

CONVERSE COUNTY COMMISSION MEETING

July 20, 2021, 8:30 a.m. to 5:00 p.m.

107 N. 5TH STREET, SUITE 114, DOUGLAS, WY 82633

Commission Chambers are OPEN to the public; attendees must follow mask orders in place.

1. 8:00 A.M. CONVENE, PLEDGE OF ALLEGIANCE
CONVERSE COUNTY COMMISSIONERS:
James H. Willox, Chairman
Richard C. Grant, Vice Chairman
Robert G. Short, Board Member
Mike Colling, Board Member
Tony V. Lehner, Board Member
2. 8:15 A.M. DEPARTMENT UPDATES - ROAD & BRIDGE
Jason Wilkinson, Road & Bridge Superintendent
3. 9:15 A.M. COUNTY ROAD & CONSTRUCTION PROJECTS UPDATES
Cal Twiford, Consultant
4. 10:00 A.M. ROSS ROAD, CR31 - EASEMENT DISCUSSION
Josh Moore, Keystone Ranch
5. 11:30 A.M. CONVERSE COUNTY JOINT JUSTICE CENTER UPDATES
Hal Hutchinson, Consultant: Phase 2 Construction
6. 12:00 P.M. RECESS FOR LUNCH
7. 1:10 P.M. DEPARTMENT UPDATES - PUBLIC HEALTH
Darcey Cowardin, Public Health Nurse
8. 1:30 P.M. ENERGY & NATURAL RESOURCES UPDATES
Dru Palmer, Dru Consulting
9. GENERAL COUNTY BUSINESS
Meeting Minutes, Monthly Warrants, Monthly Reports, Tax Refunds & Cancellations, Void Warrants

Documents:

[07.06.2021 OFFICIAL.PDF](#)

10. ACTION ITEMS

Resolutions, Agreements, Amendments, Permits, County Project Documents, Misc.

- Resolution 03-21, Approval of FY2022 County Budget
- Resolution 04-21, Authorizing the Submission of an Application for Federal Funding Through the Congestion Mitigation Air Quality (CMAQ) Program Administered by the Wyoming Dept. of Transportation for Converse County for the Purposes of the Ross Road Project;
- Cooperative Agreement, 2021 Community Assistance Funding on Adjacent Lands - Hazardous Fuels Reduction Grant (Firewise) Between State of Wyoming, Offices of State Lands & Investments, Wyoming State Forestry Division, and Converse County

- FY2022 Community Service Grant ("Aid to Others" Funding Agreements: Boys & Girls Club of Douglas; Boys & Girls Club of Central WY - Glenrock; Children's Advocacy Project; Converse County Fair Board; Converse County Predator Management District; Converse Hope Center; Douglas Community Club; Douglas Youth Hockey; Enterprise (The); Glenrock Chamber of Commerce; Glenrock Economic Dev. Corp; Glenrock Housing Authority; Glenrock Recreation District; Human Resource Council/CSBG; Laramie Peak Humane Society; Solutions for Life; Wyoming Child & Family Development; Wyoming Pioneer Museum; Youth Development Services
- Janitorial Agreement, Linda Alley - Public Health Building
- Agreement, Consulting Services, TOV Consulting & Communications LLC
- Bore Permit, Niobrara Electric Association, Inc., Manning Road

11. OTHER UPCOMING EVENTS

- July 19, 4p - Public Hearing, FY2022 County Budget – Community Room
- July 20, 8a-5p - Commission Meeting (3rd Tues of each month)
- July 20, 3p - Planning & Zoning Commission Meeting (3rd Tues of each month)
- July 22, 9a - CCJJC Joint Powers Board Meeting (3rd Thurs of each month)
- Aug 3 & 4, 8a-5p - Commission Meeting (1st Tues/Wed of each month)
- Aug 17, 8a-5p - Commission Meeting (3rd Tues of each month)
- Aug 17, 3p - Planning & Zoning Commission Meeting (3rd Tues of each month)
- Aug 19, 9a - CCJJC Joint Powers Board Meeting (3rd Thurs of each month)

This agenda is subject to change at any time without notification.

