

**REPORT TO THE  
MINUTES OF THE BOARD OF  
CARBON COUNTY COMMISSIONERS  
REGULAR MEETING  
Tuesday, September 3, 2024, 9:00 a.m.  
Carbon Building- Courthouse Annex,  
215 W. Buffalo Street, Second Floor, Rawlins, WY**

A regular meeting of the Board of Carbon County Commissioners (BOCC) commenced Tuesday, September 3, 2024, at 9:00 a.m. at the Carbon Building-Courthouse Annex in Rawlins, WY. Attending the meeting were Chairman, Sue Jones, Vice Chairman Travis Moore, Commissioners John Johnson, John Espy and Garrett Irene.

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

**ADDITIONS / CORRECTIONS**

There were no additions or corrections to the agenda.

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

**VOUCHERS**

Commissioner Irene moved to approve the report of expenditures in the amount of \$228,208.25 for an aggregate total today of \$228,208.25. Commissioner Johnson seconded and the motion carried unanimously.

<b>Vendor</b>	<b>Detail Line Description</b>	<b>Total</b>
Abels, Duane E.	County Health Officer	\$1,633.00
Amazon Capital Services	Skid Steer Mount Plate	\$220.39
Apodaca, David Allen	Soberlink Monitoring System	\$403.50
AT&T Mobility	County Mobile Phone Service	\$194.15
Baggs, Town of	Office Space Rent	\$150.00
Bisceglia, Debra	Bailiff For Jury Trial	\$150.00
Black Hills Energy	Gas Services	\$4,470.71
Blue Knight Security LLC	Jail Extractions	\$4,025.00
Bomgaars Supply	Misc. Parts & Supplies	\$774.98
Carbon County Economic Development	Annual Outside Agency Payment	\$13,950.00
Carbon County Fair Board	Monthly Outside Agency Payment	\$2,725.00
Carbon County Library	Monthly Outside Agency Payment	\$29,247.00
Carbon County Museum	Monthly Outside Agency Payment	\$18,995.00
Casper Winnelson Co.	Misc. Supplies	\$178.82
Cook, Edith	Mileage	\$86.90

Cowboy Chemical	Misc. Cleaning Supplies	\$575.50
Cragun, Megan A.	Mileage	\$214.06
Dixon, Town of	Water Services	\$308.00
Elk Mountain Towing & Recovery	Vehicle Tow	\$1,625.00
Erickson & Roberts	Legal Services	\$234.84
Fatbeam LLC	Fiber/Internet	\$4,590.00
Foxit Software Incorporated	Pdf Editing Software	\$3,126.10
Further	Health Reimb. & Medical FSA	\$2,255.05
Galls/Quartermaster	Pepper Spray	\$275.40
Grainger	Misc. Supplies	\$293.06
Gulbrandson, Kimberly A.	Mileage	\$117.15
Hagan, Walter	Bailiff For Jury Trial	\$150.00
High Plains Power	Electric Services	\$417.02
Iacovetto, Karon	Monthly Janitorial Services	\$8,230.00
Jack's Body & Fender Repair	Abandoned Vehicle Tow Charges	\$712.00
K2 Towers III, LLC	Radio Site Rent	\$2,028.72
Kaluzny, Emily	Personal Phone Usage August 2024	\$30.00
King Soopers Customer Charges	Kitchen Supplies	\$12.76
Mgt Tires LLC	Tire Repair	\$24.94
Modern Marketing, Inc.	Evidence Bags	\$438.42
Motorola Solutions	Flex Mobile Software & Programing	\$14,182.83
Norco, Inc.	Misc. Paper Products & Bags	\$3,959.52
Noregon Systems LLC	J-Pro Vehicle Diagnostic Software	\$2,199.00
North Fork Engineering, LLC	Supply Waterline Materials	\$149.44
Old Penitentiary Joint Powers Board	Quarterly Outside Agency Payment	\$8,137.50
O'Reilly Auto Parts	Misc. Auto Parts	\$145.95
Parker, Elizabeth	Mileage	\$204.74
Perkins Oil Co.	Diesel Fuel	\$182.25
Plus Electric Inc.	Time Delay Fuses	\$34.28
R.P. Lumber Company, Inc.	Misc. Parts & Supplies	\$468.46
Rapid Fire Protection, Inc.	Repair Valves on Jail Sprinklers	\$1,155.00
Rawlins Automotive	Misc. Auto Parts	\$126.60
Rawlins Hardware – 5410	Misc. Parts & Supplies	\$695.72
Rawlins Pack and Ship LLC	FedEx Shipping Label	\$20.07
RNB State Bank	Ee's Years of Service Gift Card	\$59.90
Saltus Technologies	Digi-ticket Software	\$6,450.00
South Central WY EMS	Quarterly Outside Agency Payment	\$11,432.50
Spyglass	Telecom Auditing Services	\$3,150.00
Staples Advantage	Misc. Office Supplies	\$67.07
State of Wyoming A & I	State Mainframe Access	\$46.83
State of Wyoming DCI	Sex Offender Fees	\$25.00

