

**Approved Minutes**  
**Board of Commissioners of Converse County**  
**August 1 and 2, 2023**

The regular meeting was called to order at 8:00 a.m. on August 1, 2023. Present in person were Commission Chairman Jim Willox; Vice-Chairman Rick Grant; Commissioners Robert Short, Mike Colling, and Trent Kaufman; and County Clerk, Karen Rimmer.

Mr. Chris Caskey, Technical Services Director, provided departmental updates and services provided for County departments and the public by Special Projects; Maintenance; Surveyor; and IT departments. Approved subdivision regulations and subdivisions in progress were discussed, as well as the solar application received; ongoing work performed by Maintenance and Survey staff; completed and open IT tickets; assistance for other departments, new employees, and the City of Douglas; and other ongoing and approved projects.

Mr. J.D. Cox, City Administrator; Ms. Clara Chaffin, Community Development Director; and Mr. Todd Matthews, Lieutenant, Douglas Police Department, expressed concerns and compliance regarding truck traffic and parking within the corporate city limits of Douglas, specifically Muirfield Court, Russell Avenue, Teton Way, and Brownfield Road (within city limits). John Lambert Subdivision is already utilized as a parking area in situations of inclement weather; the City requested that this area be allowed as an overflow parking area for semi-trucks and trailers through the end of the calendar year to ease the burden on residential streets and in commercial business parking lots. Current municipal code restricts parking although City officials plan to amend codes to address this issue. The condition of the asphalt within John Lambert was discussed; it would be sufficient for a limited number of trucks (ten to fifteen) for a limited amount of time, and current zoning allows for a public parking lot. The Commissioners stated they are in favor so long as liability is addressed, and consideration is given for leases in place. Discussion followed of barricades and a potential permit process, and a map of the area was reviewed; this issue will be discussed again. Truck parking at 1005 E. Richards, Douglas, was discussed; a citation is pending as trucks are parked on County property that is improperly surfaced per municipal code. A lease and cost were talked about; the County will not provide the gravel and asked for a reasonable counteroffer. The property owners will consider options and be in contact with the County. The City and County then discussed the EPA Brownfield Coalition Grant involving the City of Douglas; the Town of Glenrock; and Converse County. The State of Wyoming has agreed to offer grants for Phase 1 and 2 EPA Brownfield projects; the City will move forward with reapplying for the EPA Coalition Grant through Ayres and Associates. An overview of the first John Lambert Development Task Force meeting was provided by attendees. This group of County, City, and Enterprise officials are tasked with developing this property as it is a desirable area for Douglas to expand in both commercial and residential areas.

Mr. Clint Becker, Sheriff, and Mr. Nate Hughes, Undersheriff, discussed the County's incinerator, costs associated operation, and current policy and procedure. The Sheriff's Office conducts routine burns for Public Health, hospital, and the Douglas Police Department. Actual costs are \$200 for the first hour of burn per fifty pounds of material and \$80 for every additional

hour and additional fifty pounds of material; evidence burns require a signed court order; and an agreement is required for outside entities to utilize the incinerator. The process of burning was explained; both the type of material and the manner in which the incinerator is loaded impacts the burn, and Sheriff staff must be present for certain steps of the process. The Commission determined that a resolution outlining the process, requirements, and fees needs to be drafted for consideration at a subsequent meeting.

The meeting recessed for lunch at 12:15 p.m. and reconvened at 1:00 p.m.

Mr. Shelby Means, Account Executive for HUB International Insurance, provided an overview of the Converse County Joint Justice Center property insurance premiums and coverages for FY2024; property value has increased \$14 million due to inflation. An additional extension will be prepared for the Builder's Risk policy to account for delays in construction. Following the completion of Phase 2, the buildings will be valued at approximately \$57 million.

Mr. Russ Dalgarn, Emergency Management Supervisor, provided departmental updates including the Hazard Mitigation Plan; various collaborations; public and non-public notification systems; inclement weather situations; and ongoing projects.

