

STATE OF WYOMING)
) ss.
COUNTY OF FREMONT)

LANDER, WYOMING
OFFICE OF THE FREMONT COUNTY COMMISSIONERS
MAY 12, 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, Jennifer McCarty, Clarence Thomas and Michael Jones. Vice-Chairman Larry Allen was absent. (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, Clarence Thomas seconded, to approve the minutes of the Regular Meeting held May 5, 2020. Motion carried unanimously.

Jennifer McCarty moved, Mike Jones seconded, to accept the bills for payment. Motion carried unanimously.

<u>Name</u>	<u>Department</u>	<u>Description</u>	<u>Total Cost</u>
A & I distributors	Vehicle Maintenance	Oil/Fluids	\$105.70
Airgas USA LLC	Vehicle Maintenance	Supplies	\$228.08
AlSCO Inc	County Buildings	Laundry	\$207.04
Arcsearch Corporation	County Clerk	Digitized books	\$352.80
Bank of the West	Segregated	Credit card purchases	\$35,648.04
Becker, Josiah	Fremont County WIC	Expense reimbursement	\$201.25
Carquest Auto Parts	Vehicle Maintenance	Supplies	\$34.49
Centurylink	Agriculture Department	Telephone service	\$368.17
Charm-Tex Inc	Detention Center	Inmate supplies	\$5,592.18
Charter Communications	Segregated	Internet service	\$268.46
Communication Technologies Inc	Support Services	Maintenance agreement	\$3,479.58
Dierks, Richard	Transportation	Reimbursement	\$199.49
DOWL LLC	Transportation	Willow Creek-Engineering	\$4,688.75
Fremont Broadcasting	Prevention Program	Advertising	\$1,122.00
Fremont Motor Riverton	Vehicle Maintenance	Parts/supplies	\$3,012.36
Fremont motors - Lander	Vehicle Maintenance	Parts/supplies	\$598.89
Gruber Technical Inc	Computer Services	Computer equipment	\$1,800.00
Honnen Equipment	Vehicle Maintenance	Parts/supplies	\$126.49
Injury Prevention Resources	Juvenile Treatment Court	Contractual services	\$4,680.00
Inland Truck Parts Co.	Vehicle Maintenance	Repairs/parts	\$127.81
Kairos Communications/County 10	Segregated	County 10 advertising	\$1,500.00
Lander Valley Auto Parts	Vehicle Maintenance	Parts/ supplies	\$56.33
Lander, City of	County Buildings	Water & sewer	\$1,987.29
Leadership Fremont County	Public Health Crisis Response COVID	Fabric masks	\$500.00
Lee, Kim	Operation Safeguard	Incident command mileage	\$7.20
McKay, Katherine G.	District Court	Court appointment	\$7,115.00
NADCP	Segregated	Registration training	\$9,405.00
Napa Auto Parts-Riverton	Transportation	Parts & supplies	\$58.20
Norco Inc	Vehicle Maintenance	Account	\$32.13
Novo Benefits	Health Benefit Plan	Insurance services	\$4,961.51
Over, Ernest	Operation Safeguard	Incident command mileage	\$3.20
Peterbilt of Wyoming	Vehicle Maintenance	Parts	\$83.03
Quick Set Auto Glass	Vehicle Maintenance	Windshields, repairs	\$450.00
Relx, Inc.	County Attorney	Research subscriptions	\$595.00
Rocky Mountain Power	Segregated	Utilities	\$10,009.13
Shoshoni, Town of	County Buildings	Water/sewer	\$54.00
Spoonhunter, Leslie	Fremont County WIC	Reimburse expenses	\$6.45
Thomas G Loftin, DDS	CAST	Services	\$326.00
Tyler Technologies Inc	Capital Asset Acquisitions	Executime implementation	\$585.00
Verizon Wireless	Segregated	Telephone service	\$888.11
WCS Telecom	Transportation	Phone service	\$27.64
WY Dept of Health	Health Nurse	Payroll reimburse	\$41,777.93
Wyoming Waste Systems	Segregated	Services	\$2,695.92

The following items in the Signature File were reviewed: 1) thank you letter to Captain Kim Lee for service as Incident Commander for the COVID-19 Emergency Operations Center; 2) Abatement Summary cover

page; and 3) Record of Proceedings. Mike Jones moved, Jennifer McCarty seconded, to approve Resolution No. 2020-10 "Appointment of a Special Prosecutor" from Hot Springs County. Motion carried unanimously. Mike Jones moved, Jennifer McCarty seconded, to approve Amended and Restated Cooperative Agreement among the Wyoming Department of Transportation, City of Lander and Fremont County and the supporting Lander Urban Systems Advisory Committee By-Laws. Motion carried unanimously. Mike Jones moved, Jennifer McCarty seconded, to approve an Application/Permit to Construct Access Driveway for Traci McClintic for Mustang Drive in Dubois. Motion carried unanimously. Mike Jones moved, Jennifer McCarty seconded, to approve a letter supporting Governor Gordon's efforts to work with the National Park Service to open Teton and Yellowstone National Parks as soon as possible. Voting against the motion: Clarence Thomas. Motion carried.

