

STATE OF WYOMING )  
 ) ss.  
COUNTY OF FREMONT )

LANDER, WYOMING  
OFFICE OF THE FREMONT COUNTY COMMISSIONERS  
FEBRUARY 4, 2020

**OFFICIAL MINUTES**

The Board of Fremont County Commissioners met in Regular Session at 9:00 a.m. with the following members present: Chairman Travis Becker and Michael Jones. Commissioners Larry Allen and Clarence Thomas joined later in the meeting. Fremont County Clerk Julie A. Freese and Chief Civil Deputy Attorney Jodi Darrough were present. Commissioner Jennifer McCarty was absent.

Mike Jones moved, Travis Becker seconded, to approve the agenda. Motion carried unanimously.

Travis Becker moved, Mike Jones seconded, to approve the minutes of the Regular Meeting held on January 21, 2020. Motion carried unanimously.

Mike Jones moved, Travis Becker seconded, to accept the bills for payment. Motion carried unanimously.

Bills are listed below in the following format: Vendor Name-Department-Description-Amount.

307 Shredding LLC-County Coroner-Shredding Services-\$75.00; American Family & Life Ins.-Segregated-Insurance-\$8,271.91; Amerigas-County Buildings-Propane-\$391.87; Amerigas Propane LP-Segregated-Propane-\$811.94; Becker, Josiah-Fremont County WIC-Reimburse Expenses-\$115.00; Becker, Travis-County Commission-Reimburse Expenses-\$152.80; Black Hills Energy-Segregated-Utility Service-\$12,995.67; Blue Cross Blue Shield of WY-Co Admin-Health Ins Claims-\$396,620.93; Carquest Auto Parts-Vehicle Maintenance-Parts/Supplies-\$18.58; Carroll Septic Service-County Buildings-Services-\$500.00; CenturyLink-Segregated-Telephone-\$487.14; Charm Tex Inc-Detention Center-Inmate Supplies-\$621.40; Charter Communications-Detention Center-Internet-\$215.68; Child Support Services/ORS-Payroll-Child Support-\$564.00; Cloud Peak Counseling Center-Health & Welfare-Title 25-\$325.00; CNA Surety-County Attorney-Notary-\$50.00; Colonial Life & Accident Ins-Segregated-Insurance-\$165.22; Cowboy Chemical Inc-Detention Center-Laundry/Kitchen Supply-\$1,697.80; Dolan Consulting Group LLC-County Sheriff-Training-\$390.00; Dubois Telephone Exchange-Segregated-Telephone-\$681.00; Emergency Power Systems LLC-Segregated-Maintenance-\$3,381.00; Floyd's Truck Center WY/Jack's Truck-Vehicle Maintenance-Parts-\$48.08; Freese, Julie-County Clerk-Reimburse Expenses-\$22.95; Fremont Auto Center Inc-Vehicle Maintenance-Repairs-\$645.70; Fremont Chevrolet GMC-Vehicle Maintenance-Parts/Repairs-\$109.90; Fremont County Treasurer-Co Admin-Health Insurance-\$340,677.00; Fremont County Treasurer-Co Admin-Withholding/FICA-\$200,405.01; Fremont County Treasurer-Co Admin-Section 125 Benefits-\$43,722.78; Fremont Electric Inc-County Buildings-Installation/Repair-\$233.00; Fremont Motor Riverton Inc-Vehicle Maintenance-Parts/Supplies-\$1,001.46; Gee, Brian-Segregated-County Health Officer-\$1,400.00; Grainger-County Buildings-Materials/Supplies-\$139.84; Great West Trust-Segregated-Wyoming Benefits-\$5,795.00; Healthsmart Benefit Solutions-Segregated-Insurance-\$960.00; Injury Prevention Resources-Segregated-Contractual Services-\$3,105.00; Killinger, Trevor-County Buildings Detention-Materials/Repair-\$112.50; Kisling, Lisa-Segregated-Court Representation/Office Rent-\$3,150.00; Kone Inc-County Buildings Detention-Elevator Maintenance-\$966.86; Lander Journal-County Attorney-Subscription-\$39.95; Larimer County Coroner-County Coroner-Autopsy-\$850.00; Lazzari, Bailey-Public