Mr. Jason Wilkinson, Road & Bridge Superintendent; Mr. John Shepherd, Foreman; and Mr. Dave Shaw provided departmental updates. The Silzell Minor Subdivision and related action items were discussed with Special Projects and the property owner; this item will be officially considered on August 2, 2023. Updates on the High-Risk Rural Road (HRRR) grant and the Congestion Mitigation Air Quality (CMAQ) Program grant were provided. Following discussion, Mr. Short moved to approve:

#### RESOLUTION NO. 11-23

#### AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR FEDERAL FUNDING THROUGH THE CONGESTION MITIGATION AIR QUALITY PROGRAM ADMINISTERED BY THE WYOMING DEPARTMENT OF TRANSPORTATION FOR CONVERSE COUNTY FOR THE PURPOSES OF THE FY2024 DUST SUPPRESSION PROJECT

WHEREAS, the governing body of Converse County desires to participate in the Congestion Mitigation Air Quality Program (CMAQ) to assist in funding his project;

WHEREAS, the governing body for Converse County recognizes the need for the project;

WHEREAS, CMAQ requires that federal funding criteria be met, and Converse County agrees to ensure satisfaction of all requirements;

WHEREAS, the governing body of Converse County agrees to set aside a minimum of \$81,328.00 as a line item in its budget for the required twenty percent (20%) local cash match on the project;

WHEREAS, the governing body for Converse County acknowledges CMAQ is funded on a reimbursement basis and all invoices must be 100% paid by Converse County prior to reimbursement through CMAQ (80% Federal Reimbursement). Converse County acknowledges that failure to comply with this requirement may result in cancellation of the award and repayment by Converse County of all funds reimbursed.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY for Converse County that a funding application requesting \$325,312.00 in federal CMAQ funding be submitted to the Wyoming Department of Transportation – CMAQ for consideration to assist in funding for the Converse County project.

BE IT FURTHER RESOLVED THAT Dave Shaw is hereby designated as the Project Administrator of Converse County to act on behalf of the governing body on all matters relating to this funding application.

PASSED, APPROVED AND ADOPTED THIS 1<sup>st</sup> day of August 2023.

BOARD OF COMMISSIONERS  
CONVERSE COUNTY, WYOMING:

/s/ James H. Willox, Chairman

ATTEST:

/s/ Karen Rimmer, County Clerk

Mr. Colling seconded; motion carried.

Further department updates included RAISE (Rebuilding American Infrastructure with Sustainability and Equity) grant updates for Highland Loop; new light mechanic position and the integration of processes to perform maintenance of County vehicles; digital permits; and various road projects. The Commission authorized Mr. Wilkinson to commit to beginning gravel improvements for CR7/Brae Road and approved the plan for Cold Springs Road. An agreement for gravel will be needed. Other roads and discussion included traffic counts; Stevens, Chalk Buttes, 55 Ranch, and Ross Road. Following discussion, Mr. Colling moved to approve multiple Bore Permits for Visionary Communications LLC for fiber and conduit along CR1/Irvine Road, CR61/Brownfield Road, and CR66/Robin Lane; Mr. Grant seconded; motion carried. Mr. Short moved to approve Right of Way Permits for Visionary Communications LLC for fiber and conduit along CR1/Irvine Road; CR61/Brownfield Road; and CR66/Robin Lane; Mr. seconded; motion carried. Mr. Short moved to approve an agreement between Converse County and Visionary Communications, LLC, for potential repairs to potholes located in CR61/Brownfield Road and CR66/Robin Lane if damages occur prior to July 2028; Mr. Grant seconded; motion carried.

The minutes of the July 18, 2023, regular meeting and Executive Session were approved and ordered filed.

Mr. Colling moved to approve warrants in the amount of \$3,249,362.53: 2K Svcs; 1340 Tires; 307 Signs & More 150 Supply; A Diamond Trucking 14487.50 Rd Maint; AT&T Mobility 1476.35 Utilities; A1 Towing & Recovery 275 Towing; Ace Calibrations 549 Inspection; Advanced Geotechnical Solutions 1345 Proj Mgmt; Alcohol & Drug Testing Svcs 290 Testing; ALSCO 857.58 Floor Mat/Coveralls; American Equip 1909 Inspection/Supply; Arrow Electric 346.80 Maint; Atlas Office Prod 2135.73 Supply; Atlas Premier Svc 1556.71 Copier Leases; B&B Leasing Co 1214.69 Copier Leases; Big Sky Comm 1365 Radio/Equip; Bison Pump & Supply 670.04 Supply; Black Hills Energy 4400.81 Utilities; Blackburn Cattle Co 59167.50 Rd Maint; Bliss, Mary 770.29 Mileage; Bloedorn Lumber Co 391.89 Supply; Blue 360 Media 2366.85 Book; Blue Collar Logistics 13122.50 Rd Maint; Bob Ruwart Motors 310.02 Repairs/Maint; The Body Shop 225 Wellness; Bomgaars Supply 1013.16 Supply; Bonanza Earth Relocators 20540 Rd

