

STATE OF WYOMING)
) ss.
COUNTY OF FREMONT)

LANDER, WYOMING
OFFICE OF THE FREMONT COUNTY COMMISSIONERS
MAY 19, 2020

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 Michael Jones. (Commissioner Clarence Thomas and Chief Civil Deputy Attorney Jodi Darrough attended via GoToMeeting). Fremont County Clerk Julie A. Freese was present.

Jennifer McCarty moved, Mike Jones 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 May 12, 2020. Motion carried unanimously.

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

<u>Name</u>	<u>Department</u>	<u>Description</u>	<u>Total Cost</u>
Ace Hardware-Riverton	County Buildings	Materials/Supplies	\$51.96
Ameritech Equipment Co.	Operation Safeguard	Sanitize	\$3,306.24
ANDA Inc	Public Health	Supplies	\$1,620.89
Bailey Enterprises, Inc	Segregated	Fuel	\$7,164.95
Bank of the West	Operation Safeguard	Credit Card Purchases	\$5,544.92
Bill Jones Plumbing & Heating	County Buildings	Services, Repairs	\$90.00
Bloedorn Lumber-Lander	County Buildings	Materials, Supplies	\$125.83
Bowdel, Steven P.	Detention Center	Medical Services	\$3,312.50
Calder, William	Public Health Crisis Response COVID	Incident Command Miles	\$44.80
Carroll Septic Service	Transportation	Services	\$150.00
CenturyLink	Segregated	Telephone	\$1,956.67
Clifford, Gregory P. MD PC	Detention Center	Inmate Medical	\$2,858.00
Coulter, Kevin	County Sheriff	Reimburse Expenses	\$40.00
Cowboy Chemical Inc	Detention Center	Inmate Laundry Supply	\$975.60
Dubois Frontier, The	County Elections	Advertising	\$71.20
Eagle Uniform & Supply Co	Vehicle Maintenance	Laundry	\$74.89
Edwards Communications	Prevention Program	Radio Advertising	\$1,291.00
Floyd's Truck Center Wy	Vehicle Maintenance	Parts Account	\$88.34
Foutz, Traci L	Public Health Crisis Response COVID	Mileage Reimbursement	\$373.75
Frank, Darby	Operation Safeguard	Incident Command Mileage	\$128.00
Fremont Electric Inc	County Buildings	Services Installation, Repair	\$1,124.05
Gee, Brian	Public Health Crisis Response COVID	Incident Command Mileage	\$158.40
Globalstar USA	Search & Rescue	Satellite Phone Service	\$183.99
Grainger	County Buildings	Materials/Supplies	\$61.22
Great Divide Towing & Recovery	Abandoned Vehicles	Vehicle Towing	\$300.00
Greenwood Mapping Inc	Planning	Mapserver Layer Addition	\$720.00
High Plains Power, Inc	County Buildings	Utility Services	\$1,154.07
Hometown Oil Co	Vehicle Maintenance	Clear Diesel	\$193.08
Injury Prevention Resources	Detention Center	Inmate Monitoring	\$255.00
Lander Medical Clinic PC	Detention Center	Inmate Medical	\$527.00
Mahlum, Zachary Hamilton	District Court	Court Appointment	\$679.15
Mark's Auto Sales & Towing	Abandoned Vehicles	Vehicle Towing	\$445.00
Marsars Water Rescue Systems	Search & Rescue	Expenses	\$1,705.79
McCarty, Jennifer	Operation Safeguard	Reimburse Expenses	\$86.48
Medical Imaging Assoc of Idaho	Detention Center	Inmate Medical	\$733.50
Mountain Dental PC	Detention Center	Inmate Medical	\$362.00
Mountain West Towing LLC	Abandoned Vehicles	Vehicle Towing	\$616.90
Mr D's Food Center Inc	Detention Center	Supplies	\$196.98
Napa Auto Parts-Riverton	Vehicle Maintenance	Parts & Supplies	\$2,417.64
National Food Group Inc	Detention Center	Inmate Board	\$4,639.82
NMS Laboratories	County Coroner	Toxicology Services	\$2,082.00
Norco Inc	Segregated	Supplies	\$4,994.86
Novo Benefits	Health Benefit Plan	Insurance Services	\$4,961.51
Office Shop Inc, The	Segregated	Service Agreement	\$1,423.30
Osage Industries, Inc	Vehicle Maintenance	Vehicle Repairs	\$55.15
Palace Pharmacy	Detention Center	Inmate Rx's	\$9,588.26
Pavillion, Town of	County Buildings	Water Utilities	\$112.50
Post, Raymond	County Buildings	Car Wash	\$10.00

