

STATE OF WYOMING)
) ss.
COUNTY OF FREMONT)

LANDER, WYOMING
OFFICE OF THE FREMONT COUNTY COMMISSIONERS
JUNE 23, 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. Chief Civil Deputy Attorney Jodi Darrough was present via speaker phone.

Larry Allen moved, Clarence Thomas seconded, to approve the agenda as amended. Motion carried unanimously.

Jennifer McCarty moved, Clarence Thomas seconded, to approve the minutes of the Regular Meeting held on June 16, 2020. Motion carried unanimously.

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

<u>Name</u>	<u>Department</u>	<u>Description</u>	<u>Total Cost</u>
Ace Hardware-Lander	Segregated	Materials/Supplies	\$99.39
Adams, Chelsea	Health Nurse	Reimburse Expenses	\$158.50
American Shooters Las Vegas, Inc	County Sheriff	Ammunition	\$8,921.00
Bailey Enterprises, Inc	Segregated	Fuel	\$10,750.56
Big Horn Co-Operative	Transportation	Parts & Supplies	\$39.96
Bloedorn Lumber-Lander	Segregated	Materials	\$226.28
Bullington, Shaun	1% Gravel Projects	Contract Services	\$1,540.00
Carroll Septic Service	Transportation	Services	\$150.00
Center for Education	County Sheriff	Publications	\$124.95
CenturyLink	Segregated	Phone Services	\$1,965.86
Cowboy Chemical, Inc	Detention Center	Inmate Laundry, Kitchen	\$556.30
Dell Marketing, L.P.	Detention Center	Computer Equipment	\$3,102.60
Denevan, Danny L.	1% Gravel Projects	Contract Services	\$2,090.00
Evan's Trucking	1% Gravel Projects	Contract Services	\$4,070.00
Federal Express Corp	County Sheriff	Shipping Fees	\$20.22
Floyd's Truck Center WY	Vehicle Maintenance	Parts	\$271.15
Fremont Broadcasting	Prevention Program	Advertising Radio	\$1,250.00
Fremont County Solid Waste	County Buildings	Bags	\$20.00
Gerard, Jonathan M.	District Court	Court Representation	\$1,515.00
Grainger	County Buildings	Materials/Supplies	\$255.72
High Plains Power, Inc	County Buildings	Utility Services	\$885.74
Jerry Bornhoft Construction, Inc	1% Gravel Projects	Contract Services	\$3,960.00
Lyles, Jesse	County Sheriff	Expense Reimbursement	\$72.00
Mark's Auto Sales & Towing	Abandoned Vehicles	Vehicle Towing	\$190.00
McKay, Katherine G.	District Court	Court Appointment	\$3,622.50
Media Works, Inc	Segregated	Supplies	\$295.96
MHL Systems	Transportation	Parts & Supplies	\$16,944.00
Moore, Christy L.	Detention Center	Uniform Repairs	\$110.50
Mowrey, Lindsey	Dispatch Center	Reimburse Expenses	\$14.40
Mr D's Food Center, Inc	Segregated	Supplies	\$342.80
National Business Systems, Inc	County Treasurer	Postcards	\$428.41
One Stop Market	Search & Rescue	Fuel	\$53.49
Peep, Mindy	Simpson Lake Lodge Restoration	Website Design	\$488.00
Postmaster	County Treasurer	Delinquent Tax Reminders	\$1,198.40
Print Shop, The	County Elections	Printed Office	\$1,376.80
Quadient Leasing USA Inc	County Attorney	Postage Machine	\$266.52
Quill Corporation	County Attorney	Office Supplies	\$26.28
R C Lock & Key	County Buildings	Keys, Supplies & Services	\$10.60
Remote Satellite Systems	Search & Rescue	Equipment	\$56.00
Sparkleen	CAST	Cleaning Services	\$90.00
Specialized Pathology Consult	County Coroner	Autopsy Fee	\$1,250.00
Spoonhunter, Leslie	Fremont County WIC	Reimburse Expenses	\$57.50
Sylvestri Customization	Prevention Program	Event Kits	\$14,190.00
Sysco Montana Inc	Detention Center	Inmate Supplies	\$1,943.54
Taylor Creek Exxon	County Sheriff	Car Wash	\$11.00
Tegeler & Associates	Detention Center	Notary Bond	\$50.00
Teton Pathology PC	Detention Center	Inmate Medical	\$54.00
Traveling Computers	Computer Services	Computer Supplies, Services	\$827.00