Defender-Office Rent-\$450.00; McCarty, Jennifer-County Commission-Reimburse Expenses-\$62.40; Mid Amer Research Chemical-Vehicle Maintenance-Supplies-\$370.33; Miller, Margaret-District Court-GAL Office Rent-\$150.00; National Business Systems Inc-County Treasurer-Postcards/Postage-\$2,490.25; Natrona County Attorney-Health & Welfare-Title 25 Services-\$5,510.00; Natrona County Circuit Court-Segregated-Garnishments-\$139.79; Natrona County Sheriff-Detention Center-Inmate Housing-\$13,845.00; New York Life Insurance-Segregated-Insurance-\$133.11; Newark Element14-County Buildings Detention-Repair/Parts-\$113.59; Newman Traffic Signs-Transportation-Safety Signs-\$6,927.53; Newman, Craig-Transportation-Reimburse Expenses-\$178.46; Northern Arapaho Child Support-Payroll-Child Support-\$598.78; Palace Pharmacy-Detention Center-Inmate Rx's-\$8,946.73; Paws For Life-County Sheriff-Animal Boarding-\$210.00; Post and Associates-Detention Center-Psychological Exams-\$1,200.00; Post, Raymond-County Sheriff-Car Wash-\$48.31; Premier Vehicle Install, Inc.-Capital Asset Acquisitions-Vehicle Set Ups-\$51,966.92; Quill Corporation-Segregated-Office Supplies-\$791.80; R T Communications-Segregated-Telephone-\$538.03; Ratigan, Daniel, M.D.-Detention Center-P.A. Supervisor Contract-\$4,950.00; Reed's Moghaun Office Supply-Vehicle Maintenance-Office Supplies-\$128.86; Riverton, City of-County Buildings-Water/Sewer-\$736.94; Secretary of State-Segregated-Notary Fee-\$60.00; Segregated-Public Health-Refunds-\$24.00; Six Robbles' Inc-Vehicle Maintenance-Parts-\$48.06; Skaggs Companies, Inc-Segregated-Uniforms/Supplies-\$518.00; Soule, Sierra-District Court-GAL Office Rent-\$150.00; Specialized Pathology Consult-County Coroner-Autopsy Fee-\$1,250.00; Speer, Joseph-County Attorney-Witness Fees-\$30.00; Spoonhunter, Leslie-Fremont County WIC-Reimburse Expenses-\$115.00; State Disbursement Unit-Payroll-Child Support-\$1,066.25; State of Wyoming, Public Defenders Offc-Public Defender-Office Rent-\$1,650.00; Stroupe Pest Control Inc-County Buildings-Pest Control-\$415.00; Sweetwater County Sheriff-Detention Center-Inmate Housing-\$510.00; Sysco Montana Inc-County Buildings Detention-Building Supplies-\$49.45; Terrance R. Martin PC-Public Defender-Office Rent-\$450.00; Total Net Salaries-Segregated-Salaries-\$638,709.16; Traveling Computers-Computer Services-Supplies/Services-\$445.00; Tyler Technologies Inc-Capital Asset Acquisitions-Executime Implementation-\$130.00; US Dept of Education-Segregated-Garnishments-\$406.72; Utah Medical Insurance Assoc.-Detention Center-Medical Insurance Policy-\$4,293.00; Valley Lumber & Supply Co Inc-Segregated-Materials/Supplies-\$333.70; Whiting Law, P.C.-District Court-Professional Services-\$1,110.00; William H. Smith & Associates Inc-Transportation-Surveying Services-\$460.00; WY Dept of Health-Health Nurse-2nd Quarter Payroll-\$42,067.40; WY Dept of Transportation-Vehicle Maintenance-Transfer County Plate-\$2.00; WY SDU-Payroll-Child Support-\$984.00; Wyo Child Support Enforcement-Segregated-Child Support-\$806.00; Wyo Dept of Workforce Serv-Co Admin-Workers Comp-\$16,357.85; Wyoming Behavioral Institute-Health & Welfare-Title 25-\$10,556.00; Wyoming Machinery Co-Capital Asset Acquisitions-Motor Grader Repair-\$40,000.94; Wyoming Retirement System-Co Admin-Contributions-\$149,301.63; Wyoming.com-Segregated-Internet-\$1,074.12

