

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

**Tuesday, April 2, 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, April 2, 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**

Commissioner Johnson moved to approve the agenda as amended. Commissioner Irene seconded and the motion passed unanimously.

**VOUCHERS**

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

Vice Chairman Moore moved to approve the report of expenditures in the amount of \$349,038.07 for an aggregate total today of \$349,113.07. Commissioner Johnson 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
Advanced Network Mgmt., Inc.	Email Security	\$25,000.45
APEX Communications	Radio Tech Maint & Repair	\$141.90
Black Hills Energy	Gas Services	\$17,314.98
Blakeman Propane	Propane Services	\$3,071.92
Bomgaars Supply	Misc. Parts & Supplies	\$491.45
C & B Sand & Gravel	Gravel- Baggs County Rd 601	\$1,087.98
Capitol Communications	Remote Support for Phone System	\$127.50
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
CIDNET	Jail Data	\$750.00
Colorado State University	Cem Analytical Lab Fees	\$200.00

Dallin Motors Inc.	Replace Wiper Assembly	\$466.80
Dixon, Town of	Water Services	\$308.00
Eichenberger, Melissa	Mileage	\$74.13
Engineering Associates	CR1 & CR270 - Eng. Fees-Bridge Rpl.	\$11,450.68
Envoy Data Corporation	MFA Project	\$152.98
Erickson, Michael	Jury Trial Witness	\$82.10
Fatbeam LLC	Fiber, IT Internet & Website	\$5,170.00
FL Highway Safety	Florida Certified Driving Record	\$10.00
Further	Health Reimb., Medical FSA & Part. Fees	\$4,420.78
Galls/Quartermaster	Sheriff Uniforms	\$546.10
Gulbrandson, Kimberly A.	Mileage	\$75.90
Hanna, Town of	Water Services	\$279.64
Harvey, Doreen	Mileage	\$82.10
Herring, Jeff	Gear Lube	\$467.31
High Plains Power	Electric Services	\$486.25
Iacovetto, Karon	Monthly Janitorial Services-Carbon Building	\$8,230.00
Jack's Body & Fender Repair	Towing Services	\$1,510.00
Jones, Randy Jay	Mileage	\$107.80
Judicial Dialog Systems	Dialog Software System	\$22,400.00
Kaluzny, Emily	Personal Phone Usage	\$30.00
Kilburn Tire Company	Tire Valve & 4 Tires	\$1,422.75
Lifetime Benefit Solutions, Inc.	Cobra Fee	\$25.00
Lopez, Caitlin F.	Mileage	\$195.86
McKesson Medical-Surgical	Medical Supplies	\$105.90
MHCC	Jail Health	\$787.00
Midwest Card & ID Sol. LLC	E.M. Supplies, Software & Subscriptions	\$2,703.21
Morse, Kimberley	Travel Reimbursement	\$24.75
Myers, Adelaide	Mileage	\$46.20
Napa – Saratoga	Filters	\$313.29
Newbrough, Wendy J.	Mileage	\$133.10
NMS Labs	Lab Fees	\$236.00
Norco, Inc.	T shirt Rags	\$45.71
Olde Trading Post	Fuel	\$40.81
O'Reilly Auto Parts	Battery & Led Bar	\$120.03
Parker, Elizabeth	Mileage	\$11.06
Plainsman Printing & Supply	Manila Legal Folders	\$287.50
PowerPhone, Inc.	Emergency Dispatching Service	\$92,430.25
Quill Corporation	Misc. Office Supplies	\$547.53
R.P Lumber Company, Inc.	Misc. Supplies	\$577.74
Rawlins Automotive	Misc. Auto Parts & Supplies	\$4,198.16
Rawlins Hardware - 5410	Misc. Parts & Supplies	\$475.75

