

OFFICIAL MINUTES OF THE BOARD OF
NIOBRARA COUNTY COMMISSIONERS
Tuesday, November 4, 2025
Commissioners' Office - Niobrara County Courthouse
424 S. Elm Street, Lusk, WY

The Niobrara Board of County Commissioners met in regular session on Tuesday, November 4, 2025, at 9:01 a.m. Those present were Chairman Patrick Wade, Vice-Chair Elaine Griffith, Commissioner Jeb Hanson, and County Clerk Becky L. Freeman.

Chairman Wade led in the Pledge of Allegiance.

Road and Bridge- Foreman Fred Thomas met with the Commissioners and discussed road and bridge business. He said the walk-through back door on the North side of Quonset needs replaced. He noted that although there is no heat source in the Quonset, the new windows and insulation have been quite effective in regulating the temperature, but he is investigating tube pipe for heating.

He said he had talked to Joe Thompson of Thompson Seed Potatoes and asked if Mr. Thompson would be willing to help repair some of the roads they have been using. Mr. Thompson said he would be willing to provide trucks to haul county supplied gravel to the affected roads which include portions of McMaster, Pfister, Node, Kirtley, and Kaltenheuser Roads.

Next, the Commissioners and Foreman Thomas discussed a letter they received from the Wyoming Office of State Lands and Investments requesting additional information on estimated costs for "as-built" surveys on existing county roads which were established before January 1, 2025, on state or school trust lands. This information is requested pursuant to the passage of House Enrolled Act No. 59, which the Wyoming State Legislature passed during the 2025 General Session. Mr. Thomas said that Bob Taylor with BenchMark of Torrington offered his assistance with calculating costs, if any.

Old Business- The old jail discussion will be held later in the meeting.

Community Juvenile Services Board- Vice- Chair Griffith said she and Chrisanna Lund are continuing their work on the job description.

Snow Removal- This matter will be discussed with the County Attorney.

New Business-

Predator Board Member Appointment- The Predator Board recommended the Commissioners appoint Hayden Wick as the Sportsman member on the Predator Board. Commissioner Hanson moved to appoint Hayden Wick as the Sportsman Board member for a three-year term. Vice-Chair Griffith seconded, and the motion carried.

24-Hour Catering Permit- Vice-Chair Griffith moved to approve a 24-Hour Catering Permit for the Lusk Liquor Store, to sell alcoholic beverages at the Forkner birthday party being held November 8, 2025, at the Niobrara County Fairgrounds. Commissioner Hanson seconded, and the motion carried.

The Commissioners recognized a letter they received from Paleo Park regarding their Retail Liquor License and declaring their status of non-operational/ parked for one year, beginning November 1, 2025. This information will be forwarded to the Wyoming Liquor Division.

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The Commissioners set a public hearing date of December 2, 2025, at 11:00 a.m. to adopt the updated Natural Resource Management Plan.

County Attorney- Attorney Anne Wasserburger met with the Commissioners and provided information she found regarding the formation of irrigation or conservation water districts. She said the interested parties would file petitions with the district court.

Snow Removal- The group discussed snow removal and Ms. Wasserburger advised that any contractor performing this service provide liability insurance and sign a contract. The group discussed other options regarding this matter.

The group also discussed work sessions versus open meetings. It was noted that official action cannot be taken during a work session.

Elected Officials and Department Heads- Sheriff Randy Starkey said his office is busy with inmates and everyday business.

Assessor Teri Stephens said her office is busy entering transfers and working on inputting fieldwork information from this summer. They are also working on ag sales and receiving affidavits of production.

Regional Public Health Nurse Supervisor Melanie Pearce said public health has been busy with flu and COVID vaccinations. She noted that she would like to send an email to all county employees reminding Some of the steering committee members were unaware that the Commissioners were considering demolishing the old jail and stated their goal is to save the jail. Mr. Starck, who has been developing the bid packets, said if the decision is made to demolish the jail, he will no longer be involved. Mrs. Starck said instead of demolition, those costs could go in to drying in the old jail, replacing the roof and windows, and removing the old garage and porch.

