

**REPORT TO THE  
MINUTES OF THE BOARD OF  
CARBON COUNTY COMMISSIONERS  
REGULAR MEETING  
Tuesday, January 19, 2021  
Carbon County Courthouse, Rawlins, WY**

A regular meeting of the Board of Carbon County Commissioners (BOCC) commenced Tuesday, January 19, 2021 at 9:00 a.m. at the Carbon County Courthouse in Rawlins, WY. Attending the meeting were Chairman, John Johnson, Vice Chairman, Sue Jones, John Espy, Travis Moore and Byron Barkhurst.

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

**ADDITIONS / CORRECTIONS**

There were no additions or corrections to the agenda.

**VOUCHERS**

Commissioner Barkhurst moved to approve payment to Sunrise Sanitation for \$68.00. Commissioner Espy seconded and the motion carried with all voting for the motion except Commissioner Jones who abstained due to personal conflicts.

Commissioner Barkhurst moved to approve January 2021 payroll and benefit expenses of \$1,020,677.26 and insurance claim and premium expenses of \$357,785.13 and the main amount of bills in the amount of \$1,041,123.64 for an aggregate total today of \$2,419,654.03. Commissioner seconded and the motion carried unanimously.

Vendor	Detail Line Description	Total
Acme Electric Company, LLC	Misc. Electrician Services	\$3,288.86
All Traffic Solutions Inc.	Alert System	\$31,730.00
AlSCO, American Linen Division	Shop Supplies	\$170.70
Apex Communications	Maintenance Agreement	\$4,033.88
APG Media Of the Rockies	Misc Ads	\$206.00
API Systems Integrators	Monitoring Services	\$102.00
Baggs, Town Of	Water Services/Rent	\$183.90
Balestrieri, Michelle	CRC Agency Dues/Mileage	\$90.25
Bank of Montreal - Mastercard	Misc Charges	\$67,424.32
Beach, Homer	Snowplow	\$420.00
Bennett Law Group, Pc	Legal Services	\$175.00
Best Western Cotton tree	Victim Witness Lodging Expenses	\$192.00
Bi Inc.	Monthly Electronic Monitoring	\$2,873.00
Big Sky Communications Inc	Batteries	\$444.00

Black Hills Energy	Heating Services	\$16,798.28
Blakeman Propane	Heating Services	\$1,095.05
Bob Barker Company, Inc.	Misc Jail Supplies	\$799.57
Bomgaars Supply	Misc Parts	\$639.48
Boys & Girls Clubs of Carbon Co.	Payroll	\$1,792.27
Brake Supply Company, Inc.	Led Assembly	\$668.99
Bulbs.Com	Jail Lighting	\$134.50
Burke Moving & Storage	Moving Circuit Court to Interim Justice Center	\$4,350.00
Carbon County Fair Board	Fair Ground Rentals Q4	\$1,527.50
Carbon County Public Health	Flu Shots	\$817.53
Carbon County Weed & Pest	Tempo Sc Ultra	\$41.36
Carbon Power & Light Inc	Electric Services	\$2,585.53
CareRight Technologies, LLC	Monthly Bed Fee	\$108.90
Cathedral Home for Children	Oct-Dec Funding/Jbs Funding	\$22,500.00
CDW Government, Inc.	Epson Powerlite	\$836.99
Charter Communications	Tv Subscription	\$129.27
Conley, Marci	Mileage for Victim Witness	\$36.50
Couch II, Wayne M. D	County Health Officer	\$1,600.00
Cowboy Chemical	Jail Laundry Supplies	\$377.95
Cowboy Supply House	Misc. Cleaning Supplies	\$1,800.33
Daily Times	2021 Renewal	\$123.95
Dallin Motors Inc	Nut/Wheel	\$20.72
DBT Transportation Services LLC	Quarterly Maintenance	\$1,667.44
Dell Marketing L.P.	Computers	\$3,960.34
Dennis Supply Company	Baldor Motor	\$1,387.05
Dirty Boyz Sanitation, Inc	Trash Services	\$1,652.00
Dominion Energy	Electric Services	\$297.78
Elevated Training Solutions	2021 Random Program Renewal	\$960.00
Elk Mountain, Town Of	Water Services/Rent	\$1,839.24
Encampment, Town Of	B&G Utility R&B Water	\$97.00
Encartele	Data Purchased for Inmates	\$750.00
Engstrom, James D. DDS	Inmate Dental Services	\$2,500.00
Fatbeam LLC	Fiber/Internet	\$5,654.70
FCI Constructors of Wy	Carbon Building Courthouse Project	\$737,771.40
France, Tara	Court Reporter	\$279.25
Galls/Quartermaster	Deputy Uniforms	\$506.85
GCR Electronics, LLC	Monthly Site Rent	\$2,000.00
Grainger	Motor/Nozzle Kit	\$183.16
Graphic Business Solutions, LLC	Business Cards	\$90.00
Greater Wy Big Bros/Sisters	County Prevention Services/Salary	\$5,669.92