Rawlins Hardware - 5475	Aluminum Flat Bar	\$14.99
Rice-Prior, Denise	Inmate Mental Health Services	\$1,350.00
Schaeffer Mfg. Co.	Oil/Grease	\$2,348.49
Shively Hardware	Nuts/Locks	\$65.88
South Central Wy EMS	CPR Class	\$270.00
Southeastern WY Garage Door	Replace Bottom Garage Doors	\$3,850.00
Spaulding, Dawnette	Mileage	\$229.25
Staples Advantage	Misc. Office Supplies	\$61.45
State of Wyoming DCI	Sex Offender Fees	\$75.00
Stinker Stores Inc.	Fuel	\$3,187.58
Summit Food Service	Jail Meals	\$8,619.55
Sunrise Sanitation Service, LLC	Trash Services	\$75.00
Swanson Services Corporation	Jail Commissary	\$4,239.14
Taylor, Robert Leonard	Mileage	\$162.80
Terminix	Jail Pest Control	\$193.00
The Masters Touch, LLC	DMV Postage	\$4,528.48
Thos. Y. Pickett & Co., Inc.	April 2024 Final Installment	\$11,000.00
UPRSWDD	Trash Services	\$190.00
Valley Fire Extinguisher	Annual Kitchen Hood Inspection	\$4,601.55
WC & PAA	Annual Dues FY 2024	\$500.00
Webster, Matthew S.	IT Travel	\$436.15
Wiant, James	Gravel Lease Agreement	\$1,000.00
Wilson, Karon	Mileage	\$46.20
WY Behavioral Institute	Emergency Detentions	\$5,278.00
WY Co. Commissioner's Assoc.	Sage Grouse Plan Mou	\$460.19
WY Dept of Transportation	Brush Creek Bridge Rpl. & Transfer Plates	\$684.62
WY Rents, LLC	Scissor Lift Rental	\$218.25
Wy Retirement System	March Volunteer Fire Retirement	\$637.50
WY Cleaning & Solutions LLC	Monthly Janitorial Services-Courthouse	\$6,583.33
Zumbrennen Electric Inc.	Carbon Bldg. 3rd Floor-Electrician Services	\$2,888.84

## **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 March 19, 2024, regular meeting minutes; monthly receipts from Planning and Development in the amount of \$1,080.00; and a bond for Gina K. Helmetag, Assistant Treasurer for the Town of Sinclair in the amount of \$50,000.00. Commissioner Irene seconded and the motion passed unanimously.

## **ELECTED OFFICIALS & DEPARTMENT HEADS**

### **Sheriff**

Commissioner Espy moved to approve the purchase agreement with Motorola Solutions for Premium GIS Managed Services in the amount of \$26,232.00 and for a term of May 1, 2024, through April 30, 2025, with the cost expended from impact and E911 funds. Vice Chairman Moore seconded and the motion passed unanimously.

### **Commissioners**

Commissioner Espy moved to direct the County Treasurer to utilize the US Department of Treasury's Local Assistance and Tribal Consistency Funds (LATCF), fund 134 and accrued interest plus budgeted general fund money totaling approximately \$450,000.00 to pay off NBH Bank for the Courthouse and Carbon Building Improvement Project totaling \$9,670,641.07 on or before April 5, 2024. Commissioner Johnson seconded and clarified where the funds came from and why it was there. He stated that we knew that it would cost \$28 million to do both projects. We elected to go into the 6<sup>th</sup> penny negotiations to drop the County's request to \$18 million which left us on the hook for finding financing for the other \$10 million. Commissioner Espy further commented that the LATCF money was a one-time use that came to the County as part of the American Rescue Plan Recovery Act resulting from the pandemic and by using this money to pay the loan off, it will save the County from having to budget roughly \$750,000.00 a year in future years. The motion passed unanimously.

### **Road & Bridge**

Commissioner Johnson moved to approve and authorize the Chairman's signature on the Contract for Services with F&S Trucking for CR401 mag chloride and blade prep project in the amount of \$130,403.00 subject to legal review. Commissioner Espy seconded and the motion passed unanimously.

### **Building and Grounds**

Commissioner Espy moved to approve and authorize the Chairman's signature on the Contract for Services with Dynamic Control for HVAC repairs at the Carbon County Detention Center in the amount of \$29,597.00 for items that need replaced plus \$6,807.00 for rewiring and programming for a total of \$36,404.00 subject to legal approval. Vice Chairman Moore seconded and the motion passed unanimously.

### **Planning and Development**

Commissioner Irene moved to accept the Certifications of Recommended Action from the Carbon County Planning & Zoning Commission for Z.C. Case #2024-03-Arrow Shield Land and Cattle, LLC, Z.C. Case #2024-04-Arrow Shield Land and Cattle, LLC, and C.U. Case #2024-02-Excomm, LLC and Tawnya Saier and Gerald Dunnegan and schedule public hearings for Tuesday, May 7, 2024, at 11:30 a.m. at the Carbon Building – Courthouse Annex in Rawlins, Wyoming. Vice Chairman Moore seconded and the motion passed unanimously.

### **Clerk**

Commissioner Johnson moved to authorize the Chairman's signature on the Energy's Energy Efficiency and conservation Block grant (EECBG) program Pre-Award Information Sheet selecting the voucher program option and to approve the energy plan the Clerk will make. Commissioner Espy seconded and the motion passed unanimously.

