

**OFFICIAL MINUTES OF THE BOARD OF  
CARBON COUNTY COMMISSIONERS  
REGULAR MEETING**

**Tuesday, November 12, 2024, 9:00 a.m.  
Carbon Building – Courthouse Annex  
215 W. Buffalo St., Rawlins, WY**

A regular meeting of the Board of Carbon County Commissioners (BOCC) commenced Tuesday, November 12, 2024, at 9:00 a.m. at the Carbon Building-Courthouse Annex, Rawlins, WY. Attending the meeting were Chairman, Sue Jones, Vice Chairman Travis Moore, Commissioners John Johnson and John Espy. Commissioner Garrett Irene was absent.

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

**ADDITIONS / CORRECTIONS**

Commissioner Johnson moved to approve the agenda as amended. Vice Chairman Moore seconded and the motion passed unanimously.

**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 October 15, 2024, regular meeting minutes; Carbon County Clerk in the amount of \$18,826.50 and Planning & Development receipts totaling \$19,600.00; Notice of Valuation Changes in the amount of (\$409,255.00); and Tax Roll Corrections in the amount of (\$32,011.00). Commissioner Johnson seconded and the motion passed unanimously.

**VOUCHERS**

Commissioner Espy moved to approve payment to Sunrise Sanitation for \$75.00. Vice Chairman Moore seconded and the motion passed with all voting for the motion except Commissioner Jones who abstained due to personal conflict.

Commissioner Espy moved to approve the main amount of invoices totaling \$643,700.99 for a grand total today of \$643,775.99. Vice Chairman Moore seconded and the motion passed unanimously.

<b>Vendor</b>	<b>Detail Line Description</b>	<b>Total</b>
Abels, Duane E.	County Health Officer	\$1,633.00
Advanced Network Management, Inc.	Managed Services Monthly Fee	\$6,974.00
Alliance Laundry Equipment	Door Lock Assembly	\$311.01
Amazon Capital Services	Misc. Parts and Supplies	\$389.21
APEX Communications	Radio Contract Services	\$8,453.34
APG Media of the Rockies	Misc. Ads	\$168.90

ARCA Search	Clerk Files-Digital Archiving Annual Fee	\$1,166.00
Arnold, Debra	Mileage	\$46.20
Astrophysics	Courthouse Package Scanner Contract	\$4,875.00
AT&T Mobility	CCSO MDT Service	\$1,474.16
AT&T Mobility - Sei Processing	I-pad	\$359.99
Bable, Kirsti	Service Refund	\$50.00
Bach, Carol	Mileage	\$13.20
Baggs, Town of	Office Space Rental and Water Services	\$308.05
Bank of Montreal - Mastercard	34-Ups Battery Backups	\$32,824.61
Baumgartner, Max	Flight/Baggage	\$575.40
BI Inc.	Electronic Monitoring	\$3,815.50
Bisceglia, Debra	Circuit Court Bailiff	\$75.00
Black Hills Energy	Gas Services	\$6,645.20
Black, Val	Mileage	\$44.00
Bob Ruwart Motors	2024 Chevy Upfit X2	\$40,899.00
Bomgaars Supply	Misc. Supplies	\$124.93
Boulder Associates	MHCC Site Survey	\$169.60
Brown, Amanda	Mileage	\$47.30
Browne, Hannah	Meals, Milage and Travel	\$1,163.40
Buchanan, Karen	Mileage	\$88.00
Camfil, USA Inc.	Air Filters	\$1,462.77
Carbon County Comet	Flu Clinic Ad	\$175.00
Carbon County Fair Board	Monthly Outside Agency Payment	\$2,725.00
Carbon Co. Fire Protection District	Vehicle Maintenance	\$385.00
Carbon County Library	Monthly Outside Agency Payment	\$29,247.00
Carbon County Museum	Monthly Outside Agency Payment	\$18,995.00
Carbon County Senior Services	Monthly Outside Agency Payment	\$18,212.50
Carbon Power & Light Inc.	Electric Services	\$1,691.17
CareRight Technologies, LLC	Med Right Monthly Fee	\$370.37
Casper Winnelson Co.	Hydrant/Stiffener/Coupler	\$368.95
Chesney, John	Mileage and Travel	\$886.29
Cheyenne Regional Med Center	Medical Services	\$6,820.74
CIDNET	Jail Data	\$1,500.00
Clark, Jimmy	Monitor Deposit Refund	\$820.00
Coal Creek Law	Legal Services	\$640.00
Cogswell, David	Service Refund	\$10.00
Correnti, Joey	2024 Primary Canvas Board	\$108.75
Cowboy Chemical	Cleaning Supplies	\$477.65
Cragun, Megan A.	Mileage	\$162.80
Culligan Water Conditioning	Extra Course Salt	\$250.00
Daily Times	Jail Newspapers	\$167.04

