

**OFFICIAL MINUTES OF THE BOARD OF  
CARBON COUNTY COMMISSIONERS  
REGULAR MEETING  
Tuesday, August 6, 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, August 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 Johnson, John Espy 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 Espy seconded and the motion passed unanimously.

**VOUCHERS**

Commissioner Johnson moved to approve the report of expenditures in the amount of \$564,410.59. Commissioner Espy seconded and the motion passed unanimously.

<b>Vendor</b>	<b>Detail Line Description</b>	<b>Total</b>
Abels, Duane E.	County Health Officer July 2024	\$1,633.00
Advanced Heating, Inc.	Replaced Compressor-Jail	\$4,483.00
Apg Media of the Rockies	County Office Closure	\$15.00
Ardurra	Dixon Hangar Acquisition	\$9,663.75
AT&T Mobility	County Phone & MDT Service	\$2,886.25
Axis Forensic Toxicology, Inc.	Lab Testing	\$305.00
Baggs, Town of	Office Space Rent	\$150.00
Bank of Commerce	Checks	\$808.83
Bank of Montreal - Mastercard	Misc. Charges	\$18,306.12
Bartlett, Gwynn	Mileage	\$289.30
Black Hills Energy	Gas Services	\$4,494.37
Blue To Gold, LLC	WY Search & Seizure Survival Guide	\$499.80
Bob Ruwart Motors	Vehicle Upfit	\$15,376.07
Bomgaars Supply	Targets & Gloves	\$128.96
Boys & Girls Clubs of Carbon Co.	April-June 2024 TANF	\$978.31
Buchanan, Karen	Mileage	\$137.50
C & B Sand & Gravel	Road base CR 706	\$2,598.74
Capital Business Systems Inc.	IT Copiers	\$2,714.65
Carbon County Fair Board	Booth Space	\$25.00

Carbon Co. Fire Protection District	Vol. Fire Retirement	\$1,012.50
Carbon County Senior Services	Full Parking Lot Grant Match	\$65,000.00
Casper Winnelson Co.	Faucet	\$188.04
Charter Communications	Jail Cable	\$119.24
CIDNET	Jail Data	\$750.00
Cook, Edith	Mileage	\$49.50
Core Legal, LLC	Legal Services	\$2,632.00
Cragun, Megan A.	Mileage	\$180.97
Daily Times	Jail Newspapers	\$187.92
Dirty Boyz Sanitation, Inc.	Trash Services	\$1,678.00
Dixon, Town of	Water Services	\$308.00
Dominion Energy	Gas Services	\$29.45
Eaton Sales & Service LLC	Overfill Testing	\$1,722.56
Election Systems & Software, LLC	Ship DS200 For Battery Install/Update	\$88.82
Elevated Health & Safety Solutions	Random Drug/Alcohol Screening	\$102.00
Erickson & Roberts	Legal Services	\$376.41
F & S Trucking, Inc.	Mag Chloride CR 401 & Retainage	\$134,315.00
Fatbeam LLC	Fiber & Internet	\$4,402.90
France, Tara	Court Reporter	\$154.45
Further	Medical FSA & Health Reimb.	\$5,162.06
Galls/Quartermaster	Holster for Taser	\$157.32
Grainger	Misc. Supplies	\$1,539.37
Greater Wy Big Bros/Sisters	June 24 Prevention & TANF	\$26,839.93
Greenwood Mapping, Inc.	Parcel Mapping	\$993.75
Gulbrandson, Kimberly A.	Mileage	\$73.15
Hanna, Town of	Water Services	\$256.46
Hays, Patricia	Mileage	\$45.10
High Plains Power	Electric Services	\$8.89
Hughes, Chris	PH Travel	\$15.40
InTab, Inc.	I Voted Stickers	\$185.45
Jack's Body & Fender Repair	Abandoned Vehicle Tow Charges	\$1,208.00
Johnson Auto Plaza of Laramie	Vehicle Maintenance	\$860.96
K2 Towers III, LLC	Radio Site Rent	\$2,318.54
Kalen Marketing Solutions	UW Gameday Sponsorship Package	\$8,000.00
Kaluzny, Emily	Personal Phone Usage July 2024	\$30.00
Kilburn Tire Company	Tires/Mount/Balance/Veh. Maint.	\$1,589.88
Knowbe4, Inc.	IT Cybersecurity	\$5,305.60
Kostovny, Mark	Mileage	\$46.20
KTGA/KBDY	Public Health Ads	\$2,860.00
Kurtak, Karen	Mileage	\$62.70
Larimer County Coroner	Morgue Fees	\$250.00

