

**REPORT TO THE  
MINUTES OF THE BOARD OF  
CARBON COUNTY COMMISSIONERS  
REGULAR MEETING  
Tuesday, December 21, 2021  
Carbon Building – Courthouse Annex, Rawlins WY**

A regular meeting of the Board of Carbon County Commissioners (BOCC) commenced Tuesday, December 21, 2021, at 9:00 a.m. at the Carbon Building – Courthouse Annex, Rawlins, WY. Attending the meeting were Chairman, John Johnson, Vice Chairman, Sue Jones, John Espy, Byron Barkhurst and Travis Moore.

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

**ADDITIONS / CORRECTIONS**

Chairman Johnson added a discussion about a rescue truck under the Fire Warden.

**VOUCHERS**

Commissioner Barkhurst moved to approve December 2021 payroll and benefit expenses of \$971,615.55 and insurance claim and premium expenses of \$234,211.13 and the main expenditures \$1,343,167.27 for an aggregate total today of \$2,548,993.95. Commissioner Espy seconded, and the motion carried unanimously.

Vendor	Detail Line Description	Total
Acme Electric Company, LLC	Electrician Services	\$2,533.27
AlSCO, American Linen Division	Towels/Soap/Mats	\$296.82
Apex Communications	Maintenance Agreement/Mobile Radio	\$9,942.36
Baggs, Town Of	Office Rent	\$150.00
Bauer, Eric	Plumbing Repairs	\$1,008.50
Beck Total Office Interiors	Carbon Building Furniture	\$229,959.90
Bi Inc.	Electronic Monitoring	\$2,230.00
Big Bale Company	Tires	\$652.46
Blakeman Propane	Heating Services	\$5,095.44
Blue Knight Security LLC	Inmate Transport	\$1,925.00
Bustillo, Nikolas	Soberlink/Refund	\$820.00
Candy Mountain	Water	\$38.50
Capitol Communications	Phone Trunks Move	\$1,331.25
Carbon County Council of Govts.	CCCOG 2022 Dues	\$200.00
Carrot-Top Industries, Inc	Flags	\$414.61
Cathedral Home for Children	Oct-Dec 21 Funding	\$11,504.66
CDW Government, Inc.	Display Port Adapters	\$832.61
Charter Communications	Jail Tv Subscription	\$119.54

Cowboy Chemical	Cleaning Supplies	\$425.80
Cowboy Inn	Motel/Meal Charges	\$417.77
Cowboy Supply House	Misc. Cleaning Supplies	\$2,157.44
Crane & Hoist Sales, Inc	Runway Power Rail Sys. Replacement	\$10,254.90
Dept Of Environmental Quality	Contaminated Site	\$400.00
Drummond Refrigeration LLC	Misc. Appliance Repairs	\$707.50
Elk Mountain, Town Of	Water Services	\$71.50
Encartele	Jail Data	\$1,200.00
Engstrom, James D. DDS	Dental Services	\$2,500.00
Erickson & Roberts	Legal Services	\$1,041.84
F & S Trucking, Inc	Road Base	\$16,857.48
Fatbeam LLC	Fiber/Internet	\$5,259.70
FCI Constructors of Wy	Carbon Building Construction	\$645,507.00
Find-911 LLC	Pilot Fee	\$1,500.00
Floyd's Truck Center	2017 Freightliner 7215	\$118,795.00
France, Tara	Transcription Services	\$457.75
Galls/Quartermaster	Crossfire Spray	\$138.00
Grainger	Air Filters	\$523.56
Greater Wy Big Bros/Sisters	Nov 2021 Prevention	\$14,347.85
Hahn Construction	Misc. Repairs	\$2,850.00
Herman, Bobbie	Fair Mileage	\$27.00
Ispyfire, Inc.	Subscription	\$500.00
Jack's Body & Fender Repair	Tow Charges	\$411.00
Jones Simkins	Auditing Services	\$4,543.00
Kaisler, Todd	Fair Mileage	\$54.00
Kilburn Tire Company	Tires	\$1,190.68
Laramie Fire Extinguisher	Extinguisher Inspection	\$237.25
Lifetime Benefit Solutions, Inc	Cobra Administration	\$25.00
Matthew Bender & Co, Inc.	Wy Court Rules Supplement	\$672.46
Memorial Hospital of Carbon County	Lab Services	\$335.00
MHL Systems	Cutting Edges Carbide Teeth	\$3,551.80
Mobile Concrete, Inc	Concrete	\$978.00
Modern Electric Company	Dixon Airport Beacon	\$11,460.00
Modern Electric Company	Dixon Airport Electrical Repairs	\$2,957.36
Motorola Solutions	Spillman Conference Reg./Maint.	\$44,023.35
Mountain Alarm	Alarm Monitoring	\$42.90
Norco, Inc.	Cylinder Rental	\$1,438.74
Office Of State Lands & Investments	County Road 401 Easement	\$500.00
O'Reilly Auto Parts	Nuts	\$26.18
Perkins Conoco	Fuel	\$43.00
Perkins Oil Co	Fuel	\$989.32