Hali-Brite Inc.	150-Watt Ge Pulse Start	\$258.97
Hanna, Town Of	Water Services	\$247.96
Herman, Bobbie	Mileage	\$27.00
Hernandez, Brenda	Interpreter	\$50.00
Hilltop Conoco	Fuel	\$23.00
Jack's Body & Fender Repair	Tows	\$256.00
Jeffrey Center Board	Jeffrey Center Rentals 2020	\$125.00
Jones Simkins	Audit Services Thru Dec 2020	\$6,500.00
Kaisler, Todd	Mileage	\$54.00
Kenco Security and Tech.	Monitoring Services	\$83.00
KTGA/KBDY	Radio Ads /Rent	\$230.00
Lehr, Casey	K-9 Zeus Crate/ Dog Bed/Treats	\$138.83
Martinez, Natasha K., P.C	Legal Services	\$320.00
Martinez, Natasha K., P.C	Legal Services	\$200.00
McKesson Medical-Surgical	Misc. Jail Med Supplies	\$74.20
Medicine Bow, Town Of	Water Services	\$212.00
M.H.C.C.	Lab Fees	\$930.70
Mercedes Transcription, Inc	Transcription Services	\$80.96
Merseal Law, LLC	Legal Services	\$3,020.00
Midwest Connect	Ink Cartridge	\$210.00
MPM Corp / Evergreen Disposal	Trash Services	\$130.00
Nationwide	Notary Bond Renewals	\$150.00
Natrona County Sheriff's Office	Juvenile Housing Fees	\$3,705.00
Norco, Inc.	Cylinder Rentals	\$1,215.44
Offender Watch	Sex Offender Notifications	\$77.55
O'Reilly Auto Parts	Jail Sliding Doors/Tow Strap	\$56.97
Patterson, Patrick James	Reimburs. Meals/Drinks Search & Rescue	\$107.51
Perkins Oil Co	Fuel	\$4,012.79
Plus Electric Inc.	Hoist Repair	\$155.00
Quill Corporation	Misc Office Supplies	\$95.25
R.P Lumber Company, Inc.	Bulbs	\$38.57
Rasmussen Furniture	Window Shades for Murray St	\$5,093.88
Rawlins Automotive	Misc Parts	\$2,254.56
Rawlins, City Of	Water Services/Landfill	\$2,277.80
Ready, Justin	Mileage	\$48.00
Ricoh USA Inc	It Copiers	\$356.91
Ricoh USA, Inc	It Copiers	\$5,849.64
Rocky Mountain Power	Electric Services	\$17,477.92
Rocky's Quick Stop	Fuel	\$130.85
Rostad Law, LLC	Legal Services	\$117.08

