

**MINUTES OF THE BOARD OF  
CARBON COUNTY COMMISSIONERS  
REGULAR MEETING  
Tuesday, January 6, 2009  
County Courthouse, Rawlins, Wyoming**

The regular meeting of the Board of Carbon County Commissioners (BOCC) commenced Tuesday, January 6, 2009 at the County Courthouse in Rawlins, Wyoming. Attending the meeting were Chairman Terry Weickum, Vice Chairman Jerry Paxton; Commissioner Charles C. Young; County Clerk Gwynn Bartlett; County Attorney Cindy DeLancey; and Deputy Clerk Kathy Turner.

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

**CHAIRMAN APPOINTMENT**

Chairman Weickum called for nominations for Chairman of the Board of Carbon County Commissioners.

Commissioner Paxton moved to appoint Terry Weickum as Chairman of the Board of Carbon County Commissioners. Commissioner Young seconded and the motion carried unanimously.

Commissioner Young moved to appoint Jerry Paxton as Vice Chairman of the Board of Carbon County Commissioners. Chairman Weickum seconded and the motion carried unanimously.

**VOUCHERS**

Commissioner Paxton moved to approve the report of expenditures in the amount of \$515,956.98. Commissioner Young seconded and the motion carried unanimously.

ADAMS COUNTY SHERIFF	SUBPOENA SERVICE	21.00
AIRPORT LIGHTING	COUPLINGS AND LAMPS	252.32
ALSCO, AMERICAN LINEN	SUPPLIES/TOWELS/SOAP/MATS	566.95
AMERIGAS	PROPANE TANK RENT/PROPANE	1,319.21
ARLINGTON OUTPOST	LUBE/OIL/FILTER/VEHICLE MTCE	97.95
AUTOMATIC GARAGE DOOR	BUILDING MAINTENANCE	3,045.40
BARTLETT, SUE RN	MILEAGE	61.50
BEST WESTERN COTTONTREE	MOTEL FEES FOR WITNESSES	215.00
BOB BARKER COMPANY	PENS	109.35
BRESNAN COMMUNICATIONS	CABLE	78.97
BUILD RITE LUMBER SUPPLY	GRINDER/OVERALLS/JACKET	371.30
BUSEY, SHARALEE	MILEAGE	189.50
C O V E	REMAINDER OF 07-08 CSBG FUNDS	2,115.43
CARBON COUNTY SENIOR SVCS	3RD QTR MATCHING FUNDS	65,000.00
CARBON COUNTY TV & ELECT.	FUSES	24.00
CARBON COUNTY TREASURER	CASH ITEMS	1,174.41
CARBON COUNTY VETERINARY	ANIMAL CARE	33.99
CARBON POWER & LIGHT	ELECTRICAL SERVICES	463.71
CATERPILLAR FINANCIAL	MOTOR GRADER	194,393.69
CATERPILLAR FINANCIAL	TRACK-TYPE TRACTOR	57,318.64
CBM FOOD SERVICE	JAIL MEALS	6,609.14
CDW GOVERNMENT, INC.	MICROSOFT CURVE KEY	13.96
CENTURYTEL	PHONE SERVICES	137.26
CESKO, DAVID MD	EMERGENCY HEALTH	510.00
CHEYENNE COUNTY CLINIC	HEALTH SERVICES	35.00
CHEYENNE FREIGHTLINER	VEHICLE MAINTENANCE	95.14
CMI-TECO	RATCHET STRAPS	59.80
COMONWEALTH LAW BOOK	WY RULES MANUAL RENEWAL	48.00
CORPORATE EXPRESS	COPY PAPER/SUPPLIES	452.95
CRAFTSMAN ELECTRIC	WALK THRU/ADD-REPLACE OUTLETS	271.89
CSK AUTO, INC.	WIPER BLADES	34.17
DAILY TIMES	ADVERTISING	3,051.00
DAY-TIMERS, INC.	DESK PLANNER	45.98
DELEON, JOHN	LEGAL SERVICES	2,138.00
DELL COMPUTERS	COMPUTER	1,507.85

