

CONVERSE COUNTY COMMISSION MEETING

January 7, 2026 - 8:00 a.m. to 3:00 p.m.

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

Commission Chambers are OPEN to the public.

1. 8:00 A.M. RECONVENE COMMISSION MEETING
CONVERSE COUNTY COMMISSIONERS:
James H. Willox, Chairman
Richard C. Grant, Vice Chairman
Robert G. Short, Board Member
Trent Kaufman, Board Member
Donald Blackburn, Board Member
2. 9:00 A.M. COUNTY BUSINESS REVIEW - COUNTY DEPARTMENTS
All County Departments
3. 10:30 A.M. WYDOT 2026 STIP PRESENTATION
 - 2026 State Transportation Improvement Program
 - Link: [STIP PROJECT LISTING](#)
4. 11:30 A.M. UPDATES - ANIMAL SHELTER EXPANSION PROJCT, GLENROCK OFFICE RENOVATION PROJECT

Jessie Dykehouse, FDL Consulting, LLC
5. 12:00 P.M. RECESS: LUNCH MEETING WITH MHCC LEADERSHIP
6. GENERAL COUNTY BUSINESS & ACTION ITEMS
Meeting Minutes, Monthly Warrants, Monthly Reports, Tax Refunds & Cancellations, Void Warrants, Resolutions, Agreements/Amendments, etc.
 - Commission Minutes, December 16, 2025
 - TDB

Documents:

[12.16.2025 OFFICIAL.PDF](#)

7. OTHER UPCOMING EVENTS
 - Dec 24, 12p - CLOSE AT NOON, Christmas Eve Holiday (half day)
 - Dec 25, All Day - CLOSED, Christmas Day Holiday
 - Jan 1, All Day - CLOSED, New Year's Day Holiday

- Jan 6-7, 8a-5p - Commissioner Meeting (1st Tues/Wed of each month)
- Jan 7, 7-8a - Municipal/County Joint Powers Board Meeting
- Jan 7, 3p - Board of Public Health Meeting
- Jan 15, 9a- CCJJC Joint Powers Board Meeting
- Jan 19, All Day - CLOSED, Equality Day Holiday
- Jan 20, 8a-5p - Commissioner Meeting (3rd Tuesday of each month)

This agenda is subject to change at any time without notice. The Board may recess into Executive Session, if necessary, at any time. Previous versions of this agenda are available on this website at all times. A regular meeting will be held on Tuesday, January 20, 2026, at 8:00 a.m. unless otherwise posted. at the Converse County Courthouse within Commission Chambers, 107 N. 5th Street, Douglas, Wyoming. The public is invited to attend any Commissioner meeting. To get on the agenda, contact the County Clerk via email or by calling 307-358-2244 by the Thursday prior to the meeting. Per W.S. §18-3-516(f), access to county information can be obtained at the County's official website, www.conversecountywy.gov or by calling the County Clerk's Office 307-358-2244.

Unapproved Minutes
Board of Commissioners of Converse County
December 16, 2025

The regular meeting was called to order at 8:10 a.m. on December 16, 2025. Present in person were Commission Chairman Jim Willox; Vice Chairman Rick Grant; Commissioners Robert Short, Trent Kaufman, and Donald Blackburn; and County Clerk Karen Rimmer.

Mr. Jason Wilkinson, Road & Bridge Superintendent; Mr. John Shephard, Foreman; and Mr. Todd Mattson and Mr. Kenny Sisson, HDR Engineering, provided updates on major road construction projects including Chalk Buttes Road/Ridgewater Road Reconstruction Project. Following discussion, Mr. Grant moved to approve the Notice of Acceptability of Work for the Chalk Buttes Road/Ridgewater Road Reconstruction Project as presented by HDR Engineering; Mr. Kaufman seconded; motion carried.

Mr. Short moved to recess in 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. Grant seconded. The meeting recessed at 8:15 a.m. and reconvened at 8:38 a.m.; no action was taken.

Road & Bridge Department updates continued with the Jenne Trail Phase 3 Reconstruction Project. The Commissioners directed the project to move forward with the understanding that the BLM may cause delays in specific sections. Following discussion, Mr. Short moved to authorize Road & Bridge to cooperate with Converse County School District No. 1 for the application of magnesium chloride onto Logston Lane for the purposes of dust suppression; Mr. Kaufman seconded; motion carried. Other departmental updates included an overview of conversations with WYDEQ regarding dust suppression on certain county and private roads; associated air quality attainment; and ongoing tasks and projects. No further action was taken.

