

**REPORT TO THE  
MINUTES OF THE BOARD OF  
CARBON COUNTY COMMISSIONERS  
REGULAR MEETING  
Tuesday, February 20, 2024, 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, February 6, 2024, 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**

There were no additions or corrections to the agenda.

**VOUCHERS**

Commissioner Espy moved to approve January 2024 payroll and benefit expenses of \$1,037,071.01, insurance claim and premium expenses of \$189,012.70 and the report of expenditures in the amount of \$353,775.28 for an aggregate total today of \$1,579,858.99. Vice Chairman 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
APEX Communications	Radio Contract Services	\$4,000.00
ARDURRA	Hangar Acquisition	\$38,183.75
B&M Suppliers	Gloves	\$359.96
Baggs, Town of	Office Rent	\$450.00
Bank of Montreal - Mastercard	Misc. Charges	\$28,018.80
Barcodes	Labels	\$415.16
Beach, Homer	Fire Station Snowplowing	\$640.00
BI Inc.	Electronic Monitoring	\$1,430.00
Bridger Fabrication	Metal	\$279.92
Brown & Hiser LLC	Legal Services	\$400.64
Capital Business Systems Inc.	IT Copiers	\$2,426.59
Carbon Co. Economic Devel.	Semi Annual Outside Agency Payment	\$7,500.00
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	\$140.60
Charter Communications	Cable Service	\$117.31
CIDNET	Jail Data	\$750.00
Clerk of Dist. Court (Jurors)	District Court Jurors/Bailiffs	\$3,859.32
Coal Creek Law	Legal Services	\$670.00
Dallin Motors Inc.	Def Injector	\$644.80
Davis, Ashley	Certified Copy Reimbursement	\$76.00
Elk Mountain Conoco	Fuel	\$1,770.14
Elk Mountain, Town of	Water Services	\$171.50
Engineering Associates	Road Maintenance	\$14,363.33
Engstrom, James D. DDS	Dental Services	\$5,000.00
Fremont County Coroner's Office	Autopsy Fees	\$2,000.00
Galls/Quartermaster	Light Bearing Holster & Sheriff Vest	\$409.40
Garcia, Moraima	Witness Fee	\$60.00
Genesis Lamp Corporation	Runway/Taxiway Lenses	\$1,915.88
Gier, David	Bls Cards Reimbursement	\$50.00
Greenwood Mapping, Inc.	Parcel Mapping Jan 2024	\$825.00
Iacovetto, Karon	Monthly Cleaning Services	\$8,230.00
Jack's Bumpers LLC	Front Bumper X3	\$4,750.00
Kalen Marketing Solutions	Safe Gambling Campaign Design	\$15,238.00
Kaluzny, Emily	Personal Phone Usage	\$30.00
Kilburn Tire Company	Tires, Mount and Balance	\$3,402.90
KTGA/KBDY	Radio Ads	\$220.00
Kurtak, Karen	Mileage	\$62.70
L N Curtis & Sons	Breathing Air Compressor Service	\$2,068.30
Lehr, Casey	Antifreeze Reimbursement	\$11.62
Lifetime Benefit Solutions, Inc.	Cobra Fees	\$25.00
Martinez, Natasha	Legal Services	\$520.00
McKesson Medical-Surgical	Misc. Medical Supplies	\$270.26
McNees, James	Mileage	\$77.00
Medicine Bow, Town of	Water Services	\$218.65
Merseal Law, LLC	Legal Services	\$7,080.00
Mobile Concrete, Inc.	Concrete for Cattle Guard Blocks	\$3,333.75
Morgan's Flooring & Cabinets	Courthouse Flooring	\$634.89
Motorola Solutions	CCSO Body Cams	\$63,000.00
MPM Corp / Evergreen Disposal	Trash Services	\$130.00
Napa - Saratoga	Adapter Bearing	\$61.27
NMS Labs	Lab Services	\$63.00
Norco, Inc.	Gloves & Cylinder Rental	\$1,516.65
Olde Trading Post	Fuel	\$113.92
O'Reilly Auto Parts	Snow Brush	\$22.99

