

**REPORT TO THE
MINUTES OF THE BOARD OF
CARBON COUNTY COMMISSIONERS
REGULAR MEETING
Tuesday, January 3, 2017
County Courthouse, Rawlins, Wyoming**

The regular meeting of the Board of Carbon County Commissioners (BOCC) commenced Tuesday, January 3, 2017 at the County Courthouse in Rawlins, Wyoming. Attending the meeting were; Chairman John Espy; Vice Chairman John Johnson; Commissioners Lindy Glode, Leo Chapman and Sue Jones.

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

NOMINATIONS FOR CHAIRMAN

Chairman Espy resigned his position as Chairman effective immediately and Vice Chairman Johnson took over as acting Chairman. There were no other nominations. All voted for Commissioner Johnson as Chairman.

Commissioner Chapman nominated Commissioner Jones as Vice Chairman who respectfully declined and nominated Commissioner Glode. All voted in favor of Commissioner Glode as Vice-Chairman.

Commissioner Glode moved that Commissioner Jones be Carbon County’s WY County Commissioner’s Association representative. Chairman Johnson seconded and the motion carried unanimously.

VOUCHERS

Commissioner Chapman moved to approve the report of expenditures in the amount of \$70,514.21. Commissioner Jones seconded and the motion carried unanimously.

Commissioner Chapman moved to approve a bill to Rawlins Automotive for \$6,648.33, Shively Hardware for \$75.55 and True Value of Rawlins for \$233.41 for an aggregate total of bills paid today of \$77,470.50. Commissioner Jones seconded and the motion carried with all voting for the motion except Commissioner Glode who abstained due to personal conflicts.

ALSCO, AMERICAN LINEN DIVISION	\$73.86	R&B SUPPLIES SHOP
ASPEN FAMILY DENTAL	\$234.00	DENTAL SERVICES
BAGGS, TOWN OF	\$150.00	NOV 16 RENT
BARKHURST, RAY	\$34.80	MILEAGE
BIG BALE COMPANY	\$135.65	TIRE
BLACK HILLS ENERGY	\$10,885.32	HEATING FUEL
BLAKEMAN PROPANE	\$1,464.94	HEATING FUEL

BUILD RITE LUMBER SUPPLY	\$35.99	HEPA FILTER
CARBON COUNTY VETERINARY HOSPITAL	\$52.00	DOG FOOD
CBM FOOD SERVICE	\$7,403.41	JAIL MEALS
CENTURY LINK	\$69.81	PHONE SERVICES
CENTURYLINK WA	\$2,673.01	PHONE LINES
COMMUNITY RESOURCE CENTER	\$35.00	16/17 DUES
COWBOY CHEMICAL	\$307.70	LAUNDRY SUPPLIES
COWBOY SUPPLY HOUSE	\$263.52	BUILDING SUPPLIES
DAILY TIMES	\$144.48	ADVERTISING
DH PACE COMPANY	\$377.01	DOOR SUPPLIES
DJ'S	\$527.11	WINDOW FOR BLADE
ELK MOUNTAIN CONOCO	\$472.41	FUEL
FLEXSHARE BENEFITS	\$108.00	FLEXSHARE BENEFITS
GALLS/QUARTERMASTER	\$366.77	JACKETS
HERMAN, BOBBIE	\$27.00	MILEAGE
HERTER, JACQUES P. PHD	\$1,800.00	PSYCH EVALUATIONS
INTERMOUNTAIN LOCK & SECURITY	\$208.47	DOOR REPAIR PARTS/KEYS
J H KASPAR OIL COMPANY	\$2,577.40	FUEL
KAISLER, TODD	\$54.00	MILEAGE
KIRSCH, ARCHIE P	\$1,300.00	DEC 2016 PR
MEMORIAL HOSPITAL OF CARBON COUNTY	\$1,598.30	MEDICAL SERVICES
MIDWEST FIRE EQUIPMENT & REPAIR CO, INC	\$384.67	SENSOR
MILLER, JIM	\$30.60	MILEAGE
MOORE MEDICAL CORP.	\$30.99	JAIL HEALTH
MOUNTAIN WEST MOTORS	\$4,988.23	VEHICLE REPAIRS
MPM CORP / EVERGREEN DISPOSAL	\$15.00	TRASH SERVICE
MY OFFICE ETC.	\$34.66	DESK CALENDARS/PLANNERS
NORCO, INC.	\$58.23	CYLINDER RENTAL
PUBLIC SAFETY CENTER, INC	\$61.90	GLOVES
QUILL CORPORATION	\$69.34	OFFICE SUPPLIES
RAWLINS AUTOMOTIVE	\$6,648.33	VEHICLE MAINTENANCE ITEMS
RAWLINS EASTSIDE CARWASH	\$93.60	CAR WASHES
RAWLINS EYE CARE	\$693.00	VISION SERVICES
ROBIDOUX ENTERPRISES	\$192.94	FILTERS/OIL
ROCKY MOUNTAIN HOSTAGE NEGOTIATORS	\$50.00	NEGOTIATORS CLASS
ROCKY MOUNTAIN POWER	\$5,486.27	ELECTRIC SERVICE
SARATOGA AUTO PARTS, INC.	\$66.68	SHOP SUPPLIES/MAINTENANCE PARTS
SARATOGA SUN	\$192.00	ADVERTISING
SHEPARD'S	\$39.47	FUEL
SHIVELY HARDWARE	\$75.55	HYTRAN
STAPLES ADVANTAGE	\$451.04	JAIL SUPPLIES