DIXON, TOWN OF	WATER SERVICES	33.50
EAGLE UNIFORM SUPPLY	MATS	124.64
ELK MOUNTAIN, TOWN OF	WATER SERVICES	54.50
ERICKSON & ROBERTS	LEGAL SERVICES	932.19
FAMILY LAW CENTER LLC	LEGAL SERVICES	1,220.00
FARMER BROTHERS COFFEE	COFFEE SUPPLIES/COFFEE	124.70
FRANCE MEMORIAL PRESYTERIAN CH.	ELECTION JUDGE MEALS	494.00
FREMONT MOTORS-RAWLINS	VEHICLE MAINTENANCE	953.83
FSH COMMUNICATIONS	COURTHOUSE PAYPHONE	140.21
GASES PLUS	SUPPLIES/CYLINDER RENTAL/GAS	1,884.70
GOSVENOR, MAXINE	MILEAGE	52.00
GRAINGER	MATS/LANYARD/HARNESS & ROPE	562.21
HANFT, JENNIFER PAIGE	LEGAL SERVICES	2,360.00
HAYS, STEPHEN DDS	DENTAL SERVICES	354.00
HIGH PLAINS POWER	ELECTRIC SERVICE	332.98
HIGH PLAINS VISION CENTER	VISION SERVICES	396.00
HILLCREST SPRING WATER	WATER SUPPLIES/EQUIP RENT/WTR	93.60
HILLTOP CONOCO	FUEL	39.00
HOWARD SUPPLY COMPANY	VEHICLE REPAIR	151.19
HSBC BUSINESS SOLUTIONS	JACK/PNEUMATIC SHOP	350.72
HYLAND ENTERPRISES, INC.	TRUCK PARTS	13.36
IKON FINANCIAL SERVICES	COPIER RENEWAL	703.52
J H KASPAR OIL COMPANY	DIESEL/FUEL	9,092.42
JACK'S BODY & FENDER	DOOR LOCK REPAIR	71.07
JACKALOPE PRINTING	SUPPLIES	858.01
JUVE, JANE H	LEGAL SERVICES	2,474.15
KILBURN TIRE COMPANY	VEHICLE MAINTENANCE	3,218.58
MAS MODERN MARKETING	MINTS	647.98
MATCO TOOLS	SHOP SUPPLIES	243.80
MEMORIAL HOSPITAL OF CARBON CTY	MEDICAL FEES	15,591.80
MESA COUNTY SHERIFF'S DEPT.	SERVICE CHARGE AND MILEAGE	6.40
MILLS, JACK PH.D.	GIS TRAINING	4,250.00
MOELLER, MARIE	CLEANING SERVICES	150.00
MPM CORP / EVERGREEN	GARBAGE SERVICES	20.00
NATIONAL ASSOC. FOR COURT MGMT	MEMBERSHIP DUES	125.00
NATIONAL DIST ATTORNEY'S ASSOC.	REGISTRATION FEES	250.00
OFFICE DEPOT	INK CARTRIDGES	154.99
PAGE ONE	MONTHLY SERVICE	275.57
PAMIDA INC	OFFICE SUPPLIES	14.76
PERKINS OIL CO	OIL CHANGE	54.75
PERUE PRINTING	ENVELOPES	238.00
PHILLIPS 66	FUEL	391.29
PITNEY BOWES	EZ SEAL BOTTLE	46.74
PITNEY BOWES INC	RENTAL CHARGES	408.00
PLAINSMAN PRINTING & SUPPLY	CASE BINDERS	1,073.80
PLATTE VALLEY MEDICAL	EMERGENCY HEALTH/HEALTH SVCS	278.00
PRO-CHEM INDUSTRIAL,	CLEANING SUPPLIES	251.87
PROJECT PREVENTION	PHONE/SUPPLIES/WAGES	1,439.63
PUBLIC SAFETY CENTER	SUPPLIES	852.71
QUESTAR GAS	MONTHLY GAS SERVICE	170.79
QUILL CORPORATION	SUPPLIES	1,176.12
QWEST-DENVER	PHONE SERVICES	30.10
QWEST-KENTUCKY	PHONE SERVICES	425.62
QWEST-PHOENIX	PHONE SERVICES	304.98
RAWLINS AUTOMOTIVE	SUPPLIES/PARTS/VEHICLE MTCE	634.92
RAWLINS EYE CARE	VISION SERVICES	200.00
RAWLINS FAMILY MEDICAL	EMERGENCY HEALTH	300.00
RAWLINS FIRE EXTINGUISHER	ANNUAL FIRE EXTINGUISHER	70.00
RAWLINS GLASS	DOORS/GLASS REPLCMT/VEH MTCE	3,875.76
RAWLINS, CITY OF	WATER SERVICES	1,061.40
RELIABLE	DESK PAD REFILLS/CD SL/SUPPLIES	642.93
RITE-STYLE OPTICAL	FISHER SAFETY GLASSES	246.75
ROCKY MOUNTAIN POWER	ELECTRICAL SERVICES	5,940.22
ROSS' AUTOMOTIVE SERVICE	VEHICLE MAINTENANCE	63.05
SARATOGA AUTO PARTS	PARTS/SUPPLIES/VEHICLE MTCE	1,580.54

