

November 8, 1978

COMMISSIONER'S PROCEEDINGS
REGULAR MEETING

The Board met at 10:00 A.M., Commissioners John Glode, Emil T. Lemich and Martin McMahon present; Glode, Chairman.

MINUTES of the regular meeting of October 3rd and 4th were read and approved.

MONTHLY REPORTS of the County Officers were audited and placed on file.

The following bills were approved for payment:

John Glode	Salary - Commissioners	\$ 355.17
Martin McMahon	Salary - Commissioners	375.80
Emil T. Lemich	Salary - Commissioners	355.17
County Clerk	Salaries	8,856.56
County Treasurer	Salaries	5,651.87
County Assessor	Salaries	2,830.69
County Sheriff	Salaries	24,727.64
County Attorney	Salaries	4,180.52
County Agent	Salaries	1,262.20
Clerk of District Court	Salaries	3,241.81
Ruth Dalgarn	Salary-J.P.	300.00
Billie McCoul	Salary-J.P.	117.25
Justice Court	Salaries	2,067.13
Gilbert Blumenthal	Salary-J.P.	167.82
Marian Blumenthal	Salary-J.P. clerk	187.90
Agnes Stocks	Salary-J.P.	276.22
Edna Jackson	Salary-J.P.	484.95
Courthouse Custodians	CH & Jail Salaries	3,206.64
Herbert L. Matson	CH & Jail Salary	660.60
Road & Bridge	Salaries	19,414.96
Public Health Nurse	Salaries	820.31
Daniel Klein	Salary-Health Officer	281.85
Daniel L. Shinckel	Fire Protection-Salary	256.52
Charles Bergstrand	Civil Defense- Salary	281.85
Planning & Zoning	Salaries	3,066.47
Carbon County Treasurer	Various	396.04
Secretary of State	Attorney supplies	29.50
Mountain Bell	Various	2,201.26
Rawlins National Bank	Various withholding	13,779.23
Agricultural Ext. Service	Agent-4H Supplies	34.68
Carbon Power & Light, Inc.	R & B Electric Service	28.64
Northern Gas Division	R & B Utilities	5.30
Encampment Utilities	R & B Water	15.00
Town of Hanna	R & B Water	24.00
McMahon Motors	Senior Service-Lease	1,100.00
Yampa Valley Elect	Various Electric Services	16.43
City of Rawlins Water Dept.	Various water	178.34
Northern Gas Division	Various gas service	1,064.00
Pacific Power & Light Co.	Various Electric Service	530.56
Postmaster	Postage meter	300.00
ECM Construction Div.	R & B	24,839.83
C.W. Ogburn, Sheriff	Board of Prisoners	3,390.00
John Glode	Commissioners expenses	126.53
Martin McMahon	Commissioners expenses	77.17
Emil Lemich	Commissioners expenses	62.04
Wyoming Co. Commissioners Assoc.	Commissioners Assoc. dues	2,973.19
Saratoga Inn	Commissioners expense	12.30
Mary G. Bradford	Various Clerk expenses	63.90
3-M B.P.S., Inc.	Clerk-New Equipment & Supplies	2,262.22
Robert Jack Smith	County Clerk-supplies	25.75
J.A. Waatti Map Co.	County Clerk- supplies	51.00
North Park Transportation	Treasurer - freight	162.04
Pioneer Printing	Treasurer - supplies	35.73
Burkes Conoco	Assessor -mileage & expense	19.28
Welton Flying Service	Sheriff rescue unit	185.64
R. T. Crossman, Inc.	Sheriff-supplies	308.18
Joe Evans	Sheriff - mileage	85.95
Rod Johnson	Sheriff - mileage & expense	85.62
American Marketing International	Sheriff - supplies	159.31
Becton, Dickinson & Co.	Sheriff - supplies	55.00
Carol J. Braig	Sheriff - expenses	52.64
Wilbur G. Burgess	Sheriff mileage	641.55
H. L. Morse	Sheriff - supplies	7.71
Westside Body Shop	Sheriff - car repairs	410.45
Wyoming Highway Dept.	State radio	180.00
Sinclair Marketing, Inc.	Sheriff - fuel	20.00
Kilburn Tire Co.	Sheriff - Tires,oil & Labor	451.36
Sands Cafe	Sheriff - rescue unit	18.80
Texaco, Inc.	Sheriff - fuel	178.33
Int. City Management Assn.	Sheriff - supplies	46.00
John's Body Shop	Sheriff - car repairs	369.05
France Flying Service	Sheriff - Extradition	90.00
Paul R. Fultz	Sheriff - expenses	27.12
Jeep Zeiger Enterprises	Sheriff - car repairs	108.86