Personnel Evaluation, Inc.	Pep Test	\$20.00
Phillips 66-Conoco-76	Sheriff Vehicle Exp Fuel	\$87.09
Prado-Estrada, Victor	Soberlink/ Refund	\$820.00
Quill Corporation	Misc. Office Supplies	\$263.08
R.P Lumber Company, Inc.	Misc. Supplies	\$93.79
Rasmussen Furniture	Breakroom Refrigerator	\$1,444.95
Rawlins Automotive	Misc. Parts	\$701.75
Rawlins Hardware	Misc. Tools	\$143.53
Ready, Justin	Fair Mileage	\$48.00
Ricoh USA Inc	Copiers	\$764.02
Ricoh USA, Inc	Copiers	\$5,545.54
Rocky Mountain Sand & Gravel LLC	Cooper Cove Culvert Replacement	\$101,470.00
Rocky's Quik Stop	Fuel	\$415.47
Saratoga Auto Parts, Inc.	Fuel	\$333.17
Secretary Of State	Warne Notary Commission	\$60.00
Shepard's	Fuel	\$1,853.25
Shively Hardware	Misc. Parts	\$6,422.81
Spaulding, Dawnette	Mileage	\$64.40
Squirrel Tree Automotive LLC.	Tire Repair	\$21.60
Staples Advantage	Misc. Office Supplies	\$591.14
State Of Wyoming DCI	Sex Offender Fees	\$145.00
Stinker Stores, Inc.	Fuel	\$15,159.78
Stop Stick Ltd.	Stop Stick Training Kit	\$308.00
Summit Food Service	Jail Meals	\$3,286.17
Swanson Services Corp.	Jail Commissary	\$890.14
Terminix	Pest Control	\$40.00
Thomson Reuters-West Pymt. Center	Subscription Charges	\$832.34
Tin Boy Garage	Backhoe Tires	\$1,099.76
Trading Post	Fuel	\$40.68
Trevathan, Sabrina RDR	Transcription	\$583.80
Trumble Greetings Inc.	Christmas Cards	\$191.46
Uline	Labels/Ribbon	\$189.51
University Of Wy Extension	Salary Match Oct-Dec 21	\$16,797.00
Us Bank	Jail Health	\$2,822.58
VanWinkle, John	Fuel For Travel	\$81.00
Voiance Language Services LLC	Interpretation Services	\$79.50
Walker, Deborah C	Patches Sewn On	\$24.00
West End Sinclair	Fuel	\$125.02
Wille, O.R.	Mileage	\$45.00
WLC Engineering	County Road 401 Survey	\$5,587.01
Wreck-A-Mend	Windshield Replacement	\$305.09

Wy Machinery Company	Transmission Repairs	\$3,853.90
Wy Retirement System	Nov Vol Fire Retirement	\$806.25
Wyoming Disposal Systems	Trash Services	\$212.64
Yocum, Leo	Mileage	\$24.00

**CONSENT AGENDA**

Commissioner Espy moved to approve the consent agenda noting any item could be removed for separate action. The consent agenda includes the December 7, 2021, regular meeting minutes; monthly receipts from the Clerk of District Court in the amount of \$3,618.70, a bond for Doreen Harvey, Clerk/Treasurer for the Town of Encampment in the amount of \$75,000.00. Commissioner Moore seconded, and the motion carried unanimously.

**LIBRARY**

Jacob Michelsen, Library Director announced his resignation noting the Library Board has appointed Maria Winsel as interim director. He also announced a new grant they received for payroll through the WY Humanities Council totaling \$44,940.00. This will likely require a budget amendment soon.

**CITIZEN & COMMISSIONERS DISCUSSION**

Aliesha Jenkins reported she and her husband recently purchased property in May 2021. Two parcels are in Rawlins, and one is in the county. They would like it all in the county noting each are undeveloped and do not have city utilities on them.

County Planner Sarah Bruggar discussed statutory process for de-annexation including filing a petition with the City Clerk and copying the county clerk. The county commissioners have 60 days to prepare a report regarding the de-annexation and provide that to the City of Rawlins. The City of Rawlins would then consider the report and proceed accordingly. Commissioner Barkhurst confirmed there were no easement issues and Ms. Jenkins stated not to her knowledge.

Rich Wilson, Chairman of the Planning and Zoning Commissioner stated that he was concerned about the access from Deer Springs. If the City of Rawlins were to close a specific street and if de-annexation falls into RAM zoning, then potentially things like a gravel pit could be installed there. He thought zoning would have to be carefully thought out. Chairman Johnson asked Ms. Bruggar to write the report for the City’s consideration.