The following items in the Priority Mail were reviewed: 1) Letter of concern from Jim and Wendy Gibson for unfinished work on the Mortimore Lane project (Transportation Superintendent Billy Meeks was requested to provide a written report and photos for the next meeting). Jennifer McCarty moved, Mike Jones seconded, to approve the 2020 Distribution of \$17,000 in Petersdorf Hospital Trust Income as follows: \$8,500.00 (50%) to the REACH Foundation for further distribution to the Riverton Senior Citizens, Inc., Sepiternal Society, Inc., Fremont County Hospice and other such institutions or organizations providing medical services or benefits and comforts for older people not otherwise available in the Riverton area as determined by the REACH Foundation; \$6,120.00 (36%) to the Lander Senior Citizens Center; \$1,020.00 (6%) to the High Country Senior Citizens Center; and \$1,360.00 (8%) to the Shoshoni Senior Citizens Center. Motion carried unanimously. Mike Jones moved, Jennifer McCarty seconded, to approve the Conflict of Interest Policy for the Martha Petersdorf Hospital Trust. Motion carried unanimously. The Wind River Visitor's Council proposed budget and operating plan was reviewed. Chairman Becker stated they would review the budget and invite the Council members to their June 2nd meeting to discuss their proposal. A Fremont County Government Accident Report was reviewed for damages to a Road Department 2005 Dodge Pickup. Jennifer McCarty moved, Mike Jones seconded, to accept the Transportation Superintendent's recommendation to total the vehicle. Motion carried unanimously. As replacement value is under the \$5,000 deductible with the County's liability carrier, Wyoming Association of Risk Management (WARM), the unit will be disposed of for parts.

The Public Comment period was held.

Executive Health Insurance Committee member Jim Anderson expressed the Committee's support of Wellness Coordinator Penny Fahey's request to move from a County employee to independent contractor for one year, as her husband has taken a job in Casper and they will be relocating. Committee member Margy Irvine was present in the audience. Fahey's proposal will allow her to maintain premium reductions, disease management benefits, and educational programs of participants. Under this agreement, she would operate the Wellness Program from Casper, while traveling to Fremont County once per month to meet with individuals and departments in person. Anderson had assisted her in preparing additional financial documents for the Board's review and noted the Committee needs to know what direction the Board is going in order to finalize the health plan budget. The proposal is a contracting fee of \$42,500 for FY 2020-2021. This amount will be included in the Health Promotion budget funded by health insurance premiums and reflects a savings of approximately \$13,000 over the current year's budget. A proposed calendar of events was also included in her packet of information. County Clerk Julie Freese stated the funding for the Wellness Program Coordinator is built into the Health Plan and any changes with plans will have impacts on employees. Commissioner Thomas expressed concern with the contractual agreement and if there is a need for the position, they need to go through the formal process of declaring a vacancy and seeking a replacement. Clarence Thomas moved, Mike Jones seconded, to offer a monthly contract to Fahey while advertising to fill the vacancy at the same time. Motion carried unanimously.

County Planner Steve Baumann presented a plat for Crooked Creek Subdivision, Lots 1, 2, 3 & 8, Re-Subdivision. The Subdivision is located off Union Pass Road and adjacent to the Crooked Creek Resort west of Dubois. Additional property was purchased and the primary purpose of the re-subdivision is to add space to the existing lots which will enhance their ability to provide replacement space for their small wastewater systems. The Re-plat was approved by the Fremont County Planning Commission during their December 5, 2019 meeting. Jennifer McCarty moved, Clarence Thomas seconded, to approve the Crooked Creek Subdivision Re-plat as recommended. Motion carried unanimously.

Building Maintenance Supervisor J.R. Oakley presented a sample of the sneeze/security screen being permanently installed in the Assessor, County Clerk, Treasurer, Election and Clerk of District Court teller areas. Other offices (Public Health, Planning, and Justice Center) will be receiving free standing screens. His

intent is to have the screens on the main Courthouse Floor (Assessor, Clerk, Treasurer) installed by Monday, May 18, 2020. He further plans to have the company provide disinfecting/sanitizing services in the Courthouse prior to that date. All other County buildings will have the service provided this week as well. Oakley had received quotes on large signs to be placed in the Courthouse regarding the COVID-19 stipulations and process when customers enter. He was given authorization to purchase six with bases, which can be re-used for other purposes when no longer needed for COVID related issues. Radio ads for re-opening were discussed and an amount between \$1,200 and \$1,500 was recommended. Employees will still be requested to park in the rear parking. In an effort to get the Courthouse ready to open to the public on May 18th, he stated there may be overtime incurred. Clarence Thomas moved, Mike Jones seconded, to approve overtime associated with opening the Courthouse up to business in a safe way. Motion carried unanimously.

