the Board of County Commissioners award the base bid and reject the deductive alternates should the budget allow for this. If there are budget concerns the Board could accept any or all of the deducts as they see fit. Most of the alternates are wishes of the facility.

Should you have any questions or need any additional information please feel free to contact me.

Charlie



Project: SWC CDC Landscaping
 Project No: 1423
 Project Phase: Schematic Design
 Documents Dated: 05/29/14

Total Division 1 - General Conditions		\$	23,992.38
Total Division 2 - Sitework		\$	107,861.47
Total Division 3 - Concrete		\$	33,954.12
Total Division 4 - Masonry		\$	1,620.00
Total Division 5 - Metals		\$	-
Total Division 6 - Wood and Plastics		\$	-
Total Division 7 - Thermal and Moisture Protection		\$	-
Total Division 8 - Doors and Windows		\$	-
Total Division 9 - Finishes		\$	-
Total Division 10 - Specialties		\$	-
Total Division 11 - Equipment		\$	-
Total Division 12 - Furnishings		\$	6,015.00
Total Division 13 - Special Construction		\$	5,190.92
Total Division 14 - Conveying Systems		\$	-
Total Division 15 - Mechanical		\$	-
Total Division 16 - Electrical		\$	-
Sub-Total Construction Costs		\$	178,633.89
Contractor's Overhead and Profit (Percentage):	6%	\$	9,824.86
Total Base Bid Conceptual Construction Cost		\$	188,458.76

Total Budget \$100,000.00
 Estimate \$188,458.76 *****Cheeney Landscaping Bid \$248,500
 Over Budget \$88,458.76

ALTERNATES		
Deductive Alternates		
1. Concrete Playground Surfacing		\$ (31,106.26)
2. Reduced Concrete Patio		\$ (2,344.50)
3. Playground Storage Shed		\$ (6,153.75)
4. Playground Pavement Markings		\$ (462.62)
5. Site Furnishings		\$ (8,251.35)
6. Landscape gravel/rocks @ N & E areas		\$ (20,517.59)
7. Prep & Re-paint Existing Parking Lot		\$ (4,786.40)
8. Educational Planting Beds		\$ (8,715.22)
9. Monument Sign		\$ (9,031.93)
SUBTOTAL ALTERNATE		\$ (91,369.62)

M:\CDC\landscaping\COPY of Cost by Division-Alternates-4-11-17-2014

2012/2013 SUBAWARD AGREEMENT

BETWEEN VOLUNTEERS OF AMERICA NORTHERN ROCKIES AND SWEETWATER COUNTY

This agreement made and entered into this _____ day of _____, 2014 by and between Volunteers of America Northern Rockies, a non-profit organization, hereinafter referred to as Subgrantor, and Sweetwater County, hereinafter referred to as Recipient;

Whereas, Volunteers of America Northern Rockies has entered into Cooperative Agreements with the Office of Juvenile Justice and Delinquency Prevention, Award Numbers: 2012-JF-FX-K001 and 2013-JF-FX-K006, for the period of October 1, 2014, to September 30, 2015 (hereinafter the "agreement period"); and

Whereas, the primary objective is to Attain and Maintain Compliance with the Core Protections of the Federal Juvenile Justice and Delinquency Prevention Act of 2002 (JJDPA).

Now, therefore, in consideration of the mutual benefits contained herein the Subgrantor and the Recipient do agree as follows:

