

**Approved Minutes**  
**Board of Commissioners of Converse County**  
**February 3, and 4, 2026**

The regular meeting was called to order at 8:02 a.m. on February 3, 2026. Present in person were Commission Chairman, Jim Willox; Commission Vice-Chairman Rick Grant; and Commissioners Robert Short, Trent Kaufman, and Donald Blackburn; and County Clerk, Karen Rimmer.

The Commissioners reviewed all warrants and documentation presented for the meeting. No action was taken.

Mr. Chris Caskey, Technical Services Director, and Mr. Nate Hughes, Technical Services Administrator, provided departmental updates regarding completed and current surplus property auctions through the Public Surplus auction site, including number of items sold, revenue received, and upcoming items. Other departmental updates included Special Projects and updates on various subdivisions; multiple ongoing maintenance projects for County facilities; structural and mechanical engineer review of the Courthouse; and updates on County Surveyor, GIS, IT, and janitorial. Following discussion of draft policies, Mr. Grant moved to approve the Internship Policy for Converse County as presented; Mr. Short seconded; motion carried.

Mr. Matt Rasmussen, a member of the Wyoming Herpetology Society, presented information to the Commissioners regarding various species of snakes, turtles, and other reptiles that live in and around Ayres Natural Bridge Park. Mr. Rasmussen requested permission on behalf of the Society to study the ecosystem in the Park as well as the additional acreage the County is currently trying to acquire in May or June. The study would also be beneficial for biological and geological students from the University of Wyoming, Casper College, and potentially other community colleges and public schools. All data obtained from the study would be shared with the Wyoming Natural Diversity Database (WNDD). Discussion followed regarding concepts and ideas for the area; the Commissioners directed Mr. Rasmussen to reach out to them again in April to make arrangements for the study. No action was taken.

Ms. Kristin Watson, HR Director, presented a draft policy to address COBRA Subsidy for Surviving Dependents and discussed eligibility requirements, payment mechanics and requirements, tax treatment, and administration and budget considerations of the policy. Following discussion, Mr. Grant moved to approve the Converse County COBRA Subsidy for Surviving Dependents Policy as presented to be effective January 2, 2026; Mr. Blackburn seconded; motion carried.

The regular meeting recessed for lunch at 12:00 p.m. and reconvened at 1:10 p.m.

The minutes of the January 6 and 7, 2026, regular meeting and Executive Sessions were approved and ordered filed.

Mr. Short moved to approve January 2026 warrants in the amount of \$3,922,603.37; January 2026 Accounts Payable \$3,922,603.37: 5 ACES Printing \$2,687.00 Printing; 7 Stones Electric \$3,858.99 Svcs; A Diamond Trucking \$20,100.00 Road Maint; AT&T \$2,263.60 Utilities; A1 Towing \$427.00 Aban Veh; Advanced Animal Clinic \$540.74 Svcs; Advanced

