

STATE OF WYOMING )  
 ) ss.  
COUNTY OF FREMONT )

LANDER, WYOMING  
OFFICE OF THE FREMONT COUNTY COMMISSIONERS  
MAY 5, 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. (Commissioners Allen and Thomas and Chief Civil Deputy Attorney Jodi Darrough attended via GoToMeeting). Fremont County Clerk Julie A. Freese was present. Due to the Commissioner's March 16, 2020 declaration that all County Offices are to be closed to the public due to the COVID-19 crisis, all non-county agenda presenters were required to participate via the virtual site.

Jennifer McCarty moved, Mike Jones seconded, to approve the agenda as amended. Motion carried unanimously.

Jennifer McCarty moved, Mike Jones seconded, to approve the minutes of the Regular Meeting held April 21, 2020. Motion carried unanimously.

Jennifer McCarty moved, 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>
7th District Court	Payroll	Child Support	\$360.28
Ameda Inc	Public Health	Supplies	\$1,896.00
American Family & Life Insurance	Segregated	Insurance	\$7,839.01
Amerigas	County Buildings	Supplies	\$372.12
Amerigas Propane LP	County Buildings	Supplies	\$697.56
Aranow, Elizabeth	Operation Safeguard	Mileage Reimbursement	\$52.80
B & B Enterprises LLC	Planning	Signs & Supplies	\$48.72
B & T Fire Extinguishers Inc	Transportation	Extinguisher Services	\$900.00
Bailey Enterprises, Inc	Segregated	Fuel	\$9,827.56
Bank of the West	Segregated	Credit Card Charges	\$25,054.33
Bank of the West	Sheriff's Office	Deposit Slips	\$58.01
Bank of the West Acct Analysis	County Treasurer	Bank Charges	\$77.33
Bestul, Joey	Clerk of District Court	Expense Reimbursement	\$34.80
Big Brothers Big Sisters of NW WY	TANF Grant	Reimbursement	\$4,492.04
Big Horn Co-Operative	Transportation	Parts & Supplies	\$72.56
Black Hills Energy	County Buildings	Utility Service	\$7,896.12
Blue Cross Blue Shield of WY	Co Admin	Health Insurance Claims	\$336,417.51
Bob Barker Company, Inc	Detention Center	Inmate Supplies	\$695.14
Brown, Jennifer L.	Detention Center	Reimbursement	\$533.00
Calder, William	Public Health	Mileage Reimbursement	\$112.00
CDW Government, Inc	Segregated	Equipment & Supplies	\$269.00
Charm-Tex, Inc	Detention Center	Inmate Supplies	\$104.90
Charter Communications	Detention Center	Services	\$215.68
Child Support Services/ORS	Payroll	Child Support	\$564.00
Clifford, Gregory P. MD PC	Detention Center	Inmate Medical	\$6,649.00
Coast to Coast Computer Products	Segregated	Computer Supplies	\$1,870.26
Colonial Life & Accident, Ins	Segregated	Insurance	\$165.22
Communication Technologies, Inc	County Sheriff	Equipment Repair	\$463.50
Cowboy Chemical, Inc	Detention Center	Inmate Supplies	\$869.70
Dandelion Design Co., The	Fremont County WIC	Supplies	\$145.00
Davis, Robert	Support Services	Vital Registrar Services	\$50.00
Dubois Telephone Exchange	Segregated	Telephone	\$681.60
E & F Towing and Recovery	County Sheriff	Towing Expenses	\$60.00
Electrical Dynamics, Inc	Operation Safeguard	Services/Repairs	\$111.41
Frank, Darby	Operation Safeguard	Mileage Reimbursement	\$174.80
Fremont County School Dist #25	Youth Services	Program Meals	\$93.10
Fremont County Treasurer	Co Admin	Health Insurance	\$338,190.00
Fremont County Treasurer	Co Admin	Withholding/FICA	\$200,036.74
Fremont County Treasurer	Co Admin	Section 125 Benefits	\$43,479.43
Fremont Orthopaedics PC	Detention Center	Inmate Medical	\$2,484.00
Gales Carpet One Floor & Home	County Buildings	Supplies	\$883.87

