

**REPORT TO THE  
MINUTES OF THE BOARD OF  
CARBON COUNTY COMMISSIONERS  
REGULAR MEETING  
Tuesday, January 2, 2018  
Carbon County Courthouse, Rawlins, WY**

The regular meeting of the Board of Carbon County Commissioners (BOCC) commenced Tuesday, January 2, 2018 at the Carbon County Courthouse, Rawlins, WY. Attending the meeting were; Chairman John Johnson; Vice Chairman Lindy Glode; Commissioners Leo Chapman, John Espy and Sue Jones.

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

**ADDITIONS / CORRECTIONS**

There were no changes to the agenda.

**VOUCHERS**

Commissioner Chapman moved to approve the report of expenditures in the amount of \$199,228.78. Commissioner Jones seconded and the motion carried unanimously.

Commissioner Chapman moved to approve payment to Rawlins Automotive for \$279.68 and True Value of Rawlins for \$19.78 for an aggregate total of bills paid today of \$199,528.24. Commissioner Jones seconded and the motion carried with all voting for the motion except Commissioner Glode who abstained due to personal conflicts.

ASPEN FAMILY DENTAL	\$1,657.00	DENTAL SERVICES
BANK OF COMMERCE (DEBIT CARD)	\$365.76	ASSORTED CHARGES
BLACK HILLS ENERGY	\$13,532.24	HEATING FUEL
BUILD RITE LUMBER SUPPLY	\$472.49	SHIPPING/PAINT
CARBON COUNTY TREASURER	\$560.70	ASSORTED CASH ITEMS
CBM FOOD SERVICE	\$7,121.88	JAIL MEALS
CDW GOVERNMENT, INC.	\$2,603.43	IT SUPPLIES
COWBOY CHEMICAL	\$401.90	LAUNDRY SUPPLIES
CRAGOE, RANDY	\$31.29	FUEL
DAILY TIMES	\$105.00	NEWSPAPER RENEWAL
DALLIN MOTORS INC	\$53,486.00	PATROL TRUCKS
DIRTY BOYZ SANITATION, INC	\$660.00	TRASH SERVICE
DIXON, TOWN OF	\$308.00	WATER SERVICES
DJ'S	\$3,718.65	MOTOR GRADER WINDOWS
DOMINION ENERGY	\$342.62	HEATING FUEL
DUBOIS TELEPHONE EXCHANGE	\$784.97	PHONE LINES

EZELL, ANNE-TERRI	\$27.60	MILEAGE
FATBEAM LLC	\$5,244.75	FIBER LINES/INTERNET
FLEXSHARE BENEFITS	\$3,369.99	INSURANCE BENEFITS
FRANCE, TARA	\$902.50	TRANSCRIPTION SERVICES
HALL, TERRY	\$2,010.00	RYAN PARK VFD INTERIOR DRYWALL FINISHING
HIGH PERFORMANCE CLEAN INC	\$10,516.00	DEC CLEANING
HIGH PLAINS POWER	\$401.50	ELECTRIC SERVICE
HUGHES, CHRIS	\$160.73	MEALS/MILEAGE
INTERNATIONAL ACADEMICS OF EMERGENCY	\$5.00	MAIL IN QUIZ
IRON J TOWING	\$305.00	TOWING SERVICES
J H KASPAR OIL COMPANY	\$2,898.06	FUEL
JOHNSTON, RANAE	\$15.98	CALENDAR
KILBURN TIRE COMPANY	\$40.14	TIRE REPAIR
KIRSCH, ARCHIE P	\$1,300.00	MEDICAL SERVICES DECEMBER
MACPHERSON, KELLY & THOMPSON, LLC	\$1,867.25	LEGAL SERVICES
MYERS TIRE SUPPLY CO.	\$416.61	MOWER PARTS
NEWBROUGH, MIKE	\$23.00	FUEL
PATTON, ROBERT L.	\$27.00	MILEAGE
PERKINS OIL CO	\$1,383.71	FUEL
PITNEY BOWES	\$492.98	RED INK
PLAINSMAN PRINTING & SUPPLY	\$74.50	LABELS
PRIORITY DISPATCH	\$498.00	SOFTWARE TRAINING
QUILL CORPORATION	\$294.30	OFFICE SUPPLIES
RAWLINS AUTOMOTIVE	\$279.68	VEHICLE REPAIR PARTS
RESERVE ACCOUNT	\$10,000.00	POSTAGE
RICOH USA INC	\$1,110.05	PER CLICK CHARGES
RICOH USA, INC	\$6,597.09	COPIERS
ROCKIN' M PAINTING	\$960.00	INTERIOR PAINTING
ROCKY MOUNTAIN POWER	\$11,479.49	ELECTRIC SERVICE
ROGERS, ZACK	\$75.89	FUEL
SARATOGA AUTO PARTS, INC.	\$13.44	OIL FILTER
SCHILLING & WINN PC	\$1,448.17	LEGAL SERVICES
STAPLES ADVANTAGE	\$413.99	OFFICE SUPPLIES
STATE OF WYOMING A & I	\$6.17	MAINFRAME ACCESS
STEPHENSON, LEE ANN	\$37.20	MILEAGE
STODDARD, CURTIS T.	\$146.00	DENTAL SERVICES
THOMSON REUTERS-WEST PAYMENT CENTER	\$707.72	MONTHLY CHARGES
TRUE VALUE OF RAWLINS	\$19.78	CLEANING SUPPLIES
TYLER TECHNOLOGIES, INC	\$43,450.39	SOFTWARE/HOSTING FEES

