

**OFFICIAL MINUTES OF THE BOARD OF
CARBON COUNTY COMMISSIONERS
REGULAR MEETING
Tuesday, April 7, 2020
Carbon County Courthouse, Rawlins, WY**

A regular meeting of the Board of Carbon County Commissioners (BOCC) commenced Tuesday, April 7, 2020 at 9:00 a.m. at the Carbon County Courthouse, Rawlins, WY. Attending the meeting were; Chairman, John Johnson, Vice Chairman, Sue Jones, John Espy, Travis Moore, and Byron Barkhurst. Much of the meeting was held via telephone to social distance due to COVID-19.

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

Commissioner Espy moved to approve the report of expenditures in the amount of \$960,922.72 for an aggregate total today of \$960,922.72. Commissioner Moore seconded and the motion carried unanimously.

Vendor	Detail Line Description	Total
307 PROFESSIONAL CLEAN	COUNTY CLEANING	\$10,485.00
ACME ELECTRIC COMPANY	ELECTRICIAN SERVICES	\$902.63
ALSCO, AMERICAN LINEN DIVISION	SHOP SUPPLIES	\$220.22
API SYSTEMS INTEGRATORS	TROUBLESHOOT FIRE ALARMS	\$330.00
APPLIED CONCEPTS, INC	MISC SUPPLIES	\$3,097.50
BAGGS, TOWN OF	FEB 2020 RENT	\$150.00
BEST WESTERN COTTONTREE	WITNESS LODGING EXPENSES	\$480.00
BLACK HILLS ENERGY	HEATING SERVICES	\$16,190.51
BLAKEMAN PROPANE	HEATING FUEL	\$2,726.35
BUILD RITE LUMBER COMPANIES	MISC SUPPLIES	\$327.56
CARBON COUNTY FAIR BOARD	RENTAL FEES	\$600.00
CASPER STAR-TRIBUNE	MISC ADS	\$1,321.00
CIVIL AIR PATROL MAGAZINE	MAGAZINE SUBSCRIPTION	\$195.00

COMMONWEALTH OF MA EOT	DRIVING RECORD	\$15.00
COUCH II, WAYNE M.D	CARBON COUNTY HEALTH OFFICER	\$1,600.00
COWBOY CHEMICAL	LAUNDRY	\$656.85
COWBOY SUPPLY HOUSE	MISC SUPPLIES	\$3,388.11
COX, RICHARD	WITNESS EXPENSES	\$536.83
DBT TRANSPORTATION SERVICES LLC	QUARTERLY MAINTENANCE	\$1,667.44
DIRTY BOYZ SANITATION, INC	TRASH SERVICES	\$1,536.00
DIXON, TOWN OF	WATER SERVICES	\$308.00
DOI/BLM	CASPER DISPATCH FY 2020	\$1,000.00
DOMINION ENERGY	ELECTRIC SERVICES	\$265.92
ECONO SIGNS, LLC	ROAD SIGNS	\$398.10
EKM&P, INC. DBA VOORHIS ASSOCIATES, INC.	COURTHOUSE/CARBON BUILDING IMPROVEMENT PROJECT	\$149,033.16
ELK MOUNTAIN CONOCO	FUEL	\$401.37
ELK MOUNTAIN, TOWN OF	WATER SERVICES	\$65.50
ENCAMPMENT, TOWN OF	WATER SERVICES	\$96.00
ENGINEERING ASSOCIATES	PO # J. ESPY #2 PROJECT 18114 MED BOW SHOP	\$25,786.72
F & S TRUCKING, INC	GRAPPLER RENTAL	\$140.00
FATBEAM LLC	FIBERLINES	\$5,144.85
FEDEX	FEDEX EXPRESS SERVICES	\$25.18
FIRED UP RESCUE	HOSE	\$282.43
FLOYD'S TRUCK CENTER	CUTTING EDGE	\$739.10
FOLAND, SHERYL	VICTIM WITNESS MILEAGE	\$30.80
FRANCE, TARA	COURT REPORTER SERVICES	\$2,951.00
FRITZ WELDING & MACHINE, INC.	BUSHING FOR WING	\$200.00
FURTHER	HRA REIMBURSEMENT 2020	\$6,984.87
GLAXOSMITHKLINE PHARMACEUTICALS	VACCINES	\$2,892.65
GRAINGER	MISC PARTS	\$744.09
GRAPHIC BUSINESS SOLUTIONS, LLC	NOTARY STAMP	\$42.95
GREENWOOD MAPPING, INC	PARCEL MAPPING	\$2,681.25
HANNA, TOWN OF	WATER SERVICES	\$247.96
HANSON, ASHTEN	MILEAGE REIMBURSEMENT	\$30.80

