

**Approved Minutes
Board of Commissioners of Converse County
March 3 and 4, 2026**

The regular meeting was called to order at 8:05 a.m. on March 3, 2026. Present in person were Commission Chairman, Jim Willox; Commission Vice-Chairman Rick Grant; Commissioners Robert Short, Trent Kaufman and Donald Blackburn; and County Clerk, Karen Rimmer.

The Commissioners reviewed all warrants and documentation presented for the meeting. No action was taken.

Mr. Chris Caskey, Technical Services Director, and Mr. Nate Hughes, Technical Services Administrator, provided updates on completed and upcoming surplus auction items. The Commissioners authorized the market value and sale of one new crated 2008 CAT C9 400HP Engine and one Mohawk TP-15 two post floor hoist; both items will be listed on an upcoming online Public Surplus auction. Other departmental updates included Special Projects and updates on various subdivisions; multiple ongoing maintenance projects for County facilities; personnel; upcoming work sessions; and updates on County Surveyor, GIS, IT, and janitorial. Significant email security and cybersecurity issues were discussed along with increased awareness and the upcoming implementation of various email security measures. The department as a whole has multiple upcoming and ongoing projects. No action was taken.

Mr. Mike Jennings, Relic Services LLC, provided updates on the Shooting Range Complex Improvements Project, including a detailed overview of drainage improvements, quotes received, and next steps. Following discussion, Mr. Blackburn moved to approve the contract between Converse County and Henry Bros LLC for installation of a storm drainage system, surface restoration, and testing as presented in the amount of \$730,000 as recommended by Relic Services, LLC; Mr. Grant seconded. Mr. Short stated for the record that he does not have any professional or financial affiliation or connection with Relic Services and therefore has no conflict with voting on this contract. No further discussion and motion carried. Additional updates and next steps were provided, and the Commissioners directed Mr. Jennings to develop bid specifications for buildings and other site improvements with the understanding the County Clerk will administer the process, accept and open bids, and field questions which will be shared with all interested bidders. Relic Services will also be eligible to bid on projects, which will be disclosed at the onset of any bid process.

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

Mr. Russ Dalgarn, Emergency Management Director, provided departmental updates including the status of a tower replacement project; the construction of a new tower; and other ongoing and upcoming projects. Other discussions concerned various accidents and a building fire. No action was taken.

Mr. Todd Mattson and Mr. Kenny Sission, HDR Engineering, Inc., provided brief updates on the Jenne Trail Road Reconstruction Project Phase 3. Following discussion, Mr. Blackburn moved to recess into Executive Session pursuant to W.S. 16-4-405(a)(vii) to consider the selection

of a site or the purchase of real estate when the publicity regarding the consideration would cause a likelihood of an increase in price. Mr. Short seconded; motion carried. The regular meeting recessed at 2:10 p.m. and reconvened at 2:33 p.m.; no action was taken. Mr. moved to approve the construction contract between Converse County and Croell, Inc. for the Jenne Trail Road Phase 3 and Ross Road Reconstruction Project in the amount of \$18,774,070 with substantial completion no later than October 15, 2027, or two hundred fifty working days, whichever comes first, contingent upon review by HDR Engineering; Mr. Blackburn seconded; motion carried. Mr. Kaufman moved to approve the Short Term and Long-Term Right of Way Applications from the Office of State Lands and Investments for the Ross Road/Jenne Trail Phase 3 project as follows: WYWY106775891 for a construction area and WYWY 106696373 for construction of the roadway to improve safety and reduce maintenance of the current gravel roadway as presented; Mr. Grant seconded; motion carried. Other departmental updates included other major road projects; road maintenance; reclamation projects; signage; specific bore and public utility right of way permits and related unsatisfactory workmanship; and the status of approved grants for dust suppression and road safety, including Congestive Mitigation Air Quality, High Risk Rural Roads Project, and Safe Streets for All. The Department would like to bid on wood chipping equipment through an auction company; the process by which this would occur was discussed, and Road & Bridge will work with the Clerk if they decide to proceed. No further action was taken.