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Gee, Brian	Public Health	Co Health Officer/Reimb Exp	\$1,712.00
Gist, Cora L.	Clerk of District Court	Reimburse Expenses	\$33.60
Grainger	County Buildings	Materials/Supplies	\$213.83
Great West Trust	Segregated	Wyoming Benefits	\$7,160.00
Groomsmith, Tauna	Prevention Program	Mileage Reimbursement	\$115.63
Gruber Technical, Inc	Computer Services	Supplies	\$2,019.84
HDR Engineering, Inc	Transportation	Engineering	\$25,789.24
Healthsmart Benefit Solutions	Segregated	Insurance	\$1,008.00
Heller, Kayelene	Clerk of District Court	Reimburse Expenses	\$37.20
Hilyard, Shannon	County Attorney	Reimburse Expenses	\$46.40
Holder, Philip	County Sheriff	Mileage Reimbursement	\$67.20
Injury Prevention Resources	Youth Services	Contractual Services	\$2,970.00
Inland Truck Parts Co.	Vehicle Maintenance	Repairs/Parts	\$112.00
Juvinall, Michael	Transportation	Reimbursement	\$29.40
Kairos Communications /County 10	Segregated	County 10 Advertising	\$1,350.00
Kirkland, Jamey	Support Services	Vital Registrar Services	\$45.50
Kisling, Lisa	Public Defender	Public Defenders Rent	\$450.00
Lander Medical Clinic PC	Detention Center	Inmate Medical	\$442.00
Lander Valley Auto Parts	County Buildings	Parts / Supplies	\$10.58
Lazzari, Bailey	Public Defender	Rent	\$450.00
Lee, Kim	Operation Safeguard	Mileage Reimbursement	\$26.40
Leonard, Anthony G.	Detention Center	Inmate Medical Services	\$1,312.50
Majdic, Thomas	County Treasurer	Reimburse Expenses	\$185.51
Master's Touch LLC	County Assessor	Postage	\$12,647.49
Media Works, Inc	County Sheriff	Supplies	\$24.99
Medical Air Services Assoc., Inc	Health Benefit Plan	Air Ambulance Memberships	\$28,116.00
Miller, Margaret	District Court	GAL Office Rent Monthly	\$150.00
Moore, Christy L.	Detention Center	Inmate Uniform Repairs	\$230.00
Mr. D's Food Center, Inc	Segregated	Supplies	\$298.42
National Business Systems, Inc	County Treasurer	Prepaid Postage	\$2,138.22
National Food Group, Inc	Detention Center	Inmate Board	\$11,528.56
Natrona County Circuit Court	Segregated	Garnishments	\$139.79
Natrona County Sheriff	Detention Center	Inmate Housing	\$16,770.00
New York Life Insurance	Segregated	Insurance	\$133.11
NMS Laboratories	County Coroner	Toxicology Services	\$1,803.00
Norco Inc	Transportation	Rental / Supplies	\$15.60
Northern Arapaho Child Support	Payroll	Child Support	\$598.78
Over, Ernest	Operation Safeguard	Mileage Reimbursement	\$12.80
Palace Pharmacy	Detention Center	Inmate Medical	\$10,216.79
Plainsman Printing & Supply	Clerk of District Court	Printed Supplies	\$4,866.07
Post and Associates	Detention Center	Employee Services	\$400.00
Post, Raymond	Segregated	Car Wash	\$69.72
Power Toys of Riverton	Search & Rescue	Supplies	\$44.99
Prestrud, Rebecca	Health Nurse	Mileage Reimbursement	\$220.20
Quadient Inc	County Sheriff	Postage Machine	\$118.88
Quill Corporation	Segregated	Office Supplies	\$327.55
R C Lock & Key	County Buildings	Keys, Supplies & Services	\$12.00
R T Communications	Segregated	Telephone Services	\$548.63
Ratigan, Daniel, M.D.	Detention Center	P.A. Supervisor Contract	\$4,675.00
Richardson-Linville, Laura	Support Services	Vital Registrar Services	\$0.50
Riverton Physician Practices LLC	Detention Center	Drug Testing	\$453.00
Riverton, City of	County Buildings	Water/Sewer	\$826.29
Rock Creek Sewer & Drain	County Buildings	Building Maintenance	\$100.00
Rocky Mountain Automatic Doors	County Buildings	Parts/Services	\$1,400.00
Romero, Amy	Clerk of District Court	Mileage Reimbursement	\$43.20
Safeway Inc	Detention Center	Inmate Medical	\$3,574.69
Sagewest Health Care	Detention Center	Inmate Medical.	\$9,658.67
Sanchez, Amanda	Clerk of District Court	Expense Reimbursement	\$39.60
Secretary of State	Segregated	Notary Fees	\$90.00
Shirts & More Inc	Segregated	Decal /Window Covering	\$247.00
Skaggs Companies, Inc	Detention Center	Uniforms/Supplies	\$613.85
Soule, Sierra	District Court	GAL Office Rent Monthly	\$150.00
State Disbursement Unit	Payroll	Child Support	\$1,066.25
State of WY, Public Defenders Office	Public Defender	Public Defenders	\$1,650.00
Stock Doc, PC The	County Sheriff	Contract Services	\$607.51

