

Approved Minutes
Board of Commissioners of Converse County

The regular meeting was called to order at 10:10 a.m. on February 4, 2020. Present were Chair Robert Short; Vice-Chair Jim Willox; Commissioners Mike Colling, Tony Lehner, and Rick Grant; and County Clerk, Karen Rimmer.

Mr. Willox moved to approve accounts payable: 2266656.16; 140 307 Healing Waters; 30 307 Signs and More LLC; 11440 A Diamond Trucking LLC; 30 Advanced Animal Clinic LLC; 1340.88 Advanced Communications Technology Inc; 498.75 Agility Recovery Solutions Inc; 455 Alcohol & Drug Testing Services LLC; 1000 Alley, Linda S; 1504.44 ALSCO; 39330 Anderson Service Inc; 2047.78 Atlas Office Products; 539.78 Atlas Premier Service; 1195.83 B&B Leasing Company; 15015.00 BA Trucking; 149101.02 B&M Sand & Gravel Inc; 3438.16 Barco Municipal Products Inc; 7770 Best Drive LLC; 272 Big Sky Communications Inc; 751.28 Bison Pump & Supply Inc; 8081.61 Black Hills Energy; 18485.50 Blackburn Cattle Co Inc; 39.99 Bloedorn Lumber-Douglas; 118771.09 Blue Cross Blue Shield of WY; 1925 Blue Knight Security LLC; 150 The Body Shop LLC; 310126.67 Boys & Girls Club of Douglas; 187 Bryan C Cropper DMD PC; 39996 ByteSpeed LLC; 166893 Caspar Building Systems Inc; 647.50 Casteel, Robert; 9803.86 CenturyLink; 548.67 Certified Laboratories; 405 Chapman Valdez & Lansing; 583.31 Childrens Advocacy Project Inc; 2167.67 City of Douglas; 5111.13 CivicPlus; 145 Civil Air Patrol Magazine; 1488.85 CMI-TECO; 80.38 Coca Cola Bottling Co High Country; 527 Communication Technologies Inc; 39331.25 Converse County Airport; 20700 Converse County Firewise; 14.85 County of Weld; 74.18 Cowardin, Darcey; 200.10 Crook County; 971.78 Dearborn Life Insurance Company; 88.58 Deaver, Terri Lynne; 300 DEQ-Water Quality Division; 1800 Dilts, Jerry J, Trustee; 1942.00 DMC Wear Parts LLC; 360 Douglas Broadcasting Inc; 607.50 Douglas Budget; 2000 Douglas Custom Seat Covers LLC; 700 Douglas Day Spa; 162.94 Douglas Grocery; 78.43 Douglas Hardware Hank; 60 Douglas Sign Co; 241.99 Douglas Tire Center; 5000 Douglas Youth Hockey Assoc; 525 Driven Powersports Inc; 3339.31 DRU Consulting LLC; 20 Eastern WY College; 267.87 Education, Training, and Research Assoc; 315 Emery Septic; 9955 The Enterprise; 400 ESRI; 1057.77 Fastenal Company; 248957.50 Fire Suppression Authority; 92.82 FleetPride Inc; 122.55 Floyd's Truck Center WY; 4178.96 Forterra Concrete Products Inc; 789.05 Freestone Midstream LLC; 3300.50 Glaxosmithkline Financial Inc; 1350 Glenrock Health Center; 666.67 Glenrock Paleontological Museum; 2712.50 Gorman Funeral Homes Inc; 575.85 Grainger; 115 Grant, Richard C; 2332.80 Grant, Richard C JR; 1200 Greenwood Mapping Inc; 800 Gudahl Williams; 81.76 GW Mechanical Inc; 10835 H&J Trucking; 325 Hansuld, Tia; 39.99 Harbor Freight Tools; 135 Hilltop National Bank; 29817.97 Homax Oil Sales; 27 HUB Intl Mountain States Limited; 28.75 Hubbard, Kyra; 70.73 Hughes Network Systems LLC; 1201.80 Hutchinson, Hal H PE; 6450.84 Inberg-Miller Engineers; 150 Inner Strength Therapeutic Massage; 50 The Insurance Corner; 947.09 Jerry s Welding-Steel Fab; 22495 JM Trucking; 250 Joyful Living Massage & Wellness; 13612.50 KCK, INC; 8.17 Kelly, Tom; 496.65 Kimball Midwest; 92.21 Koss Eric R; 1250 Laramie Peak Humane Society; 514.50 Laramie Range Water Treatment & Plumbing; 2002 Leads Online LLC; 431.15 Macdonald, Dee; 359.93 MailFinance Inc; 647.33 The Master's Touch LLC; 261.80 McKesson Medical-Surgical Inc; 77.23 McNare, Keri; 24 Meade County Sheriff's Office; 2386.02 Medicine Bow Technologies Inc; 182831.50 Memorial Hospital of Converse County; 27.25 Merback Award Company; 8579.28 Merck Sharp & Dohme Corp; 8078 MHL Systems; 12.36 Miller, Crimson; 698.80; Motion and Flow Control Products Inc; 105134.34 Motorola Solutions Inc; 253.47 Mountain States Lithographing; 120.75 Mutchler, Tricia L RPR, CRR; 1517.24 NAPA; 48.97 NAPA - Glenrock; 8325 Natrona County Attorney; 390 Natrona County Sheriff Office; 500 Neopost Inc; 348 NMS Labs; 791.24; Norco Inc; 4509.20 Northwest Community Action Programs ; 7.49 O Reilly Automotive Inc; 70 Offender Watch; 35 Office Ally Inc; 336.22 Office Depot; 2862.50 OK Wrecking; 38280 Olsen DeWayne; 93.59; One Stop Auto Plex; 34.50 Patterson, Lisa; 864 Peak Fitness LLC; 2267.50 Peterbilt of Wyoming; 121701.34 Pictometry International Corp; 432.50 Pierce's Body & Paint; 405.01 Plainsman Printing & Supply; 21.49 Pocket Press LLC; 400 Post and Associates; 43230 Price Pumping Service; 4620 Price Trucking; 51762 Pro River Technology; 400 Pure Raine Salon; 153 R & R Rest Stops of Casper; 275.08 R&S Northeast LLC; 865 Renegade Off-Road & Driveline Repair LLC; 2054 Replicon Inc; 780.90 Rockmount Research & Alloys Inc; 13631.52 Rocky Mountain Power; 246.75 Rocky Mountain Wash LLC; 189.85 Ron s Supply; 63855.33; Russell Construction Co; 290 S/D Inc; 12870 Saddleback Trucking LLC; 738.72 Sam s Club; 18456 Sampson Construction Co Inc; 35 Sandy's Sewing; 2239.39 Say It With A Condom LLC; 90 Secretary of State; 6850.50 Severson Supply Co Inc; 1933.08 Shatto s Frontier Drug; 29 Shuler Kristy; 48.88 Smith, Heidi J; 4610.13