Maint; Boner Bros 4638.75 Rd Maint; Bright, Joe 21855.86 Gravel; Brown, Kenneth 1990 Legal; Bryan C Cropper DMD PC 578 Inmate Med; C&K Equip Sales 821.34 Repairs/Maint; C Spur Ranch 5945 Rd Maint; Campbell, Mark 237 License; Canter & Assoc 573026.76 Phase 2 Exp; Cardio Ptnrs 832 Supply; Carquest Douglas 2029.28 Parts/Supply; Caskey, Shelly 196.50 Mileage; Casper Window & Door 405 Repairs/Maint; CDW Govt 4926.82 Office Equip; Central WY Urological Assoc 256 Inmate Med; CenturyLink 5413.74 Utilities; Chestnut Ridge Foam 12729.10 Phase 2 Exp; Cigna 205333.97 Med Ins; City of Douglas 2627.90 Utilities; Civil Air Patrol Magazine 155 Advertising; Comm Tech 72203.50 Repairs/Maint; Comtronix 451.50 Repairs/Maint; Converse County Auto Repair 305.92 Repairs/Maint; Converse County Firewise 8000 Allocations; Converse County Search & Rescue 225 Retirement Fee; Cornerstone Detention Prod 13130 Maint; Cowboy Chemical 432.55 Supply; Cytocheck Lab 97.50 Testing; Darktrace Holdings 45163 Subscription; Davies, Michael 130.19 Work Boots; Dean Sellers Ford 32949.69 Vehicle; Decker Auto Glass 199.82 Repairs/Maint; Deines, Sherry 1924 WSF Exp; Delta Dental of WY 12185.90 Med Ins; Desperado Trucking 31405 Rd Maint; Dilts, Jerry 1800 Rent; Double Y 165.90 Supply; Douglas Budget 3015 Public Notices; Douglas Feed 46.99 Supply; Douglas Grocery 89.39 Supply; Douglas Hardware 697.81 Supply; Douglas Tire Ctr 5613.10 Tires; Douglas Youth Hockey Assoc 2500 Allocations; Dustbusters 3326.02 Rd Maint; EWC 70 Rent; Election Systems & Software 21270 Svc Contract; Emergency Svcs Marketing Corp 305 Subscription; The Enterprise 15804.33 Allocations; Fastenal Co 102.80 Supply; Fat Boys Tire & Auto 580 Tires; Floyds Truck Ctr WY 153.22 Repairs/Maint; Freestone Midstream 4821.48 Rd Maint; G-Fab Welding 9410 Rd Maint; Gibson, Joel Ryan Jr 6500 WSF Exp; Glaxosmithkline Financial 679.71 Supply; Glenrock Hardware Hank 27.98 Supply; Glenrock Health Ctr 1350 Rent; Glenrock Independent 35 Subscription; Gorman Funeral Homes 3125 Allocations; Grainger 4776.16 Supply; Granite Telecomm 1146.04 Utilities; Grant, Richard 39.30 Mileage; GreatAmerica Financial Svcs Corp 242 Copier Leases; GSG Architecture 32897.29 Phase 2 Exp; Hanlon, Cynthia Lou 60 Wellness; Hansuld, Tia 560 Clinic Hrs; Harris, Rebecca 78.02 Supply; Henson, Tiffany 32.75 Mileage; Hilltop Ntnl Bank 391 Flex/HSA; Hiser, Andrea 423.14 Mileage; Homax 48231.15 Fuel/Oil; HUB Intl Mtn States Ltd 1877 Ins Exp; Hutchinson, Hal PE 6054.75 Phase 2 Exp; Igo Oil Field Svc 4095 Rd Maint; Inner Strength Therapeutic Massage 60 Wellness; Interstate Batteries 295.90 Supply; Jerrys Welding-Steel Fab 140.75 Repairs/Maint; JM Trucking 16202.50 Rd Maint; Joe Dirt & Gravel 8735 Rd Maint; Jones, Ethan 2000 WSF Exp; Joyful Living Massage & Wellness 240 Wellness; K2 Tech 4959.40 Svcs; KCK 17520 Rd Maint; Kenkel, April 32.75 Mileage; Kenkel, Jordan 150 Work Boots; Knife River 114374.82 Jenne Trl/Final Pmt; L&L Fab 850.37 Supply; Laramie Peak Humane Society 2500 Allocations; Laramie Range Water Treatment & Plumbing 412 Water/Cooler Rental; Leisure Interactive 3832 Maint; Lexisnexis Matthew Bender 977.76 Subscription; Lifemap Assurance Co 1032.75 Ins Exp; Marty Davies Trucking 7592.50 Rd Maint; Massage Therapy by Silke Hodges 420 Wellness; The Masters Touch 8119.95 Postage/Postcards; McGill, Taylor 156.75 WSF Exp; McKillip Trucking 11477.50 Rd Maint; Memorial Hosp Converse County 287280.08 Allocations/Inmate Med/Prevention; Menards 7181.60 Supply; Midwest Connect 223 Supply; Moores Hvy Equip Svcs 2169.05 Repairs/Maint; Motion and Flow Control Prod 204.72 Repairs/Maint; Motor Power

