

**REPORT TO THE
MINUTES OF THE BOARD OF
CARBON COUNTY COMMISSIONERS
REGULAR MEETING
Tuesday, March 4, 2025, 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, March 4, 2025, at 9:00 a.m. at the Carbon Building-Courthouse Annex, Rawlins, WY. Attending the meeting were Chairman, R. Travis Moore, Vice Chairman Gwynn Bartlett, Commissioners John Johnson and Sue Jones. John Espy was absent

Chairman Moore called the meeting to order at 9:00 a.m.

ADDITIONS / CORRECTIONS

Commissioner Johnson moved to approve the agenda as presented. Commissioner Bartlett seconded and the motion passed unanimously.

VOUCHERS

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

Commissioner Bartlett moved to approve the report of expenditures in the amount of \$139,330.22 for an aggregate total today of \$139,405.22. Commissioner Johnson seconded and the motion passed unanimously.

Vendor	Detail Line Description	Total
Abels, Duane E	Medical Services	\$1,633.00
Amazon Capital Services	Misc. Charges	\$598.00
Apex Communications	Radio Contract Services	\$4,000.00
AT&T Mobility	CCSO MDT Service	\$1,485.40
Bank of Commerce	Ach Annual Fee	\$50.00
Bank of Montreal - Mastercard	Misc. Charges	\$30,916.31
Black Hills Energy	Gas Services	\$21,336.91
Blakeman Propane	Propane Services	\$3,623.76
Bomgaars Supply	Misc. Parts & Supplies	\$930.94
Carbon County Clerk	WCCA Congressional Tour	\$754.00
Carbon Power & Light Inc	Electric Services	\$2,504.73
Casper Winnelson Co	Plumbing Parts	\$1,064.82
Center For Internet Security, Inc	Albert Cyber Security	\$13,560.00
CIDNET	Data Purchased by Facility	\$750.00

Cook Chevrolet	Vehicle Parts/Maintenance	\$2,168.12
Daily Times	Newspaper Subscription Renewal	\$407.52
Dirty Boyz Sanitation, Inc	Trash Services	\$1,606.00
Dixon, Town of	Water Services	\$308.00
Drummond Refrigeration LLC	Refrigeration Services at Jail	\$255.00
Easi File	Land Office Divider Cards	\$77.55
Eaton Sales & Service LLC	Elk Mtn Fuel Pump	\$884.50
Elk Mountain, Town Of	Propane Services Elk Mtn Library	\$544.43
ETG Systems, Inc.	Lead Acid Battery/Fire Alarm	\$960.00
Fritz Welding & Machine, Inc.	Steel/Metal	\$816.48
Galls/Quartermaster	Collar Insignia Pairs	\$208.83
Grainger	Misc. Parts & Supplies	\$851.63
Griffin, Prince	Soberlink Deposit Refund	\$926.00
Gulbrandson, Kimberly A	Mileage Reimbursement	\$62.15
Hanna, Town of	Water Services	\$282.12
HealthEquity	Monthly Admin Fee	\$448.30
High Plains Power	Electric Services	\$472.40
Hughes, Chris	Mileage Reimbursement	\$15.40
IML Security Supply	Primus Keys X50	\$510.50
Jack's Body & Fender Repair	Tow Services	\$2,708.00
Jefferson Combined Court	Legal Document Request	\$21.00
K2 Towers III, LLC	Radio Site Rent	\$2,318.54
Kaisler, Todd	Mileage Reimbursement	\$99.00
Kaluzny, Emily	Personal Phone Usage	\$30.00
Kone Elevators Escalators	Passenger Elevator Maintenance	\$1,890.48
Kostovny, Mark	Mileage Reimbursement MHCC	\$46.20
Laramie GM Auto Center	Labor/Parts/Shop Supplies	\$162.93
Lifetime Benefit Solutions, Inc	Cobra Buy Up Fee	\$35.00
Mobile Concrete, Inc	Concrete For Cattleguard Blocks	\$1,625.00
Moss, Barbara	Mileage Reimbursement	\$105.60
Napa - Saratoga	Misc. Auto Parts & Supplies	\$163.62
Natrona County Circuit Court	Protection Order Case Request	\$7.00
Norco, Inc.	Misc. Supplies	\$38.63
O'Reilly Auto Parts	Motor Oil/Funnel	\$38.94
Parker, Elizabeth	Mileage Reimbursement	\$64.90
Perkins Oil Co	Def	\$154.52
QT Pod	Network Access & Agreement	\$1,195.00
Quill Corporation	Replacement Printhead for Big Printer	\$470.99
R.P. Lumber Company, Inc.	Roof Sealant/Cement Water Stop	\$34.97
Rawlins Automotive	Misc. Auto Parts & Supplies	\$1,090.93
Rawlins Hardware - 5410	Misc. Parts & Supplies	\$119.96