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T-Y Excavation Inc	Transportation	Dubois Road Maintenance	\$11,110.00
Union Telephone Company	Segregated	Cellphones	\$746.11
US Foods Inc	Detention Center	Inmate Board	\$2,105.30
West Payment Center	District Court	Library Plan	\$73.22
Wilkerson, James A, IV, MD PC	County Coroner	Autopsy	\$1,250.00
Wyoming Machinery Co	Transportation	Parts	\$10,946.99

Jennifer McCarty moved, Larry Allen seconded, to accept a voucher from Natrona County Legal Department in the amount of \$4,700.00 for seven Title 25 patients. Motion carried unanimously.

The following items in the Signature File were reviewed: 1) Abatement Summary; 2) Adjustment to Assessment Summary; 3) letter of appreciation to Building Maintenance Supervisor J.R. Oakley; and 4) Record of Proceedings. Larry Allen moved, Jennifer McCarty seconded, to approve Resolution No. 2020-13 "Appointment of a Special Prosecutor" to enter into an agreement with District Attorney for Laramie County to perform prosecutorial duties concerning a case where there is a conflict of interest. Motion carried unanimously. Larry Allen moved, Jennifer McCarty seconded, to approve a Magnesium Chloride Supply Agreement between Fremont County Government and Desert Mountain Corporation, for delivery of the dust suppressant at County storage facilities in Dubois and Lysite. Motion carried unanimously. Larry Allen moved, Jennifer McCarty seconded, to approve a Communications Technologies, Inc. annual service agreement for Fremont County Radio Equipment in the amount of \$35,542.44. Motion carried unanimously. Larry Allen moved, Jennifer McCarty seconded, to approve a Cooperative Agreement for Responsibilities between the Wyoming Department of Family Services, Child Support Program and Fremont County Clerk of District Court for FY 2020-2021. Motion carried unanimously. Later in the day, Larry Allen moved, Jennifer McCarty seconded, to approve a Contract between State of Wyoming, Department of Family Services and Fremont County Board of County Commissioners for FY 2020-2021. Motion carried unanimously.

The following items in the Priority Mail were reviewed: 1) BLM notice to cooperating agencies for the Rock Springs Resource Management Plan regarding meeting on July 14, 2020.

There was nobody present for the public comment period.

County Clerk Julie Freese updated the Board on a webinar she participated in the previous day sponsored by the Office of State Lands and Investments and the Attorney General regarding Coronavirus Relief Grants. The application requirements were reviewed. Funding is to reimburse for qualified expenditures only, not to supplement declining revenues.

County Clerk Julie Freese presented an updated preliminary budget hearing, the budget adjustments will be advertised and the final hearing held on June 30, 2020.

Larry Allen moved, Mike Jones seconded, to adjourn into Executive Session with Treatment Courts Director Melinda Cox regarding potential litigation. Motion carried unanimously. Larry Allen moved, Jennifer McCarty seconded, to return to Regular Session. Motion carried unanimously.

Commissioner meeting reports were given:

Commissioner Jennifer McCarty attended the monthly Fremont County Recreation Commission meeting which was held at the Fremont County Youth Camp.

Commissioner Mike Jones relayed a conversation he had with WyDOT Aeronautics Administrator Brian Olsen regarding air service in Fremont County. It was his understanding that Sky West would not leave Riverton based on funding received from Lander, Riverton and the County, they would reduce flights, etc. to make up for the shortfall.

Chairman Travis Becker has been working closely with Public Health Nurse Supervisor Becky Parkins regarding the grant process for reimbursement from the State for COVID expenses related to public health. He and Commissioner Jones continue to work on updating the County Health Officer position description as Dr. Gee has announced he will not seek renewal of his contract for the upcoming fiscal year.