Mr. Kenny Sission, HDR Engineering, Inc., representing the LaPrele Irrigation District (LID), provided updates on the LaPrele Dam project and presented a draft temporary construction easement to enable LID temporary access and use on and around the newly acquired County-owned lands near Natural Bridge during the project. Other considerations within the agreement included fencing; restricted and public access; electrical service; water well development; and the required process for projects that receive state and federal funding. Following further discussion, Mr. Short moved to approve the State of Wyoming Surface Lessee Notification and Comment Form for submittal to the Office of State Lands and Investments upon completion and further authorized any Commissioner to sign the form upon legal review by the County Attorney; Mr. Kaufman seconded; motion carried. Following discussion of the temporary construction easement and needed amendments, Mr. Blackburn moved to approve the Temporary Construction Easement between LaPrele Irrigation District and Converse County for a temporary easement within the NW1/4NW1/4 of Section 21, T32N, R73W, of the 6th P.M. for \$10.00 and other good and valuable consideration contingent upon inclusion of agreed-upon amendments and legal review by the County Attorney; Mr. Kaufman seconded; motion carried. Various ideas were then discussed regarding how to best utilize the park for future public use; no further action was taken.

The regular meeting recessed at 4:33 p.m. and reconvened at 8:36 a.m. on Wednesday, March 4, 2026.

The minutes of the February 3 and 4, 2026, regular meeting were approved and ordered filed.

Mr. Grant moved to approve February 2026 Accounts Payable in the amount of \$6,301,648.02: 307 Services \$175.00 Svcs; 307 Signs&More \$84.00 Printing; 5 ACES Printing \$2,480.50 Printing; A Diamond Trucking \$15,300.00 Road Maint; AT&T Mobility \$2,493.30

Utilities; Advanced Geotechnical \$18,670.00 Road Maint; Airgas \$59.37 Svcs; ALSCO \$2,209.75 Svcs; Amazon Capital \$2,638.09 Supplies; Anadarko E&P Onshore \$845.00 Svcs; Arete Design Group \$17,570.33 Contract; Atlas Office Products \$3,646.62 Supplies; Atlas Premier Service \$1,395.46 Lease; Atlas Reproduction/PEAC \$344.70 Lease; B&B Leasing \$1,285.97 Lease; B&B Aggregates \$446,250.00 Road Maint; Barnes Law \$737.20 Legal; Big Horn Services \$3,346.22 Svcs; Bison Pump&Supply \$650.86 Supplies; Black Hills Energy \$21,077.00 Utilities; Blackburn Cattle Co \$28,200.00 Road Maint; Blackburn, Donald \$461.73 Tech Reimb; Bliss, Mary \$174.00 Reimb; Bloedorn Lumber \$508.71 Supplies; Blue Collar Logistics \$34,200.00 Road Maint; Bob Barker Company \$443.80 Supplies; Bob Ruwart Motors \$549.69 Svcs; The Body Shop \$190.00 Wellness; Bomgaars \$617.25 Supplies; Bonanza Earth Relocators \$40,800.00 Road Maint; Boys & Girls Club of Douglas \$7,375.00 Allocation; Boys & Girls Clubs of Central Wyoming \$6,818.18 Allocation; Bryan C Cropper \$380.00 Inmate Med; Buckley Powder \$89,088.28 Svcs; Butch's Propane \$827.27 Utilities; Carquest Douglas \$3,156.62 Supplies; Casteel, Robert \$1,680.00 Legal; CDI \$916.91 Svcs; CDW Government \$93,889.21 Equip; Centric Elevator Corp \$990.00 Svcs; CenturyLink \$3,155.29 Utilities; CIGNA \$355,393.81 Insurance; City of Douglas \$2,749.91 Insurance; CleverPath IT \$4,680.69 Svcs; Coca Cola Bottling \$39.00 Supplies; Converse County Firewise \$3,200.00 Allocation; Converse County Library \$722,115.50 Allocation; Converse County Search&Rescue Unit \$450.00 Retirement; Cowboy Chemical \$111.60 Supplies; Cowboy Supply House \$2,280.93 Supplies; Decker Auto Glass \$1,077.97 Svcs; Defense Technology \$750.00 Svcs Delta Dental \$16,498.40 Insurance; Dilts, Jerry J \$2,265.00 Rent; Dotson, Hunter \$150.00 Reimb; Douglas Business Center \$68.25 Supplies; Douglas FR & Embroidery \$60.00 Svcs; Douglas Grocery \$47.64 Supplies; Douglas Hardware \$326.51 Supplies; Douglas Med Spa \$60.00 Wellness; Douglas Tire Center \$4,969.30 Svcs; Doyle, Kellynne \$675.97 Reimb; DRU Consulting \$4,963.98 Consult; E Benefits \$177.50 Insurance; WY Earth Work Solutions \$340,378.65 Road Maint; Eastern WY College \$2,695.00 Contract; Elevate Glenrock \$32,280.20 Utilities; The Enterprise \$24,434.88 Allocation; EnviroTech \$7,756.88 Equip; Fastenal Co \$239.41 Svcs; FDL Architecture \$4,930.92 Svcs; First American Title \$1,699,794.54 Insurance; Gillette Community College District \$2,486.75 Svcs; Glenrock Hardware Hank \$175.97 Supplies; Glenrock Health Center \$2,400.00 Rent; Glenrock Housing Authority \$2,167.00 Reimb; Glenrock Independent \$52.00 Printing; Gorman Funeral Homes \$3,380.00 Allocation; Grainger \$4,298.11 Supplies; Granite Telecommunications \$1,894.73 Utilities; Grant, Richard C \$113.10 Reimb; GreatAmerica Financial \$711.06 Lease; Greiner Ford of Casper \$1,307.84 Svcs; gWorks \$2,977.00 Allocation; H&J Trucking \$34,125.00 Road Maint; HDR Engineering \$171,616.21 Road Maint; Health Merch \$170.00 Supplies; Heintz Surveying and Engineering \$2,130.00 Svcs; Henson, Tiffany \$36.25 Reimb; High Country Behavioral Health \$5,416.66 Allocation; Hilltop National Bank \$331.00 Insurance; Homax Oil Sales \$68,145.64 Svcs; Huxtable, Dixie \$4,741.13 Reimb; I D Checking Guide \$33.95 Svcs; Igo Oil Field Service \$47,700.00 Road Maint; IMA \$7,916.66 Consult; Inner Strength Therapeutic Massage \$120.00 Wellness; Interstate Batteries \$529.85 Supplies; Jerry s Welding-Steel Fab \$2,820.91 Parts/Svcs; Justin Miller Trucking \$45,200.00 Road Maint; Kaufman, Trent \$188.50 Reimb; KCK \$13,200.00 Road Maint; Kelly's