Rawlins Hardware - 5465	Shop Supplies	\$27.97
Rawlins Pack and Ship LLC	FedEx Shipping Labels	\$24.52
Rialto Animal Hospital	K9 Thresher Vet Visit	\$1,634.60
Rice - Prior, Denise	Jail Mental Health Services	\$1,200.00
Rock Solid SST	Body Armor	\$1,697.40
Seilaff, Amy N	Notary Reimbursement	\$60.00
Shively Hardware	Spring/Knob/Lever/Hole Saw	\$56.95
Spaulding, Dawnette	Mileage Reimbursement	\$281.40
State of Wyoming A & I	State Mainframe Access	\$62.44
Stericycle, Inc.	Steri-Safe Budget Subscription	\$50.80
Stinker Stores Inc	Diesel	\$6,355.18
Summit Food Service	Jail Meals	\$9,471.20
Sunrise Sanitation Service, LLC	Trash Services	\$75.00
Swanson Services Corporation	Jail Commissary Supplies	\$1,713.49
Swanson, Rachel A	Mileage Reimbursement	\$692.57
Terminix	Monthly Services	\$193.00
The Masters Touch, LLC	Mailing Services	\$475.72
The Quik Lube	Vehicle Services/Maintenance	\$48.00
Triple X Contracting, Inc.	Trash Services	\$260.00
Tyler Technologies, Inc	Web Hosting for Tyler Systems	\$275.63
UPRSWDD	Trash Services	\$152.00
WLEA-ADVTRNG	Detention Basic	\$130.00
WY Attorney General	Repayment	\$417.16
WY Machinery Company	2000 Hr. Service Kit & Antifreeze	\$882.18
Wyoming Law, Pc	Legal Services	\$1,609.00
Young, Tracy	Prevention	\$4,125.00

CONSENT AGENDA

Commissioner Johnson moved to approve the consent agenda noting any item could be removed for separate action. Clerk Smith noted the consent agenda includes February 18, 2025, regular meeting minutes; monthly receipts from the Planning and Development in the amount of \$325.00; a bond for Gina Helmetag, Assistant Treasurer for Town of Sinclair in the amount of \$50,000.00. Commissioner Jones seconded and the motion passed unanimously.

TOWN OF SINCLAIR RECREATION CENTER – Monte Thayer

Monte Thayer with the Town of Sinclair Recreation Center introduced senior citizens from the Town of Sinclair who wished to learn about County Government processes.

UW EXTENSION OFFICE

Emily Haver, UW Extension Educator, 4-H Youth Development, and County Coordinator and Matt Huey, Associate Director, provided a yearly update and an update on available positions. He discussed that Abby will now be in a new position as Small Acres Specialist and asked and received approval that she continues to utilize the current office space. The county ag agent will be backfilled in the future. Emily asked for clarification regarding department head meetings and Extensions participation and the desire of the Commissioners for regular updates.

ELECTED OFFICIALS & DEPARTMENT HEADS

Sheriff

Alex Bakken, Carbon County Sheriff presented a Memorandum of Agreement for board approval and Chairman's signature.