1. **Contract Documents:** Contract documents shall consist of this agreement and three (3) attachments, which are incorporated by reference into this agreement. Attachment I is the "Quarterly Report." Attachment II is the "Reimbursement Request," and Attachment III is the "Guidelines for Financial Management of JJDP Funded Activities."
2. **Services:** The Recipient agrees to perform those services as outlined.
3. **Contract Amount:** The Subgrantor agrees to make available \$74,865 for use by the Recipient for the agreement period.
4. **Financial Responsibility:** Recipient is responsible for the receipt and disbursement of these federal funds, and identify as pass through funds from Volunteers of America Northern Rockies, under CFDA#16-540.
5. **Alterations:** Any alterations in the work program or the budget shall be submitted to and approved in writing by the Subgrantor.
6. **Quarterly Reports:** The Recipient agrees to submit quarterly progress and financial reports/reimbursement requests for each of the Phases (with accompanying deadlines) noted below:
Phase 1: October 1, 2014 – December 31, 2014 (Report due by January 15, 2015)
Phase 2: January 1, 2015 – March 31, 2015 (Report due by April 15, 2015)
Phase 3: April 1, 2015 – June 30, 2015 (Report due by July 15, 2015)
Phase 4: July 1, 2015 – September 30, 2015 (Report due by October 15, 2015)
The Recipient will submit the reports to Volunteers of America Northern Rockies. All reimbursement requests should also include copies of the receipts/invoices/paystubs of each expense and the amount requested should be clearly identified in the documents.
7. **Payments:** Payments under this agreement will be made quarterly, upon receipt and approval of the quarterly reports.
8. **Monitoring:** The Subgrantor will schedule monitoring visits with the Recipient to evaluate the progress and performance of the program and provide technical assistance.
9. **Subcontract:** No part of this agreement may be assigned or subcontracted.

10. **Termination of Agreement for Cause:** If the Recipient shall fail to fulfill its obligations under the contract, or if the Recipient shall violate any of the stipulations of this agreement, the Subgrantor shall have the right to terminate this agreement by giving written notice to the Recipient of such termination and specifying the effective date thereof, at least 30 days prior to the effective date of termination. The Recipient will be paid an amount representative of the allowable costs the Recipient has actually performed under this agreement.
11. **Equal Employment Opportunities:** The Recipient shall comply with equal employment opportunities as stated in Executive Order 11246, entitled "Equal Employment Opportunity" as amended by the Executive Order 11375, and as supplemented in Department of Labor regulations.
12. **Federal Audit Requirements:** The Recipient agrees that if it expends an aggregate amount of \$500,000.00 or more in federal funds during its fiscal year, it must undergo an organization-wide financial and compliance single audit. The Recipient agrees to comply with the audit requirements of the U.S. General Accounting Office Government Auditing Standards and OBM circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. A copy of this audit report should be submitted to the Subgrantor within 6 months of the end of the Fiscal Year.
13. **Examination of Records:**
 - a. The Recipient agrees to make available original records, documents and other evidence pertaining to expenses and performance of this agreement, as requested by Subgrantor. The Recipient shall preserve its records until expiration of three years after final payment under this agreement.
 - b. The Recipient further agrees to make same records available to the Auditor of the Office of Juvenile Justice and Delinquency Prevention, for a period of three years beyond the final payment under this agreement.

Volunteers of America Northern Rockies

Sweetwater County

 Jeffrey M. Holsinger, President & CEO

 Signature & Title Wally J. Johnson, Chairman

 Date

 Date

Handwritten initials: JK MA

Attachment I

**Volunteers of America Northern Rockies (VOA)/
Office of Juvenile Justice and Delinquency Prevention (OJJDP)
2012/2013 Nonparticipating State Award Subgrant
Quarterly Report
CFDA # 16.540**

The information provided will be used by the grantor agency to monitor grantee cash flow to ensure proper use of federal funds. No further monies or other benefits may be paid out under this program unless this report is completed and filed with VOA.

1. Report Date: _____
2. County: _____
3. Project Phase: _____ Dates: _____
4. Project Coordinator: _____
5. Project Coordinator's Phone #: _____
Cell #: _____
Email: _____
Fax #: _____
6. Grant Fund Number: _____
7. Grant Amount: _____
8. Amount Expended Since Last Report: _____

Brief Project Description:

Grant Approval – Initial Start-Up Phase:

What's working well in your project?:

Where are the gaps in your project?:

What help do you need to accomplish your goals?:

Mail To: VOA/OJJDP Project Director
1876 S. Sheridan Ave.; Sheridan, WY 82801

Number of Youth Served:

		# Juveniles – Status Offenders				# Juveniles - Delinquents			
Court: M=Municipal, C=Circuit, D/J=District/Juvenile, D=Drug		M	C	D/J	D	M	C	D/J	D
Diversion Programs (pre-court)	48-hour Hold								
	Community service								
	Supervised probation								
	Electronic Monitoring								
	Other:								
Alternatives to Jail (post-court)	48-hour Hold								
	Community service								
	Supervised probation								
	Electronic Monitoring								
	Home Detention								
	Nonsecure Group Home/Crisis Center								
	Other: Foster Res. Treatment								
Securely Detained Juveniles	County Adult Jail								
	Municipal Adult Lockup								
	Juvenile Detention Center								
	Other: WGS/WBS								

