

STATE OF WYOMING )  
 ) ss.  
COUNTY OF FREMONT )

LANDER, WYOMING  
OFFICE OF THE FREMONT COUNTY COMMISSIONERS  
APRIL 2, 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 Mike Jones, Jennifer McCarty, Clarence Thomas and Ron Fabrizius. County Clerk Julie A. Freese and Deputy Civil Attorney Nathan Maxon were present.

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

Jennifer McCarty moved, Clarence Thomas seconded, to approve the minutes of the March 19, 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-County Buildings-Materials/Supplies -\$72.45; Airgas USA LLC-Vehicle Maintenance-Supplies -\$58.00; American Family & Life Insurance-Segregated-Insurance-\$4,717.07; Amerigas-County Buildings-Utility Service-\$534.25; Anderson, Kyle L-County Health-County Health Officer -\$2,500.00; Black Hills Energy-County Buildings-Utility Service-\$10,877.84; Bloedorn Lumber-Lander-County Buildings-Materials Supplies-\$49.44; Blue Cross Blue Shield of WY-Co Admin-Health Insurance Claims-\$208,924.75; Boyle Electric Inc.-County Buildings-Services -\$654.50; Charter Communications-Computer Services-Internet Service-\$129.98; Circuit Court of the Ninth District-County Attorney-Services Fees-\$5.00; Cloud Peak Counseling Center-Health & Welfare-Title 25-\$3,250.00; Colonial Life & Accident Insurance-Segregated-Insurance-\$474.73; Dodrill, Cody L-Transportation-Expense Reimburse -\$242.64; DOWL LLC-LATC Program Grant-Strategic Planning -\$40,680.67; Eagles Hope Transitions-Prevention Program-Program -\$2,850.00; Emblem Enterprises, Inc.-County Sheriff-Uniform Patches-\$524.05; Empower Trust-Segregated-Wyoming Benefits-\$9,135.00; Fabrizius, Billy-Transportation-Reimburse Expense-\$36.93; Facinelli, Yvonne-County Elections-Canvass Service-\$10.00; Four D Double L Inc.-County Sheriff-Vehicle Towing-\$210.00; Fremont County Treasurer-Co Admin-Health Insurance-\$381,780.00; Fremont County Treasurer-Co Admin-Section 125 Benefits-\$33,466.43; Gardner, Traci Marie-County Attorney-Witness Fee-\$165.00; Gaudern Construction Inc.-Elections Warehouse-Election Storage Building -\$35,000.00; Grainger-County Buildings Detention-Materials/Supplies -\$300.60; Hall, Emma-County Elections-Canvass Service-\$10.00; Healthsmart Benefit Solutions-Segregated-Insurance-\$720.00; Industrial Products Mfg Inc.-County Sheriff-Ammunition/Supplies-\$7,470.00; Injury Prevention Resources-Juvenile Treatment Court-Contract Services-\$209.00; I-State Truck Center-Vehicle Maintenance-Parts/Supplies-\$1,248.95; Juvinall, Michael-Transportation-Expense Reimburse-\$159.99; Kisling, Lisa-Public Defender-Rent-\$600.00; Lander Valley Auto Parts-Vehicle Maintenance-Parts/Supplies -\$20.08; Lander, City of-County Buildings-Utility Service-\$2,567.59; Lyles, Jesse-County Sheriff-Contract Services-\$2,300.00; Mahlum, Zachary Hamilton-Public Defender- Rent-\$600.00; Miller, Margaret-District Court-Rent/ Court Appointment-\$502.50; National Sheriff's Association-County Sheriff-Member Dues -\$250.00; New York Life Insurance-Segregated-Insurance-\$133.11; Nicholls Gravel & Trucking LLC-Road Material Inventory-Contract Service-\$51,250.00; Norco Inc.-Segregated-Supplies -\$1,181.00; Novo Benefits-Health Benefit Plan-Insurance Services-\$16,718.70; Orion Healthcare Tech. Inc.-Segregated-Contract Service-\$2,808.00; Palazzolo, Alicia-Detention Center-Medical Services -\$1,812.50; Payroll Taxes-Co Admin-Withholding/FICA-\$224,927.32; Peterbilt of Wyoming-Vehicle Maintenance-Parts/Supplies-\$280.86; Priority Dispatch Inc.-Dispatch Center-Training -\$80.00; Quadient Inc.-County Attorney-Machine Rent-\$267.03; R T Communications-Dispatch Center-Telephone Service-\$444.11; Radar Shop Inc.-County Sheriff-Certifications-\$2,695.00; Riverton, City of-County Buildings-Utility Service-\$798.28; Roach, Rebekah-County Attorney-Expense Reimburse-\$124.80; Rocky Mountain Automatic Doors-County Buildings-Repairs/Service-\$110.00; Rodriguez, Jessica-Detention Center-Medical Services-\$1,500.00; Sagewest Health Care-Health & Welfare-Title 25 Patient-\$23,800.00; Secretary of State-Detention Center-Notary Fees-\$540.00; Skaggs Companies Inc.-County Sheriff-Uniforms/Supplies -\$1,644.85; Slumberland Furniture-ARPA Program Grant-Furniture -\$11,569.00; State Disbursement Unit-Payroll-Child Support-\$1,870.41; State of Wyoming -Public Defender-Office Rent -\$1,650.00; Terrance R. Martin PC-Public Defender- Rent-\$600.00; The Salisbury Firm PC-County Attorney-Contract Review-\$5,500.00; Thos. Y. Pickett & Co Inc.-County Assessor-Valuation Contract-\$25,145.00; Total Net Salaries-Segregated-Salaries-\$748,953.33; Traveling Computers-Computer Services-Services-\$654.50; Truenorth Steel Inc.-Road Material Inventory-Supplies -\$49,836.10; University of Wyoming-Agriculture Department- Salary Contract-\$6,226.25; WC&PAA-County Attorney-Member Dues -\$700.00; WCCA-County Commission-Tour & MOU-\$2,072.19; Western Printing, Inc.-Segregated-Printed Supplies-\$933.16; Windmill, LLC-Road Construction-Contract Supplies-\$984.86; Wolf, Nancy J-Detention Center-Medical Services-\$1,812.50; WY Dept of Employment-Segregated-Unemployment Claims-\$0.00; WY Dept of Transportation-Vehicle Maintenance-Transfer Plates-\$20.00; WY SDU-Payroll-Child Support-\$1,330.00; Wyoming Child Support Enforcement-Segregated-Child Support-\$850.00; Wyo Dept of Workforce Service-Co Admin-Workers Comp-\$35,306.59; Wyoming Behavioral Institute-Health & Welfare-Title 25-\$6,786.00; Wyoming Retirement System-Co Admin-Contributions-\$177,267.46; Wyonet Inc.-Computer Services-Telephone & Internet Service-\$5,537.76.

