

STATE OF WYOMING)
) ss.
COUNTY OF FREMONT)

LANDER, WYOMING
OFFICE OF THE FREMONT COUNTY COMMISSIONERS
OCTOBER 6, 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 and Michael Jones. Vice-Chairman Larry Allen arrived later in the meeting and Commissioner Clarence Thomas was absent. Fremont County Clerk Julie A. Freese was present.

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 on September 22, 2020. Motion carried unanimously.

Jennifer McCarty moved, Mike Jones seconded, to accept the bills for payment. Chairman Travis Becker abstained from voting on The Print Shop voucher. Motion carried unanimously.

<u>Name</u>	<u>Description</u>	<u>Department</u>	<u>Total Cost</u>
71 Construction	1% Infrastructure Projects	Materials	\$25,040.85
A & I Distributors	Vehicle Maintenance	Oil/Fluids	\$455.82
Ace Hardware-Lander	Segregated	Materials/Supplies	\$254.00
Airgas USA LLC	Vehicle Maintenance	Cylinder Rental	\$486.32
American Family & Life Insurance	Segregated	Insurance	\$7,527.01
Amerigas	County Buildings	Materials	\$326.79
Bailey Enterprises, Inc	Segregated	Vehicle Fuel	\$306.50
Bank of the West Acct Analysis	Investment Pool	Bank Charges	\$227.53
Bill Jones Plumbing & Heating	County Buildings	Services / Repairs	\$79.38
Black Hills Energy	County Buildings	Utility Service	\$2,402.19
Bloedorn Lumber-Lander	Operation Safeguard	Materials, Supplies	\$105.99
Blue 360 Media, LLC	County Sheriff	Law Books	\$309.40
Blue Cross Blue Shield of WY	Co Admin	Health Insurance Claims	\$457,172.96
Carquest Auto Parts	Vehicle Maintenance	Parts & Supplies	\$30.00
Centurylink	Computer Services	Telephone Services	\$357.67
Charter Communications	Segregated	Internet - Telephone Service	\$440.66
Child Support Services/ORS	Payroll	Child Support	\$325.00
Circuit Court	Payroll	Garnishment	\$101.28
Civil Air Patrol Magazine	County Sheriff	Advertising	\$195.00
Clerk of the Circuit Court	Payroll	Garnishment	\$507.18
Clifford, Gregory P. MD PC	Detention Center	Inmate Medical	\$3,208.00
Colonial Life & Accident Insurance	Segregated	Insurance	\$165.22
Cowboy Chemical Inc	Detention Center	Inmate Laundry& Kitchen Supply	\$612.60
Dealers Electrical Supply	County Buildings	Materials/Supplies	\$184.10
Department of Family Services	County Attorney	Background Check	\$10.00
DOWL LLC	Road Construction	Professional Services	\$40,881.02
Dubois Telephone Exchange	County Sheriff	Telephone	\$682.05
Eaton Sales & Service, LLC	Fuel Facility	Parts & Supplies	\$726.84
Fahey, Penny	Health Promotion	Wellness Program Contract	\$3,500.00
Felix, Joseph E	County Clerk	Financial Consultant	\$2,639.40
Floyd's Truck Center WY	Vehicle Maintenance	Parts Account	\$272.52
Fremont County Solid Waste	County Buildings	Dump Fees	\$25.00
Fremont County Treasurer	Co Admin	Health Insurance	\$334,234.00
Fremont County Treasurer	Co Admin	Withholding/ FICA	\$184,822.85
Fremont County Treasurer	Co Admin	Section 125 Benefits	\$46,133.84
Goff, Thomas	Vehicle Maintenance	Reimbursement	\$81.89
Great West Trust	Segregated	Wyoming Benefits	\$7,010.00
Healthsmart Benefit Solutions	Segregated	Insurance	\$976.00
High Country Construction Inc	Willow Creek Project	Road Shoulder Repair	\$297,778.00
Int'l Academies of Emergency Dispatch	Dispatch Center	Training	\$220.00
J Chad Professional Training LLC	Prevention Program	Teaching Fees	\$35.00
Kisling, Lisa	Public Defender	Rent	\$450.00
Laboratory Corporation of America	Detention Center	Inmate Medical	\$283.00
Lander Medical Clinic PC	Detention Center	Inmate Medical	\$279.65
Lander Valley Auto Parts	Vehicle Maintenance	Parts/ Supplies	\$118.61
Lazzari, Bailey	Public Defender	Rent	\$450.00
Lowham Surgery	Detention Center	Inmate Medical	\$76.50
Maiers, William L	Forest Reserve	Firewise Project	\$2,100.00