Unapproved Minutes
Board of Commissioners of Converse County
July 6 and 7, 2021

The regular meeting was called to order at 8:00 a.m. on July 6, 2021. Present were Chairman Jim Willox; Vice-Chair Rick Grant; Commissioners Robert Short, Tony Lehner, and Mike Colling; and County Clerk, Karen Rimmer.

Departmental updates were provided by Mr. Don Gushurst, Maintenance Department, including landscaping improvements; the north side of the parking lot will be budgeted for early FY2023. The Commission authorized moving forward with roof repairs for the Search and Rescue building to be completed by DB Roofing.

Departmental updates were provided by Mr. Chris Caskey, Technical Services Director, including cyber security concerns and solutions and other ongoing and upcoming projects.

Mr. Steve Horn, North Platte River District Manager for Wyoming State Parks, Historic Sites, and Trails, provided an overview of a proposed plan for ten dry camp sites at Fort Fetterman and discussed needed upgrades including a water system; graveled sites; and on-site camp host; protection of the historical site is a priority, and a SHPO review is required prior to any implementation. Concerns were expressed by the Commissioners, as well as Friends of Fort Fetterman, primarily of fire danger; on-site trash; impact on neighboring properties; and the risk to artifacts on site. Mr. Horn stated he would keep the Commission and the Friends group updated on any progress on the sites.

The meeting recessed at 12:00 p.m. and reconvened at 1:10 p.m.

Departmental updates were provided by Ms. Holly Richardson, Special Projects, including changes to the Converse County Joint Justice Center Joint Powers Board agreement; Municipal/County Joint Powers Board updates; rate changes for subdivision applications; septic system applications; and other various projects and agreements.

Mr. Russ Dalgarn, Emergency Management Services, provided departmental updates including bid numbers for a potential tower on Boxelder Road; the Commission advised this project will be put on hold due to the very high estimated construction costs.

Mr. Artie Schubert, County Surveyor, provided departmental updates including vacating and re-platting certain County roads in order to memorialize where these roads actually are. The Commission directed Mr. Schubert to document Ross Road State and BLM section crossings.

Mr. Shawn Kornegay, Road & Bridge Foreman, and Mr. Cal Twiford, Consultant, provided updates on Road & Bridge projects, including Irvine Road traffic numbers; the Brownfield Road project; and anticipated bids for other upcoming and ongoing projects. Todd Mattson and Mike Oakley, HDR Engineering, provided updates on the Mormon Canyon Road project and redesign of the sandstone section of the road. Following discussion, Mr. Grant moved to approve Amendment No. 2 for the Mormon Canyon Road project, increasing overall design costs by \$33,638 to accommodate for design requirements of the Town of Glenrock; Mr.

Lehner seconded; motion carried. The Irvine Road railroad spur bridge road was also discussed, including processes and timelines.

The minutes of the June 6, 7, and 8, 2021 FY2022 Budget Work Session minutes, and the June 15, 2021 regular meeting were approved and ordered filed.

