

**OFFICIAL MINUTES OF THE BOARD OF
CARBON COUNTY COMMISSIONERS
REGULAR MEETING
Tuesday, July 1, 2025, 9:00 a.m.
Carbon Building – Courthouse Annex
215 W. Buffalo St., Second Floor, Rawlins, WY**

A regular meeting of the Board of Carbon County Commissioners (BOCC) commenced Tuesday, July 1, 2025, at 9:00 a.m. at the Carbon Building – Courthouse Annex in Rawlins, WY. Attending the meeting were Chairman, R. Travis Moore, Vice Chairman Gwynn Bartlett, Commissioners John Johnson, John Espy and Sue Jones.

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

ADDITIONS / CORRECTIONS

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

VOUCHERS

Commissioner Jones moved to approve payment to Bartlett Oilfield Services Inc. for \$1,240.00. Commissioner Espy seconded and the motion passed with all voting for the motion except Vice Chairman Bartlett who abstained due to personal conflicts.

Commissioner Jones moved to approve the report of expenditures in the amount of \$273,846.70 for an aggregate total today of \$275,086.70. Commissioner Espy seconded and the motion passed unanimously.

Vendor	Detail Line Description	Total
Amazon Capital Services	LED Driver & Elect. Conduit Kit	\$142.44
Axon Enterprise, Inc.	Battery Packs	\$593.40
Bank of Montreal - Mastercard	Misc. Charges	\$20,620.89
Bartlett Oilfield Service, Inc.	Haul Dirt/Fill in Old Culverts	\$1,240.00
Black Hills Energy	Gas Services	\$8,149.47
Blakeman Propane	Propane Services	\$1,565.76
Blue Knight Security LLC	Jail Extraditions	\$4,225.00
Bob Barker Company, Inc.	Jail Supplies	\$1,256.50
Buchanan, Karen	Mileage Reimbursement	\$148.50
Carbon County Comet	Misc. Ads	\$1,611.90
Carbon County Fair Board	Banner Fees	\$180.00
Children's Advocacy Project, Inc.	Yearly Donation	\$3,000.00
Clegg Barbara A.	Mileage Reimbursement	\$173.47
Clerk of Dist. Court (Jurors)	Jurors (District Court)	\$4,675.90

Coal Creek Law	Legal Services	\$1,250.00
Communication Technologies	Smart Connect Activation Labor	\$110.00
Cowboy Chemical	Misc. Cleaning Supplies	\$2,229.15
Dixon, Town of	Water Services	\$344.80
Galls/Quartermaster	CCSO Deputy Uniform & Supplies	\$524.19
Grainger	Misc. Supplies	\$747.94
Hays, Patricia	Mileage Reimbursement	\$61.60
Hellman, Michael	Monitor/Charger Deposit Refund	\$875.00
Hughes, Chris	Mileage Reimbursement	\$30.80
Jack's Body & Fender Repair	Towing Services	\$1,936.00
Kilburn Tire Company	Oil/Oil Filter	\$88.41
Kone Elevators Escalators	Carbon Building Elevator Maint.	\$51,780.00
Lascano, Misty	Witness Fees	\$45.00
Lifetime Benefit Solutions, Inc	Cobra Fee	\$35.00
Merchant McIntyre & Associates, LLC	Monthly Retainer	\$8,000.00
MHL Blades	Snowplow Blade	\$2,232.00
Miller, Ken	Mileage Reimbursement	\$64.02
Moss, Barbara	Mileage Reimbursement	\$134.20
Nation, Leslie H.	Mileage Reimbursement	\$64.90
Norco, Inc.	Misc. Cleaning Supplies	\$305.24
Parker, Elizabeth	Mileage Reimbursement	\$104.39
R.P. Lumber Company, Inc.	Wire Dobie/Rebar	\$64.55
Rawlins Automotive	Engine Fuel & Filter	\$111.51
Rawlins Hardware - 5410	Misc. Parts & Supplies	\$235.05
Rawlins Pack and Ship LLC	FedEx Shipping Label	\$27.99
Rocky Mountain Sewer Pros	Hydro-Jetting Drain Line	\$1,066.05
Saratoga Sun	Notice Of Sale Ad	\$160.00
Savery Creek Enterprises Inc.	Demolish Hangars/Remove Asphalt	\$124,568.75
Shippy Solutions LLC	Interpreter Services	\$80.00
Shively Hardware	Misc. Parts & Supplies	\$43.74
Slow And Steady Law Office, PLLC	Legal Services	\$7,170.00
Southern Wyoming Towing & Recovery	Tow Services	\$400.00
Staples Advantage	Office Chair	\$263.18
Stericycle, Inc.	Budget Subscription	\$50.80
Summit Food Service	Jail Meals	\$9,465.07
Swanson Services Corporation	Commissary Supplies	\$1,324.40
Swanson, Rachel A.	Mileage Reimbursement	\$330.00
Tracked Outdoors LLC	Hagglund Maintenance	\$2,289.13
UPRSWDD	Trash Services	\$152.00

