

STATE OF WYOMING)
) ss.
COUNTY OF FREMONT)

LANDER, WYOMING
OFFICE OF THE FREMONT COUNTY COMMISSIONERS
NOVEMBER 21, 2023

OFFICIAL MINUTES

The Board of Fremont County Commissioners met in Regular Session at 9:00 a.m. with the following members present: Chairman Larry Allen, Vice-Chairman Michael Jones, Jennifer McCarty and Clarence Thomas. Commissioner Ron Fabrizius was absent. County Clerk Julie A. Freese and Deputy Civil Attorney Nathan Maxon were present.

Jennifer McCarty moved, Clarence Thomas seconded, to approve the agenda as presented. Motion carried unanimously.

Jennifer McCarty moved, Clarence Thomas seconded, to approve the minutes of the November 14, 2023 minutes as presented. Motion carried unanimously.

Jennifer McCarty moved, Clarence Thomas seconded, to accept the bills for payment. Motion carried unanimously.

Bills are listed in the following format: Vendor Name, Department, Description, and Amount. Bailey Enterprises, Inc.-Inventory-Bulk Fuel-\$27,293.29; Bloedorn Lumber-Lander-County Buildings Detention-Materials Supplies-\$69.53; Cloud Peak Counseling Center-Health & Welfare-Title 25-\$325.00; Clouse, Gina-Search & Rescue-Search Assistance-\$228.57; Cooper, Kris-Search & Rescue-Search Assistance-\$185.52; Floyd's Truck Center WY-Vehicle Maintenance-Parts -\$365.18; Fremont Chevrolet GMC-Capital Asset Acquisitions-Vehicles-\$151,818.00; Glassburn, Jennifer M.-Public Defender-Court Transcripts -\$133.75; Hub International Mtn. States Ltd-County Treasurer-Surety Bond-\$100.00; J R Project Management LLC-LATC Program Grant-Project Services-\$3,750.00; John Deere Financial-Vehicle Maintenance-Materials / Supplies - \$240.98; Kenyon, John Cody-Transportation-Expense Reimburse-\$10.54; Kleen Pipe LLC-County Buildings-Plumbing - \$1,996.38; Lander Valley Auto Parts-Vehicle Maintenance-Parts/ Supplies -\$156.36; Mckittrick, Ladean-Search & Rescue-Search Assistance-\$200.89; Norco Inc.-Segregated-Supplies -\$4,689.34; Novo Benefits-Health Benefit Plan-Services-\$5,410.59; Peterbilt Of Wyoming-Vehicle Maintenance-Parts -\$359.83; Quill Corporation-County Attorney-Office Supplies-\$152.92; Revize LLC-Computer Services-Website Services-\$4,900.00; Riverton Ranger, The-Support Services-Advertising-\$1,701.70; Superior Court Of California-County Attorney-Copies-\$3.50; Sylvestri Customization-Prevention Program-Website Services-\$1,550.00; Union Telephone Company-Segregated-Cellphone Service-\$407.61; WACERS-Transportation-Membership Dues-\$20.00; Western Printing, Inc.-County Treasurer-Supplies -\$496.93; WY Dept. Of Transportation-Bridge Repair -Haymaker Draw -\$48.25; Wyoglass LLC-ARPA Program Grant-Windows-\$36,808.69; Wyoming Behavioral Institute-Health & Welfare-Title 25-\$9,802.00; Wyoming State Treasurer-Support Services-Loan Payment-\$822,511.00.

Jennifer McCarty moved, Clarence Thomas seconded, to accept a voucher from Wyoming Behavioral Institute in the amount of \$754.00 for one Title 25 patient. Motion carried unanimously.

The following items in the Signature File were reviewed: 1) Record of proceedings. Mike Jones moved, Clarence Thomas seconded, to approve Resolution No. 2023-23 "Adopting Legal Holiday Closures and Other Closures for 2024." Motion carried unanimously.