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Premier Vehicle Install., Inc.	County Sheriff	Supplies	\$160.80
Quill Corporation	Segregated	Office Supplies	\$842.48
Riverton Ranger, Inc	Segregated	Advertising	\$1,511.75
Rocky Mountain Power	County Buildings	Utility Services	\$1,258.87
Sagewest Health Care	Detention Center	Inmate Medical.	\$11,015.87
Specialty Marine & RV Repair	Search & Rescue	Expenses	\$5,435.00
Stitches Embroidery, Inc	Detention Center	Embroidering	\$448.32
Sweetwater Aire LLC	County Buildings	Supplies, Parts	\$175.00
Sylvestri Customization	Prevention Program	Graphic Design, Social Media	\$600.00
Sysco Montana, Inc	Detention Center	Inmate Supplies	\$7,971.66
Taylor Creek Exxon	County Sheriff	Car Wash	\$17.00
Tegeler & Associates	Detention Center	Notary Bond	\$50.00
Transmetron, Inc	Detention Center	Drug Test Kits	\$403.85
Traveling Computers	Computer Services	Computer Supplies, Services	\$2,895.70
T-Y Excavation, Inc	Transportation	Road Maintenance	\$4,090.00
Union Telephone Company	Segregated	Cellphones	\$760.04
US Foods Inc	Detention Center	Inmate Board	\$3,851.31
Western Printing, Inc	Operation Safeguard	Office Supplies	\$240.00
Wilkerson, James A, IV, MD PC	County Coroner	Autopsy	\$1,410.00
Wind River Heart Clinic	Detention Center	Inmate Medical	\$692.00
Wind River Vet Service	County Sheriff	Dog Boarding	\$120.00
Wy Public Health Laboratory	Public Health	Lab Fees/Supplies	\$218.00
Wyoming Dept of Transportation	Segregated	Fuel	\$1,440.53
Wyoming Financial Insurance	County Attorney	Notary Bond	\$50.00
Wyoming Machinery Co	Vehicle Maintenance	Parts	\$5,797.67
Wyoming.com	County Sheriff	Internet Services	\$999.95

The following items in the Signature File were reviewed: 1) Record of Proceedings. Larry Allen moved, Jennifer McCarty seconded, to approve Resolution No. 2020-11 "Fremont County Fly-By". Motion carried unanimously. The Republican Party requested the Resolution in order to apply to the United States Department of Defense and Federal Aviation Administration for a Fly-By to cover the county, or parts thereof, on July 4, 2020. Larry Allen moved, Jennifer McCarty seconded, to approve a letter terminating services of James Gores & Associates for the remainder of the Moneta-Lysite Road Shoulder Widening Project. Motion carried unanimously.

The following item in the Priority Mail was discussed: City of Lander first reading of an ordinance to amend the City of Lander's Title 2 Zoning Code. County Planner Steve Baumann provided more information of the proposed changes.

There was nobody present for the public comment period.

Commissioner meeting reports were given.

Vice-Chairman Larry Allen asked that the county legislators be invited to the June 2, 2020 Commission meeting to discuss the recent special legislative session.

Commissioner Clarence Thomas asked for an update on a county vehicle to be used by White Buffalo Recovery Center to assist with the transport of quarantined patients to the Arapaho Pow Wow Grounds. Vice-Chairman Larry Allen stated the agency received the vehicle the previous day.

