

STATE OF WYOMING )  
 ) ss.  
COUNTY OF FREMONT )

LANDER, WYOMING  
OFFICE OF THE FREMONT COUNTY COMMISSIONERS  
JUNE 1, 2021

**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 and Clarence Thomas. Commissioner Mike Jones was absent. County Clerk Julie A. Freese was present.

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

Larry Allen moved, Clarence Thomas seconded, to approve the minutes of the Regular Meeting held on May 18, 2021 and the Special Meeting held on May 25, 2021. Motion carried unanimously.

Jennifer McCarty moved, Clarence Thomas seconded, to accept the bills for payment. Motion carried unanimously.

<u>Vendor Name</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>
2 M Construction, Inc	1% Gravel Projects	Gravel Haul	\$3,767.50
American Family & Life Insurance	Segregated	Insurance	\$5,602.89
API Systems Integrators	Segregated	Smoke/Fire Alarms	\$6,581.57
Bailey Enterprises, Inc	Fuel Facility	Parts	\$273.16
Bill Jones Plumbing & Heating	County Buildings Detention	Supplies/Parts	\$139.00
Black Hills Energy	County Buildings	Utility Service	\$4,799.86
Blue Cross Blue Shield of WY	Co Admin	Health Insurance Claims	\$353,536.06
Bullington, Shaun	1% Gravel Projects	Contract Services	\$9,240.00
Bush, Ron	1% Gravel Projects	Contract Services	\$3,767.50
California State Disbursement	Payroll	Child Support	\$50.00
Circuit Court	Payroll	Garnishment	\$116.35
CNA Surety	Clerk of District Court	Bond	\$100.00
Colonial Life & Accident Insurance	Segregated	Insurance	\$2,396.36
Dealers Electrical Supply	County Buildings Detention	Materials/Supplies	\$10.66
Dowl LLC	Road Construction	Professional Services	\$798.06
Eagles Hope Transitions	Prevention Program	Reimbursement	\$227.77
Emerson, Lester R	County Attorney	Witness Fee/Mileage	\$50.80
Fahey, Penny	Health Promotion	Wellness Services Contract	\$3,500.00
Fremont Broadcasting	Prevention Program	Radio Advertising	\$1,020.00
Fremont Chevrolet GMC	Juvenile Treatment Court	Parts/Repairs	\$227.19
Fremont Counseling-Lander	Health & Welfare	Title 25 Patients	\$10,200.00
Fremont County Treasurer	Co Admin	Health Insurance	\$332,208.00
Fremont County Treasurer	Co Admin	Withholding/FICA	\$188,734.44
Fremont County Treasurer	Co Admin	Section 125 Benefits	\$44,820.11
Grainger	County Buildings Detention	Materials/Supplies	\$697.11
Great West Trust	Segregated	Wyoming Benefits	\$7,895.00
Healthsmart Benefit Solutions	Segregated	Insurance	\$976.00
I-State Truck Center	Vehicle Maintenance	Parts	\$51.80
Jace Water Service, Inc	1% Gravel Projects	Contract Services	\$6,462.50
Jack's Saw Shop, Inc	County Buildings	Supplies/Equipment	\$53.90
Kisling, Lisa	Public Defender	Rent	\$450.00
Lander Journal	County Clerk	Subscription Renewal	\$40.00
Lander, City of	County Buildings	Water/Sewer	\$25.03
Lazzari, Bailey	Public Defender	Rent	\$450.00
LCI Trucking & Construction LLC	1% Gravel Projects	Contract Services	\$2,667.50
Little Wind Convenient Care	PHEP COVID Response	Testing	\$1,800.00
MHL Systems	Transportation	Parts & Supplies	\$6,022.50
Miller, Margaret	District Court	Gal Office Rent Monthly	\$150.00
Montana Dept of Justice	County Attorney	Driving Records	\$4.12
New York Life Insurance	Segregated	Insurance	\$133.11
Newman Traffic Signs	Transportation	Safety Signs	\$4,740.10
Northern Arapaho Child Support	Payroll	Child Support	\$598.78
Novo Benefits	Health Benefit Plan	Insurance Services	\$5,100.00
Parker, Rebecca Lynn	County Attorney	Testimony	\$600.00
Quill Corporation	County Attorney	Office Supplies	\$246.47
Ratigan, Daniel, M.D.	Detention Center	P.A. Supervisor Contract	\$4,675.00
Redwood Toxicology Laboratory	Juvenile Treatment Court	Testing Supplies	\$3,438.50
Reed's Moghaun Office Supply	Segregated	Office Supplies	\$180.00
Riverton, City of	Segregated	Water/Sewer	\$1,015.16
Sagewest Health Care	Detention Center	Inmate Medical	\$29,278.21