County Commissioner Minutes
October 6, 2020

Mark's Auto Sales & Towing	County Sheriff	Vehicle Towing	\$550.00
Master's Touch LLC	County Treasurer	Postage	\$7,143.61
McKesson Medical Surgical Inc	Covid Response	Freezer	\$2,163.12
Medical Imaging Associates of Idaho	Detention Center	Inmate Medical	\$478.00
Mid-Amer Research Chemical	Segregated	Supplies	\$4,685.83
Miller, Margaret	District Court	GAL Office Rent	\$150.00
Mountain Dental PC	Detention Center	Inmate Medical	\$516.00
Mountain West Towing LLC	Abandoned Vehicles	Vehicle Towing	\$824.70
Mr D's Food Center Inc	Segregated	Supplies	\$307.85
MRC Global Inc	Vehicle Maintenance	Boss Lock Cam	\$23.96
National Food Group Inc	Detention Center	Inmate Board	\$6,030.87
Natrona County Clerk	County Clerk	Correct Title	\$15.00
Natrona County Sheriff	Detention Center	Inmate Housing	\$16,185.00
New York Life Insurance	Segregated	Insurance	\$133.11
Norco Inc	County Buildings	Supplies	\$2,950.12
Northern Arapaho Child Support	Payroll	Child Support	\$598.78
Office Shop Inc, The	Agriculture Department	Copy Repair/Service	\$9.50
O'Reilly Automotive Inc	County Buildings	Parts & Supplies	\$92.67
Palace Pharmacy	Detention Center	Inmate Rx's	\$10,976.49
Paws for Life	County Sheriff	Animal Boarding	\$210.00
Perfect Power Electric Inc	County Buildings	Parts & Services	\$85.65
Post, Raymond	County Sheriff	Car Wash	\$63.19
Print Shop, The	County Sheriff	Printed Office	\$143.00
Priority Dispatch Inc	Dispatch Center	Service Agreement	\$14,832.00
Priority Dispatch Inc	Dispatch Center	Training	\$5,240.00
Quill Corporation	Segregated	Office Supplies	\$222.90
R T Communications	Segregated	Telephone Services	\$539.05
Ratigan, Daniel, M.D.	Detention Center	P.A. Supervisor Contract	\$4,675.00
Remote Satellite Systems	Search & Rescue	Equipment	\$56.00
Riverton, City of	County Buildings	Water/Sewer	\$1,191.46
Sagewest Health Care	Detention Center	Inmate Medical	\$10,482.92
SDI Construction	County Buildings	New Door	\$2,108.00
Sharp, Terry G.	Vehicle Maintenance	Materials	\$18.30
Six Robbles' Inc	Vehicle Maintenance	Parts	\$4.98
Soule, Sierra	District Court	GAL Office Rent	\$150.00
Specialized Pathology Consult	County Coroner	Autopsy Fee	\$1,250.00
State Disbursement Unit	Payroll	Child Support	\$1,066.25
State of Wyoming	Public Defender	Office Rent	\$1,650.00
Stitches Embroidery Inc	County Sheriff	Embroidering/Uniforms	\$873.60
Stroupe Pest Control Inc	County Buildings	Pest Control	\$115.00
Sylvestri Customization	Prevention Program	Graphic Design / Social Media	\$2,100.00
Sysco Montana Inc	Detention Center	Inmate Supplies	\$10,826.14
Taylor Creek Exxon	County Sheriff	Car Wash / Fuel	\$35.50
Tegeler & Associates	Detention Center	Notary Bond	\$50.00
Terrance R. Martin PC	Public Defender	Rent	\$450.00
Total Net Salaries	Segregated	Salaries	\$602,152.85
Traveling Computers	Computer Services	Computer Supplies, Services	\$9,179.57
US Foods Inc	Detention Center	Inmate Board	\$9,622.50
Valley Lumber & Supply Co Inc	County Buildings	Materials/Supplies	\$28.78
Verizon Wireless	Segregated	Telephone Service	\$566.64
Western Printing, Inc	Operation Safeguard	Ballot Folding Election	\$550.41
Whiting Law, P.C.	District Court	Professional Services	\$2,242.50
Wind River Towing	Abandoned Vehicles	Vehicle Towing	\$655.00
WY SDU	Payroll	Child Support	\$1,190.28
Wyo Child Support Enforcement	Segregated	Child Support	\$1,456.00
Wyo Dept of Workforce Service	Co Admin	Workers Comp	\$11,611.08
Wyoming Behavioral Institute	Health & Welfare	Title 25 Patients	\$70.00
Wyoming Dept of Transportation	Segregated	Fuel Aug 2020	\$1,866.84
Wyoming Retirement System	Co Admin	Contributions	\$146,105.52
Wyoming Supreme Court	District Court	Salary Reimbursement	\$7,836.75
Wyoming.com	Computer Services	Internet Services	\$1,084.65
Wyonet Inc.	Computer Services	Telephone Service	\$3,871.92

