

STATE OF WYOMING)
) ss.
COUNTY OF FREMONT)

LANDER, WYOMING
OFFICE OF THE FREMONT COUNTY COMMISSIONERS
FEBRUARY 4, 2020

FULL DETAILED REPORT

The Board of Fremont County Commissioners met in Regular Session at 9:00 a.m. with the following members present: Chairman Travis Becker and Michael Jones. Commissioners Larry Allen and Clarence Thomas joined later in the meeting. Fremont County Clerk Julie A. Freese and Chief Civil Deputy Attorney Jodi Darrough were present. Commissioner Jennifer McCarty was absent.

Mike Jones moved, Travis Becker seconded, to approve the agenda. Motion carried unanimously.

Travis Becker moved, Mike Jones seconded, to approve the minutes of the Regular Meeting held on January 21, 2020. Motion carried unanimously.

Mike Jones moved, Travis Becker seconded, to accept the bills for payment. Motion carried unanimously.

<u>Name</u>	<u>Department</u>	<u>Description</u>	<u>Total Cost</u>
307 Shredding LLC	County Coroner	Shredding Services	\$75.00
American Family & Life Insurance	Segregated	Insurance	\$8,271.91
Amerigas	County Buildings	Propane	\$391.87
Amerigas Propane LP	Segregated	Propane	\$811.94
Becker, Josiah	Fremont County WIC	Reimburse Expenses	\$115.00
Becker, Travis	County Commission	Reimburse Expenses	\$152.80
Black Hills Energy	Segregated	Utility Service	\$12,995.67
Blue Cross Blue Shield of WY	Co Admin	Health Ins Claims	\$396,620.93
Carquest Auto Parts	Vehicle Maintenance	Parts/Supplies	\$18.58
Carroll Septic Service	County Buildings	Services	\$500.00
CenturyLink	Segregated	Telephone	\$487.14
Charm Tex Inc	Detention Center	Inmate Supplies	\$621.40
Charter Communications	Detention Center	Internet	\$215.68
Child Support Services/ORS	Payroll	Child Support	\$564.00
Cloud Peak Counseling Center	Health & Welfare	Title 25	\$325.00
CNA Surety	County Attorney	Notary	\$50.00
Colonial Life & Accident Ins	Segregated	Insurance	\$165.22
Cowboy Chemical Inc	Detention Center	Laundry/Kitchen Supply	\$1,697.80
Dolan Consulting Group LLC	County Sheriff	Training	\$390.00
Dubois Telephone Exchange	Segregated	Telephone	\$681.00
Emergency Power Systems LLC	Segregated	Maintenance	\$3,381.00
Floyd's Truck Center WY/Jack's Truck	Vehicle Maintenance	Parts	\$48.08
Freese, Julie	County Clerk	Reimburse Expenses	\$22.95
Fremont Auto Center Inc	Vehicle Maintenance	Repairs	\$645.70
Fremont Chevrolet GMC	Vehicle Maintenance	Parts/Repairs	\$109.90
Fremont County Treasurer	Co Admin	Health Insurance	\$340,677.00
Fremont County Treasurer	Co Admin	Withholding/FICA	\$200,405.01
Fremont County Treasurer	Co Admin	Section 125 Benefits	\$43,722.78
Fremont Electric Inc	County Buildings	Installation/Repair	\$233.00
Fremont Motor Riverton Inc	Vehicle Maintenance	Parts/Supplies	\$1,001.46
Gee, Brian	Segregated	County Health Officer	\$1,400.00
Grainger	County Buildings	Materials/Supplies	\$139.84
Great West Trust	Segregated	Wyoming Benefits	\$5,795.00
Healthsmart Benefit Solutions	Segregated	Insurance	\$960.00
Injury Prevention Resources	Segregated	Contractual Services	\$3,105.00
Killinger, Trevor	County Buildings Detention	Materials/Repair	\$112.50
Kisling, Lisa	Segregated	Court Representation/Office Rent	\$3,150.00
KONE Inc	County Buildings Detention	Elevator Maintenance	\$966.86
Lander Journal	County Attorney	Subscription	\$39.95
Larimer County Coroner	County Coroner	Autopsy	\$850.00
Lazzari, Bailey	Public Defender	Office Rent	\$450.00
McCarty, Jennifer	County Commission	Reimburse Expenses	\$62.40
Mid Amer Research Chemical	Vehicle Maintenance	Supplies	\$370.33
Miller, Margaret	District Court	GAL Office Rent	\$150.00
National Business Systems Inc	County Treasurer	Postcards/Postage	\$2,490.25
Natrona County Attorney	Health & Welfare	Title 25 Services	\$5,510.00
Natrona County Circuit Court	Segregated	Garnishments	\$139.79

