

**Approved Minutes
Board of Commissioners of Converse County
January 3 and 4, 2023**

The regular meeting was called to order at 9:30 a.m. on January 3, 2023. Present were Commission Chairman Jim Willox; Vice-Chairman Rick Grant (remotely); Commissioners Robert Short, Mike Colling, and Trent Kaufman; and County Clerk, Karen Rimmer.

Mr. Colling moved to appoint Mr. Jim Willox as the Board of County Commission Chairman for a two-year term from January 3, 2023 until January 7, 2025; Mr. Short seconded; motion carried.

Mr. Short moved to appoint Mr. Rick Grant as the Board of County Commission Vice-Chairman for a two-year term from January 3, 2023 until January 7, 2025; Mr. Colling seconded; motion carried.

Mr. Willox administered an assessor oath to Ms. Dixie Huxtable.

Mr. Kaufman moved to appoint Mr. Mike Colling and Mr. Robert Short to the CCJC Joint Powers Board, each for a 3-year term expiring January 31, 2026; Mr. Grant seconded, motion carried.

Mr. Short moved to appoint Mr. Jim Willox, Mr. Mike Colling, and Mr. Trent Kaufman to the Municipal/County Joint Powers Board, each for one-year terms from January 3, 2023 to January 2, 2024; Mr. Kaufman seconded; motion carried.

Mr. Short moved to appoint Mr. Trent Kaufman to the Converse County Public Health Board to fill an unexpired term until November 30, 2025; Mr. Colling seconded; motion carried.

Mr. Kaufman moved to reappoint Mr. Tony Lehner as a consultant to represent Converse County, with full authority of the Commissioners, to the Thunder Basin National Grasslands (TBNG) project, and further authorized Mr. Lehner to be eligible for reimbursement of actual expenses associated with his appointment; Mr. Short seconded; motion carried.

Mr. Colling moved to reappoint Mr. Brady Vollman, Mr. William Grant, and Mr. John R. Sullivan to the Converse County Weed & Pest Control District, each for a 4-year term from January 3, 2023 to January 5, 2027; Mr. Kaufman seconded; motion carried.

Mr. Short moved to reappoint Mr. Blake Hollon to the Converse County Airport Board for a five-year term from January 3, 2023 to January 4, 2028; Mr. Kaufman seconded; motion carried.

Departmental updates were provided by Mr. Chris Caskey, Technical Services Director, for Special Projects, Maintenance, Surveyor, and IT departments, including incoming industry applications; trainings; minor construction and improvement projects; miscellaneous permits; personnel and open positions; departmental open and closed IT tickets for December 2022; and completed actions and ongoing projects. A thirty-day outlook for January was provided.

Mr. Corky Moore, Commander; Mr. Frank Foster, Adjutant Commander; and Diane Harrop, representatives of the American Legion, Samuel Mares Post No. 8, provided an overview of a project to improve ADA access at the Legion Hall by adding a lift. The location,

specifications, and cost were discussed; cost is estimated to be \$100,000 with minimal ongoing maintenance. Local donations have been received in the amount of approximately \$94,000. Electrical needs, certifications, and other improvements, such as decking and doors, were also discussed. Following further discussion, Mr. Colling moved to approve an allocation of \$10,000 to the American Legion Access Fund and directed the execution of an Aid to Others agreement between the County and the American Legion; Mr. Kaufman seconded; motion carried.

Mr. Kirk Lehner, Parks & Recreation Board Chairman, provided updates to the Commissioners including Ayres Natural Bridge Park improvements; potential County Park improvements; the County shooting range and plans for improvements; personnel; and ongoing and completed projects.

The meeting recessed for lunch at 12:10 p.m. and reconvened at 1:30 p.m.

Mr. Russ Dalgarn, Emergency Management Services, provided departmental updates including severe weather conditions and other ongoing projects. The Tallgrass Tower was discussed; the lease agreement with Visionary will have to be updated soon.