Stericycle, Inc.	Steri-Safe Bucket	\$51.08
Summit Food Service	Jail Meals	\$4,659.42
Swanson Services Corporation	Jail Commissary Supplies	\$573.59
United States Postal Service	Postage	\$10,000.00
UPRSWDD	Saratoga Library Trash Services	\$152.00
WACO	Registration Fees	\$250.00
Warne, Samuel J.	Reimbursement	\$21.78
Wohl, Judith	Mileage	\$288.20
Wreck-A-Mend	Windshield Replacement	\$1,116.69
WY Dept Of Health	Qtr. 4 Apr 2024-June 2024 Salaries	\$44,466.03
Wyoming Cleaning & Solutions LLC	Monthly Janitorial Services	\$6,583.33
WY Dept. of Transportation	Plate Renewal	60.00
Y2 Consultants, LLC	Land Use Plan Update	\$4,231.00

### **CONSENT AGENDA**

Commissioner Espy moved to approve the consent agenda noting any item could be removed for separate action. Clerk Bartlett noted the consent agenda includes the August 27, 2024, regular meeting minutes; a Continuation Certificate for Jeff Corson, Treasurer for Baggs Cemetery District in the amount of \$10,000.00. Vice Chairman Moore seconded and the motion passed unanimously.

### **EMPLOYEE APPRECIATION**

Department heads recognized employees having reached years of service milestones in September.

### **ELKS LODGE #609 PRESENTATION – Mike Murry**

Mike Murry, Secretary of the Elks Lodge #609 presented a check to the Carbon County Sheriff's Office in the amount of \$3,000.00. He thanked the Sheriff for his involvement in the community including schools, S&R and other things.

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

#### **Public Health**

Megan Cragun of Public Health provide an update on vaccines noting they plan to have a drive through vaccine clinic in Saratoga as in past years, upcoming classes,

#### **Sheriff**

Alex Bakken, Carbon County Sheriff reported he applied for an avalanche forecasting center grant last year. The grant was denied however Discover Carbon County Director, Leslie Jefferson applied on the county's behalf for a different grant and was awarded \$65,000 for the project and she was present to explain more. The Sheriff applied for \$50,000 from WY State Trails as well.

### **Buildings & Grounds**

Jeff Askins, Buildings and Grounds Manager reported he requested three more quotes for the Medicine Bow Road & Bridge concrete removal.

### **Planning & Development**

Kristy Rowan, Planning Director suggested the six departments utilizing GIS services get together and make a plan to put out a request for proposals in light of the county's current GIS company, Greenwood Mapping retiring.

### **Clerk**

Carbon County Clerk, Gwynn Bartlett presented 2024-2025 COBRA rates for board approval and adoption.

Commissioner Irene moved to adopt the 2024-2025 COBRA rates and authorize the Chairman's signature on the rate approval. Commissioner Johnson seconded and the motion passed unanimously.

Clerk Bartlett also presented and authorization to proceed with Hospital site and building survey for board approval and Chairman's signature.

Commissioner Johnson moved to waive procurement and authorize the Chairman's signature on the Boulder Associates Authorization to Proceed with Professional Services for the Memorial Hospital of Carbon County Site and Building Survey in the amount of \$47,112 plus reimbursables of an estimated \$4,000 for a total amount of \$51,112.00. Commissioner Espy seconded and Chairman Jones clarified that the building survey will assist the county in developing funding priorities for the hospital. It will also assist the hospital in obtaining grants as well. Clerk Bartlett reported the timeline is 6 weeks from when the contractor can begin to obtain a complete report. The motion passed unanimously.

### **Attorney**

Ashley Davis, Carbon County Civil Attorney presented a grant agreement that pays for approximately one half of the diversion officer's salary in addition

Vice Chairman Moore moved to authorize the Chairman's signature on the Contract Between the WY Department of Family Services and Carbon County Board of Commissioners for the Carbon County Juvenile Services Board in the amount of \$50,000.00 expiring June 30, 2026. Commissioner Espy seconded and the motion carried unanimously.