Geotechnical \$14,738.00 Road Maint; Airgas USA \$59.37 Svcs; Alcohol & Drug Testing \$620.00 Svcs; ALSCO \$1,851.97 Svcs; Amazon \$934.10 Supplies; Arete Design Group \$5,532.50 Contract; Atlas Office Products \$1,381.97 Supplies; Atlas Premier \$1,009.65 Lease; Atlas Reproduction/PEAC \$1,617.85 Lease; B & B Leasing \$1,285.97 Lease; B&B Aggregates \$341,250.00 Road Maint; Barnes Law \$755.60 Legal; Big Horn Services \$372.49 Svcs; Bison Pump & Supply \$2,469.99 Parts/Supplies; Black Hills Energy \$15,758.81 Utilities; Blackburn Cattle \$36,000.00 Road Maint; Bliss, Mary \$364.50 Mileage/Travel; Bloedorn \$227.93 Supplies; Bob Barker Co \$142.00 Supplies; Bob Ruwart Motors \$199.13 Parts/Supplies; The Body Shop \$275.00 Wellness; Bomgaars \$581.84 Parts/Supplies; Bonanza Earth Relocators \$72,900.00 Road Maint; Boys & Girls Club of Douglas \$7,375.00 Allocation; Boys & Girls Clubs of Central Wyoming \$20,454.54 Allocation; Carquest \$3,734.27 Parts/Supplies; Casper Winnelson \$890.50 Utilities; CDW Government \$77,151.15 Supplies/Equip; Central Truck & Diesel \$5,509.27 Parts/Supplies; CenturyLink \$7,319.79 Utilities; CIGNA \$360,750.87 Insurance; City of Douglas \$6,666.69 Utilities; CleverPath IT \$4,689.69 Svcs; Coca Cola Bottling Co High Country \$29.25 Supplies; Colorado Doorways \$17,661.40 Utilities; Communication Technologies \$604.20 Utilities; Consolidated Electrical Distributors \$37.34 Utilities; Converse County Airport \$156,250.00 Allocation; Converse County Fair Board \$18,250.42 Allocation; Converse County Firewise \$2,600.00 Svcs; County Clerks' Assoc of Wyoming \$500.00 Dues; Cowboy Chemical \$486.80 Supplies; Croell \$166.78 Road Maint; Decker Auto Glass \$969.16 Parts/Supplies; DELTA \$15,052.76 Insurance; Dilts, Jerry \$2,265.00 Rent; Douglas Business Center \$50.18 Svcs; Douglas Community Club \$12,500.00 Allocation; Douglas Grocery \$54.88 Supplies; Douglas Hardware \$3,613.89 Supplies; Douglas Tire Center \$1,200.00 Supplies DRU Consulting \$1,625.00 Consulting; E Benefits Administration \$177.50 Insurance; Emery Septic \$780.00 Svcs; The Enterprise \$11,375.00 Allocation; FDL Architecture and Drafting \$42,160.42 Svcs; Floyd's Truck Center WY \$1,259.44 Parts/Supplies; Frontier Upfitting \$58,359.18 Svcs; Geotec Industrial Supply \$600.00 Supplies; Glenrock Golf Club \$97,289.52 Allocation; Gorman Funeral Homes \$3,380.00 Allocation; Grainger \$3,714.72 Parts/Supplies; Granite Telecommunications \$1,887.47 Utilities; Grant, Richard \$81.20 Mileage/Travel; GreatAmerica Financial \$236.06 Lease; H&J Trucking \$25,792.50 Road Maint; Hanlon, Cynthia \$300.00 Wellness; HDR Engineering \$61,953.90 Road Maint; Henson, Tiffany \$36.25 Mileage/Travel; High Country Behavioral Health \$5,437.72 Allocation; Hilltop National Bank \$308.00 Insurance; Hinckley, Jim \$150.00 Reimb; Homax Oil Sales \$13,145.29 Supplies; Huxtable, Dixie \$150.80 Mileage/Travel; Igo Oil Field Service \$44,960.00 Road Maint; IMA \$7,916.66 Consulting; Inner Strength Therapeutic Massage \$180.00 Wellness; Interstate Batteries \$239.95 Parts; Jackson Group Peterbilt \$131.97 Parts; Jerrys Welding-Steel Fab \$82.21 Parts/Supplies; Justin Miller Trucking \$63,300.00 Road Maint; KCK \$17,400.00 Road Maint; Knife River \$170,506.98 Road Maint; KS StateBank \$172,668.14 Lease; Laboratory Corp of America \$465.94 Svcs; Laramie Peak Humane Society \$2,083.33 Allocation; Larimer County Coroner \$750.00 Svcs; Legend Services \$30,600.00 Road Maint; Loco Luna \$18,900.00 Road Maint; Loenbro \$2,549.85 Utilities; Lopez, Jaqueline \$71.25 Mileage/Travel; Mark Hardee Attorney \$313.80 Legal; Massage Therapy by Silke Hodges \$240.00 Wellness; The Master's Touch \$423.71 Svcs;

