

STATE OF WYOMING )  
 ) ss.  
COUNTY OF FREMONT )

LANDER, WYOMING  
OFFICE OF THE FREMONT COUNTY COMMISSIONERS  
JUNE 6, 2023

**OFFICIAL MINUTES**

The Board of Fremont County Commissioners met in Regular Session at 9:00 a.m. with the following members present: Chairman Larry Allen, Vice-Chairman Mike Jones, Jennifer McCarty, Clarence Thomas (Zoom) and Ron Fabrizius. County Clerk Julie A. Freese and Civil Deputy Attorney Nathan Maxon was present.

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

Ron Fabrizius moved, Jennifer McCarty seconded, to approve the minutes of the Regular Meeting held on May 23, 2023. Motion carried unanimously.

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

Bills are listed in the following format: Vendor – Department – Description – Amount: A & I Distributors-Vehicle Maintenance-Oil/Fluids-\$847.70; Alexander Excavation-Road Construction-Riverview -N Fork Roads-\$701478.39; Also Inc.-County Buildings-Laundry -\$243.44; American Family & Life Insurance-Segregated-Insurance-\$5073.75; B & B Enterprises LLC-Planning-Signs & Supplies-\$331.40; B&M Septic & Excavation Services LLC-Road Construction-Culvert Replacement-\$2849.00; Bailey Enterprises, Inc.-Inventory-Bulk Fuel -\$27080.91; Bank of the West Acct Analysis-Investment Pool-Charges-\$298.49; Big Horn Tire Inc.-Vehicle Maintenance-Tires-\$876.90; Bill Jones Plumbing & Heating-County Buildings-Supplies/Parts-\$93.27; Black Hills Energy-County Buildings-Utility Service-\$5938.67; Bloedorn Lumber-Lander-County Buildings-Materials Supplies -\$37.85; Blue Cross Blue Shield of WY-Co Admin-Health Insurance Claims-\$302651.82; Bowdel, Steven P.-Detention Center-Medical Services-\$2500.00; California State Disbursement-Payroll-Child Support-\$553.75; CDW Government, Inc.-Dispatch Center-Equipment & Supplies-\$349.00; Clifford, Gregory P. MD PC-Detention Center-Inmate Medical-\$1658.00; Cloud Peak Counseling Center-Health & Welfare-Title 25-\$325.00; CNA Surety-Clerk of District Court-Surety Bond-\$100.00; Colonial Life & Accident Insurance-Segregated-Insurance-\$699.07; Cowboy Chemical, Inc.-Detention Center-Supplies-\$677.20; Davis, Karla-County Sheriff-Reimburse Expenses-\$238.00; Desert Mountain Corporation-Transportation-Supplies-\$1680.00; Donaho, Dannine-Culture & Recreation-Printed Materials-\$809.25; DOWL LLC-Road Construction-Professional Services-\$1017.50; Dubois Frontier, The-Support Services-Advertising-\$66.75; Dubois Telephone Exchange-County Sheriff-Telephone -\$721.32; Empower Trust-Segregated-Wyoming Benefits-\$8490.00; Floyd's Truck Center WY-Vehicle Maintenance-Parts -\$91.34; Fremont County Treasurer-Co Admin-Health Insurance-\$357192.00; Fremont County Treasurer-Co Admin-Section 125 Benefits-\$35012.97; Garnishments - Other-Payroll-Garnishment-\$374.59; Gee, Brian-Detention Center-Medical Services-\$5580.00; Globalstar USA-Search & Rescue-Satellite Phone -\$272.07; Healthsmart Benefit Solutions-Segregated-Insurance-\$720.00; Kessler, Douglas E-Planning-Expense Reimbursement-\$59.00; Laboratory Corporation of America-Detention Center-Inmate Medical-\$73.00; Lander Medical Clinic