Please star (*) those areas that are financially supported – in part or fully -- by OJJDP funds.
 (+) Denotes no court involvement

To Be Completed by VOA/OJJDP Project Director

Monthly juvenile jail rosters for this county have been completed:	Yes	No
Signature:	Date:	

Attachment II

**Volunteers of America Northern Rockies (VOA)/
Office of Juvenile Justice and Delinquency Prevention (OJJDP)
2012/2013 Nonparticipating State Award Subgrant
Reimbursement Request
CFDA # 16.540**

County: _____

Authorized Person Making Request: _____

Dates of Reimbursement Request Expenditure: From: _____
To: _____

Amount Requested: _____

Date: _____

Authorized Signature (County Commissioner)

Must provide a detailed list of these expenditures and provide invoices:

VOA/OJJDP 2012/2013 Nonparticipating State Award Subgrant				
EXPENSE	BUDGET	QUARTER EXPENSE	PERIOD TO DATE EXPENSE	BUDGET REMAINING
Personnel				
Supplies & Operating				
Travel				
Equipment				
Contracted, Consultant, & Professional Services				
TOTAL				

OFFICE USE ONLY:	
Date Request received: _____	Date of Approval: _____
Approved: _____, Craig Fiskus, Project Director	
Payment issued on: _____	Check # _____

Mail To: VOA/OJJDP Project Director
1876 S. Sheridan Ave.; Sheridan, WY 82801

Attachment III

Guidelines for Financial Management of OJJDP Funded Activities

To comply with federal regulations, Recipients must have a financial management system that provides accurate, current and complete disclosure of the financial status of the activity. This means that the financial system must be capable of generating regular financial status reports which indicate the dollar amount allocated for each activity (including any revisions), amount obligated and amounts expended. The system must permit the comparison of actual expenditures and revenues against budgeted amounts. In review of the quarterly fiscal reporting information provided by the Recipient, the Subgrantor must be able to isolate all Office of Juvenile Justice and Delinquency Prevention (OJJDP) funds received.

The Recipient must support accounting records with source documentation. The Recipient must also secure and retain invoices, purchase vouchers, payrolls and the like for three years beyond the final payment under this agreement.

All employees paid in whole or in part from OJJDP funds should prepare a time sheet indicating the hours worked on OJJDP projects for each pay period. Based on these time sheets and hourly payroll costs for each employee, the Recipient must maintain appropriate documentation in the files.

Payment to Recipients will be on a reimbursement basis and will be presented on the quarterly fiscal reports. Special advances may be available upon special request. Such requests should be in writing and submitted to:

Volunteers of America Northern Rockies
Attn: OJJDP Project Director
1876 S. Sheridan Ave.
Sheridan, WY 82801



1876 S. Sheridan Avenue
Sheridan, WY 82801
307-672-0475
www.voanr.org

October 17, 2014

Krisena Marchal
Sweetwater County
80 W. Flaming Gorge Way
Green River, WY 82935

Dear Krisena:

This letter is to inform you that Sweetwater County has been selected to receive a 2012/2013 Nonparticipating State Award subgrant made possible by Cooperative Agreements (Award Numbers: 2012-JF-FX-K001 and 2013-JF-FX-K006) between Volunteers of America Northern Rockies (VOA) and the Office of Juvenile Justice and Delinquency Prevention (OJJDP). The primary objective and scope of work is to attain and maintain compliance with the core protections of the Juvenile Justice and Delinquency Prevention Act of 2002 (JJDP). Be advised that this is federal funding under CFDA#16-540.

VOA received applications from 15 counties, with the combined funding requests totaling \$463,233. VOA allocated \$437,882 for this round of subgrant funding, an average of \$29,192 per county. VOA did not distribute monies based on this average, instead working with the State Advisory Council on Juvenile Justice (SACJJ) to make decisions based on the amount of money available, on county requests, on county needs, and on the effectiveness of compliance efforts.