Commissioner Jennifer McCarty stated she had no meeting reports; however, agree with Vice-Chairman Allen that discussion needs to be held with county legislators regarding the special session.

Commissioner Mike Jones stated the Solid Waste Disposal District is working on a strategic plan on post closure issues and its impacts. They continue to work on their budget. The Library Board appointed Lander Branch Manager Anita Marple as interim-director. Budget work continues and there is no Director replacement salary in any of their scenarios.

Chairman Travis Becker stated he is working with Chief Civil Deputy Jodi Darrough to complete an Agreement with White Buffalo Recover Center for use of the county vehicle. The van previously retrofitted for Title 25 transports will be used to transport quarantined patients to the Pow Wow Grounds. The dates of the Agreement will be from May 18, 2020 to June 15, 2020.

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County Clerk Julie Freese stated that she has new figures on the budget shortfall following the Commissioner's request for Departments to try to reduce their budgets even further than their original submission. Following that request last week of voluntary cuts, the shortfall is now at \$1.3 million (down from \$2.5 million).

Vice-Chairman Larry Allen is completing the Commissioner's budget and discussed his intent to reduce dues to two associations (Fremont County Association of Governments and Wyoming County Commissioners Association) along with the travel line item.

County Clerk Julie Freese and Deputy Margy Irvine thanked the Commissioners for once again agreeing to close the Courthouse to the public on both the Primary and General Election days to allow employees to help at the polls or in other ways (delivering ballots, etc.). Freese stated several other counties have now adopted this concept based on Fremont County's procedures. County employees are eligible for flex time or overtime on these two days. Due to a Secretary of State Directive, all poll workers must wear masks and gloves, and she expects many of her long term (non- county employee) judges to decline to help this year. She will send out a list to all departments to get a count on those employees who are willing to assist at the polls, and reiterate the Commissioners intent that every employee that does not wish to work at the polls must remain at work or take a vacation day. In the past, county employees did not receive additional wages; however, this year there is Coronavirus Aid, Relief & Economic Security Act (CARES) funding available so they will receive wages this year. A list of Election Judge Wages was presented, pursuant to Wyoming Statute 22-8-116, as follows: \$165.00 per Election for Head Judge; \$140.00 per Election for other Judges; \$60.00 per Election COVID-19 Hazardous Pay; \$10.00 per Hour for Early Voting/Absentee Judges; \$.45 per mile after 5 miles; and \$25.00 for attendance to one Judges School. Larry Allen moved, Jennifer McCarty seconded, to set the wages of Election Judges as presented. Motion carried unanimously.

Wellness Program Coordinator Penny Fahey was joined by Executive Health Committee members Jim Anderson and Margy Irvine, along with Committee members Julie Freese and Larry Allen. Vice-Chairman Allen asked that the decision of May 12, 2020 be discussed again, as he was unable to attend that meeting due to health issues. Fahey had previously notified the Commissioners that she would be relocating to Casper but would like to be allowed an independent contractor status for FY 2020-2021 for continuity of many important programs within the program. Mike Jones moved, Jennifer McCarty seconded, to rescind the May 12, 2020 motion "to offer a monthly contract to Penny Fahey while advertising to fill the vacancy at the same time." Motion carried unanimously. Commissioner Allen stated Fremont County's wellness program is a leader in the state and at this time with declining revenues, it is important to continue to offer employees the stability they experience when using the program. As the county will be unable to offer any raises this year, the program offers the premium reduction plan that gives employees the opportunity to reduce their monthly premiums by participation. Larry Allen moved, Jennifer McCarty seconded, to approve a Business Associate Contract between Penny Fahey, Wellness Coordinator, and Fremont County, Wyoming for July 1, 2020 through June 30, 2021. Motion carried unanimously. Deputy Chief Civil Deputy Jodi Darrough had asked the Commissioners for direction on a rental agreement for computer, printer and cell phone and this will be included in the Wellness Coordinator Agreement. Larry Allen moved, Mike Jones seconded, to approve the Wellness Coordinator Agreement between Fremont County and Penny Fahey for July 1, 2020 through June 30, 2021, as amended. Commissioner Clarence Thomas asked that another amendment be included related to Safety Rules relating to COVID. Larry Allen moved, Jennifer McCarty seconded, to amend the Agreement to include a statement to read "Contractor shall follow all relevant health and safety rules, regulations and guidelines issued by the Center for Disease Control as well as all state and local guidelines, orders, and rules including those pertaining to the coronavirus." Amendment carried unanimously. Amended motion carried unanimously. Irvine thanked the Commissioners for their action to approve Fahey's contractual agreement for the next fiscal year, which will give the Executive Health Insurance Committee time to work towards refilling the position by June of next year. Fahey thanked the Commissioners for accepting her contractual services proposal for the next fiscal year.