### **Commissioners**

Chairman Jones requested that her signature be ratified on the Dixon Airport Contract Verification Amendment and State grant-in-aid agreements for Dixon Airport taxiway removal of North B1 and B2 Connectors and hangar acquisition that were both signed on August 28, 2024.

Commissioner Espy moved to ratify the Chairman's signature on the WYDOT Aeronautics Amendment Form for acquiring hangars and removing the North Apron that increases funds to match the Federal Grant and the Wyoming Airport Improvement Program Certificate of State Grant-in-Aid (ADW009B) in the amount of \$15,524.00 that were both signed on August 28, 2024. Vice Chairman Moore seconded and the motion passed unanimously.

#### **CITIZEN/COMMISSIONERS DISCUSSION**

Commissioner Irene thanked various volunteers throughout the county for serving in their various roles.

Commissioner Espy reported he will be heading to Washington DC for the PILT fly-in where individuals from around the country will meet to advocate for full PILT funding.

Vice Chairman Moore reported on progress for the National Pathways to Heritage Area project. He also thanked the City of Rawlins Public Works staff for their work over the weekend on various water leaks.

#### **IT**

IT Director Matt Webster reported the government has deregulated phone service therefore Lumen, the county's provider, asked if the county wanted a different type of line. The county has two trunks and he presented a contract for \$2,400 per year, \$200 a month more than the current fee but he noted the county can use its current services with his agreement.

Commissioner Espy moved to waive the procurement policy and authorize the Chairman's signature on the CenturyLink Total Advantage Express Agreement for a term of three years in the amount of \$2,400 per year. Vice Chairman Moore seconded and the motion carried unanimously.

#### **PUBLIC HEARING - Z.C. Case File #2024-09 – Lauren and Charlotte Swanson**

Chairman Jones opened a public hearing at 11:33 a.m. to hear Planning & Zoning Z.C. Case 2024-09 – Lauren and Charlotte Swanson's request for a Zone Change from Ranching, Agriculture and Mining (RAM) to Forestry Production and Seasonal Recreation (FPSR-9) for one parcel located in the Woodedge Area. The FPSR Zone is intended to be applied to areas of the County in which timber production and seasonally accessible recreation uses are the desirable predominant uses and is located on Woodedge Road – Approximately 5 miles southwest of Cooper Cove Exit & I-80; approximately 7 miles southeast of Arlington. Kristy Rowan, Planning & Development Coordinator and Zoning Administrator presented the case file.

Chairman Jones called for comments for or against the case. There being none, Chairman Jones closed the hearing at 11:38 a.m.

Commissioner Johnson moved that based on the recommendation of the Planning & Zoning Commission and staff to authorize the Chairman's signature on Resolution No. 2024-23 A Resolution of the Board of County Commissioners of Carbon County, Wyoming adopting the recommendation of the Carbon County Planning and Zoning Commission regarding Z.C. Case 2024-09 – Lauren and Charlotte Swanson's request for a Zone Change from Ranching, Agriculture and Mining (RAM) to Forestry Production and Seasonal Recreation (FPSR-9) for one parcel located in the Woodedge Area and located on Woodedge Road – Approximately 5 miles southwest of Cooper Cove Exit & I-80; approximately 7 miles southeast of Arlington, noting the specific request will be granted to waive the 40' wide access standard. Vice Chairman Moore seconded and the motion passed unanimously.

**Resolution No. 2024 – 23**

**A Resolution of the Board of County Commissioners of Carbon County, Wyoming,  
adopting the recommendation of the Carbon County Planning and Zoning Commission.  
Z.C. Case File #2024-09**

**WHEREAS**, pursuant to the Carbon County Zoning Resolution of 2015, as amended, and Wyo. Stat. Ann. §18-5-202(b), the Carbon County Planning and Zoning Commission held a public hearing on Monday, August 5, 2024, which hearing was advertised by public notice at least thirty (30) days prior to said hearing; and

**WHEREAS**, at the Monday, August 5, 2024, public hearing, the Carbon County Planning and Zoning Commission provided the public the opportunity to comment and the Carbon County Planning and Zoning Commission considered any public comments which were made at said public hearing; and

**WHEREAS**, at the conclusion of said Monday, August 5, 2024, public hearing, the Carbon County Planning and Zoning Commission voted to certify in writing its recommendation to the Carbon County Board of County Commissioners to adopt the zone change as an amendment to the Carbon County Official Zoning Map for Carbon County, Wyoming; and

