

STATE OF WYOMING)
) ss.
COUNTY OF FREMONT)

LANDER, WYOMING
OFFICE OF THE FREMONT COUNTY COMMISSIONERS
JANUARY 10, 2023

FULL DETAILED REPORT

The Board of Fremont County Commissioners convened 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 A. Freese was present.

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

Jennifer McCarty moved, Clarence Thomas seconded, to approve the minutes of the January 4, 2023 meeting as presented. Motion carried unanimously.

Jennifer McCarty moved, Clarence Thomas seconded, to accept the bills as presented. Motion carried unanimously.

<u>Vendor</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>
71 Construction	County Buildings	Paving Project	\$578,606.44
Adams, Chelsea	Health Nurse	Contracted Assessments	\$660.00
Airgas USA LLC	Vehicle Maintenance	Supplies	\$173.15
AlSCO, Inc.	County Buildings	Laundry	\$406.13
Apex Surveying, Inc.	Lower North Fork	Engineer Riverview Project	\$15,769.24
Bailey Enterprises, Inc.	Segregated	Vehicle Fuel	\$19,901.80
Bank of the West	Segregated	Credit Card Charges	\$77,842.26
Big Horn Water	Youth Services	Water Bottles	\$52.83
Black Hills Energy	County Buildings	Utility Service	\$13,042.58
Bowdel, Steven P.	Detention Center	Medical Services	\$2,937.50
Charter Communications	Computer Services	Internet Services	\$129.98
Clifford, Gregory P. MD PC	Detention Center	Inmate Medical	\$6,012.00
Cloud Peak Counseling Center	Health & Welfare	Title 25	\$1,300.00
Communication Technologies, Inc.	Segregated	Maintenance, Repairs	\$10,290.87
Cowboy Chemical, Inc.	Detention Center	Supplies	\$1,047.85
Redacted	Health Promotion	Wellness Incentive	\$300.00
Desert Mountain Corporation	Transportation	Ice Slicer	\$3,887.52
DOWL LLC	Road Construction	Road Management Plan	\$16,914.90
Dubois Frontier, The	Support Services	Advertising	\$53.40
Dubois Telephone Exchange	Sheriff	Telephone Service	\$721.30
Eaton Sales & Service, LLC	Fuel Facility	Parts & Supplies	\$181.42
Edwards Communications	Prevention Program	Radio Advertising	\$1,550.00
Fremont Chevrolet GMC	Vehicle Maintenance	Parts/Repairs	\$215.52
Fremont Counseling-Lander	Health & Welfare	Title 25	\$4,500.00
Redacted	Health Promotion	Wellness Reimbursements	\$300.00
Redacted	Health Promotion	Wellness Reimbursements	\$1,500.00
Fremont Motor Riverton, Inc.	Segregated	Parts/Supplies	\$10,116.55
Frontier Ambulance LLC	Detention Center	Inmate Transport	\$3,171.64
Frontier Ambulance LLC	Fremont County Ambulance	Ambulance Subsidy	\$119,627.00
Redacted	Health Promotion	Wellness Incentive	\$480.00
Redacted	Health Promotion	Wellness Reimbursement	\$390.00
Gee, Brian	Detention Center	Medical Services	\$5,580.00
Glassburn, Jennifer M.	County Attorney	Court Transcripts	\$93.75
Globalstar USA	Search & Rescue	Satellite Phone Service	\$271.98
Redacted	Health Promotion	Wellness Reimbursement	\$300.00
Gruber Technical, Inc.	County Sheriff	Maintenance Agreement	\$3,956.00

