

**REPORT TO THE
MINUTES OF THE BOARD OF
CARBON COUNTY COMMISSIONERS
REGULAR MEETING
Tuesday, December 6, 2016
County Courthouse, Rawlins, Wyoming**

The regular meeting of the Board of Carbon County Commissioners (BOCC) commenced Tuesday, December 6, 2016 at the County Courthouse in Rawlins, Wyoming. Attending the meeting were; Chairman John Espy; Vice Chairman John Johnson; Commissioners Lindy Glode, Leo Chapman and Sue Jones.

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

ADDITIONS / CORRECTIONS

There were no additions or corrections to the agenda.

VOUCHERS

Commissioner Chapman moved to approve the report of expenditures in the amount of \$287,126.42. Commissioner Johnson seconded and the motion carried unanimously.

Commissioner Chapman moved to approve a bill to Rawlins Automotive for \$247.39, Shively Hardware for \$17.09 and True Value of Rawlins for \$834.73 for an aggregate total of bills paid today of \$288,225.63. Commissioner Jones seconded and the motion carried with all voting for the motion except Commissioner Glode who abstained due to personal conflicts.

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| ALSCO, AMERICAN LINEN DIVISION | \$73.86 | SHOP SUPPLIES |
| ANTON COLLINS MITCHELL LLP | \$7,500.00 | AUDIT |
| BLACK HILLS ENERGY | \$8,660.88 | HEATING FUEL |
| BLAKEMAN PROPANE | \$1,921.24 | PROPANE |
| BOMGAARS SUPPLY | \$734.97 | TOOL CHEST/CABINET/DRILL BIT SET |
| BRAKE SUPPLY COMANY, INC. | \$246.58 | PLOW SUPPLIES |
| BUILD RITE LUMBER SUPPLY | \$504.38 | BUILDING MAINTENANCE SUPPLIES |
| C & B SAND & GRAVEL | \$280.00 | ROCK |
| CARBON COUNTY TREASURER | \$718.35 | ASSORTED CASH ITEMS |
| CARBON MERCANTILE CORPORATION | \$31.99 | UNIFORM PANTS |
| CARBON POWER & LIGHT INC | \$383.50 | ELECTRIC SERVICE |
| CASPER WINNELSON CO | \$874.67 | BUILDING MAINTENANCE SUPPLIES |
| CATHEDRAL HOME FOR CHILDREN | \$3,520.58 | NOV 16 CSBG |
| CBM FOOD SERVICE | \$16,857.06 | JAIL MEALS |
| CDW GOVERNMENT, INC. | \$934.51 | IT SUPPLIES |
| CENTURY LINK | \$142.48 | PHONE LINES |