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Natrona County Sheriff	Detention Center	Inmate Housing	\$13,845.00
New York Life Insurance	Segregated	Insurance	\$133.11
Newark Element14	County Buildings Detention	Repair/Parts	\$113.59
Newman Traffic Signs	Transportation	Safety Signs	\$6,927.53
Newman, Craig	Transportation	Reimburse Expenses	\$178.46
Northern Arapaho Child Support	Payroll	Child Support	\$598.78
Palace Pharmacy	Detention Center	Inmate RX's	\$8,946.73
Paws for Life	County Sheriff	Animal Boarding	\$210.00
Post and Associates	Detention Center	Psychological Exams	\$1,200.00
Post, Raymond	County Sheriff	Car Wash	\$48.31
Premier Vehicle Install., Inc.	Capital Asset Acquisitions	Vehicle Set Ups	\$51,966.92
Quill Corporation	Segregated	Office Supplies	\$791.80
R T Communications	Segregated	Telephone	\$538.03
Ratigan, Daniel, M.D.	Detention Center	P.A. Supervisor Contract	\$4,950.00
Reed's Moghaun Office Supply	Vehicle Maintenance	Office Supplies	\$128.86
Riverton, City of	County Buildings	Water/Sewer	\$736.94
Secretary of State	Segregated	Notary Fee	\$60.00
Segregated	Public Health	Refunds	\$24.00
Six Robbles' Inc	Vehicle Maintenance	Parts	\$48.06
Skaggs Companies, Inc	Segregated	Uniforms/Supplies	\$518.00
Soule, Sierra	District Court	GAL Office Rent	\$150.00
Specialized Pathology Consult	County Coroner	Autopsy Fee	\$1,250.00
Speer, Joseph	County Attorney	Witness Fees	\$30.00
Spoonhunter, Leslie	Fremont County WIC	Reimburse Expenses	\$115.00
State Disbursement Unit	Payroll	Child Support	\$1,066.25
State of Wyoming, Public Defenders Offc	Public Defender	Office Rent	\$1,650.00
Stroupe Pest Control Inc	County Buildings	Pest Control	\$415.00
Sweetwater County Sheriff	Detention Center	Inmate Housing	\$510.00
Sysco Montana Inc	County Buildings Detention	Building Supplies	\$49.45
Terrance R. Martin PC	Public Defender	Office Rent	\$450.00
Total Net Salaries	Segregated	Salaries	\$638,709.16
Traveling Computers	Computer Services	Supplies/Services	\$445.00
Tyler Technologies Inc	Capital Asset Acquisitions	Executime Implementation	\$130.00
US Dept of Education	Segregated	Garnishments	\$406.72
Utah Medical Insurance Assoc.	Detention Center	Medical Insurance Policy	\$4,293.00
Valley Lumber & Supply Co Inc	Segregated	Materials/Supplies	\$333.70
Whiting Law, P.C.	District Court	Professional Services	\$1,110.00
William H. Smith & Associates Inc	Transportation	Surveying Services	\$460.00
WY Dept of Health	Health Nurse	2nd Quarter Payroll	\$42,067.40
WY Dept of Transportation	Vehicle Maintenance	Transfer County Plate	\$2.00
WY SDU	Payroll	Child Support	\$984.00
Wyo Child Support Enforcement	Segregated	Child Support	\$806.00
Wyo Dept of Workforce Service	Co Admin	Workers Comp	\$16,357.85
Wyoming Behavioral Institute	Health & Welfare	Title 25	\$10,556.00
Wyoming Machinery Co	Capital Asset Acquisitions	Motor Grader Repair	\$40,000.94
Wyoming Retirement System	Co Admin	Contributions	\$149,301.63
Wyoming.com	Segregated	Internet	\$1,074.12