HIGH PLAINS POWER	ELECTRIC SERVICES	\$440.76
IRON J TOWING	TOW FROM SEMINOE	\$450.00
JEFFREY CENTER BOARD	RENTAL FEES	\$125.00
JOHNSTON, RANAE	MILEAGE	\$58.00
KENCO SECURITY AND TECHNOLOGY	MONTHLY MONITORING	\$83.00
KILBURN TIRE COMPANY	BLADE TIRES	\$2,614.00
KTGA/KBDY	RADIO ADS	\$249.00
LARAMIE FIRE EXTINGUISHER	INSPECTION OF HOOD SYSTEM	\$215.00
LONG BUILDING TECHNOLOGIES, INC.	CORONERS OFFICE CAMERAS	\$178,794.00
MARTZ, LADESSA	MILEAGE	\$42.10
MCKESSON MEDICAL-SURGICAL	JAIL MEDS	\$360.14
MEMCO, INC.	DIESLE FUEL SYSTEM	\$13,995.74
MEMORIAL HOSPITAL OF CARBON COUNTY	EMERGENCY LOCKUP	\$35,245.79
MHL SYSTEMS	CUTTING EDGES	\$3,688.00
MID-AMERICAN RESEARCH CHEMICAL	MISC SUPPLIES	\$631.70
MIKE'S LOCK & KEY	REMOVE BROKEN KEY	\$46.00
MOUNTAIN WEST MOTORS	DRIVELINE	\$1,493.41
MPM CORP / EVERGREEN DISPOSAL	B&G UTL FIRE TRASH	\$130.00
MUSSER, ROSEMARIE N	MILEAGE REIMBURSEMENT	\$173.00
MY OFFICE ETC.	MISC OFFICE SUPPLIES	\$63.85
NATIONAL SHERIFF'S ASSN	NSA DUES 2020	\$129.00
OFFENDER WATCH	SEX OFFENDER NOTIFICATION	\$70.00
O'REILLY AUTO PARTS	WIPER BLADES/WIPES/FUNNEL	\$64.26
PERKINS OIL CO	FUEL	\$3,259.48
PERUE PRINTING	VET EXEMPTION CARDS	\$67.90
PINNACLE PUBLIC FINANCE, INC	LEASE/BONDS BLADE & END DUMP	\$49,123.39
POSITIVE PROMOTIONS	MISC SUPPLIES	\$319.52
PRIORITY DISPATCH	SOFTWARE MAINTENANCE	\$6,180.00
PUBLIC SAFETY CENTER, INC	BATTERY	\$132.90
QUILL CORPORATION	MISC OFFICE SUPPLIES	\$3,883.20
RAWLINS AUTOMOTIVE	MISC PARTS	\$2,679.47
RAWLINS EASTSIDE CARWASH	WASH CARDS	\$75.60