Fenimore Chevrolet, Inc.	Sheriff-car repairs	\$ 68.69
Pioneer Printing & Stat.	Sheriff - supplies	29.51
Rocky Mtn. Police supply	Sheriff - supplies	12.05
Gatwick, Inc. (John Lunt)	Health Insurance	57.50
Universal Business	County Attorney -supplies	78.00
Larry L. Shriner	Coroner investigation	87.00
Kendal McBride	Coroner investigation	179.00
John Lunt M.D.	Coroner - autopsy	35.00
S.J. Distributing Co.	County Agent's supplies	8.80
Randy L. Anderson	County Agent mileage & expenses	295.61
Lorraine Kovachevich	Agent professional improvement	43.68
Transport Clearings	Agent	10.07
Vickie Genoff	County Agent mileage & expenses	254.88
Viewfinder	4-H supplies	36.40
Bailey School Supply	Agent - new equipment	177.16
Rebecca Von Forell	County Agent - mileage 7 expenses	240.08
Johnson & Noecker	Court appointed attorneys	259.88
Square Shooters Eating	Juror's meals	66.65
Daniel Klein, M.D.	Dist. Court Witness fees	60.00
Dale F. Schaffer	Dist. Court Witness fees	301.57
Chester G. Carson	Court Reporter	138.00
Sam Hayes	Dist. Court Witness fees	77.70
Robert D. Hanson	Witness fees	29.40
Mary Ann Mulroney	Witness fees	5.00
Wayne F. Flagg	Dist. Court appointed attorney	183.09
Edna M. Jackson	J.P. Rent, telephone, postage	31.56
Gilbert Blumenthal	J.P. Rent	20.00
The Drawing Board, Inc.	J.P. Court supplies	19.16
Ruth Dalgarn	Mileage & expenses - J.P.	54.33
Agnes Stocks	J.P. Fund	26.52
Olson Enterprises, Inc.	CH & Jail	700.00
NCR Upper Midwest	Computer	25.00
Hi-way Drug Store	Prisoner Health Care	139.00
H. Larsen, Inc.	CH & Jail supplies	40.35
Maberry's Glass Shop, Inc.	CH & Jail repairs	399.52
Montgomery Elevator Co.	CH & Jail maintenance	151.95
Carbon Co. Memorial Hosp.	CH & Jail Prisoner Health Care	183.00
Carbon County Clinic	Prisoner's Health Care	30.00
Art's Plumbing & Heating	CH & Jail repairs	35.90
Jerry Dryden	Care of Prisoners	20.00
D & K Sanitation	CH & Jail Trash Hauling	20.00
City Steam Laundry	CH & Jail Laundry	58.04
Childress Electric Inc.	CH & Jail repairs	220.92
Glenn Ashmore Chev.	R & B repairs	94.40
Robert Bates	R & B meals	210.00
Beaver Valley, Inc.	R & B repairs	15.32
George F. Buckendorf	R & B freight - repairs	8.25
Carbon Engineering Serv.	R & B Parts	163.84
Consumers Gasoline Co.	R & B - Oil	810.54
Cooper Chevrolet	R & B - Fuel & repairs	3,194.74
Dick's Service	R & B Tire repairs	12.00
Dixon Auto & Implement	R & B repairs	350.05
Dixon Garage	R & B Gas & Parts	176.31
Fleming Implement Co.	R & B Parts	59.08
Herold Iron Works	R & B repairs	84.00
Industrial Bearings	R & B parts	95.74
J. H. Kaspar Oil Co.	R & B fuel	1,147.39
J. C. Kilburn Co.	R & B fuel	1,128.00
Lincoln Hi-Way Service	R & B repairs	93.00
McGee Murphy Inc.	R & B parts	14.60
Melton Newell	R & B meals	80.00
Pioneer Lumber Co.	R & B Lumber	111.02
Rawlins Diesel Service	R & B repairs	1.29
Resource Exploration	R & B repairs	19.12
Saratoga Auto Parts	R & B Parts	30.48
William Seiloff, Dist.	R & B Tires	105.78
Shepard's	R & B supplies	346.40
Shively Hardware Co.	R & B repairs	320.24
Two Way Radio Service	R & B Parts	29.13
U.S. Welding Supply, Inc.	R & B Supplies	85.75
Webster's Service	R & B Fuel	30.00
Wortham Machinery Co.	R & B Repairs	411.32
Wyoming Machine Co.	R & B Parts	180.38
Yates Hardware	R & B Parts	37.66
Rawlins Newspapers	Water Board advertising	83.13
Michael Bradford	Voting Machines	168.00
Daniel Schinckel	Election Machines	180.00
Western Printing, Inc.	Election Printing	2,800.00
Paul L. Scott	Election Expense	31.97
Charley H. Merrill	Election-mileage & expense	69.34
Paul L. Scott & Charley H. Merrill	Election- Set machines	875.00
Sarah J. Erickson	Election - mileage	32.85
Rawlins 1-1 Election Brd.	Election Board	254.40
Rawlins 1-2 Election Brd.	Election Board	169.60
Rawlins 2-1 Election Brd.	Election Board	324.66
Rawlins 2-2 Election Brd.	Election Board	270.30
Rawlins 3-1 Election Brd.	Election Board	254.40