UNION TELEPHONE COMPANY	\$1,745.48	CELL PHONES
USDA FOREST SERVICE	\$123.00	REPEATER PERMIT
VALLEY OIL COMPANY	\$364.86	FUEL
VERIZON WIRELESS	\$253.14	CELL PHONES
WIMPENNY, ROBERT G DDS	\$1,000.00	DENTAL SERVICES
WY DEPT OF TRANSPORTATION	\$143.56	ROAD & BRIDGE REPAIRS
WY MACHINERY COMPANY	\$198.61	LAMP/PARTS
WY PEACE OFFICERS ASSOC	\$490.00	2018 DUES
YOCUM, LEO	\$24.00	MILEAGE
ZIRMED, INC	\$14.00	CLAIM PROCESSING
<b>Grand Total</b>	<b>\$199,528.24</b>	

**CONSENT AGENDA**

Commissioner Glode moved to approve the consent agenda which includes the December 19, 2017 regular meeting minutes; Planning & Development monthly receipts for December 2017 in the amount of \$981.00; bonds for James Sewell, Treasurer for Carbon County School District 2 for \$50,000. Commissioner Espy seconded and the motion carried unanimously.

**Buildings & Grounds**

Building Manager Jim Piche reported his office at the fairgrounds and the new fire station building at Ryan Park should be complete by end of January. Carpet will be installed at the Attorney’s Office next week using the excess Carbon Building HVAC funds.

Mr. Piche stated that the jail will be brought online first in the new facilities computer software system as the majority of work orders come from there then all other departments will use it thereafter, likely by end of January.

Chairman Johnson asked Mr. Piche to explain how he is running the Jeffrey Center. Mr. Piche stated that when the fairgrounds are rented the person is assigned a key to let themselves in and lockup when they leave. He planned to do this at the Jeffrey Center for now too. He stated he could assign an employee to let people in and lockup when they leave but noted that it would be easier to assign regular users of the Jeffrey Center a key. The BOCC asked Mr. Piche to present a quote to install a security system at the facility. In the meantime the BOCC was ok with regular users having a key checked out and Mr. Piche said he would leave the procedure as-is and have the building locked up by an employee.

There was discussion of having two Memorandums of Understanding with the Fair Board for use of the kitchen facility and use of other buildings.

**Planning & Development**

Commissioner Glode asked County Planning Director Sid Fox to explain the municipal extraterritorial jurisdiction. Chairman Johnson said that if the jurisdiction continues counties

want an option to nullify decisions made by the town council. In addition, individuals in the rural areas around town do not get to vote for town/city councils.

Mr. Fox reported that his GIS individual is attending Large Area Vegetation Analysis (LAVA) meetings with the Bureau of Land Management and will report at a future meeting and obtain some direction from the BOCC.

### **Treasurer**

County Treasurer Patty Bentsen reported she received letters from Bank of Commerce, Rawlins National Bank, Bank of the West, and Multibank Securities requesting to be designated as depositories.

Commissioner Glode moved to designate Bank of Commerce, Rawlins National Bank, Bank of the West, and Multibank Securities as depositories for Carbon County for 2018. Commissioner Espy seconded and the motion carried unanimously.

Commissioner Glode moved to adopt Resolution 2018-01, Carbon County Investment Policy. Commissioner Jones seconded and the motion carried unanimously.

## **RESOLUTION NO. 2018-01 CARBON COUNTY INVESTMENT POLICY**

WHEREAS, W.S. §9-4-831(h) mandates every political subdivision adopts “a statement of investment policy”; and

WHEREAS, CARBON COUNTY desires to adopt an investment policy at least as restrictive with respect to the types of investment as authorized by W.S. §9-4-831(a), a copy of which is affixed hereto and incorporated herein by this reference.

