

**Approved Minutes
Board of Commissioners of Converse County
September 5 and 6, 2023**

The regular meeting was called to order at 8:11 a.m. on September 5, 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.

The minutes of the August 15, 2023, regular meeting and Executive Session were approved and ordered filed.

Mr. Colling moved to approve warrants in the amount of \$3,601,223.87: 307 Homestead Prop 1980 WSF Exp; 307 Long Range Precision 282.50 Supply/Maint; 307 Signs and More 23.74 Supply; A Diamond Trucking 29362.50 Rd Maint; AT&T Mobility 2223.37 Utilities; Ace Calibrations 1552.85 Supply/Maint; AFD Pavement Marking 58045.75 Rd Maint; Alco Fence Co 8665 WSF Exp; Alcohol & Drug Testing Svcs 385 Testing; All Fiber and Tile Carpet Cleaning 1250 Maint; Alley, Linda 2400 Janitorial; ALSCO 1808.09 Floor Mat/Coveralls; Arrow Electric 84 Supply; At-Scene 8400 Subscription; Atlas Office Prod 1444.78 Supply; Atlas Premier Svc 1114.67 Copier Leases; Ayres Assoc 1643 Svcs; B&B Leasing Co 1214.69 Copier Leases; Barnes Law 1229.40 Legal; Big Horn Tire 21636 Maint; Bison Pump & Supply 2881.57 Supply; Black Hills Energy 3026.74 Utilities; Blackburn Cattle Co 90733.75 Rd Maint; Bliss, Mary 235.80 Mileage; Bloedorn Lumber Co 355.57 Supply; Blomberg, Kelli 65.52 Mileage; Blue Collar Logistics 61335 Rd Maint; Bob Barker Co 279 Supply; Bob Ruwart Motors 13861.41 Maint; The Body Shop 175 Wellness; Bomgaars 784.62 Supply; Bonanza Earth Relocators 68802.50 Rd Maint; Boner Bros 4166.25 Rd Maint; Boys & Girls Clubs of Central WY 12500.01 Allocation; Bright, Joe 41921.08 Rd Maint; Brock, Angel 166 Court Exp; Brock, Robin 100.50 Court Exp; Brown, Kenneth 830 Legal; Burbacks Refrigeration 195 Repair/Maint; Byerly, Ashley 35.01 Mileage; C Spur Ranch 25230 Rd Maint; Carps Logistics 4300 Svcs; Carquest 4001.55 Repair/Maint; Caskey, Shelly 201.51 Mileage; Casteel, Robert 998 Legal; CDW Govt 13086.56 Supply; CenturyLink 12068.38 Utilities; Cigna 319988.79 Med Ins; City of Douglas 3252.25 Utilities; Clover Propane Svc 21.15 Supply; Colling, Mike 792 Phone Exp; Converse County Airport 43984.50 Allocation; Converse County Auto Repair 355.45 Repair/Maint; Converse County Fair Board 49625 Allocation; Converse County Firewise 9100 Allocation; Converse County Search & Rescue 225 Retirement Fee; Cornerstone Detention Prod 4343.50 Repair/Maint; Cowboy Chemical 179.90 Supply; Croell 863.46 Rd Maint; Cytocheck Lab 54.75 Testing; Darktrace Holdings Ltd 8720 Subscription; Decker Auto Glass 199.82 Repair/Maint; Delta Dental 11191.50 Med Ins; Denise Amber Lee Foundation 79 Training; Desperado Trucking 25230 Rd Maint; Dilts, Jerry 1800 Rent; Douglas Broadcasting 1530 Public Notices Douglas Budget 8045 Public Notices Douglas Grocery 197.90 Supply; Douglas Hardware 795.95 Supply; Douglas Seat Covers 2100 Maint; Douglas Tire Center 567.95 Repair/Maint; Douglas Youth Hockey Assoc 2500 Allocation; DRU Consulting 3375 Consulting; Dustbusters 378370.18 Rd Maint; EWC 60 Room Use; Edwards, Joanna 480 Wellness; Emery Septic 1380 Maint; The Enterprise 15000.33 Allocation; The Eye Institute of WY 600 Inmate Med; Fastenal Co 1617.70 Supply; First Call

