

STATE OF WYOMING)
) ss.
COUNTY OF FREMONT)

LANDER, WYOMING
OFFICE OF THE FREMONT COUNTY COMMISSIONERS
JUNE 9, 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, Clarence Thomas and Michael Jones. Fremont County Clerk Julie A. Freese was present.

Larry Allen moved, Jennifer McCarty seconded, to approve the agenda as amended. Motion carried unanimously.

Larry Allen moved, Clarence Thomas seconded, to approve the minutes of the Regular Meeting held on June 2, 2020. Motion carried unanimously.

Jennifer McCarty moved, Clarence Thomas seconded, to accept the bills for payment. Motion carried unanimously.

<u>Name</u>	<u>Department</u>	<u>Description</u>	<u>Total Cost</u>
A & I Distributors	Vehicle Maintenance	Oil/Fluids	\$620.40
Ace Hardware-Riverton	County Buildings	Materials/Supplies	\$16.18
Airgas USA LLC	Vehicle Maintenance	Supplies	\$40.24
Artery Construction Inc	1% Gravel Projects	Contract Services	\$3,135.00
B & B Enterprises LLC	Transportation	Signs & Supplies	\$1,753.60
Bailey Enterprises, Inc	Segregated	Fuel	\$9,412.39
Bank of the West	Operation Safeguard	Credit Card Charges	\$1,910.40
Centurylink	Agriculture Department	Telephone Service	\$350.55
Charter Communications	Computer Services	Internet Service	\$114.98
CNA Surety	Clerk of District Court	Bonding	\$100.00
DOWL LLC	Willow Creek Road Project	Engineering	\$3,422.45
Eaton Sales & Service, LLC	Capital Asset Acquisitions	Software Upgrades	\$14,192.14
Foutz, Traci L	Public Health Emergency Prep	Mileage Reimbursement	\$247.08
Frank, Darby	Operation Safeguard	Incident Command Mileage	\$20.00
Fremont Chevrolet GMC	Vehicle Maintenance	Parts/Repairs	\$50.00
Fremont Motors - Lander	Vehicle Maintenance	Parts/Supplies	\$137.60
Gee, Brian	Public Health Crisis COVID	Incident Command Mileage	\$40.00
Grainger	County Buildings	Materials/Supplies	\$138.96
Jace Water Service Inc	1% Gravel Projects	Contract Services	\$2,557.50
Jones Trucking Inc	1% Gravel Projects	Contract Services	\$7,095.00
Kairos Communications	Prevention Program	County 10 Advertising	\$1,250.00
Lander, City of	County Buildings	Water & Sewer	\$2,477.66
Leadership Fremont County	Public Health Crisis COVID	Fabric Masks	\$185.00
LL Smith Trucking	1% Gravel Projects	Contract Services	\$4,620.00
Newman Traffic Signs	Transportation	Safety Signs	\$995.25
Office Shop Inc, The	Operation Safeguard	Copier Rental	\$602.00
Osborne Trucking Co., Inc	1% Gravel Projects	Contract Services	\$4,675.00
Quill Corporation	Segregated	Office Supplies	\$113.85
Relx, Inc.	County Attorney	Research Subscription	\$595.00
Riverton Ranger, Inc	Segregated	Advertising	\$2,485.20
Sylvestri Customization	Segregated	Event Kits/ Social Media	\$7,630.00
Traveling Computers	Computer Services	Computer Supplies, Services	\$169.99
Verizon Wireless	Health Nurse	Telephone Service	\$508.95
WCS Telecom	Segregated	Phone Service	\$27.58
Wind River Oilfield Service, Inc	1% Gravel Projects	Contract Services	\$5,005.00
Wyoming Machinery Co	Vehicle Maintenance	Parts & Service	\$3,713.69
Wyoming Waste Systems	County Buildings	Trash Service	\$2,685.45

Jennifer McCarty moved, Larry Allen seconded, to accept a voucher from Campbell County Memorial Hospital in the amount of \$13,701.40 for two Title 25 patients. Motion carried unanimously.