Rural Physicians Group-Pannu	Ed Medical Services	\$1,629.00
Saratoga Auto Parts, Inc.	Misc Parts	\$225.58
Saratoga Sun	Misc Ads	\$861.00
Saratoga, Town Of	Water Services	\$50.50
Shepard, Shandra Np	Reproductive Health Np	\$416.00
Shepard's	Filter/Fuel	\$1,931.11
Shively Hardware	Misc Parts	\$1,133.55
Smith Psychological Services	Pre-Employment Eval	\$800.00
Spaulding, Dawnette	Mileage for Victim Witness	\$17.25
Specialized Pathology Consultants	Autopsy Fees	\$1,250.00
Squirrel Tree Automotive LLC.	Tire Sensor	\$98.42
Staples Advantage	Misc Office Supplies	\$270.69
State of Wyoming DCI	Sex Offender Registration Changes	\$25.00
Stinker Stores, Inc.	Fuel	\$10,547.83
Summit Food Service	Jail Meals	\$6,289.31
Sunrise Sanitation Service, LLC.	Trash Services	\$68.00
Swanson Services Corporation	Jail Commissary	\$1,687.30
Terminix	Pest Control	\$175.00
Thomson Reuters-West Pymt Center	Monthly Software Fees	\$802.17
Tin Boy Garage	Tire Repair	\$20.00
Tractor Supply Credit Plan	Pipe	\$36.45
True Value of Rawlins	Misc Materials	\$266.22
Tyler Technologies, Inc	IDOC/ITAX	\$275.63
Us Bank	Misc Charges	\$2,230.00
Valley Fire Extinguisher	Annual Fire Equipment Tests	\$440.85
Valley Oil Company	Fuel	\$1,465.52
Voiance Language Services LLC	Over the Phone Interpretation	\$21.00
Walker, Jeanette R.	Mileage for Victim Witness	\$36.50
Webb, Julie	Mileage For 2020	\$296.50
Western States Fire Protection Co	Annual Fire Prevention Inspections	\$4,775.00
Western Truck Repair	Filter	\$16.93
Wex Bank	Misc Charges	\$1,147.05
Wille, O.R.	Mileage	\$45.00
Wilson, Margaret	Patches	\$36.00
WLC Engineering	Carbon Building Inspection & Materials Testing	\$4,310.50
Woodward & Associates, Inc.	Misc. Flooring	\$290.00
Wy Behavioral Institute	Emergency Detentions	\$300.00
Wy Clerks of District Court Assoc.	Annual Dues	\$150.00
Wy Dept Of Environmental Quality	2021 Fee for Tank 1	\$50.00
Wy Dept Of Health	State Vehicle Rental	\$80.00

Wy Dept Of Transportation	Citation Pads	\$59.05
Wy Machinery Company	Misc. Parts	\$707.18
Wy Public Health Laboratory	Lab Fees	\$1,125.00
Wy Secretary of State	Notary Renewals	\$120.00
Wyoming Disposal Systems	Trash Services	\$219.00
Wyoming Service & Controls, Inc	Inspection of Vav	\$617.50

### **CONSENT AGENDA**

Commissioner Espy moved to approve the consent agenda noting any item could be removed for separate action. The consent agenda includes the January 5, 2021 regular meeting minutes, monthly receipts from Clerk of District Court in the amount of \$3,438.50, monthly receipts from the Carbon County Clerk in the amount of \$19,163.75, bonds for Kay Embree, Treasurer for the Medicine Bow Rural Health Care District in the amount of \$5,000.00, Renee Scott, Trustee for the Medicine Bow Rural Health Care District in the amount of \$5,000.00, Cynthia Culver, Trustee for the Medicine Bow Rural Health Care District in the amount of \$5,000.00, Kenzie Strauch, Trustee for the Medicine Bow Rural Health Care District in the amount of \$5,000.00, Robert C. Davis, Treasurer for the Little Snake River Conservation District in the amount of \$10,000.00, Stacey Ward, Deputy Treasurer in the amount of \$10,000.00 and Notice of Valuation Changes in the amount of (\$17,805.00). Commissioner Barkhurst seconded, and the motion carried unanimously.

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

#### **Weed & Pest**

Weed & Pest Director Reese Irvine appeared to present the board's adopted Conflict of Interest policy and asked if the board had any questions. At the last meeting the board questioned whether to appoint Stephanie Irvine as she is married to Reese Irvine, the Weed & Pest District Supervisor.

