

STATE OF WYOMING )  
 ) ss.  
COUNTY OF FREMONT )

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

**OFFICIAL MINUTES**

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.

Bills are listed in the following format: Vendor – Department – Description – Amount: 71 Construction-County Buildings-Paving Project -\$578606.44; 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-\$15769.24; Bailey Enterprises, Inc-Segregated-Vehicle Fuel-\$19901.80; Bank Of The West-Segregated-Credit Card Charges-\$77842.26; Big Horn Water-Youth Services-Water Bottles-\$52.83; Black Hills Energy-County Buildings-Utility Service-\$13042.58; Bowdel, Steven P.-Detention Center-Medical Services-\$2937.50; Charter Communications-Computer Services-Internet Services-\$129.98; Clifford, Gregory P. MD PC-Detention Center-Inmate Medical-\$6012.00; Cloud Peak Counseling Center-Health & Welfare-Title 25 -\$1300.00; Communication Technologies Inc-Segregated-Maintenance, Repairs-\$10290.87; Cowboy Chemical Inc-Detention Center-Supplies-\$1047.85; Redacted-Health Promotion-Wellness Incentive-\$300.00; Desert Mountain Corporation-Transportation-Ice Slicer-\$3887.52; DOWL LLC-Road Construction-Road Management Plan-\$16914.90; 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-\$1550.00; Fremont Chevrolet GMC-Vehicle Maintenance-Parts/Repairs-\$215.52; Fremont Counseling-Lander-Health & Welfare-Title 25-\$4500.00; Redacted-Health Promotion-Wellness Reimbursements-\$300.00; Redacted-Health Promotion-Wellness Reimbursements -\$1200.00; Fremont Motor Riverton Inc-Segregated-Parts/Supplies-\$10116.55; Frontier Ambulance LLC-Detention Center-Inmate Medical -\$3171.64; Frontier Ambulance LLC-Fremont County Ambulance-Ambulance Subsidy-\$119627.00; Redacted-Health Promotion-Wellness Incentive-\$480.00; Redacted-Health Promotion-Wellness Reimbursement-\$390.00; Gee, Brian-Detention Center-Medical Services-\$5580.00; 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-\$3956.00; Hehr, Ryan B-Prevention Program-Admin Assistance -\$120.00; High Plains Power, Inc-County Buildings-Utility Services-\$2006.34; 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 -\$1250.00; Lander Medical Clinic PC-Detention Center-Inmate Medical-\$946.05; Lander, City Of-County Buildings-Water & Sewer-\$2683.25; 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-\$1255.15; Napa Auto Parts-Riverton-Transportation-Parts & Supplies -\$178.57; Natrona County Attorney-Health & Welfare-Title 25 Services-\$6792.50; NMS Laboratories-Segregated-Services -\$2781.00; Norco Inc-Transportation-Supplies-\$386.72; Office Shop Inc, The-Segregated- Repair/Service-\$7687.59; 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-\$1069.27; Rodriguez, Jessica-Detention Center-Contract Services-\$750.00; S & L Industrial-Road Construction-Delineator Projects -\$32457.50; Sagewest Health Care-Detention Center-Inmate Medical-\$47432.09; 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-\$1630.50; Redacted-Health Promotion-Wellness Reimbursement-\$300.00; Redacted-Health Promotion-Wellness Reimbursement-\$300.00; Sweetwater County Sheriff-Detention Center-Inmate Housing-\$5265.00; Tilton, Kathleen-Juvenile Treatment Court-Contractual Services-\$4282.50; Traveling Computers-Computer Services- Supplies, Services-\$111.25; Verizon Wireless-Segregated-Cellphone Service-\$1300.50; Western Printing, Inc-County Elections-Printed Supplies -\$598.56; Wilson, Kevin L. RN-Detention Center- Medical Services-\$1975.00; Wind River Environmental Solution-County Buildings-Carpet Removal-\$60000.00; Wyoming Dept of Transportation-Segregated-Fuel-\$2601.57; Wyoming Family Sonography LLC-Detention Center-Inmate Medical-\$450.00; Wyoming Waste Systems-County Buildings-Trash Removal-\$3182.71.

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.

County Coroner Erin Ivie provided a 2022 Case Summary & Comparison.

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 16<sup>th</sup>.

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.

Commissioner Clarence Thomas reminded the Board of the meeting scheduled with the Wind River Intertribal Council on January 24<sup>th</sup> at 1:00 p.m. A venue is still pending.

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.

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.

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 9<sup>th</sup> 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](http://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