After review of the county's application, VOA and the SACJJ have awarded Sweetwater County a subgrant in the amount of \$74,865. The contract period began on October 1, 2014 and will end on September 30, 2015. Sweetwater County's application ranked first out of fifteen applications in terms of average score and first in terms of average rank.

Please note the following Special Condition:

- Sweetwater County will need to submit a revised budget, as VOA could not award monies at the level requested.

Enclosed you will find two original Subaward Agreements. Please have the authorized signatory sign both originals and return both signed copies to VOA. We will send one of the original documents to you when fully executed. Please review the agreement and attachments carefully as they outline reporting requirements and draw down information. If you have any questions, feel free to contact me.

Sincerely,



Craig Fiskus
Project Director

**Circuit Court of the Third Judicial District
Sweetwater County, State of Wyoming**

John R. Prokos
Circuit Court Judge

Amanda Chetterbock
Clerk of Court



P.O. Drawer 1720
Green River, WY 82935

(307) 872-3800
(307) 872-3973 fax

80 W. Flaming Gorge, Suite 206

October 20, 2014

Chairman Wally Johnson
Sweetwater County, Board of County Commissioners
80 Flaming Gorge Way
Green River, Wyoming 82935

Commissioner Gary Bailiff
Commissioner Reid West
Commissioner Don Van Matre
Commissioner John Kolb

Re: County Court Security Committee.

The Court Security Committee for Sweetwater County met on October 6, 2014. We reviewed our charge under the Wyoming Court Security Act, W.S. §5-11-101 et seq., and the attendant standards promulgated by the State Court Security Commission (see attached).

As you know, each county is directed to form its own court security committee and report to the state commission annually. In June of this year, Sweetwater County submitted its most recent court security assessment to the state commission.

Wyoming Court Security Standard 2009-1 requires the current county court security management committee be made up of mandatory representatives from the agencies listed below. The current members filling those positions are listed below:

1. Sheriff's Office – Sheriff Rich Haskell
2. Judge from the district court – Judge Rick Lavery
3. Judge from the circuit court – Judge John Prokos
4. A county commissioner – Commissioner Gary Bailiff

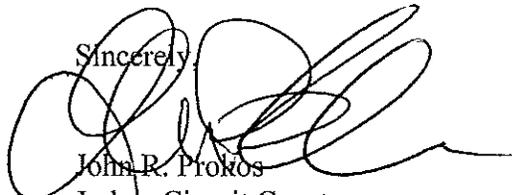
Pursuant to Wyoming Court Security Standard 2009-1 additional members shall be selected and appointed by the county commissioners. The committee is required to meet no less than twice a year and report to the state commission as required by W.S. §5-11-101(e). At our recent meeting, we discussed the need to add additional members to the Committee. Most local committees around the state include additional stakeholders like Judge James (given the particular needs of juvenile matters); Judge Jones (representing the interest of the

Rock Springs Circuit Court); court security personnel; a county attorney's office representative; a public defender's office representative; members of the local bar; local citizens; and other first responders. We would like to meet with you and discuss the possibility of your appointment of additional committee members at your earliest convenience.

In addition, please find attached a copy of the minutes of the October 6, 2014, meeting of the committee. As you can see, there is quite a bit to be done and since Sweetwater County is the recipient of state funding for improved court security we feel that it is important for our local committee to be fully compliant with all of the current Wyoming Court Security Standards.

We appreciate your continued support for court security in Sweetwater County and look forward to meeting with you.

Sincerely



John R. Prokos
Judge, Circuit Court
Third Judicial District

cc: Judge James
Judge Lavery
Judge Jones

§ 5-11-101. Wyoming court security commission created; membership; powers and duties; compensation; report required

Currentness

(a) The Wyoming court security commission is created under the supervision of the Wyoming supreme court. The commission shall be composed of the director of the office of homeland security or his designee and nine (9) additional members who shall be appointed for a term of three (3) years commencing July 1, 2008, who may be reappointed to serve subsequent terms. The nine (9) additional members shall include:

- (i) One (1) justice of the Wyoming supreme court, appointed by the chief justice;
- (ii) One (1) district court judge, appointed by the board of judicial policy and administration;
- (iii) One (1) circuit court judge, appointed by the board of judicial policy and administration;
- (iv) One (1) county commissioner, appointed by the governor;
- (v) One (1) county sheriff, appointed by the governor;
- (vi) One (1) representative of the Wyoming peace officer's standards and training commission, appointed by the governor;
- (vii) Two (2) legislators, one (1) from each house, appointed by the speaker of the house and president of the senate respectively;
- (viii) One (1) district attorney or county attorney, appointed by the governor.