Perkins Oil Co	Fuel	\$7,141.67
Phillips 66 Co.	Fuel	\$37.75
Plainsman Printing & Supply	Legal Folders	\$255.00
Quarles Petroleum	New Fuel Cards for Fire	\$32.95
Quill Corporation	Stapler/Mousepad/Tape Dispenser	\$50.91
R.P Lumber Company, Inc.	Shipping Charges	\$14.89
Rawlins Automotive	Serpentine Belt	\$2,383.47
Rawlins Hardware - 5405	Batteries	\$39.98
Rawlins Hardware - 5410	Misc. Supplies	\$696.77
Reyes, Mayra	Soberlink Refund	\$895.00
RNB State Bank	Gift Cards	\$59.90
Rocky's Quik Stop	Fuel	\$2,020.43
Shively Hardware	Misc. Supplies	\$1,010.49
Shue, Kevin	Index Plugs Reimbursement	\$129.94
Skyline Motors, Inc.	Interior/Exterior Detail	\$249.10
Snake River Press	Job Ad	\$72.00
Stage Stop General Store	Misc. Supplies	\$33.03
Staples Advantage	Misc. Office Supplies	\$295.88
State of Wyoming DCI	Sex Offender Fees	\$195.00
Stinker Stores Inc.	Fuel	\$5,993.66
Stocks, Kody R.	Fuel Reimbursement	\$274.87
Summit Food Service	Jail Meals	\$8,884.48
Swanson Services Corporation	Jail Commissary Supplies	\$1,640.10
The Masters Touch, LLC	Mv Postcard Mailing	\$929.25
The Product Center	Imaging Unit Supplies	\$528.08
Tin Boy Garage	Fuel Additive	\$227.88
Transunion Risk & Alt. Data	Tru-lookup Program	\$350.00
Trudiligence, LLC	OEM Volunteer	\$160.88
US Bank	Jail Misc. Charges	\$1,430.00
Valley Oil Company	Fuel	\$1,373.93
Voiance Language Services LLC	Interpretation Services	\$30.00
Western Truck Repair	Batteries	\$339.90
Wex Bank	Fuel	\$320.16
WY Behavioral Institute	Medical Services	\$549.16
WY Co. Commissioner's Assoc.	Legislative Conference Registration	\$400.00
WY Dept of Health	Public Health Vehicle Rental	\$80.00
WY Machinery Company	Misc. Auto Supplies	\$561.71
WY Retirement System	Jan Vol Fire Retirement	\$806.25
WY Cleaning & Solutions LLC	Courthouse-Monthly Cleaning Services	\$6,583.33
Wyoming Law, PC	Legal Services	\$2,330.00
WYOPASS	Planning Dues	\$305.00

## **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 February 6, 2024, regular meeting minutes; monthly receipts from Road and Bridge in the amount of \$2,031.10; and bonds for Wade Nelson, Council Member for Town of Elk Mountain in the amount of \$25,000.00, Angie E. Hobbs, Council Member for Town of Elk Mountain in the amount of \$25,000.00, Heidi R. Hess, Clerk/Treasurer for Town of Elk Mountain in the amount of \$25,000.00, Morgan Irene, Mayor for Town of Elk Mountain in the amount of \$25,000.00, Elizabeth Carlin, Treasurer for BOCES Region V in the amount of \$25,000.00 and Alex Gruenhagen, Treasurer for Carbon County Visitors Council in the amount of \$100,000.00. Commissioner Irene seconded and the motion passed unanimously.

## **ELECTED OFFICIALS & DEPARTMENT HEADS**

Chairman Jones introduced students from Western Wyoming Community College government class.

### **Fire Warden**

John Rutherford, Carbon County Fire Warden, stated that he has been instructing a Firefighter 1 class in Baggs. During the process of teaching communications, he realized the department has inadequate portable radios. Warden Rutherford stated that he has 6 of the older Motorola portables that the County could give the department. The radios will not be WyoLink compatible but would work much better than what they currently have. Warden Rutherford requested that the BOCC deem the radios as surplus and allow him to give them to the Baggs department. Warden Rutherford would make sure that the radios are in good shape and programmed.

Commissioner Johnson moved to surplus 6 Motorola XTS 2500 Portable Radios that are currently assigned to the Carbon County Fire Warden and approve the donation of these radios to the Baggs Fire Department. Commissioner Espy seconded and the motion passed unanimously.

