

STATE OF WYOMING)
) ss.
COUNTY OF FREMONT)

LANDER, WYOMING
OFFICE OF THE FREMONT COUNTY COMMISSIONERS
MARCH 10, 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, Vice-Chairman Larry Allen, Jennifer McCarty, Clarence Thomas and Michael Jones. Fremont County Clerk Julie A. Freese and Chief Civil Deputy Attorney Jodi Darrough were present.

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

Clarence Thomas moved, Mike Jones seconded, to approve the minutes of the Regular Meeting held on March 3, 2020. Abstaining from the motion was Chairman Travis Becker and Commissioner Jennifer McCarty due to their absence at said meeting. Motion carried.

Larry Allen, Mike Jones seconded, to accept the bills for payment. Abstaining from the motion was Chairman Travis Becker. Motion carried.

<u>Name</u>	<u>Department</u>	<u>Description</u>	<u>Total Cost</u>
307 Shredding LLC	Health Nurse	Shredding Services	\$75.00
A & I Distributors	Vehicle Maintenance	Oil/Fluids	\$997.62
AlSCO Inc	Segregated	Laundry	\$207.04
Amerigas	County Buildings	Propane	\$368.15
Amerigas Propane LP	County Buildings	Propane	\$1,276.60
B & B Enterprises LLC	Planning	Signs/Supplies	\$39.90
Bailey Enterprises, Inc	Segregated	Fuel	\$15,194.44
Bank of the West	Segregated	Credit Card Charges	\$22,916.85
Becker, Josiah	Fremont County WIC	Reimburse Expenses	\$233.45
Best Western Ramkota	Detention Center	Travel Expenses	\$83.00
Big Sky Communications Inc	Dispatch Center	Equipment	\$348.00
Bill's Quality Auto Glass	Vehicle Maintenance	Windshield Repairs	\$254.78
Bloedorn Lumber Lander	County Buildings	Materials/Supplies	\$38.95
Blumenshine, Herman	Transportation	Reimburse Expenses	\$198.44
Bob Barker Company, Inc	Detention Center	Inmate Supplies	\$434.33
Bowdel Steven P.	Detention Center	Medical Services	\$687.50
Carquest Auto Parts	Transportation	Parts/Supplies	\$4.48
CenturyLink	Agriculture Department	Telephone	\$356.85
Charm Tex Inc	Detention Center	Inmate Supplies	\$387.60
CMI Teco	Vehicle Maintenance	Parts/Supplies	\$281.01
Cowboy Chemical Inc	Detention Center	Inmate Laundry/Kitchen Supply	\$1,176.00
Dubois Frontier, The	Support Services	Advertising	\$74.86
Federal Express Corp	County Sheriff	Shipping	\$17.84
Fremont Auto Center Inc	Vehicle Maintenance	Windshield Replacement	\$682.88
Fremont Motor Riverton Inc	Vehicle Maintenance	Parts/Supplies	\$823.87
Fremont Motors Lander	Vehicle Maintenance	Parts/Supplies	\$666.35
Friday, Melissa M	Prevention Program	Training	\$376.16
Grainger	County Buildings Detention	Materials/Supplies	\$42.20
HDR Engineering Inc	Harris Bridge Replacement	Engineering Services	\$23,413.71
Hometown Oil Co	Vehicle Maintenance	Parts/Supplies	\$125.00
Ideal Auto Electric	Vehicle Maintenance	Parts/Repairs/Supplies	\$133.00
Injury Prevention Resources	Detention Center	Inmate Monitoring	\$435.00
Johnson Controls, Inc	County Buildings	Repairs/Maintenance	\$1,080.60
Kairos Communications /County 10	Prevention Program	Advertising	\$1,250.00
Lander Medical Clinic PC	Transportation	DOT Physical	\$150.00
Lander Valley Auto Parts	Vehicle Maintenance	Parts/Supplies	\$73.01
Lander, City of	Segregated	Water/Sewer	\$2,332.94
Lehman Studio	County Attorney	Photo	\$60.00
Leonard, Anthony G.	Detention Center	Inmate Medical Services	\$1,000.00
McKay, Katherine G.	District Court	Court Appointment	\$2,790.00
Mountain Dental PC	Detention Center	Inmate Medical	\$1,455.00
Murdoch's Ranch & Home Supply	County Sheriff	Supplies/Equipment	\$29.99
Napa Auto Parts Riverton	Vehicle Maintenance	Parts/Supplies	\$1,977.93
Norco Inc	Segregated	Supplies	\$4,323.41