Local Government Liability Pool	Contribution FY 2025 Renewal	\$600.00
Martinez, Natasha K., P.C	Emergency Detentions	\$190.00
Matthew Bender & Co, Inc.	WY Court Rules	\$3,184.18
McNees, James	Mileage	\$77.00
Medicine Bow, Town of	3 Outfitted Vehicles	\$55,000.00
Merchant McIntyre & Assoc., LLC	Monthly Service Retainer	\$8,000.00
Miller, Ken	Mileage	\$44.99
Mobile Concrete, Inc.	Fiber/Fuel	\$1,150.00
Moss, Barbara	Mileage	\$121.00
Mountain States Lithographing	Election Code Book	\$100.00
Myers, Adelaide	Mileage	\$42.90
Napa - Saratoga	Misc. Auto Parts & Supplies	\$866.98
Nation, Leslie H.	Mileage	\$44.00
NMS Labs	Lab Testing	\$159.00
Norco, Inc.	Cylinder Rental & Misc Supplies	\$1,541.62
Offender Watch	Sex Offender Notifications	\$140.85
Olde Trading Post	June S&R Fuel	\$809.31
Online Web Services Us, Inc	Renewal Subscriptions	\$1,327.00
O'Reilly Auto Parts	Misc. Auto Parts & Supplies	\$121.95
Parker, Elizabeth	Mileage	\$19.75
Perkins Oil Co.	Fuel	\$3,135.83
PrintElect	Ballot Marking Pens/Paper Rolls	\$270.49
Quill Corporation	Tape/Batteries	\$26.08
R.P. Lumber Company, Inc.	Misc. Supplies	\$275.06
Rawlins Automotive	Misc. Auto Parts & Supplies	\$1,863.58
Rawlins Hardware - 5410	Misc. Parts & Supplies	\$979.93
Rawlins Hardware - 5465	Soap/Cleaning Wipes	\$22.70
Rawlins Pack and Ship LLC	FedEx Label	\$20.07
Rice - Prior, Denise	Inmate Mental Health Services	\$1,400.00
RNB State Bank	Ee's Yrs of Service Gift Cards	\$149.75
Rocky Mountain Info. Network	RMIN Membership Renewal	\$100.00
Rowan, Kristy	FEMA Flood Training Mileage	\$143.00
Saratoga Sun	Newspaper Renewal	\$42.00
Shively Hardware	Misc. Parts & Supplies	\$124.26
Sirchie	Replacement Pads	\$60.55
Snake River Press	Newspaper Renewal	\$40.00
Staples Advantage	Misc. Office Supplies	\$125.72
State of Wyoming A & I	State of Wy ETS & File Storage	\$56.64
State of Wyoming DCI	Sex Offender Fees	\$25.00
Stericycle, Inc.	Safe Budget Subscription	\$47.48
Stinker Stores Inc.	Fuel	\$11,687.09