The following items in the Signature File were reviewed: 1) 307 Shredding LLC Agreement (taken under advisement); 2) US Department of the Interior Bureau of Indian Affairs Assignment of Right-of-Way for 17 Mile Road (taken under advisement); and 3) Record of Proceedings. Clarence Thomas moved, Mike Jones seconded, to approve a Fremont County Bore, Cut, Overhead and Parallel Public Utilities Right-of-Way Permit from Black Hills Wyoming Gas LLC for Hutchinson Road. Motion carried unanimously.

Clarence Thomas moved, Jennifer McCarty seconded, to approve an Approach/Access Application from Tim & Jessica Sullivan for Bass Lake Road. Motion carried unanimously. Clarence Thomas moved, Mike Jones seconded, to approve a 2024 Wellness Contract with Lander Medical Center for Fremont County Employees for the spring Fremont County Employee Health Fair. Motion carried unanimously. Clarence Thomas moved, Jennifer McCarty seconded, to approve the bid from Amazon for an ARPA project for Emergency Management for a computer bag, computer stand, and fire extinguisher brackets totaling \$216.03. Motion carried unanimously. Clarence Thomas moved, Mike Jones seconded, to approve a bid from Dell Computer Company for an ARPA project for Emergency Management for a computer, keyboard and mouse kit totaling \$1,042.76. Motion carried unanimously. It was noted that purchases were within the ARPA authorized funding and leaves a balance of \$750.91. Clarence Thomas moved, Jennifer McCarty seconded, to approve a Notice to Proceed to Precision Dirt Works Inc.. for the Crooks Gap – Cattle Guard Replacement Project. Motion carried unanimously. Clarence Thomas moved, Jennifer McCarty seconded, to approve a letter to Wyoming Department of Health, Behavioral Health Division, Attachment A to accompany the funding application for the CAST and JTC programs for FY 24/25 and FY 25/26. Motion carried unanimously. Clarence Thomas moved, Jennifer McCarty seconded, to approve a Grant Agreement between Wyoming Department of Health, Public Health Division, and Fremont County in the amount of \$1,000,000 to support emergency medical services in Fremont County. Motion carried unanimously. Clarence Thomas moved, Jennifer McCarty seconded, to approve Resolution No. 2024-13 “Appointment of a Special Prosecutor” from the Sweetwater County Attorney’s Office. Motion carried unanimously.