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One Stop Market	Search & Rescue	Supplies	\$26.34
Post and Associates	Detention Center	Psych Exams	\$1,200.00
Postmaster	Segregated	Box Rent	\$196.00
Print Shop, The	Transportation	Office Supplies	\$113.00
Quill Corporation	Segregated	Office Supplies	\$231.55
R R Brink Locking Systems Inc	County Buildings Detention	Materials/Supplies	\$767.00
Ratigan, Daniel, M.D.	Detention Center	P.A. Supervisor Contract	\$4,400.00
Reed's Moghaun Office Supply	Clerk of District Court	Office Supplies	\$314.37
Relx, Inc.	County Attorney	Research Subscription	\$595.00
Riverton Ranger, Inc	Support Services	Advertising	\$1,633.90
Riverton, City of	County Buildings	Water/Sewer	\$854.64
Rocky Mountain Automatic Doors	Transportation	Door Repair	\$4,300.00
Sage, Elk	Prevention Program	Training	\$376.16
Secretary of State	County Clerk	Notary Fee	\$30.00
Six Robblees' Inc	Vehicle Maintenance	Parts	\$184.23
Snider, Yvonne	Sheriff Victim Services	Reimburse Expenses	\$129.60
Specialized Pathology Consult	County Coroner	Autopsy Fee	\$1,250.00
Sweetwater County Sheriff	Detention Center	Inmate Housing/Medical	\$13,948.00
Sysco Montana Inc	Detention Center	Inmate Supplies	\$9,678.32
Thompson, Codi S., RD	Detention Center	Contract Services	\$269.10
Tweed's Wholesale Co	Detention Center	Inmate Board	\$1,740.11
US Foods Inc	Detention Center	Inmate Board	\$8,951.42
Verizon Wireless	Youth Services	Cellphones	\$220.41
Weld Pro LLC	County Buildings Detention	Welding Services	\$273.00
Wind River Towing	Abandoned Vehicles	Towing	\$540.00
WY Law Enforcement Academy	Detention Center	Training	\$822.00
Wyoming Behavioral Institute	Health & Welfare	Title 25	\$12,064.00
Wyoming Machinery Co	Vehicle Maintenance	Parts/Service	\$4,556.12
Wyoming Waste Systems	Segregated	Waste Removal	\$2,729.90
Wyoming.com	County Sheriff	Internet	\$999.95

Mike Jones moved, Jennifer McCarty seconded, to accept a voucher from Cloud Peak Counseling Center in the amount of \$650.00 for one Title 25 patient. Motion carried unanimously.

The following items in the Signature File were reviewed: 1) annual renewal Retail Liquor Licenses; and 2) Record of Proceedings.

The following items in the Priority Mail file were reviewed: 1) White House Office of Intergovernmental Affairs briefing call notice regarding the Coronavirus.

There was nobody present for the public comment period.

Commissioner meeting reports were given:

Commissioner Clarence Thomas stated representatives from Wind River Family and Community Health Care have been invited to attend an upcoming meeting to discuss the possibility of their agency contracting with Fremont County for Title 25 transports.

Vice-Chairman Larry Allen gave an update on two new culverts earlier installed on the Moneta-Lysite Road Shoulder Widening Project that needs immediate attention. He has been in contact with the Transportation Department to relay this concern to both the engineer and contractor for the project and has also recommended the County provide immediate assistance with a temporary fix in the interim.

Commissioner Jennifer McCarty attended the monthly Fremont County Historic Preservation Commission meeting and noted there has been an officer change with Judy Peterson serving as Chair and Debbie Martin as Vice-Chair. She attended the monthly Fremont County Recreation Commission meeting and stated they are preparing for their annual grant request public hearing the following month.

Commissioner Mike Jones stated the Library Board continues to interview Director candidates and the process is ongoing. The Wind River Outdoor Recreation Collaborative has had their second meeting and Dubois is forming a like group with some of the same players.

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Chairman Travis Becker expressed appreciation to fellow Commissioners for carrying on in his absence at the previous meeting.

County Clerk Julie Freese stated the monthly Elected Officials/Department Heads meeting held the previous day had an HR presentation from Local Government Liability Pool Risk Manager Judi Just on Managing Challenging Employees and she gave an update on a Family Medical Leave Act. Following that presentation, she and Financial Assistant Joe Felix provided a review on the updated Capital Revolving Loan Fund application and budget packet. Vice-Chairman Larry Allen will prepare the County Commissioner's budget again for the upcoming year.