Comm 22689 Phase 2 Exp; Fitness Repair Solutions 339 Maint; Floyds Truck Center WY 427.92 Repair/Maint; Freestone Midstream 11966.70 Rd Maint; Garys Locksmithing 4005 Repair/Maint; Geotec Industrial Supply 12841.40 Supply; Glaxosmithkline Financial 3983.82 Supply; Glenrock Golf Club 8750 Allocation; Glenrock Independent 35 Subscription; Gorman Funeral Homes 3125 Allocation; Grainger 5099.22 Supply; Granite Telecomm 1204.91 Utilities; Grant, Richard 39.30 Mileage; GreatAmerica Financial Svcs Corp 242 Copier Leases; Greiner Ford of Casper 4734.64 Repair/Maint; GSG Architecture 16814.18 Phase 2 Exp; H&J Trucking 73890Rd Maint; Hansuld, Tia 420 Clinic Hrs; Harbor Freight Tools 177.97 Supply; HDR Engineering 44535.41 Svcs; High Country Behavioral Health 6400 Allocation; Hiser, Andrea 65.50 Mileage; Homax 55114.97 Fuel/Oil; HUB Intl Mtn States 101640 Ins Exp; Hutchinson, Hal PE 5760.25 Phase 2 Exp; Igo Oil Field Svc 95301.25 Rd Maint; Inner Strength Therapeutic Massage 120 Wellness; Jerrys Welding-Steel Fab 133.34 Supply; JM Trucking 21097.50 Rd Maint; Joe Dirt & Gravel 27260 Rd Maint; Johnson Controls 9417.53 Svcs; Joyful Living Massage & Wellness 180 Wellness; K&R Constr 14535 Rd Maint; K2 Tech 4325.56 Svcs; KCK 40237.50 Rd Maint; Kenkel, April 32.75 Mileage; Kone 1242.99 Maint; Koss Eric 586.82 Travel Exp; Laramie Peak Humane Society 1250 Allocation; Laramie Range Water Treatment & Plumbing 389 Water/Cooler Rental; Layher, Alex 45 Reimb CDL Exp; Lexisnexis Matthew Bender 977.76 Subscription; Lifemap Assurance Co 1079.93 Ins Exp; Mallory Safety & Supply 525 Uniform; Marty Davies Trucking 10295 Rd Maint; Massage Therapy by Silke Hodges 360 Wellness; The Masters Touch 3421.52 Svcs; McGill, Taylor 1881 WSF Exp; McKesson Med-Surg 2373.46 Supply; McKillip Trucking 27622.50 Rd Maint; Memorial Hosp of Converse County 252371.92 Allocations/Inmate Med/Prevention; Menards 495.64 Supply; Merback Award Co 29.53 Uniform; Merck Sharp & Dohme Corp 5268.15 Supply; Miller Prop Maint 12107.50 Rd Maint; Mittleider, Stacey 47 Legal; Moores Heavy Equip Svcs 3511.75 Repair/Maint; Motor Power Casper 930.26 Repair/Maint; Motorola Solutions 2549.65 Svcs; Mtn View Audiology 150 Testing; Mtn West Tech 84.95 Svcs; Mutchler, Tricia L RPR, CRR 228.50 Transcripts; NACCTFO 100 Dues; NAPA 57.75 Supply; Nat 1 Sheriffs Assoc 142 Dues; Niobrara Electric Assoc 49.96 Utilities; NMS Labs 284 Toxicology; Norco 118.49 Supply; North Bill Disposal 1576.19 Rd Maint; NOWCAP 4822.85 Janitorial; OReilly Auto 42.56 Supply; OffenderWatch 70 Comm Notification; Office Ally 45 Non Part Claims; OK Wrecking 1958.75 Repair/Maint; Olsen, Christie 45697.50 Rd Maint; OpenGov 6825 Subscription; Outside the Box Marketing & Ideas 2062 Supply; Palen Law Offices 4211.75 Legal; Peak Fitness 275 Wellness; Peterbilt of WY 61.12 Repair/Maint; Philbrick Trucking 5220 Rd Maint; Pimentel, Esther 32.75 Mileage; Plainsman Printing & Supply 935.01 Supply; Powder River Basin Chapter 35 Dues; Price Pumping Svc 56622.50 Rd Maint; Price Trucking 27332.50 Rd Maint; Prima Public Risk Mgmt Assoc 385 Membership; Principal Life Ins 2067.41 Ins Exp; Professional Development Academy 5000 Training; Pure Raine Salon 420 Wellness; Quill Corp 1316.88 Supply; R&R Rest Stops of Casper 168 Rent; Range 1345.86 Utilities; Reaper Logistics 57420 Rd Maint; Record Supply 57.62 Supply; Renegade Off-Road & Driveline Repair 501.15 Repair/Maint; Rocky Mtn Power 19243.59 Utilities; Rocky Mtn Wash 241.75 Maint; Rons Supply 80.99 Supply; Sams Club 399.96 Supply; Sampson Constr Co 589985 Phase 2 Exp; Sanofi Pasteur 773.68 Supply; Schubert, Arthur 336.81 Training; Secretary of State

