

STATE OF WYOMING )  
 ) ss.  
COUNTY OF FREMONT )

LANDER, WYOMING  
OFFICE OF THE FREMONT COUNTY COMMISSIONERS  
JANUARY 23, 2024

**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, Clarence Thomas and Ron Fabrizius. County Clerk Julie Freese and Deputy Civil Attorney Nathan Maxon were present.

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

Jennifer McCarty moved, Clarence Thomas seconded, to approve the minutes of the January 9, 2024 meeting 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 – Department – Description – Amount: Ace Hardware-Lander-Segregated-Materials / Supplies -\$712.21; Ace Hardware-Riverton-Vehicle Maintenance-Materials / Supplies-\$29.54; Airgas USA LLC-Vehicle Maintenance-Supplies-\$61.04; All Service Lysite, Inc.-1% Gravel Projects-Contract Service-\$7,322.50; American Council on Criminal Justice-Detention Center-Training-\$897.00; Amerigas-County Buildings-Utility Service-\$806.88; Bailey Enterprises, Inc.-Segregated-Vehicle Fuel-\$15,079.10; Big Horn Co-Operative-Transportation-Parts & Supplies -\$57.69; Big Horn Tire Inc.-Vehicle Maintenance-Vehicle Tires-\$13,884.24; Big Horn Water-Youth Services-Water Bottles-\$120.50; Bill Jones Plumbing & Heating-County Buildings Detention-Supplies / Parts-\$207.02; Bloedorn Lumber-Lander-Segregated-Materials / Supplies-\$295.96; Bull's Service & Towing LLC-Vehicle Maintenance-Tire Repair -\$60.00; Carquest Auto Parts-Vehicle Maintenance-Parts/Supplies-\$9.79; Centurylink-Computer Services-Telephone Service-\$683.63; Charm-Tex, Inc.-Detention Center-Supplies -\$2,805.60; Cowboy Chemical Inc.-Detention Center-Supplies-\$2,027.55; Drug Testing Services LLC-Segregated- Service-\$165.00; Eagle Uniform & Supply Co-Vehicle Maintenance-Laundry-\$71.46; Edwards Communications-Prevention Program-Advertising-\$1,990.00; Enos Trucking LLC-1% Gravel Projects-Contract Service-\$10,222.50; Fremont Counseling-Lander-Health & Welfare-Title 25-\$4,200.00; Fremont Motor Riverton Inc.-Vehicle Maintenance-Parts / Supplies-\$1,071.89; Fremont Motors - Lander-Vehicle Maintenance-Parts / Supplies-\$169.78; Fremont Orthopaedics PC-Detention Center-Inmate Medical-\$584.00; Frontier Ambulance LLC-Fremont County Ambulance-Ambulance Subsidy-\$151,875.33; G Bar G Veterinary-County Sheriff-Contract Services-\$85.00; Geotec Industrial Supply-Road Material Inventory-Supplies-\$22,480.00; Globalstar USA-Search & Rescue-Satellite Phone-\$555.28; Grainger-County Buildings-Materials / Supplies-\$824.36; Gruber Technical Inc.-Segregated-Maintenance -\$3,956.00; Hutson, Jeff-Detention Center-Expense Reimburse-\$50.02; Inberg-Miller Engineers-Segregated-Project Engineers-\$6,700.00; J R Project Management LLC-LATC Program Grant-Project Management -\$3,750.00; Kairos Broadcasting LLC-Prevention Program-Advertising-\$1,583.34; Laboratory Corporation of America-Detention Center-Inmate Medical-\$156.00; Lander Medical Clinic PC-Detention Center-Inmate Medical-\$14,278.72; Lander Valley Sportsman's Association-County Sheriff-Fees / Dues-\$250.00; Lawson Products, Inc.-Vehicle Maintenance-Parts & Supplies-\$18.60; Leseberg Trucking & Ditching-1% Gravel Projects-Contract Service-\$10,838.75; Master's Touch LLC-County Treasurer-Office Services-\$1,358.67; Midwest Connect-County Sheriff-Supplies -\$301.00; Mountain Dental PC-Detention Center-Inmate Medical-\$761.00; Mr. D's Food Center Inc.-Detention Center-Supplies -\$148.29; Napa Auto Parts of Dubois-Vehicle Maintenance-Parts / Supplies-\$39.00; Napa Auto Parts-Riverton-Vehicle Maintenance-Parts & Supplies -\$3,643.22; Nicholls Gravel & Trucking LLC-Road Material Inventory-Contract Service-\$117,182.50; NMS Laboratories-County Coroner-Services-\$1,421.00; Norco Inc.-Segregated-Supplies -\$2,934.90; Office Shop Inc., The-Agriculture Department-Repair / Service -\$142.57; One Stop Market-Search & Rescue-Vehicle Fuel-\$31.75; Osborne Trucking Co. Inc.-1% Gravel Projects-Contract Service-\$37,120.00; Page's Muffler Shop-Vehicle Maintenance-Services-\$45.00; Palace Pharmacy-Detention Center-Inmate Rx's-\$8,123.16; Pictometry International Corp-Capital Asset Acquisitions-Services-\$111,057.88; Post, Raymond-Segregated-Car Wash -\$88.89; Premier Vehicle Install Inc.-Segregated-Supplies / Service-\$16,032.29; Quill Corporation-County Attorney-Office Supplies-\$106.56; Redacted-Health Promotion-Wellness Reimburse-\$5,574.00; Remote Satellite Systems-Search & Rescue-Satellite Phone-\$139.90; Riverton Physician Practices LLC-Detention Center-Services-\$96.00; Riverton Ranger, The-Support Services-Advertising-\$2,490.80; Roach, Rebekah-County Attorney-Expense Reimburse-\$41.60; Rocky Mountain Power-County Buildings-Utility Service-\$1,187.03; Sagewest Health Care-County Coroner-Services-\$307.81; Secretary of State-Detention Center-Notary Fees-\$120.00; Shoshoni, Town of-County Buildings-Utility Service-\$75.00; Skaggs Companies Inc.-County Sheriff-Uniforms / Supplies -\$4,846.48; Smith Psychological Services-County Sheriff-Services-\$400.00; Soule, Sierra-District Court-Court Appointment-\$82.50; Terrance R. Martin PC-District Court-Court Appointment-\$1,308.75; Teton Pathology PC-County Coroner-Services-\$225.00; Tucker, Jerry-Vehicle Maintenance-Expense Reimburse-\$147.69; T-Y Excavation Inc.-Road Construction-Contract Service-\$6,820.00; Union Telephone Company-Segregated-Cellphone Service-\$380.06; University of Wyoming-Agriculture Department-Contract Salary-\$6,226.25; WCTA-County Treasurer-Member Dues -\$200.00; Western Printing, Inc.-County Clerk-Office Supplies-\$126.09; Wind & Sage WY LLC-Special Tax-Move Award-\$66,211.45; Wind River Unity Council-Prevention Program-Program Fee-\$3,000.00; Woods, Ashli-County Attorney-Expense Reimburse-\$20.80; WY Assn of Sheriffs & Chiefs-County Sheriff-Member Dues -\$500.00; WY Brand Industries-Detention Center-Supplies-\$432.00; WY Law Enforcement Academy-County Sheriff-Training -\$1,703.00; WY Public Health Laboratory-Public Health-Fees /