Davis, Ashley	Mileage	\$624.80
Dirty Boyz Sanitation, Inc.	Trash Services	\$1,606.00
Dixon, Town of	Water Services	\$308.00
Dominion Energy	Gas Services	\$121.04
Drummond Refrigeration LLC	Food Disposer	\$2,815.00
Dynamic Controls Inc.	Cameras and Installation	\$15,416.00
Elder, Joseph E.	Mileage	\$46.20
Elevated Health & Safety Solutions	Random Drug Screening	\$174.00
Elk Mountain, Town of	Water Services	\$67.50
Encampment, Town of	Water Services	\$105.00
Engineering Associates	Bridge Engineering	\$9,030.35
Engstrom, James D. DDS	Dental Services	\$2,500.00
Erickson & Roberts	Legal Services	\$92.48
Fatbeam LLC	Fiber and Internet Services	\$4,590.00
FFF Enterprises, Inc.	COVID Vaccine	\$12,986.68
France, Tara	Transcription Services	\$435.50
Fremont County Coroner's Office	Autopsy Fees	\$1,925.00
Fremont Motor Rawlins Inc.	Vehicle Maintenance	\$3,906.85
Further	Health Reimb. & Medical FSA	\$2,494.30
Galls/Quartermaster	CCSO Shirts	\$1,259.99
Gaugler, Lori A.	Mileage	\$134.20
Gilbert, Elijah J.	Mileage	\$37.40
GlaxoSmithKline Pharmaceuticals	Flu Vaccine	\$2,173.69
Grainger	Misc. Supplies	\$159.64
Guardian Alliance Technologies	Pre-Screening	\$125.00
Gulbrandson, Kimberly A.	Mileage	\$115.50
H.B. Lee Construction	Supplies	\$357.74
Hanna, Town of	Water Services	\$275.22
Harkins, Sarah	Training Mileage	\$892.90
Hays, Patricia	Mileage	\$49.50
Heintz Surveying & Eng., LLC	Professional GIS Services	\$67.50
Hess, Heidi R.	Mileage	\$51.70
High Plains Power	Electric Services	\$389.99
Hobbs, Angie E.	Mileage	\$37.40
Hobbs, Ilyiemae	Mileage	\$61.60
Hone, Jodell	Mileage	\$46.20
Hughes, Chris	Mileage	\$25.30
Iacovetto, Karon	Janitorial Services	\$8,230.00
Jack's Body & Fender Repair	Tow Charges	\$1,448.00
Jolly, Ashley	Meal	\$15.00
Jones Simkins	Audit Services	\$44,915.00