60 Notary Exp; Shattos Frontier Drug 4573.26 Inmate Med; Shepherd, Johnna 148.03 Mileage; Sheriffs Office Petty Cash 18 Title Exp; Shuler Kristy 65.50 Mileage; Sign Solutions USA 154.47 Supply; Smith, Christina 499.99 Reimb AC Replacement; Smith, Traves 202.45 Reimb Supply; Specialized Pathology Consultants PC 1360 Autopsy; State of WY 17.74 Svcs; Stinson, Bridget 4000 Maint; Stotz Equip 126.68 Supply; Strode Forensics 1110 Autopsy; Summit Food Svc 19728.35 Inmate Meals; Thos Y Pickett & Co 30000 Svcs; TimeClock Plus 3014 Svcs; Top Office Prod 507 Copier Leases; Town of Glenrock 1091.82 Rent/Utilities; Tracked Outdoors 2523.02 Maint; Trane US 5466.36 Svcs; Twiford, Calvin 4415.34 Svcs; Tyler Tech 11080.24 Software/Svcs; UW4H Converse County 127.59 Supply; Verizon 974.65 Utilities; Visa 14740.07 Travel/Supply/Postage; Visionary Comm 1302.44 Utilities; Vrooman, Kyra 32.75 Mileage; Vyve Broadband 220.22 Utilities; Walsh, Tory 42.05 Mileage; Washington, Andre 11000 Maint; Wear Parts 422.98 Supply; Weidenhamer, Leslie 5560 Janitorial; Western D Svcs 295 Rent; Wildwood Tree Svc 175600 Maint; Willox Jim 2039.51 Travel; WW Trucking 24287.50 Rd Maint; WY Behavioral Institute 6786 Inmate Med; WY Child & Family Development 583.33 Allocation; Wy Dept of Health-Public Health Nursing 39226 Payroll Exp; Wy Dept of Transportation 10 Plate; WY Dept of Workforce Svcs 2395.92 Payroll Exp; WY Machinery 13849.28 Supply/Maint; WY Medical Center 9125.70 Inmate Med; WY Public Health Lab 798 Testing; WY Rigging & Industrial Supply 91.40 Supply; WY Work Warehouse 150 Work Boots; Xerox Financial Svcs 1233.15 Copier Leases; Youth Development Svcs 3750 Allocation; Z Lazy Y Trucking 27622.50 Rd Maint ; monthly reports for July: CCSO \$; Public Health \$2036.25; Aug: Clerk \$44,781.88; Clerk of District Court \$6,226.40; Road & Bridge \$; NOVCs: Cancellation 2023-0318 Southwest Production Group \$25.32; Refunds 2023-0319 Wold Energy Partners \$234.09, \$247.03, \$2,345.49; Mr. Grant seconded, the commission abstained from voting on warrants issued to themselves; motion carried.

Mr. Kaufman moved to approve Change Order No. 12 with Sampson Construction for a \$48,000 credit to the County, thereby decreasing the overall contract amount to \$24,615,646; and increasing the project by forty-eight calendar days to October 18, 2023; Mr. Short seconded; motion carried.

Mr. Short moved to approve the Notice to Proceed for Oftedal Construction Inc. for the Boxelder Road Reconstruction Project Phase 1, for 130 working days with commencement date on September 18, 2023; a winter shutdown from November 1, 2023, to April 1, 2024; and substantial completion estimated on July 26, 2024; Mr. Colling seconded. Discussion followed regarding this project being subject to final determination from Wyoming Game & Fish pertaining to their changing sage grouse conditions; no further discussion and motion carried.

Mr. Darin Klewsaat, Mining Manager for Black Hills Lignite, provided updates on a submitted Notice of Industrial Activity for existing Wyoming DEQ Permit No. 585, originally issued to Black Hills Bentonite. Following a detailed presentation of the project and company history, Mr. Grant moved to approve a letter for submittal to Wyoming DEQ FOR Black Hills Lignite, LLC for leonardite surface mining for existing Mining Permit 585, Amendment 9 (A-9) in Converse County; Mr. Kaufman seconded; motion carried.