Transportation Superintendent Billy Meeks provided a report on the recent complaint received from the landowners, Jim and Wendy Gibson, regarding their property on the corner of Mortimore Lane and Sinks Canyon Road. Along with Meeks and Lander Foreman Clyde Winchester, DOWL HKM Engineer Kasey Jones met with the Gibsons, along with their tenant at the property, where the Gibson's felt the grass growth was inadequate, relating back to the Mortimore Lane Road Improvement Project several years prior. In 2018, inadequate grass growth was identified during the project warranty's walk through and

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the contractor, Jerry Bornhoft Construction, subsequently reseeded the area. In 2019 the landowner again reached out regarding inadequate grass growth and the presence of rocks, and as the project was still under warranty, the contractor was notified and was of the opinion adequate watering was not occurring; however, in the fall of 2019 he picked up rocks, tilled the topsoil and reseeded. The most recent complaint occurred on May 8, 2020 when the landowners stated the grass was still not growing properly. There was some disagreement on how much watering had taken place but the final agreement was the landowner would make a good faith effort to water the area as much as possible over the next two weeks. If there is no improvement, the County will provide and place two inches of imported topsoil and the landowners would purchase and apply new seed.

In other business, Billy Meeks stated crews are working on removing old asphalt from Clothesline Road and will apply road base once ready. The 1% Gravel Hauling Project is underway and private contractors finished hauling on North Fork Road last week and are currently hauling on Red Canyon Road. After that they will move on to Willow Creek, V-I Road and then finish up on roads in the Hudson area. That will complete the budget for this fiscal year. They are working with the State of Wyoming regarding the Mag Chloride grant earlier received, which is for one year only, and he stated the need to lay the product two years to make it last. If a grant cannot be received next year, they may use 1% funding to complete the 2nd year of the roads magged this year. Meeks presented a Standard Agreement for Professional Services from DOWL for an "as needed" service for the completion of the Lysite-Moneta Road Shoulder Widening Project. Larry Allen moved, Jennifer McCarty seconded, to accept the Agreement with DOWL not to exceed \$10,000. Motion carried unanimously.

Chairman Travis Becker presented Fremont County Assessor Tara Berg with a clock from her staff in recognition of 25 years of service to Fremont County. Berg began her employment with the office in 1995 and was elected County Assessor in 2011. Numerous family and co-workers were present in the audience.

The Commission had requested Treasurer Tom Majdic provide an update on the work load within his office while the Courthouse was closed to the public. Deputy Jim Anderson was also present. Majdic stated the work load during this time caused a large back log. Phone calls take much longer than in person visits and on any particular day, they received as many as 200 voice mail messages. The volume of business is handled by two employees dedicated entirely to phone calls and voice messages and one employee handling the mail. The Commissioner suggested offering staff overtime, which they anticipate can be covered by the COVID-19 budget and expected reimbursement from the state. Chairman Becker further stated he and the other Commissioners, along with other offices in the Courthouse, continue to get calls and complaints that customers cannot get through to the Treasurer's Office via phone. Majdic further stated he had just received a resignation and requested permission to refill. Jennifer McCarty moved, Larry Allen seconded, to authorize refilling of the position. Motion carried unanimously. He further expressed concern of staffing the Riverton office when time comes to reopen it. He stated his intent to ask the 14 hour employee that worked there previously to reconsider as some of her concerns would be alleviated regarding taking money to the bank on a daily basis as he has relocated to Riverton and can take care of that duty. He estimated an opening date of October if that works with the County Clerk. In closing, the Commissioners reiterated he approach staff to see if they would consider working extra hours for overtime or comp time until caught up.

