

STATE OF WYOMING)
) ss.
COUNTY OF FREMONT)

LANDER, WYOMING
OFFICE OF THE FREMONT COUNTY COMMISSIONERS
JUNE 13, 2023

FULL DETAILED REPORT

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.

Jennifer McCarty moved, Ron Fabrizius seconded, to approve the minutes of the Regular Meeting held on June 6, 2023. Motion carried unanimously.

Jennifer McCarty moved, Ron Fabrizius seconded, to accept the bills for payment. Motion carried unanimously.

<u>Vendor</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>
A & I Distributors	Vehicle Maintenance	Oil / Fluids	\$847.70
Ace Hardware-Lander	County Buildings	Materials / Supplies	\$465.15
API Systems Integrators	County Buildings Detention	Services	\$590.00
Bank of the West	Segregated	Credit Card Charges	\$115,231.55
Bernard Plumbing, LLC	ARPA Program Grant	Equipment	\$1,380.17
Big Horn Water	Youth Services	Water	\$43.50
Bull's Service & Towing LLC	Search & Rescue	Vehicle Fuel	\$16.23
Charter Communications	Computer Services	Internet Service	\$129.98
Communication Technologies, Inc.	Support Services	Maintenance Repairs	\$2,961.87
Eagle Uniform & Supply, Co.	Vehicle Maintenance	Laundry	\$216.21
Edwards Communications	Prevention Program	Radio Advertising	\$4,350.00
Floyd's Truck Center WY	Vehicle Maintenance	Parts	\$151.35
Fremont Chevrolet GMC	Segregated	Parts / Repairs	\$374.60
Fremont Counseling-Lander	Health & Welfare	Title 25	\$3,450.00
Fremont County Fair	ARPA Program Grant	Disbursement	\$35,350.00
Fremont Motor Riverton, Inc.	Vehicle Maintenance	Parts / Supplies	\$31.20
Fremont Motors – Lander	Vehicle Maintenance	Parts / Supplies	\$188.66
Frontier Ambulance LLC	Fremont County Ambulance	Ambulance Subsidy	\$119,627.00
Hehr, Ryan B	Prevention Program	Administrative Assistance	\$120.00
High Plains Power, Inc.	County Buildings	Utility Services	\$1,128.22
Kairos Broadcasting LLC	Prevention Program	Advertising	\$1,766.00
Kisling, Lisa	Public Defender	Rent	\$600.00
Master's Touch LLC	County Treasurer	Postage / Printing	\$5,395.32
Miller, Margaret	District Court	Rent	\$300.00
Napa Auto Parts-Riverton	Vehicle Maintenance	Parts & Supplies	\$3,245.48
NMS Laboratories	County Coroner	Services	\$2,045.00
Norco, Inc.	County Buildings	Supplies	\$1,300.08
O'Reilly Automotive, Inc.	Vehicle Maintenance	Parts & Supplies	\$287.76
Reed's Moghaun Office Supply	County Attorney	Office Supplies	\$14.53
Relx, Inc.	County Attorney	Research Subscription	\$694.00
Riverton Ranger, The	Support Services	Advertising	\$2,358.35
Rocky Mountain Power	Segregated	Utilities	\$12,725.99
Soule, Sierra	District Court/Public Defender	Court Appointment/Rent	\$2,009.50
State of Wyoming	Public Defender	Office Rent	\$1,650.00
Terrance R. Martin PC	Public Defender	Rent	\$600.00
University of Wyoming	Agriculture Department	Salary Reimbursement	\$5,928.00
Valley Lumber & Supply Co., Inc.	County Buildings	Materials / Supplies	\$104.44
Verizon Wireless	Segregated	Cell Phone Service	\$514.80
WY Public Health Laboratory	Segregated	Lab Fees / Supplies	\$485.00
Wyoming Machinery, Co.	Vehicle Maintenance	Parts	\$2,487.60

Ron Fabrizius moved, Mike Jones seconded, to accept a Title 25 voucher from Cloud Peak Counseling Center in the amount of \$325.00 and from Wyoming Behavioral Institute in the amount of \$2,262, for one patient each. Motion carried unanimously.