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 accesses, subdivision applications, and dog kennel applications were discussed. Mr. Colling moved to approve a renewal application for Ms. Kristin Kapp DBA Blessings Pet Lodge and Grooming at 294 Chalk Buttes Road for a term through September 24, 2025; Mr. Grant seconded; motion carried. Housiaux Road, a dedicated but unconstructed County Road, was discussed; a complaint was forwarded to the Sheriff's Department and a report will follow. The Dutchman solar application was tabled by the Planning & Zoning Commission meeting and is on their agenda for September. Other updates included ongoing minor construction projects; various projects and work performed by Maintenance and Survey staff; completed and open IT tickets; assistance for other departments and equipment ordered; permitting with Road & Bridge; custodial department updates; personnel; and other ongoing and approved projects.

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

Ms. Kristin Watson, HR Director, provided the names of the five employees who will be attending for the NACo High Performance Leadership Academy in FY2024. Following discussion, Mr. Short moved to approve the agreement as presented for drug testing services between Alcohol & Drug Testing Services LLC (ADTS) and Converse County through the HR Department; Mr. Kaufman seconded; motion carried. An update was provided for the Public Health Administration Assistant positions for Douglas and Glenrock; it is the desire of the Public Health Nurse Manager to make this one full-time position instead of two part-time positions. Discussion of funding followed; the Glenrock office position will be funded with County funds through the Public Health budget, and the Douglas office position will be funded with Wyoming Department of Health COVID-19 grant funds. Following further discussion, Mr. Grant moved to combine the authorized temporary and half-time positions for Public Health into one temporary full-time position through the end of the calendar year 2025 with no change to funding sources; Mr. Short seconded; motion carried.

Mr. Russ Dalgarn, Emergency Management Supervisor, provided departmental updates including Wyoming State Fair; a Search & Rescue situation and other emergency events; various trainings and tabletop exercises; and ongoing projects. No action was taken.

Mr. Jason Wilkinson, Road & Bridge Superintendent; Mr. John Shepherd, Foreman; and Cal Twiford, engineering consultant, provided departmental updates. Following discussion, Mr. Kaufman moved to approve a bore permit between Converse County and Black Hills Wyoming Gas LLC for a 2" HDPE gas line under CR29/Inez Road contingent upon payment being received; Mr. Short seconded; motion carried. Further discussion included various road construction projects, personnel, equipment, industrial activity, and access requests.

Mr. Arthur Schubert, County Surveyor, presented the official Viewer Report for the Petition to Vacate Poison Lake Road. The report was accepted as presented into the record. The public hearing was tentatively scheduled for Wednesday, October 4, 2023, at 10:15 a.m. with a public notice to follow.

Mr. Tim Schenk, GSG Architecture, along with representatives of Canter and KI Manufacturing, provided updates on delays with FF&E (Furniture, Fixtures, and Equipment) for CCJJC Phase 2 Project. Lengthy discussion ensued on timeline for all parties involved, and keeping to the existing schedule will require flexible approach to furnishing needs.

The meeting recessed at 5:00 p.m. and reconvened at 9:00 a.m. on September 6, 2023.

A general County business meeting of elected officials, department heads, and supervisors began at 9:00 a.m. to discuss topics including personnel and new employees; custodial services; upcoming initiatives; State and County Property Tax Relief Programs; Community Assessment; upcoming flu vaccine clinics; COVID-19 cases and recommendations; 4-H and County and State Fair; fraud cases; ongoing trainings; court cases and hearings; Natural Bridge Park projects; Search & Rescue; CCJJC Phase 2; upcoming work sessions; upcoming road projects; and solar and wind projects. No action was taken.

Ms. Mary Evans, University of Wyoming Centsible Nutrition and Community Vitality & Health Educator, provided an update on food safety and nutrition programs in Converse and Platte Counties. No action was taken.

A discussion with Road & Bridge, local industry representatives, and the Sheriff's Department discussed a potential road closure policy for inclement weather; programs in other industry-heavy counties in North Dakota were compared, which include text and email notification systems and geographic zones for county roads. Following lengthy discussion, action items and additional information needed were identified with plans to meet again and work towards a solution and written policy with public input prior to the 2023 winter season. No action was taken.

The regular meeting adjourned at 12:00 p.m. for lunch and reconvened to adjourn at 1:26 p.m.

A regular meeting of this Board will be held on Tuesday, September 19, 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

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