Rawlins 3-2 Election Brd.	Election Board	\$ 278.28
Rawlins 3-3 Election Brd.	Election Board	198.75
Lamont 4-1 Election Brd.	Election Board	158.60
Seminole Dam 5-1 Election Brd.	Election Board	126.90
Leo 6-1 Election Brd.	Election Board	150.35
Shirley Basin 6-2 Election Brd.	Election Board	234.20
Hanna 8-1 Election Brd.	Election Board	365.85
Elk Mountain 9-1 Election Brd.	Election Board	223.85
Medicine Bow 7-1 Election Brd.	Election Board	270.90
McFadden 10-1 Election Brd.	Election Board	156.75
Saratoga 11-1 Election Brd.	Election Board	372.70
Encampment 12-1 Election Brd.	Election Board	281.00
Riverside 12-1 Election Brd.	Election Board	201.69
Bennett 13-1 Election Brd.	Election Board	157.30
Savery 14-1 Election Brd.	Election Board	129.30
Dixon 14-2 Election Brd.	Election Board	160.24
Baggs 15-1 Election Brd.	Election Board	231.09
Sinclair 16-1 Election Brd.	Election Board	214.80
Dorothy J. Muir -	Election Canvass	13.25
Gilbert Blumenthal -	Election Canvass	25.25
Bridget Miley R.N.	Health Nurse-mileage & expense	201.57
Sherrie Patch R.N.	Health Nurse-mileage & expense	29.62
Susan Smith R.N.	Health Nurse-mileage & expense	198.33
Xerox	Xerox	797.67
Physician Placement Group	Dr. recruiting	3,025.00
Trivest Enterprises, Inc.	Dr. recruiting	343.00
Gerald K. Russell	Dr. recruiting rent	1,800.00
DePuy	Dr. recruiting & Health care	919.15
Pacific Power & Light	Dr. recruiting	49.34
V. Raja Chandrasekaran M.D.	Dr. recruiting	3,708.66
Saratoga Valley Fire Dept.	Fire fighting equipment	25,000.00
Predatory Animal Control	P.A.C Brd.	10,000.00
A. P. Kirsch. M.D.	Dr. recruiting	825.00
Harold M. Johnson	Public Defender	250.00
LDS Church Relief Society	Election meals	408.75
S.E.R Conservation District	Revaluation of lands	4,632.00
Allen Bergstrand	Civil defense-mileage & expense	31.01
Robert F. Konrath	Planning & Zoning	16.08
Matt Baclawski	Planning & Zoning	198.32
William C. Iverson	Planning & Zoning	76.11
Norman Palm	Planning & Zoning	13.80
Merwyn Powell	Planning & Zoning	15.42
P.S. Weber	Planning & Zoning	52.27
Mountain Bell	Planning & Zoning	114.97
Pacific Power & Light	Planning & Zoning	13.75
Glenn Ashmore Chev.	R & B	7,100.00
Purcell Tire & Rubber Co.	R & B tires	153.35
Rawlins Newspapers, Inc.	Planning & Zoning publication	35.84
Osborn Block Realty Co.	Planning & Zoning - rent	250.00
International Business Machines	Planning & Zoning - copier	315.30
Gambles	Planning & Zoning - equipment	25.90
Rawlins Business Machines	Planning & Zoning - repairs	21.50
Workmans Compensation Div.	Workmens Compensation	440.15
C.C. Senior Service Title III	Senior Services	2,515.71
Carbon Co. Senior Services Title VII	Senior Services	9,115.20
State Ind. Costs (Girls)	Care	29.50
Jack's Service	Senior Services	108.15
Wyoming Ind. Institute	State Inst. Costs	62.50
Maxson Realty Co.	Ambulance insurance	884.00
Mountain Bell	Various-telephone service	2,268.89
Burgess Brothers	Various - fuel supplies	90.63
Rawlins Gas & Oil Co.	Various-supplies	36.00
C. W. Ogburn	Various - supplies & expenses	55.05
Wyoming Wholesale	Various - supplies	24.35
Kinnaman Supply Company	Various - repairs	369.77
Rawlins Newspapers, Inc.	Various - printing, Pub. & supplies	7,593.06
C & N Office Machines	Treasurer's office - supplies	71.30
City Market	Various - supplies	19.60
Bi-Rite Drug	Various - supplies	249.22
City Plumbing & Heating	CH & Jail repairs	104.67
Continental Oil Co.	Various Gas & Oil	658.81
Sun Publishing Co.	Various supplies	1,807.00
Horizon Printing Stationery	Various supplies	345.22
Skyline Motors, Inc.	Various repairs & tires	250.40
The Mills Company	Various - supplies	2,119.33
Memorial Hospital	Various autopsies I supplies	73.40
McMahon Motors	Various - repairs	17.40
Postmaster	Postage - meter	1,000.00
Wyoming Retirement System	Retirement	11,594.20
Colonial Insurance Co.	Various insurance	65.00
Chevron, U.S.A., Inc.	Sheriff - fuel	370.35
Chevron, U.S.A., Inc.	Sheriff - fuel	14.56
Equitable Insurance Co.	Various insurance	3,978.58
I.B.M., Corporation	Various - supplies	1,116.22
Wyoming Retirement System	Various - social security	6,323.16
Episcopal Aux., Louise Smith, Pres.	Election meals	48.00
Kilburn Tire Co.	R & B Tires & wheels	135.80