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| CENTURYLINK WA | \$9,503.37 | PHONE LINES |
| CENTURYLINK-PHOENIX | \$7.47 | E911 LINES |
| COWBOY CHEMICAL | \$265.90 | LAUNDRY SUPPLIES |
| COWBOY SUPPLY HOUSE | \$1,580.31 | CLEANING SUPPLIES/PAPER PRODUCTS |
| CUSTOM BUILDERS | \$499.04 | RAILING REPAIR |
| DAILY TIMES | \$5,420.85 | ASSORTED ADVERTISING |
| DALLIN MOTORS INC | \$72.83 | BALANCE/ROTATE TIRES |
| DEVINE LAW | \$3,382.50 | LEGAL SERVICES |
| DIRTY BOYZ SANITATION, INC | \$271.00 | TRASH SERVICE |
| DIXON, TOWN OF | \$308.00 | WATER/SEWER |
| DOI/BLM | \$2,474.50 | LEASE PAYMENTS |
| DRUMMOND REFRIGERATION LLC | \$221.30 | DEFROST TIMER |
| DUBOIS TELEPHONE EXCHANGE | \$740.26 | PHONE LINES |
| ERICKSON & ROBERTS | \$480.00 | LEGAL SERVICES |
| FATBEAM LLC | \$5,244.75 | FIBER LINES/INTERNET |
| FLEXSHARE BENEFITS | \$108.00 | NOV 2016 PREMIUMS |
| FOX, SID | \$52.36 | MEALS |
| GALLS/QUARTERMASTER | \$107.61 | UNIFORM SUPPLIES |
| GRAHAM, LEROY | \$240.30 | PAYROLL |
| GRAINGER | \$826.72 | BUILDING MAINTENANCE SUPPLIES |
| HAGOOD, VICKI | \$32.50 | MILEAGE |
| HANNA, TOWN OF | \$336.75 | WATER/SEWER |
| HIGH PLAINS POWER | \$329.14 | ELECTRIC SERVICE |
| INTERNATIONAL ACADEMICS OF EMERGENCY | \$10.00 | 2 MAIL IN QUIZZES |
| J H KASPAR OIL COMPANY | \$2,494.40 | FUEL |
| JACKALOPE PRINTING | \$680.00 | ENVELOPES/BUSINESS CARDS |
| JACK'S BODY & FENDER REPAIR | \$535.00 | TOWING SERVICES |
| KENCO SECURITY AND TECHNOLOGY | \$36.00 | MONITORING SERVICES |
| KILBURN TIRE COMPANY | \$871.37 | TIRE REPAIR |
| KINETIC LEASING | \$80,893.00 | LEASE PAYMENTS |
| KING SOOPERS CUSTOMER CHARGES | \$24.22 | PHARMACY ITEMS |
| KIRSCH, ARCHIE P | \$1,300.00 | MEDICAL SERVICES |
| L M OLSON CONSTRUCTION | \$33,197.75 | CUP PIPING UPGRADE |
| L N CURTIS & SONS | \$408.26 | FIREFIGHTING SUPPLIES |
| LARAMIE FIRE EXTINGUISHER | \$242.50 | INSPECTION/MAINTENANCE |
| MEDICINE BOW, TOWN OF | \$99.00 | WATER/SEWER |
| MEMORIAL HOSPITAL OF CARBON COUNTY | \$1,740.00 | TESTING SERVICES |
| MERBACK AWARD COMPANY | \$92.49 | PLAQUES/ENGRAVING |
| MOORE MEDICAL CORP. | \$270.62 | HEALTH SUPPLIES |
| MORLAN, GENE | \$50.00 | BAGGS SR. CENTER MOWING |
| MPM CORP / EVERGREEN DISPOSAL | \$40.00 | TRASH SERVICE |

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| MURANE & BOSTWICK, LLC. | \$337.26 | PROFESSIONAL SERVICES |
| MY OFFICE ETC. | \$2,674.56 | OFFICE SUPPLIES |
| MYERS ANDERSON | \$12,283.23 | TESTING & EVALUATION |
| PERKINS OIL CO | \$1,553.42 | FUEL |
| PERSEPECTIVE ENTERPRISES, INC. | \$355.00 | INFANT SCALE |
| PICHE, JIM | \$82.21 | PIPING |
| PLAINSMAN PRINTING & SUPPLY | \$35.77 | BLUE INK |
| PLATTE VALLEY COMMUNITY CENTER | \$700.00 | PRIMARY & GENERAL ELECTION RENTAL |
| PROFESSIONAL OXYGEN SUPPLY | \$10.00 | TANK REFILL |
| QUESTAR GAS | \$118.32 | HEATING FUEL |
| QUILL CORPORATION | \$940.06 | OFFICE SUPPLIES |
| RAWLINS AUTOMOTIVE | \$247.39 | VEHICLE MAINTENANCE SUPPLIES |
| RAWLINS EYE CARE | \$1,697.00 | VISION SERVICES |
| RAWLINS NATIONAL BANK, RAWLINS | \$1,747.25 | OLSON RETENTION |
| RAWLINS, CITY OF | \$3,237.50 | DUMP FEES/WATER & SEWER |
| REMICK, SHELIA | \$68.82 | MILEAGE REMBURSEMENT |
| RICOH USA INC | \$2,695.38 | IT COPIERS |
| ROBIDOUX ENTERPRISES | \$82.24 | OIL CHANGE |
| ROCKY MOUNTAIN POWER | \$6,020.68 | ELECTRIC SERVICE |
| SARATOGA AUTO PARTS, INC. | \$217.22 | ASSORTED REPAIR ITEMS |
| SARATOGA LUMBER & SUPPLY | \$42.97 | PAINT/PAINTING SUPPLIES |
| SARATOGA SUN | \$368.00 | ASSORTED ADVERTISING |
| SCHILLING & WINN PC | \$416.72 | LEGAL SERVICES |
| SHIVELY HARDWARE | \$17.09 | REPAIR PARTS |
| SKYLINE MOTORS, INC. | \$363.37 | VEHICLE REPAIRS |
| SNAKE RIVER PRESS | \$358.00 | ASSORTED ADVERTISING |
| STAPLES ADVANTAGE | \$289.26 | OFFICE SUPPLIES |
| STATE OF WYOMING A & I | \$9.45 | MAINFRAME ACCESS |
| STODDARD, CURTIS T. | \$2,040.00 | DENTAL SERVICES |
| T.W. ENTERPRISES, INC. | \$788.95 | GENERATOR REPAIR |
| THOMSON REUTERS-WEST PAYMENT CENTER | \$707.72 | MONTHLY CHARGES |
| THOS. Y. PICKETT & CO., INC. | \$5,500.00 | VALUATION CONTRACT PAYMENT |
| TRAPP, LARRY W | \$1,585.57 | ADMIN FIRE STRIKE TEAM |
| TRUE VALUE OF RAWLINS | \$834.73 | BUILDING MAINTENANCE SUPPLIES |
| TYLER TECHNOLOGIES, INC | \$8,826.71 | SOFTWARE SERVICE |
| UNION TELEPHONE COMPANY | \$1,888.35 | CELL PHONES/PHONE LINES |
| US BANK TRUST N.A. | \$11,500.00 | LEASES/BONDS MHCC BONDS 2010C |
| VAN'S WHOLESALE LLC | \$790.31 | JAIL SUPPLIES |
| VERIZON WIRELESS | \$334.86 | CELL PHONE SERVICE |
| VOLUNTEER FIREMEN PENSION FUND | \$540.00 | VOLUNTEER PENSION |
| WAILES, FIO | \$25.00 | TRANSLATION SERVICES |