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The following items in the Signature File were reviewed: 1) Sympathy Card; 2) Record of Proceedings. Mike Jones moved, Travis Becker seconded, to accept a Fremont County Bank of the West Credit Card Application for Lorena Pagnoni in the amount of \$1,500. Motion carried unanimously. Mike Jones moved, Travis Becker seconded, to accept the resignation of Jane Lynn from the Fremont County Library Board and approve a letter of appreciation for her service. Motion carried unanimously. Mike Jones moved, Travis Becker seconded, to accept a letter of resignation from Kristin Paulsen from the Fremont County Planning Commission and approve a letter of appreciation for her lengthy tenure on the Board. Motion carried unanimously. Mike Jones moved, Travis Becker seconded, to ratify approval of a Consultant Services Policy for the WYDOT High Risk Rural Roads Agreement for the Traverse Rumble Strip Project on Eight Mile Road and Highway 26 Intersection and the Congestion Mitigation Air Quality Agreement for the Fremont County Dust Suppression Project. Motion carried unanimously. Mike Jones moved, Travis Becker seconded, to ratify the Extension of the Employer Benefit Agreement between Fremont County Government and MASA Medical Transport Solutions. Motion carried unanimously. Mike Jones moved, Travis Becker seconded, to approve a Memorandum of Understanding between the Ninth Judicial District Court of the State of Wyoming, Fremont County, Wyoming and the Government of Fremont County. Motion carried unanimously.

The following items in the Priority Mail were reviewed: 1) Letter of resignation from Fremont County Fair Manager Barney Cosner, effective February 10, 2020. Mr. Cosner requested an Exit Interview and it is scheduled for February 18<sup>th</sup>, 2) draft Oil Supplier Bid Form was reviewed and tabled until review by Vice-Chairman Allen; 3) annual Wyoming State Forestry FY 2020 premium of \$17,075.55 for participation in the Emergency Fire Suppression Account, due July 15, 2020; and 4) historical postcard donated by Douglas Jones which will be forwarded to the Museum Director for archiving.

There was nobody present for public comment.

Planning Director Steve Baumann updated the Commissioners on a fuel system failure at both the Lander and Riverton sites.

Vehicle Maintenance Supervisor Brad Meredith stated he has completed interviews for the vacant Mechanic position in the Riverton Shop. The selected applicant has passed the appropriate background checks and he recommends offering the position to Thomas Goff at the beginning wage of \$45,340. Mike Jones moved, Travis Becker seconded, to accept the recommendation as proposed. Motion carried unanimously. There will be no budget impacts as this is the salary the previous employee was making.

Treasurer Tom Majdic and Deputy Jim Anderson updated the Commission on their request to consolidate two part-time positions into one full time benefitted position. They do not foresee a need to request another part-time position in the next budget cycle. Mike Jones moved, Travis Becker seconded, to accept their proposal as presented. Motion carried unanimously.

Fremont Counseling Service Executive Director Scott Hayes requested the Commissioners' annual letter of support to accompany their application to provide publicly funded mental health and substance abuse services within Fremont County, Wyoming via a contract with the Wyoming Department of Health, Behavioral Health Division. Mike Jones moved, Travis Becker seconded, to approve the letter of support as requested. Motion carried unanimously. In another matter, Hayes informed the Board that the State Director is making changes in the funding stream for the Gatekeeper assessments, which are provided by Fremont Counseling Service for which Fremont Counseling Service provides these services to the County.

Commissioner Thomas arrived to the meeting at 9:30 p.m.

Central Museums Director Scott Goetz presented a quarterly update. He presented a spreadsheet for each Museum indicating comparison figures for the Board's information.

County Clerk Julie Freese and Financial Assistant Joe Felix presented a preliminary budget hearing. After advertising, the final budget hearing is scheduled for the following meeting of February 11<sup>th</sup>.

Fremont County Treatment Courts Supervisor Melinda Cox stated the renewal applications for the Juvenile Treatment Court and Court Assisted Supervised Treatment programs have been submitted to the State with no significant changes. She informed the Commission of a resignation of a Clinical Supervisor and requested authorization to begin advertising for the position at a range between \$45,000 and \$61,000. She asked for flexibility to keep the current employee on through the process until a new person is hired at the cap salary

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or lower, depending on experience so there would be no impact to the budget. Commissioner Thomas reviewed the possibility of a contractual agreement with the current Clinical Supervisor to conduct telehealth sessions. Clarence Thomas moved, Mike Jones seconded, to approve advertising for a Clinical Supervisor position at a salary range of \$45,000 - \$61,000. Motion carried unanimously.

Fremont County Public Defender's Office Supervisor Jonathan Gerard introduced himself to the Commissioners and reviewed the current staffing structure of three state attorneys (2 full time and one  $\frac{3}{4}$  time) and three part-time contractual public defenders. County Attorney Patrick LeBrun and Treatment Courts Director Melinda Cox were present in the audience.

Vice-Chairman Allen joined the meeting at 10:15 a.m.

Jonathan Gerard was joined by Melinda Cox to discuss the high number of pre-adjudicated vs. adjudicated inmates currently incarcerated. Many of them are waiting substance abuse evaluations before they can be sentenced, helping to create the Detention Center overcrowding issue. Cox volunteered to look at doing the pre-adjudication evaluations with additional funding for a contractual position for this reason, helping speed up the process of sentencing and moving inmates out of the jail

Fremont Air Service Team (FAST) representatives Missy White, Kyle Butterfield and Ernie Over were present for an update.