STATE OF WYOMING A & I	\$4.52	MAINFRAME ACCESS
STODDARD, CURTIS T.	\$893.20	DENTAL SERVICES
THOMSON REUTERS-WEST PAYMENT CENTER	\$726.11	MONTHLY CHARGES
TRADING POST	\$195.79	FUEL
TRUE VALUE OF RAWLINS	\$233.41	BUILDING MAINTENANCE SUPPLIES
TYLER TECHNOLOGIES, INC	\$275.63	HOSTING FEES
UNION TELEPHONE COMPANY	\$1,888.35	PHONE LINES
VALLEY OIL COMPANY	\$403.57	FUEL
VAN'S WHOLESALE LLC	\$775.61	JAIL SUPPLIES
VENTURE TECHNOLOGIES	\$3,860.00	APPLIANCE REBUILD
VERIZON WIRELESS	\$334.86	CELL PHONE
WESTERN TRUCK REPAIR	\$9,797.99	ENGINE REPLACEMENT
WIMPENNY, ROBERT G DDS	\$1,416.00	DENTAL SERVICES
WY PUBLIC HEALTH LABORATORY	\$2,623.00	JAIL HEALTH/PH SUPPORT SVCS
WY SECRETARY OF STATE	\$150.00	NOTARY CERTIFICATES
YOUNG, CHARLES MD	\$850.00	MEDICAL SERVICES
Grand Total	\$77,470.50	

CONSENT AGENDA

Commissioner Glode moved to approve the consent agenda. Commissioner Chapman seconded and Clerk Bartlett noted the consent agenda includes the December 20, 2016 regular meeting minutes and a bond for Doreen Harvey, Town of Encampment Clerk/Treasurer in the amount of \$25,000.00. The motion carried unanimously.

ADDITIONS / CORRECTIONS

There were no additions or corrections to the agenda.

Public Hearing – FY17 Budget Amendment

Chairman Johnson opened a public hearing at 9:09 a.m. to hear about a proposed budget amendment for Carbon County Dixon Airport and noted the hearing was advertised in the Rawlins Daily Times December 30.

Chairman Johnson called for comments for or against the amendment. There being none, he closed the hearing at 9:10 a.m.

Commissioner Espy moved to approve Resolution 2017-01, Budget Amendment Two for Fiscal Year 17 for the Carbon County Dixon Airport. Commissioner Jones seconded and the motion carried unanimously.

RESOLUTION 2017- 01 FY 2017 BUDGET AMENDMENT NUMBER TWO

WHEREAS Carbon County adopted the Fiscal Year 2017 Budget in accordance with the Wyoming Uniform Municipal Fiscal Procedures Act; and

WHEREAS the Board of Carbon County Commissioners wishes to amend the adopted budget in accordance with the same Act;

NOW, THEREFORE, BE IT RESOLVED that the following budget amendments are made.

Fund/Entity	16-17 Approved Budget	Amendment Amount	16-17 Amended Budget
Dixon Airport	\$43,525.00	\$20,000.00	\$63,525.00
Reserves	\$1,499,406.02	(\$20,000.00)	\$1,479,406.02

PASSED, APPROVED AND ADOPTED this 3rd day of January, 2017.

CARBON COUNTY, WYOMING

John Johnson, Chairman

ATTESTED:

-s- Gwynn G. Bartlett, County Clerk

ELECTED OFFICIALS / DEPARTMENT HEADS

Treasurer

County Treasurer Cindy Baldwin reported she has financial disclosures on file for all commissioners, County Clerk Gwynn Bartlett, Deputy Clerk Lisa Smith, Deputy Treasurer Sadie Martinez and herself.