K2 Towers III, LLC	Radio Site Rentals	\$2,318.54
Kaluzny, Emily	Personal Phone Usage	\$30.00
Kaseya US LLC	Work Order Ticketing Software	\$900.00
Kilburn Tire Company	10 Tires	\$3,139.32
Kinetic Leasing	Motor Grader Lease Payment	\$60,426.00
Koeneke, Alice	Mileage	\$44.00
KTGA/KBDY	Radio Site Rental & Ads	\$400.00
Laramie GM Auto Center	Balance/Rotate Tires	\$77.64
Lawson Products Inc.	Butt Connectors	\$434.12
Lazarkiewicz, Debora	Meal & Mileage	\$66.86
Lifetime Benefit Solutions, Inc.	Cobra Fee	\$35.00
Maddox, Karol	Mileage	\$76.45
Medicine Bow, Town of	Water Services & Fill Dirt	\$2,437.00
Merchant McIntyre & Assoc., LLC	Monthly Retainer	\$8,000.00
Merseal Law, LLC	Legal Services	\$11,671.56
MGT Tires LLC	Tire Replacement	\$155.98
Midwest Connect	Postage Machine Ink	\$497.00
Miller, Ken	Mileage	\$50.60
Miller, Taylor	Donuts For Spencer Last Day	\$17.98
Mountain Alarm	Alarm Monitoring	\$57.90
Mountain Trail Medical	Physician Services	\$6,500.00
MPM Corp / Evergreen Disposal	Trash Services	\$110.00
Napa – Saratoga	Misc. Supplies	\$49.32
Nation, Leslie H.	Mileage	\$44.00
Nitschke, Alecia	Mileage	\$46.20
Nitschke, Isaac P.	Mileage	\$46.20
Norco, Inc.	Misc. Supplies	\$555.57
Novo Benefits	Actuarial Certification	\$400.00
Office of State Lands & Investments	Annual Royalty	\$40.00
O'Reilly Auto Parts	Misc. Auto Parts and Supplies	\$382.38
Parker, Elizabeth	Mileage	\$15.40
Patterson, Connie	Mileage	\$46.20
Payne-Rogers, Frances	Mileage	\$46.20
Peggy's Creations	Patches	\$20.00
Personnel Evaluation, Inc.	Evaluations	\$75.00
Perue Printing	Door Hanger Cards	\$340.50
Pipher, Donna J.	Mileage	\$66.83
Platt, Mayvon	Mileage	\$123.75
Platt, Ronald	Mileage	\$123.75
Platte Valley Heating & Air LLC	Service Call	\$110.00
Platte Valley Plowin	Nov 2023 Snow Plowing	\$3,360.00

Price, Keith	Service Refund	\$10.00
Quill Corporation	Misc. Office Supplies	\$81.76
R.P Lumber Company, Inc.	Misc. Parts and Supplies	\$333.74
Rakoczy, Gerard A.	Circuit Court Bailiff	\$75.00
Rawlins Automotive	Oil/Oil Filter	\$2,472.36
Rawlins Carbon County Airport Board	Outside Agency Payment	\$18,600.00
Rawlins Hardware – 5410	Misc. Supplies	\$675.05
Rawlins Hardware – 5465	Rags/Soap	\$20.97
Rawlins Pack and Ship LLC	FedEx Shipping Labels	\$42.20
Rawlins, City of	Water Services and Landfill Fees	\$4,822.46
Reed, Kaitlin M.	Mileage	\$68.20
Rice - Prior, Denise	Mental Health Services	\$1,000.00
Rietveld, Toni	Mileage	\$46.20
Risner, Lynette D.	Mileage	\$5.50
Rocky Mountain Oilfield Warehouse	Microwave Installation/Troubleshoot	\$17,705.61
Rocky Mountain Power	Electric Servies	\$23,954.46
Roybal, Archie	Mileage	\$51.70
Saratoga Sandwich Company	Sandwich Platter	\$470.92
Saratoga Sun	Misc. Ads	\$1,711.50
Shively Hardware	Misc. Parts	\$422.99
Sinclair, Brian C.	Mileage	\$44.00
Slow and Steady Law Office, PLLC	Legal Services	\$8,170.00
Smith, Loretta K.	Mileage	\$84.70
Snider, Gary A.	Break Beaver Dams & Remove Beavers	\$582.00
Spaulding, Dawnnette	Mileage	\$160.80
Stanley, Jodi L.	Mileage	\$84.70
Staples Advantage	Misc. Office Supplies	\$262.17
State of Wyoming A & I	State Mainframe Access & File Storage	\$113.97
State of Wyoming DCI	Sex Offender Registration	\$195.00
Stephenson, Lee Ann	Mileage	\$66.00
Stericycle, Inc.	Sterisafe Subscription	\$50.80
Stinker Stores Inc.	Fuel	\$8,661.54
Stryker Sales Corporation	Battery Replacement	\$1,281.50
Summit Food Service	Jail Meals	\$13,800.41
Sunrise Sanitation Service, LLC	Trash Services	\$75.00
Super Vacuum Mfg. Co. Inc.	Truck Decals	\$1,423.57
Swanson Services Corporation	Commissary Supplies	\$2,945.55
Swanson, Rachel A.	Meal Reimb. & Mileage	\$363.17
Symns, Robert A.	Mileage	\$124.30
Terminix	Pest Control	\$193.00
The Cowboy Couture	Housing Control/Security Shirts	\$583.60