REVENUE SHARING

Revenue Sharing Advisory Service	Bulletin	\$ 25.00
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TRANSFER OF FUNDS - In compliance with Art. 3, Sec. 9-535, Municipal Act, W. L. 1957, the following budget has become depleted due to unanticipated costs of supplies, advertising and labor and will have to be supplemented from the Cash Reserve Fund. Any and all persons may be heard with reference to such transfer of funds at 10:30 A.M. November 8, 1978, at the meeting of the Board of County Commissioners in their office in the Courthouse.

Election	\$30,000.00
Total from Cash Reserve	<hr/> \$30,000.00

s/ Mary G. Bradford
Mary G. Bradford, County Clerk

APPROVED BY BOARD OF COUNTY COMMISSIONERS

s/ John Glode
John Glode, Chairman

RETAIL LIQUOR LICENSE

There being no protest, the Commissioners approved the renewal of a Retail Liquor License to SHIRLEY BASIN SERVICE COMPANY in North Room of Metal Building, Tract H., Section 20, Township 27N., Range 78W.

CARBON COUNTY PLANNING & ZONING

The Commissioners reappointed Robert F. Konrath to the Planning & Zoning Board for the term beginning 12-4-78 and ending 12-4-83.

NORTHERN GAS COMPANY - WAIVER OF AGREEMENT

Northern Gas Company presented two waivers of Agreement dated June 5, 1974, by and between Northern Gas Company and Carbon County. Said waiver declared that the commission had no objection to the installation of an additional gas main extension in order to serve William Fitzgerald and Johnnie Rummel on their property which is adjacent to the easement in which the gas line lays.