The following items in the Signature File were reviewed: 1) Sympathy card; and 2) Record of Proceedings.

The following items in the Priority Mail were reviewed: 1) Judgment and Decree of the Central Trust Company v. Red Butte Ditch Company as related to The Butte Subdivision application; and 2) Wyoming Water Association 2020 Virtual Annual Meeting and Education Seminar announcement.

There was nobody present for the Public Comment period.

Commissioner meeting reports were given:

Commissioner Mike Jones will attend the Fremont County Library Board monthly tomorrow. They have submitted their revised policy regarding employee benefits to mirror the County's policy and is being reviewed by the Chief Civil Deputy Attorney and County Clerk. The Library managers are also keeping track of money spent as related to COVID-19 procedures and a plan is in place moving forward in the event reimbursement funding is available (sanitizing, etc.).

Commissioner Jennifer McCarty attended the monthly Historic Preservation Commission meeting where she distributed six boxes of archived files that had been stored at the Museum. She stated the Commission is in receipt of free file cabinets and they will begin going through the materials. She attended the monthly Fremont County Planning Commission meeting where there was a lot of activity and two of the proposed subdivision vacations, variations and re-subdivisions are on the agenda later in the meeting.

Chairman Travis Becker is a member of the Wyoming County Commissioner's Association nominating committee for President, Vice President and Treasurer for that Association. He met with Washakie District Ranger Steve Schacht and Wind River District Ranger Jeff Von Kienast last week to discuss grant opportunities that may become available to help with forest activities and costs as related to the COVID-19 pandemic. Commissioner Jones had attended another meeting and had an opportunity to visit with Lisa Timchak, Shoshone National Forest Supervisor, who expressed her commitment to work with local counties to grow outdoor recreation responsibly.

Chief Civil Deputy Attorney Jodi Darrough is working with the Public Health Nurse Manager on CARES funding for testing. The Public Health Department is experiencing severe staff shortage and they are having trouble getting enough help to do contract tracing. Chairman Travis Becker noted this was a discussion point during their regular weekly conference call and stated the National Guard will be stepping in to help with this process. Commissioner Jones stated the State is asking for everybody to stay vigilant, use masks, exercise hand washing, etc. Last week 17 pallets of PPE's were delivered to the Emergency Management Agency and with the help of the Transportation Department and Fremont County Fair employee, the materials were unloaded and stored at the Fairgrounds until they could be distributed. The Commission expressed appreciation to those entities for assisting at the last minute.

A Public Hearing was held at 9:25 a.m., as advertised, regarding budget transfers. Present was Fremont County Clerk Julie Freese and Financial Specialist Michelle Neuenschwander. Mike Jones moved, Jennifer McCarty seconded, to approve Resolution No. 2020-21 "FY 2020-2021 Budget Amendment No. 2" as advertised. Motion carried unanimously.

Extension 4-H Agent Alex Malcolm presented a Proclamation for National 4-H Week. Present in the audience was County Coordinator Chance Marshall and Administrative Assistants Rachel Fisk and Cassandra Weber. Mike Jones moved, Jennifer McCarty seconded, to Proclaim the week of October 4-10, 2020 as National 4-H Week in Fremont County. Motion carried unanimously. The Commissioners thanked Malcolm for his work with 4-H youth and volunteers in Fremont County.

Vice-Chairman Larry Allen joined the meeting at this time.