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Stoudt, Sally A.	Youth Services	Notary Fee Reimbursement	\$30.00
Strasser, Stacy	Operation Safeguard	Expense Reimbursement	\$155.90
Sweetwater County Sheriff	Detention Center	Inmate Housing	\$1,365.00
Sylvestri Customization	Prevention Program	Supplies	\$7,675.00
Sysco Montana Inc	Detention Center	Inmate Supplies	\$17,006.42
Tegeler & Associates	Detention Center	Services	\$50.00
Terrance R. Martin PC	Public Defender	Rent	\$450.00
Thompson, Codi S., RD	Detention Center	Contract Services	\$347.50
Total Net Salaries	Segregated	Salaries	\$655,676.55
Tweed's Wholesale Co	Operation Safeguard	Supplies	\$81.76
US Foods Inc	Detention Center	Inmate Supplies	\$15,907.97
Valley Lumber & Supply Co Inc	Operation Safeguard	Materials/Supplies	\$23.74
Weigel, Dominick J Jr	Support Services	Vital Registrar Services	\$69.00
Weld Pro LLC	Detention Facility Trust Fund	Welding Services	\$15,143.78
Western Printing, Inc	Segregated	Printed Supplies	\$1,037.08
Whiting Law, P.C.	District Court	Professional Services	\$3,487.50
Wilson, Debra	Support Services	Vital Registrar Services	\$1.50
Winsupply of Riverton	County Buildings	Materials/Supplies	\$273.13
WY Brand Industries	Detention Center	Inmate Uniforms & Supplies	\$522.00
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	\$16,585.50
Wyoming Office Attorney General	24/7 Program	Program Fees	\$2,930.00
Wyoming Retirement System	Co Admin	Contributions	\$150,019.05
Wyoming.com	Segregated	Internet Services	\$1,074.12

The following items in the Signature File were reviewed: 1) Abatement Summary cover page; 2) letter of appreciation to Steve Baumann for serving as Viewer in the Petition to Vacate a Publicly Dedicated Road known as College Farm Road; and 3) Record of Proceedings. Jennifer McCarty moved, Clarence Thomas seconded, to approve County Nurse Manager Becky Parkins' request to fill a State Nursing position recently vacated. Motion carried unanimously. Jennifer McCarty moved, Mike Jones seconded, to approve a Blue Cross Blue Shield COVID-19 Amendment to the Plan Document that will allow the stop loss carrier to pay related claims. Motion carried unanimously. Jennifer McCarty moved, Mike Jones seconded, to approve a Fremont County Bank of the West Credit Card Application for Kim Clementson with a limit of \$1,500. Motion carried unanimously. Jennifer McCarty moved, Mike Jones seconded, to approve an Application/Permit to Construct Access Driveway submitted by Bryan and Monica Davis for Tweed Lane Road. Motion carried unanimously. Jennifer McCarty moved, Mike Jones seconded, to approve a Modification of Grant or Agreement between the U.S. Forest Service and Fremont County Sheriff's Office for additional funding of \$7,200 and inclusion of the 2020 Annual Operating Plan. Motion carried unanimously. Jennifer McCarty moved, Mike Jones seconded, to approve a 2019-2020 Subaward Agreement between Fremont County and Volunteers of America Northern Rockies's Cooperative Agreement with the Office of Juvenile Justice and Delinquency Prevention Act. Motion carried unanimously.

The following items in the Priority Mail were addressed: 1) Department of Homeland Security, Federal Emergency Management Agency, document for Request for Public Assistance. Mike Jones moved, Jennifer McCarty seconded, to designate Emergency Management Coordinator Kathi Metzler as Primary Contact and County Nurse Manager Becky Parkins as Alternate. Motion carried unanimously. 2) James Gores and Associates letter regarding the Moneta-Lysite Road Shoulder Widening Project update on the financial status of the project, project communication and project timeline. Vice-Chairman Allen will continue working with Transportation Superintendent Billy Meeks regarding answers posed in the letter from the firm.

Nobody called in for the Public Comment segment of the meeting.

Chairman Travis Becker informed the Board of a recent Truck Driver vacancy for the Lander area. Jennifer McCarty moved, Mike Jones seconded, to approve refilling the position at a salary not to exceed \$33,472. Motion carried unanimously.