Hehr, Ryan B	Prevention Program	Admin Assistance	\$120.00
High Plains Power, Inc.	County Buildings	Utility Services	\$2,006.34
Redacted	Health Promotion	Wellness Incentive	\$300.00
Honnen Equipment	Vehicle Maintenance	Parts/ Supplies	\$442.38
Int'l Academies of Emergency Dispatch	Dispatch Center	Training	\$80.00
Kairos Broadcasting LLC	Prevention Program	Advertising	\$1,250.00
Lander Medical Clinic PC	Detention Center	Inmate Medical	\$946.05
Lander, City of	County Buildings	Water & Sewer	\$2,683.25
Lawson Products, Inc.	Vehicle Maintenance	Parts & Supplies	\$736.03
Lyles, Jesse	County Sheriff	Contract Services	\$725.00
Mark's Auto Sales & Towing	Abandoned Vehicles	Vehicle Towing	\$259.00
Redacted	Health Promotion	Wellness Incentive	\$210.00
Redacted	Health Promotion	Wellness Incentive	\$300.00
Redacted	Health Promotion	Wellness Incentive	\$90.00
Redacted	Health Promotion	Wellness Incentive	\$300.00
MHL Systems	Transportation	Parts & Supplies	\$467.28
Moss, Jesse	County Sheriff	Reimbursement	\$100.00
Mountain Dental PC	Detention Center	Inmate Medical	\$671.00
Mountain West Towing LLC	Segregated	Vehicle Towing	\$1,255.15
Napa Auto Parts-Riverton	Transportation	Parts & Supplies	\$178.57
Natrona County Attorney	Health & Welfare	Title 25 Services	\$6,792.50
NMS Laboratories	Segregated	Services	\$2,781.00
Norco, Inc.	Transportation	Supplies	\$386.72
Office Shop Inc, The	Segregated	Repair/Service	\$7,687.59
Post, Raymond	County Sheriff	Car Wash	\$29.96
R T Communications	Dispatch Center	Telephone Service	\$444.11
Reed's Moghaun Office Supply	County Attorney	Office Supplies	\$17.29
RELX, Inc.	County Attorney	Research Subscription	\$694.00
Remote Satellite Systems	Search & Rescue	Equipment	\$59.00
Riverton Physician Practices LLC	County Sheriff	Drug Testing	\$375.00
Rocky Mountain Power	County Buildings	Utilities	\$1,069.27
Rodriguez, Jessica	Detention Center	Contract Services	\$750.00
S & L Industrial	Road Construction	Delineator Projects	\$32,457.50
Sagewest Health Care	Detention Center	Inmate Medical	\$47,432.09
Shoshoni, Town of	County Buildings	Water/Sewer	\$70.00
Skaggs Companies, Inc.	County Sheriff	Uniforms/Supplies	\$981.85
Smith Psychological Services	Detention Center	Psychological Services	\$800.00
Smith, Mariah	Prevention Program	Administrative Assistance	\$1,630.50
Redacted	Health Promotion	Wellness Reimbursement	\$300.00
Redacted	Health Promotion	Wellness Reimbursement	\$300.00
Sweetwater County Sheriff	Detention Center	Inmate Housing	\$5,265.00
Tilton, Kathleen	Juvenile Treatment Court	Contractual Services	\$4,282.50
Traveling Computers	Computer Services	Supplies, Services	\$111.25
Verizon Wireless	Segregated	Cellphone Service	\$1,300.50
Western Printing, Inc.	County Elections	Printed Supplies	\$598.56
Wilson, Kevin L. RN	Detention Center	Medical Services	\$1,975.00
Wind River Environmental Solution	County Buildings	Carpet Removal	\$60,000.00
Wyoming Dept. of Transportation	Segregated	Fuel	\$2,601.57
Wyoming Family Sonography LLC	Detention Center	Inmate Medical	\$450.00
Wyoming Waste Systems	County Buildings	Trash Removal	\$3,182.71

The following items in the Signature File were reviewed: 1) Retirement card; 2) letter of appreciation to Kathy Blair for service on the Historic Preservation Commission; 3) letter of appreciation to Richard Klein for service on the Fremont County Weed and Pest Control District; and 4) Record of Proceedings. Clarence Thomas moved, Jennifer McCarty seconded, to authorize the Justice Center Security Project in the amount of \$10,000 as one of the Building Maintenance FY 2021-2022 CRF funded projects, and to

further accept the bid of \$9,907.00 from Sentinel Security for Riverton Circuit Court security cameras for the project. Motion carried unanimously. Clarence Thomas moved, Jennifer McCarty seconded, to accept the low bid from Rodney's Collision & Custom Center in the amount of \$4,496.90 for damages to a Sheriff's Office transport van (CO-27). Motion carried unanimously.