The following items in the Priority Mail were reviewed: 1) Application for Indigent Burial Funds. County Clerk Julie Freese informed the Board she was notified by the Coroner that she should determine if the decedent has any property, and Freese informed the Board there is personal property (vehicle) listed in the system. As there is no policy in place to research this additional information, or how to proceed if property is found, the Board determined that the Clerk and Civil Attorney work on a draft policy for review at a later date. Clarence Thomas moved, Mike Jones seconded, to approve the Application for Indigent Burial Funds submitted by Davis Funeral Home for the County's statutory obligation of \$1,500.00. Motion carried unanimously.

Fremont County Library Director Anita Marple reviewed a proposal for a part-time Dubois Branch Manager position. Library Board Chairwomen Carrie Johnson was present in the audience. Marple stated that over the past several months, the Library has been restructuring administrative level positions according to needs, budget and opportunity. A central part of the plan was to sunset the Assistant Library Director position and return that position to the Riverton Branch Manager position, approved by the Commission in April. The final restructure step is to change the current part-time Dubois Lead Librarian position to a part-time Dubois Branch Manager position. Benefits were discussed and the budget will support the base salary increase for the 32 hours per week position. Mike Jones moved, Jennifer McCarty

seconded, to change the part-time Dubois Lead Librarian position to a part-time Dubois Branch Manager position at a base salary of \$32,032 (\$19.25/hour). Motion carried unanimously.

J.R. Oakley, JR Project Management LLC, presented a monthly update on projects. 1) Carpet Replacement in all public hallways and areas in Courthouse. 2) Additional replacement windows for the Courthouse third-floor, south side areas. 3) Circuit Court Remodel. 4) Museum projects: assisting the Director in putting together Invitation to Bid on various projects. 5) Assisting the County Clerk and Deputy in design and budget for a secure election storage warehouse. County Clerk Julie Freese stated that her earlier request to place the building between two Museum storage buildings on Garfield Street has been abandoned and they are now looking at several other options: 1) locate it behind the concrete block building at the current site on Garfield and a map of the area was displayed for review. This would still be on the same lot and would have to be accessible to other departments (Search and Rescue, Museum, Maintenance) when they needed access to their buildings; and 2) another County-owned location adjacent to the current Sheriff's Office and Detention Center was discussed, and could be enclosed for the specific use of the Election Warehouse. The space is available and would be close to the Sheriff's Office for additional security. Clerk Freese stated they are still looking at the best option and received an additional building bid that was considerably less than the other one. County Planning Department Supervisor Steve Baumann was in the audience and encouraged Oakley to view the preliminary draft of the 205 Study the City of Lander and Army Corps of Engineers have made available in regards to the floodplain status for the for the proposed area by the Sheriff's Office. The repaving of the parking lot at the 818 South Federal complex in Riverton has been completed. It will need to be chip sealed next year and re-striped. Vice-Chairman Jones asked that Oakley assist in getting bids for the Search and Rescue buildings for Dubois and Lander and noted the Riverton building is on hold pending property acquisition.

Planning Department Supervisor Steve Baumann presented a Corrective Plat of Singing Creek Subdivision, Lots 2 & 3 Replat. This has been approved by the Commission at a previous meeting; however, after recording a scrivener error in the trust name was discovered. Jennifer McCarty moved, Clarence Thomas seconded, to approve the Corrective Plat as presented. Motion carried unanimously. A Corrected plat for Terrace Subdivision Lot 1, Re-Subdivision was presented. This was also previously approved by the Commission; however, prior to recording, a scrivener error in the total acres described was discovered. Jennifer McCarty moved, Clarence Thomas seconded, to approve the corrected Terrace Subdivision Lot 1, Re-Subdivision plat. Motion carried unanimously.