Vehicle Maintenance Supervisor Brad Meredith was joined by Transportation Department Foreman Clyde Winchester and Administrative Assistant Jill Johnson to discuss the need for a sander for a Riverton snow plow. A new one will cost between \$2,500 and \$3,000 and the Transportation Superintendent has located a used one for \$1,500 that meets all specifications. Instead of payment, the owner has agreed to make a trade of four or five used cattle guards. Larry Allen moved, Mike Jones seconded, to approve of the purchase of the sander or an equitable trade. Motion carried unanimously.

Jill Johnson and Clyde Winchester reviewed a letter from DOWL Engineer Kasey Jones regarding the Willow Creek Road Shoulder Repair Time Extension Request by High Country Construction. Due to delays related to utilities, the east detour and one snow day, Jones recommended a six day extension, which is agreeable to the contractor. Johnson stated the extension will have no budgetary impacts on the project. Larry Allen moved, Mike Jones seconded, to approve the six day extension. Motion carried unanimously.

Jill Johnson and Clyde Winchester distributed several photos regarding a cattle guard concern on the Moneta-Lysite Road Shoulder Widening Project. When trucks drive over one in particular, the grating raises significantly, creating a huge safety issue and possible deficiency as the grating was cut into short pieces. Johnson further provided Change Order No. 9 for \$27,611.65 for material costs. Chairman Becker asked that the Change Order be brought back at a later date after Engineer Kasey Jones can submit a written report of the costs and whether they are a result of design failure or contractor issues.

Clyde Winchester provided an update on the Harris Bridge replacement project by stating the north abutment will be poured later in the week. The Engineer is working with CenturyLink to resolve an issue with a pedestal and associated costs.

Larry Allen moved, Jennifer McCarty seconded, to adjourn into Executive Session regarding personnel. Motion carried unanimously. Larry Allen moved, Jennifer McCarty seconded, to return to Regular Session. Motion carried unanimously.

Building Maintenance Supervisor J.R. Oakley was joined by Assistant John Harmelink to discuss several items. Present in the audience were Sheriff Ryan Lee and Financial Specialist Michelle Neuenschwander. The first topic was items that will be allowed within the COVID-19 grant: 1) Generator: costs were reviewed regarding new vs. used, diesel vs. natural gas, etc. and Oakley stated the critical element of this purchase is the lead time from build time to ship time of approximately 12 weeks. This is of concern as the grant award must be expended by the end of December and time is of the essence to make a decision on moving forward with this purchase. Later in the day, Oakley presented a bid proposal from Electrical Dynamics for a Generac Natural Gas Generator, for a cost of \$42,350 that includes a monitoring system and monthly network charge. Mike Jones moved, Larry Allen seconded, to accept the bid as presented for a cost not to exceed \$60,000. Motion carried unanimously. 2) 40' Conex container for Detention Center: This is needed to provide dry non-temperature controlled supply storage. This will open up the storage located inside the Detention Center that was built for food storage (temperate and controlled environment) allowing the Kitchen Manager to purchase larger quantities to take advantage of better discounts. Mike Jones moved, Larry Allen seconded, to approve the purchase of \$6,950.00 that includes the units, lights and racks. Motion carried unanimously. 3) AmeriClean Equipment and chemical: He provided a quote for the equipment cost and chemical. Mike Jones moved, Larry Allen seconded, to approve the purchase totaling \$16,539. Motion carried unanimously. 4) X-Ray Screening Machine (3 units), Thermo Imaging Screening kiosks (3 units) for Lander and Riverton: Costs total \$167,517.58, with lead times for delivery between five and eight weeks. Sheriff Lee asked for time to review the request with the Court Security staff prior to approval.

J.R. Oakley then provided updates on the various Department moves taking place. The Lander Extension Office is now operational within the Courthouse. Riverton moves include the Extension Office moving into the 818 S. Federal building, instead of the early discussed Heritage Center at the Fairgrounds. CAST/Youth Services will move from 818 S. Federal to the 814 S. Federal building, and Public Health will move into the 818 S. Federal building. He detailed costs associated with each move. The Public Health Office, currently on North 8th West, will then be sold. Mike Jones moved, Jennifer McCarty seconded, to move forward with the planned moves at a total cost not to exceed \$80,000. Motion carried unanimously.