McKillip Trucking \$10,200.00 Road Maint; Memorial Hospital of Converse County \$306,287.37 Allocation; Moore's Heavy Equipment \$10,868.91 Parts/Supplies; Motion and Flow Control \$152.39 Supplies; Motor Power Casper \$330.80 Equip; Motorola Solutions \$5,609.50 Svcs; Mountain Retreat Massage \$60.00 Wellness; Mountain West Technologies \$104.95 Utilities; Niobrara Electric Assoc \$86.25 Utilities; O Reilly Automotive \$205.98 Parts; OffenderWatch \$35.00 Svcs; Olsen, Christie \$16,200.00 Road Maint; Palen Law \$592.00 Legal; PartsOne \$2,422.78 Parts; Peak Fitness \$400.00 Wellness; Peregrine Global Services Corp \$5,710.00 Training; Phil Long Ford of Raton \$101,806.50 Equip; Pierce's Body & Paint \$2,918.00 Svcs; Pimentel, Esther \$36.25 Mileage/Travel; Pitney Bowes Global \$182.58 Lease; Pope Construction \$284,419.55 Contract; Price Trucking \$18,570.00 Road Maint; Principal \$3,586.29 Insurance; ProForce Law Enforcement \$2,370.00 Supplies; Pye-Barker Fire & Safety \$1,203.00 Equip/Svcs; Quill Corp \$737.59 Supplies; R & R Rest Stops of Casper \$187.50 Road Maint; R&S Northeast \$272.18 Supplies; Range \$1,529.96 Utilities; Reaper Logistics \$48,300.00 Road Maint; Renegade Off-Road & Driveline Repair \$465.85 Supplies; Ricoh USA, Inc \$11.42 Svcs; Rock Solid SST \$1,438.00 Svcs; Rocky Mountain Fire \$1,981.30 Utilities; Rocky Mountain Power \$22,070.44 Utilities; Rocky Mountain Wash \$109.44 Svcs; Rons Supply \$533.71 Svcs; Rosetta Stone \$1,543.00 Training; Russ's Towing \$165.00 Aban Veh; Sams Club \$851.36 Supplies; Sanofi Pasteur \$7,049.16 Supplies; Schell, Joel \$248.75 Mileage/Travel; Shattos Frontier Drug \$1,950.68 Inmate Svcs; Short Powerline Service \$9,315.02 Svcs; ShredAmerica \$782.28 Svcs; Smiley Face \$19,500.00 Road Maint; Summit Food \$20,444.37 Svcs; Super Vacuum Manufacturing \$170.34 Supplies; TGOB Material \$55,946.90 Road Maint; Thalken, Twyla \$750.00 Svcs; Thompson, Bronwyn \$43.50 Mileage/Travel; Top Office Products \$736.34 Lease; Town of Glenrock \$1,040.62 Rent; Tyler Technologies \$5,104.25 Svcs; Uinta County \$200.00 Supplies; Uline Inc \$1,499.11 Svcs; UW 4-H in CC \$18.90 Supplies; Verizon \$755.81 Utilities; Ver-Mac \$463.24 Equip; Visa \$8,371.13 Utilities; Visionary Communications \$2,566.99 Utilities; Vyve Broadband \$211.56 Utilities; WACERS \$200.00 Dues; Wagner, Allegra \$29.51 Mileage/Travel; Western Dakota Energy Assoc \$100.00 Supplies; Western Skies Technology \$2,700.00 Svcs; Wild West Mobile Repair \$4,950.00 Svcs; WLC Engineering \$5,484.94 Contract; World Data Corp \$378.00 Supplies; WY All Hazards Assoc \$50.00 Dues; WY Behavioral Institute \$9,802.00 Inmate Svcs; WY Child & Family Development \$583.33 Allocation; WY Machinery \$8,705.54 Parts/Supplies; WY Public Health Lab \$385.00 Svcs; WY State Fair Foundation \$755,000.00 Allocation; WY Taxpayers Assoc \$195.00 Dues; Wyoming Extinguisher \$56.00 Svcs; Wyoming Work Warehouse \$450.00 Supplies; Youth Development \$4,166.66 Allocation; Z Lazy Y Trucking \$15,900.00 Road Maint; Zen Spa \$720.00 Wellness; January monthly reports: Clerk \$41,039.27; Clerk of District Court \$5120.62; NOVCS: 2025-0565 Grayson Mill Operating LLC \$120,807.98; 2025-0588 Devon Energy Production Co \$524.29; 2025-0577 EOG Resources Inc., \$53,026.91; VOID warrant #74107 in the amount of \$170.00 to Health Merch LLC, lost/reissue; Mr. Grant seconded; motion carried with Commissioners abstaining from warrants pertaining to themselves.