Ms. Kristin Watson, HR Director, provided updates on current and upcoming job posting; new employees; open positions; health insurance fund status; strategy meetings with the County's health insurance consultant, IMA; upcoming Employee Appreciation Party and years of service dinner; Wellness; ongoing management training seminars; audit items; and multiple ongoing and upcoming tasks and training. No action was taken.

Mr. Short moved to recess into Executive Session pursuant to W.S. 16-4-405(a)(ii) to consider the appointment, employment, right to practice or dismissal of a public officer, professional person or employee; Mr. Kaufman seconded. The regular meeting recessed at 9:47 a.m. and reconvened at 10:13 a.m.; no action was taken.

Mr. Joel Schell, County Treasurer, and Ms. Tiffany Henson, Financial Analyst, provided an update on the Promissory Note between the State of Wyoming and Converse County, executed in April 2022 following legislative changes impacting how ad valorem payments are made to counties. The subsequent Promissory Note between Converse County and the Glenrock Cemetery District was also discussed, as well as payments made in 2023 and 2024. Following lengthy discussion of the ideal process and procedure moving forward, the Commissioners authorized the immediate expenditure of \$76,800 to the State of Wyoming pursuant to the terms of the

Promissory Note. This annual payment will be included in the budget for subsequent fiscal years to include a transfer from the 100 General Fund to the 850 Loans Fund.

Mr. Artie Schubert, County Surveyor, and Mr. Chris Caskey, Technical Services Director, provided updates on the Wyoming DEQ Delegation Agreement relating to the permitting and inspection of septic systems within the county. Following an overview of the agreement and the County's Rules & Regulations and processes, Mr. Kaufman moved to approve the Delegation Agreement between the Wyoming Department of Environmental Quality and Converse County, Wyoming, through the Board of County Commissioners thereby appointing Mr. Artie Schubert, County Surveyor, as the County's Delegated Official; Mr. Short seconded; motion carried. Mr. Short moved to replace Table 1 of the County Rules and Regulations for septic systems with an updated Table 1 as presented; Mr. Grant seconded; motion carried.

Mr. Grant moved to approve and adopt:

Resolution No. 20-25

Authorizing the Converse County Delegated Official for the Wyoming Department of Environmental Quality

WHEREAS, pursuant to the Delegation Agreement Between the Wyoming Department of Environmental Quality and Converse County, Wyoming, the County is required to designate a qualified individual to act as the "Designated Local Official"; and

WHEREAS, the Designated Local Official shall be authorized to enforce and administer the review and permitting program as stated within the Delegation Agreement; and

WHEREAS, the Board of Converse County Commissioners adopted Resolution 09-16 on October 4, 2016, thereby designating the County Surveyor as the Designated Local Official; and

WHEREAS, there is now a need to update both the name and title of the Designated Local Official due to changes in personnel with the County.

THEREFORE, BE IT RESOLVED by the Board of County Commissioners, Converse County, Wyoming, that Mr. Arthur F. "Artie" Schubert, County Surveyor, is hereby designated as the "Delegated Local Official" and is therefore authorized to enforce and administer the review and permitting program per the Agreement Between the Wyoming Department of Environmental Quality and Converse County, Wyoming.

BE IT FURTHER RESOLVED that this Resolution as adopted shall constitute Attachment B to the approved and adopted Delegation Agreement between Converse County, Wyoming and the Wyoming Department of Environmental Quality.

APPROVED, PASSED AND ADOPTED this 16th day of December, 2025.

FOR THE BOARD OF COMMISSIONERS
CONVERSE COUNTY, WYOMING

/s/ James H. Willox, Chairman

ATTEST:

/s/ Karen Rimmer, County Clerk

Mr. Short seconded; motion carried.

The minutes of the December 2 and 3, 2025 regular meeting were approved and ordered filed.

Mr. Short moved to approve November monthly reports: Public Health \$29,168.21; Road & Bridge \$34,311.95; VOID Warrant 17825/Payroll E. Herrmann, calculation error: Mr. Grant seconded; motion carried.

Mr. Short moved to approve Amendment One to the Cooperative Agreement for Responsibilities Between the Wyoming Department of Family Services, Child Support Program, and Converse County Clerk of District Court to add federally required provisions, specifically Exhibit 7, which is now incorporated into the agreement, term date June 30, 2026; Mr. Blackburn seconded; motion carried.

