

**CONVERSE COUNTY COMMISSION MEETING**

**July 7, 2021, 8:30 a.m. to 5:00 p.m.**

**107 N. 5TH STREET, SUITE 114, DOUGLAS, WY 82633**

**Commission Chambers are OPEN to the public; attendees must follow mask orders in place.**

1. 8:30 A.M. RECONVENE COMMISSION MEETING  
**CONVERSE COUNTY COMMISSIONERS:**  
James H. Willox, Chairman  
Richard C. Grant, Vice Chairman  
Robert G. Short, Board Member  
Mike Colling, Board Member  
Tony V. Lehner, Board Member
2. 9:00 A.M. COUNTY BUSINESS REVIEW - ELECTED OFFICIALS & DEPARTMENT HEADS  
*Odd Months - All Elected Officials, Department Heads, & Supervisors*
3. 10:10 A.M. MEMORANDUM OF UNDERSTANDING, WYOMING SUPREME COURT & CONVERSE COUNTY DISTRICT COURT CLERK  
*Pam McCullough, Converse County District Court Clerk*
4. 10:30 A.M. CONVERSE COUNTY DETENTION CENTER UPDATES  
*Clint Becker, Converse County Sheriff, and Lt. Adam Alvarado, Jail Administrator*
5. 11:00 A.M. COUNTY ATTORNEY UPDATES  
*Quentin Richardson, County Attorney - Personnel Discussion*
6. 12:00 P.M. RECESS FOR LUNCH
7. 2:30 P.M. CONVERSE COUNTY FAIR BOARD - UPDATES  
*Don Blackburn, Chairman, Converse County Fair Board*
8. BOARD APPOINTMENTS
  - *Converse County Tourism Board*
9. ACTION ITEMS  
*Resolutions, Agreements, Amendments, Permits, County Project Documents, Misc.*
  - Grazing Lease Agreement, Converse County and Wyoming Board of Land Commissioners, portion of County Park
  - Maintenance & Support Services Agreement, Converse County and Election Systems & Software LLC
  - Annual Compensation Agreement, Converse County and University of Wyoming - UW Extension Educator
  - Bid Agreement, Converse County and B&M Sand & Gravel, Poison Lake Road Project Gravel
  - Bid Agreement, Converse County and Mobile Concrete Inc., Boxelder Road Project Gravel
  - Memorandum of Understanding, Converse County and Wyoming Supreme Court, VPN Connection
  - Memorandum of Understanding, Converse County and Magellan Pipeline, Safety Improvements, Bedtick Road

- Memorandum of Understanding, Converse County Detention Center and MHCC, Nursing Care to Inmates (Revised)
- Revised Joint Powers Board Agreement, Converse County Justice Center

10. GENERAL COUNTY BUSINESS

*Meeting Minutes, Monthly Warrants, Monthly Reports, Tax Refunds & Cancellations, Void Warrants*

Documents:

[06.15.2021 OFFICIAL.PDF](#)  
[06.08.2021 WORK SESSION OFFICIAL.PDF](#)  
[06.09.2021 WORK SESSION OFFICIAL.PDF](#)  
[06.10.2021 WORK SESSION OFFICIAL.PDF](#)

11. OTHER UPCOMING EVENTS

July 5, All Day - CLOSED – Holiday, Independence Day  
July 6 & 7, 8a-5p - Commission Meeting (1st Tues/Wed of each month)  
July 7, 7-8:30a - Municipal/County JPB Breakfast Meeting, Plains Restaurant, Douglas  
July 19, 4p - Public Hearing, FY2022 County Budget – Community Room  
July 20, 8a-5p - Commission Meeting (3rd Tues of each month)  
July 20, 3p - Planning & Zoning Commission Meeting (3rd Tues of each month)

**This agenda is subject to change at any time without notification.**

**Unapproved Minutes**  
**Board of Commissioners of Converse County**  
**June 15, 2021**

The regular meeting was called to order at 8:05 a.m. on June 15, 2021. Present were Vice-Chair Rick Grant; Commissioners Robert Short, Tony Lehner, and Mike Colling; and County Clerk, Karen Rimmer. Chairman Jim Willox was present remotely at various times throughout the meeting.

Mr. Jason Wilkinson, Road and Bridge Supervisor; Mr. Shawn Kornegay, Foreman; and Mr. Cal Twiford, Consultant, provided updates on various construction and road projects; increased asphalt costs; roadway use agreements; Boxelder Road; Mormon Canyon Road; the Magellan Pipeline crossing on Bedtick Road (project cost will be \$48,373, paid for by Magellen); the FY2022 budget; and equipment purchases. Mr. Short moved to authorize Road and Bridge to trade the County-owned crusher equipment for various equipment from CAT as proposed; Mr. Lehner seconded; motion carried.

