

STATE OF WYOMING)
) ss.
COUNTY OF FREMONT)

LANDER, WYOMING
OFFICE OF THE FREMONT COUNTY COMMISSIONERS
APRIL 5, 2022

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 (via Zoom), Jennifer McCarty, Clarence Thomas and Michael Jones. County Clerk Julie A. Freese was present.

Mike Jones moved, Clarence Thomas seconded, to approve the agenda. Motion carried unanimously.

Jennifer McCarty moved, Clarence Thomas seconded, to approve the minutes of the Regular Meeting held on March 22, 2022. Motion carried unanimously.

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

<u>Vendor</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>
A & I Distributors	Vehicle Maintenance	Oil/Fluids	\$1,366.40
Active911 Inc	Dispatch Center	Subscription	\$338.00
Airgas USA LLC	Segregated	Supplies	\$122.52
American Family & Life Insurance	Segregated	Insurance	\$6,185.90
Amerigas	County Buildings	Propane Service	\$1,469.52
ANDA Inc	Public Health	Vaccines	\$1,152.20
B & B Enterprises LLC	County Sheriff	Signs & Supplies	\$55.10
Bailey Enterprises, Inc	Search & Rescue	Vehicle Fuel	\$51.93
Bank of the West	Clerk of District Court	Supplies	\$227.47
Big Horn Tire Inc	Vehicle Maintenance	Vehicle Tires	\$19,040.00
Big Horn Water	Youth Services	Water Bottles	\$305.73
Black Hills Energy	Segregated	Utility Service	\$12,228.11
Bloedorn Lumber-Lander	County Sheriff	Supplies	\$63.66
Blue Cross Blue Shield of WY	Co Admin	Health Insurance Claims	\$439,011.61
Bowdel Steven P.	Detention Center	Contract Service	\$2,750.00
California State Disbursement	Payroll	Child Support	\$50.00
Capital Business Systems, Inc	Public Health COVID Response	Supplies & Service	\$64.89
CDW Government, Inc	Segregated	Equipment & Supplies	\$1,434.00
Cloud Peak Counseling Center	Health & Welfare	Title 25	\$975.00
Colonial Life & Accident Insurance	Segregated	Insurance	\$1,212.05
Comes, Patrick	Detention Center	Expenses Reimbursement	\$223.57
Cowboy Chemical Inc	Detention Center	Supplies	\$560.30
Davis Funeral Home	Health & Welfare	Indigent Funeral	\$1,800.00
Davis, Eileen	County Sheriff	Expense Reimbursement	\$58.32
ESRI	Segregated	Maintenance	\$10,600.00
Fahey, Penny	Health Promotion	Wellness Contract	\$3,600.00
Floyd's Truck Center WY	Vehicle Maintenance	Parts	\$127.53
Forterra Concrete Products, Inc	3rd Street Bridge Project	Material/Supplies	\$86,332.80
Fremont Chevrolet GMC	Capital Asset Acquisitions	Parts/Repairs	\$685.00
Fremont County Solid Waste	County Buildings	Dump Fees	\$46.00
Fremont County Treasurer	Co Admin	Health Insurance	\$328,518.00
Fremont County Treasurer	Co Admin	Section 125 Benefits	\$42,384.21
Fremont Motor Riverton Inc	Vehicle Maintenance	Parts/Supplies	\$158.93
Frontier Ambulance LLC	Fremont County Ambulance	Ambulance Subsidy	\$75,294.00
Globalstar USA	Search & Rescue	Satellite Phone	\$197.85
Grainger	County Buildings Detention	Materials/Supplies	\$188.52
Great West Trust	Segregated	Wyoming Benefits	\$7,300.00
Healthsmart Benefit Solutions	Segregated	Insurance	\$896.00
Hilyard, Shannon	County Attorney	Reimburse Expenses	\$25.20
Injury Prevention Resources	Juvenile Treatment Court	Contractual Services	\$435.00
Jeffres, Mary Jo	Dispatch Center	Contractual Services	\$547.00
Jones, Thomas W.	Planning	Reimburse Expenses	\$3.60
Kairos Broadcasting LLC	Segregated	Advertising	\$1,000.00
Kessler, Douglas E	Planning	Expense Reimbursement	\$26.55
Kisling, Lisa	Public Defender	Rent	\$450.00
Laboratory Corporation of America	Detention Center	Inmate Medical	\$165.00
Lander Medical Clinic PC	Detention Center	Inmate Medical	\$270.30
Lander, City of	County Buildings	Water & Sewer	\$2,456.82
Lawson Products, Inc	Vehicle Maintenance	Parts & Supplies	\$285.99