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| WARRIOR SERVICES, LLC | \$60.00 | PEST CONTROL SERVICES |
| WESTERN TRUCK REPAIR | \$199.86 | CONTROL KNOB/SHOCK |
| WEX BANK | \$331.87 | FUEL |
| WILSON, MARGARET | \$24.00 | PATCH SEWING |
| WIMPENNY, ROBERT G DDS | \$382.00 | DENTAL SERVICES |
| WLC ENGINEERING | \$3,084.19 | ENGINEERING SERVICES |
| WY BEHAVIORAL INSTITUTE | \$3,425.00 | DETENTION SERVICES |
| WY DEPT OF ENVIRONMENTAL QUALITY | \$250.00 | TANK FEES |
| WY DEPT OF HEALTH | \$176.00 | STATE VEHICLE LEASE PAYMENT |
| WY DEPT OF TRANSPORTATION | \$3,110.18 | ROAD & BRIDGE PROJECTS |
| WY MACHINERY COMPANY | \$3,027.86 | EQUIPMENT REPAIRS |
| WY PEACE OFFICERS ASSOC | \$540.00 | 2017 DUES |
| WY PUBLIC HEALTH LABORATORY | \$896.00 | TESTING SERVICES |
| YAMPA VALLEY ELECTRIC | \$884.18 | ELECTRIC SERVICE |
| YOUNG, CHARLES MD | \$609.40 | MEDICAL SERVICES |
| ZIRMED, INC | \$19.60 | CLAIMS PROCESSING |
| Grand Total | \$288,225.63 | |

CONSENT AGENDA

Commissioner Johnson moved to approve the consent agenda. Commissioner Glode seconded and Clerk Bartlett noted the consent agenda includes the November 15, 2016 regular meeting minutes; bond for Jim Copeland Superintendent for Carbon County School District #2 in the amount of \$50,000.00; County Clerk receipts for \$20,520.50, Planning and Development Department receipts for \$2,300.00; and Clerk of District Court receipts for \$2,841.44. The motion carried unanimously.

ELECTED OFFICIALS / DEPARTMENT HEADS

Public Health

Amanda Brown, Public Health Nurse presented an update of services her office provided. She has submitted the Family Planning grant application and will meet next week with the WY Health Council. Her office will be starting a newsletter in January to let the community know what services they offer.

Buildings & Grounds

Jim Piche Buildings Manager reported all permits are in place from Army Corps of Engineers for the Ryan Park fire station addition. The pond will not be dredged until spring.

Chain link dividers are planned for the county storage area and he can build on as needed. He will start with Clerk of District Court records next week.

The State of Wyoming Public Health is reviewing the MOU for storage of disaster pods at the Jeffrey Center and he will report later.

The well water system has been extended to east stock pens, year round water is now operational at the Jeffrey Center.

Mr. Piche requested and received authorization to hire a part-time employee to help with projects noting he would be on an as-needed basis. Mr. Piche confirmed this was in his budget.

Mr. Piche requested and received authorization to purchase a snowplow for Fairground pickup from Rawlins Automotive for \$5,526.91. Dallin Motors quoted \$5,800.00. He would like to send the old unit to Baggs for Ron to plow the senior centers and library. Currently we are subcontracting the Baggs snow removal out to private people. The county's fire mechanic will install both units.