The following items in the Signature File were reviewed: 1) Sympathy Card; 2) Record of Proceedings. Mike Jones moved, Travis Becker seconded, to accept a Fremont County Bank of the West Credit Card Application for Lorena Pagnoni in the amount of \$1,500. Motion carried unanimously. Mike Jones moved, Travis Becker seconded, to accept the resignation of Jane Lynn from the Fremont County Library Board and approve a letter of appreciation for her service. Motion carried unanimously. Mike Jones moved, Travis Becker seconded, to accept a letter of resignation from Kristin Paulsen from the Fremont County Planning Commission and approve a letter of appreciation for her lengthy tenure on the Board. Motion carried unanimously. Mike Jones moved, Travis Becker seconded, to ratify approval of a Consultant Services Policy for the WYDOT High Risk Rural Roads Agreement for the Traverse Rumble Strip Project on Eight Mile Road and Highway 26 Intersection and the Congestion Mitigation Air Quality Agreement for the Fremont County Dust Suppression Project. Motion carried unanimously. Mike Jones moved, Travis Becker seconded, to ratify the Extension of the Employer Benefit Agreement between Fremont County Government and MASA Medical Transport Solutions. Motion carried unanimously. Mike Jones moved, Travis Becker seconded, to approve a Memorandum of Understanding between the Ninth Judicial District Court of the State of Wyoming, Fremont County, Wyoming and the Government of Fremont County. Motion carried unanimously.

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The following items in the Priority Mail were reviewed: 1) Letter of resignation from Fremont County Fair Manager Barney Cosner, effective February 10, 2020. Mr. Cosner requested an Exit Interview and it is scheduled for February 18th, 2) draft Oil Supplier Bid Form was reviewed and tabled until review by Vice-Chairman Allen; 3) annual Wyoming State Forestry FY 2020 premium of \$17,075.55 for participation in the Emergency Fire Suppression Account, due July 15, 2020; and 4) historical postcard donated by Douglas Jones which will be forwarded to the Museum Director for archiving.

There was nobody present for public comment.

Planning Director Steve Baumann updated the Commissioners on a fuel system failure at both the Lander and Riverton sites. They are unable to log in and receive data and cannot upload any new user information. A quote from Eaton Scales estimates a cost between \$26,000 and \$30,000 for repairs. Currently the Chief Civil Deputy Attorney is reviewing the Contract proposal prior to submission to the Commissioners. Baumann stated there is funding available in the Fuel System's account, which has been accruing money for such an event.

Vehicle Maintenance Supervisor Brad Meredith stated he has completed interviews for the vacant Mechanic position in the Riverton Shop. The selected applicant has passed the appropriate background checks and he recommends offering the position to Thomas Goff at the beginning wage of \$45,340. Mike Jones moved, Travis Becker seconded, to accept the recommendation as proposed. Motion carried unanimously. There will be no budget impacts as this is the salary the previous employee was making.

Treasurer Tom Majdic and Deputy Jim Anderson updated the Commission on their request to consolidate two part-time positions into one full time benefitted position. They do not foresee a need to request another part-time position in the next budget cycle. Mike Jones moved, Travis Becker seconded, to accept their proposal as presented. Motion carried unanimously.