CARBON COUNTY PLANNING & ZONING

A motion was made by Commissioner Lemich, seconded by Commissioner McMahon and unanimously carried to approve Case File No. 78-44, Ryan Park 3rd Addition, Box 94, Saratoga, Wyoming, for final plat, Block 4, Subdivision, site contains 13.75 acres (m-1) divided into 12 lots, located in the unincorporated area known as Ryan Park, zoned RD (Residential Development), legally described as a portion of the S $\frac{1}{2}$ of Section 28, Township 16N, Range 81W, Carbon County, Wyoming.

MOUNTAIN BELL TELEPHONE PLANT

The Board approved the survey of Right-of-Way No. 12125, Sec. 33, T23N, R81W, to cover the placing of a telephone plant for line RL 13.

The Board approved the survey of Right-of-Way No. 20506, Secs. 29, 20, 21, T14N, R82W, to cover the placing of a telephone plant for line RL 2-C-2.

SHIRLEY BASIN ACCESS ROAD

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The Commissioners accepted the construction and improvement work involving 1.1 miles of the Shirley Basin Access Road, IR Project No. 6-40 which included shaping and placing 4 inches of crushed base material and 2 inches of Plant Mix pavement and miscellaneous work.

COUNTY ATTORNEY

John L. Hoke, Deputy County Attorney, advised the Commissioners of his resignation. Mr. Hoke has been appointed by the Governor as an Assistant Public Defender for Carbon County.

BOND APPROVED

Hugh G. Simmons	Superintendent-School Dist. (1)	10-15-78 to 10-15-79	\$ 5,000.00
James A. Chapman	Treasurer- Weed & Pest Control	10- 1-78 to 10- 1-79	3,000.00
Sonja Collamer	Treasurer-School Dist. (2)	9-20-78 to 9-20-79	50,000.00

MUDDY CREEK BRIDGE

NOTICE OF FINAL PAYMENT
TO CONTRACTOR

NOTICE IS HEREBY GIVEN that the Board of County Commissioners of Carbon County, Wyoming, has accepted the work as completed according to the plans and specifications and rules set forth in Contract dated September 6, 1978 with G. FRANK SMITH, doing business as ECM CONSTRUCTION DIVISION, 1115 Cactus Hill Road, Cheyenne, Wyoming, as Contractor, and said Contractor is entitled to final settlement therefor.

NOTICE IS FURTHER GIVEN that upon the 41st day after the 1st publication of this Notice, to-wit: December 21, 1978, the Board of County Commissioners will pay to said Contractor the full amount due under said Contract.

Dated at Rawlins, Wyoming, this 8th day of November, 1978.

BOARD OF COUNTY COMMISSIONERS

BYs/ John Glode
Chairman

ATTEST:

s/ Mary G. Bradford
 County Clerk

(COUNTY SEAL)
 Pub. November 10, 17, 24, 1978

SALE OF COUNTY PROPERTY

Bids were accepted at the Office of the County Clerk until 2:00 P.M., Wednesday, November 8, 1978, for the sale of the following described property at which time said bids were publicly opened and read, namely:

One (1) 1970 Ford 4-door Station Wagon V.I.N. OR 42H123435

The following bids were reviewed: Cliff Forbes \$179.00
 Jack H. Barkhurst 156.00

The vehicle was sold to Cliff Forbes being the highest bidder.

JEFFREY CENTER BOARD

The Commissioners accepted the resignation of Alma Nealon from the Jeffrey Center Board. Delores R. Loudon was appointed to fill her unexpired term. The term will run from November 8, 1978 to December 4, 1981.

CARBON COUNTY COUNCIL OF GOVERNMENT

Members of the Carbon County Council of Government presented a report on the proposed creation and implementation of a Carbon County Solid Waste District. The report was reviewed and discussed but no action was taken until the newly elected commissioner could also review the report.

There being no further business, the meeting was adjourned until the following day.

November 9, 1978

The Board resumed its session, commissioners Glode, Lemich and McMahon present, Glode Chairman.

CARBON COUNTY AGENT

A group of employees from the Carbon County Agent's Office presented the Commissioners with a 4-H plaque. Discussion was made on lack of storage for their materials and the future plans for relocation of the Agent's Office.