Weiland, Helen	Mileage Reimbursement	\$62.70
Wilson, Karon	Mileage Reimbursement	\$64.90
WY County Assessor's Association	Summer Meeting	\$200.00
WY Rents, LLC	Mini Excavator	\$348.00
Y2 Consultants, LLC	Engineering Services	\$7,433.75
Zumbrennen Electric Inc.	Concrete Vault/Lid	\$629.26

CONSENT AGENDA

Commissioner Espy moved to approve the consent agenda noting any item could be removed for separate action. Clerk Smith noted the consent agenda includes minutes from the Commissioner's meeting held on June 17, 2025; Monthly receipts from the Planning and Development in the amount of \$2,200.00; and a bond for Joseph G. Neel, Council Member for the Town of Elk Mountain in the amount of \$25,000.00. Vice Chairman Bartlett seconded and the motion passed unanimously.

ELECTED OFFICIALS & DEPARTMENT HEADS

Public Health

Commissioner Jones moved to approve the Grant Agreement between Wyoming Department of Health, Public Health Division and Carbon County for developing health emergency preparedness and response capabilities in Carbon County through the implementation of the Centers for Disease Control and Prevention Public Health Preparedness Capabilities for a term of July 1, 2025, through June 30, 2026, and in an amount not to exceed \$118,000.00. Commissioner Espy seconded and the motion passed unanimously.

Sheriff

Commissioner Johnson moved to approve and authorize the Chairman's signature on the Memorandum of Understanding between the City of Rawlins and Carbon County Sheriff's Office regarding Impound and Shelter Service at the Rawlins Rochelle Animal Shelter and shall remain in full force and effect until either party requests the MOU be terminated. Vice Chairman Bartlett seconded and the motion passed unanimously.

Vice Chairman Bartlett moved to approve and authorize the Chairman's signature on the Memorandum of Understanding between the Carbon County Sheriff and South Central Wyoming Emergency Medical Services (SCWEMS) for the purpose of providing 911 and emergency medical radio dispatching services and terminal users for SCWEMS for an indefinite term beginning July 1, 2025. Commissioner Espy seconded and the motion passed unanimously.

Vice Chairman Bartlett moved to approve FY26 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 for a term of July 1, 2025, through June

30, 2026, and in an amount not to exceed \$117,497.00. Commissioner Espy seconded and the motion passed unanimously.

Road & Bridge

Commissioner Espy moved to approve the Agreement between Carbon County and 71 Construction to provide services for the CR 401 (Sage Creek Road) Repair Project in the amount of \$586,652.00. Commissioner Jones seconded and the motion passed unanimously.

Certifications

Commissioner Johnson moved to accept the Certification of Recommended Action from the Carbon County Planning & Zoning Commission for Z.C. Case #2025-03 – Bobbie Orchard & Orchard Family Ranch LCC and schedule a public hearing for Tuesday, August 12, 2025, at 11:30 a.m. at the Carbon Building-Courthouse Annex located in Rawlins, Wyoming. Vice Chairman Bartlett seconded and the motion passed unanimously.

Clerk

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 \$49,210.00 both for a term of July 1, 2025, through June 30, 2026. Commissioner Johnson seconded and the motion passed unanimously.

Vice Chairman Bartlett moved to re-appoint Kenneth Klouda to the Carbon County Museum Board for a 3-year term ending June 2028 and Russell Waldner to the Saratoga-Carbon County Impact Joint Powers Board for a 3-year term ending July 2028. Commissioner Espy seconded and the motion passed unanimously.

Vice Chairman Bartlett moved to approve and authorize the Chairman's signature on the Rocky Mountain Reserve Services Agreement for Health Flexible Spending Account (FSA), Dependent Care Account Flexible Spending Account (DCA) and Health Reimbursement Arrangement (HRA) to make certain benefits available to Carbon County Employees. Commissioner Johnson seconded and the motion passed unanimously.

Commissioners

Vice Chairman Bartlett moved to direct the County Clerk to publish the statement of revenue and expenses for FY25 required by Wyoming Statute §18-3-515 at her convenience by the deadline. Commissioner Espy seconded and the motion passed unanimously.

