

STATE OF WYOMING)
) ss.
COUNTY OF FREMONT)

LANDER, WYOMING
OFFICE OF THE FREMONT COUNTY COMMISSIONERS
FEBRUARY 2, 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, Clarence Thomas and Mike Jones. County Clerk Julie A. Freese was present.

Jennifer McCarty moved, Clarence Thomas 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 January 19, 2021. Motion carried unanimously.

Jennifer McCarty moved, Larry Allen seconded, to accept the bills for payment. Motion carried unanimously.

<u>Vendor Name</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>
Airgas USA LLC	Segregated	Gloves	\$710.14
American Family & Life Insurance	Segregated	Insurance	\$7,081.38
American Medical Response	Detention Center	Inmate Medical	\$1,753.50
Amerigas	County Buildings	Propane	\$664.70
Amerigas Propane LP	County Buildings	Propane	\$2,913.52
API Systems Integrators	Detention Doors Upgrade	Services /Fire Alarm	\$13,300.00
Artery Construction, Inc	Road Material Inventory	Contract Services	\$441,875.00
Bailey Enterprises, Inc	Inventory	Bulk Fuel	\$27,813.12
Baldwin Creek Rental Center	County Buildings	Machinery Rental	\$250.00
Black Hills Energy	Segregated	Utility Service	\$11,628.24
Blue Cross Blue Shield of WY	Co Admin	Health Insurance Claims	\$420,978.59
Bob Barker Company, Inc	Detention Center	Inmate Supplies	\$622.54
Casper Fire Extinguisher Service	County Buildings Detention	Test and Certification	\$270.50
Charter Communications	Computer Services	Internet	\$224.98
Child Support Services/ORS	Payroll	Child Support	\$325.00
Circuit Court	Payroll	Garnishment	\$891.28
Clifford, Gregory P. MD PC	Detention Center	Inmate Medical	\$2,285.00
Coast to Coast Computer Products Inc	Detention Center	Supplies	\$340.00
Colonial Life & Accident Insurance	Segregated	Insurance	\$165.22
Comes, Patrick	Detention Center	Expenses Reimbursement	\$43.27
Cowboy Chemical Inc	Detention Center	Inmate Supply	\$1,603.30
Dealers Electrical Supply	Segregated	Supplies	\$436.90
Desert Mountain Corporation	Transportation	Ice Slicer	\$6,717.16
Eaton Sales & Service, LLC	Capital Asset Acquisitions	Parts & Supplies	\$1,334.25
Election Systems & Software, Inc	County Elections	Supplies	\$667.60
Fahey, Penny	Health Promotion	Wellness Services Contract	\$3,500.00
Fremont County Solid Waste	County Buildings	Dump Fees	\$53.60
Fremont County Treasurer	Co Admin	Health Insurance	\$334,173.00
Fremont County Treasurer	Co Admin	Withholding/FICA	\$181,318.62
Fremont County Treasurer	Co Admin	Section 125 Benefits	\$44,667.85
Fremont Orthopaedics PC	Detention Center	Inmate Medical	\$1,095.00
Globalstar USA	Search & Rescue	Satellite Phone	\$189.93
Grainger	County Buildings	Materials/Supplies	\$415.86
Great West Trust	Segregated	Wyoming Benefits	\$5,345.00
Green, Kristi H	Clerk of District Court	Reimburse	\$299.99
Healthsmart Benefit Solutions	Segregated	Insurance	\$960.00
Int'l Academies of Emergency Dispatch	Dispatch Center	Training	\$50.00
Jack's Saw Shop Inc	Transportation	Equipment	\$758.00
Johnson, Robert A.	Transportation	Reimbursement	\$150.00
Kisling, Lisa	Public Defender	Office Rent	\$450.00
KONE Inc	County Buildings Detention	Elevator Maintenance	\$3,540.24
Laboratory Corporation of America	Detention Center	Inmate Medical	\$886.00
Lander Journal	County Attorney	Subscription Renewal	\$40.00
Lander Medical Clinic PC	Detention Center	Inmate Medical	\$1,696.60
Lander Medical Clinic PC	PHEP COVID Response	Testing	\$21,150.00
Lander Valley Auto Parts	Vehicle Maintenance	Parts/ Supplies	\$9.80
Lander Valley Sportsman's Assoc	County Sheriff	Range Fees/Dues	\$250.00
Lawson Products, Inc	Vehicle Maintenance	Parts & Supplies	\$924.03