Treasurer Tom Majdic thanked the Commissioners for providing the security screens in his office. Property taxes were due the previous day and the amount of mail has overwhelmed his employees. They are averaging about 200 voice mails a day and he asked customers to be patient as they are experiencing such a high volume in daily business.

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

Deputy Treasurer Jim Anderson provided a report on Anticipated Revenues. Present in the audience was Treasurer Tom Majdic and Assessor Tara Berg. The updated figures for revenue projections for the current fiscal year (2020) is \$21.28 million of general fund revenue and transfers (including property taxes). They anticipate \$19.30 million of general fund revenue for next fiscal year (2021). The current year estimate anticipates a general fund net decrease of \$560,000 when compared to the adopted budget. Significant changes include state sales & use tax (decrease \$30,000); Payment in Lieu of Taxes (PILT) (decrease \$115,000); transfer from Road and Bridge SRF (decrease \$52,000) and WIC reimbursement (decrease \$54,000). It's important to recognize the decrease in WIC reimbursement and transfer from Road & Bridge are offset by comparable decreased expenditures. The upcoming year projection anticipates \$19.30 million of revenue, a net decrease of \$1.98 million. Significant changes include property taxes (decrease \$296,000), state sales and use tax (decrease \$900,000) and proceeds from capital loan (decrease \$350,000). In recent years, fund transfers were used to help offset depressed revenues. Expected FY 2021 transfers from other funds decreased \$672,000. The projections are based on a number of assumptions. Current property and motor vehicle tax projections are based on a General Fund mill levy of 9.0 mills (FY 2020 is 8.660 mills). It was noted that any significant change to the mill levy will affect both property tax and motor vehicle registration fees. Delinquent property tax and the interest thereon are based on normal delinquent collections. Amendments to the valuation of oil and gas production may result in significant adjustments. PILT has been fully funded since FY2008 following a long period of underfunding (1995-2007). Future funding is not mandatory, the projection for FY 2021 is estimated at 95% of full funding. Forest Reserve is subject to federal legislative reauthorization, which has been expended through FFY 2020. The projections assume a 5% reduction in base payment and subject to 6.6% sequestration by the federal government. Sales and use, gasoline and special fuels taxes are based on two state reports, and given that the projections from these sources predate the COVID-19 crisis, the projections for Fremont County have been reduced by 10%-20%. Investment income estimate for FY 2021 is based on a 1.25% target rate of return and cash available to invest averaging \$4.0 million.

The budget work session commenced and County Clerk Julie Freese informed the Commissioners that they will need to cut \$2.5 million out of the current FY 2020-2021 budget requests. The Commission began by looking at those budget with statutory responsibilities that the county has to fund and the support departments that help make the statutory responsibilities possible. She stated the City of Riverton informed her that they received some federal funding so the Riverton Regional Airport budget request of \$50,000 for operations is withdrawn; however, the \$200,000 for the Fremont Air Service Team (FAST) is still requested. County Assessor Tara Berg asked the Board if the Elected Officials could defer or delay the statutory annual salary adjustments in place and Chief Civil Deputy Jodi Darrough will research the question. Discussion was held on removing all fund balances from the four off-line boards (Fair, Library, Museum and Recreation Commission). The health insurance costs are not finalized yet, but Freese estimated a 4% increase, of which traditionally the County would cover half. The Commissioners reiterated several times during the session that no project or department cuts have been made, all discussion is very preliminary, and they asked that rumors not be circulated. The Commissioners asked Freese to send out an e-mail immediately asking all

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departments: 1) to not spend any more money from now thru June 30 unless absolutely necessary; 2) review their new budget proposal and re-figure how much you think you will use in your budget in this current fiscal year, as these figures are used to help calculate the Fund Balance Carryover; 3) review the anticipated revenue and see if this needs adjusted up or down; 4) see what you can voluntarily cut from the proposed budget and make this your new budget request. Further, the Commissioners asked the Departments to forward any ideas to help reduce the county budget by \$2.5 million. Then hypothetically, each Department to provide a narrative of what they would have to cut if their budget was reduced by 10% and then by 30%. The Commissioners will continue the budget work session at their next meeting after reviewing the updated budgets from all Departments.

Jennifer McCarty moved, Clarence Thomas seconded, to adjourn the meeting at 2:15 p.m. and reconvene for a Regular Meeting on May 18, 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