Mr. Kaufman moved to designate Converse County Bank as the official depository for Converse County for the year of 2026; Mr. Blackburn seconded; motion carried.

Mr. Kaufman moved to approve First Northern Bank of Wyoming as an additional official depository for Converse County for the year 2026; Mr. Short seconded. Following discussion regarding investments, checking accounts, and no requirement for an official depository for investments, the makers of the motion and second withdrew and no action was taken.

Mr. Short moved to approve the Community Service Grant “Aid to Others” Agreement between Converse County and the Wyoming State Fair (WSF) Foundation for funding in the amount of \$770,000 for operations and WSF Show Center Upgrades for a term June 30, 2026; Mr. Kaufman seconded. It was stated for the record that the \$20,000 for operations was approved within the FY2026 budget, and the \$750,000 for the WSF Show Center upgrades was approved by the Commissioners during FY2026 but outside of the budget. No further discussion and motion carried.

The Commissioners acknowledged the receipt of the semi-annual report from 307 Horse Racing, LLC and Wyoming Downs LLC.

The Commissioners acknowledged receipt of 2026 Conflict of Interest Statements for all members of the Board of Commissioners as reviewed by the County Attorney.

Mr. Short moved to approve the WYDEQ Certificate of Completion for the Lambert Subdivision Sewer & Water Improvement Project with a completion date of December 5, 2025; Mr. Blackburn seconded; motion carried.

Mr. Short moved to accept the Notice of Acceptability of Work for the Lambert Subdivision Sewer & Water project as of December 5, 2025; Mr. Blackburn seconded. Following discussion regarding concerns with the state of LaBonte Road, the makers of the motion and second withdrew and no action was taken.

Mr. Russ Dalgarn, Emergency Manager, provided departmental updates including the status of the Boxelder Communication Tower; the Tallgrass Communication Tower and plans to replace this tower in June 2026; and LaPrele Irrigation Dam project. Discussion of the Converse County Fire Warden position and procedures and processes for other Wyoming counties followed; no action was taken.

Mr. Dave Shaw, Road & Bridge Special Projects, provided a detailed overview of the Safe Streets for All grant agreement and project requirements. Following discussion, Mr. Short moved to approve the Safe Streets for All grant agreement between USDOT/Federal Hwy Administration and Converse County for a term from full execution through February 1, 2029 for a total amount of \$625,000 with a 20% local match in the amount \$125,000 for the development of a Safety Action Plan and conduct of demonstration activities to facilitate Action Plan development; Mr. Blackburn seconded; motion carried. Mr. Shaw also provided a detailed overview of the High-Risk Rural Road Program grant agreement and project requirements. Following discussion, Mr. Short moved to approve the FY2026 High Risk Rural Roads Program subrecipient agreement between WYDOT/Highway Safety Office and Converse County for a term from full execution through December 31, 2027 for a total amount of \$109,500 with a 9.51% local match in the amount of \$11,423 for rumble strips and pavement markings on certain county roads; Mr. Blackburn seconded; motion carried. Brief updates were provided for CMAQ (Congestive Mitigation Air Quality) grants for FY2025 and FY2026; no further action was taken.

