

STATE OF WYOMING)
) ss.
COUNTY OF FREMONT)

LANDER, WYOMING
OFFICE OF THE FREMONT COUNTY COMMISSIONERS
NOVEMBER 22, 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, Jennifer McCarty, Clarence Thomas (via Zoom) and Michael Jones. 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 seconded, to approve the minutes of November 15, 2022 as presented. Motion carried unanimously.

Jennifer McCarty moved, Clarence Thomas seconded, to accept the bills as presented. Motion carried unanimously.

<u>Vendor</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>
A & I Distributors	Vehicle Maintenance	Oil/Fluids	\$1,389.60
Adams, Chelsea	Health Nurse	Reimburse Expenses	\$270.00
B & B Enterprises LLC	Road Construction	Signs & Supplies	\$397.50
Baeten, Anthony C	District Court	Jury Duty	\$90.00
Bailey Enterprises, Inc	Inventory	Vehicle Fuel	\$28,103.99
Bomgaars Supply, Inc	Segregated	Materials/Supplies	\$200.39
Campbell, Erica M	District Court	Jury Duty	\$56.00
Capital Business Systems, Inc	Covid 19 Grant	Supplies & Service	\$74.16
Cessna, Norman B	District Court	Jury Duty	\$90.00
Charter Communications	Computer Services	Internet Service	\$229.98
Cloud Peak Counseling Center	Health & Welfare	Title 25	\$1,300.00
Courtier, Jeffrey L	District Court	Jury Duty	\$30.00
Department of Family Services	County Attorney	Central Registry	\$10.00
Desert Mountain Corporation	Transportation	Ice Slicer	\$1,640.73
Drug Testing Services LLC	Segregated	Drug Testing Service	\$240.00
Edwards Communications	County Elections	Radio Advertising	\$1,500.00
Electrical Dynamics, Inc	County Buildings	Services/ Repairs	\$299.55
Fremont Chevrolet GMC	Capital Asset Acquisitions	Vehicle	\$46,135.00
Fremont Counseling-Lander	Health & Welfare	Title 25	\$1,800.00
Friday, Shawna D	District Court	Jury Duty	\$46.00
Frontier Ambulance LLC	Fremont County Ambulance	Ambulance Subsidy	\$119,627.00
Goodman, Hadden	Search & Rescue	Expense Reimbursement	\$274.01
Gookin, John	Search & Rescue	Reimburse Expenses	\$203.06
Hamilton, Leslie	Road Construction	Wiggins Fork Agreement	\$25,000.00
Holiday Inn Hotel & Suites	County Assessor	Lodging	\$490.00
Hubble, Tad	Search & Rescue	Expense Reimbursement	\$17.40
Inberg-Miller Engineers	Road Construction	Road Projects	\$1,789.00
Irwin, K.T.	Search & Rescue	Expense Reimbursement	\$114.42
Janish, Brian J	District Court	Jury Duty	\$30.00
Jennings, Joseph	Search & Rescue	Expense Reimbursement	\$154.35
John, Pauline Kay	District Court	Jury Duty	\$67.00
Kahl, Bruce	Transportation	Reimbursement	\$103.39
Kauffman, David B	Search & Rescue	Expense Reimbursement	\$343.62
Kelley, William E	District Court	Jury Duty	\$171.00
Kulp, Daniel H	District Court	Jury Duty	\$30.00
Labrac, John	Search & Rescue	Expense Reimbursement	\$356.44
Lander Search & Rescue	Search & Rescue	Expense Reimbursement	\$128.34
Laurion, Thomas R	District Court	Jury Duty	\$108.00
Lawrence, Larissa L	District Court	Jury Duty	\$56.00
LeBeau, Wade	County Buildings	Courthouse Paint	\$400.00
Leseberg, Patricia A	1% Gravel Projects	Contract Service	\$13,050.00
Lopez, Tiana R	District Court	Jury Duty	\$59.00
Martin, Erin E	Search & Rescue	Expense Reimbursement	\$100.66
Maulik, Marta Kay	District Court	Jury Duty	\$57.00
McKeehan, Diana D	District Court	Jury Duty	\$59.00
McLane, Chloe R	District Court	Jury Duty	\$30.00
Meredith, Brad	Vehicle Maintenance	Expense Reimbursement	\$47.25
Merickel, Jane	Search & Rescue	Expense Reimbursement	\$238.42