Commissioner Bartlett moved to approve the 287(g) Memorandum of Agreement with Immigration and Customs Enforcement (ICE) for the purpose of collaborating public safety by facilitating the custodial transfer of specific aliens in LEA jail/correctional facilities to ICE for removal purposes at the time of the alien's scheduled release from criminal custody which will remain in effect until either party, upon 90-day written notice to the other party, provides notice of termination or suspension of the MOA. Commissioner Johnson seconded and the motion passed unanimously.

He discussed a quote he provided to Saratoga for a combined dispatch.

Attorney

Sarah Chavez Harkins requested and received approval to fill an upcoming vacant legal assistant position. She detailed that Judicial Dialog still isn't currently operational, so this position is very much needed. Matt stated the issue with Judicial Dialog should be resolved and access should be available now.

WY250 COUNTY COMMITTEE

WY250 County Committee President Candy Moulton provided an update on the status of the WY250 committee. Ms. Moulton detailed that they adopted a strategic plan, submitted the Grants to County application. They should receive notice of the grant award mid-April. She detailed the other grant opportunities that other organizations such as museums can apply for with the committee's review/approval prior to submission. Ms. Moulton detailed the goals, budget, and timing of the project.

Library

Maria Wentzel, Library Director, stated she would work with the WY250 Committee for future grant opportunities.

Commissioner Jones stated that some of the outlying libraries have contacted her about being open additional hours and the importance the libraries are to their communities. Ms. Wentzel stated that utilities vary from library to library. She stated they are open to help from municipalities to fund these services. Commissioner Jones stated that it's important for the public to understand that the library board does not fund maintenance and utilities to these outlying library buildings. The county and municipalities are covering the overhead of these locations. Commissioner Bartlett asked if she's looked at combining services with senior centers. She said they have been looking into this at Medicine Bow and appreciates the support they receive from the county and municipalities. Square footage is an issue with some locations to accommodate combined services.

Buildings & Grounds

Jeff Askins, Buildings and Grounds Manager, recognized his employee for his years of service and provided an update on the department's two new hires. He requested and received approval to go out for bids for custodial services for the Carbon Building and Jail and leave the current services at the Courthouse. He would like to bid the buildings individually and allow companies or individuals to bid for one, or both buildings. The BOCC authorized Mr. Askins to proceed with the bid process.

Road & Bridge

Kandis Fritz, Road & Bridge Coordinator presented bids received for 1992 Ford F250 Pickup, 1978 Belshie Trailer and 1974 Belshie Flatbed Trailer.

Bids were received for the 1992 Ford F250 Pickup from Ty Espy in the amount of \$565.77, Marvin Kirk Pantle in the amount of \$200.00, Aaron Miller in the amount of \$100.00, Steve Hays in the amount of \$901.00 and Alex Bakken in the amount of \$575.00. Bids for the 1978 Belshie Trailer were received from Kevin Pantle in the amount of \$1,151.00, Steve Hays in the amount of \$989.00 and Scott Thayer in the amount of \$1,682.00. Bids for the 1974 Belshie Flatbed Trailers were received from Marvin Kirk Pantle in the amount of \$100.00, Steve Hays in the amount of \$976.00 and Scott Thayer in the amount of \$351.00.

Commissioner Bartlett moved to award the bid for the 1992 Ford F250 Pickup (VIN# 2FTHF26G6PCA14442) to Steve Hays in the amount of \$901.00; the bid for the 1978 Belshie Trailer (VIN: 7418) to Scott Thayer in the amount of \$1,682.00; and the bid for the 1974 Belshie Flatbed Trailer (VIN: 3852) to Steve Hays in the amount of \$976.00. Commissioner Jones seconded and the motion passed unanimously.