The following items in the Signature File were reviewed: 1) Record of Proceedings. Mike Jones moved, Jennifer McCarty seconded, to approve submission of a letter to Apex Surveying regarding the Riverview Overlay project. Motion carried unanimously. Mike Jones moved, Jennifer McCarty seconded, to approve submission of a letter to Aperalta Management LLC regarding a right-of-way across Little Warm Springs Creek. Motion carried unanimously. Mike Jones moved, Jennifer McCarty seconded, to accept the bid from Tomahawk Fencing and Shoeing, LLC in the amount of \$187,586 for the Recreation Commission's grant funded project for fencing the Rails to Trails. Motion carried unanimously. Mike Jones moved, Jennifer McCarty seconded, to approve an Approach/Access Application from Joseph Chupp, Riverton Mennonite Church, for Kinnear Spur. Motion carried unanimously. Mike Jones moved, Jennifer McCarty seconded, to approve a Bore, Cut, Parallel Public Utilities Right-of-Way Easement Application from Ed Pearson, MI3 Petroleum Engineering for Maverick Springs Road. Motion carried unanimously. Mike Jones moved, Ron Fabrizius seconded, to approve a Bore, Cut, Parallel Public Utilities Right-of-Way Easement Application from Greg Gerken, Black Hills Wyoming Gas LLC for the intersection of Honor Farm Road and Delfelder Road. Motion carried unanimously. Mike Jones moved, Jennifer McCarty seconded, to approve a Statement of Work #1 Amendment for Workpartners Master Services Agreement with Knova Solutions. Motion carried unanimously.

The following items in the Priority Mail were reviewed: 1) Grant application from Buildings on behalf of the County Recreation Commission for a Youth Camp Activity Shelter. It was noted that new projects are not being taken at this time but it will be kept on file in case money remains from previously awarded projects; and 2) Final report for MOVE funding for Lander Old Timer's Rodeo Association concession stand.

The Public Comment period was held. Pastor Phillip Strong, Grace Reformed Fellowship, thanked the Board for opening their meeting with the Pledge of Allegiance and a prayer as well as the opportunity to express his concern regarding an upcoming film screening scheduled at the Riverton Branch Library. He stated it is part of the activities planned for the upcoming Pride weekend and he noted the films contain unconscionable material (indecent exposure, etc.) and should not be allowed at the public facility. Chairman Allen stated the governing board of the Library system is in charge of the facilities; however, they are appointed by the Commission. Unless there is a legal issue, the Commission does not become involved. Reverend Strong referenced Wyoming Statute relating to the subject matter (public indecency, indecent exposure, etc.) and stressed that the Board needs to uphold the law on the books. He stated that as a Reverend, it is his duty to try to stop this and asked the Board to do their jobs as well. Sheriff Ryan Lee was in the audience awaiting his meeting with the Commissioners, and was asked his opinion, who agreed it was not appropriate material for children and he is working with the County Attorney's Office to see if any violation of the law is occurring. Civil Deputy Nathan Maxon stated the issue has come to their attention and they are addressing it.

Karen Wetzel also relayed her concerns, and referenced Wyoming SS 6-4-403 "Abandoning or endangering children; penalties..... "for allowing an obscene act to be witnessed in the presence of a child.

Sheriff Ryan Lee presented his monthly update. Detention: May bookings totaled 208 (up 15 from April), from the following agencies: Riverton PD (102); Fremont County Sheriff's Office (75); Lander PD (32); Wyoming Highway Patrol (10); US Marshals Office (2) and Shoshoni PD (2). Current inmate population as of May 8th total 173 in house and in custody, 22 were booked over the weekend. The population consists of Males (113); Females (59); and Juveniles (1). Currently 61 inmates are sentenced (Males - 43; Females - 18). Pre-adjudicated inmates total 112. The vacant Nurse position has been filled and there are five openings for Deputy Sheriff's. Nearing the end of the fiscal year (100% of the budget); the medical line item is over at \$28,000; Prisoner Board is at 86%; Contractual Service line item is currently over \$8,500; however, the overall budget bottom line is at 84%. Emergency Dispatch Center: Currently down three positions (one in background); temporary, part-time employees total two. The Dispatch Committee is finalizing contracts and agreements for all end users. No budget issues. There were 5,803 incoming phone calls for the May, of which 1,525 were 911 calls (92.39% calls were from cellular phones) and 4,278 were on the non-emergent lines. There were 2,077 events dispatched/assigned to field units: Law Enforcement (1,310); EMS (543) and Fire (including 163 controlled burns) (244). Patrol/Enforcement: They are currently down one Investigator and Sergeant in Riverton due to retirements. Total calls for service were 2,900 this calendar year (call volume picking up). Still waiting on Capital Revolving Fund vehicle purchases to arrive. Working in concert with EMA and Transportation Department on flooding. The budget is at 87% overall and revenue continues to remain on target. Search and Rescue: Mission count totals 30 this fiscal year compared to 22 this time last year with one fatality.

