

STATE OF WYOMING)
) ss.
COUNTY OF FREMONT)

LANDER, WYOMING
OFFICE OF THE FREMONT COUNTY COMMISSIONERS
JANUARY 5, 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 Mike Jones. Commissioner Clarence Thomas participated via Zoom. County Clerk Julie A. Freese was present.

Chairman Travis Becker congratulated Larry Allen and Jennifer McCarty on their successful re-election to the Board.

Jennifer McCarty moved, Larry Allen seconded, to approve the agenda as presented. Motion carried unanimously.

Jennifer McCarty moved, Mike Jones seconded, to approve the minutes of the Regular Meeting held on December 22, 2020. Motion carried unanimously.

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

<u>Vendor Name</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>
American Family & Life Insurance	Segregated	Insurance	\$7,423.27
API Systems Integrators	Detention Doors Upgrade	Services /Fire Alarm	\$16,500.00
Bailey Enterprises, Inc	CAST	Vehicle Fuel	\$35.71
Black Hills Energy	Segregated	Utility Service	\$12,403.46
Blue Cross Blue Shield of WY	Co Admin	Health Ins Claims	\$420,789.08
Child Support Services/ORS	Payroll	Child Support	\$325.00
Colonial Life & Accident Insurance	Segregated	Insurance	\$165.22
Dowl LLC	Road Construction	County Roads Engineering	\$8,346.25
Fahey, Penny	Health Promotion	Wellness Services Contract	\$3,500.00
Floyd's Truck Center WY	Vehicle Maintenance	Parts	\$1,444.75
Fremont County Treasurer	Co Admin	Health Insurance	\$333,046.00
Fremont County Treasurer	Co Admin	Withholding/FICA	\$187,757.77
Fremont County Treasurer	Co Admin	Section 125 Benefits	\$44,023.35
Great West Trust	Segregated	Wyoming Benefits	\$5,320.00
Healthsmart Benefit Solutions	Segregated	Insurance	\$960.00
High Country Construction, Inc	Transportation	Materials	\$6,084.00
High Plains Power, Inc	County Buildings	Utility Services	\$1,311.19
Kisling, Lisa	Public Defender	Rent	\$450.00
Lazzari, Bailey	Public Defender	Rent	\$450.00
Little Wind Convenient Care	PHEP Covid Response	Covid Testing	\$800.00
McKesson Medical Surgical, Inc	Fremont County WIC	Medical Supplies	\$100.86
Miller, Margaret	District Court	Court Appointments	\$405.00
Miller, Margaret	District Court	Gal Office Rent	\$150.00
New York Life Insurance	Segregated	Insurance	\$133.11
Norco Inc	Transportation	Supplies	\$130.39
Northern Arapaho Child Support	Payroll	Child Support	\$598.78
Novo Benefits	Health Benefit Plan	Insurance Services	\$4,961.51
Oakley, Ember	County Attorney	Reimburse Expenses	\$50.00
Quadient Leasing USA Inc	County Attorney	Meter Lease	\$266.52
Quill Corporation	County Attorney	Office Supplies	\$90.14
Riverton Ranger, Inc	District Court	Subscription Renew	\$65.00
Riverton, City of	County Buildings	Water/Sewer	\$796.35
Secretary of State	County Clerk	Notary Fee	\$90.00
Soule, Sierra	District Court	Gal Office Rent	\$150.00
State Disbursement Unit	Payroll	Child Support	\$1,066.25
State of Wyoming	Public Defender	Office Rent	\$1,650.00
Stroupe Pest Control Inc	County Buildings	Pest Control	\$115.00
Terrance R. Martin PC	Public Defender	Rent	\$450.00
Total Net Salaries	Segregated	Salaries	\$613,314.83
Traveling Computers	Computer Services	Supplies, Services	\$2,605.12
University of Wyoming	Agriculture Department	Contract Salary	\$8,160.00
Valley Lumber & Supply Co Inc	Transportation	Materials/Supplies	\$56.99
Verizon Wireless	Youth Services	Telephone Service	\$108.78
Whiting Law, P.C.	District Court	Professional Services	\$2,205.00
WY SDU	Payroll	Child Support	\$1,190.28

County Commissioner Minutes
December 22, 2020

WYO Child Support Enforcement	Segregated	Child Support	\$1,456.00
WYO Dept of Workforce Services	Co Admin	Workers Comp	\$15,720.19
Wyoming Dept of Transportation	Segregated	Fuel	\$992.21
Wyoming Machinery Co	Transportation	Parts	\$1,185.03
Wyoming Retirement System	Co Admin	Contributions	\$147,123.29
Wyoming Supreme Court	District Court	Salary Reimbursement	\$7,836.75
Wyoming.com	Computer Services	Internet Service	\$1,236.70
Wyonet Inc.	Computer Services	Telephone Service	\$3,351.43

Larry Allen moved, Jennifer McCarty seconded, to accept a voucher from Natrona County Legal Department for Title 25 patients totaling \$3,335.00. Motion carried unanimously.