Fremont Counseling Service Executive Director Scott Hayes requested the Commissioners' annual letter of support to accompany their application to provide publicly funded mental health and substance abuse services within Fremont County, Wyoming via a contract with the Wyoming Department of Health, Behavioral Health Division. Mike Jones moved, Travis Becker seconded, to approve the letter of support as requested. Motion carried unanimously. In another matter, Hayes informed the Board that the State Director is making changes in the funding stream for the Gatekeeper assessments, which are provided by Fremont Counseling Service for which Fremont Counseling Service provides these services to the County. For the last several years, this charge was paid by the State; however, as of the new fiscal year, this charge will go back to being the County's responsibility. As this will be a budget impact, Chairman Becker asked for estimated costs which Hayes estimated to historically be between \$40,000 - \$50,000. He will work with Deputy Civil Attorney Jodi Darrough on a Contract for the Gatekeeper Services with Fremont County to go into effect July 1, 2020. Pending legislative action, he will know more after the session pertaining to this program.

Commissioner Thomas arrived to the meeting at 9:30 p.m.

Central Museums Director Scott Goetz presented a quarterly update. He presented a spreadsheet for each Museum indicating comparison figures for the Board's information.

County Clerk Julie Freese and Financial Assistant Joe Felix presented a preliminary budget hearing. After advertising, the final budget hearing is scheduled for the following meeting of February 11th.

Fremont County Treatment Courts Supervisor Melinda Cox stated the renewal applications for the Juvenile Treatment Court and Court Assisted Supervised Treatment programs have been submitted to the State with no significant changes. She informed the Commission of a resignation of a Clinical Supervisor and requested authorization to begin advertising for the position at a range between \$45,000 and \$61,000. She asked for flexibility to keep the current employee on through the process until a new person is hired at the cap salary or lower, depending on experience so there would be no impact to the budget. Commissioner Thomas reviewed the possibility of a contractual agreement with the current Clinical Supervisor to conduct tele-health sessions. Clarence Thomas moved, Mike Jones seconded, to approve advertising for a Clinical Supervisor position at a salary range of \$45,000 - \$61,000. Motion carried unanimously.

Fremont County Public Defender's Office Supervisor Jonathan Gerard introduced himself to the Commissioners and reviewed the current staffing structure of three state attorneys (2 full time and one $\frac{3}{4}$

time) and three part-time contractual public defenders. County Attorney Patrick LeBrun and Treatment Courts Director Melinda Cox were present in the audience. Gerard stated the three part-time contractual positions receive a monthly \$450 stipend per W.S. § 7-6-111 from the County and he requested the Board consider increasing that stipend to \$750, or at the very least \$600 as it was several years ago. The benefit to Fremont County would be to retain the three part time public defenders to meet rising rent costs. He also reviewed several other counties and referenced what their part-time contractual public defenders were paid, all higher than the stipend Fremont County is paying. County Clerk Julie Freese encouraged Gerard to reference these concerns in the budget message of the upcoming budget hearing for continued discussion on the request. She noted that an earlier Board had reduced the stipend with the knowledge that the part-time contractual positions also had their own law practice on the side. Commissioner Jones expressed appreciation to Gerard for the important work they do for the County.

Vice-Chairman Allen joined the meeting at 10:15 a.m.

Jonathan Gerard was joined by Melinda Cox to discuss the high number of pre-adjudicated vs. adjudicated inmates currently incarcerated. Many of them are waiting substance abuse evaluations before they can be sentenced, helping to create the Detention Center overcrowding issue. Cox volunteered to look at doing the pre-adjudication evaluations with additional funding for a contractual position for this reason, helping speed up the process of sentencing and moving inmates out of the jail. She estimated a cost of \$150/evaluation and will put together numbers to share with the Board to consider vs. the costs of incarceration. Commissioner Thomas stated all entities should come together to further this discussion.

