

**OFFICIAL MINUTES OF THE BOARD OF  
CARBON COUNTY COMMISSIONERS  
REGULAR MEETING  
Tuesday, December 5, 2023 @ 9:00 a.m.  
Carbon Building- Courthouse Annex,  
215 W. Buffalo Street, Second Floor, Rawlins, WY**

A regular meeting of the Board of Carbon County Commissioners (BOCC) commenced Tuesday, December 5, 2023, at 9:00 a.m. at the Carbon Building-Courthouse Annex in Rawlins, WY. Attending the meeting were Chairman, Sue Jones, Vice Chairman Travis Moore, Commissioners John Espy, John Johnson and Garrett Irene.

Chairman Jones called the meeting to order at 9:00 a.m.

**ADDITIONS / CORRECTIONS**

Commissioner Johnson moved to approve the agenda as submitted. Commissioner Moore seconded and the motion passed unanimously.

**VOUCHERS**

Commissioner Espy moved to approve payment to Sunrise Sanitation for \$75.00. Commissioner Moore seconded and the motion passed with all voting for the motion except Commissioner Jones who abstained due to personal conflicts.

Commissioner Espy moved to approve the report of expenditures in the amount of \$427,590.56 for an aggregate total today of \$427,665.56. Commissioner Moore seconded and the motion passed unanimously.

<b>Vendor</b>	<b>Detail Line Description</b>	<b>Total</b>
Abels, Duane E.	County Health Officer	\$1,633.33
Apg Media of The Rockies	Misc. Ads	\$180.00
AT&T Mobility	CCSO MDT Service	\$1,012.84
B&M Suppliers	Nitrile Gloves	\$539.94
Black Hills Energy	Gas Services	\$3,860.01
Blakeman Propane	Propane Services	\$2,536.12
Bomgaars Supply	Misc. Parts and Supplies	\$599.92
Carbon County Fair Board	Monthly Outside Agency Payment	\$2,833.33
Carbon County Library	Monthly Outside Agency Payment	\$31,170.16
Carbon County Museum	Monthly Outside Agency Payment	\$20,833.33
Carbon County Senior Services	Monthly Outside Agency Payment	\$19,583.33
CareRight Technologies, LLC	Monthly Bed Fee	\$151.70
Casper Winnelson Co.	Misc. Plumbing Supplies	\$3,187.43
CIDNET	Jail Data	\$600.00

Community Resource Center	Agency Dues	\$35.00
County Clerks Assoc. of WY	2024 Dues	\$500.00
Cowboy Chemical	Cleaning Supplies	\$287.55
Cowboy Supply House	Misc. Paper and Cleaning Supplies	\$1,471.88
Dallin Motors Inc.	Module Kit & Core	\$443.95
Davis, Ashley	Attorney Travel	\$2,036.10
Dixon, Town of	Water Services	\$308.00
Dominion Energy	Heating Services	\$428.74
Drummond Refrigeration LLC	Refrigeration Parts	\$214.00
Eaton Sales & Service LLC	Troubleshoot/Replace Gasboy Dispenser	\$6,281.92
Ehnle, Matthew	Interlock Refund	\$820.00
Elevated Safety Solutions	Random Alcohol Test	\$30.00
Elk Mountain, Town of	Water Services	\$67.50
Engstrom, James D. DDS	Inmate Dental Services	\$2,500.00
E-Z Lift Garage Doors	Door Adjust Fair Grounds Shop	\$175.00
Fatbeam LLC	Fiber & Internet	\$5,170.00
Floyd's Truck Center	Clutch & Freight	\$1,492.32
Friend, Katie	Refreshments for BOCC Meeting 12/5	\$50.00
Further	Health Reimb., Medical FSA & Part. Fees	\$2,868.87
Galls/Quartermaster	CCSO Uniforms and Equipment	\$1,712.92
Grainger	Anti slip Tape	\$314.34
Greater Wy Big Bros/Sisters	Nov 23 Prevention	\$19,306.08
Greenwood Mapping, Inc.	Addressing & GIS Road Updates	\$1,106.25
Hanna, Town of	Water Services	\$49.14
Harkins, Sarah	Attorney Travel	\$118.80
Haver, Emily L.	Meals	\$31.30
High Plains Power	Electric Services	\$459.28
Hughes, Chris	Mileage	\$20.90
Iacovetto, Karon	Monthly Janitorial Services	\$8,230.00
K2 Towers III, LLC	Tower Rent	\$2,251.02
Kaluzny, Emily	Personal Phone Usage-November	\$30.00
Lifetime Benefit Solutions, Inc.	Cobra Fee	\$25.00
Matthew Bender & Co, Inc.	Wyo Court Rules 2023	\$897.36
MHL Systems	Snowplow Blades	\$2,232.00
Midwest Card & ID Sol., LLC	AlertSense/Subscriptions	\$11,510.00
Motorola Solutions	Spillman License & Body Cam Mts.	\$50,259.31
Mountain Alarm	Alarm Monitoring	\$47.90
NAPA – Saratoga	Diesel Anti-gel	\$32.98
Norco, Inc.	Cylinder Rental	\$122.72
Old Pen Joint Powers Board	Quarterly Outside Agency Payment	\$8,750.00
O'Reilly Auto Parts	Oil/Air Freshener/Engine Treatment	\$53.43