NOW THEREFORE BE IT RESOLVED BY THE GOVERNING BODY OF CARBON COUNTY, WYOMING:

- (a) The CARBON COUNTY financial accounting procedures are divided among the County Commissioners, the County Clerk and the County Treasurer. The County Clerk is designated as budget officer (W.S. §16-4-102(a)(iv)); the County Treasurer is in charge of the county treasury (W.S. § 18-3-804) and 18-3-805. Warrants for payment from the treasury must be authorized by the Board of County Commissioners (W.S. §18-3-504 and 18-3-805);
- (b) It shall be the policy of the Carbon County Treasurer to invest public funds in a manner which will provide the highest investment return with the maximum security, and conforming to all federal, state and local laws and regulations governing the investment of public funds;
  - (1) To the extent possible, the Carbon County Treasurer will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Carbon County Treasurer will not directly invest in securities maturing more than two (2) years from the date of purchase.

- (2) Funds in excess of cash flow requirements may be invested in securities maturing not more than five (5) years from the date of purchase, if the maturity of such investments is made to coincide as nearly as practicable with the expected use of funds.
- (c) Any person affecting an investment transaction on behalf of CARBON COUNTY, or offering investment advice, shall sign a statement indicating he or she has read this policy and agrees to abide by this policy and by applicable federal, state and local laws, with respect to the advice given and transactions undertaken on behalf of the County.
- (d) The Carbon County Treasurer shall be, and is hereby authorized to make such statutory investments, at his or her discretion, as will conform to this policy which shall be deemed at least as restrictive as the types of investments authorized by W.S. §9-4-831(a).
  - (1) The County shall diversify its instruments by security type and institution. With the exception of U.S. Treasury securities, certificates of deposits and authorized pool, no more than twenty-five percent (25%) of the County's total investment portfolio will be invested in a single security type.
  - (2) To provide assurance that the County will be able to continue financial operations without interruption and dependent upon interest rates and satisfaction with services, the County will generally attempt to utilize at least two financial institutions as depositories.
- (e) The Treasurer is charged with the responsibility of providing a monthly financial report, to include investment activity and returns, in the County's Financial Report.
- (f) This policy shall be effective through the calendar year 2018.

WHEREFORE, be it resolved that the Board of County Commissioners adopts the aforementioned policy and this policy shall be reviewed on an annual basis.

ADOPTED this 2nd day of January, 2018.

BOARD OF COUNTY COMMISSIONERS  
 -s- Willing John Johnson  
 On behalf of the Carbon County  
 Board of County Commissioners

ATTEST:  
 -s- Gwynn Bartlett, County Clerk

Treasurer Bentsen reported that financial disclosures are on file for all commissioners, County Clerk Gwynn Bartlett, Deputy Clerk Lisa Smith, County Treasurer Patty Bentsen and all Deputy Treasurers including Eileen Keller, Kristen Redding, Melissa Hammock, Veronica Fernandez and Stacey Holt.

**Attorney**

Ashley Mayfield Davis, Deputy County Attorney presented the Memorandum of Understanding between the City of Rawlins and Carbon County for Cooperative GIS Specialist Position for approval.

Commissioner Espy moved to authorize the Chairman's signature on the Memorandum of Understanding Between the City of Rawlins and Carbon County for a shared Cooperative GIS Specialist position and resources. Commissioner Chapman seconded and the motion carried unanimously.

Attorney Davis reported she will meet with the fair board next week about a potential MOU. She will provide board training to the Medicine Bow Rural Healthcare District trustees. Ms. Davis mentioned she is still working on a MOU with the City of Rawlins for shared IT Resources.

Attorney Davis reported the attorney for the opiate crisis told her they would defend any counter claims however not pay for any settlement resulting from a counter claim. She would like to know if the BOCC would like her to continue to work on an agreement outlining this and the BOCC agreed.

### **Road & Bridge**

Bill Nation, Road & Bridge Superintendent reported his crews are repairing items in shops that were damaged or worn over the summer and fall. The Big R bridge plans are currently being reviewed by the WY Department of Transportation. He is also working on a draft road use agreement for the road as well. The BOCC will hear more about the Sage Creek Road paving at their January 16 meeting including a timeline and the successful bidder's name for this project.

### **Clerk**

County Clerk, Gwynn Bartlett reported that Mr. Nation made a generous offer to donate unused sick time at the last meeting however it would be vacation time that, per policy, cannot be carried over. The motion allowed a maximum previously set however it didn't mention sick or vacation and didn't mention what the maximum was. She asked for a new motion to clarify.

Commissioner Espy moved to rescind the motion from the last meeting about donating the maximum allowed previously to the county sick bank. Commissioner Chapman seconded and the motion carried unanimously.

Commissioner Jones moved to authorize any unused vacation time that employees will lose per the county's policy to roll into the county's sick leave donation bank to be used under the donation rules in the County's Personnel Policy. Commissioner Glode seconded and the motion carried unanimously.

Clerk Bartlett reported she will be presenting amendments to the county's Procurement Policy to include more information about fixed and controlled assets and will present for approval at a

future meeting after review by Attorney Davis. She noted the changes must be adopted through the Administrative Procedures Act.

