

**Unapproved Minutes**  
**Board of Commissioners of Converse County**  
**February 2 and 3, 2021**

The regular meeting was called to order at 8:03 a.m. on February 2, 2021. Present were Chairman Jim Willox; Vice-Chair Rick Grant; Commissioners Robert Short, Tony Lehner, and Mike Colling; and County Clerk, Karen Rimmer.

Mr. Clint Becker, Sheriff; Mr. Nate Hughes, Undersheriff; and Mr. Adam Alvarado, Detention Lieutenant, addressed multiple items with the Commissioners including road permits; abandoned mobile homes; ordering an Investigator vehicle in FY2021 to be paid for in FY2022 in order to take advantage of purchase incentives and significant cost savings; and Detention overtime, structure, and positions. Following discussion, the Commissioners authorized Detention to immediately begin filling two new positions. Further, the Sheriff's Department will notify the Commissioners if existing Detention positions become vacated in order to obtain verbal authorization to fill existing positions with formal approval to occur at the next regular Commission meeting.

Departmental updates were provided by Mr. Don Gushurst, Maintenance Department, and Mr. Justin Lane, IT Director, including ongoing and upcoming projects.

Participating boards in the County's Employee Health Insurance Group met to discuss the new participation agreement and monthly reporting form.

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

Ms. Hannah Swanbom provided updates pertaining to the ACT Work Ready Communities program, including testing and participating employers.

Departmental updates were provided by Ms. Holly Richardson, Special Projects, including updates on grazing leases and upcoming public hearings and action items.

Mr. Russ Dalgarn, Emergency Management Services, and Mr. Artie Schubert, County Surveyor, provided departmental updates including upcoming and ongoing projects.

The minutes of the January 19, 2021 regular meeting were approved and ordered filed.

Mr. Grant moved to approve warrants in the amount of: 1,921,954.02: 4117.19 3-D Specialties; 50 307 Healing Waters; 6545 A Diamond Trucking; 40.04 A T & T Mobility; 77.62 Advanced Animal Clinic; 11886.89 Advanced Geotechnical Solutions; 305.69 Agility Recovery Solutions; 440 Alcohol & Drug Testing Services; 1000 Alley, Linda S; 1175.28 ALSCO; 5447.34 Atlas Office Products; 998.09 Atlas Premier Service; 1175.32 B & B Leasing; 2045 B A Trucking; 688 Bar-D Signs; 40 Barnes Law; 14.70 Becker Clinton; 391.67 Bison Pump & Supply; 16578.50 Black Hills Energy; 16610 Blackburn Cattle; 221.36 Bloedorn Lumber; 152688.49 Blue Cross Blue Shield of WY; 4783 BNSF Railway; 119.60 Bob Ruwart Motors; 817.61 Bobcat of Casper; 250 The Body Shop; 4166.67 Boys & Girls Club of Douglas; 8333.34 Boys & Girls Clubs of Central WY; 867.50 Brothers Propane; 330 Bryan C Cropper DMD PC; 179.60 Cash-Wa Distributing of Kearney; 247697.65 Caspar Building Systems; 3555.44 CDW