(b) Nonlegislative members of the commission shall receive no compensation, but shall be reimbursed under W.S. 9-3-102 and 9-3-103 for per diem and travel expenses incurred in the performance of their duties on the commission.

(c) The legislative members shall receive salary and reimbursement for per diem and travel expenses incurred in the performance of their duties on the commission, as provided in W.S. 28-5-101.

(d) The commission shall meet at least two (2) times per year.

(e) The commission shall:

(i) Establish standards to protect life, property and the judicial process in the Wyoming court system. In establishing the standards, the commission shall recommend proper levels of court security to each county with due consideration of each county's size, use of court facilities and security risks. The standards shall include:

The standards shall include:

- (A) Requirements concerning equipment, facilities and architecture for court security purposes;
- (B) Basic training requirements for peace officers authorized to act as court security officers;
- (C) Basic protocol and procedures for court security; and
- (D) Requirements for the establishment of local court security management committees.

(ii) Visit and inspect any court security program at any appropriate time;

(iii) Recommend to the legislature the distribution of funds to counties as may from time to time be appropriated by the legislature for the provision of court security;

(iv) Report no later than September 1, 2009, and annually thereafter to the governor, chief justice of the supreme court, joint judiciary interim committee and the joint appropriations interim committee on the status of court security in the state.

(f) The supreme court shall provide necessary administrative support for the commission.

Credits

Laws 2008, ch. 114, § 1, eff. July 1, 2008; Laws 2010, ch. 82, § 1, eff. March 9, 2010.

W. S. 1977 § 5-11-101, WY ST § 5-11-101

Current though the 2014 Budget Session

Wyoming Court Security Commission
Supreme Court Building
Cheyenne, Wyoming 82002

Wyoming Court Security Standard 2009-1

As directed by the Wyoming Court Security Act, W.S. § 5-11-101(e) the following standard is established:

1. Each county shall establish a Court Security Management Committee (Committee).
 2. The following entities shall provide representation on each Committee:
 - A. The Sheriff
 - B. One judge from the Circuit Court and one judge from the District Court in the county
 - C. The County Commissioners
 3. All other members of each Committee shall be selected, appointed and approved in writing by the County Commissioners.
 4. The decision to include representative(s) of any municipal courts shall be the decision of each Committee in concert with the County Commissioners.
 5. Each Committee shall elect a chairperson who will be the primary point of contact with the Wyoming Court Security Commission (Commission).
 6. Each Committee shall meet at least two (2) times per year.
 7. Each local Court Security Committee shall determine the physical limits of the "courtroom" for the purposes of court security.
 - A. Courtroom security may be extended to all parts of the courthouse, and the area within the cartilage in which the courtroom is located, to provide adequate security.
 8. Each Committee shall respond to requests for information, recommendations, and review of future Court Security Standards to the Commission in a timely manner.
 9. Each Committee shall provide a report to the Commission by July 1, 2010, and annually thereafter, on the status of court security in their County.
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Wyoming Court Security Commission

Wyoming Court Security Standard 2010-1

As directed by the Wyoming Court Security Act, W.S. § 5-11-101(e) the following standard is established:

Enclosed is a compilation of equipment to be considered as minimal to establish a court security process. The equipment is a compilation of equipment suggestions submitted by court security units throughout the state. The list includes the common elements derived from each list submitted. Cost of each item is not included due to the extent of suppliers' available and local resources.