Parker, Elizabeth	Mileage and Postage	\$77.42
Personnel Evaluation, Inc.	Pre-Employment Evals	\$50.00
Quill Corporation	Misc. Office Supplies	\$128.97
R.P Lumber Company, Inc.	Freight	\$15.35
Rawlins Automotive	Misc. Auto Parts and Supplies	\$1,454.08
Rawlins, City of	Water Services	\$2,660.49
Rocky Mountain Power	Electric Services	\$18,629.47
Saul, John M.	Interlock Refund	\$11.00
Savoie, Cody James	Interlock Refund	\$820.00
Shippy, April	Interpreter Services	\$100.00
Shively Hardware	Duplicate Key/Washer Fluid/Squeegee	\$78.13
South Central WY EMS	Quarterly Outside Agency Payment	\$11,432.50
Staples Advantage	Misc. Office Supplies	\$119.55
State of WY Leg. Stabilization	Mineral Ad Valorem State Loan 23-35	\$40,483.28
State of Wyoming DCI	Sex Offender Fees	\$25.00
Stericycle, Inc.	Safe Budget Subscription	\$96.88
Stinker Stores Inc.	Fuel	\$8,568.09
Summit Food Service	Jail Meals	\$8,888.77
Sunrise Sanitation Service, LLC.	Trash Services	\$75.00
Swanson Services Corporation	Jail Commissary Supplies	\$1,618.50
The Masters Touch, LLC	DMV Postcards	\$322.74
Thos. Y. Pickett & Co., Inc.	6th Installment For 2024 Valuation Contract	\$9,000.00
Tyler Technologies, Inc.	Hosting & Licenses	\$57,888.57
U S Postmaster-Rawlins	P.O. Box Rent	\$152.00
United States Postal Service	Admin. Postage	\$10,000.00
UPRSWDD	Trash Services	\$190.00
Western Truck Repair	Air Cylinder	\$147.96
Wex Bank	Diesel-Baggs/Dixon	\$2,078.46
WLEA-ADVTRNG	Death Investigation	\$250.00
Wohl, Judith	Mileage	\$66.00
World Wash LLC	Kitchen Exhaust/Hood Cleaning	\$925.00
WY Assoc. of Co. Ag Agents	2024 Dues	\$100.00
WY Behavioral Institute	Emergency Detention Fees	\$3,016.00
WY Dept of Transportation	New & Transfer of Plate and CR203 Bridge	\$8,412.36
WY Machinery Company	Supplies And Maintenance Service Hours	\$2,018.91
WY Retirement System	Nov. Vol Fire Retirement	\$693.75
WY Cleaning & Solutions LLC	Monthly Janitorial Services	\$14,333.33
Zumbrennen Electric Inc.	Bond Refund & New Rope on Flagpole at Jail	\$1,275.00

## **CONSENT AGENDA**

Commissioner Espy moved to approve the consent agenda noting any item could be removed for separate action. Clerk Bartlett noted the consent agenda includes the November 21, 2023, regular meeting minutes; monthly receipts from Planning and Development in the amount of \$575.00 and a bond for Doreen Harvey, Clerk/Treasurer for the Town of Encampment in the amount of \$75,000.00. Commissioner Johnson seconded and the motion passed unanimously.