Fremont Air Service Team (FAST) representatives Missy White, Kyle Butterfield and Ernie Over were present for an update. Denver Air Connection completed their service January 11, 2020, with a total of 4,136 enplanements from July 2019 through December 2019. Gifts and presentations were made to Denver Air Connection crew along with compelling stories, postcards and a pizza lunch. SkyWest/United Express commenced service January 12, 2020 with 699 January enplanements. The January number is already close to the record set in 2013. Better prices are increasing enplanements and they expect to meet the 10,000 threshold for the \$1 million federal reimbursement. They are happy with the way the public has embraced the new service. FAST has entered into a marketing contract with HerrmannGlobal. Butterfield reviewed the auxiliary airport services that include rental car availability with a Hertz Rent-a-Car kiosk as well as Priceless Rentals available by calling them. The Local Food Hub is currently operating the café and has expanded into the secure area counter. The group stated quarterly invoices will still be forwarded and they will provide monthly updates on the new carrier performance for the Board's information. They are not experiencing huge fuel spikes like last year and funds are holding to expectations. Over stated customers asked for the ability to purchase one ticket, baggage handling and lower prices, all of which has happened and is causing customers to return to the Riverton Airport. Due to weather, some flights have been affected with delays, but that is to be expected. The new aircraft is a 50 passenger aircraft and the waiting area is in a secure area. The Board thanked the group for the update and for all their hard work ensuring the best air service possible for Fremont County.

Planning Department Supervisor Steve Baumann presented a proposed plat for the vacation of Nora Vista Subdivision, located ½ miles west of Lander on Mullins Drive. This subdivision has never been developed and no easements of record within the Subdivision. The Fremont County Planning Commission unanimously recommended approval of the vacation. Mike Jones moved, Clarence Thomas seconded, to approve the Vacation of Nora Vista Subdivision. Motion carried unanimously.

Steve Baumann presented a proposed plat for the Vacation of Lots 10, 11, 35 & 36 of the Grandview Estates Subdivision be changed from lots into a single parcel of land with metes and bounds. The Fremont County Planning Commission unanimously recommended the Vacation with the condition that an easement is recorded for the utility easement to Mr. Hoelzen's property and that an easement is recorded to retain a 25' wide drainage easement on the south side of the newly created parcel. Chairman Becker noted the discussion that occurred during the Planning Commission meeting stating the existing Covenants for the Grandview Estates Subdivision will remain in place on the metes and bounds described parcel once the Vacation is complete and that Fremont County does not enforce Homeowner Association Covenants. Mike Jones moved, Clarence Thomas seconded, to approve the Vacation of Lots 10, 11, 35 & 36 of the Grandview Estates Subdivision with the recommendation of the Fremont County Planning Commission regarding the recording of two easements. Motion carried unanimously.

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Mike Jones moved, Clarence Thomas seconded, to adjourn into Executive Session with Fremont County Planning Supervisor Steve Baumann regarding potential litigation. Motion carried unanimously. Larry Allen moved, Clarence Thomas seconded, to return to Regular Session. Motion carried unanimously.

Fremont County Audit Committee members Tom Majdic, Julie Freese, Clarence Thomas and Joe Felix were present to discuss the four RFP proposals received for the County's audit. Fremont County has had the same auditing firm for the last eight years and it seemed prudent to send out an RFP for audit services due to the length of time that Fremont County has maintained the same auditor. Four proposals were received from DeCoria, Maichel & Teague (current auditors); Fagnant, Lewis & Brinda; McGee, Hearne & Paiz and Carver, Florek & James. The Audit Committee met and reviewed and discussed each technical proposal and then privately ranked the four firms with Carver, Florek and James being the first choice. Secondly, the Audit Committee then unsealed the cost proposals with Carver, Florek and James being the low bid. Finally, several current clients (in-state) of Carver, Florek and James were contacted and the overall response was satisfaction for their audit services. Larry Allen moved, Clarence Thomas seconded, to accept the Audit Committee's unanimous recommendation to select Carver, Florek and James to conduct annual audits for Fremont County Government, two Treatment Courts and Solid Waste Disposal District for the years ended June 30, 2020 through 2022, for a cost of \$43,000, \$43,868 and \$44,782, respectively. Motion carried unanimously.

