

**OFFICIAL MINUTES OF THE BOARD OF
CARBON COUNTY COMMISSIONERS
REGULAR MEETING**

**Tuesday, December 19, 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 19, 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 presented. Commissioners Espy seconded and the motion passed unanimously.

VOUCHERS

Vice Chairman Moore moved to approve payment to Commissioner John Espy for \$625.78. Commissioner Johnson seconded and the motion passed with all voting for the motion except Commissioner Espy who abstained due to personal conflicts.

Vice Chairman Moore moved to approve November 2023 payroll and benefit expenses of \$1,022,589.21, insurance claim and premium expenses of \$285,293.69, and the report of expenditures in the amount of \$390,690.19 for an aggregate total today of \$1,699,198.87. Commissioner Johnson seconded and the motion passed unanimously.

Vendor	Detail Line Description	Total
Advanced Network Mgmt., Inc.	Managed Services Contract	\$2,315.00
APCO International Inc.	Engineer Studies	\$1,200.00
Applied Concepts, Inc.	3 Counting Units	\$10,417.50
Baggs Testing & Rental	Battery	\$195.00
Baggs, Town of	Water Services	\$46.45
Barkhurst Collision Center	Sheriff Maint & Repair Vehicle	\$2,072.50
BI Inc.	Electronic Monitoring Services	\$3,433.00
Blakeman Propane	Propane Services	\$4,513.88
Bob Barker Company, Inc.	Inmate Clothing	\$660.92
Bureau of Driver Licensing	Certified Driving Record	\$44.00
Caddo	Office Chairs	\$5,071.10
Camfil, USA Inc.	Air Filters	\$1,639.59
Carbon County Council of Gov.	2024 Dues	\$200.00
Carbon Power & Light Inc.	Electric Services	\$2,186.54

Christopher, Michelle	Light Bar-Baggs Motor Grader	\$269.98
CIDNET	Jail Data	\$750.00
Coal Creek Law	Legal Services	\$70.00
Coley, Joshua P.	Soberlink Rental Refund	\$879.50
Communication Technologies	CCSO Patrol Vehicle Kits-Install	\$15,715.97
Corvinus Group LLC	Limit Switches	\$178.34
Cowboy Chemical	Dish Detergent/Sanitizer/Cleaner	\$383.15
Cowboy Supply House	Paper Towels & Toilet Paper	\$651.82
Dynamic Controls Inc.	Jeffrey Center Control System	\$63,224.10
E & H Plumbing & Construction	Heat Exchanger Jeffrey Center	\$4,302.00
Election Sys. & Software, LLC	4gb Memory Device	\$4,049.63
Elevated Safety Solutions	Random Drug Tests	\$1,040.00
Elk Mountain, Town of	Library Propane Services	\$357.39
Encampment, Town of	R&B Water Services	\$102.00
Engineering Associates	Chip Seal CR203 & Engineer Co. Bridge	\$9,572.55
Engstrom, James D. DDS	Inmate Dental Services	\$2,500.00
Espy, John	Espy NACO Meals, Mileage & Hotel	\$625.78
ESRI	Arc GIS Licensing	\$2,970.00
E-Z Lift Garage Doors	Door Opener Adjustment B&G	\$100.00
FCI Constructors of WY	Final Courthouse Retainage	\$50,000.00
Grainger	Misc. Parts & Supplies	\$693.42
Hanna Fire Department	Reimbursement for Extrication Gloves	\$463.08
Herman, Bobbie	Mileage	\$49.50
High Desert Welding	Cut/Weld Nipple/Flange	\$187.15
Honnen Equipment	John Deere Maintenance & Parts	\$7,975.90
Jones Simkins	Admin Audit	\$9,755.00
Kaisler, Todd	Mileage	\$99.00
Kilburn Tire Company	Tires, Mounting & Balance	\$4,301.52
Kostovny, Mark	Mileage	\$92.40
KTGA/KBDY	Ads & Site Rent	\$370.00
Kurtak, Karen	Mileage	\$62.70
Laramie Fire Protection	Annual Monitoring Fee	\$540.00
McKesson Medical-Surgical	Jail Health	\$379.63
McNees, James	Mileage	\$77.00
Medicine Bow, Town of	Water Services	\$218.65
Merchant McIntyre & Assoc., LLC	Dec 2023 Monthly Retainer	\$8,000.00
Merseal Law, LLC	Legal Services	\$5,570.00
MPM Corp / Evergreen Disposal	Trash Services	\$130.00
NAPA - Saratoga	Misc. Parts & Supplies	\$660.97
NMS Labs	Lab Fees	\$324.00
Norco, Inc.	Cylinder Rent & Supplies	\$1,044.21