In another matter, Julie Freese reviewed discussion that had occurred the previous meeting regarding the development of guidelines for Commission liaisons. She further stated the various Boards should develop a description of their duties as well. She had also requested all personnel files be stored in the Payroll Department for security reasons and further stated individual offices could keep copies in their own files if they wished. She asked that the Commission send a memo to all Departments, Elected Officials and Off-Line Boards reiterating that personnel files will be stored in the Payroll Department.

Commissioner Clarence Thomas asked if it was perhaps time to hire a Human Resource manager as these duties have been taken on by Julie Freese and Jodi Darrough. If the Commission does not pursue a new position, he stated it would be the Elected Official's responsibility to understand HR rules and the need for continued training. The Commission stated they would continue this discussion during the upcoming budget process.

Sheriff Ryan Lee presented a monthly report. Undersheriff Mike Hutchison and Detention Supervisor Rick Filman were present in the audience. Detention bookings were 154, down from 30 the previous month. Of those, Riverton Police Department had 56, Fremont County Sheriff's Office 55; Lander Police Department 34, Wyoming Highway Patrol 2, US. Marshall 3 and Shoshoni Police Department 1. Current inmate population is 188 in house and 195 in custody, slightly down from last month's report. Of that population, 145 are males, 45 females, 4 juveniles (housed at Natrona County), Home confinement 1. Out of county adult placements are 1 in Hot Springs and 1 at the Wyoming State Hospital. Sentencing demographics total 57 sentenced and 138 pre-adjudicated. The overall budget is at 66.3% of which 67% of the fiscal year has elapsed even though medical and contractual services are both over budget. There are two vacant positions but there are two in the background stages. The additional bedding project is undergoing fabrication and they are awaiting installation. There was no report for Communications. Patrol/Enforcement deputies are being trained on the administration of Narcan nasal spray to help in an opioid overdose situation. This was made possible via a Wyoming Department of Health grant. Search and Rescues total 4 this calendar year (compared to 2 this time last year). Fremont County has been apprised of a Sublette County event that will have participants traversing over parts of Union Pass, Sheridan Creek and Warm Springs next weekend.

County Planner Steve Baumann presented the Canyon View Subdivision Lots 2 and 3 Replat. This is a five lot Simple Subdivision located approximately 2.5 miles west of Lander on the north side of Baldwin Creek Road. The purpose of the Replat is to add the access easement to the Plat as well as move the Lot line between Lots 2 and 3 to the west. The Fremont County Planning Commission unanimously recommended approval. Mike Jones moved, Clarence Thomas seconded, to approve the Canyon View Subdivision Lots 2 and 3 Replat as recommended by the Fremont County Planning Commission. Motion carried unanimously.

Steve Baumann reviewed the Viewer's Report he compiled regarding the Petition to Vacate a Publicly Dedicated Road, Field Station Road #441 (aka College Farm Road). The vacation of the Road is contingent on a new public access road to be constructed by Central Wyoming College to the Central Wyoming College Alpine Sciences Institute. Jennifer McCarty moved, Clarence Thomas seconded, to accept the Viewer's Report and begin the statutory 30 day comment period. Motion carried unanimously. The 30 day comment period will begin March 15, 2020 and all objections or claims for damages must be filed in writing with the County Clerk by noon on April 20, 2020. The Commissioners have scheduled the matter on their agenda April 21, 2020 at 10:00 a.m. at which time they will review any objections or claims for damages.

Emergency Management Agency Coordinator Kathi Metzler presented the Sandbag Policy for review. She stated she is not seeing any issues but is being proactive in getting it in place. There are four sand vendors listed; however, if any other vendors are available, they need to contact her office to be included on the list. Larry Allen moved, Jennifer McCarty seconded, to approve the 2020 Sandbag Policy. Motion carried

unanimously. She informed the Board of her reappointment as the Homeland Security Coordinator for Fremont County per Governor Gordon.