Fire Warden Rutherford gave a brief update on the fire district. He detailed the new time tracking system. He also discussed the mutual aid agreement.

### **Road & Bridge**

Kandis Fritz, Road & Bridge Superintendent presented lease Agreement Gravel Permit #525 with Ron Wille and Lease Agreement Gravel Permit # 425 with James Wiant for commissioner approval.

Commissioner Espy moved to approve and authorize the Chairman's signature on the Lease Agreement Gravel Permit #525 for County Road 700 with Ron Wille in the amount of \$1,000.00 per year in a lump sum for 200 tons of aggregate to be removed from the Miller Gravel Pit and thereafter at a rate of \$5.00 per ton for a term of March 1, 2024 through February 28, 2025; and the Lease Agreement Gravel Permit # 425 for County Road 504 with James Wiant in the amount

of \$1,000.00 per year in a lump sum for 200 tons of aggregate to be removed from the Wiant Gravel Pit and thereafter at a rate of \$5.00 per ton for a term of March 1, 2024 through February 28, 2025. Vice Chairman Moore seconded and the motion passed unanimously.

### **Emergency Management**

Lenny Layman, Emergency Manager detailed an up-coming meeting February 21 pertaining to the Hazard Mitigation Plan. He detailed the timeline for this process that will take place over the year.

### **Planning and Development**

Kristy Rowan, Planning & Development Coordinator and Zoning Administrator overviewed the 2023 Annual Report of the Carbon County Planning & Zoning Commission.

Ms. Rowan requested authorization to fill the GIS Specialist position. The board requested that Ms. Rowan research the availability of potential applicants with the University and any other contacts she has and determine potential salary range before moving forward since it's close to budget time.

### **Sheriff**

Alex Bakken, Carbon County Sheriff presented a Memorandum of Understanding with the Town of Riverside for board approval and Chairman's signature.

Commissioner Espy moved to approve and authorize the Chairman's signature on the Memorandum of Understanding between the Town of Riverside and the Carbon County Sheriff's Office for law enforcement services. Vice Chairman Moore seconded and the motion passed unanimously.

Sheriff Bakken recognized employees for their years of service. He gave an update on the extraterritorial deputy shared with Albany stating there was an MOU established a while ago and stressed that this is allowed by statute and will not ever have more than one. He provided an update on the avalanche and snowmobiler incident, discussing the conditions of the search and recognizing those involved. He also mentioned that the Medicine Bow Marshall's office is no longer in existence as voted by the Medicine Bow Town Council.

### **Commissioners**

Chairman Jones presented a Proclamation for ServeWyoming National Service Recognition Day. Chairman Jones read the proclamation.

Vice Chairman Moore moved to authorize the Chairman's signature on the Proclamation ServeWyoming National Service Recognition Day. Commissioner Espy seconded and the motion passed unanimously.

**NATIONAL SERVICE RECOGNITION DAY**  
**PROCLAMATION**

**WHEREAS**, service to others is a hallmark of the American character, and central to how we meet our challenges; and

**WHEREAS**, Carbon County is increasingly turning to national service and volunteerism as a cost-effective strategy to meet their needs; and

**WHEREAS**, AmeriCorps and AmeriCorps Senior participants address the most pressing challenges facing our communities, from educating students for the jobs of the 21<sup>st</sup> century, to fighting the opioid epidemic, to responding to natural disasters, to supporting veterans and military families; and

**WHEREAS**, national service expands economic opportunity by creating more sustainable, resilient communities and providing education, career skills, and leadership abilities for those who serve; and

**WHEREAS**, AmeriCorps and AmeriCorps Senior participants serve in more than 50,000 locations across the country, bolstering the civic, neighborhood, and faith-based organizations that are so vital to our economic and social well-being; and

**WHEREAS**, national service participants increase the impact of the organizations they serve, both through their direct service and by managing millions of additional volunteers; and

**WHEREAS**, national service represents a unique public-private partnership that invests in community solutions and leverages non-federal resources to strengthen community impact and increase the return on taxpayer dollars; and

**WHEREAS**, national service participants demonstrate commitment, dedication, and patriotism by making an intensive commitment to service, a commitment that remains with them in their future endeavors; and

**WHEREAS**, ServeWyoming and AmeriCorps have helped more than 5,000 Wyoming AmeriCorps members who have served 3.7 million hours across our state and have qualified for more than \$8.1 million in education awards.