## **ELECTED OFFICIALS & DEPARTMENT HEADS**

### **Clerk of District Court**

Commissioner Johnson moved to authorize the Clerk of District Court to use the Bank of Commerce as the depository for 2024. Commissioner Moore seconded and the motion passed unanimously.

### **Building and Grounds**

Commissioner Espy moved to approve the quote received from Acme Electric in the amount of \$7,866.34 to install additional power and outlets in the small animal barn at the fairgrounds. Commissioner Moore seconded and the motion passed unanimously.

### **Planning and Development**

Commissioner Irene moved to accept the Certification of Recommended Action from the Carbon County Planning & Zoning Commission for Z.C. Case File #2023-16 – Larry and Susan Ash and schedule a public hearing for January 2, 2024, at 11:30 a.m. at the Carbon Building – Courthouse Annex in Rawlins, Wyoming. Commissioner Moore seconded and the motion passed unanimously.

### **Clerk**

Commissioner Johnson moved to designate the Saratoga Sun as the Carbon County Newspaper of Record (official publication) for a term of one year beginning January 1, 2024, through December 31, 2024, at a rate of \$5.75 per column inch for legal, classified, and standard ads noting that the bidding process was completed and the Sun had the lowest bid. Commissioner Espy seconded and the motion passed unanimously.

### **Commissioners**

Commissioner Johnson moved to ratify the Chairman's signature on the Dixon Airport IFE Services Inc. Agreement for Consultant Services for the "Acquire & Demolish North Hangars and Demolish Connectors Project" that was signed on November 28, 2023. Commissioner Espy seconded and the motion passed unanimously.

**SOUTH CENTRAL WYOMING EMERGENCY MEDICAL SERVICES** – Irene Archibald

Commissioner Moore moved to approve the Chairman's signature on the Third Amendment to Restatement of the Joint Powers Agreement, as previously amended, between the Town of Elk Mountain, Wyoming, The Town of Medicine Bow, Wyoming, The Town of Saratoga, Wyoming, The Town of Riverside, Wyoming, , The Town of Encampment, Wyoming, The Town of Hanna, Wyoming, and Carbon County, Wyoming Creating the South Central Wyoming Emergency Medical Services Joint Powers Board. Commissioner Irene seconded and the motion passed unanimously.

**EXECUTIVE SESSION**

Commissioner Espy moved to go into executive session at 10:23 a.m. with Clerk Bartlett and Ashley Mayfield Davis to discuss personnel, potential litigation and other matters considered confidential by law. Commissioner Moore seconded and the motion passed unanimously.

Commissioner Espy moved to come out of executive session at 10:43 a.m. noting no action was taken and that the minutes be signed and sealed. Commissioner Moore seconded and the motion passed unanimously.

**Commissioners**

Commissioner Espy moved to authorize the Chairman to sign, negotiate and present an offer of employment. Commissioner Johnson seconded and the motion passed unanimously.

**PUBLIC HEARING – Use of Secure Rural Schools Act (Forest Reserve) funds**

Chairman Jones opened a public hearing at 10:49 a.m. to hear comments concerning the use of Secure Rural Schools Act (Forest Reserve) funds. Clerk Gwynn Bartlett reported this hearing was advertised in the Saratoga Sun on November 16, 2023. She also reported no written or verbal comments were received by her office.

Chairman Jones called for comments and there being none, Chairman Jones closed the hearing at 10:59 a.m.

Commissioner Espy moved to authorize the use of Secure Rural Schools Act (Forest Reserve) funds for the purchase of snowmobiles, related accessories, and a trailer to be used in the forest and for paying volunteer stipends for searches in the forest. Commissioner Moore seconded and the motion passed unanimously.