Summit Food Service	Jail Meals	\$13,739.95
Swanson Services Corporation	Jail Commissary Supplies	\$1,516.67
Swanson, Rachel A.	Mileage	\$200.20
Sweetwater County Circuit Court	Copies/Exemplifications	\$21.00
Terminix	Jail Pest Control	\$237.00
The Cowboy Couture	Embroidered Uniforms-Sheriff	\$155.94
The Masters Touch, LLC	DMV Postcards & Postage	\$8,365.40
The Product Center	Ink Cartridge	\$521.04
Tin Boy Garage	Bearings	\$177.00
Tractor Supply Credit Plan	Blade Rotary Cutters & Propane	\$393.34
Trevathan, Sabrina RDR	Transcript Hearing Proceedings	\$1,252.50
Tyler Technologies, Inc.	Tyler Hosted Systems	\$551.26
UPRSWDD	Trash Services	\$190.00
Valence Health Corp	INR Measurements	\$80.00
Vol. of America Northern Rockies	April-June 2024 Fees	\$50,000.00
WACO	Waco Registration	\$500.00
Warren's Towing	Road Call	\$510.00
Webster, Matthew S.	Mileage	\$47.30
Wille, O.R.	Mileage	\$82.50
Wilson, Karon	Mileage	\$42.90
WY Behavioral Institute	Emergency Detentions	\$754.00
WY Dept of Health	State Rental Vehicle	\$80.00
WY Dept of Workforce Services	Unemployment	\$5,884.10
WY Dept of Transportation	Renewal of County Plates	\$1,250.00
WY Guardians Ad Litem Program	Guardian Ad Litem Fees	\$8,053.48
WY Machinery Company	Misc. Parts & Water Truck Rental	\$8,951.29
WY Rents, LLC	Water Trailer W/ Sprayer	\$150.00
WY Retirement System	Ejlersen Back Retirement	\$152.13
WY State Bar	Conference Registration	\$250.00
Y2 Consultants, LLC	Land Use Plan Update	\$14,939.75
Young, Tracy	July 2024 Carbon County Prevention	\$4,125.00
Zumbrennen Electric Inc.	Electrical Repairs at Fairgrounds	\$10,500.91

### **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 July 15, 2024, regular meeting minutes; a monthly receipt from the Planning and Development in the amount of \$12,050.00; and bonds for Darrin H. Jennings, Superintendent for Carbon County School District #2 in the amount of \$50,000.00, Pamela A. Thayer, Treasurer for Board of Cooperative Higher Education Services in the amount of \$50,000.00, Beverly Hannum, Treasurer for the City of Rawlins in the amount of \$100,000.00 and a Continuation Certificate for Thomas Sarvey, Treasurer for the City of Rawlins

in the amount of \$250,000.00 Commissioner Johnson seconded and the motion passed unanimously.

## **ELECTED OFFICIALS & DEPARTMENT HEADS**

### **Assessor**

Commissioner Espy moved to adopt the 2025 Mill Levies as presented by the County Assessor. Vice Chairman Moore seconded and the motion passed unanimously.

### **Road and Bridge**

Commissioner Johnson moved to waive the procurement policy and use collected impact funds to purchase the truck in the amount of approximately \$153,000 after deducting rental payments. Vice Chairman Moore seconded and the motion passed unanimously.

### **Public Health**

Commissioner Espy moved to approve and authorize the Chairman's signature on the Memorandum of Understanding between the Wyoming Department of Health, Public Health Division and Carbon County for Public Health Nursing and the Maternal and Child Health Unit for a term of July 1, 2024, through June 30, 2026, and in an amount not to exceed \$196,000.00. Commissioner Johnson seconded and the motion passed unanimously.

### **Sheriff**

Vice Chairman Moore moved to approve and authorize the Chairman's signature on Attachment B to the Fiscal Year 2025 Contract for Services to Victims of Crime Between the State of Wyoming, Office of the Attorney General, Division of Victim Services and Carbon County Sheriff's Office Victim Witness Program with funding provided as follows: VAWA funding of \$18,700.00, VOCA \$78,087.00; state victim witness funds \$15,236.00, and additional state surcharge funds of \$5,474.00, including Attachment "A", Subgrantee Audit Requirements and Attachment "B", Certified Assurances & Special Conditions. Commissioner Irene seconded and the motion passed unanimously.

### **Buildings & Grounds**

Commissioner Espy moved to waive procurement and approve and authorize the Chairman's signature on the Contract for Services with Dynamic Controls Inc for HVAC repair at the Jail in the amount of \$34,776.00. Vice Chairman Moore seconded and the motion passed unanimously.

Vice Chairman Moore moved to award the bid to Zumbrennen Electric in the amount of \$2,769.53 to relocate power at the Road & Bridge shop in Medicine Bow and authorize any commissioner to sign the contract. Commissioner Johnson seconded and the motion passed unanimously.

### **IT**

Commissioner Irene moved to waive procurement as only informal quotes were received due to the specialized nature of services and to approve and authorize the Chairman's signature on the Imprivata Professional Services Statement of Work and Order Acceptance in the amount of \$48,077.60. Vice Chairman Moore seconded and the motion passed unanimously.