Mr. Todd Mattson, HDR Engineering, provided updates on major road construction projects including Jenne Trail Road Reconstruction Project Phase 2 and 3; Chalk Buttes Road and Ridgewater Road Reconstruction Project; and the Lambert Sewer and Water Improvements Project. Safety concerns were expressed regarding one cattle guard on the Jenne Trail Phase 2 project that to date, the contractor has failed to repair. The Commissioners provided direction for additional signage and methods to move forward with repairs. Following discussion of the Lambert project, Mr. Blackburn moved to accept the Notice of Acceptability of Work for the Lambert Subdivision Sewer & Water project as of December 5, 2025; Mr. Short seconded. It was stated for the record that outstanding items related to this project will be addressed; motion carried. Mr. Blackburn moved to approve Change Order No. 1 for the Jenne Trail Road Phase 2 Reconstruction Project as the final change order to zero out contract amounts remaining and reduce the contract amount by \$751,331.45 for a revised total contract amount of \$12,454,584.50; Mr. Kaufman seconded; motion carried. Following discussion, Mr. Grant moved to approve Change Order No. 1 for the Chalk Buttes Road and Ridgewater Road Reconstruction Project as the final change order to zero out contract amounts remaining and reduce the contract amount by \$154,078.08 for a final contract amount of \$6,780,920.92; Mr. Short seconded; motion carried.

Mr. Jason Wilkinson, Road & Bridge Superintendent, and Mr. John Shephard, Foreman, provided departmental updates on county road maintenance and gravel projects including Tank Farm Road, Leuenberger Lane, and Bedtick Road. Lengthy discussion followed regarding gravel specifications, which the Commissioners directed must be followed with no variances allowed. Other discussion included upcoming trainings, review of draft policies, and equipment needs. Following discussion, Mr. Short moved to approve the Road & Bridge On-Call Policy as amended; Mr. Blackburn seconded; motion carried. Mr. Blackburn moved to authorize the ordering of two new CAT 160 motor graders at a cost of approximately \$530,000 each, which will be budgeted within the FY2027 County budget; Mr. Grant seconded; motion carried. Mr. Short moved to approve two bore permits from Saddle Butte Powder Flats Midstream LLC for CR31/Ross Road, each for an 8" steel crude oil pipeline at different mile markers; Mr. Blackburn seconded; motion carried.

The Commissioners discussed the results of a speed study for CR1/Irvine Road, CR2/Anderson Dairy Road, and CR52/East Antelope Road with representatives of Road & Bridge and the Sheriff's Office. Following review and discussion, the Commissioners directed mile markers to be added to the resolution draft, and that the draft resolution be provided for review by stakeholder departments. The final draft resolution will be considered at a subsequent meeting.

The Commissioners discussed the Courthouse Level 1 and 2 Study along with impacted departments within the building including the Assessor, Treasurer, and Technical Services. Lengthy discussion followed regarding existing footprint of the building and structural limitations; department needs; ideas for renovations and movement; ingress and egress for both employees and the public; highest and best use of spaces; and details such as electrical, technical, storage, and HVAC needs. No action taken.

The regular meeting recessed at 5:15 p.m. and reconvened at 8:35 a.m. on February 4, 2026. All Commissioners and Clerk Rimmer were present in person.

The Commissioners discussed cybersecurity and physical security; no action was taken.

A County-wide business review meeting was held for elected officials, department heads, and supervisors. Updates were provided by Joint Communications; Assessor; Clerk of District Court; Technical Services; Public Health; Parks & Recreation; Clerk; and Commissioners. No action was taken.

Representatives of 1876 Resources provided a company overview and development for the Powder River Basin within Converse, Niobrara, and Campbell Counties. They discussed operations, financial investment, technical considerations, infrastructure in place and needed, services, and scale. No action was taken.