Mark Scott McCormick, M.D.	County Coroner	Autopsy Service	\$1,250.00
Mark's Auto Sales & Towing	Abandoned Vehicles	Vehicle Towing	\$189.00
McAuley, Lindsay	Detention Center	Medical Services	\$1,531.25
Medow, Aubrey	Planning	Expense Reimbursement	\$33.75
Miller, Margaret	District Court	Rent	\$300.00
Mr D's Food Center Inc	Detention Center	Supplies	\$25.23
Natrona County Sheriff	Detention Center	Inmate Housing	\$11,700.00
New York Life Insurance	Segregated	Insurance	\$133.11
Norco Inc	Segregated	Supplies	\$4,153.65
Novo Benefits	Health Benefit Plan	Insurance Services	\$5,253.00
Office Shop Inc, The	Agriculture Department	Copy Repair/Service	\$22.17
Palace Pharmacy	Detention Center	Inmate Rx's	\$9,152.20
Payroll Taxes	Co Admin	Withholding/FICA	\$198,836.02
Peterbilt of Wyoming	Vehicle Maintenance	Parts	\$202.52
Print Shop, The	County Coroner	Supplies	\$70.00
Quest Diagnostic	Detention Center	Inmate Medical	\$150.74
Quill Corporation	Segregated	Office Supplies	\$448.37
Ratigan, Daniel, M.D.	Detention Center	P.A. Supervisor Contract	\$4,950.00
Riverton, City of	County Buildings	Water/Sewer	\$839.30
Rodriguez, Jessica	Detention Center	Contract Services	\$1,250.00
Sagewest Health Care	Detention Center	Inmate Medical	\$10,214.96
Skaggs Companies Inc	Detention Center	Uniforms/Supplies	\$144.85
Soule, Sierra	Public Defender	Rent	\$450.00
State Disbursement Unit	Payroll	Child Support	\$1,066.25
State of Wyoming	Public Defender	Office Rent	\$1,650.00
Sylvestri Customization	Prevention Program	Professional Services	\$3,200.00
Sysco Montana Inc	Detention Center	Inmate Supplies	\$4,544.48
Terrance R. Martin PC	Public Defender	Rent	\$450.00
Total Net Salaries	Segregated	Salaries	\$648,037.20
Traveling Computers	Computer Services	Supplies/ Services	\$648.50
University of Wyoming	Agriculture Department	Contract Salary	\$8,160.00
US Foods Inc	Detention Center	Inmate Board	\$10,612.33
Western Printing, Inc	County Clerk	Printed Supplies	\$835.26
Whiting Law, P.C.	District Court	Professional Services	\$2,392.50
Wilkerson, James A, IV, MD PC	County Coroner	Autopsy	\$1,250.00
WY Dept of Employment	Segregated	Unemployment Claims	\$0.00
WY Dept of Transportation	Segregated	Services	\$320.11
WY SDU	Payroll	Child Support	\$1,480.00
Wyo Child Support Enforcement	Segregated	Child Support	\$806.00
Wyo Dept of Workforce Service	Co Admin	Workers Comp	\$17,572.78
Wyoming Behavioral Institute	Health & Welfare	Title 25	\$2,262.00
Wyoming Retirement System	Co Admin	Contributions	\$156,936.69
Wyonet Inc.	Computer Services	Telephone Service	\$5,027.49

The following items in the Signature File were reviewed: 1) Checklist for Executive Exemption for Planning Director Steve Baumann; 2) Interest refund check from ConocoPhillips Company in the amount of \$35.71; and 3) Record of Proceedings. Mike Jones moved, Jennifer McCarty seconded, to approve a Cooperative Law Enforcement Agreement between Fremont County and the USDA Forest Service, Shoshone National Forest. Motion carried unanimously. Mike Jones moved, Jennifer McCarty seconded, to approve a Fremont County Bore, Cut, Overhead and Parallel Public Utilities Right-of-Way Permit from Union Telephone Company for Crooks Gap Road. Motion carried unanimously.