Supplies-\$264.00; Wyoming Coroner's Association-County Coroner-Association Dues-\$175.00; Wyoming Dept of Transportation-Segregated-Fuel -\$1,567.94; Wyoming Machinery Co-Segregated-Parts / Service-\$3,659.87.

The following items in the Signature File were reviewed: 1) Record of Proceedings. Mike Jones moved, Jennifer McCarty seconded, to accept the bid from Amazon in the amount of \$2,176.39 for the Emergency Management's ARPA authorized project to replace medical supplies in the mass casualty response trailers. Motion carried unanimously. Mike Jones moved, Jennifer McCarty seconded, to approve Resolution No. 2024-03 "Adoption of the Fremont County/Municipal/Tribal Emergency Operations Plan". Motion carried unanimously. Mike Jones moved, Ron Fabrizius seconded, to authorize release of retainage to Alexander Construction, Inc. in the amount of \$108,763.86 for the Riverview Cutoff Widening and Overlay Project. Motion carried unanimously. Mike Jones moved, Jennifer McCarty seconded, to approve Bank of the West Credit Card Applications with a limit of \$2,500 each for Sheriff's Department Deputies Jesse Moss, Christina Davey and Sara Lowe. Motion carried unanimously. Mike Jones moved, Jennifer McCarty seconded, to approve a letter of support to the Senate Homeland Security and Governmental Affairs Committee Chairman and Ranking Member supporting Senator Barrasso's S.2274, a bill to designate the facility of the United States Postal Service in Shoshoni to honor Dessie Bebout. Motion carried unanimously.

The following items were reviewed in the Priority Mail: 1) Absaroka Ranch request to apply to the Town of Dubois for a Catering Permit. Jennifer McCarty moved, Ron Fabrizius seconded, to approve the request for Absaroka Ranch to apply to the Town of Dubois for a Catering Permit for an event to be held at the Headwaters Arts and Conference Center on March 9, 2024. Motion carried unanimously. 2) WCCA request for Commissioner In-Residence Program at the upcoming Legislature; and 3) update on status of right-of-way clearances on the donated land at Fort Washakie to be used for a new fire hall.

The Public Comment period was held.