PC-Detention Center-Inmate Medical-\$2807.55; Lander Valley Auto Parts-Vehicle Maintenance-Parts/ Supplies -\$28.07; Lander, City of-County Buildings-Water & Sewer-\$2887.61; Lyles, Jesse-County Sheriff-Contract Services-\$1387.50; Mahlum, Zachary Hamilton-District Court-Court Appointment-\$1054.22; Medow, Aubrey-Planning-Expense Reimbursement-\$75.00; Mountain West Towing LLC-Abandoned Vehicles-Vehicle Towing-\$900.00; New York Life Insurance-Segregated-Insurance-\$133.11; Norco Inc-County Buildings-Supplies -\$2523.44; Novo Benefits-Health Benefit Plan-Insurance Services-\$5410.59; Office Shop, Inc., The-Agriculture Department-Repair/Service-\$107.84; Olson's Auto Body & Towing-County Sheriff-Vehicle Repair -\$3501.77; Palazzolo, Alicia-Detention Center-Contract Service-\$2312.50; Payroll Taxes-Co Admin-Withholding/FICA-\$198881.76; Plainsman Printing & Supply-Clerk of District Court-Printed Supplies-\$1408.28; Quadiant, Inc.-Support Services-Maintenance/Service-\$816.00; Quill Corporation-Segregated-Office Supplies-\$710.33; R C Lock & Key-County Buildings-Supplies & Services-\$5.20; R T Communications-Dispatch Center-Telephone Service-\$444.11; Reed's Moghaun Office Supply-County Elections-Office Supplies-\$26.50; Riverton Physician Practices LLC-Dispatch Center-Services/Testing-\$199.00; Riverton, City of-County Buildings-Water/Sewer-\$858.18; Sagewest Health Care-County Coroner-Labs/X-Rays-\$4953.36; Schooner, Maggie-Dispatch Center-Expense Reimbursement-\$119.12; Shaker, Todd-County Attorney-Expense Reimbursement-\$179.20; Shirts & More, Inc.-Segregated-Decals-\$438.00; Shoshoni, Town of-County Buildings-Water/Sewer-\$70.00; Smith Psychological Services-Detention Center-Services -\$400.00; Smith, Mariah-Prevention Program-Administrative Assistance-\$1858.50; State Disbursement Unit-Payroll-Child Support-\$1960.41; Sylvestri Customization-Prevention Program-Website Maintenance-\$4600.00; Total Net Salaries-Segregated-Salaries-\$663228.66; Tower, Kimber-Planning-Expense Reimbursement-\$31.50; Traveling Computers-Segregated-Supplies, Services-\$5296.39; University of Utah Adult Services-Detention Center-Inmate Medical-\$344.55; University of Utah Hospital-Detention Center-Inmate Medical-\$105.90; Valley Lumber & Supply Co., Inc.-Segregated-Materials/Supplies-\$364.23; Verizon Wireless-Segregated-Cell Service-\$772.81; Whiting Law, P.C.-District Court-Professional Services-\$1245.00; Wind River Development Fund-Special Tax-MOVE Award-\$25000.00; Wolf, Nancy J-Detention Center-Medical Services-\$2375.00; WY Dept of Employment-Segregated-Unemployment Claims-\$0; WY SDU-Payroll-Child Support-\$1330.00; Wyo Child Support Enforcement-Segregated-Child Support-\$850.00; Wyoming Dept. of Workforce Services-Co Admin-Workers Comp-\$27659.09; Wyoglass LLC-ARPA Program Grant-Repair/Glass-\$12197.00; Wyoming Behavioral Institute-Health & Welfare-Title 25-\$6786.00; Wyoming Dept of Transportation-Segregated-Fuel-\$2401.22; Wyoming Machinery Co-Transportation-Parts -\$7150.84; Wyoming Retirement System-Co Admin-Contributions-\$158955.73; Wyoming Waste Systems-County Buildings-Trash Removal-\$3108.10; Wyonet