Items in the Priority Mail were reviewed. Jennifer McCarty moved, Mike Jones seconded, to ratify approval of the County Clerk's request to refill a position. Motion carried unanimously.

The Public Comment period was held with nobody present.

Building Maintenance Supervisor J.R. Oakley presented a Nelson Architects, LLC Proposal for Professional Services. Following a tour of the Circuit Court area following the Commissioners' March 22nd meeting, Oakley was given the direction to get an engineering proposal for the Circuit Court Remodel project, which includes courtroom and jury room remodel, new ADA restrooms and offices. The Proposal received is for construction documents totaling \$40,560 and Oakley felt the cost for bidding (\$6,400) and Construction Administration (\$16,500) could be performed in-house. Time frame will have construction beginning in October for the estimated \$340,000 total project budget. He indicated he has submitted an application for ARPA funding. Mike Jones moved, Jennifer McCarty seconded, to approve the Proposal not to exceed \$50,000 and to be funded with ARPA funding. Motion carried unanimously.

County Treasurer Jim Anderson was present to review the provisions of SF0038 Monthly ad valorem tax revisions (previously SF0060). County Assessor Tara Berg was present in the audience. Counties now have access to funding to cover the shortfall caused by the transition to monthly payment of mineral ad valorem taxes, specifically Fremont County's allocation is \$822,511. At the discretion of counties, they may extend these funds to special districts and community colleges. The State Treasurer's Office is responsible for overseeing these loans, which state that "loans shall be repaid by the county on a schedule determined by the state treasurer consistent with the schedule (afforded taxpayers) at an interest rate of zero percent (0%) per annum." Whereas taxpayers with concurrent tax liability begin making additional payments on December 1, 2023 in equal eight percent amounts until paid, counties will be afforded those same terms. It would be up to the Treasurer to set up an application and rules process for Fremont County to lend to special districts and the community college. Mike Jones moved, Larry Allen seconded, to have the County Treasurer initiate the Promissory Note with the State Treasurer's Office in the amount of \$822,511. Voting against the motion: Clarence Thomas. Motion carried.

Transportation Superintendent Billy Meeks was joined by Inberg-Miller Senior Civil Engineer Dawn Willhelm to review the two bids submitted for the Fremont County 2022 Delineator Project as follows: Keyhole Technologies - \$167,815 and S & L Industrial - \$174,825. Willhelm noted the bids were reviewed and issues found as follows: Keyhole Technologies had mathematical errors and the total Bid was incorrect, the corrected total Bid is \$162,815. Further, the estimator signed the Bid Form without an attestation nor was there a document showing their authorization to sign as required in the bidding documents. The S & L Industrial bid for \$174,825 was mathematically correct and the bidder provided everything required in the bidding documents. Following review of S & L Industrial's qualifications and interviews on past projects, Willhelm recommended the bid be awarded to S & L Industrial. If the Commissioners concur, she will submit the Notice of Award for signature at the following meeting. In other business, a Proposal for Inberg-Miller Engineering Services on an As-Needed basis for technical support was submitted outlining Schedule of Fees and Available Services. Mike Jones moved, Clarence Thomas seconded, to approve the Inberg-Miller Proposal as submitted for as-needed engineering services. Motion carried unanimously.