Commissioner Chapman moved to approve the Letter of Agreement for Costs of Treatment During Involuntary Hospitalization Proceedings at a rate of \$754 per day. Commissioner Espy seconded and the motion carried unanimously.

**Public Hearing – Z.C. Case #2017-08 Patrick and Patricia Waldron**

Chairman Johnson opened a public hearing at 10:30 a.m. to hear Planning & Zoning Z.C. Case # 2017-08 Patrick and Patricia Waldron. Sid Fox, County Planning Director presented zone change request from Ranching, Agriculture and Mining (RAM) to Rural Residential Agriculture (RRA-5) located approximately three miles east of Highway 789 south of County Road 702. The parcel was created through a subdivision exemption.

Chairman Johnson called for comments for or against the case. There being no comments, Chairman Johnson closed the hearing at 10:33 a.m.

Commissioner Glode moved to approve Resolution No. 2018-02 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 # 2017-08 Patrick and Patricia Waldron. Sid Fox, County Planning Director presented zone change request from Ranching, Agriculture and Mining (RAM) to Rural Residential Agriculture (RRA-5) located approximately three miles east of Highway 789 south of County Road 702. Commissioner Espy seconded and the motion carried unanimously.

**Resolution No. 2018 – 02**

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 #2017-08**

**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, December 4, 2017, which hearing was advertised by public notice at least thirty (30) days prior to said hearing; and

**WHEREAS**, at the Monday, December 4, 2017, 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, December 4, 2017, 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, January 2, 2018; and

**WHEREAS**, at said public hearing on January 2, 2018, 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 #2017-08:** Request for a Zone Change from Ranching, Agriculture and Mining (RAM) to Rural Residential Agriculture (RRA-5) on approximately 5 acres. The RRA Zone is intended to be applied in areas of the County which are particularly suited to large lot development that allow both agricultural and residential uses.

**Petitioners:** Patrick and Patricia Waldron (Applicants and Land Owners)

**Rural Address:** 276 CR 702

**Parcel Identification Number:** 12910220004400

**General Site Location:** Approximately 3 miles east of HWY 789

**Legal Description:** A parcel of land located in the SW $\frac{1}{4}$ NW $\frac{1}{4}$  of Section 2, T12N, R91W of the 6th P.M., Carbon County, Wyoming and being more particularly described as follows: Beginning at the N.E. corner of said SW $\frac{1}{4}$ NW $\frac{1}{4}$  of Section 2; thence along the north line of said SW $\frac{1}{4}$ NW $\frac{1}{4}$ , S89°30'01"W, 480.48 feet; thence S12°52'37"E, 529.03 feet; thence N89°30'01"E, 362.51 feet to a point on the east line of said SW $\frac{1}{4}$ NW $\frac{1}{4}$ ; thence along said east line, N00°00'26"E, 516.75 feet to the point of beginning. Containing 5.000 acres more or less. The north line of the NW $\frac{1}{4}$  of said Section 2 is considered to bear N89°43'53"E between G.L.O. Brass caps. Subject to the right-of-way for the First Mesa Ditch.

**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 Rural Residential Agriculture (RRA-5) on approximately 5 acres.



**PRESENTED, READ, AND ADOPTED** at a regularly scheduled meeting of the Board of County Commissioners of Carbon County, Wyoming, on this 2nd day of January, 2018.

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

-s- Willing John Johnson, Chairman  
On behalf of the Carbon County  
Board of County Commissioners

Attest:

Gwynn G. Bartlett, Carbon County Clerk

**Commissioners**

Commissioner Jones reported as the county's designee on the 5<sup>th</sup> Penny Tax Committee she and the group recently met and designated a specific monthly day for these meetings. The committee's purpose is to educate the public on the importance of the tax but not encourage a yes or no vote. The group voted to hire Keith McLendon to prepare educational materials and that COG will pay the expenses. The BOCC approved a \$1,000 donation to be prepared for approval at the next meeting.

Commissioner Glode reported she will retire as a Commissioner effective January 31.

**Novo Benefits**

Rob Henderson and Diana Madvig and Kellie Grady of Novo Benefits provided a plan year overview.

**Anton Collins Mitchell LLP**

Rolf Peterson of Anton Collins Mitchell LLP provided an overview of the Fiscal Year 2016-2017 audit.

**ADJOURNMENT**

Commissioner Espy moved to adjourn the meeting at 12:13 p.m. Commissioner Glode seconded and the motion carried unanimously.

A regular meeting of this Board will be held February 6, 2018 at 9:00 a.m. at the Carbon County Courthouse, 415 W. Pine Street, 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](http://www.carbonwy.com) or by calling the Clerk's Office at (307) 328-2668 or 1-800-250-9812.