SARATOGA SUN	ADVERTISING	1,212.56
SARATOGA, TOWN OF	WATER SERVICES/LEASE PAYMENT	2,073.50
SCHAEFFER'S	SYNTHETIC PLUS CAT LUBE	873.30
SHEPARD'S	FUEL	2,554.60
SHIVELY HARDWARE	SUPPLIES	89.36
SNAP-ON TOOLS	IMP DR SET/SHOP SUPPLIES	349.80
SNOWY RANGE PROPANE	PROPANE/PROPANE SERVICES	1,679.33
SOURCE GAS	GAS SERVICES	18,684.25
SQUARE SHOOTERS EATING HOUSE	JURY LUNCHES	70.15
SRIDHARAN, P V MD	HEALTH SERVICES	172.00
STAN'S QUIK LUBE	VEHICLE MAINTENANCE	43.44
STANLEY SECURITY SOLUTIONS	JAIL MAINTENANCE	8,485.00
STATE OF WY (DEPT OF HEALTH)	SECOND QUARTER PAYROLL	33,930.19
SUNRISE SANITATION SERVICE	GARBAGE SERVICES	55.00
SWEET, JEFFREY C DDS	DENTAL SERVICES	398.00
T'S KEYS	DUPLICATE KEYS	6.00
TAYLOR AUTO REPAIR	VEHICLE MAINTENANCE	1,487.76
TERMINIX	PEST CONTROL	30.00
TRADING POST	GAS & OIL FOR CHAINSAW	5.79
TRAVEL CENTERS OF AMERICA	TRAINING LUNCH	152.36
TREVATHAN, SABRINA R	TRANSCRIPTION	553.20
TRUE VALUE OF RAWLINS	SUPPLIES	2,211.58
U S POSTMASTER	BOX RENTAL	98.00
UNION TELEPHONE COMPANY	PHONE SERVICES	1,029.34
VALLEY OIL COMPANY	FUEL	3,694.96
VAN'S WHOLESALE	SUPPLIES	362.06
VERIZON WIRELESS	PHONE SERVICES	708.98
WAGON CIRCLE ORTHOPEDICS	HEALTH SERVICES	109.00
WEST PAYMENT CENTER	MONTHLY DATABASE USE	511.57
WLC ENGINEERING	COUNTY USE PLAN	16,202.79
WY MACHINERY COMPANY	SUPPLIES/PARTS/EQUIP REPAIR	3,561.92
WY STATIONERY	SUPPLIES	1,678.24
WY WASTE SERVICES-RAWLINS	GARBAGE SERVICES	72.39
YAMPA VALLEY ELECTRIC	ELECTRICAL SERVICES	117.75
YOUNG, CHARLES MD	HEALTH SERVICES	257.00
GRAND TOTAL		515,956.98

## **CLERK**

### **Minutes**

Commissioner Paxton moved to approve the minutes of the December 16, 2008 regular meeting of the Board of Carbon County Commissioners as presented. Commissioner Young seconded and the motion carried unanimously.

### **Bonds**

Commissioner Young moved to approve a \$50,000.00 bond for Garry L. Goergen, Business Manager for Carbon County School District #1 and a \$50,000.00 bond for Randy Arnold, Treasurer for Saratoga, Encampment, Rawlins Conservation District. Commissioner Paxton seconded and the motion carried unanimously.

### **Monthly Receipts**

Commissioner Paxton moved to accept the Carbon County Clerk Statement of Fees Collected for the Month of December 2008 in the amount of \$14,196.75 and fees collected from the Clerk of District Court for the month ending August 2008 in the amount of \$4,905.51, month ending September 2008 in the amount of \$3,694.30 and month ending October 2008 in the amount of \$3,419.67. Commissioner Young seconded and the motion carried unanimously.