**ELECTED OFFICIALS & DEPARTMENT HEADS**

**Sheriff**

Archie Roybal, Sheriff requested and received approval to fill vacant dispatcher and vacant patrol deputy position. The patrol deputy is in the Medicine Bow area.

**Buildings & Grounds**

Buildings & Grounds Manager Jim Piche discussed the overhead crane system at Road and Bridge that is being evaluated and that it will require additional funding to get it operational. The main track installation took care of many issues however to become certifiable additional repairs are necessary costing approximately \$8,400.00. He proposes using the Road & Bridge budget. The BOCC approved the repairs.

Mr. Piche reported last week's move of all offices out of the Courthouse went well.

## **Fire**

Fire Warden John Rutherford discussed the opportunity for a new truck at the Hanna Division. Currently Elk Mountain is struggling for volunteers leaving a larger burden on the Hanna Division. Hanna has a rescue truck, but it is not fully functional for their needs. Natrona County is selling a used GMC rescue truck for \$30,000 that is fully equipped including a radio. He suggests using Strike Team funds. These are funds from when volunteers go to various fires and the reimbursement for those go into that fund.

Commissioner Espy moved to waive the procurement policy and authorized the purchase of a used GMC rescue truck, diesel with approximately 100,000 miles totaling \$30,000 using the Strike Team fund. Commissioner Moore seconded and Commissioner Barkhurst asked the value of the hydraulic tools that come with the truck. Mr. Rutherford said approximately \$15,000, about half the purchase price. Mr. Rutherford also confirmed for Commissioner Moore that Hanna is typically sending two trucks to a scene but having this truck would allow for only one to be sent. The motion carried unanimously.

Mr. Rutherford reported that draft legislative bill, LSO2008, would provide for funding for WyoLink potentially through an additional fee for license plates. He asked the BOCC to watch the bill and Chairman Johnson asked that he express concerns of the county when he testifies at the legislative committee.

## **Emergency Management**

Lenny Layman, Emergency Management Coordinator presented a Homeland Security grant agreement for consideration.

Commissioner Jones moved to approve the Chairman's signature on the Grant Award Agreement between the Wyoming Office of Homeland Security and Carbon County for construction of the RR 316 Hanna Mitigation Living Fence Project for a term of September 5, 2020, through March 31, 2024, in an amount not to exceed \$24,843.75. Commissioner Barkhurst seconded, and the motion passed unanimously.

Mr. Layman presented the Memorandum of Understanding between the City of Rawlins Police Department Emergency Communications Center and Carbon County Office of Emergency Management (Carbon County Coordination Center (C4)) for approval. This MOU was originally signed by the BOCC last month and when the MOU was sent to the City of Rawlins, a single

change was made, prior to the City of Rawlins signatures. The change was that the MOU will be reviewed yearly instead of every other year.

Commissioner Barkhurst moved to approve the Chairman's signature on the Memorandum of Understanding between the City of Rawlins Police Department Emergency Communications Center and Carbon County Office of Emergency Management (Carbon County Coordination Center (C4)). Commissioner Espy seconded, and the motion passed unanimously.

Mr. Layman discussed the Carbon County Preparedness Plan. He met with various elected officials and department heads who unanimously agreed to support the process. He also met with the City of Rawlins, and they are supportive. Attorney Davis has agreed to review the Preparedness Directive and draft a MOU for the elected department heads to sign.

Commissioner Moore moved to approve the Board of Carbon County Commissioners Preparedness Cooperative Agreement pending legal review. Commissioner Barkhurst seconded, and the motion passed unanimously.

Mr. Layman reported SCWEMS has a new director who is Stayton Mosbey. There was a MHCC Decontamination Tent walk-through at the Fairgrounds Multiplex on the 15<sup>th</sup>. A meeting with Williams Employees on the 16<sup>th</sup> and the Wyoming Office of Homeland Security was on site on the 17<sup>th</sup> to discuss grants and Threat and Hazard Identification and Risk Assessment (THIRA). Soon Lenny will host a funding option meeting for various agencies to participate in. The purpose is to assist agencies with specific projects know what funding streams to apply for and when.

### **Road & Bridge**

Kandis Fritz, Road & Bridge Coordinator presented the FY2022 Congestion Mitigation Air Quality (CMAQ) CM22101 for approval. The plan is to place Mag Chloride on 23 miles of County Road 500 Jack Creek Road and 32 miles on County Road 291 Hanna Leo Kortes. She stated that they have until December 31, 2024, to complete this project.