The following items in the Priority Mail were reviewed: 1) Local Government Liability Pool nomination request for County Commission position; 2) Northwest College invoice for CDL training for two Vehicle Maintenance employees; and 3) RAISE Grant program opportunity offered by the U.S. Department of Transportation.

There was nobody present for the Public Comment period.

Sheriff Ryan Lee presented a monthly report. Detention: December bookings totaled 211 (down three from November) from the following agencies: Riverton PD (96); Fremont County Sheriff's Office (60); Lander PD (40); Wyoming Highway Patrol (10); and US Marshals Office (5). Current inmate population as of January 9, 2023 is 156 in-house and 160 in custody (total of 21 arrivals over the weekend). The population is: Males (93); Females (61); Juveniles (3); State Hospital (1). Sentencing demographics: 60 sentenced (29 males; 31 females). 102 inmates are pre-adjudicated: District Court (56%); Riverton Circuit Court (27%); Lander Circuit Court (13%); and Municipal Courts (3%). Staffing consists of five openings for Deputy Sheriffs (five in background); one Nurse (in background) and two Civilian Controllers (two in background). He invited newly elected Commissioner Ron Fabrizio to tour the facility and extended the invitation to the other Commissioners when a date and time is set. There are no budget considerations at this time. Emergency Dispatch Center: Currently down six positions (3 in background) and five temporary part-time employees are employed. There are no budget considerations at this time. Will be convening the Dispatch Committee in the near future. The VPN connection (remote Spillman connection) will cost \$690 and will provide Frontier Ambulance the best route to a call, the signal will be kept operational and never be lost, which has caused issues in the past. As the Ambulance service is the only one using the system, Chairman Allen has asked Frontier Ambulance to cover the cost of the upgrade which is an annual fee. Patrol/Enforcement: All positions are full, there were 7,174 calls for service in 2022. No budget considerations at this time. Search and Rescue: there were 24 mission counts this fiscal year (compared to 24 this time last year) and one fatality. The grand total for 2022 calendar year is 32 (compared to 31 the year prior). He expressed appreciation to Jeffrey City Volunteer Fire Department who has been assisting in that area during recent high wind and snow events.