### **Relay for Life**

Clerk Bartlett advised Lisa Vasquez, Relay for Life Chairperson, has requested authorization to hold their annual event around the Courthouse June 26 and 27, 2009. She stated she discussed with Ms. Vasquez issues with blocking off the south and west sides of the building and Clerk Bartlett recommended the request be approved with the stipulation that these sides are not to be blocked off until 5:30 p.m. due to handicap parking. She advised Ms. Vasquez that she must also obtain liability insurance for the event and that the group would be responsible for cleaning up when this event is over.

Commissioner Paxton moved to allow the Relay for Life event to be held on the Courthouse grounds on June 26, and 27, 2009 provided that they do not block the south or west sides of the Courthouse until after 5:30 p.m. and that proof of adequate liability insurance must be provided before the event and the group is responsible to clean up after the event. Commissioner Young seconded and the motion carried unanimously.

### **Disclosure Statements**

Disclosure statements were presented declaring personal investments and accounts held by various County officials.

Commissioner Paxton moved to accept the disclosure statements for Commissioners Terry Weickum, Jerry Paxton, and Charles Young and Clerk Gwynn Bartlett. Commissioner Young seconded and the motion carried unanimously.

### **Carbon County Salary Publication**

Commissioner Paxton moved to approve advertising the Publication of Gross Salaries for Carbon County Full-Time Employees as of January 6, 2009. Commissioner Young seconded and the motion carried unanimously.

Clerk Bartlett stated it will be published on January 14, 2009 in the Daily Times and Saratoga Sun.

### **Wyoming Business Council Grant for County Roads #1 and #3**

Clerk Bartlett reported the Wyoming Business Council is aware that the County desires to de-obligate \$458,531.00 in grant funds that were awarded for County Roads #1 and #3. She presented a Certificate of Completion of Construction form for signature so the Wyoming Business Council can officially de-obligate these funds.

Commissioner Paxton moved to authorize the Chairman's signature on the Wyoming Business Council Investment Ready Communities Certificate of Completion of Construction to de-obligate \$458,531.00 of unused grant funds relating to the Business Ready Community Grant for Carbon County Roads #1 and #3. Commissioner Young seconded and the motion carried unanimously.

### **Saratoga Lion Clubs**

Commissioner Paxton moved to authorize the Saratoga Lions Club to conduct a Calcutta on February 13, 14, and 15, 2009 during the annual Donald E. Erickson Memorial Chariot Races. Commissioner Young seconded and the motion carried unanimously.

### **Gateway West Transmission Line**

Clerk Bartlett advised that and at the request of Representative Steward Leslie Blythe of Rocky Mountain Power has planned a meeting with the residents of Ft. Steele regarding the proposed Gateway West Transmission Line. She reported the meeting is scheduled for Friday, January 23, 2009 from 1:00 to 3:00 p.m. at the Sinclair Town Hall. Those in attendance will include representatives from Rocky Mountain Power, the Bureau of Land Management and other interested parties.

### **Council of Governments (COG)**

Clerk Bartlett stated the County-hosted COG meeting will be held on January 21, 2009, 6:00 p.m. at Square Shooters. Chairman Weickum stated they would be discussing the joint powers board that must be formed for the specific purpose tax projects. The group discussed that all County officials would likely be in Cheyenne for legislative meetings and Chairman Weickum stated he would try to postpone the meeting to January 28, 2009.

### **Medicine Bow Conservation District**

Clerk Bartlett advised she received a letter from Todd Heward, District Manager of the Medicine Bow Conservation District requesting that the BOCC waive the election fees associated with the General Election held in November. She stated that per statute special districts can make this request however she recommends denying it. She reported this district's total fees were \$1,097.21 of a total \$31,012.60.

Commissioner Paxton moved to deny the request to waive 2008 General Election fees for the Medicine Bow Conservation District. Commissioner Young seconded and the motion carried unanimously.

### **Fairgrounds Multipurpose Facility**

Clerk Bartlett reported she received a donation in the amount of \$100,000.00 from the Gretchen Swanson Family Foundation, Inc. for construction of the new multipurpose facility at the Carbon County Fairgrounds. She stated that Kristen Barkhurst was responsible for obtaining the donation and to please thank her when they saw her next. The donation was made and accepted with the stipulation that the facility must be completed by December 31, 2009. She advised she has contacted Leroy Graham, Buildings Manager and he sees no problems with the construction being completed by that date.