Offender Watch	Sex Offender Notification Fee	\$201.36
Olde Trading Post	Fire Fuel	\$110.57
O'Reilly Auto Parts	Wiper Blades	\$72.18
Perkins Oil Co.	Fuel & Antifreeze	\$7,562.34
Personnel Evaluation, Inc.	Pre-Employment Evaluations	\$75.00
Perue Printing	Jail Bond Envelopes	\$137.95
Plainsman Printing & Supply	Manilla Folders/Classification Folders	\$542.50
Quill Corporation	Letterhead & Truckload of Copy Paper	\$31,535.79
R.P Lumber Company, Inc.	Misc. Parts & Supplies	\$314.65
Rawlins Automotive	Misc Auto Parts & Supplies	\$4,429.64
Rawlins Hardware - 5405	Dustpan/Pail/Broom	\$32.57
Rawlins Hardware - 5410	Misc. Parts & Supplies	\$437.39
Rawlins Hardware - 5465	Screws	\$23.99
Rawlins, City of	Landfill Fee	\$14.00
Republic Services #642	Trash Services	\$342.09
Rice-Prior, Denise	Inmate Mental Health Services	\$1,000.00
Saratoga Sun	Misc. Ads	\$2,698.86
Saratoga, Town of	Water Services	\$48.50
Shively Hardware	Misc. Parts & Supplies	\$63.21
Smith Psychological Services	Evaluation	\$400.00
Spaulding, Dawnette	Mileage	\$98.25
Staples Advantage	Misc. Office Supplies	\$69.64
Star Awards & Promos	Commissioner Name Plates	\$27.00
State of Wyoming DCI	Sex Offender Registration	\$25.00
Steamboat Powersports	2021 Skidoo X2 & 2023 Trailer	\$23,498.00
Stinker Stores Inc.	Fuel	\$14,864.07
Summit Food Service	Jail Meals	\$8,793.75
Swanson Services Corporation	Jail Commissary	\$1,393.88
Terminix	Jail Pest Control	\$193.00
Transunion Risk & Alt. Data	Tru-lookup Program	\$175.00
Trevathan, Sabrina Rdr	Audio/Video Transcripts	\$416.00
U S Postmaster-Rawlins	Admin Postage	\$152.00
US Bank	Misc. Charges	\$930.54
Valence Health Corp	Inmate Medical Services	\$6,500.00
Valley Fire Extinguisher	Annual Maintenance & Inspection	\$16,817.30
Valley Oil Company	Fuel	\$1,301.38
West End Sinclair	Fuel	\$370.35
Wex Bank	Fuel	\$137.71
Wille, O.R.	Mileage	\$82.50
W.A.S.C.O.P.	Wyo Sheriff Association Dues	\$400.00
WY Dept of Environmental Quality	Contaminated Site Fee & Aviation Fuel	\$600.00

WY Dept. of Health	Mileage	\$288.00
WY Diesel Service	Water Inlet Tubes/Freight	\$321.18
WY Machinery Company	Misc. Cutting Edges	\$21,137.48
WY State 4-H Foundation	2024 Dues	\$100.00
Wyoming Apparatus	Equipment Repairs	\$5,868.62
Y2 Consultants, LLC	Land Use Plan Update	\$3,235.41
Zumbrennen Electric Inc.	Electrical Services	\$745.50

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 December 5, 2023, regular meeting minutes; monthly receipts from Carbon County Clerk in the amount of \$13,598.75 and Clerk of District Court in the amount of \$4,193.00, and bonds for Eileen Keller, Deputy Treasurer for Carbon County in the amount of \$10,000.00, Stacey L. Ward, Deputy Treasurer for Carbon County in the amount of \$10,000.00, Veronica Fernandez, Deputy Treasurer for Carbon County in the amount of \$10,000, Kristi L. Wickizer, Council Member for the Town of Medicine Bow in the amount of \$5,000.00 and Karen Heath, Treasurer for Town of Medicine Bow in the amount of \$100,000.00. Vice Chairman Moore seconded and the motion passed unanimously.

ELECTED OFFICIALS & DEPARTMENT HEADS

Treasurer

Commissioner Irene moved to approve the Chairman's signature on Resolution No. 2023-42, A Resolution of the Board of County Commissioners of Carbon County, Wyoming, regarding Substantial Completion of the Carbon County Courthouse and Carbon Building Site Improvement Project. Commissioner Espy seconded and Commissioner Johnson asked how the rest of the specific purpose tax projects are going. She reported most entities have reached the end of their projects in line with 85% of the proceeds being expended on construction within 3 years of bond issuance. Tax collections for the specific purpose tax is just over 40%. The motion passed unanimously.