**WHEREAS**, ServeWyoming and AmeriCorps shares a priority with local leaders nationwide to engage citizens, improve lives, and strengthen communities; and is joining with the National League of Cities, the National Association of Counties, Cities of Service, and local leaders across the country for National Service Recognition Day on March 12, 2024.

**THEREFORE, BE IT RESOLVED** that I, Chairman Sue Jones, of Board of Carbon County Commissioners, do hereby proclaim March 12, 2024, as National Service Recognition Day, and encourage residents to recognize the positive impact of national service in our community, to thank those who serve; and to find ways to give back to their communities.

-s- Sue Jones, Chairman  
On behalf of Carbon County Commissioners

**CITIZEN/COMMISSIONERS DISCUSSION**

Vice Chairman Moore discussed going to Natrona County today in support of the feasibility study.

Commissioner Espy discussed his recent NACO trip to D.C. and his meetings with the Department of Energy and the U.S. Forest Service. They also met to discuss public lands resources.

Commissioner Irene discussed the Commissioner's Association meeting in Cheyenne. He also congratulated Lenny Layman on the Community Builder's Award.

Commissioner Johnson provided an update from attending the WCCA meeting in Cheyenne.

Chairman Jones discussed the importance of participation in government. She also discussed the central shooting complex proposed for Natrona County and requested a letter of support.

Vice Chairman Moore moved to approve the letter of support for the Natrona County Shooting Complex. Commissioner Espy seconded and the motion passed unanimously.

Vice Chairman Moore left the meeting at 10:15 a.m.

### **MEMORIAL HOSPITAL OF CARBON COUNTY (MHCC)**

Rex Walk, Interim Chief Executive Officer along with Stephanie Hinkle, Director of Strategic Operations provided a cost report and audit update.

Ms. Hinkle announced the new CFO Margaret M. Fontana, MBA, CPA who will be moving here from North Dakota on March 1. Scott Miller will help with the transition through April.

Mr. Walk provided an update on recruitment efforts, rural family physicians, and compliance programs and SLIB grant monies. They will be providing current financials at the next BOCC meeting.

Ms. Hinkle provided an update on the Hanna Clinic, staffing, new service lines including sleep studies and stress tests, strategic planning sessions, Process and HIPAA training, community relation efforts.

### **PUBLIC HEARING – Z.C. Case #2024-01- Zoran and Vesna Vrhovnik**

Chairman Jones opened a public hearing at 11:30 a.m. to hear Planning & Zoning Z.C. Case File No. 2024-01, Zoran and Vesna Vrhovnik's request for a Zone Change from Ranching, Agriculture and Mining (RAM) to Forestry Production and Seasonal Recreation (FPSR-34.42) on approximately 34.42 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 3.5 miles west of Carbon County Road #291 (Hanna/Leo/Kortes Road) near Pathfinder Reservoir. Kristy Rowan, Planning & Development Coordinator and Zoning Administrator presented the case file.

Chairman Jones called for comments for or against the case. There being no comments, Chairman Jones closed the hearing at 11:37 a.m.

Commissioner Johnson moved that based on the recommendation of the Planning & Zoning Commission and staff to approve Resolution No. 2024-03, 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. 2024-01, Zoran and Vesna Vrhovnik's request for a Zone Change from Ranching, Agriculture and Mining (RAM) to Forestry Production and Seasonal Recreation (FPSR-34.42) on approximately 34.42 acres and is located approximately 3.5 miles west of Carbon County Road #291 (Hanna/Leo/Kortes Road) near Pathfinder Reservoir. Commissioner Irene seconded and the motion passed unanimously.