Minimal equipment necessary to conduct court security

Mandatory:

1. Magnetometer (at each court entrance)
2. Hand held detectors
3. Mandatory search information signage (prior to screening position)
4. Lock box for personal property w/markers
5. Gun locker
6. Portable radios w/ear buds/chargers
7. Handcuffs
8. Cordless phone at security station
9. Search mirrors/pole mirror
10. Rubber gloves
11. Adequate lighting
12. Tables or carts beside magnetometer for property display
13. Hand sanitizer
14. Property trays
15. Clip boards
16. Flashlights
17. Property bags
18. Body armor

Optional: (strongly suggested)

1. Long gun/shotgun
2. Tazer
3. First aid kit/Life-Pak defibrillator
4. UA kits
5. Alco-Sensor
6. Field test kits
7. Crowd control barriers

The following is a list of suggested architecture or building elements which should be considered for a successful court security process.

1. CCTV camera system monitored from a designated screening station
2. Duress alarm system throughout the courthouse monitored at both the screening station and emergency dispatch center.
3. Vault alarms (Treasurer's office) monitored at both the screening station and emergency dispatch center.
4. Fire alarm system Monitored at both the screening station and emergency dispatch center.

Note: new courthouse construction should include consideration of isolating the court room areas from the other sections of the court house, and developing a secure entrance and exit for custodial defendants.

There are numerous other concerns specific and unique courthouses must consider based on age and structural design commonly used for the construction era.

Wyoming Court Security Commission

Wyoming Court Security Standard 2010-2

As directed by the Wyoming Court Security Act, W.S. § 5-11-101(e) the following standard is established:

SCOPE OF COURT SECURITY

Security and operational continuity in the Courts must include more than simple occasional security to address manmade threats in the courtroom itself and in certain types of cases. An effective plan for the security and continued operation of the courts must be much more comprehensive in terms of the physical area concerned and the types of threats/disruptions to be addressed. Therefore, the Commission recommends the scope of court security be addressed in two parts as follows:

Part I

There are four key elements in establishing and maintaining an effective courthouse security program. First, security planning must serve the objectives of the judicial process and attain an appropriate balance between access to court facilities and public safety. It is imperative the citizens of Wyoming view their courthouses as safe and productive public facilities where problems are resolved and justice is administered in an inclusive environment.

Second, courthouse security programs require organization, cooperation, and acceptance. The designated security officer, usually the County Sheriff or his designee, should serve as the Security Coordinator and establish Security Committees at each court. At a minimum, these committees should be constituted in accordance with Wyoming Court Security Standard 2009-1. Courthouse security requires coordinated commitments be established with all parties which may become involved in security assessments and responses to potential threats directed towards the court system.

Third, a strategic courthouse security plan should be devised based on a thorough initial and periodic facility surveys and risk assessments to determine reasonable and practical safety and security requirements for the courthouse. The Security Committee with the leadership of the Security Coordinator should conduct security assessments using established guidelines to determine current safety and security levels, to identify courthouse vulnerabilities, and to develop recommendations and plans to enhance security through corrective actions.

Fourth, it is imperative courthouse security be viewed as an ongoing process. The Security Coordinator should require court security procedures be developed, initiated, practiced, and understood by all users of court facilities. Court personnel should receive ongoing training to respond to threats and emergencies and the court's Security

Committee should provide oversight for future efforts and amendments to the court's security efforts.

Again, courthouse security is concerned with facility and operational threat deterrence, threat detection, and threat prevention. Thus the court security program is specifically concerned with security issues covering:

- The Courthouse and Surroundings—lighting; landscaping; doors, windows, and other openings; ceilings and walls; elevators; storage areas for weapons and ammunition; emergency power systems; alarm systems; fire protection; courthouse communications; public areas; parking areas and utilities.
- Courtrooms and Related Spaces—chambers; clerk's office; victim/witness waiting areas; jury deliberation rooms and defendant areas.
- Courthouse Security/Safety Policies and Procedures.

In order to execute courthouse security as a manageable program for the courts, the Security Coordinator, acting in conjunction with the Security Committee, should provide the following:

1. Planning and Organizational Guidance with Recommended Administrative Forms.
2. A Threat Analysis/Preparedness Survey.
3. A Courthouse Safety & Security Survey/Plan Outline.
4. Recommended Security Procedures and Policies for the Courthouse and Clerk's Office.
5. An Overview of Available Security Equipment.