Solutions For Life; 17.21 State of Wyoming; 108.26 Stericycle Inc; 19442.50 Sybille Creek Services; 146.99 Szumada, Matthew; 397.21 Top Office Products Inc; 1575 TOV Consulting & Communications LLC; 983.55 Town of Glenrock; 1726.50 Tracked Outdoors LLC; 435.59 Tractor Supply Co; 120.55 Tri State Truck & Equipment Inc; 825.74 TrueNorth Steel; 5608.16 Tyler Technologies Inc; 670.50 US Postmaster; 2550.42 Universal Industrial Sales, Inc; 11120.38 Verizon Wireless; 7265.31 Visa; 1158.21 Visionary Communications Inc; 167.81 Vyve Broadband J LLC; 152 WatchGuard Video; 80.96 Wear Parts Inc; 4062.50 Weidenhamer, Leslie; 371.79 Willox Jim; 32201.81 Wireless Advanced Communications Inc; 16737.46; WLC Engineering & Surveying; 50 WY All Hazards Assoc; 400 WY Assoc Sheriffs/Chiefs; 18078.30 WY Behavioral Institute; 416.67 WY Child & Family Development; 25494.20 Wy Dept of Health-Public Health Nursing; 3711.69 Wy Dept of Transportation; 18 WY Financial Insurance Inc; 274 WY Law Enforcement Academy; 194.98 WY Machinery Co; 670 WY Public Health Laboratory; 50 WY Rigging & Industrial Supply LLC; 195 WY Taxpayers Assoc; 209.92 Xerox Corporation; 300 Xerox Financial Services LLC; 3750; Youth Development Services; 9845 Z Lazy Y Trucking LLC; monthly reports: January 2020 Clerk 55366.81, Clerk of DC 5306.75, Assessor 25022; Oct: Sheriff 2454.42; Health 6670; other monthly reports: Tourism, Enterprise, Jail; tax refunds: 2020-26 Smith Land Co 833.24; 2020-30 Hyperion Oil 280.85; void warrants #56685, 166893 Caspar Building Systems; #16027, 1270 Professional Reporting Network; Mr. Lehner seconded, the commission abstained from voting on warrants issued to themselves; motion carried. Mr. Grant moved to approve a Bore Permit, Jackalope Gas Gathering, Walker Creek Road, 10' steel pipeline; Mr. Colling seconded, motion carried unanimously.