Commissioner Espy moved to appoint Stephanie Irvine Area I (Rawlins) to the Carbon County Weed & Pest Control District for a 4-year term expiring January 2025. Commissioner Jones seconded and Commissioner Barkhurst requested that Attorney Davis comment on their Conflict-of-Interest policy. Attorney Davis reported that the policy requires the individual to declare the conflict and told the BOCC that if they had a preference that the board declares the conflict. The Weed & Pest Board would likely be willing to change their policy, but she stated that she has no issue with this being out of compliance with state laws. Commissioner Barkhurst asked Mr. Irvine what the board positions are, and Mr. Irvine replied Chairman, Vice Chair, Secretary/Treasurer and noted who currently holds those positions. Mr. Irvine stated that their next meeting is a review of all policies and he would be happy to work with the county to clean up the policy to note that either an individual or board could declare a conflict. The motion carried with all voting for the motion except Commissioner Barkhurst who voted against.

Commissioner Moore asked if updates to Title 9 last year would warrant the county to send notice to all boards of the changes. Attorney Davis agreed this would be a good idea.

## **Library**

Jacob R. Mickelsen, Carbon County Library Director along with Board Member Leigh Nation presented the 2021 – 2024 Strategic Plan for Carbon County Libraries. The plan is a blueprint to guide the Library in its mission to engage minds, enrich lives and empower people. It will be used to guide public policy and make strategic decisions to help guide the organization into the future and provide a framework in which to grow.

## **Emergency Management**

Lenny Layman, Emergency Management Coordinator provided an update on the AlertSense flyer and additional ways that his office is getting the word out on this new system. Mr. Layman provided an update on a training he recently hosted at the C4 regarding radiological threats.

Mr. Layman discussed the difference between information and intelligence. He discussed the different platforms that his office can obtain information/intelligence. He has access to Wyoming Information Sharing Platform, Wyoming Division of Criminal Investigation (DCI), Wyoming Information Analysis Team (WIAT/ILO), Wyoming Office of Homeland Security (WoHS) and the National Weather Service.

Mr. Layman provided an update on the Carbon County Coordination Center (C4). He plans to have multiple grand openings with various groups to accommodate for smaller groups. His office received another donation from the Department of Workforce Services. Tosha Garner with the Department of Workforce Services read aloud a letter addressing their donation.

## **Fire Warden**

Ron Brown, Carbon County Fire Warden provided an update on his office's communication plan. Warden Brown discussed receiving an Assistance to Firefighters Grant for Bunker Gear.

Warden Brown provided an update on recent fire investigations. He reported last Monday morning there were 3 fires. Two are in Sinclair and still under investigation and the Elk Mountain incident was an accidental structure fire.

Warden Brown discussed the upcoming countywide training that his office will be offering. There may be a potential burn practice for the class.

## **Planning Director**

Marlin Johnson, Planning Director discussed a proposed amendment to the building permit fee schedule. The BOCC asked him to take the fee increase to the Planning Commission first and then bring it to the BOCC.

Commissioner Espy moved to appoint Marlin Johnson to the Urban Systems Committee for a 4-year term ending June 30, 2025. Commissioner Barkhurst seconded, and the motion carried unanimously.

## **Sheriff**

Archie Roybal, Carbon County Sheriff requested and received approval to fill three detention and two patrol deputy positions that are vacant. He also reported dispatch is working on AlertSense training, the text to 911 is coming next week, the Victim's Advocate department received over 300 cases last year, the Sheriff's Office personnel policy is being updated, they are working at the new Interim Justice Center, he has three individuals at the law enforcement academy currently and Search & Rescue will meet this week. Clerk Bartlett pointed out that approximately 6 months of comp time was paid in December for the Sheriff's Office which totaled around \$90,000.00.

## **Clerk**

Gwynn Bartlett, Carbon County Clerk discussed board applications that she received from Corson Kerbs and Samantha Buffington for appointment to the Carbon County Fair Board. No applications were received for the Urban System's Committee or Carbon Museum Board.

