

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

**Tuesday, December 17, 2024, 9:00 a.m.  
Carbon Building – Courthouse Annex  
215 W. Buffalo St., Rawlins, WY**

A regular meeting of the Board of Carbon County Commissioners (BOCC) commenced Tuesday, December 17, 2024, at 9:00 a.m. at the Carbon Building-Courthouse Annex, 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 Irene seconded and the motion passed unanimously.

**VOUCHERS**

Commissioner Espy moved to approve payment to Sunrise Sanitation for \$75.00. Vice Chairman Travis 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 November 2024 payroll and benefit expenses of \$1,006,266.62 and insurance claim and premium expenses of \$150,959.43 and the main amount \$406,571.97 for an aggregate total of \$1,563,873.02. Vice Chairman Travis Moore seconded and the motion passed unanimously.

<b>Vendor</b>	<b>Detail Line Description</b>	<b>Total</b>
Abels, Duane E.	Grants County Health Officer 24-25	\$1,633.00
ACME Electric Company, LLC	9 Mile Electrical Work	\$2,188.39
Advanced Network Mgmt., Inc.	Managed Service Fee	\$6,974.00
Amazon Capital Services	Misc. Parts & Supplies	\$1,050.79
APEX Communications	Radio Tech Contract Services	\$4,000.00
APG Media of The Rockies	Lunch Closure Ad	\$180.00
Apparatus Equipment & Service Inc.	Lights/Siren Install/Fuel System Repair	\$6,245.27
Avfuel Corporation	Dixon Airport Aviation Fuel	\$14,476.00
Baggs, Town of	Water Services	\$164.55
Bank of Montreal – Mastercard	Misc. Charges	\$74,764.32
BI Inc.	Electronic Monitoring	\$1,833.00
Bridger Fabrication	Air Bag	\$151.15
Capital Business Systems Inc.	IT Equipment Copiers	\$2,858.68
Carbon County Comet	Lunch Closure Ad	\$54.00

Carbon County Higher Ed. Center	Catered Lunch for Monthly Meeting	\$473.20
Casper Winnelson Co.	Plumbing Supplies	\$1,155.02
Charm-Tex, Inc.	Jail Inmate Uniforms	\$928.98
Cleary, Beth	Glass Ornaments	\$144.00
CNA Surety	Commissioner Bonds	\$680.00
Coal Creek Law	Legal Services	\$1,350.00
Communication Technologies	Radio Tech Maint & Repair	\$388.00
Core Legal, LLC	Legal Fees	\$3,642.00
Cowboy Chemical	Cleaning Supplies	\$1,296.20
Davis, Ashley	Mileage	\$594.00
Dirty Boyz Sanitation, Inc.	Trash Services	\$1,606.00
Dynamic Controls Inc.	License/Communications System Failure	\$1,262.00
Easi File	Top Entry Envelope	\$291.05
Elk Mountain, Town of	Water Services	\$69.50
Enbridge Gas UT WY ID	Gas Services	\$257.10
Encampment, Town of	Water Services	\$105.00
Energy Laboratories	R&B Water Testing	\$164.00
Engineering Associates	Engineering Services	\$19,529.84
Erickson & Roberts	Legal Services	\$579.69
Fatbeam LLC	Fiber Services & Internet Services	\$4,590.00
Fremont County Coroner's Office	Routine Autopsy	\$1,925.00
Grainger	Air Filters	\$363.36
Guardian Alliance Technologies	Sheriff Investigations	\$125.00
Gulbrandson, Kimberly A.	Mileage Reimbursement	\$53.35
Hanna, Town of	Water Services	\$256.46
Hansen, Loretta J.	Grants VOCA 24-25 (16.575)	\$0.00
Heintz Surveying/Engineering LLC	Assessor & Planning Contract Services	\$405.00
Higgins Auto and Repair	B&G Vehicle Fuel/Repair	\$488.08
Hughes, Chris	Mileage Reimbursement for Mail Pickup	\$16.50
Imprivata, Inc.	MFA Virtual Appliance & Subscription	\$27,200.00
Jones Simkins	Admin Audit	\$15,945.00
Kaluzny, Emily	Personal Phone Usage	\$30.00
Kilburn Tire Company	8 Tires	\$3,360.08
KLIM	Snowmobile Gear	\$594.98
KTGA/KBDY	Radio Site Rent	\$150.00
Martinez, Natasha K., P.C.	Legal Services	\$5,180.00
Matthew Bender & Co, Inc.	Court Rules	\$373.61
Medicine Bow, Town of	Water Services	\$311.40
Merchant Mcintyre & Assoc., LLC	Monthly Retainer	\$8,000.00
Merseal Law, LLC	Legal Services	\$10,134.51
Mountain Trail Medical	Medical Services	\$6,500.00