### **Draft Procurement Policy**

Clerk Bartlett stated she has put together a draft procurement policy and asked the BOCC for their thoughts on the dollar amounts. She stated her draft includes that purchases under \$5,000.00 can be made with no bids, purchases of \$5,000.00 to \$20,000.00 can be made with informal bidding, and purchases over \$20,000.00 would require a formal bidding process. The BOCC and Attorney DeLancey agreed with the dollar amounts and Clerk Bartlett stated she will get the draft policy to Attorney DeLancey for her review. Clerk Bartlett added that after Attorney DeLancey's review she would send a draft to the Buildings Manager, department heads, and other elected officials for their input then forward a final draft to the BOCC.

### **Agreement to Exchange Property**

Clerk Bartlett provided an agreement for a land swap at the fairgrounds with Carbon County School District #1. Attorney DeLancey advised she and Mr. MacPherson, the School District's attorney, have reviewed this agreement.

Commissioner Paxton moved to enter into an agreement to exchange property on the proximity of the Fairgrounds with Carbon County School District #1 in accordance with the legal description that was presented in Exhibits A-C. Commissioner Young seconded and the motion carried unanimously.

## **ELECTED OFFICIALS / DEPARTMENT HEADS**

### **Fire Department**

Clerk Bartlett advised she advertised to sell a Mini-Attack and Tanker/Pumper, each with a minimum bid of \$250.00 with both vehicles to be sold as is.

Larry Trapp opened one sealed bid from Watson Ranch for \$382.00 for the 1957 International Tanker/Pumper, VIN SA47277E. Mr. Trapp recommended the BOCC accept this bid.

Mr. Trapp opened three sealed bids for the 1950 Chevrolet Mini-Attack, VIN 21TJ01328 from the following; Sam Verplancke for \$306.66, Watson Ranch for \$278.00 and Kenneth Campbell for \$427.00.

Commissioner Paxton moved to accept the high bids to sell a 1957 International Tanker/Pumper VIN SA47277E to Watson Ranch in the amount of \$382.00 and to sell a 1950 Chevrolet Mini-Attack VIN 21TJ01328 to Kenneth Campbell in the amount of \$427.00. Commissioner Young seconded and there was discussion from Bill Nation. He asked if the vehicle could be donated to the Town of Encampment and Mr. Trapp stated the vehicle was in poor shape and there would be another possible vehicle to donate in the near future. The motion carried unanimously.

Mr. Trapp advised their call ratios have been down but the reporting system in the Elk Mountain area needs improvement as they have been called on the same accident numerous times. He stated they will meet with Elk Mountain to see how they can improve the reporting system.

### **Treasurer**

Commissioner Paxton moved to accept the financial disclosures required by Wyoming State Statutes for Carbon County Treasurer Cindy Baldwin and Chief Deputy Treasurer Joy Hannum. Commissioner Young seconded and the motion carried unanimously.

Commissioner Paxton moved to designate the Bank of Commerce, the Rawlins National Bank, and the Bank of the West as official depositories for Carbon County. Commissioner Young seconded and the motion carried unanimously.

### **Sheriff**

Sheriff Colson introduced Loretta Weems, Victim Services Coordinator, who reported that a recent site compliance visit showed her department to be in substantial compliance. She gave a brief overview of the services she offers. Sheriff Colson then introduced Ada Fowler, Juvenile Probation Agent, who reported on juvenile crime statistics for the two prior years.

### **Clerk of District Court**

Clerk of District Court, Lindy Glode, reported on payments to attorneys for parents of juveniles. She stated the County has no guidelines or a contract with these attorneys. Clerk of District Court Glode added that she and Attorney DeLancey agree that a contract should be in place with these attorneys outlining mileage payments, wages, and other things.

### **Assessor**

County Assessor, Sheryl Snider, presented several rebates and abatements for the Chairman's signature. She reported that a large rebate for Marathon Oil for approximately \$120,000.00 was included. Assessor Snider also reported that Anadarko now has an increased assessed valuation of \$3,686,000.00 for a previous tax year.

Assessor Snider reported that she will be advertising and printing educational pamphlets regarding the veteran's tax exemption.