The following items in the Signature File were reviewed: 1) get well card; 2) letter to Michael Trujillo regarding proposed bridge (Chairman Becker to hand deliver later in the day); 3) letter of appreciation to Kass Harrell for service on the Historic Preservation Commission; and 4) Record of Proceedings. Larry Allen moved, Jennifer McCarty seconded, to approve a Fremont County Bank of the West Credit Card Application for District Court Administrator Annette Bregar with a credit limit of \$500. Motion carried unanimously. Larry Allen moved, Jennifer McCarty seconded, to approve a License for New Construction

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of Utility Crossing or Encroachment from Spectrum West LLC for Gasser Road and Major Avenue. Motion carried unanimously. A memo from the County Attorney's Officer regarding changes on the annual WIC Contract was tabled pending an amended contract from the state.

The following items in the Priority Mail were reviewed: 1) Fremont Air Service Team resubmission of budget request from \$200,000 to \$100,000 for FY 2020-2021 (The Commission did not change their earlier decision to fund FAST at \$0 for the upcoming fiscal year).

Executive Health Insurance Committee representative Deputy Jim Anderson discussed several documents relating to the insurance plan. Amendment #2 to Services Agreement was presented for Teledoc services that increases the fee per employee per month from \$1.50 to \$2.25 and a Physician Consult Fee of \$49.00 per consultation, which fee shall be payable by the Member at the time of consultation. Employer will pay any portion of the \$49.00 Physician Consult Fee which was not charged to the Member as a copay at the time of the consultation. Larry Allen moved, Mike Jones seconded, to approve Amendment #1 to Services Agreement for Teledoc services. Motion carried unanimously. The VOYA Financial Administration Agreement for Stop Loss Insurance was reviewed. Larry Allen moved, Jennifer McCarty seconded, to approve the Agreement as submitted. Motion carried unanimously. A BlueCross BlueShield of Wyoming ASO Group Plan Change document was reviewed that included ACA Mandated Changes and Preventative Recommendations. Larry Allen moved, Jennifer McCarty seconded, to approve the Group Plan Change. Motion carried unanimously.

Building Maintenance Supervisor J.R. Oakley updated the Commission on the installation of a door in District Court that would be separate the Judge's Chambers from the public. This will be a service type door made necessary due to COVID issues. As a result, this will be a purchase that will be eligible for reimbursement from the state.

Commissioner meeting reports were given:

Commissioner Clarence Thomas reported on a phone conversation with the Extension office staff regarding the Commission's request that they downsize to one building, in either Lander or Riverton. The County finds itself in the position to have to make another set of large cuts totaling \$2.2 million and every savings has to be looked at. He encouraged them to begin exploring grants, foundation and private funding, etc. to help sustain their program.

Vice-Chairman Larry Allen also had similar conversations with Extension staff and asked them to make the determination of which office location to cut, Lander or Riverton, or the County would be forced to make it for them. The Fremont County Fair Board held a logistics committee meeting the previous evening to discuss preliminary plans for the Fremont County Fair. Their regular monthly meeting is scheduled for the following Thursday and unless the Governor makes an announcement prior to that meeting regarding protocols to open up to larger crowds, it is useless to continue planning for the Fair.

Commissioner Jennifer McCarty attended the monthly Weed and Pest Control District Board meeting the previous evening. They had the third reading on their budget and it will be finalized next month. They are also experiencing concerns with funding and may have to make mid-year changes.

Commissioner Mike Jones participated in a Zoom meeting with the Popo Agie Conservation District where they reported a joint effort with the Weed and Pest Control District on Russian olive trees and completion of the Enterprise Ditch pipe project. Attended the monthly Library Board meeting and they are working through the details of their 30% budget cut.

Chairman Travis Becker had a conference call with the Governor's Office and Department of Health Director Ceballos regarding his concern the county is not getting the information it needs from the state relating to the COVID-19 pandemic.

Museum Manager Scott Goetz stated there is a vacancy for the Riverton Site Manager position and requested permission to refill it at the budgeted salary of \$36,000. Jennifer McCarty moved, Larry Allen seconded, to approve refilling the position. Motion carried unanimously.

Fremont County Recreation Commission members Don Reynolds, Bobby Hague and Ron Cunningham were present, along with Ron Wempen, Fremont County Wildfire Hazardous Fuels Program, to discuss a Mitigation Prescription Action Plan for Green Mountain Campground. Wempen distributed the Plan and

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stated the State Forestry Office and Game and Fish will all be coordinators which will open up the area for wildlife and habitat improvements. There will be no cost to the county as funding is available through the aforementioned agencies along with County Title III funding and donated money from Rocky Mountain Elk Foundation and the Wildlife Trust Account. All work is proposed to be done this summer before hunting season, and the campground is expected to be closed for one day at the most. Wempen noted the Game and Fish partnership is expanding and their agency has spent a lot of time and money on aspen assessment and have developed a habitat action plan. The Bureau of Land Management is also planning adjacent projects. Larry Allen moved, Jennifer McCarty seconded, to approve the Mitigation Prescription Action Plan for the Green Mountain Campground. Motion carried unanimously.