Mr. Grant opened a public hearing at 10:45 a.m. to take public comment on proposed amendments to the Converse County Subdivision Regulations. Ms. Holly Richardson, Special Projects, provided an overview of all proposed changes, which are a result of legislative changes, best practices, or necessary minor revisions. There were no written comments received, nor any public comments during the hearing; the public hearing closed at 10:56 a.m. Mr. Colling moved to approve the revisions to the Converse County Subdivision Regulations as presented; Mr. Short seconded; motion carried.

Mr. Hal Hutchinson presented a Construction Manager/Owner's Representation Services proposal for the Converse County Joint Justice Center Phase 2 project. Following discussion, Mr. Short moved to approve the proposal between Converse County and Hal Hutchinson as presented for a total cost of \$152,220, contingent upon legal review, and further authorized the Commission Chairman to sign between meetings if needed; Mr. Lehner seconded; motion carried.

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

Mr. Lehner moved to approve:

**RESOLUTION NO. 01-21 OF**  
**CONVERSE COUNTY, WYOMING**  
**A RESOLUTION IMPOSING A PARTIAL CLOSURE**  
**OF CONVERSE COUNTY, WYOMING DUE TO**  
**EXTREME FIRE DANGER**

WHEREAS, the entirety of Converse County, Wyoming, has a high fuel load which may result in a potentially high fire danger throughout the County and the fire danger is aggravated by unrestricted outdoor fires and open fires; and,

WHEREAS, because of this extremely high fire danger presently existing in Converse County, the Converse County Fire Warden has recommended to the Converse County Board of Commissioners that the Board order a partial closure of the entirety of Converse County, Wyoming; and,

WHEREAS, Section 35-9-301, Wyoming Statutes, 1977, as amended, grants statutory authority to any Board of County Commissioners, within the State of Wyoming, to close or limit the use of any area with its county including, but not limited to the prohibition and/or restrictions of any type of open fire for such period as is deemed necessary and proper, subject to rules promulgated by the Board of Land Commissioners of the State of Wyoming; and,

WHEREAS, pursuant to Section 35-9-303, Wyoming Statutes, 1977, as amended, the Board of Land Commissioners have promulgated Rules and Regulations necessary for county fire wardens and boards of county commissioners to carry out the purposes of Sections 35-9-301 through 35-9-304, Wyoming Statutes, 1977, as amended; and, that such rules and regulations, among other things, set forth those uses and restrictions and exceptions pertaining to partial closures; and,

WHEREAS, it is deemed necessary and in the best interests of the citizens of Converse County, Wyoming, that the Converse County Board of Commissioners order a partial closure within the boundaries of Converse County, Wyoming, and provide certain exceptions and exemptions to such partial closure order;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF CONVERSE COUNTY, WYOMING:

That the Board of Commissioners of Converse County, Wyoming, make and enter its Order imposing a partial closure within the boundaries of said county, prohibiting and/or restricting the use of open and outdoor fires within the unincorporated areas of this County, as follows:

All outdoor and open fires and the discharge of fireworks within the unincorporated areas of Converse County, Wyoming, are prohibited except as provided below:

1. Gas and charcoal fires within enclosed grills;
2. Use of acetylene cutting torches and/or electric arc welders in cleared areas ten (10) feet in radius; fire suppression or fire guard must be on site.
3. Propane or open fire branding activities in cleared areas ten (10) feet in radius.
4. Trash or refuse fires between the hours of 6:00 p.m. and 10:00 p.m., where such fires are contained inside of containers, are attended, and are provided with spark arresters and located within a cleared area ten (10) feet in radius.
5. Controlled burns for range improvements, but only with the written permission of the County Fire Warden.

BE IT FURTHER RESOLVED that the following persons shall be ordered to be exempt from the partial closure prohibition and restrictions: Any federal, state or local officers engaged

in fire, emergency and law enforcement activities and any member of an organized rescue or fire fighting force engaged in the performance of an official duty.

BE IT FURTHER RESOLVED that the partial closure order is to be effective and in force June 15, 2021 at 12:00 a.m. upon the signing of the Order of Closure made and entered by authority of this Resolution and shall remain in force and effect until October 1st, 2021 at 12:00 a.m.

BE IT FURTHER RESOLVED, that the use of any area in violation of the Resolution shall be a misdemeanor and shall be punished by a fine of not to exceed one hundred dollars (\$100.00), imprisonment in the county jail not to exceed thirty (30) days or both the fine and imprisonment. Restitution shall also be ordered. Wyoming Statutes, Section 35-9-304.