Ms. Fritz stated that payment still has not been received for the previous bid awarded on January 21, 2025, for the 1982 Western Star semi (VIN: 2WKPDCJE3CK908753) and the 1980 Birmingham lowboy trailer (VIN: VB198). The BOCC requested that she put these items back out for bid without a minimum bid being set.

Ms. Fritz provided an update on the CR1 Bridge. Concrete was poured last Friday and it will be about one more week until she can open the road to public.

Ms. Fritz stated that she has a meeting with Merchant McIntyre on Friday about more grant funding opportunities. She asked the BOCC if they would like her to continue to apply for various grants or wait until they know what the next fiscal year's budget looks like. Her biggest concern at this time is the condition of bridges. Commissioner Johnson asked how far two million goes on a project like county road 351? Commissioner Bartlett suggested to still meet with Merchant McIntyre to hear what's available before deciding on whether to apply or not. Commissioner Bartlett stated the time may be better spent speaking with the Bureau of Reclamation.

Ms. Fritz stated that it is that time of year again where she asks to go out for bid on Mag Chloride. She asked with the uncertainty of our budget, would the BOCC like for her to hold off on going out for bid. The board asked her to proceed with an informal bid knowing that the miles or amount applied could be reduced due to the budget.

Planning & Development

Kristy Rowan, Planning & Development Coordinator and Zoning Administrator presented a Certification of Recommended Action for C.U. Case File No. 2025-01 – SAC Wireless, Union Telephone Company and Saratoga Land and Cattle Company and requested to set a public hearing.

Commissioner Bartlett moved to accept the Certification of Recommended Action from the Carbon County Planning & Zoning Commission for C.U. Case File No. 2025-01 – SAC Wireless, Union Telephone Company and Saratoga Land and Cattle Company and schedule a public hearing for Tuesday, April 1, 2025, at 11:30 a.m. at the County Courthouse in Rawlins, Wyoming. Commissioner Johnson seconded and the motion passed unanimously.

Clerk

Lisa Smith, County Clerk, presented a board application that was received for appointment to the Senior Services Board.

Commissioner Jones moved to appoint Daniel P. Lukowiak to the Carbon County Senior Services Board for the Hanna area and for a 3-year term ending March 2028. Commissioner Johnson seconded and the motion passed unanimously.

Clerk Smith presented a service agreement for board approval and Chairman's signature.

Commissioner Jones moved to approve any commissioners' signature on the Merchant McIntyre Service Agreement in the amount of \$8,000.00 per month and for a term of March 1, 2025, through February 28, 2026, for government relations services with the addition of a 30 or 60 day termination clause. Commissioner Bartlett seconded and the motion passed unanimously.

Commissioners

Attorney Davis discussed scoping comments to the Federal Energy Regulatory Commission (FERC) regarding the Seminole Pumped Storage Project Document #2. Attorney Davis says she

has a draft letter awaiting review of Tristen Rice. The deadline is prior to the next meeting and she requested approval upon legal review of the final version.

Commissioner Johnson moved to approve the final scoping comments to the Federal Energy Regulatory Commission (FERC) regarding the Seminole Pumped Storage Project Document #2 after legal review. Commissioner Bartlett seconded and the motion passed unanimously.

CITIZEN & COMMISSIONER DISCUSSION

Commission Johnson stated he attended a meeting with Q Creek regarding the proposed land swap. He said they did a good job addressing all public concerns.

Chairman Moore reminded the public that Hazardous Mitigation Plan is still out for public comment and encouraged everyone to be informed.

EXECUTIVE SESSION

Commissioner Bartlett moved to go into executive session at 11:04 a.m. with Clerk Smith and Ashley Mayfield Davis to discuss personnel, potential litigation and other matters considered confidential by law. Commissioner Jones seconded and the motion passed unanimously.

Commissioner Johnson moved to come out of executive session at 11:29 a.m., noting no action was taken and that the minutes be signed and sealed. Commissioner Bartlett seconded and the motion passed unanimously.

Public Hearing - Z.C. Case File No. 2025-01 – Lucas Outdoor Inc.