RAWLINS GLASS CENTER, INC.	MISC GLASS	\$5,039.24
RAWLINS, CITY OF	WATER SERVICES	\$2,321.20
RICOH USA INC	IT COPIERS	\$5,384.37
RIETVELD, TONI	MILEAGE	\$45.00
ROCKY MOUNTAIN POWER	MISC ELECTRIC	\$16,123.87
SARATOGA AUTO PARTS, INC.	MISC PARTS	\$723.36
SARATOGA SUN	MISC ADS	\$903.00
SARATOGA, TOWN OF	WATER SERVICES	\$148.50
SCHAEFFER MFG CO	OIL	\$2,730.75
SHEPARD CONSTRUCTION INC	MED BOW SHOP	\$25,200.00
SHEPARD, SHANDRA NP	REPRODUCTIVE HEALTH NURSE	\$150.00
SHEPARD'S	FUEL	\$4,953.50
SHIVELY HARDWARE	BOLTS FOR BLOWER	\$16.48
SIRCHIE	MISC OFFICE SUPPLIES	\$417.34
SPAULDING, DAWNETTE	VICTIM WITNESS MILEAGE	\$69.60
STAPLES ADVANTAGE	OFFICE SUPPLIES	\$229.17
STINKER STORES, INC.	FUEL	\$10,417.76
SUMMIT FOOD SERVICE	JAIL MEALS	\$11,083.62
SUNRISE SANITATION SERVICE, LLC.	TRASH SERVICES	\$68.00
SWANSON SERVICES CORPORATION	JAIL COMMISSARY	\$1,716.53
TERMINIX	PEST CONTROL	\$40.00
THE MASTERS TOUCH, LLC	ASSESSMENT NOTICE MAILING	\$4,750.00
THOS. Y. PICKETT & CO., INC.	APR 2020 VALUATION CONTRACT	\$11,500.00
T-O ENGINEERS	190035 DWX MASTER PLAN UPDATE	\$10,534.44
TRACTOR SUPPLY CREDIT PLAN	MISC SUPPLIES	\$68.14
TRADING POST	FUEL	\$62.90
TRAPP, LARRY W	MILEAGE	\$130.00
TREBRON COMPANY, INC	SOFTWARE MAINTENANCE	\$875.00
TRIANGLE HEATING, INC.	HEATER VENT CAP	\$985.00
TRIPLE X CONTRACTING, INC.	TRASH SERVICES	\$300.00
TRUDILIGENCE, LLC	BACKGROUND CHECKS	\$19.24
TRUE VALUE OF RAWLINS	MISC PARTS	\$229.10
TYLER TECHNOLOGIES, INC	ITAX/IDOC WEB HOSTING	\$275.63

UNITED STATES POSTAL SERVICE	POSTAGE MACHINE MONEY REFILL	\$10,000.00
US BANK	BOSWELL SPRINGS SHERIFF MAINT & REPAIR	\$2,922.47
WEX BANK	MISC CHARGES	\$138.46
WY BEHAVIORAL INSTITUTE	ADULT PSYCH LOCKUP	\$754.00
WY DEPT OF TRANSPORTATION	RENEWAL APPLICATION	\$11,033.26
WY MACHINERY COMPANY	MISC PARTS	\$265,484.97
WY STATE FIRE MARSHAL'S OFFICE	MEDICINE BOW COMPLEX TANK PLAN REVIEW FEE	\$219.12
WYOMING REPORTING SERVICE, INC.	TRANSCRIPTION SERVICES	\$1,125.79

CONSENT AGENDA

Commissioner Espy moved to approve the consent agenda noting any item could be removed for separate action. The consent agenda includes the March 17, 2020 regular meeting minutes, the March 20, 2020 special meeting minutes, monthly receipts from the Carbon County Clerk in the amount of \$17,804.75, a bond for Lezlee Musgrave, Clerk/Treasurer for the Town of Sinclair, in the amount of \$8,000.00 and Notice of Valuation Changes in the amount of (\$120,101.00). Commissioner Moore seconded and the motion carried unanimously.

ELECTED OFFICIALS & DEPARTMENT HEADS

Buildings and Grounds

Commissioner Espy moved to authorize any commissioner to sign any appeal documents needed for the fire system at the Medicine Bow complex contingent upon attorney approval. Commissioner Moore seconded and the motion carried unanimously.

Commissioner Jones moved to authorize the Chairman's signature on the Special Use Permit with the Town of Medicine Bow for the construction of the Road and Bridge/Sheriff Complex. Commissioner Espy seconded and the motion carried unanimously.

Commissioner Jones moved to authorize the Chairman's signature on the General Service Agreement with ACME Electric Co. in the amount of \$26,343.31 for work at the fairgrounds horse barn contingent upon attorney approval. Commissioner Espy seconded and the motion carried unanimously.

Sheriff

Commissioner Moore moved to authorize the Chairman's signature on the Proclamation for National Crime Victims' Rights Week. Commissioner Jones seconded and the motion carried unanimously.

Attorney

Commissioner Jones moved to authorize the Chairman's signature on the Wildland Fire Management Annual Operating Plan. Commissioner Moore seconded and the motion carried unanimously.

Commissioner Espy moved to ratify and make permanent action taken on March 20, 2020 to authorize a commissioner signature on Resolution No. 2020-12 Limitations on Access to the Courthouse, Carbon Building and Other County Facilities. Commissioner Moore seconded and the motion carried unanimously.