Alignment&Brake \$535.00 Svcs; Kone \$1,503.54 Svcs; Laboratory Corp of America \$752.08 Svcs; Laramie Peak Humane Society \$2,083.33 Allocation; Laramie Range Water Treatment&Plumbing \$2,004.50 Supplies; Lavine, Randi \$36.25 Reimb; Legend Services \$21,300.00 Road Maint; Lexisnexis Matthew Bender \$1,916.00 Svcs; Loco Luna \$15,600.00 Road Maint; Loenbro \$1,950.79 Svcs; Lopez, Jaqueline \$36.25 Reimb; Massage Therapy by Silke Hodges \$300.00 Wellness; The Master's Touch \$412.45 Svcs; McKesson Medical \$1,045.68 Svcs; McKillip Trucking \$12,600.00 Road Maint; Memorial Hospital of CC \$320,331.13 Allocation; Menards \$729.97 Supplies; Mittleider, M Stacey \$90.24 Reimb; Moore's Heavy Equipment \$3,647.40 Equip; Motor Power Equipment \$330.80 Equip; Motorola Solutions \$174,295.51 Svcs; Mountain Retreat Massage \$60.00 Wellness; Mountain West Technologies \$104.95 Utilities; Nelico \$964.57 Svcs; Newman Signs \$360.03 Parts; Niobrara Electric \$96.75 Utilities; NMS Labs \$681.00 Svcs; Norco \$679.65 Supplies; O Reilly Automotive \$81.90 Supplies; ODP Business \$323.74 Supplies; OffenderWatch \$200.36 Svcs; Office of the State Public Defender \$117,836.54 Allocation; Olsen, Christie \$14,700.00 Road Maint; Palen Law \$1,884.00 Legal; PartsOne \$697.68 Parts; Peak Fitness \$475.00 Wellness; Pitney Bowes \$216.12 Supplies; Plainsman Printing \$3,685.94Printing; Pope Construction \$225,122.45 Contract; Porter, Muirhead, Cornia&Howard \$25,000.00 Contract; Price Trucking \$17,512.50 Road Maint; Principal Life \$3,563.91 Insurance; Pure Raine Salon \$710.00 Wellness; Quill Corporation \$703.00 Supplies; R & R Rest Stops of Casper \$313.50 Svcs; Range \$1,539.52 Supplies; Reaper Logistics \$42,900.00 Road Maint; Richardson Construction \$122,926.26 Contract; Ricoh \$8.88 Supplies; Roc Doc Mobile Windshield Repair \$45.00 Svcs; Rocky Mountain Power \$21,466.02 Utilities; Rocky Mountain Wash \$86.00 Svcs; Ron s Supply \$475.84 Supplies; Sam s Club \$1,004.54 Supplies; Sanofi Pasteur \$3,115.58 Supplies; Schell, Joel \$477.05 Reimb; Secretary of State \$120.00 Svcs; Shatto s Frontier Drug \$3,354.85 Allocation; Short Powerline \$6,936.00 Svcs; Short, Robert \$2,860.40 Tech Reimb; ShredAmerica \$782.28 Svcs; Shuler Kristy \$72.50 Reimb Si Senor \$1,200.00 Svcs; Smiley Face Logistics \$15,600.00 Road Maint; Sovos Compliance \$137.76 Allocation; State of Wyoming \$146.37 Svcs; Stop Stick Ltd \$1,676.00 Supplies; Strode Forensics \$2,220.00 Svcs; Summit Food \$20,523.28 Svcs; Texas Refinery Corp \$608.00 Parts; TGOB Material \$47,852.12 Road Maint; Thalken, Twyla \$637.50 Svcs; Top Office Products \$821.23 Lease; Town of Glenrock \$1,040.62 Rent; Trane US \$2,208.34 Parts/Svcs; Tyler Technologies \$5,300.59 Svcs; U S Postmaster \$386.00 Supplies; Univ Of Wyoming \$7,083.00 Reimb; UW 4-H in Converse County \$166.10 Reimb; Verizon Wireless \$717.90 Utilities; Visa \$8,743.88 Supplies/Equip; Visionary Communications \$1,354.49 Utilities; Voice Products \$4,046.74 Allocation; Vyve Broadband \$211.56 Utilities; Wagner, Allegra \$29.51 Reimb; Watson, Kristin \$185.60 Reimb; Western Dakota Energy Assoc \$100.00 Svcs; Western Skies Technology \$9,181.00 Svcs; Western States & Tribal Nations \$5,000.00 Allocation; Wild West Mobile Repair \$810.00 Allocation; Willox Jim \$861.40 Reimb; WLC Engineering&Surveying \$5,416.51 Contract; Wright, Triston \$150.00 Reimb; WY Behavioral Institute \$10,556.00 Svcs; Wy Dept of Health-Public Health Nursing \$25,155.60 Allocation; WY First Aid&Safety \$112.31 Supplies; WY Local Government Liability Pool \$399.05 Allocation; WY Machinery \$392,315.55 Parts/Svcs; WY Public Health Lab \$531.00 Svcs; WY