Commissioner Chapman moved to authorize Buildings & Grounds to purchase a snow plow for \$5,526.91 from Rawlins Automotive. Commissioner Jones seconded and the motion carried with Espy, Chapman and Jones voting for the motion, Commissioner Johnson voting against and Commissioner Glode abstained due to conflict.

Planning & Development

Sid Fox, County Planning Director reported his office is preparing a conditional use permit for the fire house at Ryan Park so the public can have opportunity to comment. Mr. Fox reported the Brush Creek Ranch owners purchased the Sanger Ranch recently and they are working on a conditional use permit for a guest ranch at the site.

Mr. Fox reported he is still working on code enforcement on a parcel just east of the county owned Skyline Acre property. He anticipates this will be cleaned up soon.

Mr. Fox reported at the recent Corporations Committee meeting in Cheyenne a bill about extraterritorial jurisdiction was updated and he presented copies for the board.

Mr. Fox also presented a summary of land use planning prepared by the University of WY and encouraged the BOCC to review it.

Road & Bridge

Bill Nation, Road & Bridge Superintendent requested authorization to donate unused vacation time to the county employee sick donation pool. He suggested other employee's vacation time that is lost be donated as well.

Mr. Nation requested and received authorization to replace the open Baggs position after the current employee recently retired.

Mr. Nation reported he recently received a WY Department of Transportation letter about match for projects increasing to 11%.

There was discussion of potentially installing gates on specific stretches of county roads that are potentially dangerous during wintertime as GPS devices frequently take travelers down those routes and they become stuck.

Treasurer

Cindy Baldwin, County Treasurer reminded the board that cash is tight and updated the board on tax and other collections as well as numerous account balances. She reported on recent collections from the Chokecherry and Sierra Madre projects and reported she would like the BOCC to agree with her that she set collections aside. The BOCC agreed that these are impact assistance funds and should be set aside to mitigate those impacts. Treasurer Baldwin reported the county has 6 bankruptcies and all but one have paid the first half of 2016 taxes. The one taxpayer has over \$686,000 and an additional \$1 million in unpaid taxes from past years the county will likely never collect.

Attorney

Ashley Mayfield Davis, Deputy County Attorney reported that Senator Case is working on a bill regarding preliminary hearings for misdemeanor charges and Carbon County alone currently has over 9,000 of these and asked the BOCC and their association to lobby against this bill.

Clerk

Commissioner Chapman moved to allow excess vacation time employees lose to be added to the sick leave donation bank to be used under the donation rules in the County's Personnel Policy. Commissioner Johnson seconded and the motion carried unanimously.

Gwynn Bartlett, County Clerk presented a board application for Todd Kaisler for the Fair Board and Jay Grabow for the Planning & Zoning Commission and reported no applications were received for the Urban Systems Committee and the Jeffrey Center Board. This leaves only two members on the Jeffrey Center Board and there was further discussion on how to recruit new members and Attorney Davis agreed to review legal documents to determine what to do if there is no board.

Commissioner Johnson moved to reappoint Todd Kaisler to the Carbon County Fair Board for a 5 year term ending January 2022 and Jay Grabow to the Carbon County Planning & Zoning Commission for a 3 year term expiring December 2019. Commissioner Glode seconded and the motion carried unanimously.

Clerk Bartlett discussed the Blue Cross health plan amendment noting most changes are required healthcare reform. She noted she would communicate changes with employees. She also presented the Administrative Services Agreement with Blue Cross to act as the Third Party Administrator for the county's health insurance program.

Commissioner Glode moved to authorize the Chairman to sign the ASO Group Plan Change for the Blue Cross Blue Shield of Wyoming county employee health insurance plan effective October 1, 2016. Commissioner Jones seconded and the motion carried unanimously.

Commissioner Glode moved to appoint Kelly Bohanan to the Jeffrey Center Board for a 5 year term through November 2021. Commissioner Jones seconded and the motion carried unanimously.

Commissioner Glode moved to appoint Sue Palato to the Jeffrey Center Board for a 5 year unexpired term through November 2020. Commissioner Chapman seconded and the motion carried unanimously.

Commissioner Jones moved to authorize the Chairman to sign the Administrative Services Agreement with Blue Cross Blue Shield of Wyoming for the county's health insurance plan effective October 1, 2016. Commissioner Chapman seconded and the motion carried unanimously.

Commissioner Glode moved to authorize the Chairman's signature on the extension of Community Builders Incorporated contract for the feasibility study of the Little Snake River Valley Assisted Care Board. Commissioner Johnson seconded and the motion carried unanimously.