The following items in the Signature File were reviewed: 1) Sympathy card; 2) thank you letters to William Peden and Timothy Hayes for service on the Weed and Pest Control District Board; and 3) Record of Proceedings. Jennifer McCarty moved, Mike Jones seconded, to approve Amendment One to the Contract between Wyoming Department of Health, Behavioral Health Division and Fremont County Commissioners as Governing Body for the Juvenile Treatment Court of Fremont County (previously approved but Signature Page needed redone to incorporate Attorney General's Signature line). Motion carried unanimously. Larry Allen moved, Jennifer McCarty seconded, to approve Certified Resolution No. 2021-01 authorizing County Treasurer James A. Anderson to obligate the County with respect to the purchase, sale, transfer and exchange of U.S. Government agency securities. Motion carried unanimously. Jennifer McCarty moved, Mike Jones seconded, to approve Resolution No. 2021-03 authorizing the release of monies prior to each county payroll distribution via direct deposit. Motion carried unanimously.

There were no action items in the Priority Mail.

Chairman Becker opened the floor up for nominations for Chairman and Vice-Chairman of the Board for 2021. Jennifer McCarty moved, Larry Allen seconded, to re-elect Travis Becker as Chairman of the Board. Motion carried unanimously. Jennifer McCarty moved, Mike Jones seconded, to re-elect Larry Allen as Vice-Chairman of the Board. Motion carried unanimously.

Larry Allen moved, Jennifer McCarty seconded, to designate the following depositories for Fremont County Government for 2021: Dubois: Wells Fargo Bank of Wyoming and Bank of Jackson Hole; Lander: Central Bank and Trust, Bank of the West, Wyoming Community Bank and First Interstate Bank; Riverton: First Interstate Bank, Bank of the West, Wells Fargo Bank of Wyoming, US Bank, Wyoming Community Bank and Central Bank and Trust; and Fort Washakie: Central Bank and Trust. Motion carried unanimously.

Larry Allen moved, Jennifer McCarty seconded, to designate the Riverton Ranger and Lander Journal as the official county newspapers for Fremont County Government for 2021 with the remaining newspapers within the county to be used for other purposes. Motion carried unanimously.

The 2021 County Commissioner Liaison Contact list was briefly discussed. Several suggested changes were made and a final decision will be made at the next meeting.

Fremont County Clerk Julie Freese and Michelle Neuenschwander presented a preliminary budget hearing regarding a private donation to Search and Rescue. The information will be advertised and the final budget hearing will be held during the next meeting.

County Clerk continued the discussion by stating the Community Charitable Relief Program funding of \$854,021.55 has been received for the Commissioners to distribute to 501(c)(3) and 501(c)(19) entities. A budget hearing will be scheduled for the January 19, 2020 meeting at which time the distributions will also be known. The deadline for receipt of applications is January 8, 2021 by 5:00 p.m. and the Commission will review the applications during their January 12, 2021 meeting and make their selections for the funding distribution. Freese stated it will be imperative that the successful applicants submit a W-9 and voucher immediately so that warrants can be ready for approval on the January 19, 2021 meeting. She further reviewed the required documents that will be provided the Commission for their review: Spreadsheet of eligible expenditures and/or lost donations or revenues from March 13, 2020 through December 30, 2020 and an original signed Certification form. It is further noted that entities who have already received money from any other agency are eligible but will be prioritized after entities who have not received any funding.

Clerk of District Court Kristi Green continued discussion on the turnover she is experiencing within her office. She has two open positions at this time, one with a starting salary of \$30,000 and the other \$36,000; however, she cannot compete with the starting salaries of State positions, citing a starting salary of \$48,000 within the Public Defender's Office. After considering numerous plans, job descriptions, duties, etc., she does not feel advertising at the current budget salary is feasible. She instead requested authorization to advertise for one position at a salary of \$40,000, leaving \$26,000 within her allocated budget to be filled at a later date. Training only one person at a time will help meet the other demands of the office. Larry Allen moved, Mike Jones seconded, to approve advertising for a position with a starting wage at \$40,000. Motion carried unanimously. Green will return later in the year with a plan on the other position (part-time, etc.). Further discussion ensued regarding her statutory obligations to file documents within her office by due dates and times, and those that are filed at a 5:00 p.m. deadline requires several procedures within her office. Setting a deadline in her Office at 4:00 p.m. was discussed, but Deputy Chief Civil Attorney Jodi Darrough cautioned about setting a deadline within her Office that is contrary to the Rules of Civil Procedures but will research the law to help Green meet her statutory obligations for those documents filed right at 5:00 p.m.