Rigging&Industrial \$4,322.05 Supplies/Equip; WY T2/LTAP Center \$2,720.00 Svcs; Wyoming Law Enforcement Acedemy \$1,350.00 Svcs; Wyoming Safety Supply \$150.00 Supplies; Youth Development Services \$4,166.66 Allocation; Z Lazy Y Trucking \$12,000.00 Road Maint; Zen Spa \$120.00 Wellness; February monthly reports Clerk \$46,100.96; Clerk of District Court \$5,251.76; Road & Bridge \$59,695.70; NOVC 2025-0631 Chesapeake Operating \$145.45; NOVC 2026-0134 Continental Resources \$115,179.95; NOVC 2026-0035 Wold Energy Partners \$2727.66 & \$379.22 & \$7.62; Mr. Short seconded; Commissioners abstained from voting on warrants pertaining to themselves; motion carried.

Mr. Kaufman moved to approve the transfer of \$1,699,794.54 from Fund 173 MAVSF (Monthly Ad Valorum Stabilization Fund) to Fund 150 Capital Construction Misc for the purchase of lands adjacent to Ayres Natural Bridge Park from B.K. Killion LLC; Mr. Blackburn seconded. It was stated for the record that these funds are from mineral production taxes and not any other type of tax; motion carried.

Mr. Short moved to approve Amendment No. 4 to Notice of Additional Services with FDL Services, LLC for the redesign of water main line location and coordination of the electrical vault location for the Animal Shelter Expansion Project for additional fees of \$7,750 for a total new cost of \$583,477; Mr. Blackburn seconded; motion carried.

Following clarification of process, Mr. Grant moved to accept the proposal and approve the contract from Inberg-Miller Engineering, Inc. for third-party testing services at the Eastern Wyoming College Construction Technology Addition based upon the Schedule of Fees and Available Services as presented and as recommended by Arete Design and further authorized the Chairman to sign upon legal review by the County Attorney; Mr. Short seconded; motion carried.

Mr. Short moved to purchase additional half-page ads with the Douglas Budget/Glenrock Independent magazines to promote the County in all six magazines at the bundled cost of \$2,040; Mr. Kaufman seconded. Discussion followed regarding promotion of major County projects, including Natural Bridge Park, Eastern Wyoming College Construction Technology Addition, Animal Shelter Expansion Project, and Glenrock Office Project; motion carried.