The 27 applications for the County Commissioners' Scholarships were reviewed and a weighted poll was taken. Jennifer McCarty moved, Mike Jones seconded, to designate the three applicants as Alexis Fontaine (Lander Valley High School); Madison Sanchez (Dubois High School) and Gaby Wall (Wind River High School); and to select the first, second and third alternates, respectively, as Madison Enos (Shoshoni High School); Jaylyn Gabrielsen (Riverton High School) and Emma Ramage (Shoshoni High School). Motion

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carried unanimously. The County Commissioners' Scholarship is in the amount of \$500 per semester and is in addition to the Hathaway merit scholarships and only valid at a Wyoming Community College or the University of Wyoming. The one renewal scholarship will be awarded later in June after spring grades are posted. The Commissioners expressed appreciation to all those applying and stated the selection is one of their hardest jobs as all the applicants are very deserving.

Commissioner Meeting Reports were given:

Commissioner Mike Jones stated that two terms are expiring the Fremont County Library Board.

Chairman Travis Becker stated there will be an Emergency Operations Meeting on Thursday, May 7, 2020 at 9:00 a.m. at the Riverton EOC Center. All Mayors and Tribal partners have been asked to attend and he hoped all Commissioners, County Clerk Julie Freese and Sheriff Ryan Lee could also attend.

Fremont County Planning Director Steve Baumann presented a proposed plat for Big Diamond Subdivision. One adjoining landowner comment letter was addressed. The Fremont County Planning Commission recommended approval of the Big Diamond Subdivision, contingent upon a copy of the signed construction contract for the final 50' of road leading to Lot 4 is provided. Baumann noted that his review of the area the previous day indicated the road has been completed. Mike Jones moved, Jennifer McCarty seconded, to approve Big Diamond Subdivision. Motion carried unanimously.

In other business, Steve Baumann stated that he has been informed that John Falls is planning on a 20 plus subdivision on his property that encompasses part of Shoshone Lake Road. Preliminary discussion took place on August 6, 2019 when Steve Lee represented Mr. Falls and stated his offer to purchase gravel and fuel in exchange for the County providing equipment and labor to improve the Road from Baldwin Creek Road up to the base of the mountain. At that time, the Commissioners asked for actual costs to be compiled and stated liability issues would need to be addressed, all of which still needs to be done. Baumann will research whether the State has ever conducted any type of traffic count for travelers going on up to the State land.

Vehicle Maintenance Supervisor Brad Meredith presented a spreadsheet compiling the four bids opened on April 21, 2020 for the FY 2020-2021 oil products. Each bid contained pricing on ten products and the totals listed as follows:

NAPA	Valvoline	\$5,601.91
Dooley Oil	Shell	\$5,373.27
A & I Distributors	Citgo	\$5,109.16
A & I Distributors	Service Pro	\$4,077.65
Bailey Enterprises	Sinclair	\$3,914.80

He provided a final analysis of the current supplier, A & I Distributors, and stated his belief that other products may require reducing service intervals, thereby creating an increase in work load and possibly another mechanic. His final recommendation was to continue with A & I Distributors for the Citgo product currently being used by Fremont County. Commissioner Thomas expressed concern that A & I was out of State (Montana) and there could be a concern in the future with delivery issues related to the Coronavirus. Vice-Chairman Larry Allen stated Meredith is the expert in which oil product he would like to use, and the current supplier, A & I Distributors, has not had any issue with supplying Fremont County the product in the past. He further stated Meredith has done his research and he will go with his recommendation to continue with A & I for the next fiscal year. Commissioners McCarty and Jones concurred. Mike Bailey called in to express his concern that Sinclair products met all the specifications asked for in the bid document and that testing had not been done on the other suppliers which he felt was outside of the bid requirements. Mike Jones moved, Larry Allen seconded, to accept the Vehicle Maintenance Supervisor's recommendation to award the FY 2020-2021 oil product bid to A & I Distributors for the Citgo product. Voting against the motion: Travis Becker and Clarence Thomas. Motion carried.