### **Buildings Manager**

Leroy Graham, Buildings Manager, reported that the Dixon Airport has been plowed regularly and the contractor will plow around the lights this week.

### **RECESS**

Chairman Weickum called a recess at 10:46 a.m. and reconvened at 10:54 a.m. Commissioner Young was not present when the meeting was called to order.

## **Planning & Zoning**

### **Certification of Case File No. 08-25**

Mike Jones, County Planner presented the Certification of Recommended Action for Case File No. 08-25. He stated that a representative of the Planning & Zoning Commission could not be present today.

Commissioner Paxton moved to schedule a public hearing for February 3, 2009 at 1:30 p.m. at the County Courthouse in Rawlins, Wyoming to hear Case File No. 08-25, James M. and Sherri L. King's request for a Zone Change from Ranching, Agriculture, Mining (RAM) to Rural Residential Agriculture (RRA-10.5) on approximately 10.5 acres. Chairman Weickum seconded and the motion carried unanimously by all present members.

Commissioner Young returned at 10:56 a.m.

Mr. Jones talked about the buffer zone around the Town of Saratoga. He stated he will be meeting with all the town councils over the next months to discuss buffer zones and other topics.

### **Road & Bridge**

Bill Nation, Road & Bridge Superintendent, requested authorization to act on behalf of Carbon County Road & Bridge on various issues affecting his department.

Commissioner Paxton moved to authorize Bill Nation to sign agreements on behalf of Carbon County involving all Road & Bridge projects. Commissioner Young seconded and the motion carried unanimously.

Commissioner Young moved to approve the Lease Agreement, Gravel Permit #425, between Carbon County and James Wiant for \$500.00 per year lump sum then a rate of \$0.60 per ton thereafter. Commissioner Paxton seconded and the motion carried unanimously.

Mr. Nation presented an equipment rates sheet and a priority list showing the order roads are plowed for each area of the County.

## **BOARD APPOINTMENTS**

### **Weed & Pest Control Board**

Chairman Weickum opened a public hearing at 11:08 a.m. to consider appointments of individuals to the Weed & Pest Control Board.

Leo Chapman was interviewed for consideration of reappointment to the Weed & Pest Control Board. Clerk Bartlett verified that petitions for each applicant were received by the deadline, each was signed by at least 10 landowners of the County, and each applicant is a registered voter.

Chairman Weickum closed the public hearing at 11:15 a.m.

Commissioner Paxton moved to reappoint Leo Chapman to Area I, Willis Williams to Area III and Jerry Kraft to Area IV of the Weed & Pest Control Board, each for four-year terms expiring January 2013. Commissioner Young seconded and the motion carried unanimously.

Attorney DeLancey noted that she will be providing board training for this board soon.

### **Rawlins-Carbon County Airport Board**

Clerk Bartlett reported that there are two openings on the Rawlins Carbon County Airport Board however she only received one application. Gregg Olson recently resigned however he contacted her to offer to serve until a replacement was found. The BOCC stated it could not appoint Mr. Olson temporarily but wanted the Clerk to encourage him to continue attending meetings as a non-voting member of the public.

Commissioner Paxton moved to reappointment George Schneider to the Rawlins-Carbon County Airport Board for a 5-year term expiring February 2014 and to continue to advertise for applicants to fill the unexpired term. Commissioner Young seconded and the motion carried unanimously.

### **Senior Services**

Jill Duthie discussed the home delivery meal program. She stated she has hired two part-time individuals to assist volunteers deliver meals. She reported she applied for two Daniel's Fund grants to replace stoves in Baggs and Encampment and a refrigerator in Baggs.

### **COALBED METHANE COALITION**

B.J. Kristiansen of the Coalbed Methane Coalition discussed the Coalition's effort in the various member counties. Mr. Kristiansen updated the Board on how the Coalition was formed and its purpose.

### **RECESS**

Chairman Weickum recessed for lunch at 12:11 p.m. Chairman Weickum reconvened the meeting at 1:34 p.m.

### **TREASURER**

Commissioner Paxton moved to adopt Resolution No. 2009-01, the Carbon County Investment Policy. Commissioner Young seconded and the motion carried unanimously.

## **RESOLUTION NO. 2009-01 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);

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*). 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 one (1) year from the date of purchase.
  - (2) Funds in excess of cash flow requirements may be invested in securities maturing not more than two (2) years, 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, 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 2009.