He is expecting \$13,700 in reimbursement from the State Search and Rescue Committee. They have had two flash flood incidents near Dubois over the last two days, both with positive outcomes. There are no budget considerations at this time. In closing, Sheriff Lee extended the invitation for new Commissioner Ron Fabrizius to tour the facility, and other Commissioners if interested. He will provide additional statistics on upcoming reports on repeat and first time offenders in the Detention Center. Vice-Chairman Jones asked for clarification on how many dispatches work per shift, which Sheriff Lee reported were two. Commissioner Jones asked Lee to relay the Commissioner's appreciation for their work as they are behind the lines and work in the invisible area of the dispatch center.

Commissioner meeting reports were given:

Commissioner Jennifer McCarty attended the monthly Weed and Pest Control District Board meeting the previous evening. The drone demonstration had been cancelled the previous afternoon due to weather issues and discussion was held that this may be a good topic for Farm and Ranch Days next year.

Vice-Chairman Mike Jones and Commissioner Fabrizius toured the Circuit Court remodel project earlier in the morning and noted that Building Maintenance Supervisor Meeker is working through the punch list. He would like to work with the Circuit Court to coordinate an open house the end of the month when the project is completed.

Chairman Larry Allen attended the Fair Board monthly meeting and noted there is less than 45 days until the Fremont County Fair. The Fairgrounds has been very busy most recently with the Spring Fling and Carnival and most recently the Northern Arapaho Tour Indian Rodeo. They are showing a net profit from these events of \$38,000.

Treatment Courts and Youth Services Director Cassie Murray provided a monthly update. Youth Services will be seeing a change as School District #25 will be enrolling students in the Spur Virtual Academy but will have access to a teacher instead of the earlier platform of an on-line school with a certified teacher in the classroom. The District has committed to providing a para-educator. She stated her concern that as a rule, on-line schools are not beneficial for these students. Waiting on funding awards from both the City of Riverton and Lander. Citations seem to have stabilized; however, with larger events coming to the county, they are seeing more fighting citations. Juvenile Treatment Court still has a CAPA Therapist vacancy. CAST has a vacancy as well and she requested to fill the vacancy for a CAPA Therapist position at a salary of \$54,500. The current employee she would like to place in this position has taken the necessary training to be qualified and is also working on her Master's Degree. Mike Jones moved, Jennifer McCarty seconded, to approve promoting the employee to the CAPA Therapist position at a salary of \$54,500. Motion carried unanimously. As a result, she requested authorization to refill the vacated Case Manager position open as a result of the promotion at a salary range of \$50,328 to \$56,883. Mike Jones moved, Jennifer McCarty seconded, to approve re-filling the Case Manager position at the salary range referenced. Motion carried unanimously. In closing, she stated her position, the Executive Director, has been handling many of the job duties of the Coordinator position, and she will be coming back with a recommendation on how to restructure her position. CAST fees this month generated \$515.

JR Oakley, JR Project Management LLC, gave a monthly update on ARPA #1 projects completed (Courthouse hallway painting, asbestos testing and abatement, Circuit Court Remodel architect, carpet replacement in public areas, window replacements at Courthouse (other than the five ordered and waiting for installation). The Circuit Court Remodel is in the punch list stage of completion. The repaving of the parking lot at the 818 South Federal building is $\frac{3}{4}$ completed and due to weather, they were on hold until recently; however, on Friday a fiber optic line (unmarked) was hit and Wind River Internet called in to make the repairs. The Fremont County Youth Camp Solar Project is proceeding, with at least two more weeks to wait for the ground to dry out enough to support the equipment to finish the installation of the solar panels and installation of the batteries. ARPA #2 Projects include the removal and replacement of the parking lot in front of the Courthouse which has been postponed until August due to weather concerns. The Fremont County Youth Camp Waste Aeration Upgrade is waiting for an onsite visit with the Tripplepoint Environmental LLC to perform the upgrade. They will visit mid-month to provide an estimate compared to actual in order to get a final quote and bid approval from the Commission. The LATCF project pending is the Fremont County Coroner Building which is on hold, he has received no direction on this. A spreadsheet listing authorized and approved bids for the grant projects was reviewed and the Commission asked that the Circuit Court Remodel Project be listed separately from the other projects in order to get a final amount for the remodel.