County Coroner Erin Ivie provided a 2022 Case Summary & Comparison (National Statistic Comparison from CDC - National Vital Statistics System, 2020). There have been 337 recorded deaths in Fremont County for 2022 (51 less than that of 2021 - 388). Of those, 44.2% were Coroner cases (149) (27 less than 2021 - 176), which was the highest year on record. Nine cases are pending toxicology and/or autopsy. Among Coroner cases for 2022, 30% (47) were "non-natural" in manner (accident, homicide, suicide, undetermined). This is 21 less than 2021 (68). Of those: accidental deaths are 34 (compared to 48 accidental deaths in 2021) (1.5 times that of the national average for our population; suicide is seven (ten less than 2021 (17) (about 1.8 times the national average for our population); homicide is three (one more than that of 2021 (2); motor-vehicle/traffic deaths: 17 deaths in 2022 (one more than that in 2021). Twelve, or 70.5% of the total involved alcohol and/or drugs (over three times the national average for our population). The leading cause of accidental deaths in 2022 is motor vehicle accidents (17), second is drug and/or alcohol toxicity (7); and third is falls (3). Others are hypothermia (2); asphyxia (2); fire trauma (2) and animal bites (1). Suicide numbers have lessened greatly (7) after two year highs (2020=20; 2021=17). The Department is currently estimated at 2% under budget for this time of year. There were three unclaimed burials in 2022, two were completed at the Coroner Cemetery at the Wyoming Life Resource Center and one was completed at the Oregon Trail Veteran's Cemetery in Casper. Total drugs and alcohol related deaths account for 45 of all 149 (30%, slightly lower than 2021 of 34%). Of the non-natural deaths, 29 of 47 were drug/alcohol related, or 61% (a slight decrease from 2021 of 67%). The contributing factor in accidental deaths of drugs/alcohol is 64% (22 of the 34 deaths) (an increase from 62% in 2021). Of all 45 total drug and alcohol related deaths, the primary substance of abuse remains alcohol at 32 (71%); Methamphetamine is at 13 (down from 19 in 2021); Cannabis is at 5 (up from 3 in 2021; Fentanyl is at 4 (down from 7 in 2021); Benzodiazepines are at 2; Opiates, excluding Fentanyl (oxycodone, hydrocodone, morphine, etc.) is at 1. Note that some cases involve more than one substance relating to drug/alcohol use. In other business, Ivie stated they are fully staffed, and pending the DCI background check, the newest deputy will be scheduled for Coroner Basic. The Board Certified Pathologist for Fremont County remains very busy and she stated how fortunate we are to have him in Fremont County. She has been contacted by other counties to use his services; however, until a new

Coroner facility is found, needed equipment would not be available for them (currently Fremont County has an agreement with SageWest to perform x-rays which may not be available to out-of-county autopsies). The Wyoming Coroner Board rules require toxicology be taken for every case; however, the scene dictates what tests will be run.

Vice-Chairman Mike Jones stated he and Chairman Allen had interviewed three individuals for the Building Maintenance Supervisor position (two in-house and one out of state). He was happy to report that they offered the position to Mike Meeker, who has been employed with Fremont County Building Maintenance for five years prior to working in a supervisory position at SageWest Hospital. Mike was present in the audience and will replace current Supervisor J.R. Oakley upon his retirement effective January 16th.

Building Maintenance Supervisor J.R. Oakley was present to request authorization to fill the vacancy that occurred with the promotion of Mike Meeker to his position. Present in the audience was Mike Meeker and John Harmelink. Mike Jones moved, Jennifer McCarty seconded, to approve replacing the vacancy at an amount not to exceed \$37,000. Motion carried unanimously.

J.R. Oakley presented a Proposal Form for the Fremont County Courthouse ADA Restroom & Courtroom Remodel project. Present was Architect Colleen Nelson, Nelson Architects, LLC and Garth Yeates, Yeates Construction, Inc. County Clerk Julie Freese had submitted a spreadsheet detailing the ARPA funding and expenses for this project. As it was the only bid received for the project, Oakley noted that considerable time has been spent vetting the Proposal totaling \$700,000.00 plus his recommendation to add a 3% contingency totaling \$21,000.00. The project was originally approved on June 21, 2022 for an estimated amount of \$350,000 obligated from ARPA funds. With the current Proposal, an additional \$471,860.00 will need to be authorized for the project. Mike Jones moved, Ron Fabrizius seconded, to authorize an additional \$471,860.00 ARPA funding for the Remodel Project. Motion carried unanimously. Mike Jones moved, Jennifer McCarty seconded, to accept the Proposal from Yeates Construction, LLC for \$700,000.00 and an additional \$21,000.00 (3% contingency). Motion carried unanimously. Commissioner Thomas cautioned the Board that he felt 3% was too low for the contingency plan.