Vehicle Maintenance Supervisor Brad Meredith and Wyoming Machinery Company representative Dan Holman joined Billy Meeks to discuss SF0018 "County road maintenance fund amendments", and specifically the provision that counties may now designate per year not more than \$100,000 of its unobligated share of the prior fiscal year's county gasoline license tax allocation towards purchase or lease of motor graders. Holman reviewed his quote of \$387,664.07 per unit and a guaranteed trade value of \$110,000 at 108 months or 10,000 hours, whichever comes first. Meeks stated three motor graders are being recommended for purchase, and several lease options were reviewed at 4.7400% interest. Fuel burn information was presented and for comparison, a 140AWD currently being used has an average fuel burn rate of 6.3 GPH while working, compared to a new 150AWD with an average working burn level of 5.6 GPH. This equates to a .7 GPH difference (.7 x 10,000 hours total a 7,000-gallon fuel advantage over the ownership period, approximately \$21,000 per machine based on \$3 diesel). Commissioner Jones asked that a cost benefit analysis be prepared, and County Clerk Julie Freese recommended the request for the three motor graders be first submitted through the County's Capital Revolving Fund as the County could possibly fund the purchases internally at a lower interest rate. Holman said they are expecting between a 11%-15% increase in equipment prices next year and he will guarantee the quote and availability until June 30th. All Capital Revolving Fund requests are due by April 8th, and the Committee will meet soon after to review and make their recommendations to the Commissioners, who stated they would plan to have a final answer by the first of June. Vice-Chairman Allen reminded the Board that Meredith had earlier stated that vehicle orders should be made by May 1st in order to ensure availability and delivery capability this year.

Planning Department Director Steve Baumann presented a proposed plat for Redoubt Subdivision, Lot 1 Re-Subdivision. The Subdivision is located approximately 6.5 miles east of Pavillion at the intersection of Tunnel Hill Road. It splits the current 4.5-acre lot into two lots of 2.22 and 2.28 acres. Jennifer McCarty moved, Clarence Thomas seconded, to approve the Redoubt Subdivision, Lot 1 Re-Subdivision as unanimously recommended by the Fremont County Planning Commission. Motion carried unanimously.

Director Baumann presented a plat for Owl Canyon Estate Subdivision, a proposed 4 lot Simple Subdivision located approximately 9.5 miles south of Lander and three miles west of the intersection of Willow Creek Road and Highway 789. There was one comment letter in the file indicating their concern with the amount of traffic on Grand Cedars Road and the safety issues related to the steepness of the Road and only one point of access into what could be nearly 100 homes. Jennifer McCarty moved, Mike

Jones seconded, to approve the Owl Canyon Estate Subdivision as unanimously recommended by the Fremont County Planning Commission. Motion carried unanimously.

Chairman Travis Becker reviewed a letter from former Planning Director Ronald Martin who expressed concern over a decision during his tenure of 1975-1984 to increase a proposed amount of a line item in the Planning Department's proposed annual budget and not bring it to the attention of the County Commissioners at that time. He subsequently included a \$1,200 check to cover the amount, stating he did not receive any personal compensation; however, felt it should have been disclosed to the sitting Board at that time. The Commissioners unanimously agreed to return the check to Mr. Martin and thank him for his integrity and honesty, stating the funding would have been spent on department items and no budget violation was recorded.

Chairman Becker reviewed information he had sent to the Commissioners from Karl Falken titled "Why the Fremont County/Municipal Multi Hazard Mitigation Action Plan should address a nuclear weapons attack." Vice-Chairman Larry Allen noted that the information has been forwarded to Fremont County's Emergency Management Coordinator who will inform the Commissioner if she feels the County's Plan needs to be amended. She will also work with the Office of Homeland Security to see if they feel the issue should be addressed.

Commissioner meeting reports were given.

Vice-Chairman Larry Allen stated Frontier Ambulance has trained three in-house employees as supervisors and promoted Diane Lane to temporary Operations Manager. Frontier is also conducting training beginning April 15th at the Wind River Casino for both EMR and EMT levels. He met with the Fremont County Emergency Management Coordinator last week regarding potential flooding issues and with Transportation Superintendent Billy Meeks regarding the lease purchase option for motor graders discussed earlier in the meeting.

Commissioner Clarence Thomas will pursue scheduling a meeting with the Wind River Intertribal Council to keep up to date on several issues (solid waste, road maintenance, ambulance, volunteer fire, etc.).