Government; 9980.11 CenturyLink; 5907.74 City of Douglas; 5366.67 CivicPlus; 120.59 CMI-TECO; 19331 Communication Technologies; 30845 Converse County Airport; 1976 Cornerstone Detention Products; 218.25 Cowboy Chemical; 1734 Crossroads Diesel Service; 75.50 Cytocheck Laboratory; 167750 Dave Loden Construction; 978.16 Dearborn Life Insurance; 1800 Dilts, Jerry J, Trustee; 360 Douglas Broadcasting; 2310.75 Douglas Budget; 505.72 Douglas Business Center; 300 Douglas Day Spa; 29.18 Douglas Grocery; 840.32 Douglas Hardware Hank; 1219.69 Douglas Tire Center; 1702.50 Drone King UAS; 1265 DRU Consulting; 280 Edwards, Joanna; 14403 The Enterprise; 6692.47 ESRI; 195 The Eye Institute of WY; 2729.17 Fastenal; 16867.20 FFF Enterprises; 15374.51 Floyd's Truck Center WY; 3940 Gastroenterology Assoc; 1512.60 Glaxosmithkline Financial; 1666.66 Glenrock Paleontological Museum; 2750 Gorman Funeral Homes; 1275 Greenwood Mapping; 25.70 Greiner Ford of Casper; 86552.85 GSG Architecture; 427.46 H & H Electric; 10 Harris, Rebecca J; 160 Hilltop National Bank; 33.60 Hiser, Andrea R; 19248.31 Homax Oil Sales; 64.50 Hose & Rubber Supply; 70.73 Hughes Network Systems; 340 Hutchinson, Hal H PE; 10125 Inberg-Miller Engineers; 60 Inner Strength Therapeutic Massage; 20.50 Institutional Eye Care; 509.80 Interstate Batteries; 1800 J D Power & Assoc; 477.04 Jerry s Welding-Steel Fab; 460 Joyful Living Massage & Wellness; 51622.65 Judd Construction; 8068.41 Laramie Range Water Treatment & Plumbing; 780 Marlin Business Bank; 165 Massage Therapy by Silke Hodges; 3231.88 The Master's Touch; 1051.34 McKesson Medical-Surgical; 2382.66 Medicine Bow Technologies; 411175.72 Memorial Hospital of Converse County; 430.90 Menards; 644.67 Motion Industries; 64.79 Motor Power Casper Inc; 30046.27 Motorola Solutions Inc; 246.94 NAPA; 211.99 NAPA-Glenrock; 700 National Emergency Number Assoc; 5072.36 Newman Traffic Signs; 620 NMS Labs; 2496.34 Norco; 8000.69 Northwest Community Action Programs ; 615 Nunn Utility Locating; 28.60 O Reilly Automotive; 64.35 OffenderWatch; 35 Office Ally; 154.99 Office Depot; 3653.42 OK Wrecking; 14960 Olsen, Christie; 75.34 One Stop Auto Plex; 150 Ormseth, Matt; 1680 Palen Law Offices; 835 Peak Fitness; 214.87 Plainsman Printing & Supply; 194.42 Power Equipment Co; 13530 Price Pumping Service; 4015 Price Trucking; 6290 Pro River Technology; 300 Pure Raine Salon; 330 Quadient Leasing USA; 560.31 Quill Corporation; 632 R & R Rest Stops of Casper; 225 R&S Northeast; 1357.67 Range; 3140.48 Renegade Off-Road & Driveline Repair; 2575.47 Replicon; 74.88 Richardson, Holly S; 10 Roberts, Leah K; 99713.25 Rockin B Ranches; 15102.82 Rocky Mountain Power; 127.50 Rocky Mountain Wash; 104.99 Rollings, Jessica L; 197.90 Ron s Supply; 9337.80 S & L Industrial; 273.19 Safeway Pharmacy; 74.38 Sam s Club; 78.35 Sanofi Pasteur; 1520.60 Shatto s Frontier Drug; 252 Shepherd, Johnna; 133246.21 Short Powerline Service; 16.36 Smith, Heidi J; 4833.33 Solutions For Life; 40.55 State of WY; 4425 Stearns, Jane MS LPC; 113.44 Stericycle; 11060.54 Summit Food Service; 136.49 Szumada, Matthew; 837.50 Team Laboratory Chemical Corp; 28000 Tennant Sales and Service; 989.52 Top Office Products; 1600 TOV Consulting & Communications; 983.55 Town of Glenrock; 874.32 Trane U S; 326.28 Tricor Print Communications; 2409.47 Tyler Technologies; 3000 U S Postmaster; 67.20 Ullery, Jennifer;

31.39 UW 4-H in Converse County; 3533.02 Verizon Wireless; 7824.18 Visa; 6576.45 VisionService Plan; 1982.11 Visionary Communications; 1767 Voice Products Service; 167.81 Vyve Broadband; 143.36 Willox Jim; 2522.25 WY Behavioral Institute; 416.67 WY Child & Family Development; 24274.10 Wy Dept of Transportation; 5318.71 WY Dept of Workforce Services; 2880 WY Health Fairs; 7023.30 WY Machinery; 398 WY Public Health Laboratory; 42.85 WY Rigging & Industrial Supply; 800 WY State Fair; 195 WY Taxpayers Assoc; 492 Xerox Financial Services; 3750 Youth Development Services; 13035 Z Lazy Y Trucking; monthly reports for Jan.: Clerk: 38,345.93; Clerk of District Court: 8,207.37; NOVC 2020-0442 45,379.18 credited over 5 years; Mr. Colling seconded, the commission abstained from voting on warrants issued to themselves; motion carried.