Public Health Nurse Supervisor Becky Parkins, Emergency Preparedness Coordinator Traci Foutz and County Health Officer Dr. Gee provided an update on the Coronavirus. Parkins stated the goal of Public Health in regards to Coronavirus is to protect and prepare Fremont County and its citizens with updated information and recommendations from the Wyoming Department of Health and the Centers for Disease Control. She has posted posters from these agencies around the Courthouse over the last few weeks. Public Health has also been working diligently over the last couple of weeks to connect with public and entities in the community (Senior Centers, Schools, Nursing Homes, Community, Hospitals, Medical Providers, News Media and other service entities). Dr. Gee has been attending service organization meetings, schools, etc. as well. He stated that citizens need to remain calm and take the middle ground as currently Wyoming is low risk for the virus. Surveillance of illness is important and at this time flu symptoms can be treated effectively with non-pharmaceutical intervention. He stressed the importance of handwashing, avoiding ill people, covering your cough, avoid touching your eyes, nose and mouth, etc. As with all viruses, the young, elderly and those with compromised immune systems are at a higher risk. Foutz reviewed a Table Top Exercise that was held several weeks ago for a pandemic flu crisis and Commissioner Thomas recommended they contact other areas that have experienced the virus to see what they are doing on the ground. Parkins stated they are following the State recommendations which at this time include educational and preventative information and they have had no contact with out of state agencies. Dr. Gee stated the hospitals are currently testing for the virus and that the Indian Health Service is equipped with an even more sensitive test. He felt travel restrictions may be put in place in the future. He stated that most viruses go away with warmer weather; however, it is unknown with this one. Both he and the Fremont County Public Health Office highly recommend members contact their health care provider before visiting a physician's office or urgent care for their recommendation of testing and treatment. The Commission thanked them for their actions and for the update.

County Coroner Mark Stratmoen gave a monthly update. Building Maintenance Supervisor J.R. Oakley was present in the audience. Total cases so far this calendar are at 20, compared to 22 at this time in 2019. Natural deaths are 13, Accident 1, Suicide 4 and pending cases are 2. The budget is less than 1% over where we would be expected to be at this time of year. He then reviewed a staffing proposal to consider for the upcoming budget to retain the services of a forensic pathologist who is relocating to the area due to retirement; however, he would like to stay active in the field. Our average yearly numbers would be suitable and this offers a great chance to decrease overall costs. In 2014 the Coroner's Office researched the cost of hiring a full-time forensic pathologist, which required coordination with other counties to have a justifiable case load, however was not pursued at that time. Average costs to the budget for an average year of 28 autopsies per year is \$49,715. Stratmoen proposed adding the position of forensic pathologist to his staff as an occasional, non-benefitted position. This would not increase the budget as it would reduce the contractual line item. Some fees, like autopsy histology and transcription cost remain to be worked out locally. The Colorado pathologists would still be retained as backup. The morgue would need some old equipment removed and some upgrades made and tools, equipment and x-ray machine still need to be finalized after the pathologist has an opportunity to tour the morgue. The Commission expressed interest in the proposal so Stratmoen will add the position to the proposed budget for final review.

Transportation Department Administrative Secretary Jill Johnson and DOWL Engineer Casey Jones were present to get clarification on several items in the Construction Contract for the Willow Creek Road Shoulder Repair Project. Enterprise Ditch board member Doug Thompson was present in the audience. Jones stated two sites will be repaired and the design documents are 90% completed and he provided plan documents for the East and West sites. A landowner meeting was held last week and Temporary Construction Easements are being finalized and it was determined another meeting between should be held to discuss potential issues on down the ditch. The project should be ready for bid in the spring.

In other business, Jill Johnson stated the Moneta-Lysite Road that traverses over the two new culverts is failing. The Transportation Department will lay down cold mix as a temporary fix until hot mix can be applied next year. She stated both the project Engineer and Contractor have been made aware of the issue.

Discussion was held regarding the development of criteria for the upgrade of the County's Land Use Plan to be used as selection criteria for consultant interview selection. Doug Thompson and Steve Baumann were present in the audience. Commissioner Jones had asked fellow Commissioners to review the current Land Use Plan and determine where updates are needed. The State funding for the project requires that all lands

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managed by the federal government within each county must provide the following for each resource or issue identified: Resource assessment, Resource management objectives and priorities. This is an opportunity to adapt the Land Use Plan to satisfy Natural Resource language by possibly an addendum to the current Plan. Doug Thompson, County Commission at the time of the development of the Fremont County Land Use Plan, gave a historical overview and stated the importance of the Plan is to assert County authority with federal agencies. He stated the importance of the consultant doing what the County wants and to include the socio economic template. Discussion was held on County authority over state actions as well. At the next meeting, final criteria will be developed and three firms will be selected to interview.

County Clerk Julie Freese reported on the Election Code cleanup bill which has now been signed by the Governor. She expects the Absentee Ballot bill to be approved and the Tribal ID bill is set to pass as well. County Planner Steve Baumann stated the upcoming Census requires a survey for the Boundary and Annexation Department and he stated the correct Wind River Indian Reservation boundaries will be of importance. He will work closely with the State to ensure the correct information is submitted.

Larry Allen moved, Clarence Thomas seconded, to adjourn the meeting at 12:15 p.m. and reconvene for a Regular Meeting on March 24, 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