Fremont County Planner Steve Baumann presented the final plat of the Grand Cedars Third Subdivision. This is a 22 Lot Regular Subdivision located approximately 9.5 miles south of Lander and three miles west of the intersection of Willow Creek Road and Highway 789. Several concerns were expressed at the Planning Commission meeting and Baumann reviewed the Commission's review of those and their subsequent approval during their May 28th meeting. Jennifer McCarty moved, Clarence Thomas seconded, to approve the Grand Cedars Third Subdivision Regular Subdivision. Motion carried unanimously.

IT Supervisor Kevin Shultz gave an update on telephone and internet service for county offices. He has completed the majority of the phone and internet upgrades. This has changed the dynamics and he proposes that IT take control of the phone system costs (\$20 line for outbound caller ID service) and budget accordingly. This number does not include 50 phones for outlying county offices which would require new phones and integration into the county's system. The Commissioners were in agreement that the billing be handled by the IT Department, and all departments will be notified to take these charges out of their individual budgets. Non-county offices in the Courthouse were discussed and review of who is paying for their phone charges will be researched.

A Public Hearing was held at 10:15 a.m., as advertised, regarding Budget Transfers within the current fiscal year. Present was County Clerk Julie Freese, Sheriff Ryan Lee and Administrative Assistant Karla Davis. Sheriff Lee reviewed the necessary transfer of \$250,000 to the Detention Center as a result of several large medical inmate charges, the contractual line item overage of housing prisoners out of county and the increasing cost of food for inmate meals. \$100,000 will be transferred from the Sheriffs' budget and \$150,000 from Cash Reserve. Larry Allen moved, Clarence Thomas seconded, to approve Resolution No. 2020-12 "FY 2019-2020 Budget Amendment No. 6." Motion carried unanimously.

Commissioner Clarence Thomas was absent from a portion of the meeting.

Interviews were held with Ron Cunningham and Josh McNary, both seeking re-appointment as Lander Representatives to the Fremont County Recreation Commission. Later in the meeting, Jennifer McCarty moved, Larry Allen seconded, to re-appoint Ron Cunningham and Josh McNary to three year terms on the Fremont County Recreation Commission. Motion carried unanimously.

Perry Cook and David Jost interviewed for two vacancies on the Fremont County Library Board. Later in the meeting, Mike Jones moved, Larry Allen seconded, to appoint Perry Cook and David Jost to three year terms on the Fremont County Library Board. Motion carried unanimously.

County Coordinator Alex Malcolm was joined by Interim Associate Director Bridger Feuz regarding the Commissioners request to consolidate the Fremont County Extension Program into one office in either Lander or Riverton. Present in the audience was Northwest Agriculture/Horticulture Educator Chance Marshall and Office Manager Rachel Fisk. Chairman Becker reviewed the financial issues facing the county and dramatic changes must be made to keep satellite offices open or closed. The group felt the services they provide the county were pretty evenly split between the two offices and choosing one over the other is difficult. Malcolm stated there may be office space at the Fairgrounds in Heritage Hall they could utilize to still have a presence in Riverton if that building location is the one chosen to close and stated the Riverton Office may have more flexibility in its ability to move to another location. Commissioners Allen and Jones volunteered to work with the group and determine what office space is available in the Courthouse if the Lander building is the one chosen to vacate in order to be sold to help supplement the declining revenue picture the county is facing. More information will be forthcoming at the next meeting.