Continued discussion was held on options for alternate space for the Extension Offices. Present was County Coordinator Alex Malcolm, Educator Chance Marshall and Office Manager Rachel Fisk. Marshall

reviewed a handout regarding valuation of both the Lander and Riverton buildings, annual cost of utilities, maintenance and cleaning. Their final recommendation is to move the Lander office into two vacant offices within the Transportation Department in the Courthouse or the Riverton Office to be moved into offices in the Heritage Hall on the Riverton Fairgrounds. The Commissioners had earlier requested they consolidate into one office in either Lander or Riverton. Marshall proceeded to review statistics to support the need for a presence in both areas and outlined the services offered (4-H, assistance to agricultural producers, Master Gardeners, Healthy living and family nutrition education) and cited equipment available to the public. Transportation Superintendent Billy Meeks was present in the audience and confirmed the availability of two offices within that department. Commissioner Clarence Thomas clarified the intent of the Commission to not end the Extension program in Fremont County, but to move and consolidate the two offices into other available office space so that the vacant buildings can be sold to help the County's revenue stream. It was recognized the moves will create some hardship in programs (no kitchen, etc.) but they felt there were other areas to hold classes with adequate facilities. Clarence Thomas moved, Mike Jones seconded, to move the Lander Extension Office to office space within the Transportation Department at the Courthouse and move the Riverton Extension Office to office space within Heritage Hall on the Fairgrounds in Riverton. Motion carried unanimously. By moving offices into other locations in Lander and Riverton will keep a presence in each location. The Commission gave the group latitude to get the moves accomplished based on upcoming events (Fair, etc.) but asked them to keep Building Maintenance Supervisor J.R. Oakley in the loop regarding their plans. Oakley, present in the audience, reminded the Commission that there are often expenses related to getting buildings ready for sale. The Commission stated they will be consolidating other offices in Riverton and will keep him in their discussion as they move forward.

Interviews were held with the following for open positions on the Fremont County Historical Preservation Commission: Incumbent Judy Pedersen, and new applicants Joyce Hartman, Colleen Nelson and Nita Kehoe (who attended via speaker phone). One more incumbent will interview the following meeting and the Board chose to hold off making appointments until that interview has taken place next week.

Deputy Treasurer Jim Anderson and Assessor Tara Berg continued discussion on the SageWest Health Care's letter indicating Fremont County apply reimbursement due SageWest Health Care towards the tax liability owed by the hospital. Treasurer Tom Majdic was present in the audience. SageWest's action is per the original 1981 agreement when the County sold the hospital which stated the hospital would provide medical services to indigent care residents, in return, the County agreed to offset 75% of the amount paid for indigent care, up to the amount of yearly ad valorem property taxes owed by the hospital. Since the original agreement, the hospital has sold several times and one property has been sold. To confuse the issue further, a mortgage company has made a payment for the first half of taxes for one of the hospital properties. Mike Jones moved, Clarence Thomas seconded, to reimburse the mortgage company \$148,772.15 for the tax payment received. Motion carried unanimously. This will keep the County in compliance with the 1981 agreement. County Clerk Julie Freese will prepare a voucher to SageWest Health Care in the amount of \$262,953.51 as per the agreement for reimbursement for indigent care services for tax year 2019-2020. Treasurer Majdic stated he will be researching property on Highway 287 sold to Lander Physician Practices LLC which is now not part of hospital property. Chairman Becker agreed that research needs to be done on the remaining hospital property that has been sold to a real estate investment trust firm.

Clarence Thomas moved, Jennifer McCarty seconded, to adjourn into Executive Session regarding potential litigation. Motion carried unanimously. Larry Allen moved, Jennifer McCarty seconded, to return to Regular Session. Motion carried unanimously.

Acting Fremont County Library Director Anita Marple and Board Chairman Don Newman discussed their recommended pay out for two employees that have been laid off due to budget cuts to the Library for the next fiscal year. Riverton Branch Manager Shari Haskins was present in the audience. The Library operates under a Personal Leave Time schedule for benefits and this differs from the County's benefit policy which uses Vacation and Sick Leave. The PLT schedule was discussed on how much was earned for full and part time employees (pro rata) and the caps used, which the Library Board felt was not "pro rata". County Clerk Julie Freese stated the County Bookkeeping Department has taken over the duties for the Library and the previous Library Director had identified that the payouts for part time personnel should be pro-rated as well making the practice in line with what the other county employees receive. After much discussion held prior to the meeting today, she reiterated her concern that if the Library