Casper 635.41 Repairs/Maint; Motorola Solutions 74322.93 Radio/Equip; Mtn States Lithographing 345.30 Supply; Mountain West Tech 84.95 Subscription; Mutchler, Tricia L RPR, CRR 536.75 Transcripts; NAPA-Glenrock 9.02 Supply; Niobrara Electric Assoc 49.85 Utilities; NMS Labs 344 Toxicology; Norco 788.30 Supply; NOWCAP 4822.85 Janitorial; OReilly Auto 85.77 Repairs/Maint; ODP Bus Solutions 88.45 Supply; OffenderWatch 70 Comm Notification; Office Ally 35 Non Part Claims; OK Wrecking 2293.05 Repairs/Maint; Onsolve 7135.50 Svcs; Peak Fitness 325 Wellness; Peterbilt of WY 1582.24 Repairs/Maint; Plainsman Printing & Supply 10584.38 Supply; Police Legal Sciences 120 Training; Pond, Christian 6500 WSF Exp; Post & Assoc 3000 Svcs; PRIA 120 Membership; Price Pumping Svc 42955.50 Rd Maint; Price Trucking 20780 Rd Maint; Principal Life Ins Co 2067.41 Ins Exp; Quill Corp 21.99 Supply; R&R Rest Stops of Casper 168 Rent; Range 1374.85 Utilities; Reaper Logistics 20335 Rd Maint; Record Supply 1237.87 Parts/Supply; Road Runner Svc 175.32 Repairs/Maint; Rocky Mtn Power 16341.62 Utilities; Rocky Mtn Wash 368.50 Maint; Rons Supply 488.91 Supply; Safety Kleen Corp 298.32 Supply; Sams Club 386.20 Supply; Sampson Constr Co 639987 Phase 2 Exp; Sandys Sewing 15 Sewing; Sanofi Pasteur 4824.86 Supply; Schell, Joel 131 Mileage; Schooner, Jerney 7500 WSF Exp; Seim Concrete Works 2640 Repairs/Maint; Shattos Frontier Drug 2188.95 Inmate Med; Shepherd, Johnna 123.14 Mileage; State of WY 47.75 Svcs; Stearns, Jane MS LPC 2825 Svcs; Steiger, Daniel 150 Work Boots; Stinson, Bridget 4000 Maint; Stotz Equip 142718.08 Equip/Maint; Summit Food Svc 16558.57 Inmate Meals; Temple, Amanda 624 WSF Exp; Top Office Prod 542.09 Copier Leases; Town of Glenrock 983.55 Utilities; Twiford, Calvin 4320.93 Svcs; Tyler Tech 24712.53 Software/Svcs; Uline 749.39 Supply; UW 4-H in Converse County 719.47 Supply; Verizon Wireless 974.65 Utilities; Visa 13116.23 Travel/Supply/Postage; Vision Svc Plan 52.43 Med Ins; Visionary Comm 1301.97 Utilities; Vrooman, Kyra 32.75 Mileage; Vyve Broadband 220.92 Utilities; Washoe Co Honorary Deputy Sheriff's Assoc 300 Training; Weidenhamer, Leslie 5560 Janitorial; Western D Svcs 295 Rent; Western Radiator 2178.50 Repairs/Maint; Wheatland Garage Door 1686.03 Repairs; Wildwood Tree Svc 24400 Rd Maint; Willox Jim 1110.36 Travel Exp/Mileage; WW Trucking 3045 Rd Maint; WY Behavioral Inst 6087.85 Inmate Med; WY Child & Family Dev 1166.66 Allocation; WY County Assessors Assoc 255 Dues; WY County Commissioners Assoc 20170 Dues; WY Health Fairs 4149 Lab Exp; WY Machinery 21082.29 Repairs/Maint; WY Public Health Lab 1076 Testing; WY State Fair 100000 1 Time Maint; Wyoming Extinguisher and Safety 776.70 Inspection/Maint; Xerox Financial Svcs 1044.15 Copier Leases; Youth Dev Svcs 3750 Allocation; Z Lazy Y Trucking 20540 Rd Maint; ZapDry 1140 WSF Exp; Monthly reports for July: Assessor: \$45,000; Clerk \$60,995.45; Clerk of District Court \$6,042.15; Road & Bridge \$64,498.54; Mr. Short seconded; the commission abstained from voting on warrants issued to themselves; motion carried.