Commissioner Jennifer McCarty attended the monthly Fremont County Planning Commission where revised Simple Subdivision Rules should be coming to the Commissioners in the near future.

Commissioner Mike Jones stated Building Maintenance Supervisor J.R. Oakley is working with Chief Civil Deputy Darrough on developing a policy to not allow non-certified service animals in county facilities. He has received several calls regarding Tweed Lane Road following a tragic wreck several weeks ago, specifically dangerous conditions in several areas. He has Transportation Billy Meeks reviewing the history of the road as related to accident data.

Chairman Travis Becker spent the previous evening, along with Vehicle Maintenance Supervisor Brad Meredith, at a tower at the Riverton County Shop that was damaged by high winds. ComTech will be at the area today as any outage will affect various County emergency agencies (Sheriff, Fire, etc.).

Chairman Becker reviewed the makeup of the Capital Revolving Fund Committee, comprised of six perpetual positions: County Clerk, County Treasurer, Vehicle Maintenance Supervisor, Financial Assistant, Transportation Superintendent and one County Commissioner. Two at-large positions are selected for two year terms; however, as no funding was available for the last several years, these two positions were not filled in 2020. Discussion was held on re-appointing the County Assessor and a new position of the County Planning Director. Larry Allen moved, Clarence Thomas seconded, to re-appoint the County Assessor Tara Berg and new appointee Planning Director Steve Baumann. Motion carried unanimously.

County Clerk Julie Freese stated public meetings have been set to review the County Commissioners Redistricting plans, one this evening at the Courthouse and one on April 7th at the Crowheart Fire Hall, both at 5:30 p.m. To follow legislative redistricting, proposed changes are: 1) move the current Commissioner lines (between Commissioner Districts #1 and #2) in the Crowheart area from the river to Highway 26. Every voter situated north of Highway 26 would be in Commissioner District #2 and ever voter situated south of Highway would be in Commissioner District #1; and 2) move the current Commissioner lines (between Commissioner Districts #4 and #5) on Lyons Valley Road. Every voter situated to the east would be in Commissioner District #5 and every voter situated west would be in

Commissioner District #4. This is ONLY in the Milford precinct. She plans to have the final County Commissioner District resolution approved on April 19th.

Mike Jones moved, Jennifer McCarty seconded, to adjourn into Executive Session with Chief Civil Deputy Attorney Jodi Darrough regarding personnel and potential litigation. Motion carried unanimously. Jennifer McCarty moved, Mike Jones seconded, to return to Regular Session. Motion carried unanimously.

Chief Civil Deputy Jodi Darrough requested direction on the Sheriff's Office donating a used law enforcement vehicle to Shoshoni. Based on liability issues, the Board deemed it appropriate to sell the vehicle to the Town of Shoshoni (at a minimal charge) and remove it from the County's fleet.

A work session was held with County Elected Officials. Present, in addition to the Commissioners, was Coroner Larry DeGraw, Treasurer Jim Anderson, Assessor Tara Berg, Clerk of District Court Kristi Green, County Attorney Patrick LeBrun and Sheriff Ryan Lee. IT Supervisor Kevin Shultz presented information on the need for all employees on the County computer system to be trained at regular intervals for potential attacks. He's proposing repetitive mandatory training on IT Security issues, which will be on line sessions lasting between 10-15 minutes. Everyone agreed to the training recommendation as any breach in the system will cause far reaching damage and down time. Discussion was held on the establishment of elected official salaries for the next elected term of office (four years) by resolution which must be done prior to filing for office (May 12th). Various percentages were discussed and a final decision will be made by May 3, 2022. The upcoming budget scenario was discussed, department budgets are due by April 8th and hearings will begin on April 12th.

There being no further business, Mike Jones moved, Jennifer McCarty seconded, to adjourn the meeting at 12:00 p.m. and reconvene for a Regular Meeting at 9:00 a.m. on April 12, 2022. 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/ TRAVIS BECKER, CHAIRMAN
FREMONT COUNTY COMMISSIONERS

ATTEST:

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