Part II

Part II is intended to move the court's security and preparedness process beyond deterrence, detection, and prevention covered in Part I by addressing the development of a Court Preparedness Plan where the Security Committee, working with the Security Coordinator, sets policies regarding recommended courses of action to respond to potential and actual emergency situations. The Court Preparedness Plan should incorporate both Emergency Administrative Procedures and a Continuity of Operations Plan (COOP). The Continuity of Operations Plan should identify alternate facilities which may be necessary for the conduct of court proceedings in the event of an emergency and should include provisions for security, communications, and all necessary logistical support required by the court for continued operations. Emergency Administrative Procedures should specify how the court would respond/operate if

alternate facilities were not required. For example, Emergency Administrative Procedures should be developed to cover such situations as:

- Terrorism
- Suspicious Packages
- Loss of Basic Utilities
- Natural-Disasters
- System(s) Outage
(File Management System and
Content Management System)
- Fire
- Bomb Threats
- Gas Leaks
- Hazardous Materials (HazMat)/
Weapons of Mass Destruction
(WMD)
- Civil Disturbances
- High Profile Cases
- Disruptive Individuals
- Excessive Number of Judicial Cases

Emergency Administrative Procedures should be organized by the type of emergency situation. While all possible emergency situations should be considered in procedures, emphasis should be placed on the emergency situations most likely to impact court operations. Procedures should include specific procedures to follow, information necessary to respond (such as emergency phone numbers) and the responsibilities of key personnel for a variety of emergency situations.

Organizational requirements for establishing the court's Preparedness Program are similar to those of the court's Security Program and in many respects the same resources are used. The Security Committee should designate an appropriate individual to serve as the court's Emergency Coordination-Public Information Officer.

The Emergency Coordination-Public Information Officer, working in conjunction with the Security Committee, should be responsible for the creation of the Court Preparedness Plan. The court's Preparedness Plan should incorporate both Emergency Administrative Procedures and a Continuity of Operations Plan as previously mentioned. In order to provide preparedness planning as a manageable program for the courts, the Emergency Coordination-Public Information Officer, acting in conjunction with the Security Committee, should provide the following:

1. Planning and Organizational Guidance with Recommended Administrative Forms.
2. Guidance and Forms for Emergency Administrative Procedures and Evacuation Plans.

3. Guidance and Forms for Continuity of Operations Plans.
4. Overviews of Threats and Emergency Situations.
5. Guidance and Forms for Manual Processing during Emergencies.

Wyoming Court Security Commission

Wyoming Court Security Standard 2010-3

As directed by the Wyoming Court Security Act, W.S. § 5-11-101(e) the following standard is established:

Training for Court Security Officers

The Wyoming Court Security Act “(c) The commission shall: (B) Basic training requirements for peace officers authorized to act as court security officers”

1. The Peace Officer Standards and Training (P.O.S.T.) establishes the standards and training for Wyoming peace officers.
2. The Wyoming Law Enforcement Academy (WLEA) is the responsible state agency, by statute, to provide the required approved P.O.S.T. training for Wyoming peace officers.
3. The WLEA has implemented and conducted training classes for Wyoming peace officers entitled, “Court Security for Law Enforcement.” The course objectives are as follows:

“This forty-hour course is designed to provide the participants with the knowledge and tools necessary to implement and administer an effective security program in their respective court jurisdictions throughout the State of Wyoming.”

“Upon completion of the course, officers will be able to complete an on-site audit or survey of their court facilities, establish a court security committee, design an emergency response plan, plan for high risk and/or high profile trials, conduct security screening of persons and property, respond to security threats and adequately protect the judiciary and public who use the county’s courthouse on a daily basis.”

4. The Wyoming Court Security Commission recommends the court security training requirements for law enforcement currently provided by WLEA become the standard for training of Wyoming peace officers for court security duties and responsibilities.
5. The commission further recommends WLEA representatives continue to discuss the curriculum with the P.O.S.T. Commission toward establishing training for Wyoming peace officers to perform court security duties.
6. The commission further recommends each law enforcement agency head may provide additional training, as deemed appropriate, to their respective staff for court security training.

**Court Security Committee
Sweetwater County, Wyoming
Meeting Minutes - October 6, 2014**

The first meeting of the Court Security Committee for Sweetwater County, Wyoming was held on October 6, 2014.