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Lazzari, Bailey	Public Defender	Office Rent	\$450.00
Leisy, Glen	Transportation	Reimbursement	\$79.99
Lowham Surgery & Endoscopy PC	Detention Center	Inmate Medical	\$863.50
Mark's Auto Sales & Towing	Abandoned Vehicles	Vehicle Towing	\$645.00
Master's Touch LLC	County Treasurer	Postage	\$1,474.08
Medical Imaging Associates of Idaho	Detention Center	Inmate Medical	\$1,663.00
Mid-Amer Research Chemical	Vehicle Maintenance	Supplies	\$419.07
Miller, Margaret	District Court	Office Rent	\$150.00
Mr D's Food Center Inc	Detention Center	Supplies	\$317.84
New York Life Insurance	Segregated	Insurance	\$133.11
Newark Element14	County Buildings Detention	Supplies	\$132.99
NMS Laboratories	County Coroner	Toxicology Services	\$2,461.00
Norco Inc	Transportation	Safety Supplies	\$122.28
Northern Arapaho Child Support	Payroll	Child Support	\$598.78
Novo Benefits	Health Benefit Plan	Insurance Services	\$5,100.00
Office Shop Inc, The	Segregated	Maintenance	\$6,307.34
Pacer Service Center	County Attorney	Service	\$34.90
Palace Pharmacy	Detention Center	Inmate Rx's	\$8,088.67
Paws for Life	County Sheriff	Animal Boarding	\$3,120.00
Peterbilt of Wyoming	Vehicle Maintenance	Parts	\$259.57
Priority Dispatch Inc	Dispatch Center	Service Agreement	\$15,360.00
Quadient Inc	County Sheriff	Meter Rental	\$29.72
Quill Corporation	Segregated	Office Supplies	\$553.03
R C Lock & Key	County Buildings	Keys, Supplies & Services	\$1,004.21
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	\$827.90
Sagewest Health Care	Segregated	Services	\$40,757.81
Schreiber, Steve	Transportation	Reimbursement	\$33.44
Secretary of State	Detention Center	Notary Fees	\$60.00
Sirchie Finger Print Lab	County Sheriff	Supplies	\$113.70
Six Robbles' Inc	Vehicle Maintenance	Parts	\$26.87
Smith Psychological Services	Detention Center	Psychological Services	\$2,000.00
Soule, Sierra	District Court	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	Segregated	Pest Control	\$415.00
Sweetwater Aire LLC	County Buildings Detention	Supplies, Parts, Repair	\$168.08
Terrance R. Martin PC	Public Defender	Office Rent	\$450.00
Teton Pathology PC	Detention Center	Inmate Medical	\$219.00
Total Net Salaries	Segregated	Salaries	\$597,312.38
Traveling Computers	Computer Services	Computer Supplies, Services	\$579.00
US Foods Inc	Detention Center	Inmate Board	\$15,474.82
Utah Medical Insurance Assoc.	Detention Center	Medical Insurance	\$4,669.00
Whiting Law, P.C.	District Court	Professional Services	\$2,220.00
Winsupply of Riverton	County Buildings Detention	Materials/Supplies	\$27.35
WY Brand Industries	Detention Center	Inmate Uniforms & Supplies	\$179.00
WY Dept of Employment	Segregated	Unemployment Claims	\$1,839.85
WY Law Enforcement Academy	Detention Center	Training	\$2,270.00
WY SDU	Payroll	Child Support	\$1,190.28
Wyo Child Support Enforcement	Segregated	Child Support	\$1,456.00
Wyo Dept of Workforce Services	Co Admin	Workers Comp	\$15,326.74
Wyoming Machinery Co	Transportation	Parts & Service	\$1,291.50
Wyoming Rents, LLC	County Buildings	Machinery Rental	\$790.92
Wyoming Retirement System	Co Admin	Contributions	\$143,863.24
Wyoming Sheriff's Association	County Sheriff	Dues	\$687.00
Wyoming.com	Segregated	Service	\$2,011.65
Y2 Consultants LLC	County Commission	Professional Services	\$6,644.50