Board insisted these employees be paid out the same as a full time employee, this would be handled differently than other County employees, and different from what other Library employees had been paid when leaving the Library system in the past. Concerns of a payroll audit would fall in the County Clerk's hands and Freese stated she is charged with treating all employees the same and this would not be done in the same manner. All present agreed the Library benefits policy needs to be revisited as soon as possible to bring into compliance with the County policy. Commissioner Jones, Library Liaison, stated inconsistency is a big risk, putting everybody at risk. Haskins noted the PLT policy has been in place since 2007 and Freese stated the County had also looked into such a policy, but it was met with a lot of resistance. She stated her intent to follow the County benefits plan for all employees and Chief Civil Deputy Jodi Darrough, present via speaker phone, stated that employees cannot be paid out more than they have earned. Commissioner Clarence Thomas stated the Library Board is a governing board and maybe that should be changed, he stated it could be a huge impact to the County if the Library Board is not following the same policy as the rest of the county. The Commissioners stated they would revisit the issue following their lunch break.

A budget work session was held for the remainder of the meeting.

Present were County Clerk Julie Freese, Deputy Treasurer Jim Anderson, Sheriff Ryan Lee, Sheriff Administrative Assistant Karla Davis, Assessor Tara Berg, Clerk of District Court Kristi Green, County Attorney Patrick LeBrun, Acting Library Director Anita Marple, Riverton Branch Manager Shari Haskins and Riverton Public Works Director Kyle Butterfield.

County Attorney Patrick LeBrun reviewed information from the State regarding potential budget cuts. Under the current structure, the State pays an average of 43.12% of the Fremont County Attorney and six assistant salaries. Each county has been asked to look at a 10% and 20% cut from state funding, and he stated the County's current state reimbursement is \$225,915.00. LeBrun estimated the County needed to expect a reduction from the State from between \$31,334 (10%) and \$78,054 (20%). The Commissioners stated they would budget a revenue reduction of \$50,000.

The Radio Equipment List was discussed. Sheriff Lee stated most of the radios on the Communications Technologies, Inc. agreement are older units; however, he felt the agreement was still a better option than paying \$120/hour for service. The service agreement will total \$35,542.44 and be an addition to the proposed budget.

County Clerk Julie Freese stated the Historic Preservation Commission has stated they will use some of their \$1,000 budget prior to the end of the fiscal year. She will adjust the fund balance from \$1,000 to \$500.

After these changes, there is still a deficit of \$90,000. She is still working on figures for the Moneta-Lysite Road Shoulder Project and a refund of \$16,000 to the contractor. A recent Change Order has added another \$12,000 to the project. She did state the county received a \$1,500 refund for a Title 25 patient that had insurance coverage.

Chairman Travis Becker felt the sales tax projections seem to be better than expected. By October we will have better figures and also know more about the status of the gas plant. County Clerk Julie Freese stated the budget will need to be reviewed monthly.

Assessor Tara Berg updated the Commission on her work with Burlington Resources representatives and the Assessor's consultant, TY Pickett. This will result in a decreased valuation of \$11 million, of which the County will see a decrease of \$85,000 in tax valuation for the next fiscal year.

Commissioner Mike Jones noted that Riverton Public Works Director Kyle Butterfield was in the audience. He reminded the Board they had not approved the FAST budget request of \$100,000 for air service sustainability. Commissioner Jones stated a recent conversation with Representative Larsen reiterated that any COVID CARES funding will be for airport operations, not sustainability. Chairman Becker stated he had been considering a quarterly payment if the sales tax projections increased; however, the County is still looking at approximately a \$150,000 deficit currently, not to mention the \$4.5 million already cut, so that option is most likely not probable.

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The Commissioner revisited the payout issue for the two Library employees. It was again discussed that the Library Board is a governing board, and have the duty to manage the Library funds. Commissioner Thomas stated that after July 1st, the Commission should look at the governing board status and consider changing to an advisory board. Based on their current policy, four of the five Commissioners felt they had to allow the pay out as per the Library Board's current policy. They reiterated the need to have the policy brought into compliance with the county as soon as possible. County Clerk Julie Freese stated she will be requiring a statement from the Library Board authorizing the payout as they requested as well as minutes documenting the action for audit purposes. She further stated that she will consider not doing the bookkeeping duties for the Library Board in the future if they policies are not standard for all county employees.

Larry Allen moved, Jennifer McCarty seconded, to adjourn the meeting at 2:20 p.m. and reconvene for a Special Meeting on June 29, 2020. Motion carried unanimously

A full detailed report (for informational purposes only) 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