County Commissioner Minutes  
June 1, 2021

Six Robblees' Inc	Vehicle Maintenance	Parts	\$27.79
Soule, Sierra	District Court	Gal Office Rent Monthly	\$150.00
State Disbursement Unit	Payroll	Child Support	\$1,066.25
State of Wyoming	Public Defender	Office Rent	\$1,650.00
Terrance R. Martin PC	Public Defender	Rent	\$450.00
Terrance R. Martin PC	Segregated	Professional Services	\$3,412.50
Teton Pathology PC	County Coroner	Services	\$150.00
Tilton, Kathleen	District Court	Court Appointment	\$1,057.50
Total Net Salaries	Segregated	Salaries	\$616,109.89
T-Y Excavation Inc	Transportation	Road Maintenance	\$7,122.50
Union Telephone Company	Segregated	Cellphones	\$546.07
University of Wyoming	Agriculture Department	Contract Salary	\$8,160.00
VanVleet, Danny J	Youth Services	Supplies	\$200.00
Verizon Wireless	Segregated	Cellphones	\$607.07
Whiting Law, P.C.	District Court	Professional Services	\$2,317.50
Wind River Oilfield Service, Inc	1% Gravel Projects	Contract Services	\$7,095.00
Witzel, Alvin J.	1% Gravel Projects	Contract Services	\$4,532.00
WY Dept of Employment	Segregated	Unemployment Claims	\$13,867.00
WY Dept of Health	Health Nurse	Payroll Reimburse	\$40,286.54
WY SDU	Payroll	Child Support	\$1,480.00
Wyo Child Support Enforcement	Segregated	Child Support	\$806.00
Wyo Dept of Workforce Service	Co Admin	Workers Comp	\$15,964.04
Wyoming Behavioral Institute	Health & Welfare	Title 25 Patients	\$4,524.00
Wyoming Retirement System	Co Admin	Contributions	\$146,604.92
Y2 Consultants LLC	County Commission	Professional Services	\$14,673.55

The following items in the Signature File were reviewed: 1) Record of Proceedings. Larry Allen moved, Jennifer McCarty seconded, to approve the Fremont County Radio Equipment List for FY 2021-2022 with Communication Technologies, Inc. for an annual amount of \$35,542.44. Motion carried unanimously. Larry Allen moved, Jennifer McCarty seconded, to approve the Federal Lands Highway Design Standards for Wiggins Creek bridge crossing on East Fork Road. Motion carried unanimously. Larry Allen moved, Clarence Thomas seconded, to approve a License for New Construction of Utility Crossing or Encroachment from Black Hills Wyoming Gas for North 2<sup>nd</sup> Street, Lander. Motion carried unanimously. Larry Allen moved, Clarence Thomas seconded, to approve an Application/Permit to Construct Access Driveway from Dan Burden for Elkhorn Drive, Riverton. Motion carried unanimously. Larry Allen moved, Clarence Thomas seconded, to approve an Application/Permit to Construct Access Driveway from Jeffrey Sandlien for Fairway Court East in Riverton. Motion carried unanimously.