MPM Corp / Evergreen Disposal	Trash Services	\$110.00
Napa - Saratoga	Misc. Supplies	\$701.20
NMS Labs	Lab Services & Litigation Support	\$248.00
Norco, Inc.	Misc. Parts & Supplies	\$2,224.88
Novo Benefits	GASB Report	\$3,100.00
Olde Trading Post	Welder Fuel	\$85.91
O'Reilly Auto Parts	Misc. Parts	\$142.40
Parker, Elizabeth	Mileage	\$6.88
Perkins Oil Co.	Fuel	\$911.50
Puentes, Angel	Soberlink Refund	\$403.50
R.P. Lumber Company, Inc.	Misc. Supplies	\$86.61
Rawlins Automotive	Misc. Parts & Supplies	\$979.00
Rawlins Glass Center, Inc.	Windshield Replacement	\$290.95
Rawlins Hardware - 5410	Misc. Parts and Supplies	\$526.30
Rawlins Hardware - 5465	Misc. Supplies	\$56.97
Rawlins, City of	Water Services	\$3,196.10
Rocky Mountain Power	Electric Services	\$22,449.86
Rocky's Quik Stop	Fuel	\$1,909.23
Saratoga Sun	Misc. Ads	\$897.00
Saratoga, Town of	Water Services	\$49.82
Schaeffer Mfg. Co.	Oil	\$8,165.40
Shively Hardware	Misc. Supplies	\$52.27
Slow & Steady Law Office, PLLC	Legal Services	\$3,370.00
Smith, Brett	Ee Yrs of Service Jacket	\$70.00
Spaulding, Dawnnette	Mileage	\$147.40
Stinker Stores Inc.	Fuel	\$5,497.22
Summit Food Service	Jail Meals	\$14,072.46
Sunrise Sanitation Service, LLC	Trash Services	\$75.00
Swanson Services Corporation	Jail Commissary Supplies	\$565.58
Swanson, Rachel A.	Mileage	\$290.40
The Cowboy Couture	Employee Uniforms	\$259.80
The Masters Touch, LLC	MV Card Postage	\$820.32
Thos. Y. Pickett & Co., Inc.	Valuation Contract Installment	\$15,000.00
Tyler Technologies, Inc.	Contract & IDOX/ITAX Web Hosting	\$60,716.23
US Postmaster-Rawlins	PO Box Rent	\$154.00
Valley Fire Extinguisher	Extinguisher Maint. & Hood Inspection	\$6,732.10
WY Behavioral Institute	Medical Services	\$3,016.00
WY Dept of Environmental Quality	R&B Site Fees & Storage Tank Reg.	\$400.00
WY Dept of Health	Rental for State Vehicle	\$601.13
WY Machinery Company	R&B Maint & Repair Cat Parts	\$6,670.00
WY Secretary of State	Martinez/Mendez Notary Certificates	\$120.00

WYDOT Financial Services	Bridge Maintenance	\$259.49
Young, Tracy	Prevention Work	\$4,125.00

### **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 December 3, 2024, regular meeting minutes; monthly receipts from the Carbon County Clerk in the amount of \$14,474.25 and Clerk of District Court in the amount of \$3,500.00 and a bond for Althea Foster, Clerk/Treasurer for the Town of Baggs in the amount of \$50,000.00. Commissioner Irene seconded and the motion passed unanimously.

### **2025 OFFICIAL PUBLICATION**

Commissioner Espy moved to untble the 2025 Official Publication award. Commissioner Johnson seconded and the motion passed unanimously.

Commissioner Johnson moved to designate the Carbon County Comet as the Carbon County Newspaper of Record (official publication) for a term of one year beginning January 1, 2025, through December 31, 2025, at a rate of \$5.40 per column inch for legal, classified, and standard ads noting that the bidding process was completed and they had the lowest bid. Vice Chairman Travis Moore seconded and the motion passed unanimously.

### **ELECTED OFFICIALS & DEPARTMENT HEADS**

#### **Road and Bridge**

Commissioner Johnson moved to accept the low bid from Savery Creek Enterprises totaling \$594,320.00 for the County Road 271 bridge structure installation. Commissioner Irene seconded the motion passed unanimously.

Commissioner Espy moved to authorize any commissioner's signature on the County Road 1 Medicine Bow River Bridge Resurfacing Agreement with Savery Creek Enterprises totaling \$594,320.00 and the Notice to Proceed with Engineering Associates, pending legal review Vice Chairman Travis Moore seconded and the motion passed unanimously.

Commissioner Espy moved to approve and authorize the Chairman's signature on a letter to Wyoming Department of Transportation requesting they install either a flashing "Road Closed Ahead" sign or closure gate on Highway 71 just south of Rawlins for occurrences when I-80 is closed. Vice Chairman Travis Moore seconded and the motion passed unanimously.