Sheriff

Commissioner Espy moved to waive the procurement policy as there is a sole source vendor and allow the Sheriff to use E911 funding to purchase the PowerPhone Total Response software for a total of \$110,329.25. Commissioner Irene seconded and the motion passed unanimously.

Building and Grounds

Vice Chairman Moore moved to approve the Chairman's signature on the Contract for Services with A2 Cleaning Solutions in the amount of \$4,500.00 for the cleaning of the ducts at the Rawlins Senior Center. Commissioner Johnson seconded and the motion passed unanimously.

Vice Chairman Moore moved to authorize the Chairman's signature on a Contract for Services with ACME Electric Co. in the amount of \$7,866.34 for electrical installations and repairs in the small animal barn. Commissioner Johnson seconded and the motion passed unanimously.

Road and Bridge

Commissioner Johnson moved to approve the Chairman's signature on the Short Form Agreement between Carbon County and Engineering Associates for professional services to engineer repairs to bridges on CR1 Medicine Bow River and CR270 Difficulty Creek in an amount anticipated not to exceed \$700,000.00 and for a term through January 31, 2025. Commissioner Irene seconded and the motion passed unanimously.

Planning and Development

Kristy Rowan, Planning & Development Coordinator and Zoning Administrator discussed the current vacant administrative assistant in her office noting she has begun searching for her replacement in that position.

Ms. Rowan also discussed the BLM's draft of the environmental assessment for the Rock Creek I Transmission Project. Comments are due January 5, 2024.

Attorney

Commissioner Johnson moved to approve the Chairman's signature on the Memorandum of Understanding between the City of Rawlins, Carbon County Treasurer, Carbon County Assessor and Carbon County Board of County Commissioners to establish and define roles, duties, and responsibilities each party shall undertake with respect to the City of Rawlins filing of special assessments against real property for collection of costs of cleaning up properties in Rawlins, beginning December 2024 and continuing no less than bi-annually thereafter. Commissioner Espy seconded and the motion passed unanimously.

Clerk

Vice Chairman Moore moved to approve any commissioner's signature on the Real Property Lease No. 8-09716 between Carbon County Commissioners and the State of Wyoming, Department of Administration & Information General Services Division for 960 sq. ft. of office space in the Carbon Building for WIC in the amount of \$10,560.00 yearly and for a term of July 1, 2023 through June 30, 2026 with the amount increasing to \$12,480.00 for June 1, 2026 through June 30, 2027. Commissioner Espy seconded and the motion passed unanimously.

Commissioner Irene moved to approve the Chairman's signature on Amendment #1 of the 2023-2024 Administrative Services Agreement between BCBSWY and Carbon County amending Section E – General Provisions of the Administrative Services Agreement to add the following sentence at the end of provision 16 "Nothing in this provision shall be construed as a prohibited Gag Clause under the Consolidated Appropriations Act". Commissioner Johnson seconded and the motion passed unanimously.

Commissioner Espy moved to approve Janelle Thayer-Steele to the Carbon County Fair Board for a five-year term expiring December 2028. Vice Chairman Moore seconded and the motion passed unanimously.

Commissioner Johnson moved to ratify the Chairman's electronic signature on the UW Bucking Horse and Rider Organization Use Agreement with an expiration date on June 30, 2025. Commissioner Irene seconded and the motion passed unanimously.

EXECUTIVE SESSION

Commissioner Espy moved to go into executive session at 11:34 a.m. with Clerk Bartlett, Ashley Mayfield Davis and Matt Webster to discuss personnel, potential litigation and other matters considered confidential by law. Vice Chairman Moore seconded and the motion passed unanimously. Matt left at 11:56 a.m.

Commissioner Espy moved to come out of executive session at 12:00 p.m. noting no action was taken and that the minutes be signed and sealed. Vice Chairman Moore seconded and the motion passed unanimously.

BLM ELECTRIC LINE PROJECT COMMENTS

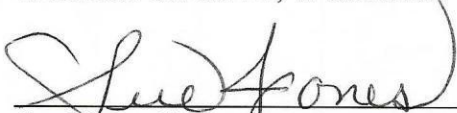
Commissioner Espy moved to authorize any commissioner's signature on a letter to the Bureau of Land Management commenting on an electric line project. Commissioner Johnson seconded and the motion passed unanimously.


ADJOURNMENT

Commissioner Espy moved to adjourn the meeting at 12:03 p.m. Vice Chairman Moore seconded and the motion passed unanimously.

A regular meeting of this Board will be held Tuesday, January 16, 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 or by calling the Clerk's Office at (307) 328-2668 or 1-800-250-9812.

Approved this 2nd day of January 2024
BOARD OF COUNTY COMMISSIONERS
CARBON COUNTY, WYOMING


Sue Jones, Chairman


Gwynn G. Bartlett, Carbon County Clerk