The following items in the Priority Mail were reviewed: City of Lander notice of lot line adjustment on 675 Sweetwater (no action taken); 2) Ambulance volunteer e-mail submission (Chairman Becker will send reply letter).

Transportation Superintendent Billy Meeks was joined by HDR Engineering, Inc. Project Engineer Kyle Lehto who presented Change Order No. 2 from CC&G, Inc. for the Harris Bridge Road: Structure Replacement Project. Jennifer McCarty moved, Clarence Thomas seconded, to approve Change Order No. 2 that adjusts the estimated bid quantities to final installed quantities for an overall contract price decrease of \$3,003.13. Motion carried unanimously. Larry Allen moved, Clarence Thomas seconded, to approve Contractor's Application for Payment of \$2,649.77. Motion carried unanimously. This completes the project and the Board thanked Lehto for his work on the project.

Inberg-Miller Engineer Dawn Willhelm joined Billy Meeks to review the bids received for the Fremont County Road Delineator Project and Fremont County Road Striping Projects as follows:

Delineator Project S&L Industrial - \$443,015.00

Striping Project S&L Industrial - \$195,333.37 American Striping Co - \$254,836.38

Larry Allen moved, Jennifer McCarty seconded, to approve the Notice of Award to S&L Industrial for both the Road Delineator Project for \$443,015.00 and the Striping Project for \$195,333.37, with project completion by August 31, 2021. Motion carried unanimously.

In other business, Commissioner Thomas informed Meeks of a major accident that occurred Sunday morning on Trout Creek Road and subsequent damage that needs taken care of and Chairman Becker asked Meeks to keep on top of possible washouts on Union Pass Road near the concrete barriers.

County Planning Director Steve Baumann presented a Corrective Plat of Lot 2A of the Elk Valley Subdivision Lots 1, 2 and 3 Replat. The Subdivision is located west of Lander on the Baldwin Creek Road extension just before the Shoshone Lake Road. This is the second corrected replat and is necessary to show a new water line easement on the affected Lot 2A. The Subdivision Regulations allow for

administrative review and recording of such a Corrective Plat. Larry Allen moved, Jennifer McCarty seconded, to approve the Corrective Plat of Lot 2A of the Elk Valley Subdivision, Lots 1, 2 and 3 Replat. Motion carried unanimously.

Steve Baumann gave an update on his recommended replat for a lot inside a subdivision just outside of Riverton City limits. The current owner is interested in being buried on the 1.1-acre lot in the future. State Statute is not totally clear on the subject; however, Chief Civil Deputy Attorney Jodi Darrough agreed with Baumann that after the fact, it is allowable. Baumann recommends a re-plat to not only memorialize the intent of the lot but to also establish an easement. In most cases, subdivision owners know up front if there is a private cemetery in the subdivision, and this is not the case in this instance and he does expect some opposition from neighbors.

Chief Civil Deputy Attorney presented the most updated Ground Ambulance Service Provider Agreement between Fremont County, Wyoming and Priority Ambulance, LLC for review. Successful meetings had been held the previous week to get to this point. She discussed the highlights of the Contract. Following discussion, several changes were suggested and Darrough will submit to Priority Ambulance representatives for confirmation of the changes. Later in the meeting, Darrough informed the Board that Priority Ambulance had contacted her and stated their approval of the revisions discussed earlier in the meeting. Larry Allen moved, Jennifer McCarty seconded, to approve the latest version of the Ground Ambulance Service Provider Agreement between Fremont County, Wyoming and Priority Ambulance, LLC. Motion carried unanimously. The business will operate as Frontier Ambulance and the Contract is for ground service for five years, commencing July 1, 2021.

Treasurer Jim Anderson was on the agenda for several budget hearings (Investment Pool, Capital Revolving Fund, Abandoned Vehicle, Spencer Home Sites and Health Benefit). He asked that the budget hearings be postponed until the following Tuesday. He did state that Spencer Home Sites will be paid off this year so no budget will be forthcoming for that entity.