ABATEMENTS

Tri-State Generation & Transmission Ass'n.	Erroneous Assessment	\$ 157.54
Robert Paden	Erroneous Assessment	26.33
Neil & Shelley Winberg	Erroneous Assessment	62.36
LeRoy & Eleanor K. Sagert	Erroneous Assessment	190.20
Charles D. Johnson	Erroneous-Assessment	46.86
Dean & Maureen M. Overturf	Erroneous Assessment	59.16

CARBON COUNTY MEMORIAL HOSPITAL

A motion was made by Lemich, seconded by McMahon and unanimously carried to establish a policy that no medical equipment shall be placed in the hospital without the authorization and approval of the hospital Board of Trustees.

Motion was made by McMahon, seconded by Lemich and unanimously carried to buy hospital equipment as follows:

DEPT.	EQUIPMENT	PRICE
Anesthesia	Gas Machine	\$6,301.60
Anesthesia	Ventimeter Controller	871.20
Respiratory	Pediatric Aerosol	1,414.50
Nursing Emergency	Stretcher	1,707.45
Dietary	Carts	1,500.00
	Total	\$11,794.75

A group of concerned citizens met with the Commissioners to discuss the reasons that Doctors left Rawlins. Ed Ziolkowski, a member of the Hospital Board stated that a meeting should be held to identify the problems relating to the Hospital.

HANNA-CARBON COUNTY JOINT POWERS BOARD

Jim Haigler was appointed to the Hanna-Carbon County Joint Powers Board for a three (3) year term beginning November 8, 1978 to November 8, 1981, Emil T. Lemich term having expired November, 1978.

RAWLINS CARBON COUNTY AIRPORT

Motion was made by Lemich, seconded by McMahon and unanimously carried to adopt the following Resolution:

RESOLUTION

In order for the Federal Aviation Administration to consider the Rawlins-Carbon County Airport Board, Rawlins, Wyoming to become eligible to request the transfer of certain lands under Section 23 of the Airport and Airway Development Act of 1970, as amended, it is hereby resolved:

That the County of Carbon, Wyoming will enter into an ADAP grant agreement in cosponsorship with the City of Rawlins and the Rawlins-Carbon County Airport Board to perform airport development at the Rawlins-Carbon County Airport and that said land is needed for airport development.

That the County of Carbon hereby authorizes the Rawlins-Carbon County Airport Board to independently make application to the FAA for transfer of certain lands for a future airport development project for the Rawlins-Carbon County Airport under the Airport and Airway Development Act of 1970, as amended, and to make whatever assurances are necessary thereunder as contained in the grant agreements and other related documents.

That the County of Carbon does hereby covenant and agree that it will, together with the City of Rawlins, contribute funds to the extent necessary for the efficient and economical operation of the airport and related facilities and to take whatever further action is necessary to enable the Rawlins-Carbon County Airport Board to carry out its obligations under any grant agreements entered into as a cosponsor under the authority granted herein and by state statutes.

The County of Carbon does further covenant and agree that in their support of the Rawlins-Carbon County Airport Board, they will, in the event of dissolution of the Airport Board, or upon an FAA determination that said Airport Board is in noncompliance or default under the terms and conditions of a grant agreement for airport development, jointly and severally accept the responsibilities for such performance.

RESOLVED in (regular) (special) meeting this 9th day of November, 1978.

COUNTY OF CARBON, WYOMING

s/ John Glode

Chairman, Board of County Commissioners

ATTEST:

s/ Mary G. Bradford
County Clerk
(SEAL)

COUNTY RETIREMENT

Motion was made by McMahon and seconded by Lemich and unanimously carried to deny back contribution for retirement for Jacob Cruz. A decision was based upon Second Article 16, Section 6, of the Wyoming Constitution provides in part:

"Neither the state nor any county, city, township, town, school district or any other political sub-division, shall loan or give its credit or make donations to or in aid of any individual....."

any such contribution would be in the nature of a donation which is prohibited by the Wyoming Constitution.

BID FOR ROAD & BRIDGE VEHICLE

Bids were received by Glenn Ashmore Chevrolet-Cadillac, Inc., McGee Murphy, Inc., and Fenimore Chevrolet, Inc. Decision was based upon specifications and other factors determined by Robert Korkow, Road and Bridge Foreman. The bid going to Glenn Ashmore Chevrolet-Cadillac, Inc., at a cost of \$7,100.00.

There being no further business, the meeting was adjourned.

BOARD OF COUNTY COMMISSIONERS



John Glode, Chairman

ATTEST:


MARY G. BRADFORD, COUNTY CLERK