### **Attorney**

Commissioner Espy moved to concur with a contract between the Town of Hanna and the Carbon County Library Board regarding utilities at the Hanna Library noting the Library Board or Library Director will sign the agreement. Vice Chairman Moore seconded the motion passed unanimously.

### **Commissioners**

Commissioner Irene moved to approve and authorize the Chairman's signature on a letter to a resident at Cathy Gardens. Commissioner Espy seconded and the motion passed unanimously.

### **EXECUTIVE SESSION**

Commissioner Espy moved to go into executive session at 10:24 a.m. with Clerk Bartlett and Ashley Mayfield Davis to discuss personnel, potential litigation and other matters considered confidential by law. Vice Chairman Moore seconded and the motion passed unanimously.

Commissioner Espy moved to come out of executive session at 11:06 a.m. noting no action was taken and that the minutes be signed and sealed. Vice Chairman Moore seconded and the motion passed unanimously.

### **PUBLIC HEARING - SUB Case #79-17 – "River Bend Estates Mobile Home Subdivision" Amended and Gerald Dunnegan**

Chairman Jones opened a public hearing at 11:01 a.m. to hear Planning & Zoning SUB Case #79-17 – "River Bend Estates Mobile Home Subdivision" Amended and Gerald Dunnegan's request to vacate the River Bend Estates Mobile Home Subdivision Amended as minimal development has occurred and no lots have been sold, developed, nor conveyed. The current zoning classification is Residential (RD) and is located approximately 14 miles east of Rawlins at the Fort Steele Exit on the south side of I-80. 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 other comments, Chairman Jones closed the hearing at 11:38 a.m.

Commissioner Johnson moved that based on the recommendation of the Planning & Zoning Commission and staff to authorize the Chairman's signature on the plat regarding SUB Case #79-17 – "River Bend Estates Mobile Home Subdivision" Amended and Gerald Dunnegan's request to vacate the River Bend Estates Mobile Home Subdivision Amended as minimal development has occurred and no lots have been sold, developed nor conveyed and is located approximately 14

miles east of Rawlins at the Fort Steele Exit on the south side of I-80. Commissioner Espy seconded and the motion passed unanimously.

### **PUBLIC HEARING - Z.C. Case File #2024-02 - AZ Transportation Services, Inc., and Gerald Dunnegan**

Chairman Jones opened a public hearing at 11:40 a.m. to hear Planning & Zoning Z.C. Case 2024-02 – AZ Transportation Services, Inc and Gerald Dunnegan’s request for a Zone Change from Residential (RD) and Ranching, Agriculture and Mining (RAM) to Highway Commercial (C-2) encompassing approximately 10 acres. The C-2 Zone is to provide for highway-oriented business development at appropriate locations in the County and to apply to areas where more complete commercial facilities are necessary for community convenience and is located approximately 14 miles east of Rawlins at the Fort Steele Exit on the south side of I-80. 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 other comments, Chairman Jones closed the hearing at 11:51 a.m.

Commissioner Johnson moved that based on the recommendation of the Planning & Zoning Commission and staff to authorize the Chairman’s signature on Resolution No. 2024-05 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 2024-02 – AZ Transportation Services, Inc and Gerald Dunnegan’s request for a Zone Change from Residential (RD) and Ranching, Agriculture and Mining (RAM) to Highway Commercial (C-2) encompassing approximately 10 acres and is located approximately 14 miles east of Rawlins at the Fort Steele Exit on the south side of I-80. Commissioner Espy seconded and the motion passed unanimously.

### **EXECUTIVE SESSION**

Commissioner Espy moved to go into executive session at 11:54 a.m. with Clerk Bartlett and Ashley Mayfield Davis to discuss personnel, potential litigation and other matters considered confidential by law. Vice Chairman Moore seconded and the motion passed unanimously.

Commissioner Espy moved to come out of executive session at 12:05 p.m. noting no action was taken and that the minutes be signed and sealed. Vice Chairman Moore seconded and the motion passed unanimously.

### **ADJOURNMENT**

Commissioner Espy moved to adjourn the meeting at 2:09 p.m. Vice Chairman Moore seconded and the motion passed unanimously.

A regular meeting of this Board will be held Tuesday, May 7, 2024, at 9:00 a.m. at the Carbon Building-Courthouse Annex located in 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.

-s- Gwynn G. Bartlett, Carbon County Clerk

Approved this 16<sup>th</sup> day of April 2024  
BOARD OF COUNTY COMMISSIONERS  
CARBON COUNTY, WYOMING

-s- Sue Jones, Chairman