Janelle Hahn expressed concern regarding the Hillcrest Drive engineering project that was on the agenda for discussion later in the meeting. She provided a written statement and reiterated that Sam Browall's property would be impacted by destroying his front yard and removal of trees over 100 years old.

Jan Browall Roehrkasse, representing her family, spoke in opposition of the process to upgrade Hillcrest Drive, at the cost of impeding upon their property and destroying the trees. She stated a much lower cost would be to place flashing lights on the road indicating a lower speed zone ahead, the current speed limit is too high. She wants people to be able to enjoy the road and surrounding property and stated major changes are not in the public's interest.

JR Oakley, JR Project Management LLC, presented a monthly update. The Courthouse hallway carpet replacement project was completed on December 17<sup>th</sup>. He thanked the Commissioners and employees by showing patience as they worked through the difficulties of abatement and floor preparation. He had sent Chairman Allen photos of furniture available through Slumberland to begin looking at options for the Commissioner's and galley chairs, with the ARPA project authorization amount set at \$13,500. Vice-Chairman Jones stated there are enough projects taking place to extend JR Project Management LLC's contract for another year (three Search and Rescue buildings, Election storage building, Coroner building, etc.). Mike Jones moved, Jennifer McCarty seconded, to authorize an additional \$45,000 from LATC funding for the contract and to approve a Contract between Fremont County and JR Project Management LLC from January 23, 2024 through January 22, 2025 for a cost not to exceed \$45,000. Motion carried unanimously.

County Clerk Julie Freese joined JR Oakley to review the three properties being considered for the Election storage building (current location on Garfield Street, across from the Detention Center and Ambulance parking lot). Following discussion on the three locations, the consensus was to move forward with the Ambulance parking lot location on First and Amoretti Street.

JR Oakley then discussed the status of the three Search and Rescue buildings.

Civil Deputy Attorney Nathan Maxon and County Clerk Julie Freese updated the Commission on their efforts to work with the Wyoming Department of Audit regarding their directive to Fremont County to dissolve the Fremont County School District #38 Recreation District. Superintendent Curt Mayer and Business Manager Palmer Schaeffer were in the audience. Following discussion that due to new personnel at the School District and their efforts to report by the deadline, Mike Jones moved, Jennifer

McCarty seconded, to send the letter to the Department of Audit stating that dissolution of School District #38 Recreation Board is not in the best interests of the county. Motion carried unanimously.

A Public Hearing was held at 10:15 a.m., as advertised, regarding Budget Transfers within Fremont County's FY 2023-2024 budget. There was nobody in the audience with comments either for or against the transfer. Mike Jones moved, Clarence Thomas seconded, to approve Resolution No. 2024-04 "Budget Amendment No. 3" for \$9,00 from the General Fund Cash Reserves to the Riverton Rescue Mission as a match for a feasibility study. Motion carried unanimously. Commissioner Ron Fabrizius again questioned the need for a study in order to justify the location and need, and funding sources, stating they would most likely apply to the county again for future funding.

Planning Department Supervisor Steve Baumann provided an update on the Hillcrest Drive Request for Engineering Proposals. In early December 2023 the Transportation Department advertised for the Design Project. Upon review of two Proposals, the Steering Committee determined that neither of them adequately addressed the significant issues outlined in the RFP, had numerous errors and indicated a lack of time and effort in preparing the Statement of Interests. The Steering Committee recommends that neither proposal be accepted at this time and that the Transportation Department prepare a budget for the project in FY 2024-25 that includes this project. Once approved in the budget, a new RFP can be advertised. Chairman Larry Allen stated they had heard concerns during Public Comment from two people regarding widening the road and the adverse effects it would have on the Browall property, which is located in the bottle-necked area, and the necessity of removal of trees in the process. Baumann stated this process has been ongoing for a long time, a study was done, public meetings held, and the Strategic Plan and preferred alternative selected by the Commissioners. This was done prior to sending out the RFP. He stated the County would make every effort to minimize any disruption to landowners and their property. Hillcrest Drive is a safety issue as it is used regularly by bicyclists and pedestrians in addition to vehicular traffic. In order to be safe for all users, the road and bicycle and pedestrian path must be split as indicated in the Study. Chairman Allen recommended this topic be reconsidered and Vice-Chairman Jones stated this project has been on the 1% funding list for the last ten years and the long process is moving forward, much County time and resources have been expended. He stated the County can review the alternatives once again as well as the preferred alternative already chosen by Commission motion.

Steve Baumann presented a Petition to Alter a Public Road to Private Road in the Painted Hills Corrective Re-Subdivision Lots 6-11, 16 17 & 21. The Petition is complete and includes all landowners over which the current road runs or may be affected by. Lamb Drive is currently dedicated as a Public Road but has never been used as such. The majority of the property is owned by the Western Fremont County Humane Society and is used for horseback riding and dog walking only. The road does not access any public land. Jennifer McCarty moved, Clarence Thomas seconded, to accept the Petition to Amend a Public Road, begin the 45-day comment period, appoint Steve Baumann as Viewer and set the condition that the applicant pay all costs associated with the Alteration. Motion carried unanimously.