Chairman Moore opened a public hearing at 11:31 a.m. to hear Planning & Zoning Z.C. Case File No. 2025-01, Lucas Outdoor Inc. Request for a Zone Change from Ranching, Agriculture and Mining (RAM) to Residential (RD-1.50) on approximately 1.50 acres and is located Approximately 1/4 of a mile north of Wagon Circle Road; just west of the City of Rawlins City Limits. 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 located in areas planned for residential development that are easily accessible and infrastructure already exists or is readily available. Kristy Rowan, Planning & Development Coordinator and Zoning Administrator presented the case file.

Chairman Moore called for comments for or against the case. There being no comments, Chairman Moore closed the hearing at 11:36 a.m.

Commissioner Jones moved that based on the recommendation of the Planning & Zoning Commission and staff to approve Resolution No. 2025-07, 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. 2025-01, Lucas Outdoor Inc. Request for a Zone Change from Ranching, Agriculture and Mining (RAM) to Residential (RD-

1.50) on approximately 1.50 acres and is located approximately 1/4 of a mile north of Wagon Circle Road; just west of the City of Rawlins City Limits. Commissioner Bartlett seconded and the motion passed unanimously.

Resolution No. 2025 – 07

**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 #2025-01

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, February 3, 2025, which hearing was advertised by public notice at least thirty (30) days prior to said hearing; and

WHEREAS, at the Monday, February 3, 2025, 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, February 3, 2025, 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, March 4, 2025; and

WHEREAS, at said public hearing on March 4, 2025, 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 #2025-01: Request for a Zone Change from Ranching, Agriculture and Mining (RAM) to Residential (RD-1.50) on approximately 1.50 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 located in areas planned for residential development that are easily accessible and infrastructure already exists or is readily available.

Petitioner: Lucas Outdoor, Inc. (Applicant and Landowner)

Parcel Identification Number: 21871830007700

Rural Address: 25 Schimmel Drive

General Site Location: Approximately 1/4 of a mile north of Wagon Circle Road; just west of the City of Rawlins City Limits.

Legal Description (taken from Warranty Deed, Book 1415, Page 214): A tract of land in the E1/2SW1/4 of Section 18, Township 21 North, Range 87 West, 6th P.M., Carbon County, Wyoming, more completely described as follows: Beginning at a point on the North/South Centerline of the SW1/4 of said Sec. 18 which bears N0°20'32"E, 1103.68 ft. from the West 1/16 corner between Sec. 18 and Sec. 19; Thence N0°20'32"E, 664.06 ft. along the North/South centerline to a point; Thence S89°51'24"E, 417.50 ft. to a point; Thence S30°03'16"E, 444.98 ft. to a point; Thence S85°06'35"W, 442.78 ft. to a point; Thence S13°58'54"E, 215.19 ft. to a point; Thence S83°00'32"W, 257.06 ft. to the point of beginning.

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 Residential (RD-1.50) encompassing approximately 1.50 acres.

PRESENTED, READ, AND ADOPTED at a regularly scheduled meeting of the Board of County Commissioners of Carbon County, Wyoming, on this 4th of March 2025.

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

By: -s- R. Travis Moore, Chairman
On behalf of the Carbon County
Board of County Commissioners

Attest:

-s- Lisa M. Smith, Carbon County Clerk

EXECUTIVE SESSION

Commissioner Bartlett moved to go into executive session at 11:38 a.m. with Clerk Smith and Ashley Mayfield Davis to discuss personnel, potential litigation and other matters considered confidential by law. Commissioner Jones seconded and the motion passed unanimously.

Commissioner Johnson moved to come out of executive session at 12:34 p.m., noting no action was taken and that the minutes be signed and sealed. Commissioner Bartlett seconded and the motion passed unanimously.

ADJOURNMENT

Commissioner Bartlett moved to adjourn the meeting at 12:34 p.m. Commissioner Johnson seconded and the motion passed unanimously.

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