Mr. Colling moved to approve warrants in the amount of \$2,299,228.24: 2116.92 71 Construction; 12320 A Diamond Trucking; 2322.39 AT&T Mobility; 600 A1 Towing & Recovery; 125 Ace Calibrations; 400 Adamson Police Products; 330.35 Advanced Animal Clinic; 205 Alcohol & Drug Testing Services; 1000 Alley, Linda S; 1808.05 ALSCO; 3832.32 Ameri-Tech Equipment Co; 3678.40 Atlas Office Products; 864.83 Atlas Premier Service; 1175.32 B & B Leasing Co; 361.10 Barnes Law; 75 Barry, Mandi; 171.22 BearCom; 95.65 Becker Clinton; 100 Beer, Sara Nicole; 4492.80 Big Horn Tire; 1855.88 Bison Pump & Supply; 5044.42 Black Hills Energy; 36052.50 Blackburn Cattle Co; 212.80 Bliss, Mary; 960.22 Bloedorn Lumber-Douglas; 151099.85 Blue Cross Blue Shield of WY; 2194.58 Bob Barker Co; 600.71 Bobcat of Casper; 300 The Body Shop; 4166.63 Boys & Girls Club of Douglas; 4166.63 Boys & Girls Clubs of Central WY; 1803 Bryan C Cropper DMD PC; 1137 ByteSpeed; 19648.17 Carpet One Commercial Flooring; 840 Casalenda, Ronald T; 505.19 Cash-Wa Distributing Co of Kearney; 26627.24 CDW Government; 320 Central WY Skin Clinic; 10040.92 CenturyLink; 38.34 Chalk Buttes Landscaping; 320353.18 CIGNA Health and Life Insurance Co; 4379.15 City of Douglas; 150 City Shoe & Saddle Shop; 1080 Claris International; 15.36 Clover Propane Service; 1855.56 CMI-TECO; 262 Colling, Mike; 162 Control Solutions; 44500 Converse County Firewise; 300 Converse County Search & Rescue Unit; 55.04 Converse County Weed & Pest; 55453.42 Converse Hope Center; 1597 Cornerstone Detention Products; 33.60 Cowardin, Darcey; 436.50 Cowboy Chemical; 223.22 CPS Distributors; 99.50 Cytocheck Laboratory; 150 Davies, Michael R; 1004.42 Dearborn Life Insurance Co; 1495.79 Decker Auto Glass; 9666 Delta Dental of WY; 1800 Dilts, Jerry J, Trustee; 965.08 Dodge Co; 38.54 Don's Business Machines; 1500 Douglas Broadcasting; 2815.95 Douglas Budget; 213.07 Douglas Business Center; 7500 Douglas Community Club; 300 Douglas Day Spa; 109.64 Douglas Grocery; 1558.88 Douglas Hardware Hank; 30 Douglas Sign Co; 420.05 Douglas Tire Center; 151.31 Doyle, Kellynne; 3910 DRU Consulting; 210842.36 Dustbusters; 240 Edwards, Joanna; 1275 Emery Septic; 28384.80 The Enterprise; 90 The Eye Institute of WY 3236.37 Fastenal Company; 6207.81 Fetterman Pit; 325705.56 Fire Suppression Authority; 2075 First Call Communications; 2246.39 Floyd's Truck Center WY; 1618.50 Glaxosmithkline Financial Inc; 16.99 Glenrock Hardware Hank; 135 Glenrock Health Center; 30 Glenrock Independent; 833.37 Glenrock Paleontological Museum; 2750 Gorman Funeral Homes; 425.02 Grainger; 84 Grant, Richard C; 93 GreatAmerica Financial Services Corp; 790 Greenwood Mapping; 59.95 Greiner Ford of Casper; 16656.33 GSG Architecture; 1750 Gudahl Williams; 441.83 H & H Electric; 520 Hansuld, Tia; 19.99 Harris, Rebecca J; 64936.34 HDR Engineering; 3420.82 Health Merch; 205 Hilltop National Bank; 47439.38 Homax Oil Sales; 300 Home Town Printed Apparel; 70.73 Hughes Network Systems; 150