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 6th day of January, 2009.

**BOARD OF COUNTY COMMISSIONERS**

-s- Terry Weickum

-s- Jerry Paxton

-s- Charles Young

ATTEST:

-s- Gwynn Bartlett, County Clerk

Treasurer Baldwin also presented investment policy compliance letters from all financial institutions that she currently invests with including Bank of Commerce, Bank of the West, The Rawlins National Bank, Edward Jones, and Multi Bank Securities.

**HAL ALCORN**

Hal Alcorn updated the Board on the progress of the cleanup of his property. The BOCC recognized his progress and Mr. Alcorn stated he thinks he will complete the cleanup by late spring. Mr. Alcorn agreed to meet with the Board then.

**EXECUTIVE SESSION**

Commissioner Paxton moved to go into executive session at 1:50 p.m. with Clerk Bartlett, Attorney DeLancey and Bill Nation to discuss personnel and matters considered confidential by law. Commissioner Young seconded and the motion carried unanimously.

Commissioner Paxton moved to come out of executive session at 2:03 p.m. and that the minutes of the session be approved as written and sealed and declared that no action was taken during the session. Commissioner Young seconded and the motion carried unanimously.

**EXECUTIVE SESSION**

Commissioner Paxton moved to go into executive session at 2:04 p.m. with Clerk Bartlett, Attorney DeLancey, Patty Waldron, Ray Barkhurst, John Cowdin, Anna Helm and Dave DeLancey, to discuss personnel and matters considered confidential by law. Commissioner Young seconded and the motion carried unanimously.

Commissioner Young moved to come out of executive session at 2:49 p.m. and that the minutes of the session be approved as written and sealed and declared that no action was taken during the session. Commissioner Paxton seconded and the motion carried unanimously.

**FAIR MULTIPURPOSE FACILITY**

John Cowdin of the Fair Board presented a map of the proposed area for the multipurpose facility and asked that the facility be moved to another area of the grounds. He stated the Fair Board feels that the new proposed location would allow for access to all sides of the facility during the County Fair and during other times for various events. In addition, when the old facility is removed it will allow for a large parking area. Mr. Graham stated that delivery of the building

would be at least 120 days and he would like to go out for bids to purchase the building as soon as possible. Mr. Graham stated that he will check with the City to see if they have any objections to the proposed site and will go out for bid on the building immediately after receiving the authorization from the City, the Fair Board on the final location and building details, and new plans from the architect.

### **RECESS**

Chairman Weickum declared a recess at 3:14 p.m. and reconvened at 3:24 p.m.

### **FINANCIAL DISCLOSURE**

Commissioner Paxton moved to accept the financial disclosure from Helen Winningham and place it on file. Commissioner Young seconded and the motion carried unanimously.

### **SOUTH CENTRAL WYOMING EMERGENCY MEDICAL SERVICES**

Commissioner Paxton moved to approve the Joint Agreement Between the Town of Elk Mountain, Wyoming, the Town of Medicine Bow, Wyoming the Town of Saratoga, Wyoming, the Town of Riverside, Wyoming, the Town of Encampment, Wyoming, and Carbon County, Wyoming Creating the South Central Wyoming Emergency Medical Services Joint Powers Board. Commissioner Young seconded and the motion carried unanimously.

### **EXECUTIVE SESSION**

Commissioner Paxton moved to go into executive session at 3:36 p.m. with Clerk Bartlett and Attorney DeLancey to discuss possible litigation and matters considered confidential by law. Commissioner Young seconded and the motion carried unanimously.

Commissioner Paxton moved to come out of executive session at 5:23 p.m. and that the minutes of the session be approved as written and sealed and declared that no action was taken during the session. Commissioner Young seconded and the motion carried unanimously.

### **PLANNING & DEVELOPMENT**

Commissioner Paxton moved to direct the Planning & Development Department to approve Building Permit #09-2428. Commissioner Young seconded and the motion carried unanimously.

### **ADJOURNMENT**

There being no further business, Chairman Weickum adjourned the meeting at 5:24 p.m.

-s- Gwynn G. Bartlett, Carbon County Clerk

Approved this 20<sup>th</sup> day of January 2009

BOARD OF COUNTY COMMISSIONERS  
CARBON COUNTY, WYOMING

-s- Terry Weickum, Chairman