The following items in the Signature File were reviewed: 1) letters of appreciation to Fremont County Assessor and employees for meeting educational requirements pursuant to Wyoming Statute and Department of Revenue rule; 2) Abatement Summary Valuation Changes; and 3) Record of Proceedings. Larry Allen moved, Jennifer McCarty seconded, to approve a License for New Construction of Utility Easement or Encroachment from Black Hills Wyoming Gas for Delfelder Road and from Charles Whitlock for West Pavillion Road. Motion carried unanimously. Larry Allen moved, Jennifer McCarty seconded, to approve an Official Bond and Oath for Angela Wilson. Motion carried unanimously. Larry Allen moved, Clarence Thomas seconded, to approve a Grant Agreement between Wyoming Office of Homeland Security and Fremont County in the amount of \$7,000 for funds to purchase a storage trailer for storage of COVID-19 equipment. Motion carried unanimously. Larry Allen moved, Clarence Thomas seconded, to approve an Award Contract between State of Wyoming, Office of the Attorney General, Division of

Criminal Investigation and Fremont County Government in the amount of \$7,876.60 for cleaning measures to respond to the COVID-19 pandemic through the Coronavirus Emergency Supplemental Fund. Motion carried unanimously.

Items in the Priority Mail were reviewed. Mike Jones moved, Jennifer McCarty seconded, to ratify letters to accompany both the Juvenile Treatment Court and Court Assisted Supervised Treatment program FY22 Funding Applications to the Behavioral Health Division, Wyoming Department of Health. Motion carried unanimously. Both letters verifying matching funds provided by Fremont County the past fiscal year for the State grants received.

There was nobody present for the Public Comment period.

Commissioner meeting reports were given:

Commissioner Jennifer McCarty attended the monthly Planning Commission and Historic Preservation Committee meetings.

County Clerk Julie Freese reviewed the Wyoming Retirement System percentage increases for the final year. Starting July of 2021, the final ½% increase goes into effect. Julie noted that the county had shared this increase for the last 4 years with the employee and asked if the commissioners wished to continue that trend. Larry Allen moved, Clarence Thomas seconded, to share the ½% increase to the Wyoming Retirement premium making the employee paying 6.12% and the county paying 12.50% for a total of 18.62%. Motion carried unanimously.

Financial Specialist Michelle Neuenschwander is working on the budget packets and the only expected increases at this time are the Wyoming Retirement System contribution rates and Worker's Compensation rates. Capital Revolving Fund requests will be accepted this next fiscal year.

Executive Health Insurance Committee members Larry Allen and Margy Irvine discussed the health of the insurance fund, and they stated they will keep premiums status quo for the upcoming fiscal year, with no increases requested. They did state that eventually increases will be needed. Irvine stated that the Stop Loss Carriers nationwide are asking for at least an 18% increase. Final figures will not be available until the end of June and the nationwide pool of carriers has decreased from 10-15 to four or five. On a positive note, they stated the plan is in fiscally good shape at this time.

County Clerk Julie Freese updated the Board on a vacancy of a floater position in the Title Department. This position has a slightly higher salary as the position is also used in the Election Department during election years. The employee is transferring to the Assessor's Department and her sick and vacation leave will follow her so no pay off will be required. Freese provided an update of the large turnover she has experienced, and the move of two other people from the Election Department to Titles to get them caught up. She stated that her office records deeds as they are received, but are then indexed and verified and this process takes time. If the verification is not available to the title companies for over 90 days, the title insurance carrier won't insure them, so it was imperative to bring those documents into compliance, and she was happy to state that they are now only two weeks out on deed recordings. She stated the importance of refilling this vacancy with a full time person, and noted she has another employee with some medical issues and will be requiring time off. She stated the higher than normal workload was evident with \$112,000 in revenues, which is way over her estimates for the year. Even though revenues could equal that next fiscal year, to be conservative she will only budget one half of that, \$66,000. She presented a spreadsheet with salaries of like positions (Clerk, Treasurer, Clerk of District Court) and cited the discrepancies that exist since the salary survey was conducted two years ago. The entry level salary in the Clerk's Office is \$30,000 with the vacant position listed at \$32,000 for the floater. Larry Allen moved, Jennifer McCarty seconded, to advertise the position at a salary not to exceed \$32,000. Motion carried unanimously.