The Board reviewed the Contract between Fremont County and JR Project Management LLC. JR Oakley stated the revised Contract is ready with the exception of certification of liability insurance. The Contract is for his services for the management of major capital improvements at county facilities as well as assistance, as requested, to the county building department, through January 17, 2024, following his official retirement on January 16, 2023. Mike Jones moved, Jennifer McCarty seconded, to approve the Contract with the provision that the Liability Insurance certificate is received by January 16, 2023. Commissioner Thomas voted against the motion stating his preference to have the Certificate in hand prior to approving the Contract. Motion carried.

The Board adjourned as the Board of Fremont County Commissioners and convened as the District Boundary Board of Fremont County, which consists of the county assessor, board of county commissioners and the county treasurer. Joining the meeting was Assessor Tara Berg and Treasurer Jim Anderson. Berg stated that the annual meeting of the Board is pursuant to W.S. § 21-6-203 and that she is not aware of any school district changes within Fremont County's eight school districts, noting there is one unified at this time (School District #38). W.S. § 21-6-205 further requires that a chairman and secretary be selected. Mike Jones moved, Clarence Thomas seconded, to appoint Larry Allen as Chairman and re-appoint Tara Berg as Secretary of the District Boundary Board of Fremont County for 2023. Motion carried unanimously. The Board adjourned as the District Boundary Board of Fremont County and reconvened as the Board of Fremont County Commissioners.

County Commissioner meeting reports and concerns were given.

Vice-Chairman Mike Jones stated he will be meeting with both J.R. Oakley and Mike Meeker, Building Maintenance Supervisors, later in the week to discuss the transition for the position.

Commissioner Clarence Thomas reminded the Board of the meeting scheduled with the Wind River Intertribal Council on January 24th at 1:00 p.m. A venue is still pending. He noted Tribal Department of Transportation Director Howard Brown contacted him and would like to discuss additional County roads on the Wind River Indian Reservation that could be maintained by the Tribes, under a like Memorandum of Understanding already in place for four roads earlier accepted for tribal maintenance. He noted there is a lot of discussion, questions and collaboration needed with the WRITC and the importance of

continuing the government to government meetings. In another matter, he stated the HR policy on advertising county positions needs to be the same for all departments and noted the importance of advertising all positions.

Chairman Larry Allen and Vice-Chairman Mike Jones met with Frontier Ambulance representatives the past Saturday and discussed their policy and procedures. A personnel issue was also discussed.

County Clerk Julie Freese has been reviewing policies and stated she had a response from the Emergency Management Coordinator Milan Vinich who noted a Siren Policy is part of the Fremont County Emergency Operations Plan and she noted it could probably be removed from the County policy book as a result.

A Public Hearing was held at 9:15 a.m., as advertised, regarding a Retail Liquor License Transfer of Ownership from FBS Hudson, LLC d/b/a Frank's Butcher Shop to FBS & L Hudson, LLC d/b/a Frank's Butcher Shop and Liquor. The business earlier moved their liquor license from the Butcher Shop to a nearby store located at 9065 Highway 789, Hudson; however, did not change the legal entity name for the new business when the transfer of location was approved. Jennifer McCarty moved, Mike Jones seconded, to approve the Transfer of Ownership for FBS & L Hudson, LLC d/b/a Frank's Butcher Shop and Liquor. Motion carried unanimously.