Members Present:

Judge Rick Lavery, Chairman
Judge John Prokos
Colonel Rick Hawkins

Members Absent:

Commissioner Gary Bailiff

The Chairman provided the following documents for consideration, review and discussion at the meeting as follows:

1. Wyo. Stat. Ann. § 5-11-101 (LexisNexis 20013):
 - a. This Wyoming Court Security Commission is created by the statute and the Commission is tasked to establish standards to "protect life, property and the judicial process in the Wyoming Court System.
 - b. In establishing standards the Commission shall recommend proper levels of security to each county with due consideration of each county's size, use of court facilities and security risks.
 - c. The standards are to include requirements for the establishment of local court security management committees - that's us!
2. Wyoming Court Security Standard 2009-1:
 - a. This standard sets forth the organizational structure for the local committees with a minimum of the Sheriff, one judge from the Circuit court and one from the District Court and one member from the County Commissioners.
 - b. All other members are selected, appointed and approved in writing by the commissioners.
 - c. The committee discussed adding additional members and recommending the additions to the County Commissioners from time to time. We think that at the very least we should add Judge Jones for

the Rock Springs court perspective; DonLee Bobak for the Clerk of District Court issues and some additional Sheriff's Office people who are directly involved in court security. In addition we discussed the possibility of lawyers, lay persons and elected officials as other possible members.

- d. The committee is tasked by this standard with determining the physical limits of the "courtroom" for purposes of court security. According to the standard, court security could be extended to all parts of the courthouse but we believe that would be up to the County Commissioners.
 - e. We also need to get an Annual Report filed with the state commission. It was due on July 1, 2014. Reporting began in 2010 but we are not aware of any previous Sweetwater County Annual Reports.
 - f. We discussed the need to get a report done ASAP since we are currently a grantee of state court security funding.
3. Wyoming Court Security Standard 2010-1:
- a. This standard sets out standards for minimal and optional court security equipment and suggested architectural or building elements that should be considered.
 - b. We all believe that we need to get the Court Security Standards Checklists filled out for Rock Springs and Green River as soon as possible. Colonel Hawkins reported that he believes that most of the checklists have been completed and may just need a little updating. He will check and get them finalized. We would like to get them done and use them as part of our first annual report.
4. Wyoming Court Security Standard 2010-2:
- a. This standard sets out the long range planning and implementation goals of local court security. We discussed the express principle that "security planning must serve the objectives of the judicial process and attain an appropriate balance between access to court facilities and public safety.
 - b. We reviewed the need to appoint Security Coordinator(s) (usually from the Sheriff's office) and to work with the Security Coordinator to develop a Strategic Courthouse Security Plan for Rock Springs and Green River.
 - c. We reviewed the need to appoint Emergency Coordination/Public Information Officer(s) (usually from the Sheriff's Office) and to work with the Emergency Coordination/Public Information Officer(s) to

develop a Court Preparedness Plan for both Rock Springs and Green River.

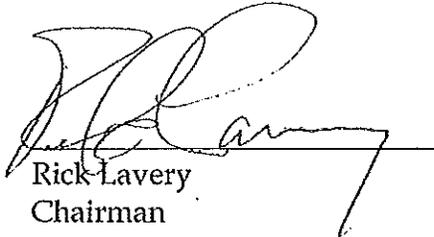
5. Wyoming Court Security Standard 2010-3:

- a. This Standard addresses training for security officers and points out that the Peace Officer Standards and Training has developed basic standards for security officers. There is a 40 hour course for training offered at the Wyoming Law Enforcement Academy.
- b. Colonel Hawkins reported that our security staff has been through trainings whether at the academy or elsewhere before the academy had the existing program.

6. Next Steps

- a. Judge Prokos will write a letter to get us on to the Commissioner's agenda in the near future to discuss the addition of committee members and the Commissioner's direction on the role of this committee.
- b. Colonel Hawkins will get with the Sheriff and find out what has been done with the Court Security Standards Checklists for Rock Springs and Green River and advise what is necessary to complete them.
- c. Judge Lavery will begin drafting a 2014 Annual Report to the Wyoming Security Commission to detail our progress.

Dated: October 6, 2014



Rick Lavery
Chairman