Planning

Sid Fox reported the Record of Decision Energy Gateway South Transmission project is expected this week.

Commissioners

Commissioner Glode reported Governor Mead appointed her to the Public Safety Commission representing local governments. She reported January 18 the county will host the Council of Governments meeting at the Jeffrey Center.

Commissioner Jones reported the Dixon Airport's next project will be a tilt down beacon tower totaling \$166,667 with the county's portion being \$6,667.00, a 4% match.

Chairman Espy reported the first WY Public Lands Initiative committee meeting was held last week and the next meeting will be facilitated and the charter document will be worked on. Dr. David Throgmorton was appointed as co-chair of the committee.

MEMORIAL HOSPITAL OF CARBON COUNTY (MHCC)

Chelle Keplinger, Chief Financial Officer for MHCC reported the board did not meet therefore has not approved financials. The hospital's HVAC project is progressing well, November 14 the

new billing company begin billing, and physician recruiting is ongoing, No board member was present.

EXECUTIVE SESSION

Commissioner Johnson moved to go into executive session at 11:10 a.m. with Clerk Bartlett, Ashley Mayfield Davis and Jim Piche to discuss personnel and potential litigation. Commissioner Glode seconded and the motion carried unanimously.

Commissioner Johnson 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 Chapman seconded and the motion carried unanimously.

RECESS

Chairman Espy called a recess at 11:40 a.m. and reconvened at 1:30 p.m.

PLANNING & ZONING

Public Hearing - Z.C. Case File No. 2016-01

Chairman Espy opened a public hearing at 1:30 p.m. to hear Planning & Zoning Z.C. Case File No. 2016-11, Samuel and Deborah Taylor's request Zone Change Request from RAM to FPSR in the Overlook Retreat Subdivision 22 miles south of Elk Mountain off U.S. Forest Service Road #105. Erik Devaun, Planner/GIS Specialist presented the case.

Chairman Espy called for comments for or against the case. There being no comments, Chairman Espy closed the hearing at 1:33 p.m.

Commissioner Jones moved that based on the recommendation of the Planning & Zoning Commission and staff to approve Resolution No. 2016-48, 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 File No. 2016-11, Samuel and Deborah Taylor's request Zone Change Request from RAM to FPSR in the Overlook Retreat Subdivision 22 miles south of Elk Mountain off U.S. Forest Service Road #105. Commissioner Chapman seconded and the motion carried unanimously.

Resolution No. 2016 – 48

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 #2016-11

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, October 31, 2016, which hearing was advertised by public notice at least thirty (30) days prior to said hearing; and

WHEREAS, at the October 31, 2016, 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, October 31, 2016, 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 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, December 6, 2016; and

WHEREAS, at said public hearing on December 6, 2016, 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 the applicable provisions of the Carbon County Zoning Resolution of 2015, as amended; and otherwise promotes the health, safety and general welfare of the residents of Carbon County; 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 #2016-11: Request for a Zone Change from Ranching, Agriculture and Mining (RAM) to Forestry Production and Seasonal Recreation (FPSR) on Tract 93 located in the Overlook Retreat Subdivision #1. 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: Samuel and Deborah Taylor (Applicants and Land Owners)

Location: Overlook Retreat Subdivision #1 is located approximately 22 miles south of Elk Mountain and about one (1) mile north of Turpin Reservoir.

Legal Description taken from Warranty Deed: Tract 93, Overlook Retreat Subdivision, located in Section 14, T17N, R80W, 6th P.M., Carbon County, Wyoming.

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).

PRESENTED, READ, AND ADOPTED at a regularly scheduled meeting of the Board of County Commissioners of Carbon County, Wyoming, on this 6th day of December, 2016.

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

By: -s- John Espy, Chairman
On behalf of the Carbon County
Board of County Commissioners

Attest:

-s- Gwynn G. Bartlett, Carbon County Clerk

CITIZEN/COMMISSIONERS DISCUSSION

Commissioner Chapman moved to adopt the 2017 Meeting Schedule as presented. Commissioner Johnson seconded and the motion carried unanimously.

ADJOURNMENT

Commissioner Johnson moved to adjourn the meeting at 1:41 p.m. Commissioner Jones seconded and the motion carried unanimously.

A regular meeting of this Board will be held January 3, 2017 at 9:00 a.m. at the County Courthouse, 415 W. Pine 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.carbonwy.com or by calling the Clerk's Office at (307) 328-2668 or 1-800-250-9812.