Commissioner Glode moved to designate the Rawlins National Bank, Bank of Commerce and the Bank of the West as depositories for the county. Commissioner Chapman seconded and the motion carried unanimously.

Commissioner Espy moved to approve Resolution No. 2017-02, Carbon County Investment Policy. Commissioner Jones seconded and the motion carried unanimously.

**RESOLUTION NO. 2017-02
CARBON COUNTY
INVESTMENT POLICY**

WHEREAS, W.S. §9-4-831(h) mandates every political subdivision adopts “a statement of investment policy”; and

WHEREAS, CARBON COUNTY desires to adopt an investment policy at least as restrictive with respect to the types of investment as authorized by W.S. §9-4-831(a), a copy of which is affixed hereto and incorporated herein by this reference.

NOW THEREFORE BE IT RESOLVED BY THE GOVERNING BODY OF CARBON COUNTY, WYOMING:

- (a) The CARBON COUNTY financial accounting procedures are divided among the County Commissioners, the County Clerk and the County Treasurer. The County Clerk is designated as budget officer (W.S. §16-4-102(a)(iv)); the County Treasurer is in charge of the county treasury (W.S. § 18-3-804) and 18-3-805. Warrants for payment from the treasury must be authorized by the Board of County Commissioners (W.S. §18-3-504 and 18-3-805);
- (b) It shall be the policy of the Carbon County Treasurer to invest public funds in a manner which will provide the highest investment return with the maximum security, and conforming to all federal, state and local laws and regulations governing the investment of public funds;
 - (1) To the extent possible, the Carbon County Treasurer will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Carbon County Treasurer will not directly invest in securities maturing more than two (2) years from the date of purchase.
 - (2) Funds in excess of cash flow requirements may be invested in securities maturing not more than five (5) years from the date of purchase, if the maturity of such investments is made to coincide as nearly as practicable with the expected use of funds.
- (c) Any person affecting an investment transaction on behalf of CARBON COUNTY, or offering investment advice, shall sign a statement indicating he or she has read this policy and agrees to abide by this policy and by applicable federal, state and local laws with respect to the advice given and transactions undertaken on behalf of the County.
- (d) The Carbon County Treasurer shall be, and is hereby authorized to make such statutory investments, at his or her discretion, as will conform to this policy which shall be deemed at least as restrictive as the types of investments authorized by W.S. §9-4-831(a).
 - (1) The County shall diversify its instruments by security type and institution. With the exception of U.S. Treasury securities, certificates of deposits and authorized pool, no more than twenty-five percent (25%) of the County’s total investment portfolio will be invested in a single security type.
 - (2) To provide assurance that the County will be able to continue financial operations without interruption and dependent upon interest rates and satisfaction with services, the County will generally attempt to utilize at least two financial institutions as depositories.

- (e) The Treasurer is charged with the responsibility of providing a monthly financial report, to include investment activity and returns, in the County's Financial Report.
- (f) This policy shall be effective through the calendar year 2017.

BE IT FURTHER RESOLVED that the Board of County Commissioners adopts the aforementioned policy and this policy shall be reviewed on an annual basis.

ADOPTED this 3rd day of January, 2017.

**BOARD OF CARBON COUNTY
COMMISSIONERS**

- s- Leo Chapman
- s- Lindy Glode
- s- John Espy
- s- Sue Jones
- s- John Johnson

ATTEST:

-s- Gwynn Bartlett, County Clerk

Treasurer Baldwin reported that Elk Mountain has completed its specific purpose tax project and this makes all projects complete. The bonds for 2010C, the hospital's project, are now callable.

Buildings & Grounds

Buildings & Grounds Manager Jim Piche reported kitchen equipment donated by the school will be moved tomorrow and they will be stored for 6 months to 1 year.

Road & Bridge

Road & Bridge Superintendent Bill Nation has taken applications for the Baggs area operator and he hopes to hire soon. In the meantime he has activated ex-employees who recently retired to assist with snow removal.

He is working on the congestion mitigation air quality project contract with the attorney's office with work to be completed this spring.

Attorney

Ashley Mayfield Davis, Deputy County Attorney requested approval of the Volunteers of America Juvenile Justice Subgrant Quarterly Report.

Commissioner Chapman moved to approve the Volunteers of America Northern Rockies (VOA)/ Office of Juvenile Justice and Delinquency Prevention (OJJDP) 2014/2015 Nonparticipating

State Award Subgrant Quarterly Report. Commissioner Espy seconded and the motion carried unanimously.