The following items in the Priority Mail were reviewed: 1) Deputy Bret Pool’s accounting of a recent activity in Dubois and the great team effort involved (Chairman Allen will write a letter to the participants to thank them for their team effort); 2) message from Riverton resident regarding recent Riverton Ranger article regarding public comment; 3) letter of support for the Library system; and 4) Pushroot Brewing Company Final Report for MOVE funding.

The Public Comment period was held with nobody present.

County Clerk Julie Freese commented on a recent Riverton Ranger article that referenced several issues which were meant to be part of an April Fool’s Joke; however, wanted to make it clear that the County did not make any policy changes as referenced in the article related to public comment.

County Clerk Julie Freese presented a preliminary budget hearing regarding a Budget Transfer for the Public Defender program from Cash Reserve totaling \$4,000. She also recommended that the receipt of the Department of Health Grant for \$1,000,000 be included in the advertised material for the budget hearing to be held next week. Commissioner Allen stated the grant request was for \$1.5 million to purchase two ambulances and crews to staff and the award was for \$1 million. Vice-Chairman Jones stated the intent of the grant award is to increase ground transfers vs. aircraft by making an ambulance available. The ambulance has already been purchased and due to warranty issues, has already been put into service. There is a new CEO at SageWest since the initial discussion began so will continue discussion with SageWest and Frontier Ambulance representatives to use ground transfers whenever possible. There were 900 non-emergent transports when this process began and the numbers are now closer to 1,300. Again, this is a pilot program to use ground vs. air transports whenever possible.

J.R. Oakley, JR Project Management LLC, and Undersheriff Mike Hutchison were present to review bids on the Lander and Dubois Search and Rescue buildings, both 3,000 square foot structures that will be in addition to the current structures. Lander received two bids for the structure on Garfield Street from Bonneville Builders - \$403,009.52; and Gaudern Construction - \$414,798.92. He recommended awarding the bid to the low bidder, Bonneville Builders, with a contingency for a total amount of \$443,310. Discussion was held on the authorized LATC amount for the project at \$300,000 and a concern of what the current building will need for repairs (roof, etc.). Building Maintenance Supervisor Mike Meeker will be asked to give a recommendation of costs to repair the current building so an entire picture can be had. Wants vs. needs and a possible reduction in square footage of the new structure or redesign may be warranted. The Dubois Search and Rescue building bid closing was extended as no bids were received by the first closing date. One qualified bid from Yeates Construction was received (Mr. Yeates was present in the audience) with an amount of \$519,645, plus contingency the final amount would be \$570,085 and Oakley recommended awarding the bid. He did note one bid was received after the bid closing and disqualified but used as a comparison. The LATC grant authorization for this project is \$350,000 and is a comparable size to the Lander building; however, site preparation and travel costs resulted in the higher bid. Again, the Commission asked the men to revisit the building size, design, and possible repairs to the existing structure that would be added to with the new structure. Finally, the Riverton Search and Rescue proposed location north of the Fremont County Justice Center was discussed.

The recommendation on this building is larger as it will not be adjoining another structure, 5,000 square foot with an enclosed bay for vehicle controlled evidence collection for the Sheriff's Department. The building and the development of the property would require a minimum ½ acre of the County property currently leased out as farmland to the north. Issues include the location of a water well, cabin and metal garage and tree removal. The new structure, including utilities, grading, paving, concrete and gravel, has an estimated cost of \$982,172.69 which includes a contingency. Oakley was asked to keep looking at existing buildings in Riverton, and revisit updated information on the April 23<sup>rd</sup> meeting.

