

STATE OF WYOMING )  
 ) ss.  
COUNTY OF FREMONT )

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

### 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, 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.

Bills are listed in the following format: Vendor – Department – Description – Amount: A & I Distributors-Vehicle Maintenance-Oil/Fluids-\$1366.40; Active911 Inc-Dispatch Center-Subscription-\$338.00; Airgas USA LLC-Segregated-Supplies -\$122.52; American Family & Life Insurance-Segregated-Insurance-\$6185.90; Amerigas-County Buildings-Propane Service-\$1469.52; ANDA Inc-Public Health-Vaccines-\$1152.20; 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 -\$19040.00; Big Horn Water-Youth Services-Water Bottles-\$305.73; Black Hills Energy-Segregated-Utility Service-\$12228.11; Bloedorn Lumber-Lander-County Sheriff-Supplies -\$63.66; Blue Cross Blue Shield of WY-Co Admin-Health Insurance Claims-\$439011.61; Bowdel Steven P.-Detention Center-Contract Service-\$2750.00; 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 -\$1434.00; Cloud Peak Counseling Center-Health & Welfare-Title 25-\$975.00; Colonial Life & Accident Insurance-Segregated-Insurance-\$1212.05; Comes, Patrick-Detention Center-Expenses Reimbursement-\$223.57; Cowboy Chemical Inc-Detention Center-Supplies-\$560.30; Davis Funeral Home-Health & Welfare-Indigent Funeral-\$1800.00; Davis, Eileen-County Sheriff-Expense Reimbursement-\$58.32; ESRI-Segregated-Maintenance-\$10600.00; Fahey, Penny-Health Promotion-Wellness Program Contract-\$3600.00; Floyd's Truck Center WY-Vehicle Maintenance-Parts -\$127.53; Forterra Concrete Products, Inc-3rd Street Bridge Project-Material/Supplies-\$86332.80; 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-\$328518.00; Fremont County Treasurer-Co Admin-Section 125 Benefits-\$42384.21; Fremont Motor Riverton Inc-Vehicle Maintenance-Parts/Supplies-\$158.93; Frontier Ambulance LLC-Fremont County Ambulance-Ambulance Subsidy-\$75294.00; Globalstar USA-Search & Rescue-Satellite Phone-\$197.85; Grainger-County Buildings Detention-Materials/Supplies -\$188.52; Great West Trust-Segregated-Wyoming Benefits-\$7300.00; 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-Contract Services-\$547.00; Jones, Thomas W.-Planning-Reimburse Expenses-\$3.60; Kairos Broadcasting LLC-Segregated-Advertising -\$1000.00; 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-\$2456.82; Lawson Products, Inc-Vehicle Maintenance-Parts & Supplies -\$285.99; Mark Scott McCormick, M.D.-County Coroner-Autopsy Service-\$1250.00; Mark's Auto Sales & Towing-Abandoned Vehicles-Vehicle Towing-\$189.00; McAuley, Lindsay-Detention Center-Medical Services-\$1531.25; 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-\$11700.00; New York Life Insurance-Segregated-Insurance-\$133.11; Norco Inc-Segregated-Supplies -\$4153.65; Novo Benefits-Health Benefit Plan-Insurance Services-\$5253.00; Office Shop Inc, The-Agriculture Department-Copy Repair/Service -\$22.17; Palace Pharmacy-Detention Center-Inmate Rx's-\$9152.20; Payroll Taxes-Co Admin-Withholding/FICA-\$198836.02; 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-\$4950.00; Riverton, City of-County Buildings-Water/Sewer-\$839.30; Rodriguez, Jessica-Detention Center-Contract Services-\$1250.00; Sagewest Health Care-Detention Center-Inmate Medical-\$10214.96; Skaggs Companies Inc-Detention Center-Uniforms/Supplies-\$144.85; Soule, Sierra-Public Defender-Rent -\$450.00; State Disbursement Unit-Payroll-Child Support-\$1066.25; State of Wyoming-Public Defender-Office Rent-\$1650.00; Sylvestri Customization-Prevention Program-Graphic Design/Social Media-\$3200.00; Sysco Montana Inc-Detention Center-Inmate Supplies-\$4544.48; Terrance R. Martin PC-Public Defender-Rent-\$450.00; Total Net Salaries-Segregated-Salaries-\$648037.20; Traveling Computers-Computer Services-Computer Supplies, Services-\$648.50; University of Wyoming-Agriculture Department-Contract Salary-\$8160.00; US Foods Inc-Detention Center-Inmate Board-\$10612.33; Western Printing, Inc-County Clerk-Printed Supplies -\$835.26; Whiting Law, P.C.-District Court-Professional Services-\$2392.50; Wilkerson, James A, IV, MD PC-County Coroner-Autopsy-\$1250.00; WY Dept of Employment-Segregated-Unemployment Claims-\$0; WY Dept of Transportation-Segregated-Services-\$320.11; WY SDU-Payroll-Child Support-\$1480.00; Wyo Child Support Enforcement-Segregated-Child Support-\$806.00; Wyo Dept of Workforce Service-Co Admin-Workers Comp-\$17572.78; Wyoming Behavioral Institute-Health & Welfare-Title 25-\$2262.00; Wyoming Retirement System-Co Admin-Contributions-\$156936.69; Wyonet Inc.-Computer Services-Telephone Service-\$5027.49.

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 22<sup>nd</sup> 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 30<sup>th</sup>. All Capital Revolving Fund requests are due by April 8<sup>th</sup>, 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 1<sup>st</sup> 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.

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 7<sup>th</sup> at the Crowheart Fire Hall, both at 5:30 p.m.

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.

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](http://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