Planning Department Supervisor Steve Baumann and Transportation Superintendent Billy Meeks updated the Commission on the progress in seeking strategic plans for several Lander rural roads: North 2nd Street, Lower North Fork Road, Tweed Lane and Squaw-Baldwin Creek Loop. The project will include developing strategic plans for multimodal use, current right-of-way, future right-of-way requirements, current and projected pedestrian, bicycle and vehicle volumes, public involvement, determining a preferred alternative and conceptual level design. A Transportation Alternatives Program grant was approved between WYDOT and Fremont County Transportation in the amount of \$249,299.95, requiring a local match of \$26,200.05, for a total project cost of \$275,500. WYDOT's pre-screened candidate list was also previously approved by the Commission and subsequent invitations to bid were sent to six entities with two Statements of Interest submitted. Interviews were then held with both entities and using WYDOT selection criteria, DOWL was selected for North 2nd/Lower North Fork Road and Tweed Lane Strategic Plans. Mike Jones moved, Clarence Thomas seconded, to approve the DOWL Standard Agreement for Professional Services, not to exceed \$393,000, for performing a Strategic Plan for North 2nd/Lower North Fork Road and Tweed Lane. Motion carried unanimously. Y2 Consultants, LLC, was selected for the Squaw-Baldwin Creek Loop Strategic Plan; however, their Agreement has yet to be received.

Civil Deputy Attorney Nathan Maxon reviewed the final Fee Schedule for Public Records Requests made pursuant to the Wyoming Public Records Act for review prior to beginning the 45-day public comment period. The version provides a Waiver for Fremont County Residents stating the first \$50.00 of production, generation and copy costs are waived for applicants who are Fremont County residents. Mike Jones moved, Clarence Thomas seconded, to begin the 45-day comment period on the proposed Fee Schedule as presented. Motion carried unanimously.

IDEA, Inc. Executive Director Kevin Kershisnik and Chairman Alan Moore and Shoshoni Mayor and FCAG Vice-Chairman Joel Highsmith were present to discuss Fremont County Economic Development. Present in the audience was Lander Assistant Mayor RaJean Strube Fossen, Wyoming Business Council Executive Director Patrick Edwards and newly hired FCAG and WRTA Administrator Tim Nichols. Kershisnik

provided a presentation regarding the Sales Tax for Economic Development Grant Writer Offer: Economic Development Building Blocks; IDEA, Inc.; Multiplier on ½% Sales Tax for Economic Development; ½% Sales Tax Grant Multiplier; Grant Writer History; IDEA Inc.'s offers to Fremont County Association of Governments (FCAG); Grant problem in Wyoming; Proposed Wyoming Grants Solution; and FCAG Options for Grant Writer Program. IDEA, Inc. made an official offer to FCAG on November 6th and was unanimously accepted for a long-term grant writer, and FCAG will be working on the best structure on how to proceed.

Jennifer McCarty moved, Mike Jones seconded, to adjourn into Executive Session with Transportation Superintendent Billy Meeks for personnel. Motion carried unanimously. The Commission remained in session for another personnel matter. Mike Jones moved, Clarence Thomas seconded, to return to Regular Session. Motion carried unanimously.

Vice-Chairman Mike Jones reviewed a draft Policy for Agenda Requests and Public Comment he had shared with Chairman Allen and County Clerk Freese. The information will be discussed with the other members of the Commission and finalized at a later meeting. It was determined that the Agenda Requests would be a Procedure while the Public Comment would be a Policy.

The Administrative Secretary of the Wind River Intertribal Council had requested some available meeting dates to meet in December for the quarterly meeting. Chairman Allen will reach out to each Tribal Chairman and work on dates.

There being no further business, Jennifer McCarty moved, Mike Jones seconded, to adjourn the Regular Meeting at 11:55 a.m. and reconvene for a Regular Meeting at 9:00 a.m. on December 5, 2023. Motion carried unanimously.

A full detailed report (informational only) and the official minutes are posted on Fremont County's website (www.fremontcountyywy.gov). The meeting can also be accessed via YouTube (Fremont County WY Government).

/s/ Larry Allen, Chairman
Fremont County Commissioners

ATTEST:

/s/ Julie A Freese, Fremont County Clerk and Clerk of the Board