Fremont County Library Director Anita Marple requested authorization to hold a public hearing for the purpose of amending their Fiscal Year 2023-2024 budget resulting from unanticipated revenues totaling \$37,320. The revenues consist of grants and donations. Jennifer McCarty moved, Mike Jones seconded, to authorize the Library Board's request to amend their budget. Motion carried unanimously. Marple requested authorization to fill a full-time, benefitted Library Assistant II at a base salary not to exceed \$31,970. She further requested approval to rehire the position that become open as a result of promoting a current library employee, with base salaries remaining at the current budgeted level depending on which position is vacated. Mike Jones moved, Clarence Thomas seconded, to authorize refilling the full-time, benefitted Library Assistant II at a base salary not to exceed \$31,970. Motion carried unanimously. As the resulting open position is unknown at this time, the Commissioners asked Marple to return when she had an exact position open as a result of the internal changes.

County Clerk Julie Freese provided spreadsheets of the status of all authorized ARPA and LATC funded projects. She reviewed the DocuSign authorized project for one year, and noted it is time for the renewal if we decide to keep it. She stated the company will change their billing cycle to match the County's FY so one-half of the current year is due at this time (\$2,415.00). It has been slow getting departments to use it; however, she plans to send the updated Employee Personnel Policy to employees via DocuSign which would be a good start on the available 500 envelopes until June 30, 2024. Mike Jones moved, Clarence Thomas seconded, to authorize an additional \$2,415.00 from LATC funding for January 1, 2024 through June 30, 2024 for DocuSign services and to accept the bid from DocuSign, Inc. in the amount of \$2,415.00 for the six-month time period. Motion carried unanimously.

Chairman Larry Allen stated there is a miscommunication in the Agreement for Use of Economic Development Tax Funds for the Tiny Tot Adventures Childcare, LLC. The MOVE Committee recommended \$90,000 and the Commissioners concurred and they were awarded that amount. They were of the understanding it could be used for general operations; however, the Agreement states the money is for building improvements and equipment purchase. Commissioner Allen asked if the Agreement could be amended to include the provision to use the funding also for general operations. He also asked if the Board would be agreeable to offering an additional \$10,000 to make the total award \$100,000 to the Childcare facility, as they have had to borrow money for payroll. Following discussion, the majority of the Commission felt that the original Agreement should stand at the amount of \$90,000 and the funding not be used for general operations. Chairman Allen stated he would notify them of that decision and suggest they could re-apply and ask for the general operations provision and additional \$10,000 during the next quarter's MOVE grant application period if they desired to do so, which is open through January 2024.

County Elected Officials joined the meeting to discuss bills of interest and/or concern that will be reviewed at the upcoming legislative session. Present were County Clerk Julie Freese, Clerk of District Court Amanda Sanchez, Assessor Tara Berg, Sheriff Ryan Lee and Treasurer Jim Anderson. Present in the audience were Deputy Treasurer Brian Green, Deputy Assessor Angela Wilson, Deputy County Clerk Margy Irvine, Civil Attorney Nathan Maxon, Library Director Anita Marple and Kim Fabrizius.

Commissioner Clarence Thomas excused himself from the remainder of the meeting.

Local legislators joined the meeting to discuss the bills discussed above prior to them heading to Cheyenne for the 2024 Legislature. Joining the group already present were Senator Cale Case and Representatives Ember Oakley, Lloyd Larsen and John Winter.

Mike Jones moved, Jennifer McCarty seconded, to adjourn into Executive Session for potential property acquisition. Motion carried unanimously. Mike Jones moved, Jennifer McCarty seconded, to return to Regular Session. Motion carried unanimously. Civil Attorney Nathan Maxon will work with Chairman Allen on preparing a Contract for Sale at which time specifics will be made public.

Vice-Chairman Mike Jones asked for an update from FCAG Liaison Ron Fabrizius on that Association's intent to amend the MOU regarding the Economic Development Tax. Commissioner Fabrizius stated he would find out more information later that evening and during the monthly FCAG meeting the following day.

Chairman Larry Allen attended a Zoom meeting with AARP representatives and a Kemmerer legislator regarding EMS funding shortfalls.

There being no further business, Jennifer McCarty moved, Mike Jones seconded, to adjourn the Regular Meeting at 4:00 p.m. and reconvene for a Regular Meeting at 9:00 a.m. on February 6, 2024. Motion carried unanimously.

A full detailed report (informational only) and the official minutes are posted on Fremont County's website ([www.fremontcountywy.gov](http://www.fremontcountywy.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