Popo Agie Ranch Coordinator Bill Lee discussed their Popo Agie Flood Control and River Restoration project that has been Wyoming AML funded. Present in the audience was Treasurer Tom Majdic, Deputy Jim Anderson and Financial Assistant Joe Felix. Lee stated they would like to use the awarded amount to match funds with the Wyoming Wildlife Natural Resource Trust (WWNRT) to complete related stream projects that will help protect Fremont County infrastructure (Deer Valley Road) and subdivision property. Lee stated they are looking at approximately \$90,000 to support the opening of an old river channel braid and repair the "face cut" in the river channel downstream from the River Restoration project. Lee requested Fremont County act as the public entity for the pass through money if awarded the grant from the WWNRT. County Clerk Julie Freese stated the importance of Felix and the Treasurer's Office prior to Commissioner action. Lee will forward the information to them later in the day as time is of the essence as the grant submission is due March 1st.

County Attorney Patrick LeBrun informed the Board that an Elmo Document Camera is no longer being used in the court system and stated the Wyoming Life Resource Center has made an offer of \$100 for the unit. Larry Allen moved, Mike Jones seconded, to approve selling the equipment to WLRC for \$100. Motion carried unanimously.

County Clerk Julie Freese and Financial Assistant Joe Felix were present to continue discussion on the upcoming budget process. The Capital Revolving Fund Committee is reviewing updated documents for that fund and she hopes to have them finalized by next Monday when she reviews the budget packets page by page during the Elected Officials/Department Heads meeting. The Executive Health Insurance Committee will have a recommendation on premium rates in May. The Wyoming Retirement System contribution rate increase is in the third of four years of the rate adjustment of .5% annually. Larry Allen moved, Mike Jones seconded, to continue to have the County fund .25% and the employee fund .25% of the contribution rate increase for FY 2020-2021. Motion carried unanimously. Mileage rates were discussed. Larry Allen moved, Mike Jones seconded, that effective July 1, 2020, to increase the mileage rates for reimbursing County employees for the use of personal vehicles upon County business to \$.45/mile when no County vehicle is available and \$.35/mile when the use of a personal vehicle is for the convenience of the employee. Motion carried unanimously. Social Services budgets will reviewed and at the Commissioners' discretion, a budget hearing will be set for those the Commission wishes to see. Discussion was held on the Commissioners continuing decision that no new positions and no salary increases is still in effect. Freese stated other Counties deal with this decision by Resolution and the Board will consider drafting one.

Meeting reports were given:

Commissioner Mike Jones stated that Aethon Energy is making some changes to their proposal which may provide for a more positive review. The Solid Waste Disposal District has received some approved changes by DEQ to allow for the landfill covering reduced end life expense saving the District about \$1 million. County Clerk Julie Freese provided a budget session for the Library Board. Bill Lee took him on a Search & Rescue tour and he expressed work for all they do.

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Chairman Becker stated that the Courthouse had been closed the previous day due to the major snowstorm that hit Fremont County. As a result, there is a need to revise the phone tree and he and County Clerk Freese will work on this project.

Vice-Chairman Allen reviewed the draft Oil Products Bid Document. Larry Allen moved, Mike Jones seconded, to approve the document for advertising for FY 2020-2021 products. Motion carried unanimously.

Larry Allen moved, Clarence Thomas seconded, to adjourn the meeting at 12:15 p.m. and reconvene for a Regular Meeting on February 11, 2020. Motion carried unanimously.

A full detailed report and the official minutes are posted on Fremont County's website at www.fremontcountywy.org.

/s/ TRAVIS BECKER, CHAIRMAN
FREMONT COUNTY COMMISSIONERS

ATTEST:

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