The Quik Lube	Oil Change Labor	\$76.00
Thos. Y. Pickett & Co., Inc.	Valuation Contract Installment	\$30,000.00
Transunion Risk & Alternative Data	Trulookup Searches	\$452.80
Triple X Contracting, Inc.	Trash Services	\$820.00
Tyler Technologies, Inc.	Software Support & Web Hosting	\$12,909.46
University of Wy Extension	Boyd & Haver Salary	\$18,481.50
UPRSWDD	Trash Services	\$152.00
US Bank	Misc. Charges	\$2,888.69
Valley Oil Company	Fuel	\$731.34
Vannett, Elizabeth H.	Mileage	\$92.40
Vannorman, Cathy L.	Mileage	\$84.70
Weatherd, Jill M.	Mileage	\$46.20
West, Mary E.	Mileage	\$44.00
Wex Bank	Fuel	\$329.59
Wilson, Karon	Mileage	\$48.40
Wood, Mary	Mileage	\$67.10
WY Behavioral Institute	Medical Services	\$2,262.00
WY Brand Industries	Business Cards	\$15.00
WY Dept of Transportation	BROS County Rd 203	\$170.44
WY Dept of Workforce Svc - Unemp.	Unemployment	\$1,968.36
WY Guardians Ad Litem Program	GAL Legal Fees	\$6,848.60
WY Machinery Company	Parts	\$13,767.86
WY Rents, LLC	Misc. Rentals	\$1,738.00
WY Secretary of State	Lund Notary	\$60.00
WY State 4-H Foundation	2024 Dues	\$100.00
Wyoming Cleaning & Solutions LLC	Janitorial Services	\$7,783.33
Y2 Consultants, LLC	Land Use Plan Update	\$1,656.43
Young, Tracy	Prevention Services	\$4,125.00
Zumbrennen Electric Inc.	Electrical Repairs	\$2,599.94

### **Bonds**

Commissioner Espy moved to approve a continuation certificate for the bond for Morgan J. Irene, Mayor for the Town of Elk Mountain in the amount of \$25,000.00 and a bond Veronica M. Fernandez, Deputy Treasurer in the amount of \$10,000.00. Vice Chairman Moore seconded and the motion passed unanimously.

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

#### **Emergency Management**

Vice Chairman Moore moved to authorize the Chairman's signature on the Point of Contact Form and Grant Award Agreement Between the Wyoming Office of Homeland Security and Carbon

County in the amount of \$31,881.00 for 24-SHSP-CAR-CO-IIS to fund Emergency Management subscriptions; and to authorize the Chairman's signature on the following: Quote from All Traffic Solutions for sign messaging totaling \$2,850.00; Midwest Card & ID Solutions for the Salamander badging system totaling \$2,760.00 the Statement of Work with Futurity for Orion disaster management software totaling \$1,350.00 and Konexus contract for a subscription totaling \$14,100.50, all through 11/30/25. Commissioner Espy seconded and the motion passed unanimously.

#### **Buildings & Grounds**

Vice Chairman Moore moved to accept low bids from Zumbrennen Electric for LED upgrades at the Fairgrounds for \$15,011.87 and Rawlins Senior Center for \$6,071.78; 7220 Fire & Ice LLC to replace two furnaces at the Medicine Bow Senior Center for \$11,985.82 and one furnace at the Fairgrounds caretaker residence for \$5,814.79; and Dynamic Controls to replace variable frequency drives a the Jeffrey Center for \$32,045.00 totaling \$70,929.26; and to authorize any commissioner to sign contracts with each after approval by legal. Commissioner Johnson seconded and the motion passed unanimously.