Fremont County Library Manager Anita Marple updated the Board on the recent resignation of the Facilities Manager. As a result, the library system leadership met in December to evaluate and discuss changes to this position from Facilities Manager (management level) to Facilities Supervisor (supervisory level) position. The primary business of the Library system is coordinated by the Director and Branch Managers, with the Facilities Supervisor duties will essentially remain the same (coordinate the maintenance, security and custodial activities) but without any budgetary duties and will report to the Director. Because this will no longer be a management level position, the hourly wage will be less than the previous amount of \$20.00/hour and instead be a range between \$18.00-\$19.00/hour for the position. The salary recognizes the specialized skill set needed for the position. Mike Jones moved, Jennifer McCarty seconded, to accept the proposal to change the Facilities Manager to Facilities Supervisor with the hourly wage not to exceed \$19.00/hour. Motion carried unanimously. In other business, Commissioner Thomas asked for their reasoning for closing the Libraries during the Christmas holiday. Marple stated this was the first time they tried it, citing the low visitation historically during this time, having one half the staffing numbers of last year and the stress of trying to accommodate staff requests for vacation during this time. She stated that including holidays and weekends, there were a total of 11 days the libraries were closed. They will evaluate how the closure went this year prior to seeing if it is logical to do it again.

A Public Hearing was held at 11:00 a.m., as advertised, on the application for a Transfer of Ownership of a Retail Liquor License for Lava Mountain Lodge from Poverty Hill North LLC to Lava Mountain Lodge LLC. Corporation president Frank Chapman was present. There was no public comment on the Transfer. Mike Jones moved, Jennifer McCarty seconded, to approve the Transfer of Ownership. Motion carried unanimously.

Discussion was held regarding the formation of a ½% Committee for the newly passed Economic Development Tax. It was determined that applicants will be selected with one member from each Commissioner District and advertising will begin in the near future for interested applicants. A Commissioner Liaison will also be assigned to the Committee.

Wyoming Downs LLC Mini-Sites Manager Jill Jarrard introduced herself and stated they have been in business since 2013. Wyoming Downs Racetrack in Evanston is the only privately-owned racetrack in Wyoming and in 2020, raced fourteen days and anticipates to run live racing for eighteen days in 2021. They are authorized by the Wyoming Game Commission to conduct horse racing events including live racing and simulcasting and are requesting approval to add authorized historic horse racing terminals in existing bars and other legally authorized establishments within Fremont County. Additional historic horse racing terminals will substantially financially benefit Fremont County and the municipalities. Chairman Becker stated that in addition to approving the proposition, she must also let the City of Riverton, or other municipalities, know their intent to offer simulcasting within the City, as has been the County's practice in the past. Jennifer McCarty moved, Mike Jones seconded, to approve Resolution No. 2021-02 Approving Wyoming Downs LLC to Conduct Pari-Mutual Wagering on Live Horse Racing, Historic Horse Racing and Simulcast Events in Fremont County, Wyoming. Voting against the motion: Clarence Thomas. Motion carried.

Commissioner meeting reports and concerns were given:

Commissioner Mike Jones gave a Building Maintenance Department update by stating an elevator in the Detention Center required maintenance. The generator has been installed at the Riverton Public Health Office and a backup was on standby during the installation.

Vice-Chairman Larry Allen stated there is body work occurring on one ambulance and he is still waiting to hear back from AMR representatives about meetings to discuss whether they are interested in renewing their 5-year lease agreement. Either way, Allen felt an RFP should be advertised. He further felt that the County should license the successful provider to operate within the County, which he felt would help enforce the County's expectations.

Commissioner Clarence Thomas asked for clarification on how the COVID-19 vaccinations are being distributed within Fremont County. County Clerk Julie Freese copied recent correspondence from the Wyoming County Commissioners Association relaying January vaccine distribution information from the Wyoming Department of Health, for both the Pfizer and Moderna vaccines. The spreadsheet indicates there were 2,350 vaccines expected in Fremont County in January, with 1,075 sent in December. Information on Phase 1a and 1b COVID-19 Vaccination Priorities was further reviewed.

Chairman Travis Becker stated the Public Health Office hours may vary in the near future based on short staffing and the need for staff to deliver vaccine to various providers within the County. Commissioner Jones suggested contacting the CWC nursing program to see if there are students willing to assist.

Interviews were held with Rio Stafford (At-Large) and Kip Post (Riverton) for vacancies on the Weed and Pest Control District. District Supervisor Aaron Foster and Board Chairman Solly Cadman were present in the audience. Larry Allen moved, Jennifer McCarty seconded, to appoint Rio Stafford and Kip Post to four year terms on the District Board. Motion carried unanimously.

Treasurer Jim Anderson joined the meeting to discuss his efforts to secure CFDA numbers that are issued by the Federal Government to coordinate with the CARES funding received to date. This information needs to be documented as part of the audit process. Anderson stated the new auditing firm hired by the County has been great to work with and they will return the week of January 18th to complete their field work prior to publishing the County's final report.

Mike Jones moved, Jennifer McCarty seconded, to adjourn the meeting at 11:30 a.m. and reconvene for a Regular Meeting on January 12, 2021. Motion carried unanimously

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

/s/ TRAVIS BECKER, CHAIRMAN
FREMONT COUNTY COMMISSIONERS

ATTEST:

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