A Public Hearing was held at 9:30 a.m., as advertised, on Unanticipated Revenues and Budget Transfers. Larry Allen moved, Clarence Thomas seconded, to approve Resolution No. 2021-06 "FY 2020-2021 Budget Amendment No. 7". Motion carried unanimously.

Fremont County Library Interim Director Anita Marple updated the Board on a recent resignation of the Lead Librarian at the Riverton Branch, which creates an opportunity to adjust as follows: Promotion of a current employee to the Lead Librarian position at the starting rate of \$16.00/hour. The promotion

leaves an opening for a full-time Library Assistant II and would like to promote a current part-time Library Assistant II to the full-time position, at an hourly rate of \$13.70/hour. This will leave a vacancy for a part-time Library Assistant II, with the hourly rate not to exceed \$13.25/hour. Marple reviewed the small savings the changes will make over the next four months in this budget year. Mike Jones moved, Clarence Thomas seconded, to approve the rehiring of the Lead Librarian, full-time Library Assistant II and part-time Library Assistant position at the referenced wages. Voting against the motion: Jennifer McCarty and Larry Allen. Motion carried.

Colonial Life District General Agent Ginamarie Wilson provided information on the program, and stated they are currently providing benefits to some County employees; however, would like an opportunity to share the information with all employees. She stated the services offered are similar to AFLAC by offsetting large deductibles and other expenses. The health and wellness benefits help protect employees quality of life while helping manage rising insurance costs. They fill critical gaps in medical coverage and help contain benefit costs. She stated that employees can take their policy with them if they so desire when they leave County employment. Clarence Thomas moved, Larry Allen seconded, to allow Colonial Life to send information to all employees and set a time to meet with them. Motion carried unanimously. In a related matter, Vice-Chairman Allen asked for more information on ground and air ambulance benefits and asked her to work with Deputy Civil Attorney Jodi Darrough to compare to the County's current plan with MASA.

Chief Civil Deputy Jodi Darrough stated the current MASA contract expires the end of the week and the Commissioners asked her to request an extension in order to review other options. Later in the meeting, she stated MASA is agreeable to granting an extension for renewal until March 8, 2021.

Commissioner meeting reports continued.

Chairman Travis Becker continues to participate on weekly calls with Public Health and noted there have been 975 doses distributed to the Lander Medical Clinic this week to distribute. There are new guidelines to include 65 years of age as being eligible.

Vice-Chairman Larry Allen has been working with Chief Civil Deputy Attorney Darrough on the Ambulance Contract with AMR and updating a version to be used for seeking a RFP from interested entities. Commissioner Mike Jones stated that another county has used a Request for Information process instead which allows flexibility for a general conversation. Chairman Becker asked that all comments be forwarded to Darrough by Thursday so she could finalize the Contract, which will be reviewed the following meeting. In closing, Darrough stated that if the County is terminating the contract with AMR, at least 90 days' notice needs to be given prior to the end of the term. The term ends June 30, 2021 so 30 days before that would be April 2nd.

Discussion was held regarding the County's program objectives for the Economic Development Tax that was recently passed. A copy of Lander Economic Development Association's objectives were reviewed as a start to the process. Assistant Mayor RaJean Strube Fossen was present and answered some of the Commission's questions on several items in LEDA's document. Chairman Becker will change the document as discussed and present a final copy for review at the next meeting.

Market analysis' were reviewed from Home Source Realty for the two County properties being offered for sale (322 N 8th West, Riverton and 130 Eugene Street, Lander). Larry Allen moved, Jennifer McCarty seconded, to list both properties at \$240,000. Motion carried unanimously. Chairman Becker will relay the information to the brokers.

Transportation Superintendent Billy Meeks informed the Board of a vacancy for a Truck Driver in the Lander area and requested permission to refill. Larry Allen moved, Jennifer McCarty seconded, to refill the position at the starting salary of \$33,472/year. Motion carried unanimously.

Larry Allen moved, Jennifer McCarty seconded, to adjourn into Executive Session for potential litigation. Motion carried unanimously. Jennifer McCarty moved, Mike Jones seconded, to return to Regular Session. Motion carried unanimously.

Mike Jones moved, Clarence Thomas seconded, to adjourn the meeting at 11:35 a.m. and reconvene for a Regular Meeting on February 9, 2021. Motion carried unanimously

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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