Ms. Buffington was present and stated her interest in being on the Fair Board. She reported that she grew up on a ranch and knows her way around livestock. She has also traveled around to many fairs and would like to see the fair grow, making it an attraction that people may even travel to see. Commissioner Jones asked if there could be an ex-officio member and Attorney Davis stated that the by-laws do not allow for this, but individuals can participate, and meetings are public.

Commissioner Espy moved to appoint Corson Kerbs to the Carbon County Fair Board for a 5-year term ending January 2026 and thanked Ms. Buffington for her interest and encouraged her to participate. Commissioner Barkhurst seconded and encouraged her to be involved. Commissioner Moore stated there are other tasks that need done and suggested that other individuals may want to be involved but not be on the board. He thought the Fair Board could potentially have committee work that individuals such as Samantha could be involved in. The motion carried with all voting for the motion except Chairman Johnson who voted against and explained he thought Ms. Buffington could bring a lot to the board.

Clerk Bartlett presented the Final Proof of Loss Statement for the Sheriff's Office 2018 Dodge Ram 1500. The patrol vehicle was determined to have over \$6,500.00 in damage after hitting a dead cow. The vehicle has been repaired and is operational now, but the Clerk made an insurance claim.

Commissioner Barkhurst moved to authorize the Chairman's signature on the Final Proof of Loss for a 2018 Ram 1500 in the amount of \$6,553.51. Commissioner Moore seconded and the motion carried unanimously

Clerk Bartlett presented the Memorandum of Understanding Between Carbon County Prevention Coalition and Carbon County for Commissioner approval and signature. This grant is for Wyoming Department of Health's Community Prevention. Dave Throgmorton reported the Coalition met last week and he encouraged the MOU's approval. The MOU is required for the grant and will allow various programs in the county.

Commissioner Espy moved to approve the Chairman's signature on the Memorandum of Understanding between Carbon County Prevention Coalition and Carbon County that outlines the responsibilities and expectations of the above-mentioned parties in relation to the Wyoming Department of Health's Community Prevention Grant for a term of July 1, 2020 through June 30, 2022. Commissioner Jones seconded and the motion passed unanimously.

### **Attorney**

Ashley Mayfield-Davis, Carbon County Attorney presented a new lease for the Dixon Airport Hangar with Shane McKee for commissioner review and approval. Shane McKee recently purchased the hangar from Zach Weber and requested a new, 30-year lease.

Commissioner Jones moved to approve the Chairman's signature on the Lease Agreement between Shane McKee and Carbon County for the Dixon Airport Hangar for a term of 30 (thirty) years in the amount of \$646.08. for each year to include a Consumer Price Index increase every 5<sup>th</sup> year. Commissioner Espy seconded and the motion carried unanimously.

Attorney Davis reported there have been multiple bankruptcies in the county over the past several years. She reported her office works with the Assessor and Treasurer and all three are currently working on a check list of things to do when a bankruptcy is received so nothing is missed, and things are handled timely.

### **EXECUTIVE SESSION**

Commissioner Espy moved to go into executive session at 10:28 a.m. with Clerk Bartlett, Ashley Mayfield Davis, Kandis Fritz and Jim Piche to discuss personnel, potential litigation and other matters considered confidential by law. Commissioner Moore seconded and the motion carried unanimously.

Commissioner Espy moved to come out of executive session at 11:24 a.m. noting no action was taken and that the minutes be signed and sealed. Commissioner Moore seconded and the motion carried unanimously.

### **CITIZEN'S / COMMISSIONER'S DISCUSSION**

Commissioner Moore reported that Stacy Crimmins presented pricing and an overview of her services at the recent Carbon County Council of Governments meeting. She provides contract grant writing and administration.

### **ADJOURNMENT**

Commissioner Espy moved to adjourn the meeting at 11:29 a.m. Commissioner Barkhurst seconded, and the motion carried unanimously.

A regular meeting of this Board will be held Tuesday, February 16, 2021 at 9:00 a.m. at the Carbon County Courthouse, in 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 or by calling the Clerk's Office at (307) 328-2668 or 1-800-250-9812.