Treatment Courts and Youth Services Director Cassie Murray discussed her recommendation to separate the Treatment Court from Youth Services with the goal of increasing efficiency and service. Youth Services would include Probation and the Day Reporting Center with a possible partnership with School District #25 for use of gymnasium, cafeteria, etc. A Director would be required and Assistant Director Hattie Calvert would be qualified for the position, and another Probation Officer would be necessary. The Treatment Courts would then administer the Court Assisted Supervised Treatment (CAST) and Juvenile Treatment Court (JTC) programs. She would like to start the separation of the program at the beginning of next fiscal year (July 1, 2024). County Clerk Julie Freese recommended a meeting to discuss budget implications with the various grants, criteria, vehicles, etc. Commissioner McCarty, liaison to Treatment Courts, has had long discussions with Murray regarding her proposal and agreed with the increase in cases which makes the separation necessary in order to administer. Chairman Allen asked Murray to return with a final plan after meeting on financial issues and the School District, and Vice-Chairman Jones further requested data regarding the case numbers, operational and cost changes.

Fremont County Fair Manager Pat Hart presented a Job Description for a Grounds/Maintenance Worker and requested an additional position which will be needed with the recently acquired former CWC Equine Center on Gasser Road. It will be a full-time benefitted position with a wage between \$32,000 and \$38,000 and is not in the current budget. The intent is to cover the additional employee costs with revenue generated from the CWC building rentals; however, she is concerned about the first couple of years. The Wyoming Honor Farm is willing to have inmates help with the cleanup of the property which is the most immediate step. Commissioner Thomas recommended tabling the hiring of a new employee at this time but have it incorporated into the new budget and discuss the additional position after the budget is approved for next fiscal year.

Library Director Anita Marple was present to discuss personnel updates and a request to rehire. Library Board Chair Carrie Johnson was present in the audience. Clarence Thomas moved, Ron Fabrizius seconded, to suspend any administrative requests from the Library Director until items of concern have been addressed as requested by the Commission. Voting against the motion: Mike Jones, Jennifer McCarty and Larry Allen. Motion failed. Vice-Chairman Jones, liaison to the Library Board, stated that issues the Commissioners have requested action on does not include the management of the Library Director nor is it related to operations. Commissioner Thomas felt some of the concerns did involve the Director and felt she has not done what has been asked of her by the Commission. Commissioner McCarty agreed with Commissioner Jones and noted the personnel actions requested this date were not related to the issues the Commission is having with the Library Board. Commissioner Fabrizius expressed his disappointment with Marple as related to the demolition of the brickwork at the Riverton Library and stated his wife did a Facebook survey and that 45 people responded they were against the demolition. He further felt the August 2024 letter from the Commissioners to the Library Board have not been answered entirely and answers have been very slow moving. Following this discussion, Marple addressed the Commission and asked for specific areas that Commissioner Thomas expressed concern with regarding her administrative duties and further stated that issues the Commission is having with the Library Board is not her role to solve. She further stated the Board is addressing the issues in the August letter but policy changes take time to implement. She stated she does her job in a thorough manner and according to policy and procedures and she is not driven by vague acquisitions directed at the Library or her as Director. She has to base her decisions on solid evidence and not by accusations without any evidence. Commissioner Thomas stated the Libraries should be safe places, and he referenced issues he has seen at the Riverton Branch with people sleeping, not reading, playing games, etc. The Director, in reviewing books, needs to place them in age appropriate areas and he feels she needs to look at other books in the Child section. Commissioner Jones expressed concern that fellow Commissioners Thomas and Fabrizius were wanting to discuss Marple's performance as an employee which is the duty of the Library Board, as a governing board. Following the discussion, Marple proceeded with her Agenda topics and informed the Commission that she has promoted a 34-hour, benefitted employee to the full-time Library Assistant II position in the Riverton Branch. Filling the vacancy was approved by the Commission on January 23<sup>rd</sup>. She would then like to rehire the 34-hour, benefitted Library Assistant II position which is now vacant at a base salary not to exceed \$27,186. Jennifer McCarty moved, Mike Jones second, to approve refilling the 32-hour Library Assistant II position at the salary