Big Ridge Lane resident Jerri Robinson joined Transportation Superintendent Billy Meeks and Planning Department Supervisor Steve Baumann to review a letter and supporting signatures from 11 homeowners requesting the status of the road be returned to its prior status as a county road for maintenance purposes. The road is approximately 2.5 to 3 miles long and she stated that when they purchased their property in 1976, the road was a public road then designated as a county road and also a school bus route. Baumann stated that he and the previous Superintendent Dave Pendleton had reviewed all roads receiving county maintenance and determined there were many that had not been established as county roads and per state statutes, should not be using taxpayer money to maintain. This was precipitated by a lawsuit where the county had to prove proper road establishment had taken place. He further stated there is nothing in the record to indicate Big Ridge Lane was ever established as a county road, no publicly established right-of-way and all indications point towards it being a private road. He stated the county had been maintaining it, like others in the county, until research was done to indicate it is a public road and he reiterated it is not allowed to expend public funds for roads not on the county road system. This situation is what brings up the discussion today and he referenced an issue in the early 2000's when a parcel of land was to be subdivided and would cross a private road, and the Commission at that time, denied it based on the fact it did not have public access. Reference was made to state statutes that reference a process for establishing a county roads and since the 1960's the county has accepted roads for county maintenance if they followed the process and were brought up to county road standards with all easements in place. Meeks stated that maintenance is not generally provided on school bus routes on private roads; however, Robinson could call the school district and make such a request, and that the District contacted him for assistance, he would provide it. Robinson was also asked to get the regulations required to apply for a county road from Meeks and Baumann.

Billy Meeks presented an S&L Industrial Contractor's Application for Payment for the Fremont County 2022 Striping Project. Mike Jones moved, Jennifer McCarty seconded, to approve the final payment of \$11,729.46. Motion carried unanimously. The S&L Industrial Contractor's Application for Payment for the 2022 Delineator Project was presented. Jennifer McCarty moved, Ron Fabrizius seconded, to approve the final payment of \$38,702.25. Motion carried unanimously.

In other business, Billy Meeks stated the Wilderness Road has been opened; however, following another major storm event, it will be closed for the season on the east end. He stated the Riverton Supervisor will be retiring and will open the vacancy in house. As a result, along with that vacancy, another one exists that he would like authorization to refill. Jennifer McCarty moved, Mike Jones seconded, to authorize refilling two positions for Maintenance 1 through Maintenance 3 positions, at a salary of \$37,500 to \$43,000 respectively. Motion carried unanimously.

Bryan Warner interviewed for a vacancy on the Fremont County MOVE Committee for Commissioner District #2. Mike Jones moved, Jennifer McCarty seconded, to appoint him to complete the term that will expire December 31, 2024. Motion carried unanimously.

County Clerk Julie Freese presented Chief Deputy Margy Irvine with a gift in recognition of 30 years of employment with Fremont County. Numerous co-workers and family (Zoom) were present. Freese reviewed all the positions Irvine has held, beginning as a floater, working in Accounts Receivable and Payroll, and then becoming the chief election deputy. In addition, she is also the lead for FMLA and MASA claims and a member of the Executive Health Insurance Committee. Irvine was thanked for her dedication and contributions to Fremont County Government.

County Clerk Julie Freese reviewed the DocuSign proposal which was presented via a Zoom demo to the Elected Officials and Department Heads at their January 9th meeting. It was well received by several departments. The minimum "envelope" size available is 1,000 (envelope translates to a transaction from start to finish). The holiday price offered is good through January 2023 of \$4,800, after that time it will be \$6,000. The product allows documents to be signed online electronically, is HIPPA compliant and has a tracking component so documents don't get lost in the shuffle. The product comes with support, single sign-on and integration. Mike Jones moved, Jennifer McCarty seconded, to purchase a one-year subscription at the introductory rate of \$4,800 with funding through the Local Assistance and Tribal Consistence (LATC) fund. Motion carried unanimously.

Commissioner Thomas asked to trade a Liaison appointment with Commissioner Fabrizius, who agreed. Thomas will take the Fremont County Prevention Management and Fabrizius will take the Riverton Court Security Committee. An updated Liaison List will be distributed.

There being no further business, Mike Jones moved, Jennifer McCarty seconded, to adjourn the Regular meeting at 11:40 a.m. and reconvene for a Regular Meeting at 9:00 a.m. on January 24, 2023. Motion carried unanimously.

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

/s/ LARRY ALLEN, CHAIRMAN
FREMONT COUNTY COMMISSIONERS

ATTEST:

/s/ JULIE A. FREESE, FREMONT COUNTY CLERK AND CLERK OF THE BOARD