In another matter, Chairman Larry Allen asked J.R. Oakley for an update on the EPA Youth Camp violation from late last summer. Due to weather in the area, the last sample was not able to be taken prior to their May 31st deadline. They are now waiting on their contractor to take the sample as all violations have been corrected on the County's end.

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

A Public Hearing was held at 10:15 a.m., as advertised, regarding budget adjustments in the FY 2022-2023 fiscal year. County Clerk Julie Freese was present and reviewed the Budget Transfer and Unanticipated Revenue advertised. There were no comments from the audience. Mike Jones moved, Jennifer McCarty seconded, to approve Resolution No. 2023-13 "FY 2022-2023 Budget Amendment No. 2". Motion carried unanimously.

A budget hearing was held for Public Health budgets. Present was Manager Jeanna Stewart.

Maternal Child Health. Last year's budget was \$47,573. This year's request is \$103,298. This is funded through two state grants (TANF and the state General fund grant). There is one employee for this grant.

Prevention. Last year's budget was \$215,870. This year's request is \$240,282. Revenue for this fund is from both state and federal funds. Expenditures will be from evidence based program implementation targeting prevention priorities developed through data and input gathered from various prevention coalitions across the county.

Public Health Emergency Preparedness Grant (PHEP). Last year's budget was \$110,000. This year's request is \$105,000. Commissioner Jones asked her for an updated plan. He had requested one after COVID and hasn't received that. Jeanna will discuss this with Traci and get the update. Revenue for this fund is from a Federal Operating Grant. There is also a stipend in this fund for a county health officer. This fund covers materials for emergency exercise operation costs.

COVID 19 Grants. Last year for the 2150 acct was \$34,325. This year's request is \$33,552. The 2151 acct for last year was \$209,600. This year's request is \$209,600. This is to be used for COVID 19 vaccinations as well as activities/tasks for COVID 19 disease surveillance and testing activities.

Public Health Immunization. Last year's budget was \$80,000. This year's request is \$78,000. This budget is a revolving fund. Funds are used to purchase vaccines, administration supplies, medical supplies, breast pumps, and A1C cartridges. They supply mandatory school vaccines and hepatitis vaccines. CDC is estimating that commercialization of the Covid vaccine will likely take place sometime in the fall of 2023. At this time the generalized estimated cost is approximately \$120-\$140 per dose. Vaccine administration numbers will vary based on local clinics and pharmacy vaccine purchasing and availability.

Public Health Nurse. Last year's budget was \$328,621. This year's request is \$324,901. This is the General Fund budget of the PHN department. Nurses will return to traveling to the client's homes for in-person assessments as opposed to the phone assessments that have been performed since the onset of COVID. Wyoming Department of Health is offering less virtual options and requiring in-person attendance for mandatory program-specific trainings also due to the change in national emergency status.

Public Health Nurse Manager Jeanna Stewart presented a Contract between Wyoming Department of Health, Public Health Division and Fremont County for an amount of \$10,000 for FY 2023-2024 for the County Health Officer to provide support to the Fremont County's Public Health Preparedness and Response Unit. Motion carried unanimously. Stewart informed the Board that their front office secretary will retire June 30th and she requested authorization to refill the position at a salary range between \$46,500 and \$51,450. Mike Jones moved, Ron Fabrizius seconded, to approve refilling the position as requested. Motion carried unanimously.

Justin Miller, Wyoming Department of Enterprise Technology Services, was present via Zoom to visit with ISS Supervisor Kevin Shultz regarding the installation of a dedicated fiber circuit into the Courthouse. Shultz just recently was made aware of the installation and had reached out to their office for clarification

on who gave authorization for them to physically access the Courthouse and most importantly, into the County's data closet, the main hub for the county. Miller stated his understanding that somebody in the County Clerk's Office had been contacted, to which County Clerk Julie Freese expressed concern she had not been informed, and Miller indicated a title clerk had been contacted and then transferred to the Building Maintenance Supervisor. For such a project, the Commission is the governing authority for the building and they were not contacted at all. The communication and documentation system with the project is flawed and Shultz put a stop to the fiber penetration project, contingent upon the Commission inspecting paperwork for the project and taking official action. Chairman Larry Allen asked Shultz to coordinate a meeting with those involved and come up with a recommendation at the next Commission meeting.