Mr. Kaufman moved to approve the Time & Attendance Supervisor Actions and the Time & Attendance Employee Actions guideline documents as presented; Mr. Blackburn seconded; motion carried.

Mr. Kaufman moved to approve two bore permits under CR32/Highland Loop contingent upon payment: Anadarko E&P Onshore LLC for a 24" HDPE fresh water pipe, and ONEOK for a 12" steel natural gas pipeline; Mr. Short seconded; motion carried.

Notification was received from the Office of the Wyoming State Public Defender of the pending appointments of Ms. Brittany Thorpe and Ms. Donna Domonkos as part-time Assistant Appellate Counsel within our judicial district; the Commissioners can object to the appointments by dates as specified for each candidate. There were no objections.

The Commissioners discussed other upcoming topics and potential actions for subsequent meetings; no action was taken.

Mr. Grant moved to reappoint Mr. Robert Short and Mr. Donald Blackburn to the Converse County Joint Justice Center Joint Powers Board, each for a three-year term from February 1, 2026 to January 31, 2029; Mr. Kaufman seconded; motion carried.

Mr. Blackburn moved to reappoint Mr. Jim Willox and Mr. Rick Grant and appoint Mr. Trent Kaufman to the Municipal/County Joint Powers Board for a one-year term from January 1, 2026 to December 31, 2026; Mr. Short seconded; motion carried.

Mr. Blackburn moved to accept the letter of resignation from Ms. Tia Agent from the Converse County Fair Board, effective immediately; Mr. Short seconded; motion carried.

Mr. Short moved to appoint Mr. Michael Henson to the Converse County Fair Board for an unexpired three-year term from December 16, 2025 to September 30, 2026; Mr. Kaufman seconded; motion carried.

Ms. Clara Chaffin, Ms. Heidi McCullough, and others provided an update on the recently formed "Itty Bitty 250 Committee" and its work for the Wyoming Semiquintennial. The Committee is focused on interpretive signage projects for historical sites in Converse County, including several outside municipalities such as the mammoth dig site; Coal Creek derailment site; Fort Fetterman historical site; and Ayres Natural Bridge. No action was taken.

Ms. Jessie Dykehouse, FDL Consulting LLC, provided updates on the Glenrock Office Renovation Project and a request from the structural engineering firm to perform work to determine the foundation type and identify potential issues. Following discussion, Mr. Grant moved to authorize up to \$12,000 for Pope Construction to perform exploratory digs on site as needed to identify the type of foundation and footing for the structure; Mr. Short seconded; motion

carried. Updates were also provided on the Animal Shelter Expansion Project. Following discussion, Mr. Blackburn moved to approve the Notice of Additional Services between Converse County and FDL Consulting, LLC for construction special inspections to be performed by a third party, Western Heritage Consulting and Engineering, for a total cost not to exceed \$16,280, for a new total contract price of \$592,007; Mr. Kaufman seconded; motion carried.

Ms. Dru Palmer, DRU Consulting, provided natural resource updates, including that the Senate and House passed the President signing H.J. Res. 130, which nullifies a Bureau of Land Management (BLM) Rule relating to “Buffalo Field Office Record of Decision and Approved Resources Management Plan Amendment”; now only Congress can overturn this directive. Comments for ESA and EPA WOTUS (Waters of the United States) are forthcoming to be submitted in December and January. Other updates included BLM Sage grouse EIS and Sage-grouse Implementation Team; Thunder Basin National Grasslands Working Group regarding prairie dogs; Wyoming BLM oil and gas lease sales; Endangered and Threatened Wildlife and Plants – Regulations for Designating Critical Habitat; and NACo, WCCA, and legislative updates and upcoming meetings. No action was taken.

Mr. Short moved to appoint Mr. John Wolfe to the Converse County Predator Management Board for a three-year term from December 2025 to December 2028, contingent upon verification of a satisfactory background check; Mr. Kaufman seconded; motion carried.

Mr. Short moved to recess in 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. Blackburn seconded. The meeting recessed at 12:01 p.m. and reconvened at 12:21 p.m.; no action was taken.

The regular meeting adjourned at 12:21 p.m.

The next regular Commission meeting will be January 6 and 7, 2025, at 8:00 a.m., unless otherwise posted, and will be held at the Converse County Courthouse within Commission Chambers, located at 107 N. 5th Street, Douglas, Wyoming. The public are invited to attend. To be a part of 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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