The Detention Center Facility Security Upgrade project was discussed, which will be funded in part by a grant from State Lands and Investments Board. The County will provide the \$700,000 match and the grant will be for \$700,000, and enable the project to be completed at one time instead of over several years. He reviewed the API Systems Integrators bid of \$29,800 to replace the Fire Panel, Stanley Convergent Security Solutions for the IT portion of the upgrade totaling \$367,200 and RR Brink mechanisms on 43 sliding corridor doors and 60 sliding cell doors, totaling \$968,475. Mike Jones moved, Jennifer McCarty seconded, to approve the bids for the Detention Center Facility Upgrade project, totaling \$1,365,475. Motion carried unanimously. Oakley stated there will likely be other costs associated with the project, including moving inmates out of the facility if needed, etc. The Board thanked him for all his work on the many projects he is involved with.

Fremont County Planning Supervisor Steve Baumann presented a proposed plat for the Knapp Simple Subdivision Lots 2 Partial Vacation. This subdivision is located east of the Riverton city limits near the intersection of Webbwood and Smith Roads. The owners wish to vacate the northern approximately 440' of Lot 2 of the Knapp Subdivision so that the vacated portion can be attached to the adjacent 27.14 acre parcel of agricultural land. Larry Allen moved, Jennifer McCarty seconded, to approve the Knapp Simple Subdivision Lots 2 Partial Vacation as recommended by the Fremont County Planning Commission.

Motion carried unanimously. The Planning Commission subsequently recommended that the County Commissioners approve a Variance of Chapter III Section 3(B)(XIII)(a) to eliminate the required 20' wide utility and drainage easement within the subdivision along the southern boundary of Lots 1A and 1B conditional upon the recording of a publicly dedicated 20' wide utility and drainage easement on adjacent land to the south of Lots 1 and 2. Larry Allen moved, Jennifer McCarty seconded, to approve the Variance as recommended. Motion carried unanimously. The proposed plat for the Knapp Simple Subdivision Lots 1 and 2 Re-Subdivision was reviewed. Larry Allen moved, Jennifer McCarty seconded, to approve the Re-Subdivision as recommended by the Fremont County Planning Commission. Motion carried unanimously.

Steve Baumann presented a proposed plat for the Atlantic City Lookout Lot 4 Vacation. This is located south of Atlantic City on Three Forks Road. The owner would like to vacate Lot 4 so it can be combined with his adjacent un-subdivided parcel. Jennifer McCarty moved, Larry Allen seconded, to approve the Atlantic City Lookout Lot 4 Vacation as recommended by the Fremont County Planning Commission. Motion carried unanimously.

In closing, Steve Bauman noted he has been requested to review how the County handles recording of simple subdivision plats. Gary Hatle was present in the audience. Chairman Becker requested that a list of pros and cons be provided for reference and then continue the discussion at a later date.

Due to the resignation of Fremont County Treasurer Tom Majdic, effective September 30, 2020, the Republican Central Committee held a meeting on October 5, 2020, pursuant to W.S. § 22-18-111(a)(ii), and selected and transmitted to the Board of Fremont County Commissioners the names of three persons qualified to fill the vacancy. The Commissioners then had five days to fill the vacancy, by appointment of one of the three names submitted to hold the office, who were Eileen Oakley, Gerald Yennie and Jim Anderson. The three individuals had been contacted earlier in the day and requested to attend the meeting later in the day to interview for the position. Present in the audience was Tara Berg, Debbra Richardson, Traci Mitchell, Patrick LeBrun and Ember Oakley. Eileen Oakley and Gerald Yennie both stated they had submitted their names to comply with the statute that three names be submitted for consideration, and noted they were not actively seeking the office. An interview was held with Jim Anderson in open session with Chairman Becker asking questions that had been compiled by the entire Commission. Following the interview, Larry Allen moved, Jennifer McCarty seconded, to appoint Jim Anderson to fill the unexpired term for the Fremont County Treasurer. Motion carried unanimously. District Court Judge Jason Conder joined the meeting to administer the Oath of Office to Anderson.

County Clerk Julie Freese updated the Board on several election related issues she is dealing with. She stated her plans to begin submitting invoices to the State to draw down on the grant awarded for COVID-19 expenses.

Larry Allen moved, Jennifer McCarty seconded, to adjourn the meeting at 1:55 p.m. and reconvene for a Regular Meeting on October 13, 2020. Motion carried unanimously

A full detailed report (for informational purposes only) and the official minutes are posted on Fremont County's website at www.fremontcountywy.gov.

/s/ TRAVIS BECKER, CHAIRMAN
FREMONT COUNTY COMMISSIONERS

ATTEST:

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