Attorney Davis reported she is working with the state on a contract for storage of emergency items at the Jeffrey Center.

Attorney Davis discussed the agreement with the Town of Medicine Bow Fire Department for coverage on fires and other emergencies.

Attorney Davis also reported she has been talking with Moy Wing of the Rawlins Carbon County Airport Board about the change of the fixed base operator at the Rawlins Airport. Commissioner Jones agreed the county will need more information but said there was no reason to panic at this point. Attorney Davis will contact the City to see if a joint workshop is needed to further discuss the matter.

Clerk

Gwynn Bartlett, County Clerk presented board applications for Stephanie Arnold, Willis Williams and Beth Shorma for the Weed and Pest Control Board, Roy Dettmer for the Rawlins Carbon County Airport Board and Byron Barkhurst for the Planning & Zoning Commission and reported no applications were received for the Urban Systems Committee and the Jeffrey Center Board.

Commissioner Jones moved to reappoint Stephanie Arnold, Willis Williams and Beth Shorma to the Weed and Pest Control Board for 4 year terms ending January 2021, reappoint Roy Dettmer to the the Rawlins Carbon County Airport Board for a 5 year term ending on January 2022 and to appoint Byron Barkhurst to the Carbon County Planning & Zoning Commission for a 3 year term expiring December 2019. Commissioner Glode seconded and the motion carried unanimously.

Clerk Bartlett presented the proposed 2017 Carbon County Commissioners Meeting Schedule and a resolution changing two meeting dates.

Commissioner Espy moved to approve Resolution 2017-03, Amendment Number 4 (Four) to Resolution 2013-12, A Resolution of the Board of County Commissioners of Carbon County, Wyoming Setting Meeting Schedules moving the July 4, 2017 meeting to Wednesday, July 5 and the July 18, 2017 meeting to Monday, July 17. Commissioner Chapman seconded and the motion carried unanimously.

RESOLUTION 2017 - 03

AMENDMENT NUMBER 4 (FOUR) TO RESOLUTION 2013-12, A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS, CARBON COUNTY WYOMING SETTING MEETING SCHEDULES

WHEREAS, pursuant to Wyo. Stat. §18-3-502, the Board of County Commissioners shall meet the first Tuesday of each month or at such other times as may be designated by resolution of the board; and

WHEREAS, pursuant to Carbon County Resolution 2013-12 the Board of County Commissioners of Carbon County Wyoming will also meet the third Tuesday of each month; and

WHEREAS, the first or third Tuesday of the month may occasionally fall on a holiday, a day the board is unable to meet or a day when it may be more convenient to meet on an alternate date; and

WHEREAS, this resolution shall constitute the fourth amendment to Resolution 2013-12, A Resolution of the Board of County Commissioners, Carbon County Wyoming Setting Meeting Schedules.

THEREFORE BE IT RESOLVED because the budget public hearing shall be no later than the 3rd Monday in July and the budget resolutions shall be adopted within 24 hours of the hearing, the Board of Carbon County Commissioners regular meeting is hereby rescheduled to Monday, July 17, 2017 beginning at 9:00 a.m. at the county seat rather than July 18, 2017; and

THEREFORE BE IT FURTHER RESOLVED because the fourth of July holiday falls on the first Tuesday in July, the Board of Carbon County Commissioners regular meeting is hereby rescheduled to Wednesday, July 5, 2017 beginning at 9:00 a.m. at the county seat rather than July 4, 2017.

PASSED, APPROVED, AND ADOPTED this 3rd day of January 2017.

-s- Willing John Johnson, Chairman

Attest:

-s- Gwynn G. Bartlett, County Clerk

Clerk Bartlett discussed the county's wellness program and recommendations from the wellness committee. The BOCC directed her to move forward with changes and obtaining any contract documents necessary by the next meeting.

CITIZEN/COMMISSIONERS DISCUSSION

Commissioner Glode reported she is working on information regarding a possible increase to wind tax for the legislature to consider.

EXECUTIVE SESSION

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

Commissioner Espy moved to come out of executive session at 10:41 a.m. noting no action was taken and that the minutes be signed and sealed. Commissioner Glode seconded and the motion carried unanimously.

ADJOURNMENT

Commissioner Chapman moved to adjourn the meeting at 10:42 a.m. Commissioner Espy seconded and the motion carried unanimously.

A regular meeting of this Board will be held February 7, 2017 at 9:00 a.m. at the County Courthouse, 415 W. Pine 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 or by calling the Clerk's Office at (307) 328-2668 or 1-800-250-9812.