Ms. Dixie Huxtable, County Assessor, provided an overview of concerns with current contracts in place for mapping and required mapping data. Representatives from the County Treasurer, Technical Services and GIS, and the City of Douglas Community Development Department provided additional information, ideas, and the desire of all entities to collaborate, share data, and not duplicate services. Different options for mapping data were presented and discussed and will be further reviewed and presented with FY2027 budget requests. No action was taken.

Mr. Michael Smith, Vyve Broadband, along with Mr. Jason Wilkinson and Mr. John Shephard, Road & Bridge, discussed Vyve completed and pending cable installation projects along and under certain county roads. Following discussion, Mr. Kaufman moved to approve and agree to the Granting of Variance and General Release between Converse County and Vyve Broadband as presented for specific coaxial lines along CR2/Anderson Dairy Road, CR9/Chalk Buttes Road, CR64/Ridgewater Road, as well as West Ridge Way; Mr. Short seconded; motion carried. The bore permits and public utility parallel right-of-way permits submitted by Vyve Broadband were reviewed at length. Following discussion, Mr. Short moved to approve two Parallel ROW Permits as presented for CR9/Chalk Buttes Road and CR64/Ridgewater Road for replacement of existing coaxial lines: Mr. Blackburn seconded; motion carried. Mr. Kaufman moved to approve two bore permits for Vyve Broadband for CR9/Chalk Buttes Rd and CR64/Ridgewater Rd for replacement of existing coaxial line; Mr. Blackburn seconded; motion carried. Mr. Short moved to approve an additional bore Permit for an approach on CR64/Ridgewater Road for an additional coaxial line and further authorized the Chairman to sign between meetings upon approval by Road & Bridge and receipt of payment; Mr. Blackburn seconded; motion carried.

Mr. Mike Jennings, Relic Services, LLC, provided updates on the Shooting Range Complex Improvements Project including a detailed overview of improvements for engineering and drainage; the lower shooting range; the six-hundred-yard range; and trap club improvements. Estimated costs for each improvement were provided with an overall estimated total budget cost of \$2.2 million. Following lengthy discussion of quotes received from local and regional contractors, Mr. Short moved to authorize the Chairman to enter into an agreement with a contractor for the first phase of the Shooting Range Complex Improvements Project for dirt work at a cost not to exceed \$790,000 to be ratified at the next meeting; Mr. Blackburn seconded; motion carried.

The meeting recessed at 12:00 p.m. and reconvened at 1:30 p.m.

Ms. Jessie Dykehouse and Mr. Getty Babbitt, FDL Consulting, LLC, provided an overview of construction projects including the Glenrock Office Renovation Project, the Courthouse Level 1 and 2 Study, and the Animal Shelter Expansion Project. Following discussion of the decision to demolish the Glenrock Office building and redesign/rebuild due to serious concerns with the footings and foundation of the building, Mr. Short moved to approve Amendment No. 2 of the Professional Services Agreement between Converse County and FDL Consulting, LLC, for the Glenrock Office Reconstruction Project for a total contract cost of \$148,955; Mr. Blackburn seconded. Lengthy discussion followed regarding the status of the project and the reasons for the increase such as civil engineering; the maker of the motion and the second withdrew and no action was taken. Ms. Dykehouse stated she would continue with schematic design and then revisit the professional services agreement. Discussion continued with a detailed review of the Courthouse Level 1 and 2 Study with stakeholders, and a brief update on the Animal Shelter Expansion Project.

Mr. Blackburn moved to VOID warrant #74454 in the amount \$1,500.00 to Wyoming Safety Supply not to be reissued/billing error; Mr. Kaufman seconded; motion carried.

The meeting adjourned at 4:04 p.m.

A regular meeting of this Board will be held on February 17, 2026, 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

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Karen Rimmer, County Clerk

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