Departmental updates were provided by Mr. Jason Wilkinson, Road & Bridge Superintendent, including inclement weather; equipment; personnel; the status of major projects such as Mormon Canyon Road, Boxelder Road, and Jenne Trail; and other ongoing projects.

The regular meeting recessed at 4:04 p.m. and reconvened at 8:34 a.m. on January 4, 2023.

The minutes of the December 20, 2022, regular meeting minutes were approved and ordered filed.

Mr. Colling moved to approve warrants in the amount of \$2,861,535.67; 5625.30 71 Construction; 11297 A Diamond Trucking; 115.88 Alcohol & Drug Testing Services; 1250 All Fiber and Tile Carpet Cleaning; 1200 Alley, Linda S; 1385.25 ALSCO; 139.02 Ameri-Tech Equip Co; 400 American Legion Club; 935 APCO International; 1883.59 Atlas Office Products; 1348.06 Atlas Premier Service; 3480 Ayres Associates; 1175.32 B&B Leasing Co; 57409.74 B&M Sand & Gravel; 2500 Be Sure Consulting; 227.50 Beer, Sara Nicole; 100 Big Country Rehabilitation; 1721.67 Big Horn Tire; 633.19 Bison Pump & Supply; 19747.41 Black Hills Energy; 24245 Blackburn Cattle Co; 600 Blend Coffee & Co; 482.63 Bliss, Mary; 53.97 Bloedorn Lumber Co; 33.76 Blomberg, Kelli; 350 The Body Shop; 850.43 Bomgaars Supply; 12252.50 Bonanza Earth Relocators; 12500.01 Boys & Girls Clubs of Central WY; 1401.07 Carquest Douglas; 75 Caskey, Shelly L; 64748.27 CDW Govt; 210 Central WY Skin Clinic; 4964.04 CenturyLink; 214015.79 CIGNA Health and Life Insurance Co; 4124.41 City of Douglas; 5995.51 CivicPlus; 93.75 Colling, Mike; 35000 Converse County Fair Board; 7700 Converse County Firewise; 187.50 Converse County Search & Rescue Unit; 349.75 Cowboy Chemical; 22 Cytocheck Laboratory; 545.92 Decker Auto Glass; 14039.00 Delta Dental of WY; 12525.50 Desperado Trucking; 1800 Dilts, Jerry J, Trustee; 333 Double Y; 570 Douglas Broadcasting; 3602.50 Douglas Budget; 56.25 Douglas Business Center; 8750 Douglas Community Club; 35.40 Douglas Grocery; 410.08 Douglas Hardware Hank; 120 Douglas Med Spa; 668.10 Douglas Tire Center; 2500 Douglas Youth Hockey Assoc; 1375 DRU Consulting;