#### **Sheriff**

Commissioner Johnson moved to waive the procurement policy due to availability, liability and lack of previous bids for police patrol vehicles (PPVs) and lengthy time for delivery and purchase three PPVs at \$71,995.37 each from Bob Rowart Motors. Vice Chairman Moore seconded and the motion passed unanimously.

#### **Road and Bridge**

Commissioner Espy moved to waive the procurement policy due to immediate availability to purchase a 2019 Ford F350 from Wilson Motors totaling \$45,880.00 utilizing Boswell Springs impact assistance. Vice Chairman Moore seconded and the motion passed unanimously.

Commissioner Espy moved to piggyback on the bid from January with WY Machinery for a new CAT 140H motor grader with all attachments totaling \$446,340.95. Vice Chairman Moore seconded. Commissioner Johnson noted that she can utilize up to \$100,000.00 for equipment from the road fund which Kandis has been doing. The motion passed unanimously.

#### **Attorney**

Commissioner Johnson moved to approve Resolution 2024-26, a Resolution for Special Prosecutor. Vice Chairman Moore seconded and the motion passed unanimously.

#### **Clerk**

Vice Chairman Moore moved to authorize the Chairman's signature on the Administrative Services Agreement and amended ASO Group Reopening Request adding Knova Solutions fee,

both with Blue Cross Blue Shield of Wyoming. Commissioner Espy seconded and the motion passed unanimously.

### **Commissioners**

Commissioner Johnson moved to ratify the WY Airport Improvement Program Certificate of State Grant-in-Aid for the Dixon Airport in the amount of \$4,754.40 grant funds plus \$1,188.60 county funds for NAVAID maintenance. Commissioner Espy seconded and the motion passed unanimously.

### **PUBLIC HEARING – C.U. Case File #2024-03 – MT Fleet Services – Jane Tierra LLC**

Chairman Jones opened a public hearing at 11:35 a.m. to hear Planning & Zoning C.U. Case 2024-03, MT Fleet Services – Jane Tierra LLC's request for a Conditional Use Permit Conditional Use Permit in the Limited Industrial (IL) Zone to permit and operate an auto wrecker service – "MT Fleet Service" approximately 2 miles east of Rawlins; south of I-80 and north of HWY 76 (Old Sinclair/Lincoln Highway). 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 11:46 a.m.

Commissioner Espy moved that based on the recommendation of the Planning & Zoning Commission and staff to authorize the Chairman's signature on Resolution No. 2024-27 A Resolution of the Board of County Commissioners of Carbon County, Wyoming for C.U. Case 2024-03, MT Fleet Services – Jane Tierra LLC's request for a Conditional Use Permit Conditional Use Permit in the Limited Industrial (IL) Zone to permit and operate an auto wrecker service – "MT Fleet Service" approximately 2 miles east of Rawlins; south of I-80 and north of HWY 76 (Old Sinclair/Lincoln Highway). Vice Chairman Moore seconded and the motion passed unanimously.

### **EXECUTIVE SESSION**

Commissioner Espy moved to go into executive session at 11:48 a.m. with Clerk Bartlett, Lindsey West and Ashley Mayfield Davis to discuss personnel, potential litigation and other matters considered confidential by law. Commissioner Johnson seconded and the motion passed unanimously.

Commissioner Espy moved to come out of executive session at 12:21 p.m. noting no action was taken and that the minutes be signed and sealed. Commissioner Johnson seconded and the motion passed unanimously.

### **ADJOURNMENT**

Commissioner Johnson moved to adjourn the meeting at 12:22 p.m. Commissioner Espy seconded and the motion passed unanimously.

The regular meeting of this Board will be held Tuesday, December 3, 2024, at 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 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.



*Gwynn G. Bartlett*

Gwynn G. Bartlett, Carbon County Clerk

Approved this 19<sup>th</sup> day of November 2024.  
BOARD OF COUNTY COMMISSIONERS  
CARBON COUNTY, WYOMING

*Sue Jones*  
Sue Jones, Chairman