**WHEREAS**, the Carbon County Board of County Commissioners, pursuant to the Carbon County Zoning Resolution of 2015, as amended, and Wyo. Stat. Ann. §18-5-202(c) and after receipt of said certified recommendation of this zoning amendment to the Carbon County Official Zoning Map, advertised by public notice at least 14 days prior to a public hearing to take public input and comments on the proposed amendment, which said hearing occurred on Tuesday, September 3, 2024; and

**WHEREAS**, at said public hearing on September 3, 2024, the Carbon County Board of County Commissioners provided the opportunity for the public to comment and for the Carbon County Board of County Commissioners to consider any comments which were made on the proposed amendment; and

**WHEREAS**, the Carbon County Board of County Commissioners in considering the proposed amendment have also reviewed and considered the Carbon County Comprehensive Land Use Plan, as amended; and the Carbon County Zoning Resolution of 2015, as amended; and

**WHEREAS**, the Carbon County Board of County Commissioners have determined that the proposed amendment is in general conformance with the Carbon County Comprehensive Land Use Plan, as amended, and that the proposed zone change meets the following applicable criteria of the Carbon County Zoning Resolution of 2015, as amended; and

**WHEREAS**, at a regularly scheduled meeting of the Carbon County Board of County Commissioners, by majority vote, the Carbon County Board of County Commissioners moved to approve the proposed zoning amendment to the Carbon County Official Zoning Map.

**Z.C. Case File #2024-09:** Request for a Zone Change from Ranching, Agriculture and Mining (RAM) to Forestry Production and Seasonal Recreation (FPSR-9) for one parcel located in the Woodedge Area. The FPSR Zone is intended to be applied to areas of the County in which timber production and seasonally accessible recreation uses are the desirable predominant uses.

**Petitioners:** Lauren and Charlotte Swanson (Applicants and Land Owners)

**Parcel Identification Number:** 18782220001300

**General Site Location:** Woodedge Road – Approximately 5 miles southwest of Cooper Cove Exit & I-80; approximately 7 miles southeast of Arlington.

**Legal Description – taken from Warranty Deed, Book 913, Page 233:** A tract of land located in the Southwest Quarter of the Northwest Quarter (SW1/4 NW1/4) of Section Twenty-two (22) in Township Eighteen North (18N) of Range Seventy-eight West (78W) of the 6<sup>th</sup> P.M., containing 9.0 acres more or less, said premises being recorded in Carbon County Assessor's Special Plat Book as Tract E-2, and being more particularly described by metes and bounds as follows: Beginning at a point 3300.0 feet North and 330.0 feet East of the Southwest corner of said section 22, hereinafter the section, thence South parallel with the West boundary of said section a distance of 330.0 feet; thence East parallel with the North boundary of said section a distance of 594.0 feet; thence North parallel to the West boundary of said section a distance of 660.0 feet; thence West parallel to the North boundary of said section a distance of 594.0 feet; thence South parallel to the West boundary of said section a distance of 330.0 feet to the point of beginning. (This deed given subject to any existing reservations and easements of record on said lands.)

**NOW THEREFORE BE IT RESOLVED BY THE  
BOARD OF COUNTY COMMISSIONERS OF CARBON COUNTY, WYOMING:**

That the Carbon County Board of County Commissioners, hereby adopts this amendment as certified to them in writing by the Carbon County Planning and Zoning Commission and the existing zone shall be changed from Ranching, Agriculture and Mining (RAM) to Forestry Production and Seasonal Recreation (FPSR-9) for one parcel located in the Woodedge Area.

**PRESENTED, READ, AND ADOPTED** at a regularly scheduled meeting of the Board of County Commissioners of Carbon County, Wyoming, on this 3<sup>rd</sup> of September 2024.

**BOARD OF COUNTY COMMISSIONERS OF  
CARBON COUNTY, WYOMING**

By: -s- Sue Jones, Chairman  
On behalf of the Carbon County  
Board of County Commissioners

Attest:

-s- Gwynn G. Bartlett, Carbon County Clerk

**ADJOURNMENT**

Commissioner Espy moved to adjourn the meeting at 11:40 a.m. Vice Chairman Moore seconded and the motion passed unanimously.

A regular meeting of this Board will be held Tuesday, October 1, 2024 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 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.carboncountywy.gov](http://www.carboncountywy.gov) or by calling the Clerk's Office at (307) 328-2668 or 1-800-250-9812.