Mr. Willox moved to reappoint Mr. Short and Mr. Colling to terms ending Jan 2023 on the CC Joint Justice Joint Powers Board, Mr. Lehner seconded, motion approved unanimously.

Mr. Grant moved to appoint Mr. Jon Maines to an unexpired term ending Aug 2020 on the Glenrock Solid Waste District; Mr. Lehner seconded; motion carried unanimously.

Mr. Grant moved to reappoint Mrs. Gayle Dickau to a term ending March 2023 on the Planning & Zoning Commission; Mr. Colling seconded; motion carried unanimously.

Mr. Willox moved to approve

RESOLUTION NO. 04-20

A RESOLUTION AUTHORIZING REVISION OF RESOLUTION 11-19 AND REVISING THE APPLICATION TO THE WYOMING BUSINESS COUNCIL UNDER THE BUSINESS READY COMMUNITY GRANT AND LOAN PROGRAM FOR A COMMUNITY READINESS PROJECT ON BEHALF OF THE GOVERNING BODY OF THE COUNTY OF CONVERSE

FOR THE PURPOSE OF: Applying for Community Readiness Grant for up to \$3,000,000.00 for infrastructure to prepare the John Lambert Subdivision for development.

WITNESSETH

WHEREAS, the Governing Body of the County of Converse desires to participate in the Business Ready Community Grant and Loan Program to assist in financing this project; and

WHEREAS, the Governing Body of the County of Converse recognizes the need for commercial development that creates a use intensity transition between residential neighborhoods and light industrial uses. The property is zoned B-2 General Business Zoning District which is intended to provide for this transition and believes this project will address those needs; and

WHEREAS, the public benefits will include: the expansion of infrastructure into a currently undeveloped space on the east side of town; the creation of easily accessible, shovel ready lots for development; attraction of retail and commercial businesses and public spaces; and construction of greatly needed workforce housing; and

WHEREAS, the specific goals and measures of success of this project, by putting in this infrastructure, will be the expectation that four business will go into this development in the next five years; and

WHEREAS, the Business Ready Community Grant and Loan Program requires that certain criteria be met, as described in the Wyoming Business Council's Rules governing the program, and, to the best of our knowledge, this application meets those criteria; and

WHEREAS, the Governing Body for the County of Converse has a comprehensive operation and maintenance plan including projected expenses and project income sources extending the life of the assets; and

WHEREAS, the Governing Body for the County of Converse will use the revenue recaptured from this project for the following economic development purposes: 45% of all funds recaptured through the sale or lease of property in this development will be returned to the WBC up to \$3,000,000.00 while the remainder will be put into a special account and will be used for future economic development projects; and