Inc.-Computer Services-Telephone/Internet Service-\$5322.77; Yeates Construction, Inc.-ARPA Program Grant-Remodel-\$338564.00.

Ron Fabrizius moved, Jennifer McCarty seconded, to accept a Title 25 voucher from Fremont Counseling Service for April patients in the amount of \$3,450.00. Motion carried unanimously.

The following items in the Signature File were reviewed: 1) Record of Proceedings. Mike Jones moved, Jennifer McCarty seconded, to accept the bid from Trailers Plus Casper in the amount of \$8,623.64 for an enclosed trailer for the Extension Office with funding through the Capital Revolving Fund. Motion carried unanimously. Mike Jones moved, Jennifer McCarty seconded, to approve an Inberg-Miller Engineers Proposal for Engineering Services for the South Pass Snow Fence for an amount of \$52,625.00. Motion carried unanimously. Mike Jones moved, Jennifer McCarty seconded, to approve a Modification of Grant or Agreement between the Shoshone National Forest and Fremont County Sheriff to work under the provision of the Cooperative Law Enforcement Agreement for an amount of \$8,700.00. Motion carried unanimously. Mike Jones moved, Jennifer McCarty seconded, to approve an Approach/Access Application from Cheryl Parino for Cliff Drive. Motion carried unanimously. Mike Jones moved, Jennifer McCarty seconded, to approve an Approach/Access Application from Boaz Raber for Eight Mile Road. Motion carried unanimously. Mike Jones moved, Jennifer McCarty seconded, to approve Resolution No. 2023-12 "Appointment of a Special Prosecutor" from the Big Horn County Attorney's Office. Motion carried unanimously. Mike Jones moved, Jennifer McCarty seconded, to approve Resolution No. 2023-10 denoting the first regular schedule meeting in July as being on July 11, 2023 as the first Tuesday in July is the Independence Day Holiday. Motion carried unanimously. Mike Jones moved, Jennifer McCarty seconded, to approve Resolution No. 2023-11 "Declaration of Dry Creek Road as County Road #10". Motion carried unanimously. Mike Jones moved, Jennifer McCarty seconded, to re-authorize the LATC award of \$99,266 to \$99,856 for two ambulance replacements. Motion carried unanimously. Mike Jones moved, Jennifer McCarty seconded, to accept the bid from Fremont Chevrolet Buick GMS in the amount of \$99,856 for two cab and chassis that are specked for the ambulance prep package with LATC funding. Motion carried unanimously. Mike Jones moved, Ron Fabrizius seconded, to accept the bid from Arrow Manufacturing, Inc. in the amount of \$297,890 for the remounts of two ambulance modules with funding through LATC. Motion carried unanimously. Mike Jones moved, Jennifer McCarty seconded, to re-authorize an ARPA #2 project for a Hotsy Steam Cleaner from \$12,000 to \$12,039. Motion carried unanimously. Mike Jones moved, Jennifer McCarty seconded, to accept the bid from Bernard Plumbing in the amount of \$1,380.17 for set up for the Hotsy Steam Cleaner with APRA #2 funding. Motion carried unanimously. Mike Jones moved, Jennifer McCarty seconded, to re-authorize an LATC funded project for two end dump trucks for Transportation from \$320,000 to \$645,614. Motion carried unanimously. Mike Jones moved, Jennifer McCarty seconded, to accept the bid for the LATC project for two end dump trucks from Floyd's Truck Center in the amount of \$645,614. Motion carried unanimously. Mike Jones moved, Jennifer McCarty seconded, to re-authorize a Capital Revolving Fund purchase of one end dump truck for Transportation from \$160,000 to \$323,000. Motion carried unanimously. Mike Jones moved, Jennifer McCarty seconded, to accept the bid from Floyd's Truck Center in the amount of \$322,807 for one end dump truck for Transportation with funding through the Capital Revolving Fund. Motion carried unanimously. Mike Jones moved, Jennifer McCarty seconded, to purchase one end dump from Floyd's Truck Center in the amount of \$322,807 with funding from the Transportation Department Road and Bridge Fund. Motion carried unanimously.

The following items in the Priority Mail were reviewed: 1) Fremont County Weed and Pest Control District invitation to a drone demonstration on June 12<sup>th</sup>; 2) transfer of a surplus pickup (former Fair 1996 Ford F-250) to the Recreation Commission. Commissioner Jennifer McCarty stated this transfer will be canceled and another unit has been found that will stay within the County fleet and be used by the Recreation Commission on an as-needed basis; 3) Wyoming Rural Road Safety Program report to help counties develop a strategy for improving safety on high risk rural roads; 4) MOVE Final Reports from Kintzler Holdings LLC; Riverton Medical District and Freedom Healthcare LLC; 5) USDA documents sent by Bridger-Teton Public Relations Officer: Understanding Your Opportunities for Participating in the Forest Planning Process, a Guide for State, Local and Tribal Governments; and A Citizens Guide to National Forest Planning; 6) letter from Planning Department Supervisor to BLM regarding expiration of a right-of-way on Oregon Buttes Road; 7) monthly revenue reports from various departments; and 8) thank you from City of Lander for the County providing a site to dump snow.

Library Director Anita Marple provided personnel updates. A full-time Lander Library staff member has retired and she requested authorization to refill the essential position for the replacement which is within their budget. In the event that an existing part-time employee is promoted to this full-time

position, she then requested approval to rehire the part-time vacated position. Jennifer McCarty moved, Ron Fabrizius seconded, to approve the Library Director to hire a full-time Library Assistant II for the Lander Library at a base salary not to exceed \$33,280, and in the event a part-time Library Assistant II is promoted to the full-time position, to refill the part-time position at a base salary not to exceed \$13,956. Motion carried unanimously.