Commissioner Jones moved to approve FY2022 Congestion Mitigation Air Quality (CMAQ) CM22101 totaling \$330,000 including a county match of \$66,000 from the county road fund and a Federal Match of \$264,000 for 55 miles mag chloride on County Roads 500 and 291. Commissioner Espy seconded, and the motion passed unanimously.

Ms. Fritz discussed Seasonal County Roads and Snow Removal. County Roads 401 and 500 have officially closed for the winter.

On Saturday December 11<sup>th</sup>, she was contacted for R&B to plow open County Road 500 so a tow truck could go recover a stuck semi-truck on Forest Road 452. County staff was asked to open the road, leaving their regular work unattended. She requested the BOCC's authorization to have law enforcement call private businesses to open the road. Kandis added that the driver was already removed to safety and her request is only for non-life-threatening situations. Commissioner Espy expressed concerns over having other agencies on county roads and the damage that could be done.

He asked about liability for opening the roads. Commissioner Moore suggested there could be multiple contractors on a preferred, or county approved, contractor list that are eligible to work on county roads. Chairman Johnson suggested the county develop a rate schedule and charge these individuals for the county's services. Warden Rutherford thought the recovery company could contract with snow removal companies for the rescue.

In addition, Ms. Fritz is looking into grants for a blinking emergency sign so individuals following GPS directions are alerted to the county closure, south of Rawlins especially.

She also talked with WYDOT and Ralph Tarango about adding County Road 500 to the 511 system along with County Road 401 and he said that shouldn't be a problem. She just needs to get him the details on the road.

Ms. Fritz Discussed a possible MOU for shared Maintenance on Carbon County Road 710/Routt County 129. In years past, Carbon County and Routt County had somewhat of a verbal agreement to do shared maintenance on our shared County Road, The Snake River Spur. For this to continue, she thinks it would be in both parties' best interest to enter into a written and signed MOU or each county just do maintenance on their own portions of road. The BOCC asked her to prepare one for review.

## **IT**

IT Director, Matt Webster provided an update on the move to the Carbon Building – Courthouse Annex.

## **Attorney**

Ashley Mayfield Davis, Carbon County Attorney requested and received authorization to hire a vacant legal assistant position.

## **Treasurer**

County Treasurer Lindsey West reported that property tax for 2021 is at 58% collected, on target with prior years. She added 28.2% of the specific purpose tax has been collected.

## **Clerk**

Gwynn Bartlett, County Clerk presented board applications that she received from Jenna L. Larson for appointment to the Carbon County Weed & Pest for the Baggs Area and from Todd Kaisler for re-appointment to the Carbon County Fair Board. Ms. Larson did receive the signatures required on the nomination petition from verified landowners.

Commissioner Espy moved to appoint Jenna L. Larson to the Carbon County Weed and Pest Control for the Baggs Area V for an unexpired 4-year term ending January 2023 and to reappoint Todd Kaisler to the Carbon County Fair Board for a 5-year term ending November 2026. Commissioner Barkhurst seconded, and the motion passed unanimously.

Clerk Bartlett reported that she received sealed bids from both the Rawlins Times and Saratoga Sun to be the county's official publication for 2022. The Rawlins Times quoted \$6.00 per column inch for legal, classified, and standard ads. The Saratoga Sun quoted \$5.94 per column inch for legal, classified, and standard ads.

Commissioner Jones moved to designate the Saratoga Sun as the Carbon County Newspaper of Record (official publication) for a term of one year beginning January 1, 2022, through December 31, 2022, at a rate of \$5.94. Commissioner Barkhurst seconded and stated his thoughts prior to knowing pricing was the subscriber numbers. The motion passed unanimously.

Clerk Bartlett noted the Rock Creek Wind Energy Project has filed for an industrial siting permit and this triggers the 30-day window for impact assistance funding. She noted Albany County would likely be taking the lead on organizing the meeting as most of the project is in their county.

### **COMMISSIONERS**

Chairman Johnson discussed the Rock Creek Wind Energy Project Impact Assistance.

### **EXECUTIVE SESSION**

Commissioner Espy moved to go into executive session at 10:46 a.m. with Clerk Bartlett and Ashley Mayfield Davis 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 11:40 a.m. noting no action was taken and that the minutes be signed and sealed. Commissioner Moore seconded, and the motion carried unanimously.

### **CITIZEN & COMMISSIONERS DISCUSSION (Cont.)**

Chairman Johnson asked for public comment on a proposed fire district however no citizens were present.

### **ADJOURNMENT**

Commissioner Espy moved to adjourn the meeting at 11:41 a.m. Commissioner Moore seconded, and the motion carried unanimously.

A regular meeting of this Board will be held January 18, 2022, at 9:00 a.m., at the Carbon Building-Courthouse Annex, located at 215 West Buffalo, Room 240A, 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.