480 Edwards, Joanna; 3256.65 Enchanted Technology Solutions; 20666.66 The Enterprise; 3700 ESRI; 200 The Eye Institute of WY PC; 723.65 Fastenal Co; 8370 Fat Boys Tire and Auto; 381.50 Five Star Print and Promo; 1371.88 FleetPride; 1334.68 Floyd's Truck Center WY; 2522.56 Glaxosmithkline Financial; 810 Glenrock Health Center; 3000 Gorman Funeral Homes; 504.16 Grainger; 1026.57 Granite Telecommunications; 37.50 Grant, Richard C; 391 GreatAmerica Financial Services Corp; 6769 Greenwood Mapping; 8212.35 GSG Architecture; 9847.50 H&J Trucking; 520 Hansuld, Tia; 146.99 Hard, Spencer; 1669.40 HDR Engineering; 31.25 Henson, Tiffany; 592 Hilltop National Bank; 43847.99 Homax Oil Sales; 2500 HUB International; 53 HUB Intl Mtn States Ltd; 3313.75 Hutchinson, Hal H PE; 290 ICS Jail Supplies; 21680 Idemia Identity & Security USA; 120 Inner Strength Therapeutic Massage; 20.50 Institutional Eye Care; 283 Intoximeters; 130.42 Jerrys Welding-Steel Fab; 7332 JM Trucking; 160 Joyful Living Massage & Wellness; 478.80 K2 Technologies; 13276.25 KCK; 623.48 Krain Creek Fabrication; 2500 Laramie Peak Humane Society; 213.25 Laramie Peak Motors; 438 Laramie Range Water Treatment & Plumbing; 1250 Larimer County Coroner; 72 Larsen Ranch Shop; 180 Lehner, Tony; 1879.31 Lexisnexis Matthew Bender; 31.25 Mason, Heidi; 234.26 The Master's Touch; 216.78 McKesson Medical-Surgical; 250267.33 Memorial Hospital of Converse County; 109.93 Menards; 2634.08 Merck Sharp & Dohme Corp; 415.02 Moore's Heavy Equipment Services; 3900 Moose Lodge #602; 167.98 Motion and Flow Control Products; 331.97 Motor Power Casper Inc; 4091.03 Motorola Solutions; 60 Mountain Retreat Massage; 1560.66 Mountain States Lithographing; 2156.23 NAPA - Glenrock; 680 Nationwide Mutual Insurance Co; 2387.50 Newell, Grace; 95.19 Niobrara Electric Association; 294 NMS Labs; 851.02 Norco; 460.95 North Bill Disposal; 4822.85 Northwest Community Action Programs; 589.20 Nunn Utility Locating; 153.38 O'Reilly Automotive; 445.18 ODP Business Solutions LLC; 102.80 OffenderWatch; 35.00 Office Ally Inc; 696.05 OK Wrecking; 12265.50 Olsen, Christie; 225 Peak Fitness; 3552.32 Peterbilt of WY; 517.38 Pitney Bowes Global Financial Svcs; 247.86 Plainsman Printing & Supply; 184 PRIA; 12525.50 Price Pumping Service; 16458.00 Price Trucking; 700 Public Agency Training Council; 701.79 Quadient Leasing USA; 361.83 Quill Corp; 186 R&R Rest Stops of Casper; 295.05 R&S Northeast; 1402.85 Range; 11222.25 Reaper Logistics; 732.61 Record Supply; 8278.34 Recycled Materials; 4950 Rinker Materials; 13441.10 Rocky Mountain Power; 48 Rocky Mountain Wash; 861.58 Rons Supply; 741.72 Sams Club; 1581864 Sampson Construction Co; 45 Sandy's Sewing; 238.75 Schell, Joel; 120 Secretary of State; 1899.26 Shattos Frontier Drug; 400 Smith Psychological Services; 45 Smith, Troy; 385 Stanfield, Stephanie A; 29.41 State of WY; 5400 Stearns, Jane MS LPC; 59.44 Stericycle; 2200 StormWind; 14423.05 Summit Food Service; 925.65 Texas Refinery Corp; 672 Thomson Reuters - West; 892.29 Top Office Products; 919.80 Town of Glenrock; 936.60 Trane US; 144.66 Tyler Technologies; 2500 US Postmaster; 978.13 Verizon Wireless; 11138.37 Visa; 3115.02 Vision Service Plan; 2047.24 Visionary Communications; 31.25 Vrooman, Kyra; 188.99 Vyve Broadband J; 120.52 Wear Parts; 5560 Weidenhamer, Leslie; 295 Western D Services; 59906 Western Sunset ; 308.75 Willox Jim; 30 World Data Corp; 10387 WW Trucking; 416.67 WY Child & Family Development; 54.86 Wy

Dept of Transportation; 81.56 WY First Aid & Safety Supply; 12485.46 WY Machinery Co; 200 WY Pioneer Assoc; 931 WY Public Health Laboratory; 123 WY Rigging & Industrial Supply; 687 WY Sheriffs Assoc; 300 WY Work Warehouse; 342 Xerox Financial Services; 3750 Youth Development Services; 38902.50 Z Lazy Y Trucking; monthly reports for Dec: Clerk: 35872.21; Clerk of District Court: 4425.92; NOVCS: 2022-0655 Anadarko E&P Onshore \$295.63 & 28.24 cancellation; 2022-0548 Devon Energy Prod Co LP 205.16; USAC LEASINGCO2 LLC 12162.44 data entry error; VOID Warrant #64713 \$200 #63907 \$12.58; Mr. Short seconded, the commission abstained from voting on warrants issued to themselves; motion carried.