**PUBLIC HEARING – Z.C. Case #2023-14 - Carlene Sjoden, Randal, and Donna Sjoden**

Chairman Jones opened a public hearing at 11:38 a.m. to hear Planning & Zoning Z.C. Case File No. 2023-14, Carlene Sjoden, Randal, and Donna Sjoden's request for a Zone Change from Ranching, Agriculture and Mining (RAM) to Forestry Production and Seasonal Recreation (FPSR-7.5) on approximately 7.5 acres. The FPSR Zone is intended to be applied to areas of the County

in which timber production and seasonally accessible recreation uses are the desirable predominant uses and is located approximately 24 miles southeast of Saratoga off WY HWY 130 east of the Ryan Park Subdivision. Kristy Rowan, Interim Planning Director presented the case file.

Chairman Jones called for comments for or against the case. There being no comments, Chairman Jones closed the hearing at 11:42 a.m.

Commissioner Johnson moved that based on the recommendation of the Planning & Zoning Commission and staff to approve Resolution No. 2023-40, A Resolution of the Board of County Commissioners of Carbon County, Wyoming adopting the recommendation of the Carbon County Planning and Zoning Commission regarding Z.C. Case File No. 2023-14, Carlene Sjoden, Randal and Donna Sjoden's request for a Zone Change from Ranching, Agriculture and Mining (RAM) to Forestry Production and Seasonal Recreation (FPSR-7.5) on approximately 7.5 acres. and located approximately 24 miles southeast of Saratoga off WY HWY 130 east of the Ryan Park Subdivision. Commissioner Espy seconded and the motion passed unanimously.

#### **PUBLIC HEARING – Z.C. Case #2023-15 - Stephen and Linda Skordas**

Chairman Jones opened a public hearing at 11:44 a.m. to hear Planning & Zoning Z.C. Case File No. 2023-15, Stephen and Linda Skordas's request for a Zone Change from Ranching, Agriculture and Mining (RAM) to Forestry Production and Seasonal Recreation (FPSR-40) on approximately 40 acres. The FPSR Zone is intended to be applied to areas of the County in which timber production and seasonally accessible recreation uses are the desirable predominant uses and is located approximately 5 miles west of Encampment off WY HWY 70 on the south side. Kristy Rowan, Interim Planning Director presented the case file.

Chairman Jones called for comments for or against the case. There being no comments, Chairman Jones closed the hearing at 11:49 a.m.

Commissioner Moore moved that based on the recommendation of the Planning & Zoning Commission and staff to approve Resolution No. 2023-41, A Resolution of the Board of County Commissioners of Carbon County, Wyoming adopting the recommendation of the Carbon County Planning and Zoning Commission regarding Z.C. Case File No. 2023-15, Stephen and Linda Skordas's request for a Zone Change from Ranching, Agriculture and Mining (RAM) to Forestry Production and Seasonal Recreation (FPSR-40) on approximately 40 acres and is located approximately 5 miles west of Encampment off WY HWY 70 on the south side. Commissioner Johnson seconded and the motion passed unanimously.

#### **ADJOURNMENT**

Commissioner Moore moved to adjourn the meeting at 1:34 p.m. Commissioner Johnson seconded and the motion passed unanimously.

A regular meeting of this Board will be held Tuesday, January 2, 2024, at 9:00 a.m. at the Carbon Building – Courthouse Annex located at 215 W. Buffalo St., Rawlins, WY. The public is invited to attend, or you can listen online at the website listed below. To get on the agenda, call the Clerk's

Office by the Thursday before the meeting. Per Wyo. Stat. §18-3-516(f), access to county information can be obtained at [www.carbonwy.com](http://www.carbonwy.com) or by calling the Clerk's Office at (307) 328-2668 or 1-800-250-9812.



*Gwynn G. Bartlett*

Gwynn G. Bartlett, Carbon County Clerk

Approved this 19<sup>th</sup> day of December 2023  
BOARD OF COUNTY COMMISSIONERS  
CARBON COUNTY, WYOMING

*Sue Jones*  
Sue Jones, Chairman