The Public Comment period was held. Treasurer Jim Anderson introduced his newly hired Deputy, Brian Green to the Commission. Brian stated he was born and raised in Lander and looks forward to the new opportunity.

JR Oakley, JR Project Management LLC, reviewed bids on five additional windows originally overlooked in the Courthouse window project with ARPA #1 funding. These five windows are only visible from the rooftop and were missed in the original count. He requested a Change Order be approved for an additional \$19,149 from Renewal by Anderson to be added to the original amount of \$294,128. A partial payment of 147,064 has been made, and with the additional cost, the total remaining amount to be paid is \$313,277. Mike Jones moved, Jennifer McCarty seconded, to approve Change Order No. 2 for an additional \$19,149 and approve a final payment including this amount of 313,277. Motion carried unanimously.

Planning Department Supervisor Steve Baumann reviewed the Resolution approved earlier in the meeting declaring Dry Creek Road a County Road (#10). He stated his office sent out bid packets to the six fuel supply companies who had bid this year for WYDOT fuel deliveries in Fremont County. The bid is for the purchase and delivery of fuel at the four Fremont County controlled distribution sites and the two Fremont County Solid Waste Disposal District facilities. At closing, only one bid had been received and was opened publically. Following the bid opening, it was determined that Bailey Enterprises bid provided all the information necessary to qualify under the terms of the bid and he recommended accepting Bailey Enterprises bid and enter into a new contract for one year beginning July 1, 2023. Under the term of the bid documents, Bailey's mark-up for delivered unleaded fuel will \$0.24 per gallon and \$0.25 per gallon for diesel.

Steve Baumann discussed land use authority over fee lands within the Wind River Indian Reservation and had asked for Civil Deputy Attorney Maxon's review of the matter. His recommendation is that Fremont County has the authority to regulate uses of fee land owned by non-Indians within the WRIR.

Clerk of District Court Kristi Green reviewed a memo she had sent to the Commission regarding a restructure of office staff and duties she would like to implement in FY 2022 and, at that time, the request was denied, and the money cut from the budget. She reviewed the continued difficulty she has in hiring and retaining employees who move on to higher paying jobs. In October 2022 she was able to rehire a retired employee at a salary less that she made when she left. This employee has over 30-years of experience and has made it possible to manage the office while still being short two full-time positions. She subsequently asked that the Commission restore the budget salary line item and allow her to pay the retired/rehired employee the salary she was making upon her retirement (\$52,000). She also noted that her other employee has learned the new jury computer system. In 2021 she requested this employee be moved to a level four position within her structural system with a salary of \$48,500. This request was also denied and she again requested this employee be moved to a level four position. Mike Jones moved, Jennifer McCarty seconded, to approve the salary requested for the retire/rehire position and approve the advance of the employee to a level four position. Motion carried unanimously.

County Clerk Julie Freese and Treasurer Jim Anderson discussed several level adjustments they would like to make. Freese stated an employee has been evaluated by both herself and her direct supervisor and she would like to move her up on the internal scale from a 1-1 to a 1-3 level which equates to a \$1,000 annual increase (\$33,000 to \$34,000). Mike Jones moved, Jennifer McCarty seconded, to approve the request. Motion carried unanimously. Anderson stated he has three employees who have been here one year now and are qualified to move up on his scale. He proposed moving them up on his level system based on their qualifications and extra tasks which would equate to a \$3,000, \$2,000 and \$1,000 annual increase to these three position. Ron Fabrizius moved, Jennifer McCarty seconded, to approve his level changes as recommended. Motion carried unanimously.

Budget hearings were held:

**Dispatch Enterprise Fund. Present was Sheriff Ryan Lee, Communications Sergeant Carl Freeman, Administrative Assistant Karla Davis and Dispatch Committee Chairman Craig Haslam. Last year's budget was \$1,694,321. This year's request is \$1,570,075.** Discussion was held on the salaries for communication officers. Sheriff Lee passed out a 2022 Wyoming APCO/NENA Survey on populations served, and positions held, and amount of salaries per person. Fremont County was about \$5.00 per hour under the top 5 positions of same of population and positions. The Sheriff proposed they drop two positions and move those salaries across the board to the communication officers which is included in the budget. Sheriff Lee asked for a decision now if possible otherwise, they would need to strategize more about how to obtain and retain employees in another way. Mike Jones moved, Jennifer McCarty seconded, to approve the Dispatch reorganization request to change from twelve staff positions to ten and to spread the salary from the two positions to the remaining staff resulting in \$4,320/employee per year. Motion carried unanimously.