Planning Department Supervisor Steve Baumann presented a proposed plat for the vacation of Nora Vista Subdivision, located  $\frac{1}{2}$  miles west of Lander on Mullins Drive. This subdivision has never been developed and no easements of record within the Subdivision. The Fremont County Planning Commission unanimously recommended approval of the vacation. Mike Jones moved, Clarence Thomas seconded, to approve the Vacation of Nora Vista Subdivision. Motion carried unanimously.

Steve Baumann presented a proposed plat for the Vacation of Lots 10, 11, 35 & 36 of the Grandview Estates Subdivision be changed from lots into a single parcel of land with metes and bounds. The Fremont County Planning Commission unanimously recommended the Vacation with the condition that an easement is recorded for the utility easement to Mr. Hoelzen's property and that an easement is recorded to retain a 25' wide drainage easement on the south side of the newly created parcel. Chairman Becker noted the discussion that occurred during the Planning Commission meeting stating the existing Covenants for the Grandview Estates Subdivision will remain in place on the meets and bounds described parcel once the Vacation is complete and that Fremont County does not enforce Homeowner Association Covenants. Mike Jones moved, Clarence Thomas seconded, to approve the Vacation of Lots 10, 11, 35 & 36 of the Grandview Estates Subdivision with the recommendation of the Fremont County Planning Commission regarding the recording of two easements. Motion carried unanimously.

Mike Jones moved, Clarence Thomas seconded, to adjourn into Executive Session with Fremont County Planning Supervisor Steve Baumann regarding potential litigation. Motion carried unanimously. Larry Allen moved, Clarence Thomas seconded, to return to Regular Session. Motion carried unanimously.

Fremont County Audit Committee members Tom Majdic, Julie Freese, Clarence Thomas and Joe Felix were present to discuss the four RFP proposals received for the County's audit Larry Allen moved, Clarence Thomas seconded, to accept the Audit Committee's unanimous recommendation to select Carver, Florek and James to conduct annual audits for Fremont County Government, two Treatment Courts and Solid Waste Disposal District for the years ended June 30, 2020 through 2022, for a cost of \$43,000, \$43,868 and \$44,782, respectively. Motion carried unanimously.

Popo Agie Ranch Coordinator Bill Lee discussed their Popo Agie Flood Control and River Restoration project that has been Wyoming AML funded. Present in the audience was Treasurer Tom Majdic, Deputy Jim Anderson and Financial Assistant Joe Felix. Lee stated they would like to use the awarded amount to match funds with the Wyoming Wildlife Natural Resource Trust (WWNRT) to complete related stream projects that will help protect Fremont County infrastructure (Deer Valley Road) and subdivision property.

County Attorney Patrick LeBrun informed the Board that an Elmo Document Camera is no longer being used in the court system and stated the Wyoming Life Resource Center has made an offer of \$100 for the unit. Larry Allen moved, Mike Jones seconded, to approve selling the equipment to WLRC for \$100. Motion carried unanimously.

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County Clerk Julie Freese and Financial Assistant Joe Felix were present to continue discussion on the upcoming budget process. The Wyoming Retirement System contribution rate increase is in the third of four years of the rate adjustment of .5% annually. Larry Allen moved, Mike Jones seconded, to continue to have the County fund .25% and the employee fund .25% of the contribution rate increase for FY 2020-2021. Motion carried unanimously. Mileage rates were discussed. Larry Allen moved, Mike Jones seconded, that effective July 1, 2020, to increase the mileage rates for reimbursing County employees for the use of personal vehicles upon County business to \$.45/mile when no County vehicle is available and \$.35/mile when the use of a personal vehicle is for the convenience of the employee. Motion carried unanimously.

Meeting reports were given:

Vice-Chairman Allen reviewed the draft Oil Products Bid Document. Larry Allen moved, Mike Jones seconded, to approve the document for advertising for FY 2020-2021 products. Motion carried unanimously.

Larry Allen moved, Clarence Thomas seconded, to adjourn the meeting at 12:15 p.m. and reconvene for a Regular Meeting on February 11, 2020. Motion carried unanimously.

A full detailed report and the official minutes are posted on Fremont County's website at [www.fremontcountywy.org](http://www.fremontcountywy.org).

/s/ TRAVIS BECKER, CHAIRMAN  
FREMONT COUNTY COMMISSIONERS

ATTEST:

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