It was agreed that whatever option is chosen, the asbestos must be removed.

The Commissioners and Sheriff Starkey held a Zoom meeting with Brad Titley of Zetron, Inc., which provides recording systems for dispatch centers and discussed the quote they submitted. After some discussion, Commissioner Hanson moved to accept the proposal from Zetron for a multi-media recording system for the sheriff's office dispatch center for \$146,489.70. Vice-Chair Griffith seconded, and the motion carried.

The group discussed a letter to the Lusk Mayor and Town Council that Sheriff Starkey drafted requesting additional funding for dispatch operations. The Commissioners suggested that the letter come from them and that it be submitted prior to when they begin their budget meetings.

Consent Agenda- Commissioner Hanson moved to approve the consent agenda. Vice-Chair Griffith seconded, and the motion carried. Items on the consent agenda were the minutes of the October 21, 2025, meeting, and receipts from the county clerk for \$4,137.35 and from the public health nurse for \$1,681.00.

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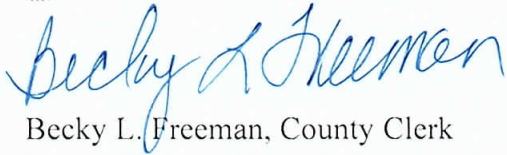
Payroll and the following vouchers were approved for payment:

There being no further business, the meeting was adjourned at 12:51 p.m.