A County-wide business review took place with updates provided by the Assessor; Clerk of District Court; Technical Services; UW Extension; Public Health; HR; Parks & Recreation; Clerk; and Commissioners. Discussion included the FY2027 budget, tentative schedule, and new budget software; 4-H enrollment and activities; personnel; cyber security; AI use, policy, and protections; major construction projects; and various conferences and trainings. Lengthy discussion of the 2026 Legislative Session ensued including potential impacts on local government and the public. No action was taken.

Mr. Willox opened a public hearing at 10:03 a.m. to consider and obtain public comment on a subdivision application to vacate Lots 1 and 4 of the H4U Subdivision and replat the same into Lot 1 as DeGraw Subdivision, containing approximately 36.68 acres and being a portion of the SE1/4SE1/4 of Section 13, and the N1/2NE1/4 of Section 24, T31N, R70W, 6th P.M., Converse County, Wyoming, addressed as 19 and 24 Freedom Way. Ms. Tory Walsh, Special Projects Coordinator, provided an overview of the application and answered questions from the Commissioners, including the sequence of ownership related to the vacate and replat. The

Planning & Zoning Commission recommended approval of the application at their January 20, 2026 meeting. The applicant, Ms. Nikki DeGraw, was not present, and there were no public or written comments received in favor or opposition of the application. The public hearing closed at 10:16 a.m. Following further discussion, Mr. Short moved to approve the DeGraw Subdivision subject to the following revisions: that H4U Inc./Mr. Charles Heglund be removed as a signer from the plat, and all parties must execute and record a deed from H4U, Inc. to Ms. Nikki Walker for Lot 1 of H4U Subdivision prior to the recording of the plat related to this application; Mr. Blackburn seconded. Further discussion followed to ensure clarity of the process; motion carried.

Mr. Willox opened a public hearing at 10:30 a.m. to consider and obtain public comment on an application to create Phipps Minor Subdivision No. 2, situated in the SE1/4NE1/4 of Section 10, and the SW1/4NW1/4 of Section 11, T33N, R75W of the 6th P.M., Converse County, Wyoming, addressed as 10 Sage Court. Ms. Tory Walsh, Special Projects Coordinator, provided an overview and history of the application beginning in April 2025, and answered questions from the Commissioners. This application was requested by the County as voluntary compliance following a legal opinion from the County Attorney pertaining to ownership as deeds had been recorded resulting in the discovery of this being an illegal subdivision. The application has been reviewed, revised, and presented to and recommended for approval by the Planning & Zoning Commission with technical changes at their regular meeting on December 16, 2025, which have been incorporated. It was also approved by the Town of Glenrock on November 13, 2025. The applicant, Ms. Debbie Phipps, was not present, and there were no public comments received in favor or opposition of the application. The public hearing closed at 10:36 a.m. Mr. Short moved to approve the Phipps Minor Subdivision No. 2 as presented with no modifications. Mr. Kaufman seconded; motion carried.

Mr. Kristin Watson, HR Director, provided an overview of potential revisions to the Converse County Personnel Policy related to PTO, Administrative Leave, and Personal Leave. Following lengthy discussion, including the negative connotation of Administrative Leave, medical leave, wellness benefits, and various shift hours, the Commissioners provided direction for additional revisions. No action was taken.

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

Ms. Jessie Dykehouse, FDL Consulting, LLC, provided updates on major construction projects. A detailed review with stakeholders of the most recent design plans for the Courthouse Level 1 and 2 Studies took place, and recommended revisions were requested. The civil and structural building assessments have been received and will be reviewed by FDL Consulting with a report to follow at a subsequent meeting. The Glenrock Office project was discussed; this building will serve as office spaces for County departments as well as County network redundancy, and the necessary space for redundancy was discussed as well as stakeholder meetings and outcomes. An overview of the Animal Shelter Expansion Project was provided as well; this project is currently on time and budget due in part to favorable weather. There will be three large and separate concrete pours for the kennel area that will be completed over a two-day span. Following review of the next steps, Mr. Grant moved to authorize Commissioner Trent Kaufman to approve and sign any subsequent Change Order Requests for this project, which will

be presented to the entire body as part of a Change Order for approval, and to become the Commission lead on this project; Mr. Blackburn seconded; motion carried.

A regular meeting of this Board will be held on Tuesday March 17, 2026, 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

Karen Rimmer, County Clerk

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