#### **Building and Grounds**

Commissioner Espy moved to approve and waive procurement since a Dynamic Controls has already completed work on this unit and has an active contract and authorize any commissioner's signature on the Extension to their Contract for Service with Dynamic Controls Inc. to provide

labor and materials for the CU #3 repair at the jail in the amount of \$11,297.00. Vice Chairman Travis Moore seconded and the motion passed unanimously.

Commissioner Espy moved to approve and authorize any commissioner's signature on the Contract for Service with a contractor of the Building Manager's choosing after obtaining quotes to provide labor and materials for the construction of a fence around the Road and Bridge shop in Medicine Bow. Commissioner Johnson seconded and the motion passed unanimously.

### **Sheriff**

Commissioner Espy moved to authorize the Sheriff's signature on a Memorandum of Understanding with the Town of Encampment for 911 and radio dispatching services for an indefinite term with a 30-day termination clause and payment to the county of \$10,000.00 per year. Vice Chairman Travis Moore seconded and the motion passed unanimously.

### **Planning and Development**

Vice Chairman Travis Moore moved to approve and authorized the Chairman's signature on the Certification for Carbon County Flood Damage Prevention Ordinance. Commissioner Johnson seconded and the motion passed unanimously.

### **Clerk**

Commissioner Espy moved to adopt the 2025 Commissioners Meeting Schedule and approve Resolution No. 2024-29, Amendment Number 8 (Eight) to Resolution 2013-12, A Resolution of the Board of County Commissioners, Carbon County Wyoming Setting Meeting Schedules. Commissioner Johnson seconded and the motion passed unanimously.

Commissioner Johnson moved to approve and authorize the Chairman's signature on Resolution No. 2024-30, A Resolution of the Board of County Commissioners, Carbon County Wyoming Setting Office Hours and Lunch Closure for the Carbon County Assessor, Carbon County Attorney, Cabon County Clerk, and Carbon County Treasurer Offices. Commissioner Irene seconded and Commissioner Johnson stated that while he understands the rationale behind the resolution, he thinks access to county offices is important during regular business hours and that will reflect in his vote. The motion passed with all voting for the motion except Commissioner Johnson who voted against.

Commissioner Espy moved to regretfully accept Gwynn Bartlett's resignation as County Clerk effective January 5, 2025, and to appoint Lisa Smith as Interim County Clerk effective January 6, 2025, until a permanent replacement is chosen. Commissioner Irene seconded and the motion passed unanimously.

### **Fire**

Commissioner Espy moved to authorize any commissioner's signature on four Site Lease Agreements with Union Telephone for communications towers at Ryan Park in the amount of

\$19,200.00, Needles Peak in the amount of \$10,200.00, Sinclair in the amount of \$10,200.00 and Whiskey Peak in the amount of \$21,600.00 each for a 3-year term, and a Non-Exclusive Lease Agreement with PacifiCorp allowing the county to mount radio repeaters or other radio frequency communications equipment on towers at the High Plains Wind Plant at Rock River for a period of five years beginning November 16, 2023 in the amount of \$600.00 per year, all pending legal review noting that Attorney Davis will report back if the leases are not budgeted for. Vice Chairman Travis Moore seconded and the motion passed unanimously.

### **Commissioners**

Commissioner Johnson moved to approve and authorize the Chairman's signature on a letter of support for Mountain West Technologies BEAD grant application. Commissioner Irene seconded and the motion passed unanimously.

### **EXECUTIVE SESSION**

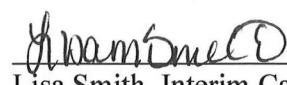
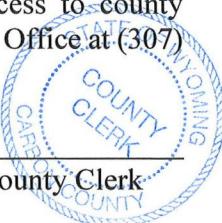
Commissioner Espy moved to go into executive session at 10:56 a.m. with Clerk Bartlett, Ashley Mayfield Davis, Alex Bakken and Lindsey West to discuss personnel, potential litigation and other matters considered confidential by law. Vice Chairman Travis Moore seconded and the motion passed unanimously.

Commissioner Espy moved to come out of executive session at 12:03 p.m. noting no action was taken and that the minutes be signed and sealed. Vice Chairman Travis Moore seconded and the motion passed unanimously.

### **ADJOURNMENT**

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

The regular meeting of this Board will be held Tuesday, January 21, 2025, 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 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.carboncountywy.gov](http://www.carboncountywy.gov) or by calling the Clerk's Office at (307) 328-2668 or 1-800-250-9812.

  
Lisa Smith, Interim Carbon County Clerk  


Approved this 7<sup>th</sup> day of January 2025.  
BOARD OF COUNTY COMMISSIONERS  
CARBON COUNTY, WYOMING

  
Sue Jones, Chairman