Commissioner meeting reports were given:

Commissioner Jennifer McCarty attended the Fremont County Recreation Commission meeting.

Vice-Chairman Larry Allen has spent the last three weeks in ambulance related meetings.

Chairman Becker met last week with Vice-Chairman Allen and Chief Civil Deputy Jodi Darrough and Priority Ambulance representatives working on the Contract.

A Budget work session was held. Present were Julie Freese and Michelle Neuenschwander.

The County Clerk updated the Commission that all budgeted items had been reviewed by them as far as the budget amount (and anything tentatively approved), plus the fund balance carryover based on the Department Head's projection and/or the Clerk's suggested amounts. Other items included is an increase for Health Insurance of 3.5% (which will be matched by the employee's portion at 3.5%) and this amount is listed as a lump sum for now of \$175,000. The tentative Capital Revolving list has the calculated rental payments that will need to added to budgets and this amount is also in a lump sum for now at \$150,000.

An update on Support Services was held: Vital Records will remain at \$500. This is for physicians and funeral home personnel who report births and deaths in the county paid at \$.50 each. The auditors have not sent an engagement letter for next year but the Treasurer suggested putting an amount of \$45,000 at this time. The Service Agreements are for the postage machine and radio contract for a total of \$36,017. Advertising will be over budget this year and Julie recommended a budget of \$22,000 for next year. The Insurance and Bonds line item will be \$73,284 for the Local Government Liability Pool premium and \$147,601.44 for the property insurance through W.A.R.M Property Insurance Pool and also the Fire Suppression Account in the amount of \$15,837.14 for a total of \$228,935. Under Health and Welfare, the Indigent Care line item is listed at \$268,000 and Freese will work on the final figures on this line. The Statutory Medical line is still at \$200,000 and she will work with the Attorney's office to see what outstanding bills may be pending. The inventory and pre-paid items is still listed at \$270,000, but Julie had gotten an email from the Treasurer regarding the amount to place in this line and they will review this again as well. The Cash Reserve, as mentioned in the last session, is still at \$13,000,000. In an effort for the county to spend within their means, Freese had reiterated that with the budgets presented and revenues projected (not counting any carryover), the County would have about \$515,000 in the black.

However, with the presentation made by the Clerk with the Cash Reserve sitting at \$13,000,000 (\$3.6 million of this being CARES reimbursements), the board needs to make \$521,290 in cuts to balance the budget. She also mentioned that there was no budget for the Operation Safeguard for next year and the board felt they would not need this budget for next year. The Justice Center payoff to the cash reserve could be considered final with the infusion of money (above the \$3.6 CARES revenue). Chairman Becker asked that it be a line item to make it transparent that the Justice Center was repaid in full back to the Cash Reserve.

Chairman Becker asked the board if they wished to address the list provided of “extra items asked by each department”. They started with the list as follows:

- 1) County Attorney—addition of a Civil Attorney. County Attorney Patrick Lebrun was on Zoom and the commissioners asked how much would be reimbursed by the state by adding an attorney. Patrick stated the county would get \$27,000. This would make the increase to the budget about \$67,000 annually. This was tentatively approved.
- 2) Clerk of District Court—Kristi’s request was that when her long term employee retires in July that she be allowed to restructure her department by replacing the employee with a new employee making \$40,000. She then would want to increase one employee from \$40,000 to \$42,500 and the other employee from \$44,200 to \$46,500 and then had an unfilled position that she would want \$31,500 for that replacement. By doing all of this the Clerk of District Court’s overall budget would be reduced by \$2,531 from last year. This was tentatively approved. Later in the work session, and based on several discussions, all SOC or salary adjustments were put on hold and the County Clerk will work up all SOC changes based on the 2020 pay schedules and every department will be asked to present any changes they believe they would need.
- 3) The Commissioners discussed their dues to the Fremont County Association of Governments. Chairman Becker stated that there is a need to work with the Cities and Towns on the success of the Ambulance process and suggested they determine an amount to pay into the organization. It was decided to add \$5000 in dues to FCAG.
- 4) The District Court’s request to upgrade some areas of the courts to accommodate more attorneys was approved to be paid out of the Building’s budget and the \$3,000 in the District Court’s budget should be removed.
- 5) The Building’s list of repairs and upgrades under \$10,000 were put on hold at this time.
- 6) The Fair Board’s request to move from a cleaning company to a non-benefitted position was approved at \$13,300 (includes worker’s compensation costs). This will save \$7,700. The Fair Board also emailed their Capital Revolving list of improvements needed in priority order. Little Wind Center Roof, ADA upgrades for the bath house and the Fremont Center side door, Asphalt for the Fremont Center and Heritage Hall lots, the Fremont Center Annex Floor, Electrical upgrades to the campground and vendor area. The Commissioners tentatively approved \$65,000 to cover the Little Wind Center Roof, the ADA upgrades and the Fremont Center Annex Floor.
- 7) The Library Board’s request to increase the hours of the Lead Librarian in Dubois and the increase in pay for the Library Aide were denied at this time. Discussion was also held on the Self-Generated Budget meaning that Tax Dollars are not a part of these budgets for offline boards. In the Library Budget there are transfers from the General Fund to each of the three libraries. The Library would like \$69,000 in collections this upcoming year and have received commitments from some foundations or other entities for a majority of this. The Commissioners discussed that there is a lot of money federally and through the state to help libraries and would like to see this board go after more funds to build the collections they wish with these monies. So the transfers, equaling \$24,150 will be removed from the Self-Generated budget as revenue sources and from the General Fund budget as transfers out.
- 8) Sheriff Ryan Lee and Administrative Assistant Karla Davis were present to answer any questions about their full Standard Occupational Classification (SOC) adjustment proposal. Sheriff Lee stated that when he came into office, the SOC adjustments were being done by the Commissioners; however, and he was in the middle of transitioning his staff and did not receive any adjustments at the same time other departments were being adjusted. Sheriff Lee indicated that he had worked with the Clerk and she had provided other position information that is now available but all of his figures were based on 2018 figures. He had implemented a step and grade system similar to the levels model the clerk had proposed in 2018. Freese indicated at this time that it might be wise to take a step back and review these after the budget is set as other departments hadn’t asked for adjustments. Freese felt like there might be money that is sustainable and would be better implemented in totality rather than piece meal as was being demonstrated during this session. Commissioner Thomas stated that he felt the Sheriff Department employees should be adjusted

while the nation is looking to defund law enforcement, they should be supporting our Sheriff's Department as best as we can. Chairman Becker stated that the Sheriff's adjustments were approximately \$340,000 and he asked that the Clerk set aside \$650,000 at this time for SOC adjustment discussions. The Clerk was asked how quickly she could re-evaluate the employee's salaries with the updated information and she stated that by July 1, 2021, they could be well on their way to discussing updates if that's what the commissioner's decide. No other employee salary adjustments were discussed from this point forward. The Clerk of District Court's approval was also pulled back at this time as indicated earlier in these minutes.

- 9) Placeholder of \$1 million for the Ambulance Service from General Fund.
- 10) Treasurer Jim Anderson had presented a request for another part time employee. This item was approved at an amount of \$29,201 (includes benefits).
- 11) The amount of money to cut at this time is now \$586,523. Since their budget must meet the 12 mill level, changes to this budget are still needing to be made. Freese asked that the Commissioners continue their budget work session at the June 8, 2021 meeting where they will go more into depth of each budget and review all requests or decisions that may still need to be made which will then give time for any re-visit of any budget before it is advertised.

There being no further business, Jennifer McCarty moved, Clarence Thomas seconded, to adjourn the meeting at 11:45 a.m. and reconvene for a Regular Meeting on June 8, 2021. 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/ TRAVIS BECKER, CHAIRMAN  
FREMONT COUNTY COMMISSIONERS

ATTEST:

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