Commissioner Jones moved to ratify the Chairman's signature on the request for FAA Approval of Agreement for Transfer of Entitlements from Dixon Airport to Miley Memorial Field in Marbelton, WY and Big Piney, WY in the amount of \$49,191.00, that was signed on June 25, 2025. Commissioner Johnson seconded and the motion passed unanimously.

Vice Chairman Bartlett moved to approve Resolution No. 2025- 14, Joint County Wide Consensus Block Grant for FY15/16 funding for the Town of Saratoga in the amount of \$11,077.76 and Resolution No. 2025-15 Joint County Wide Consensus Block Grant for FY15/16 funding for the Town of Encampment in the amount of \$31,424.77; both from the 2019 Specific Purpose Tax Proceeds that are in reserve. Commissioner Johnson seconded and the motion passed unanimously.

EXECUTIVE SESSION

Commissioner Espy moved to go into executive session at 10:13 a.m. with Clerk Smith and Attorney Davis to discuss personnel, potential litigation and other matters considered confidential by law. Vice Chairman Bartlett seconded and the motion passed unanimously.

Commissioner Espy moved to come out of executive session at 10:33 a.m. noting no action was taken and that the minutes be signed and sealed. Vice Chairman Bartlett seconded and the motion passed unanimously.

PUBLIC HEARING – Budget Amendment

Chairman Moore opened a public hearing at 10:43 a.m. to hear about a proposed Budget Amendment to departmental budgets for Fiscal Year 2025 and Clerk Smith noted the hearing was advertised in the Saratoga Sun on June 21. Lisa outlined the need for the amendment stating that utilities exceeded the budget by \$34,300.45, the elections budget by \$3,117.30 due to an unexpected battery replacement for election equipment and the abandoned vehicle fund for \$7,520.44

Chairman Moore called for comments for or against the amendment. There being none, he closed the hearing at 10:45 a.m.

Vice Chairman Bartlett moved to adopt Resolution 2025-16 - FY 2025 Budget Amendment Number One for departmental budgets. Commissioner Johnson seconded and the motion passed unanimously.

PUBLIC HEARING – C.U. Case #2025-03 – Harmoni Towers & Eastgate Ranch LLC

Chairman Moore opened a public hearing at 11:30 a.m. to hear Planning & Zoning file C.U. Case #2025- 03, Harmoni Towers & Eastgate Ranch LLC's request for a Conditional Use Permit in the Ranching, Agriculture and Mining (RAM) Zone. The request is to permit a new telecommunications tower (Shirley Basin Communications Site) with an overall tower height being 255 feet tall and related facilities/equipment and located approximately 3.5 miles south of the Natrona County and Carbon County lines off WY HWY 487 on the south side; approximately 33.7 miles north of Medicine Bow and approximately 37.7 miles north of Hanna. 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 11:34 a.m.

Commissioner Espy moved that based on the recommendation of the Planning & Zoning Commission and staff to approve Resolution No. 2025-17, A Resolution of the Board of County Commissioners of Carbon County, Wyoming adopting the recommendation of the Carbon County Planning and Zoning Commission regarding C.U. Case #2025- 03, Harmoni Towers & Eastgate Ranch LLC's request for a Conditional Use Permit in the Ranching, Agriculture and Mining (RAM) Zone and located approximately 3.5 miles south of the Natrona County and Carbon County lines off WY HWY 487 on the south side; approximately 33.7 miles north of Medicine Bow and approximately 37.7 miles north of Hanna. Commissioner Jones seconded and the motion passed unanimously.

EXECUTIVE SESSION

Commissioner Espy moved to go into executive session at 11:37 a.m. with Clerk Smith and Attorney Davis to discuss personnel, potential litigation and other matters considered confidential by law. Vice Chairman Bartlett seconded and the motion passed unanimously.

Commissioner Espy moved to come out of executive session at 12:27 p.m. noting no action was taken and that the minutes be signed and sealed. Vice Chairman Bartlett seconded and the motion passed unanimously.

ADJOURNMENT

Commissioner Espy moved to adjourn the meeting at 3:37 p.m. Vice Chairman Bartlett seconded, and the motion passed unanimously.

The regular meeting of this Board will be held Tuesday, August 12, 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 be placed on the agenda, call the Clerk's Office by Thursday before the meeting. Per Wyo. Stat. §18-3-516(f), access to county information can be obtained at www.carboncountwy.gov or by calling the Clerk's Office at (307) 328-2668 or 1-800-250-9812.



Lisa Smith, Carbon County Clerk



Approved this 14th day of July 2025.
BOARD OF COUNTY COMMISSIONERS
CARBON COUNTY, WYOMING



R. Travis Moore, Chairman