Mr. Short moved to approve:

**RESOLUTION NO. 01-23
APPROVING AND ADOPTING THE CONVERSE COUNTY PERSONNEL
POLICY AND PROCEDURE MANUAL**

WHEREAS, the Board of County Commissioners of Converse County, Wyoming, has seen the necessity for revising the personnel policy, which was initially adopted in 2003 and revised in 2004, 2005, 2007, 2015, and 2017, with the current policy becoming effective on August 1, 2017.

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners, in accordance with applicable federal and state statutes, that the following Personnel Policy and Procedure Manual is adopted to govern all employees of Converse County. These policies replace all prior policies, resolutions, and practices governing all employees of Converse County in all County departments.

BE IT FURTHER RESOLVED by the Board of County Commissioners that if any provision of this Resolution or Policy is found invalid or inapplicable by a court of competent jurisdiction, such determination shall not affect the remaining provisions.

BE IT FURTHER RESOLVED by the Board of County Commissioners that the Board reserves the right to amend any portion of the Personnel Policy and Procedure Manual as the necessity arises. The effective date of this Resolution is the 4th day of January, 2023.

APPROVED, PASSED AND ADOPTED this 4th day of January 2023.

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

ATTEST:

/s/ Karen Rimmer, Converse County Clerk

Mr. Kaufman seconded; motion carried.

Mr. Short moved to ratify the Agreement for Services between the Converse County Prosecutors Office and Be Sure Consulting, Inc. for an online juvenile diversion program, for a one-year term until December 2023, at a total cost of \$5,000, which will be shared equally by the County and CCSD#1; Mr. Colling seconded; motion carried.

Mr. Colling moved to approve the lease agreement between Converse County and Central Wyoming Motorsports for use of the Raceway property for specific dates between May and Sept. 2023 to conduct drag racing events at a cost of \$250 per event; Mr. Short seconded; motion carried.

A general County business meeting of elected officials, department heads, and supervisors began at 9:00 a.m. to discuss various topics including newly adopted personnel policy; upcoming legislative session and association meetings; upcoming court case load; increased tax revenues; tax deferments; mill levies; LaPrele Irrigation District; GIS flyovers; CCJJC Phase 2 project; evacuation and active shooter exercises for County departments; Narcan availability; and various action items. The Commissioners were thanked for the recent Employee Appreciation dinner, the first held in two years due to COVID.

Ms. Lisa Patterson, Certified Community Prevention Specialist for Converse County Prevention Alliance (CCPA), provided an update on activities of the CCPA over the past several months. Another update will be provided in July.

Mr. Kaufman moved to appoint Mr. Short as the Converse County WCCA Board of Directors Appointee; Mr. Colling seconded; motion carried.

Mr. Short moved to approve the \$5,000 membership fee to Western States and Tribal Nations; Mr. Grant seconded; following discussion, motion carried with Mr. Kaufman opposing the motion.

The regular meeting adjourned at 11:41 a.m.

A regular meeting of this Board will be held Tuesday, January 17, 2023, at 8:00 a.m. unless otherwise posted, at the Converse County Courthouse within Commission Chambers, located at 107 N. 5th Street, Douglas, Wyoming. The public is invited to attend. To get on the agenda, call the Clerk's Office by the Thursday before the meeting. Per W.S. §18-3-516(f), access to county information can be obtained at www.conversecountywy.gov or by calling the County Clerk's Office at (307) 358-2244.

James H. Willox, Chairman

ATTEST:

Karen Rimmer, County Clerk

Publish: January 11, 2023, Douglas Budget & Glenrock Independent