WHEREAS, in the event of any project cost in excess of the aforementioned amount, the County of Converse will provide funding in the amount necessary to complete the project utilizing County General Funds; and

WHEREAS, the City of Douglas has agreed to contribute funds to the County's share of the project costs; and

WHEREAS, the County of Converse is working in partnership with the City of Douglas and the Department of Transportation; and

WHEREAS, the County of Converse held a public hearing on August 6, 2019 to solicit testimony from citizens, and gave full consideration to all comments received; and

WHEREAS, the governing body of the County of Converse acknowledges that the Wyoming Preference Act (W.S. § 16-6-201 through 16-6-206) will be adhered to throughout the project; and

WHEREAS, the governing body of the County of Converse will follow state procurement standards inclusive of W.S. § 16-6-101, et seq.,

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE County of Converse, that a grant application in the amount of up to \$3,000,000.00 be submitted to the Wyoming Business Council for consideration of assistance in funding the Project to extend infrastructure to the John Lambert Subdivision.

BE IT FURTHER RESOLVED, that Converse County Commission Chair, Robert G. Short is hereby designated as the authorized representatives of Converse County to act on behalf of the Governing Body on all matters relating to this grant application.

PASSED, APPROVED AND ADOPTED THIS 4th day of February 2020.

BOARD OF COMMISSIONERS

CONVERSE COUNTY, WYOMING:

/s/ Robert G. Short, Chairman

ATTEST: /s/ Karen Rimmer, County Clerk

CERTIFICATE

I, Karen Rimmer, hereby certify that the foregoing Resolution was adopted by the County of Converse at a public meeting held on February 4, 2020, and that the meeting was held accordingly to law; and that said Resolution has been duly entered in the official minutes of the County of Converse. /s/ Karen Rimmer, County Clerk

Mr. Lehner seconded; motion approved unanimously.

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

The regular meeting recessed at 4:30 p.m. and reconvened at 8:30 a.m. on February 5, 2020.

Courtney Conkle, Wyoming State Fair Director, and Reba Sundseth, Assistant State Fair Director, updated the Commissioners on the Wyoming State Fair.

All elected officials provided updates on their respective departments.

The minutes of the regular meeting on January 21, 2020 were approved and ordered filed.

Mr. Colling moved to approve the Memorandum of Understanding Between the Converse County Board of Commissioners and the United States Department of the Interior Bureau of Land Management by and Through the Wyoming BLM High Plains District Manager Regarding an Oil and Gas Amendment to the 2015 Buffalo and 2007 Casper Resource Management Plans; Mr. Willox seconded; motion carried unanimously.

Mr. Willox moved to approve as corrected

RESOLUTION 05-20

A RESOLUTION DEFINING A CONVERSE COUNTY, WYOMING

POLICY CONCERNING INDUSTRIAL DEVELOPMENT REVENUE BONDING

WHEREAS, Converse County, Wyoming is authorized, pursuant to the "Industrial Development Projects Act" W.S. §15-1-701 et seq. ("the Act") to issue industrial development revenue bonds to finance certain projects in the public interest; and

WHEREAS, the County desires to set minimum guidelines to assist in view of any proposed industrial development revenue bonds.

NOW THEREFORE BE IT RESOLVED BY THE GOVERNING BODY OF CONVERSE COUNTY, WYOMING:

1. **Purpose** The purpose of this Resolution is to establish a Converse County, Wyoming policy on the issuance of industrial development revenue bonds.

2. **Demonstration of Benefit** In general, Converse County shall consider issuing industrial development revenue bonds only upon a clear factual demonstration of direct economic benefit to Converse County, such as the creation of additional employment opportunities; expansion of the tax base; increasing sales, property or other tax revenues to the county; maintenance and promotion of a stable, balanced and diversified economy among agriculture, natural resources, business, commerce and trade; and promotion or development of the use of agricultural, manufactured, commercial or natural resource products within or without the State. Consideration shall also be given to any adverse effect upon Converse County. The following guidelines apply:

A) No particular type of business or enterprise shall be excluded from consideration, however, every applicant shall be prepared to demonstrate the proposed facility will promote the general economic development of Converse County within the context of the existing laws, rules, regulations and requirements of the County, State of Wyoming, and the United States government.