Assessor Tara Berg and Deputy Treasurer Jim Anderson presented preliminary figures on assessed valuation and revenue projections. Treasurer Tom Majdic was present in the audience. Berg presented a spreadsheet indicating a County Assessed Total of \$421,357,371 and estimated State Assessed Valuation of \$213,491,784, for a total of \$634,849,155, a -0.0794 difference from 2019. Anderson stated property tax is currently on target and the last sales tax figures were pre-COVID-19 and recent numbers won't be available for several months. County Clerk Julie Freese stated she will get firmer figures to the Commissioners by their meeting but stressed there are no reserves to tap into this year, other than the Cash Reserve. She recommended any

decisions on purchases through the Capital Revolving Fund be postponed until the end of the budget process this year and that this funding is from the Cash Reserve and may be needed to balance the budget. Discussion was held on the comments received from all the Elected Officials and Department Heads on determining what Phase I - Return to Business with Public would entail. County Clerk Julie Freese had compiled all suggestions and they were discussed. Building Maintenance Supervisor JR Oakley has ordered the security screens and delivery is expected on Friday. With that said, he stated May 18<sup>th</sup> may be a good target date to open county buildings up to the public. He stated the sanitization procedure he has implemented will have most of the larger County buildings done by that date; however, some of the smaller buildings may not be done yet. Freese stated she and Treasurer Majdic discussed a limit of no more than six customers between their two offices as they each have three stations. A designated person (possible law enforcement) at the sliding double doors was discussed as well as a numbering system to stay within the 10 limit set currently for businesses. Customers will be asked to use masks if they have them, and to limit only one person in the family to conduct business whenever possible. Temperature taking of customers was discussed but did not receive a lot of approval. Oakley stated the numbering system and a gate to close off the Courts will need to be purchased. Jennifer McCarty moved, Clarence Thomas seconded, to authorize purchases not to exceed \$800 for the COVID-19 related items. Motion carried unanimously. Further discussion will take place during the Commissioners regular meeting of May 12<sup>th</sup> to designate an opening date to the public.

County Clerk Julie Freese and Deputy Margy Irvine reviewed several Directives received from the Secretary of State regarding voting. Absentee requests will be sent to all registered voters on May 15, 2020 from the Secretary of State, but with individual County Clerk's names and address on the return label. Fremont County set eight Vote Centers two weeks ago, and pursuant to State Statute, the Clerk's Office must send a notice to all voters stating where they are able to vote (any voter can vote at any center). Early Voting will still be offered along with appropriate guidelines for social distancing. Filing for Office begins May 14 and County Commissioner seats may be done by mailing the application and fee or by e-mail and paying with a credit card. Freese stated they are working hard on getting an adequate number of election judges to man the eight Vote Centers. New Secretary of State Directives from Friday indicate consolidation of polling places to no more than seven locations; however, she expects a variance for Fremont County's eight since they have already been set as long as polling locations are still available and an adequate number of election judges are identified to man the polling location. Social distancing guidelines must be followed there as well, and election officials will be required to wear face masks and gloves at all times. The directive further requires at least four judges at each Vote Center to assist with curbside services as needed. The other directive states that if absentee and early voting location cannot accommodate the social distancing, then a drop box must be used for absentee ballots. Additional absentee/early voting locations may only be open on the days and hours as the Courthouse location. They are working on those times and dates for the Riverton location and 45 days prior to the election in Lander. Freese will continue to keep the Commissioners updated on future directives from the Secretary of State. Since the Commissioners have closed the Courthouse to the Public on Election Days and county employees have been helping at the polls, she requested clarification on whether County employees could "opt out" of working at the polls this year and the Commissioners stated they could, but would need to work in their offices or take a vacation day. She noted there are other jobs needed besides working at the polls and she accommodate those employees that way if they are interested. The Building Maintenance Department is working on more drop boxes for absentee ballots, as well as for other offices, so that even when the Courthouse opens up, customers will still be encouraged to use the drop boxes whenever possible. She will continue to keep the Commissioners updated on future Directives.

Mike Jones moved, Jennifer McCarty seconded, to adjourn into Executive Session for potential litigation with County Planner Steve Baumann and Transportation Superintendent Billy Meeks. Motion carried unanimously. Mike Jones moved, Jennifer McCarty seconded, to return to Regular Session. Motion carried unanimously.

The Commissioners decided to spend the majority of the May 12<sup>th</sup> meeting to review budgets. County Clerk Julie Freese will work on a spreadsheet listing all Departments budgets last year as compared to this year's request. As no budget hearings were set this year, she asked that the Commissioners let her know if they want to see any Department in particular after they have reviewed their budget.

Mike Jones moved Jennifer McCarty seconded, to adjourn the meeting at 12:05 p.m. and reconvene for a Regular Meeting on May 12, 2020. Motion carried unanimously

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A full detailed report and the official minutes are posted on Fremont County's website at [www.fremontcountywy.org](http://www.fremontcountywy.org).

/s/ TRAVIS BECKER, CHAIRMAN  
FREMONT COUNTY COMMISSIONERS

ATTEST:

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