Clerk

Commissioner Espy moved to award the Land and Commissioner Record Digitization Project bid to US Imaging in the amount of up to \$186,915.50 to be paid for from the county's reserves. Commissioner Moore seconded and the motion carried unanimously.

PUBLIC HEARING

Chairman Johnson opened a public hearing at 10:53 a.m. to hear about a proposed Budget Amendment to departmental budgets and special revenue funds for Fiscal Year 2020 and Clerk Bartlett noted the hearing was advertised in the Saratoga Sun on April 1.

Commissioner Espy moved to adopt Resolution 2020-13, FY 2020 Budget Amendment Number One for the departmental budgets and special revenue funds. Commissioner Jones seconded and the motion carried unanimously.

CLERK

Commissioner Moore moved to authorize the Chairman's signature on the Temporary Assistance for Needy Families (TANF) Grant Application for funding for Greater WY Big Brothers Big Sisters and Boys and Girls Club of Carbon County in the amount of \$30,714.00. Commissioner Jones seconded and the motion carried unanimously.

Commissioner Jones moved to schedule a public hearing regarding the potential formation of the Saratoga-Ryan Park Museum District for a date to be determined by the clerk and advertised accordingly. Commissioner Moore seconded and the motion carried unanimously.

Commissioner Espy moved to authorize the Courthouse and Carbon Building Improvement Project design team to move forward with the construction document phase. Commissioner Jones seconded and the motion carried unanimously.

Commissioner Jones moved to make action taken March 20, 2020 permanent to approve the Carbon County's Paid Leave Policy Families First Coronavirus Response Act effective April 1, 2020. Commissioner Moore seconded and Chairman Johnson asked if the policy ends December 31, 2020 and Clerk Bartlett said it does. The motion carried unanimously.

Jon Nelson

Commissioner Jones moved to send a letter to the Saratoga Town Council and the Saratoga Carbon County Impact Joint Powers Boards and both of their auditing firms regarding their use of Saratoga Carbon County Impact Joint Powers Board funds regarding the Town of Saratoga's use of Joint Powers Board funds and authorize any commissioner to sign the letter. Commissioner seconded and Commissioner Jones asked if the letter should be copied to the WY Department of Audit and Ashley said yes plus the Attorney General. The motion was amended to include both of these agencies. The motion carried unanimously.

Commissioners

Commissioner Jones moved to authorize the Chairman to sign the WYDOT Grant Agreement for the Dixon Airport Runway Improvement with a match of \$8,133.00 by the county. Commissioner Espy seconded and the motion carried unanimously.

Chairman Moore moved to approve a Proclamation and declare April 7 as National Service Recognition Day. Commissioner Espy seconded and the motion carried unanimously.

Commissioner Espy moved to authorize any commissioner to sign Resolution 2020-14 A Resolution moving the April 21 meeting from Riverside to Rawlins and begin at 9:00 a.m. due to COVID-19 concerns. Commissioner Barkhurst seconded and the motion carried unanimously.

EXECUTIVE SESSION

Commissioner Espy moved to go into executive session at 12:18 p.m. with Clerk Bartlett, Ashley Mayfield Davis, John Rutherford and Matt Webster 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 1:28 p.m. noting no action was taken and that the minutes be signed and sealed. Commissioner Barkhurst seconded and the motion carried unanimously.

OTHER BUSINESS

Commissioner Espy moved to hire Ron Brown as Fire Warden and authorize any commissioner to sign the offer of employment effective May 1, 2020. Commissioner Barkhurst seconded and the motion carried unanimously.

Commissioner Espy moved to authorize Commissioner Barkhurst to negotiate a contract. Commissioner Moore seconded and the motion carried unanimously.

ADJOURNMENT

Commissioner Espy moved to adjourn the meeting at 1:38 p.m. Commissioner Moore seconded and the motion carried unanimously.

A regular meeting of this Board will be held Tuesday, May 5, 2020 at 9:00 a.m. at the Carbon County Courthouse, 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.

-s- Gwynn G. Bartlett, Carbon County Clerk

Approved this 21st day of April, 2020.

BOARD OF COUNTY COMMISSIONERS
CARBON COUNTY, WYOMING

-s- John Johnson-Chairman