Hughes, Nathan; 151.20 Huxtable, Dixie; 150 Huxtable, John; 1667.65 ICS Jail Supplies; 120 Inner Strength Therapeutic Massage; 50 The Insurance Corner; 3485 Inter-Mountain Pipe & Threading Co; 1242.22 Jerry s Welding-Steel Fab; 7205 JM Trucking; 430 Johnson, Christi Sue; 360 Joyful Living Massage & Wellness; 9577.54 Knife River; 2500 Laramie Peak Humane Society; 568 Laramie Range Water Treatment & Plumbing; 4536 Leisure Interactive; 1768.77 LexisNexis Matthew Bender; 9310.74 Lost Creek Holdings; 59.79 Macdonald, Dee; 481.85 Mallory Safety and Supply; 780 Marlin Business Bank; 542.95 Martin, Tiffany; 300 Massage Therapy by Silke Hodges; 3315.71 The Master's Touch; 15.31 McCullough Pamela; 4086.97 McKesson Medical-Surgical; 2455.91 Medicine Bow Technologies; 290475.52 Memorial Hospital of Converse County; 2345.14 Merck Sharp & Dohme Corp; 1350 MHL Systems; 3205.50 Migali Industries; 2701.50 Mill Iron Diamond Ranch; 259.26 Motion Industries; 72.90 Motor Power Casper; 116.52 Mountain States Lithographing; 347.52 NAPA; 3194.10 Newman Traffic Signs; 1069.13 Norco; 1621.90 North Bill Disposal; 4736.88 Northwest Community Action Programs ; 425.03 O Reilly Automotive; 35 OffenderWatch; 35 Office Ally; 950.36 Office Depot; 299.62 Oil City Printers; 6267.75 OK Wrecking; 14025 Olsen, Christie; 4410.74 Peak Fitness; 67.69 Peech, Benjamin K P; 26979.62 Pete's Builders; 1009.75 Peterbilt of WY; 150 Peterson, Justin; 406.26 Pitney Bowes Global Financial Svcs; 1630.13 Plainsman Printing & Supply; 28985.00 Price Pumping Service; 15180 Price Trucking; 1389 Priority Dispatch Corp; 11330 Pro River Technology; 701.79 Quadient Leasing USA; 303.29 Quill Corporation; 568 R&R Rest Stops of Casper; 203.74 R&S Northeast; 17690 Ramshorn Construction; 1369.26 Range; 7577.46 Renegade Off-Road & Driveline Repair; 6373.97 Rockin B Ranches; 13713.81 Rocky Mountain Power; 370.25 Rocky Mountain Wash; 7999.95 Romero, Jonathan; 480.05 Rons Supply; 158.68 Rose Bros; 537.02 Safety Kleen Corp; 0.65 Safeway Pharmacy; 15500 Sage Landscaping; 74.38 Sams Club; 403.63 Sanofi Pasteur; 293.75 Schroeder, Margaret J; 4181.60 Shattos Frontier Drug; 144.48 Shepherd, Johnna; 334.10 Shuler Kristy; 516.18 Shur-Tite Products; 400 Smith Psychological Services; 322.56 Smith, Heidi J; 48.25 Snap-on Tools Co; 900 Solutions For Life; 440.39 Southeastern Filtration & Equipment Syst; 132.93 Spradley Barr Motors; 16.40 State of WY; 118.88 Stericycle; 4250 Stinson, Bridget; 6015.40 Stotz Equipment; 16006.54 Summit Food Service; 699.60 Sutherlands Friendly Home; 792.95 Top Office Products; 1600 TOV Consulting & Communications; 1047.30 Town of Glenrock; 119.96 Tractor Supply Co; 904.93 Trane US; 57636.21 Transmission Distribution; 1341.86 Twiford, Calvin; 4407.70 Tyler Technologies; 1500 U S Postmaster; 146.72 Ullery, Jennifer; 869.14 UW 4-H in Converse Co; 150 Valentine, Terry; 60 Velasquez, Seth Michael; 1495.37 Verizon Wireless; 17996.32 Visa; 3238.43 Vision Service Plan; 1988.78 Visionary Communications; 175.19 Vyve Broadband; 1224.30 WatchGuard Video; 5560 Weidenhamer, Leslie; 1245.99 Willox, Tione M; 264.32 Wright, Weston; 4603.58 WY Behavioral Institute; 245 WY County Assessors Assoc; 39392.45 WY Dept of Health-Public Health Nursing; 1002.01 WY Dept of Transportation; 18 WY Financial Insurance; 130.10 WY First Aid & Safety Supply; 23139.71 WY Machinery Co; 11767.22 WY Medical Center; 664.31 WY Public Health Laboratory;

361.74 WY Rigging & Industrial Supply; 492 Xerox Financial Services; 7500 Youth Development Services; 24530 Z Lazy Y Trucking; monthly reports for June: Assessor: \$62.00; Clerk: \$45,041.78; Clerk of District Court: \$14,441.16; Public Health: \$5,274.10; Road & Bridge: \$53,596.51; Void Warrants #59597 \$74.38; and #59958 \$4536; Mr. Short seconded, the commission abstained from voting on warrants issued to themselves; motion carried.

Mr. Short moved to approve the grazing lease agreement between Converse County and WY Board of Land Commissioners from April 1, 2021 to March 31, 2023 in the amount of \$58.43, or \$1.35 per AUM for 2021, and a rate to be determined for the second year; Mr. Grant seconded; motion carried.

Mr. Lehner moved to ratify the bid agreement between Converse County and B&M Sand and Gravel for 45,000 tons of gravel at \$9.25/ton for the Poison Lake Road project; Mr. Short seconded; motion carried.

Mr. Colling moved to ratify the bid agreement between Converse County and Mobile Concrete Inc. for 58,000 tons of gravel at \$9.25/ton for the Boxelder Road project; Mr. Short seconded; Mr. Grant abstained from the vote; motion carried.