B) Proposals for issuance of all industrial development revenue bonds shall be carefully considered to determine if the proposed bonds would substantially benefit the County and its inhabitants.

C) Each project for which industrial development revenue bonds are proposed must support the following public purposes:

- 1) Creation of new or additional employment opportunities in Converse County;
- 2) Expansion of the tax base, and increase of sales, property or other tax revenues in Converse County;
- 3) Maintenance and promotion of a stable, balanced and diversified economy among agriculture, natural resource development, business, commerce and trade;
- 4) Promotion or development of the use of agriculture, manufactured, commercial or natural resource products within or without the State.

3. **Applicant Financial Information.** The County, in evaluating proposals for industrial development revenue bonds, shall seek to protect the good fiscal reputation of the County, and will require information and proof of such matters as may be necessary to establish the feasibility of the project and the financial responsibility and capacity of the applicant. At least thirty (30) days prior to any meeting with county officials, the following information, together with the application fee provided in Section 4, shall be submitted to the County for use in its determination of whether to proceed with the proposed industrial development revenue bond financing:

- A) A project description including a complete list of assets to be purchased or constructed and the estimated life of such assets, the estimated cost of constructing and acquiring the project; and the cost of issuance of the bonds.
- B) A descriptive statement of how the proposed project will benefit Converse County and fulfill the requirements of Section 2C herein.
- C) A description of alternative forms of financing investigated together with the reasons for seeking industrial development revenue bond financing.
- D) History of applicant, including a description of its operations.

E) A resume of principals and key employees of applicant including directors and officers if the applicant is a corporation, or of all partners if the applicant is a partnership.

F) Historical financial information for the applicant for the previous five (5) years or for the entire time it has conducted business, including.

- 1) Sales
- 2) Gross profits
- 3) Net income
- 4) Cash flow
- 5) Net worth
- 6) Earnings available for debt service
- 7) Net fixed assets
- 8) Working capitals
- 9) Ratio of assets and liabilities

If a new business enterprise is involved, the County may require personal financial information from the principals of such enterprise.

G) Balance sheets and income statements for the most recent fiscal year, and cash flow projections for the next five (5) years reflecting the proposed revenue bond issue.

H) Copies of financial statements, either audited or otherwise satisfactory to the County, dated within sixty (60) days of the application date.

1) Copies of financial statements, either audited or otherwise satisfactory to the County, for the preceding five (5) years or the entire time the applicant has conducted business, whichever is less.

J) A report of any litigation pending against the applicant.

K) A proposed bond redemption schedule including the estimated debt service on the proposed industrial development revenue bonds.

L) Any other matters specifically desired by the County not set forth above. In addition, the County, may upon written request of the applicant, modify the requirements of paragraphs A through L of this section 3 to accommodate individual situations.

4. **Application Fee and Reimbursement For All Expenses** Upon submission of the information required by Section 3, or when a refund or refinancing is requested, the applicant shall deposit with the County a nonrefundable application fee in the sum of \$5,000.00. The applicant shall also execute an agreement for reimbursement of all expenses incurred by the County in evaluating the project proposal, and in connection with the issuance of bonds, if bonds are issued.

5. **Marketing the Bonds** Applicant must demonstrate by acceptable evidence the proposed industrial development revenue bonds can be sold without violating federal or state securities law through a qualified underwriter or to an experienced investor or group of investors. Where bonds are proposed to be marketed through negotiation with a bond underwriter, such underwriter shall submit to the County an analysis of current market conditions which indicate the bonds are marketable. The marketability condition of the bonds will be based on the financial soundness of the applicant to meet debt obligation incurred by issuance of the bonds whether or not a market exists for the bonds. If the industrial development revenue bonds are not to be marketed through negotiations with the bond underwriter, applicant must submit evidence as to how the bonds will be marketed.