stated. Motion carried unanimously. She stated the Friends of the Library have approved funding for a temporary groundskeeper position from May through September, for 15/hours/week. Marple addressed Commissioner Fabrizius' earlier comments regarding the Facebook post not supporting the landscaping project at the Riverton Branch. She stated the Library was awarded LATC funding in the amount of \$35,000 last fall for the Riverton Landscaping Project that included the removal of the brick and concrete structures and installation of grass at the corner of the lot. Upkeep of that corner is difficult and the previous Manager worked diligently to get groups to help. They have received comments over the last ten years, at least, on what an eyesore it is and they have just not found a way to make it sustainable. So the structure, planned for removal, is now gone. She updated the Board on their approach to now alter the grass growing part of the plan. As the existing sod is mostly clay, topsoil would need to be brought in, and then instead of laying sod, the area will be seeded. The estimated cost for this is below the current bid for laying sod so she anticipates a better outcome and a lower overall cost. Commissioner Fabrizius asked if a demolition permit was applied for, and Marple stated they had checked and the City informed them a demolition permit was not necessary. In closing, she stated this project has been planned and discussed as Library Board meetings.

MOVE Committee Chair Brett Berg wanted to inform the Board that a recent MOVE Recipient, Lander Presents, was awarded MOVE funding of \$20,000; however, has received economic development tax from Lander LIFT. Per the MOVE updated rules, entities that have previously received any one-half percent economic development tax funding, from any source, are ineligible to apply for future funding. The rules further state the Board of Fremont County Commissioners also retains the discretion to waive this prohibition for good cause, as determined by the Board. He felt this project is similar to CWC's Start Up Challenge which has received MOVE funding annually. Mike Jones moved, Ron Fabrizius seconded, to allow the exception for Lander Presents and allow the \$20,000 MOVE funding. Voting against the motion: Clarence Thomas. Motion carried.

Transportation Superintendent Billy Meeks was joined via Zoom by Federal Highway Administration representatives Emilio Burgos and Ryan Balchuck regarding the status of the Wiggins Creek Bridge project on East Fork Road near Dubois.

Public Health Nurse Manager Jeanna Stewart and Emergency Preparedness Coordinator Traci Foutz stated the State grant funded program has funding for a wage increase from \$27/hour to \$28/hour in the next fiscal year. Foutz distributed a handout listing her quarterly tracking spreadsheet for meetings, events, exercises, etc. Stewart stated Foutz has a long tenure with the program and is used as a resource by the State. Foutz participated last week in a Preparedness Summit and specifically the Rural and Frontier Summit Workshop. She is working with the Centers for Disease Control regarding implementation measures for rural areas. The CDC also selected her as a representative for the Region 8 Group as a resource to help build better requirements. Commissioner Thomas recommended that if not happening, annual evaluations be conducted on this position. Mike Jones moved, Jennifer McCarty seconded, to approve the wage increase for the Coordinator position from \$27/hour to \$28/hour. Motion carried unanimously.

Clarence Thomas moved, Jennifer McCarty seconded, to adjourn into Executive Session with Vehicle Maintenance Supervisor Brad Meredith and Lead Mechanic Jared Hall for potential litigation. Motion carried unanimously. Following that session, a personnel issue was discussed and then Civil Deputy Nathan Maxon discussed a potential litigation issue. Clarence Thomas moved, Jennifer McCarty seconded, to return to Regular Session. Motion carried unanimously.

Mike Jones moved, Clarence Thomas seconded, to approve sending a letter to the Library Board citing several earlier cited and new concerns the Commission would like addressed. Motion carried unanimously.

County Clerk Julie Freese stated the IRS mileage rate is at \$.67/mile and asked if the Board would like to consider a new rate for Fremont County. Mike Jones moved, Jennifer McCarty seconded, that effective July 1, 2024, to raise the County mileage rates from \$.40/mile to \$.50/mile if a County car is available and an employee elects to take their personal vehicle, and from \$.50/mile to \$.60/mile if a County car is unavailable and they have to take their personal vehicle. Motion carried unanimously. Discussion was then held on the gratuity rate approved by Fremont County. Mike Jones moved, Jennifer McCarty seconded, to increase the gratuity reimbursement from 15% to 20%, effective July 1, 2024. Motion carried unanimously.

County Clerk Julie Freese stated the Policy Committee, made up of Elected Officials, needs to convene and review policies in the near future. She will begin sending out several at a time for review, beginning with

the Vehicle Use Policy. She reviewed the draft Memorandum from the Commissioners regarding the FY 2024-2025 Budget Message.

There were no Commission meeting reports given.

There being no further business, Mike Jones moved, Clarence Thomas seconded, to adjourn the Regular Meeting at 1:05 p.m. and reconvene for a Regular Meeting at 9:00 a.m. on April 9, 2024. Motion carried unanimously.

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