Mr. Grant moved to approve:

#### RESOLUTION 10-23

#### ORDERING THE 2023 MILL LEVY FOR FY2024

WHEREAS, per W.S. 39-13-102(g), the Converse County Board of Commissioners (Board) herewith enters into the record its order certifying tax levies for the collection of requisite taxes for fiscal year 2023-2024; and

WHEREAS, on the 18<sup>th</sup> day of July 2023, the Board adopted a County budget for FY2024 ending June 30, 2024, calling for the following appropriations; and

	Appropriations
General Fund	\$129,499,031.00

WHEREAS, after deducting all other cash and estimated revenue, it is necessary that the following amount be raised by general taxation, and in order to raise such sum of money, it is necessary that a levy be made for FY2024 ending June 30, 2024 as shown:

	Estimated Amount to be Collected	Mill Levy
General Fund	\$76,886,341.00	12.000

NOW THEREFORE, BE IT RESOLVED by the Board of Converse County Commissioners that the aforementioned levy be made for FY2024 ending June 30, 2024.

DATED THIS 1<sup>st</sup> day of August 2023.

BOARD OF COMMISSIONERS  
CONVERSE COUNTY, WYOMING:

/s/ James H. Willox, Chairman

ATTEST:

/s/ Karen Rimmer, County Clerk

Mr. Short seconded; no discussion and motion carried 4-1 with Mr. Kaufman opposing the motion.

Mr. Short moved to approve 2023 mill levies for FY2024: BOCES District #1 EWC 0.500; BOCES District #1 Gillette-Northeast 0.400; BOCES District #1 Thermopolis-Northwest 0.100; BOCES District #2 0.500; CCSD #1 Foundation 12.000; CCSD #2 Foundation 12.000; County-wide School District #1 6.000; County-wide School District #2 6.000; Special School District #1 25.000; Special School District #2 25.000; Recreation District #1 1.000; Recreation District #2 1.000; City of Douglas 8.000; Town of Glenrock 8.000; Town of Rolling Hills 8.000; Converse County Weed & Pest 0.689; Converse County Conservation District 0.305; Glenrock Area Solid Waste Disposal District 2.000; Converse County Senior Citizens District 0.750; Glenrock Hospital District 3.000; Glenrock Cemetery District 3.000; and Monkey Road Improvement District \$200.00 per property owner. Mr. Colling seconded; motion carried.