6. **Commissioners' Determination Conclusive** At such time as the applicant has provided all requested information, the Board of County Commissioners shall review the material and information submitted, taking into consideration the findings and recommendations of such officers or employees of the County who have been requested by the Board to examine such information and make findings and recommendations, and taking into consideration any other matter which the Board in its sole discretion determines to be significant in deciding whether to proceed with the proposed bond issue. The decision to issue shall be at the full and complete discretion of the Board which reserves the right, for good cause, to modify, delete or add to any 6 of the requirements stated herein. The Board further expressly declares fulfillment of the

guidelines set forth in this resolution does not assure approval of the proposed industrial development revenue bonds.

7. **Liability of County and Bond Purchaser** Acceptance of the financial information and agreement by the County to issue industrial development revenue bonds shall not constitute approval by the County of the applicant's financial condition or soundness. In case of a private placement of the bonds, the ultimate purchaser shall be required to certify to all parties it has independently reviewed the credit worthiness of the applicant.

Regardless of whether the bonds are to be sold publicly or privately, no purchaser or underwriter shall in any way represent in an official statement, offering circular, or other offering material or otherwise, the County has in any way certified or approved the financial condition or soundness of the applicant, or has in any way evaluated whether or not the bonds are marketable

8. **Repealer**. All acts, orders, resolutions, or portions thereof, taken by the County and in conflict with this resolution are hereby repealed, except this repealer shall not be construed so as to revive any act, order, resolutions or portion thereof here therefore repealed.

9. **Severability**. If any paragraph, clause, or provision of this resolution is judicially adjudged invalid or unenforceable, such judgment shall not affect, impair, or invalidate the 1 remaining paragraphs, clauses, or provisions hereof.

10. **Amendments**. This resolution may be amended by the Board at any regular or special meeting, provided however, while such modifications are not favored, the Board may modify application of provisions of this resolution to facilitate a particular transaction when such modification is deemed to be in the best interest of the County.

11. **Trustee Reporting**. The trustee of any industrial development revenue bond issued by Converse County shall provide the Converse County Treasurer no less frequently than annually on the anniversary date of said bond, a report of the outstanding balance of the bond together with a record of the payments for principal and interest made during the preceding twelve 12 months. In the same manner, the Converse County Treasurer shall be promptly notified of the retirement of any bond.

PRESENTED, READ, AND ADOPTED this 5th day of February, 2020.

**BOARD OF COMMISSIONERS
CONVERSE COUNTY, WYOMING**

/s/ Robert G. Short, Chairman

ATTEST:

/s/ Karen Rimmer, County Clerk

Mr. Grant seconded; motion approved unanimously.

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

The regular meeting recessed at 4:21 p.m. and reconvened at 8:30 a.m. on February 5, 2020.

The minutes of the regular meeting on January 21, 2020 were approved and ordered filed.

The regular meeting recessed into a public hearing 1:30 p.m. to obtain citizens' comments on the following proposed Golden Ridge Subdivision, a five (5) lot subdivision located in the SE $\frac{1}{4}$ SW $\frac{1}{4}$ of Section 11, T33N, R75W of the 6th P.M., Converse County.

Special Projects Director Holly Richardson reviewed the subdivision application. The Commission discussed the existing road easement, water, and setback requirements for a septic system for each lot. Following comments from the public, public hearing closed at 1:40 p.m. Mr. Willox moved to approve with an additional note from the DEQ Chapter 23 Water Study Report; Mr. Colling seconded; following discussion, motion unanimously approved.

The Commissioners received an overview of the FY2019 draft audit from Porter, Muirhead, Cornia, and Howard.

The regular meeting adjourned at 2:45 p.m. on February 5, 2020.

Robert G. Short, Chairman

ATTEST: _____

Karen Rimmer, County Clerk

Publish: Feb 12/13, 2020