In a similar matter, County Clerk Julie Freese noted that a recent tour of the Courthouse office space revealed several offices in the basement that the Commission or IT Supervisor were unaware of. She suggested a Courthouse Policy be developed immediately on who can authorize outside agencies using office space within the Courthouse as well as a chain of command so all parties are informed.

Interviews were held with incumbents Ron Cunningham and Joshua McNary regarding re-appointment to a three-year term on the Fremont County Recreation Commission, Lander area. Jennifer McCarty moved, Mike Jones seconded, to re-appoint Ron Cunningham and Joshua McNary. Motion carried unanimously.

Budget Hearings were held as follows:

Investment Pool. Treasurer Jim Anderson. Last year's budget was \$692,200. This year's estimated budget is \$860,200. This fund covers the investment of all county revenue. With the ARPA and LATC funds coming in in the last year, he is able to invest those funds while they are waiting to be spent. Spending of these funds has been increasing and therefore the amount of revenue to invest is decreasing.

Health Benefit Plan. Treasurer Jim Anderson. Last year's budget was \$5,143,345. This year's estimated budget is \$6,486,376. This is the Health Insurance Fund. Based on the plan, a 3.5% increase to the county and a 3.1% increase to the employees was approved to cover the expected costs of the health insurance fund.

Health Promotion. Coordinator Tatum Hall. Last year's budget was \$80,636. This year's estimate is \$85,876. This is the county's wellness program. This will include wellness events and health fair supplies for the upcoming year. Fremont County feels the wellness program has helped the county to feel only small health insurance premium increases in several years.

Safety Program: Coordinator Tatum Hall. This was a new budget last year and not implemented fully. This year's request is \$23,463. Tatum wants to take classes so she can help each department with safety programs per department. She shared her goals for the upcoming year.

A Budget work session was held: County Clerk Julie Freese discussed that the budget would need to be reduced by \$3.6 million. A cash reserve should be determined as what is necessary. Freese said the COLA and associated benefits was approximately \$1 million. The SF60 loan (due to mineral payments being reduced to monthly payments for the next 13 years) was discussed. It is a no interest loan and none of the money was ever loaned to the special districts. This year we have to pay back the first payment or an option of all or some part of that. The commissioners stated they wish to pay the first payment this year. The changes to budgets were as follows: Museum asked for 3 new positions to help with covering each museum at an amount of \$173,934. This was denied. Recreation Board had \$41,074 in new requests for the upcoming year and that amount was cut and the Recreation Board may prioritize their list (new and old) to decide what to cut. Note: All SOC updates were cut from each budget and a notice to all departments that this will be discussed in August/September of 2023. Fair had a position that had changed due to the duties that person was doing and the change in position was approved and the other SOC update only was denied. Library SOC updates were denied but there were two options for new employees to allow all three libraries to be open on Saturdays and that was approved for \$52,990. Commissioners discussed the WCCA building mortgage repayment due to the adjustable interest rate and it was decided to budget a two-year repayment plan of \$15,513 this year. County Clerk SOC requests were deducted. Treasurer SOC requests were deducted. Assessor requested SOC changes per employee

responsibilities in the next year including required training and this was denied until the SOC's are discussed later in the year. ISS request for a new Administrative Assistant was approved. Projects listed under Buildings were taken out and will be reviewed under LATC. COLA and Health insurance was included in the County Attorney's budget for VOCA grant. District Court—discussed the GAL costs and would like to revisit this with the Judge. Extension, Planning, Vehicle Maintenance and Transportation were not allowed the SOC adjustments. Social Services tentatively approved are: CDS \$60,000, Foster Grandparents \$1500, High Country, Lander and Riverton Sr. Centers \$10,000 and Shoshoni Sr. Center \$7,000. Eagle's Hope \$36,480, Fremont Co Predator District \$5,000, Center of Hope \$10,000, Children's Advocacy \$2,000, and Historic Preservation \$1,000. The budget was balanced by the cash reserve. The public hearing is scheduled for June 26, 2023 at 5:30 p.m. with the adoption of the budget to happen June 27, 2023.

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). 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