Mr. Lehner moved to approve Change Order (CO) No. 6 from Caspar Building Systems for the Road & Bridge Facility for hose reel installation and building locks in the amount of \$33,801.00, for a total project cost of \$5,524,346.00; Mr. Short seconded; motion carried. Mr. Short moved to approve CO No. 7 from Caspar Building Systems for the Road & Bridge Facility for steel hose reels in the amount of \$1,444.00, for a total project cost of \$5,525,790.00; Mr. Colling seconded; motion carried. Mr. Lehner moved to approve CO No. 8 from Caspar Building Systems for the Road & Bridge Facility for air drops in the lube room and additional suction ports in the amount of \$1,209.00, for a total project cost of \$5,526,999.00; Mr. Grant seconded; motion carried.

Mr. Lehner moved to approve the revised lease agreement between the County and Central Wyoming Motorsports for the 2021 season; Mr. Grant seconded; motion carried.

The Commission acknowledged the Wyoming DEQ Notice of Termination, Large Construction Permit, for the new Road & Bridge facility to remove the permit from the name of the contractor and into the name of the County.

The Commission approved payroll changes for Sheriff Department employees as presented.

Mr. Jason Wilkinson, Road and Bridge Supervisor, provided updates on several ongoing and upcoming construction and road projects and trainings.

The meeting recessed at 3:57 p.m. and reconvened at 8:33 a.m. on February 3, 2021.

Mr. Joel Schell, County Treasurer, and Ms. Dixie Huxtable, County Assessor, provided an overview of Senate File 60, Collection Process, and the impacts of this bill on counties and special districts.

A general County business meeting with all elected officials met at 9:15 a.m. and updates were provided for the 2021 Legislative Session; COVID-19; trials; various federal programs; positions; and other County business.

Chairman Willox opened a public hearing at 10:30 a.m. to hear public comments on the proposed Sage Park Minor Subdivision, a five-lot subdivision located in the SE¼SW¼ of Sec.5, T33N, R75W of the 6th P.M., Converse County. Ms. Holly Richardson, Special Projects, provided an overview of the application; the purpose is to split 24.33 acres into 5 lots for sale. Resolution

2021-1, approved by the Town of Glenrock on January 11, 2021, was presented, and included Covenants for the subdivision. The Converse County Planning and Zoning Commission moved to transit this proposal to the Commissioners with an approve recommendation on January 19, 2021. There were no written or public comments received; the public hearing closed at 10:39 a.m. Mr. Colling moved to approve the Sage Park Minor Subdivision as presented on the condition that the Covenants be presented for recording with the plat; Mr. Lehner seconded; motion carried.

Chairman Willox opened a public hearing at 11:00 a.m. to hear public comments on the proposed K&J Minor Subdivision, a one-lot subdivision located in part of the SE $\frac{1}{4}$ NE $\frac{1}{4}$  of Sec. 23, T28N, R72W of the 6th P.M., Converse County. Ms. Holly Richardson, Special Projects, provided an overview of the application; the purpose is to split off 22.69 acres for a mountain cabin. The County Planning and Zoning Commission moved to transit this proposal to the Commissioners with an approve recommendation. There were no written or public comments received. The public hearing was closed at 11:09 a.m. Following further discussion and questions from the Commissioners; Mr. Grant moved to approve the K&J Minor Subdivision as presented; Mr. Short seconded; motion carried.

Ms. Amber Stoffels, BNSF Railway, Manager -Public Projects, discussed the Irvine Spur Road Bridge, including ownership, structural components, and condition of the bridge. Following discussion of processes and upcoming action items, it was determined that the Commission will discuss further at a subsequent meeting.

Ms. Holly Richardson, Special Projects, provided an overview of a Major Land Division application from Western Vista Estates North, LLC, located at S1/2SE1/4 Sec. 10, T32N R71W; W1/2NW1/4NW1/4 Sec. 14 T32N R71W; N1/2NE1/4 Sec. 15 T32N R71W, JC Subdivision, Lot 2, for a total of 188 acres, being divided for the purpose of sale. Following discussion, Mr. Colling moved to approve Western Vista North LLC as presented; Mr. Lehner seconded; motion carried.

The Commission Chairman signed a letter to the Fort Phil Kearny and Bozeman Trail Association stating lack of support for a National Historic Trails Designation of the Bozeman Trail or any other trail system in Converse County.

The regular meeting adjourned at 2:15 p.m. into a Work Session for a presentation from Open.Gov to demonstrate a budget module.

---

James H. Willox, Chairman

**ATTEST:**

---

Karen Rimmer, County Clerk  
Publish: February 10/11, 2021