#### **Certification of Recommended Action**

Kristy Rowan, Planning & Development Coordinator and Zoning Administrator presented Certification of Recommended Action and requested a public hearing be scheduled. The applicant is Z.C. Case #2024- 09 – Lauren and Charlotte Swanson.

Vice Chairman Moore moved to accept the Certification of Recommended Action from the Carbon County Planning & Zoning Commission for Z.C. Case #2024-09 Lauren and Charlotte Swanson and schedule a public hearing for September 3, 2024, at 11:30 a.m. at the Carbon Building – Courthouse Annex in Rawlins, Wyoming. Commissioner Johnson seconded and the motion passed unanimously.

#### **Clerk**

Commissioner Irene moved to approve and authorize the Chairman's signature on the Pinnacle Public Finance, Inc. Final Acceptance Certificate for the lease of the end dump and blade and apply the existing \$401.93 to the county's final payment. Commissioner Espy seconded and the motion passed unanimously.

Commissioner Johnson moved to approve and authorize the Chairman's signature on the lease agreement with Frank Trujillo for the Caretaker's House at the Fairgrounds in the amount of \$600.00 per month and for a term of July 1, 2024, ending June 30, 2026. Vice Chairman Moore seconded and the motion passed unanimously.

Commissioner Espy moved to approve and authorize any commissioner's signature on the Corrected Deed for Book 1414 Page 189 noting the legal description should be Lot 18, Arrow Industrial Park. Commissioner Johnson seconded and the motion passed unanimously.

Commissioner Espy moved to approve and authorize the Chairman's signatures on the Annual Compensation Agreements with the University of Wyoming for Emily Haver in the amount for \$25,056.00 and Laurie Boyd in the amount of \$48,870.00 both for a term of July 1, 2024, through June 30, 2025. Commissioner Irene seconded and the motion passed unanimously.

Commissioner Irene moved to approve and authorize the Chairman's signature on the Agreement for Services with Tracy Young for consultant services for public health to administer the Prevention grant in the amount of \$800.00 per month and for a term of July 1, 2024, through June 30, 2026. Vice Chairman Moore seconded and the motion passed unanimously.

Vice Chairman Moore moved to change the VSP Vision Insurance effective January 1, 2025, increasing the premium to add an additional benefit to \$200 for frames; authorize the Chairman's



signature on the stop-loss renewal with Pan American and the Optum transplant 2025 renewal and to accept the optional changes to the county's health plan as recommended by Commissioners Espy and Chairman Jones. Commissioner Johnson seconded and the motion passed unanimously.

Commissioner Johnson moved to appoint Lois Buchanan to the Hanna seat on the Carbon County Senior Services board for an unexpired three-year term ending March 2025, George Moss to the Baggs Solid Waste Disposal District for an unexpired three-year term ending August 2026 and reappoint Chris Herold to the Baggs Solid Waste Disposal District for a three-year term ending August 2027 and Katelyn Olson to a unexpired 3-year term on the Platte Valley Community Center Joint Powers Board. Commissioner Espy seconded and Commissioner Irene thanked Ellen Freeman for her application. To handle the senior services motion separately Commissioner Johnson withdrew his motion.

Commissioner Johnson moved to appoint Lois Buchanan to the Hanna seat on the Carbon County Senior Services board for an unexpired three-year term ending March 2025. Commissioner Espy seconded and asked since Ellen Freeman was present that she be allowed to speak. The motion passed with all voting for the motion except Commissioner Irene who voted nay.

Commissioner Espy moved to appoint George Moss to the Baggs Solid Waste Disposal District for an unexpired three-year term ending August 2026 and reappoint Chris Herold to the Baggs Solid Waste Disposal District for a three-year term ending August 2027 and Katelyn Olson to an unexpired 3-year term on the Platte Valley Community Center Joint Powers Board. Vice Chairman Moore seconded and the motion passed unanimously.

#### **Attorney**

Commissioner Irene moved to approve and authorize the Chairman's signature on the Thomson Reuters Westlaw Subscription Agreement for a term of 12 months and in the amount of \$868.14. Commissioner Espy seconded and the motion passed unanimously.