A budget work session was held.

County Clerk and Budget Officer Julie Freese reported that she had sent out a request to all departments to send in their best revised budget with any additional cuts that they could do. She also asked the departments NOT to spend any money unless absolutely necessary and to revise their current budget spending line and that she would be using that carryover to help the next year's fund balance. Freese also asked for each department to give a narrative of how a 10%, 20% and 30% reduction of their budget would affect the functionality of their departments. These were all sent to the Commissioners.

The statutorily required starting budget picture for the commissioners was presented with the following notes:

- 1) Used the Assessed Value projection of \$634,849,155 as presented by the Assessor.
- 2) Used the Projected Revenues as presented by the Deputy County Treasurer.
- 3) Used the first requests from all departments and social service groups.

This brought the figure of \$2,301,328 for the Commissioners to cut.

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Freeze then noted that she had made the following revisions for the start of today's session:

- 1) Used the Version 2 budgets from all of the Departments as the newly requested budgets
- 2) Used the Version 2 projected spending from all Departments as the budget carryover figures.
- 3) Used \$6 million as the cash reserve.
- 4) Took out the Riverton Airport's Operation budget request of \$50,000 per their request.
- 5) Reviewed social service requests and made those changes.
- 6) Took out the \$200,000 repayment of the Justice Center (this is made to the cash reserve)
- 7) Took out the \$150,000 cash reserve for the Museum as this is covered under the General Fund.

This brought the amount to cut down to \$1,131,936.

Commissioners made the following cuts from there:

- 1) Clerk -suspend the online timekeeping maintenance \$19500, add back in computer replacements \$5050. Total cuts \$14450.
- 2) Treasurer-\$25000.
- 3) Extension-\$10150.
- 4) All Social Services out. Includes money to Fire Warden. -\$192,627.
- 5) Cut Airport Revenue Guarantee \$200,000.
- 6) Fair cut \$63,151.
- 7) Museum cut \$112,000.
- 8) Library cut \$403,091.
- 9) Recreation Board cut \$88,915.

This left roughly \$200,000 plus over the required cuts.

Letters are to go to all departments and social services and misc. service budget requestors and let them know of these current amounts and request an updated budget from each department.

Budget discussions will resume on June 2, 2020.

Recreation Commission member Ron Cunningham gave an update on the Fremont County Youth Camp. Extension Administrative Secretary Rachel Fisk and Building Maintenance Supervisor J.R. Oakley and assistant John Harmelink were present in the audience. Cunningham stated the normal opening date would be in two weeks; however, the first scheduled camp on June 6th was cancelled as participants were part of the Wyoming State Activities Association. The manager is working on projects at camp and no contractors will be hired, all work will be done in-house. The nurses' cabin has structural issues and will be replaced, which will provide additional room for patient social distancing. EPA water issues were discussed and Cunningham stated Oakley is assisting in this area. The budget of the camp was reviewed and \$40,000 is funded from the Recreation Commission budget and the remainder is from revenues from camp participants which pay for the manger salary, electricity, propane, etc.

Larry Allen moved, Mike Jones seconded, to adjourn the meeting at 3:40 p.m. and reconvene for a Regular Meeting on June 2, 2020. Motion carried unanimously

A full detailed report and the official minutes are posted on Fremont County's website at www.fremontcountywy.org.

/s/ TRAVIS BECKER, CHAIRMAN
FREMONT COUNTY COMMISSIONERS

ATTEST:

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