APPROVED, PASSED AND ADOPTED this 15th day of June 2021.

BOARD OF COUNTY COMMISSIONERS  
CONVERSE COUNTY, WYOMING

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Richard C. Grant, Vice-Chairman

ATTEST:

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Karen Rimmer, Converse County Clerk

Mr. Short seconded; motion carried.

The minutes of the June 1 and 2, 2021 regular meeting were approved and ordered filed.

Mr. Short moved to approve May monthly reports for CCSO \$1,914.31; and Road and Bridge \$36,664.50; Mr. Lehner seconded; motion carried.

Mr. Lehner moved to approve Amendment No. 4 to the professional services agreement between Converse County and GSG Architecture, increasing compensation by \$50,014 for design and testing services for Converse County Joint Justice Center, Phase 2 Detention addition; Mr. Short seconded; motion carried.

Mr. Lehner moved to approve the Memorandum of Understanding between the Wyoming State Fair Board and Converse County for FY2022 funding of the WSF in the amount of \$45,000 plus \$10,000 in-kind services; Mr. Short seconded; motion carried.

Departmental updates were provided by Ms. Darcey Cowardin, Public Health Nurse Manager, including equipment purchases and upcoming and ongoing projects.

Ms. Dru Palmer, Dru Consulting, provided updates on various energy and natural resource projects, including impacts of current administration policies; Converse County EIS; BLM Sage Grouse EIS litigation; EPA Clean Water Act; CEQ Implementation regulations; Natural Resource Plan updates; Thunder Basin National Grasslands; Natural Resource Coalition and the Biden lease moratorium; 30 x 30 Program; and other ongoing projects.

Mr. Bob Decker, TOV Consulting, presented ideas on how the County can reduce health care costs. Lengthy discussion followed regarding the County's plan, rate increases, and changes to the Health Insurance Management Team bylaws and Wellness Committee.

The FY2022 budget was discussed at length.

The regular meeting adjourned at 6:00 p.m.

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Richard C. Grant, Vice-Chairman

**ATTEST:**

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Karen Rimmer, County Clerk

Publish: June 23/24, 2021

**Unapproved Minutes**  
**Board of Commissioners of Converse County**  
**June 8, 2021**

The Work Session was called to order at 8:30 a.m. on June 8, 2021. Present were Chair Jim Willox; Vice-Chair Rick Grant; Commissioners Robert Short, Mike Colling, and Tony Lehner; and County Clerk Karen Rimmer. The FY2022 County budget was discussed with the following organizations or County departments: Treasurer; Assessor; Attorney; Technical Services/IT; Maintenance/Courthouse; Sherriff; Detention; Clerk of District Court; Fair Board; and UW Extension Office. The meeting adjourned at 5:30 p.m.; no action was taken.

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James H. Willox, Chairman

**ATTEST:**

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Karen Rimmer, Converse County Clerk

**Unapproved Minutes**  
**Board of Commissioners of Converse County**  
**June 9, 2021**

The Work Session was called to order at 8:00 a.m. on June 9, 2021. Present were Chair Jim Willox; Vice-Chair Rick Grant; Commissioners Robert Short, Mike Colling, and Tony Lehner; and County Clerk Karen Rimmer. The FY2022 County budget was discussed with the following organizations or County departments: Road and Bridge; Emergency Management; E-911; Wyoming State Fair; Coroner; Special Projects; Surveyor; Commission; Predator Management Board; Clerk; Fire Suppression Authority; Health Insurance Management Team; Wellness Committee; Employee Group Health Insurance; and salary structure. The meeting adjourned at 9:00 p.m.; no action was taken.

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James H. Willox, Chairman

**ATTEST:**

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Karen Rimmer, Converse County Clerk

**Unapproved Minutes**  
**Board of Commissioners of Converse County**  
**June 10, 2021**

The Work Session was called to order at 8:00 a.m. on June 10, 2021. Present were Chair Jim Willox; Vice-Chair Rick Grant; Commissioners Robert Short, Mike Colling, and Tony Lehner; and County Clerk Karen Rimmer. The FY2022 County budget was discussed with the following organizations or County departments: Public Health; Parks and Recreation; Library; Airport; Memorial Hospital of Converse County; Community Service Grants (“Aid to Others”); Senior District; and review of all departments and organizations. The meeting adjourned at 6:00 p.m.; no action was taken.

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James H. Willox, Chairman

**ATTEST:**

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Karen Rimmer, Converse County Clerk