The Commissioners discussed the need to move forward with choosing a consultant to update the

Health Insurance Plan Proposed Changes											
FY20-21											
Standard Plan						High Deductible Plan					
Status	Plan	Current Mo Cost	7% Inc Mo Cost	Diff added Mo	Annual Inc	Status	Plan	Current Mo Cost	7% Inc Mo Cost	Diff added Mo	Annual Inc
Full Time	Single	\$233	\$248	\$15	\$180	Full Time	Single	\$80	\$84	\$4	\$48
Full Time	Sing + Dep	\$388	\$414	\$26	\$312	Full Time	Sing + Dep	\$123	\$130	\$7	\$84
Full Time	2 Adult	\$466	\$498	\$32	\$384	Full Time	2 Adult	\$145	\$153	\$8	\$96
Full Time	Family	\$621	\$664	\$43	\$516	Full Time	Family	\$188	\$199	\$11	\$132
Part time	Single	\$227	\$242	\$15	\$180	Part time	Single	\$74	\$78	\$4	\$48

County's Land Use Plan. The Federal Natural Resource Policy Account has obligated up to \$50,000 per county to update county plans. Fremont County's request has been approved and Request for Proposals was advertised with five agencies submitting proposals in February. Due to the COVID-19 pandemic, the consultant selection process had been put on hold. The Commissioners each selected their top three firms and the results tallied. Larry Allen moved, Mike Jones seconded, to offer interviews on July 7, 2020 to DRU Consulting, LLC, Y2 Consultants, LLC and DJ&A ERG. Motion carried unanimously.

Commissioner Clarence Thomas was present for the remainder of the meeting.

A budget work session was held. County Clerk Julie gave an update on cuts still needing to be made totaling an additional \$2.2 million. Present in the audience were Assessor Tara Berg, Clerk of Court Kristi Green, Sheriff Ryan Lee and Administrative Assistant Karla Davis, County Attorney Patrick LeBrun, District Court Administrator Annette Bregar and Library acting Director Anita Marple. New revenue figures were reviewed where the sales tax projection was decreased and the new assessed valuation provided by Assessor Berg make it necessary to cut an additional \$2.2 million. She stated this is in addition to the first set of cuts made the previous meeting of \$2.3 million, making the full amount of cuts at \$4.5 million. She had asked all departments to not spend if they did not have to and to continue sending in budget reductions if they could find any more.

TENTATIVE CUTS—

- 1) Use \$800,000 out of the Capital Revolving Fund. NO Capital revolving projects this year. There will be \$100,000 in the emergency fund only.
- 2) Have the employees take on 1% of the Retirement (this includes the ¼% increase that the employees would have had to take this year.) (-\$105,000).
- 3) Employees will take on 7% of the health insurance premium and the county will pay 2% (\$87,500). Employees will be reminded there are program within the Wellness Program that can help with premiums.

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- 4) Remove Cash Reserves for all Offline Boards (Fair, Library, Museum, Recreation). All Offline boards will request operating cash as they need it from the Treasurer prior to the property tax distribution (\$610,000).
- 5) Sheriff will not pay Holiday pay and will require deputies to take compensation time (-\$180,000). Commissioners then stated they will allow pay Holiday pay for any department and if they accrue time for working a holiday, it must be given to the employee in compensation time.
- 6) The Commissioners cut the Cash Reserve by \$200,000. Taking on the Offline boards at \$610,000 and taking out \$200,000 takes the Cash Reserve to the minimum emergency cash reserve.
- 7) No travel will be allowed (on the county's money) unless the department can prove it is a MANDATED travel. That might include training if it includes travel that is not required.
- 8) All telephone charges and internet in individual budgets are to be removed from individual budgets (-\$40,000) as these charges are being paid by the ISS Department budget.

Discussion was held on furlough days with the Commissioners declining this option due to the fact employees will be paying higher insurance premiums and retirement rates in the upcoming fiscal year.

Assessor Tara Berg thanked the Board for the hard job they have creating a balanced budget in light of the depressed revenue situation. She reminded them she had adjusted her budget by -\$8,000 due to a moratorium on educational classes and related travel costs. She encouraged them to continue looking at consolidating offices and selling buildings. She agreed that the employees were being asked to take more out of their salaries without adding a furlough day. She recognized the Library budget cuts but stated there are still three in the county and that maybe there only needs to be one in the county seat. She applauded the Sheriff for giving up holiday pay for deputies in lieu of compensation pay, and stated this is a statutory office but he's willing to give up that option to help the budget out overall.

The Chief Civil Deputy Attorney is researching the constitutionality of the Elected Officials wage structure which is statutorily set every four years.

The budget work session will continue the following meeting.

Larry Allen moved, Mike Jones seconded, to adjourn the meeting at 3:40 p.m. and reconvene for a Regular Meeting on June 16, 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