NIOBRARA COUNTY COMMISSIONERS



Patrick Wade, Chairman



Becky L. Freeman, County Clerk

Bills are listed in the following format: Vendor- Department- Description- Amount- October Payroll- \$157,538.34, 14 County Tire- Sheriff- Vehicle repairs- \$60.00, Absolute Solutions- LATCF- Radio for new pickup- \$9,469.41, Aflac- Various- Supplemental insurance- \$6,438.11, Allbright's True Value- Various- Parts, supplies- \$92.34, AlSCO- Various- Supplies, shop towels, coveralls, floor mats- \$573.81, Anne Wasserburger- County Attorney- Supplies- \$91.88, Becky Blackburn- Victim Witness Program- Professional fees- \$151.08, Black Hills Chemical & Janitorial- Various- Supplies- \$330.15, Black Hills Energy- Various- Utilities- \$451.18, Bob Barker Co., Inc.- Detention- Commissary- \$136.44, Boldon Diesel Service, LLC.- Road & Bridge- Equipment repairs- \$1,900.00, CenturyLink- Various- Telephones- \$1,558.92, CenturyLink Business Services- Various- Telephones- \$79.13, CMI Inc.- Detention- Supplies- \$567.99, Connecting Point Computer Centers- Various- Copier service agreements- \$200.26, Converse County- General County- IT expense- \$400.00, Cory Wilcox- Coroner- Deputy Coroner & assistance with cases- \$750.00, Dan Northway- Facilities- CH Maintenance- \$165.00, Delta Dental of WY- Various- Dental insurance- \$967.05, Dennis C. Meier- Circuit Court Magistrate- Office rent- \$1,000.00, Double A Properties, LLC.- Various- Office rent- \$1,500.00, Empower Trust Company, LLC.- General Co.- Deferred Compensation- \$24,065.00, Frank Parts Co.- Road & Bridge- Equipment repairs, parts- \$1,358.69, Fusion Cloud Service- Various- Telephones (2 months)- \$2,310.30, Garretson Design- Facilities- Window treatments for county clerk and justice center offices- \$5,295.00, Geographic Innovations- Various- Professional mapping services- \$1,500.00, GreatAmerica Financial Services- Sheriff- Copier service agreement- \$129.00, Hiway Brake & Alignment- Various- Vehicle repairs- \$710.07, Hospital Auxiliary- Facilities- Wreaths for courthouse doors- \$80.00, J. G. Construction, LLC.- Facilities- Courthouse maintenance- \$1,200.00, Jameson Cleaning & Maintenance- Facilities- Fairgrounds & public health building cleaning contracts, fairgrounds event booking contract- \$8,450.00, Jub Jub, Inc.- General County- IT expense- \$280.00, Jyl Abbott- Assessor- Mileage lister- \$43.26, Kassidy Miller- Prevention grant- Operational supports- \$136.60, Katie Scherger- Dispatch- Travel expense- \$159.60, Kelly Dean- Dispatch- Travel expense, schools- \$1,601.17, Lexie Painter- Extension- Contract labor- Fair board bookkeeping- \$600.00, Long Building Technologies- Facilities- Justice center maintenance- \$438.00, Lori Himes- Assessor- Mileage lister- \$58.80, Lusk Herald- General County- Publications- \$1,246.90, Lusk State Bank- Various- Supplies, payroll taxes- \$47,687.71, Mark C. Hardee Law Office, P.C.- Clerk of court- Court appointed attorney fees- \$897.80, Matt Smith- Sheriff- Fuel- \$14.02, Medico-Mart, Inc.- Public Health- Vaccines- \$4,967.04, Michelle Kremers- TANF Grant- Mileage- \$29.40, Mitchell Spray Foam Insulation- LATCF Grant- Road & Bridge improvements- \$21,800.00, NCIC Inmate Communications- Detention- NCIC Tablets- \$468.43, Niobrara County Fair Board- General county- Quarterly allocation- \$26,722.41, Niobrara County Hospital District- 1% Option tax, employee medical- \$21,513.48, Niobrara County Library- Reimburse for deferred comp. & quarterly allocation- \$50,854.89, Niobrara County Public Health- Prevention Grant- Indirect costs- \$736.83, Niobrara Electric Association- Various- Radio tower electricity- \$61.20, Olsen Crecelius Legal Group, LLC.- Clerk of Court- Court appointed attorney fees- \$36.00, Onsolve, LLC.- Dispatch- Computer expense- \$2,888.81, Quadient Leasing USA, Inc.- General county- Quarterly postage meter lease payment- \$1,202.19, Rapid Fire Protection, Inc.- Facilities- Fairgrounds maintenance- \$710.00, RDO Equipment Co.- Road & Bridge- Equipment repairs- \$2,013.81, Sanofi Pasteur, Inc.- Public Health- Vaccines- \$4,630.04, Schindler Elevator Corp.- Facilities- Elevator maintenance- \$4,732.12, Swanson Services Corp.- Detention- Inmate commissary account- \$508.13, Teri Stephens- Assessor- Mileage lister- \$58.80, Thomson Reuters-West- County Attorney- Law library- \$163.13, Town of Lusk- Various- Utilities- \$2,626.51, Traci Bruegger- Facilities- CH, Library, Justice Center cleaning contract- \$4,300.00, Tyler Technologies- Treasurer- Computer expense- \$82.69, UW College Of Agriculture, Life Sciences- Extension- UW car expense- \$1,051.40, Verizon Wireless- Various- Phones, computer expense- \$459.65, Visa- Various- New equipment, supplies, travel expense, postage, medical supplies, IT expense, commissary- \$3,532.65, Vision Service Plan- Various- Vision Insurance- \$482.66, Visionary Broadband- Various- IT expense- \$493.59, Westco- Road & Bridge- Fuel- \$5,307.49,

WY Dept. of Health, Public Health Lab- Public Health Nurse- Lab fees- \$42.00, WY Enterprise Technology Services- Various- IT expense- \$81.91, Wyo Lawn & Tree- Facilities- Lawn care- \$204.00, Wyoming Educators' Benefit Trust- General County- Health & life insurance- \$30,576.58, Wyoming Machinery Company- Road & Bridge- Equipment repairs- \$1,360.33 Wyoming Network, Inc.- General County- IT expense- \$200.00, Wyoming Office of Guardian ad Litem- Clerk of District Court- County's share of GAL costs- \$1,023.67, Wyoming Retirement System- General County- Law enforcement retirement- \$18,122.22, Wyoming Women's Center- Detention- Inmate Meals- \$2,612.20, Xerox Corp.- General County- Copier service agreement- \$128.39, October Total- \$499,387.66