Mr. Grant moved to ratify the Memorandum of Agreement between Converse County and Magellan Pipeline for County-performed and Magellan-funded safety improvements on Bedtick Road in an amount not to exceed \$48,125; Mr. Lehner seconded; motion carried.

Mr. Short moved to approve the Annual Compensation Agreement for the UW Educator between the University of Wyoming and Converse County in the amount of \$22,434 for FY2022; Mr. Colling seconded; motion carried.

Mr. Short moved to approve the Maintenance & Support Services Agreement between Election Systems & Software, LLC and Converse County from August 2021 to July 2026, with annual payments of \$21,270 for a total contract amount of \$106,350; Mr. Lehner seconded; motion carried.

Mr. Grant moved to approve the revised Converse County Justice Center Joint Powers Board Agreement; Mr. Lehner seconded; motion carried.

Mr. Short moved to approve the revised Memorandum of Understanding (MOU) between Converse County and Memorial Hospital of Converse County for Inmate Nursing Care at a reduced rate; Mr. Grant seconded; motion approved.

Mr. Short moved to approve:

RESOLUTION NO. 02-21

CONVERSE COUNTY, STATE OF WYOMING

WHEREAS, pursuant to the authority of Section 18-5-309, Wyoming Statutes, 1977, as amended, the Converse County Board of Commissioners is empowered to determine subdivision permit fees within the unincorporated area within the County; and,

WHEREAS, it is deemed to be in the best interest of Converse County to require the submission of subdivision permit fees upon the submittal of a subdivision permit application;

NOW, THEREFORE BE IT RESOLVED, that from and after July 7, 2021, continuing until otherwise changed by the Board of County Commissioners of Converse County, Wyoming, every submittal of a land division or subdivision permit application shall be accompanied by the following fee for the review of the land division and subdivision.

Major Land Division	\$250.00
Minor Subdivision	\$250.00
Major Subdivision	\$500.00

PASSED, APPROVED AND ADOPTED THIS 6th day of July 2021.

BOARD OF COUNTY COMMISSIONERS
COUNTY OF CONVERSE
/s/ James H. Willox, Chairman

ATTEST:

/s/ Karen Rimmer, County Clerk

Mr. Lehner seconded; motion carried.

The meeting recessed at 4:00 p.m. on July 6, 2021 and reconvened at 8:32 a.m. on July 7, 2021.

A general County business meeting of elected officials and department heads began at 9:00 a.m. to discuss various topics including County Fair, health insurance, and the FY2022 budget.

Ms. Pam McCullough, County Clerk of District Court, provided an overview of the MOU between Wyoming Supreme Court and the County for a VPN connection for County employees within the Clerk of District Court office between the two agencies. Mr. Short moved to approve the MOU as presented, for a term from July 7, 2021 to July 31, 2022; Mr. Lehner seconded; motion carried.

Mr. Clint Becker, Sheriff; Mr. Nate Hughes, Undersheriff; and Mr. Adam Alvarado, Jail Administrator, provided an overview of door alarm issues within the Detention Center. Following discussion, Mr. Colling moved to approve the bid from Cornerstone Service and Supply to replace door sensors on sixty-four doors for a total cost of \$71,106.92; Mr. Grant seconded; discussion ensued regarding how future maintenance could be performed by any licensed electrician; no further discussion and motion carried.

Mr. Quentin Richardson, County Attorney, provided an overview of several items, including changes in personnel. The Commissioners authorized the County Attorney to fill a vacated position, as well as to offer an appropriate relocation allowance if necessary.

The Board of Equalization hearings scheduled for August were discussed; the Commission authorized the hiring of a hearing officer for both the August 23 and August 30, 2021 hearings.

The meeting recessed at 11:00 a.m. and reconvened at 1:30 p.m.

The Commission determined the 2021 Commission Renewal Scholarship recipient.

Don Blackburn, Converse County Fair Board Chairman, provided County Fair Board updates, including insurance; obtaining their own tax identification number; and the upcoming County Fair.

The regular meeting was adjourned at 4:00 p.m.

James H. Willox, Chairman

ATTEST:

Karen Rimmer, County Clerk
Publish: July 14/15, 2021