Commissioner Johnson moved to approve the appointment of Travis Shurtliff as a full-time assistant public defender for the 2<sup>nd</sup> Judicial District. Commissioner Espy seconded and the motion passed unanimously.

#### **Commissioners**

Commissioner Espy moved to approve and authorize the Chairman's signature on the Agreement to Sell Property to Albany County School District in the amount of \$80,000.00, a Bill of Sale for the property and Resolution No. 2024-20, A Resolution of the Board of County Commissioners of Carbon County, Wyoming "Sale of Medicine Bow Building", and that if any additional documents are necessary to complete the sale, any commissioner is authorized to sign those. Vice Chairman Moore seconded and Commissioner Irene thanked Chairman Jones for her work on this. Kandis Fritz discussed the existing concrete foundation and Chairman Jones let Jeff Askins know that he will need to determine how to remove the concrete or bury it. The motion passed unanimously.

Commissioner Espy moved to approve and authorize the Chairman's signature on the approval form received from the City of Rawlins regarding BLM's request for S.U.P. 2408 002, and PZ 2408 003 and City of Rawlins request for PZ 2408 001 to support the zone change, and to comment that the change is for the betterment of the county. Vice Chairman Moore seconded and the motion passed unanimously.

Commissioner Johnson moved to approve and authorize the Chairman's signature on the Release Agreement for Hospital Building Plans with Memorial Hospital of Carbon County. Commissioner Irene seconded and the motion passed unanimously.

### **EXECUTIVE SESSION**

Commissioner Espy moved to go into executive session at 10:30 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 10:58 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**

Chairman Jones opened a public hearing at 11:00 a.m. to hear comments regarding the proposal for the BOCC to place a formation question for a special hospital district on the November 5, 2024 ballot. Clerk Bartlett stated that this was advertised in the Saratoga Sun on June 27, 2024, and a notice was place on the county's website and Facebook along with a public comment section on each of the last two agendas.

Chairman Jones closed the hearing at 11:42 a.m.

Vice Chairman Moore moved to approve the Chairman's signature on Resolution No. 2024-21 Resolution to Submit the Question of Establishment of a Special Hospital District and the Election of a Board of Directors for the District to the Electors of Carbon County, WY on an election to be held at the 2024 General Election. Commissioner Espy seconded and the motion passed unanimously.

### **Public Hearing - Z.C. Case File No. 2024-08**

Chairman Jones opened a public hearing at 11:56 a.m. to hear Planning & Zoning Z.C. Case No. 2024-08, Steven and Courtney Priest's request for a Zone Change from Ranching, Agriculture and Mining (RAM) to Residential (RD-3.40) on approximately 3.40 acres. The RD Zone is intended to provide land for residential development that is typically single family detached and located within Town Expansion Areas and within or nearby Rural Centers. Residential single-family zones are intended to be in areas planned for residential development that are easily accessible and infrastructure already exists or is readily available and is located approximately 190 feet south of



the Town of Elk Mountain town limits. Kristy Rowan, Planning & Development Coordinator and Zoning Administrator presented the case file.

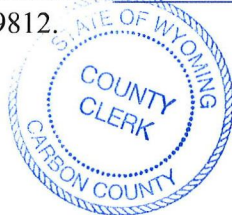
Chairman Jones called for comments for or against the case. There being no comments, Chairman Jones closed the hearing at 12:00 p.m.

Commissioner Irene moved that based on the recommendation of the Planning & Zoning Commission and staff to approve Resolution No. 2024-22, 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 No. 2024-08, Steven and Courtney Priest's request for a Zone Change from Ranching, Agriculture and Mining (RAM) to Residential (RD-3.40) on approximately 3.40 acres and is located approximately 190 feet south of the Town of Elk Mountain town limits. Vice Chairman Moore seconded and the motion passed unanimously.

### **ADJOURNMENT**

Commissioner Johnson moved to adjourn the meeting at 12:01 p.m. Vice Chairman Moore and the motion passed unanimously.

A regular meeting of this Board will be held Tuesday, September 3, 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 27<sup>th</sup> day of August 2024  
BOARD OF COUNTY COMMISSIONERS  
CARBON COUNTY, WYOMING

*Sue Jones*  
Sue Jones, Chairman