Mr. Short moved to approve the Annual Compensation Agreement between Converse County and University of Wyoming for UW Extension Educator salary for quarterly payments of \$6,181.74 for a term from July 1, 2023, to June 30, 2024; Mr. Kaufman seconded; motion carried.

Mr. Short moved to approve the Temporary Construction Easement between Converse County and True Ranches LLC for 1.15 acres more or less as presented in Exhibit A for a term of three years upon the commencement of construction of the Boxelder Road Reconstruction Project, Phase 1, for a cost \$500.00; Mr. Kaufman seconded; motion carried.

Mr. Willox, NACo Transportation Committee Member, provided a detailed overview of the NACo Conference he attended in Austin, Texas, including a resolution approved by the Natural Resources Committee to encourage the Bureau of Land Management (BLM) to resume onshore and offshore drilling leasing; other sponsored resolutions; the High Performance Leadership Academy; the National Center of Public Lands Counties; and various tools offered with cost savings through NACo to improve County services.

Following review of the document, Mr. Kaufman moved to approve the Commission Technology Policy on a reimbursement basis, up to \$1,200 for County Commissioners, as presented; Mr. Short seconded; motion carried.

Mr. Grant moved to approve the NACo (National Association of Counties) High Performance Leadership Academy for up to five County employees for a total cost of \$5,000; Mr. Colling seconded; motion carried.

Mr. Colling moved to approve a special assessment equal to one percent, or \$6,456.52, of the LATCF (Local Assistance and Tribal Consistency Fund) grant funds received; Mr. Kaufman seconded; the funds will be submitted to the WCCA (Wyoming County Commissioner Association) on behalf of NACo for the National Center of Public Lands Counties Trust fund; no further discussion and motion carried.

Mr. Short moved to approve the Converse County Sheriff's Office Standard Operating Procedure Job Classification and Salary Table, SOP #5.03.01 reflecting all FY2024 budget changes; Mr. Kaufman seconded; motion carried.

Mr. Short moved to approve the Service Agreement between Converse County and Stericycle/Shred-it for shredding services for all County departments as presented; Mr. Kaufman seconded; motion carried.

The meeting recessed at 4:56 p.m. and reconvened at 9:00 a.m. on August 2, 2023.

A general County business meeting of elected officials began at 9:00 a.m. to discuss topics including personnel and open positions; special districts; mill levies; and other upcoming and ongoing topics. No action was taken.

Mr. Colling moved to remove from the table the approval of the Silzell Minor Subdivision; Mr. Grant seconded; motion approved. Following discussion of what is still required for this application to be approved, Mr. Grant moved to approve the Silzell Minor Subdivision contingent upon technical corrections as recommended by Special Projects and written final approval from Road & Bridge for the construction of the access off of Irvine Road; Mr. Colling seconded; following discussion and motion approved.

Mr. Bruce Romell, Mayor; Ms. Judi Colling, Council member; and Mr. Colter Felton, Police Chief, of the Town of Glenrock, requested that a portion of a County-owned lot in Glenrock be allowed to be utilized via lease agreement or property swap by the Glenrock Police Department as an outdoor shooting range. Discussion followed regarding needs of the department; characteristics of the County's property and contingent Town property; and subsequent action. The Town of Glenrock will prepare a written request and submit to the Commissioners for consideration at a later date.

The Commission authorized the submission of written comments to the BLM Buffalo Field Office regarding the Notice of Availability of the Draft Resource Management Plan Amendment and Supplemental Environmental Impact Statement (SEIS) for the 2015 Buffalo Field Office Approved Resource Management Plan (RMP), Wyoming (Federal Register/Vol.88, No. 88/Monday, May 8, 2023/Notices/Page 29691).

The regular meeting adjourned at 11:58 a.m.

A regular meeting of this Board will be held on Tuesday, August 15, 2023, at 8:00 a.m., unless otherwise posted, at the Converse County Courthouse within Commission Chambers, located at 107 N. 5<sup>th</sup> 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](http://www.conversecountywy.gov) or by calling the County Clerk's Office at (307) 358-2244.

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James H. Willox, Chairman

**ATTEST:**

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Karen Rimmer, County Clerk

Publish: August 8, 2023, Douglas Budget & Glenrock Independent