**Resolution No. 2024 -03**

**A Resolution of the Board of County Commissioners of Carbon County, Wyoming,  
adopting the recommendation of the Carbon County Planning and Zoning Commission.**

**Z.C. Case File #2024-01**

**WHEREAS**, pursuant to the Carbon County Zoning Resolution of 2015, as amended, and Wyo. Stat. Ann. §18-5-202(b), the Carbon County Planning and Zoning Commission held a public hearing on Monday, January 8, 2024, which hearing was advertised by public notice at least thirty (30) days prior to said hearing; and

**WHEREAS**, at the Monday, January 8, 2024, public hearing, the Carbon County Planning and Zoning Commission provided the public the opportunity to comment and the Carbon County Planning and Zoning Commission considered any public comments which were made at said public hearing; and

**WHEREAS**, at the conclusion of said Monday, January 8, 2024, public hearing, the Carbon County Planning and Zoning Commission voted to certify in writing its recommendation to the Carbon County Board of County Commissioners to adopt the zone change as an amendment to the Carbon County Official Zoning Map for Carbon County, Wyoming; and

**WHEREAS**, the Carbon County Board of County Commissioners, pursuant to the Carbon County Zoning Resolution of 2015, as amended, and Wyo. Stat. Ann. §18-5-202(c) and after receipt of said certified recommendation of this zoning amendment to the Carbon County Official Zoning Map, advertised by public notice at least 14 days prior to a public hearing to take public input and comments on the proposed amendment, which said hearing occurred on Tuesday, February 20, 2024; and

**WHEREAS**, at said public hearing on February 20, 2024, the Carbon County Board of County Commissioners provided the opportunity for the public to comment and for the Carbon County Board of County Commissioners to consider any comments which were made on the proposed amendment; and

**WHEREAS**, the Carbon County Board of County Commissioners in considering the proposed amendment have also reviewed and considered the Carbon County Comprehensive Land Use Plan, as amended; and the Carbon County Zoning Resolution of 2015, as amended; and

**WHEREAS**, the Carbon County Board of County Commissioners have determined that the proposed amendment is in general conformance with the Carbon County Comprehensive Land Use Plan, as amended, and that the proposed zone change meets the following applicable criteria of the Carbon County Zoning Resolution of 2015, as amended; and

**WHEREAS**, at a regularly scheduled meeting of the Carbon County Board of County Commissioners, by majority vote, the Carbon County Board of County Commissioners moved to approve the proposed zoning amendment to the Carbon County Official Zoning Map.

**Z.C. Case File #2024-01:** Request for a Zone Change from Ranching, Agriculture and Mining (RAM) to Forestry Production and Seasonal Recreation (FPSR-34.42) on approximately 34.42 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.

**Petitioners:** Zoran and Vesna Vrhovnik (Applicants and Land Owners)

**Rural Address:** 592A Pedro Mountain Ranch Road

**Parcel Identification Number:** 27830630001500

**General Site Location:** Approximately 3.5 miles west of Carbon County Road #291 (Hanna/Leo/Kortes Road) near Pathfinder Reservoir.

**Legal Description (taken from Warranty Deed, Book 1396, Page 252):** SW1/4 SW1/4, Section 6, T27N, R83W, 6<sup>th</sup> P.M., Carbon County, Wyoming.

**NOW THEREFORE BE IT RESOLVED BY THE  
BOARD OF COUNTY COMMISSIONERS OF CARBON COUNTY, WYOMING:**

That the Carbon County Board of County Commissioners, hereby adopts this amendment as certified to them in writing by the Carbon County Planning and Zoning Commission and the existing zone shall be changed from Ranching, Agriculture and Mining (RAM) to Forestry Production and Seasonal Recreation (FPSR-34.42) on approximately 34.42 acres.

**PRESENTED, READ, AND ADOPTED** at a regularly scheduled meeting of the Board of County Commissioners of Carbon County, Wyoming, on the 20<sup>th</sup> of February 2024.

**BOARD OF COUNTY COMMISSIONERS OF  
CARBON COUNTY, WYOMING**

By: -s- Sue Jones, Chairman  
On behalf of the Carbon County  
Board of County Commissioners

Attest: -s- Gwynn G. Bartlett, Carbon County Clerk

**ADJOURNMENT**

Commissioner Espy moved to adjourn the meeting at 11:40 a.m. Commissioner Johnson seconded and the motion passed unanimously.

A regular meeting of this Board will be held Tuesday, March 19, 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.