**WIC. Present was Christine Frederick State Supervisor (via Zoom) for the Women, Infants, and Children program. Last year's budget was \$77,080. This year's request is \$80,982.**

Mike Jones moved, Jennifer McCarty seconded, to adjourn into Executive Session regarding potential litigation with Civil Deputy Attorney Nathan Maxon. Motion carried unanimously. Mike Jones moved, Ron Fabrizio seconded, to return to Regular Session. Motion carried unanimously.

Executive Health Insurance Committee members Jim Anderson, Julie Freese and Margy Irvine discussed health insurance rates for the upcoming fiscal year. Comparison of current and next year's rates were discussed and the members recommended a health insurance rate increase for full-time employees of 3.5% for the county and 3.1% for employees. MASA will increase \$1/employee/month.

Based on previous discussions regarding a possible COLA adjustment for next fiscal year, County Clerk Julie Freese had compiled a spreadsheet based on an 8.5% cost of living percentage of all salaries and then divided up so every employee gets the same amount. This equals \$3,800 per year increase for all full-time employees, and part-time employees will receive a percentage of this based on hours worked. She indicated that Elected Officials and Chief Deputies are not eligible for the COLA increase. The full amount to add to the budget would be \$870,594.

Mike Jones moved, Jennifer McCarty seconded, to approve an 8.5% COLA for FY 2023-2024 which will equate to \$3,800 per full-time employee per year with part-time employees receiving a prorated amount for hours worked. Motion carried unanimously. Mike Jones moved, Jennifer McCarty seconded, to approve the health insurance rate adjustments for FY 2023-2024 as 3.5% increase for the county and 3.1% increase for employees. Motion carried unanimously.

County Clerk Julie Freese provided information for a pre-budget hearing to be advertised and held on June 13<sup>th</sup>.

Budget hearings were held as follows:

**Museum General Fund Budget. Present was Director Scott Goetz. Last year's budget was \$676,589. This year's request is \$861,107.**

**Museum Self-Generated Budget. Present was Director Scott Goetz.**

**Solid Waste Board. Present was Board Member Rob Dolcater, Accountant Susan Brodie and Camille Woody, Accounting Manager. This year's budget request is \$14,865,067.**

**Wind River Visitor's Council. Present was Director Helen Wilson, Board Members Cy Lee and Kip Post (County Representatives) Owen Sweeney (Lander Rep and incoming president) and Hal Herron (Riverton Rep and Secretary). Last year's budget was \$729,575. This year's request is \$1,018,182.**

**Weed and Pest. Present was Director Aaron Foster and Board Member Sollie Cadman. Proposed budget for the year is \$3,558,600 with reserves at \$481,200.**

**Youth Services: Present was Director Cassie Murray. Last year's budget was \$347,573. This year's request is \$341,392.**

**CAST Budget. Last year's budget was \$349,248. This year's request is \$384,049.**

**ITC Budget. Last year's budget was \$318,003. This year's request is \$353,343.**

Commission meeting reports were given:

Vice-Chairman Mike Jones attended the Wyoming County Commissioners Association spring meeting in Douglas. The good news is that annual dues will be going down \$300 per county. The bad news is that the WCCA took out a construction loan on a remodel that is an adjustable rate loan, which will see an interest increase the end of next year. The Executive Board asked that the counties consider paying off the loan of \$490,000 (\$31,590 for Fremont County). Most of the committee members were agreeable, however, he stated that he would have to visit with fellow commissioners before agreeing to the plan. The payment could be spread out over a two-year period and if the Commission agrees, he will update the Commissioner's budget to include half the amount this fiscal year and the remainder next fiscal year. As a result, an updated Commission budget will be sent out for review.

Treasurer Jim Anderson presented bid information on the ARPA #1 funded project in the amount of \$7,500 for a Microfiche Reader. Mike Jones moved, Jennifer McCarty seconded, to accept the bid from STimaging in the amount of \$6,940. Motion carried unanimously.

There being no further business, Jennifer McCarty moved, Mike Jones seconded, to adjourn the Regular meeting at 4:05 p.m. and reconvene for a Regular Meeting at 9:00 a.m. on June 13, 2023. 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/ LARRY ALLEN, CHAIRMAN  
FREMONT COUNTY COMMISSIONERS

ATTEST:

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