Mid-Amer Research Chemical	County Buildings	Supplies	\$239.95
Miller, Jac D	District Court	Jury Duty	\$58.00
Morneau, Anita	Maternal Child Health	Expense Reimbursement	\$122.00
Mr D's Food Center, Inc	District Court	Supplies	\$44.75
Nelson, Colleen	County Buildings	Remodel Architect	\$20,000.00
Novo Benefits	Health Benefit Plan	Insurance Services	\$5,253.00
Office Shop Inc, The	Computer Services	Maintenance -Repair	\$1,065.45
Oie, Jill T	Search & Rescue	Expense Reimbursement	\$127.77
Olmstead, Shawn J	District Court	Jury Duty	\$55.00
Parker, Nicole M	District Court	Jury Duty	\$62.00
Peil, Kimberly G	District Court	Jury Duty	\$62.00
Petersen, Darrell	Transportation	Reimburse	\$150.00
Post, Raymond	Planning	Car Wash	\$10.00
Quill Corporation	Fremont County WIC	Office Supplies	\$171.27
Reed's Moghaun Office Supply	County Elections	Office Supplies	\$38.34
Revize LLC	Computer Services	Website Services	\$4,900.00
Riverton Ranger, Inc	Support Services	Advertising	\$1,912.30
Romero, Chelsie E	District Court	Jury Duty	\$55.00
Roth, Paula M	District Court	Jury Duty	\$105.00
Ryan, Aaron V	District Court	Jury Duty	\$55.00
S & L Industrial	Road Construction	Stripping Project	\$234,589.29
Sanderson, Lance T	District Court	Jury Duty	\$192.00
Setterquist, Janette M	District Court	Jury Duty	\$30.00
Shakespeare, Jim L	District Court	Jury Duty	\$49.00
Shankle, David	District Court	Jury Duty	\$56.00
Simcox, Teal A	District Court	Jury Duty	\$189.00
Smith, Stephen P	District Court	Jury Duty	\$30.00
Snyder, Lorena M	District Court	Jury Duty	\$50.00
Sutherland Lumber Co.	Transportation	Supplies/Materials	\$151.67
Teton Pathology PC	County Coroner	Services	\$50.00
Thayer, Kim M	District Court	Jury Duty	\$174.00
Trees, Karleen K	District Court	Jury Duty	\$60.00
Union Telephone Company	Segregated	Cellphones	\$400.20
Walker, Mary H	Search & Rescue	Expense Reimbursement	\$204.47
Western Printing, Inc	County Treasurer	Printed Supplies	\$1,701.75
Wiberg, Timothy R	District Court	Jury Duty	\$47.50
Wise, Cherylyn W	District Court	Jury Duty	\$56.00
Wyoming Behavioral Institute	Health & Welfare	Title 25	\$4,524.00
Wyoming Dept of Transportation	Segregated	Fuel	\$3,080.70

The following items in the Signature File were reviewed: 1) thank you letter to Holly Butler for service on the MOVE Committee; 2) Elected Officials Christmas card; and 3) Record of Proceedings. Mike Jones moved, Jennifer McCarty seconded, to ratify approval of the Settlement Agreement between Fremont County and Leslie Hamilton for purchase of a .44-acre plot of land adjacent to the Wiggins Fork Bridge to allow for that bridge construction. Motion carried unanimously. Chairman Becker noted this project has been in the works since 2015 and with the Agreement, work can commence July of next year. Mike Jones moved, Jennifer McCarty seconded, to approve the Annual Compensation Agreement between University of Wyoming and Fremont County in the amount of \$14,550 annually for the development of 4-H for the position currently held by Jennifer Matosky. Motion carried unanimously. County Attorney Patrick LeBrun reviewed the MASA Wyoming Employer Benefit Agreement and noted several changes from the previous agreement: 1) the County will no longer be billed for a "census specific number of employees" but MASA will bill Fremont County \$19/Emergent Plus monthly premium based on current number of employees; and 2) the Platinum Plan previously offered if employees wished to upgrade at their expense to \$39/month will no longer be offered (the additional amount was previously billed by employees by MASA directly). If this option to upgrade is to be continued, the County will have to take care of collecting the additional amount and paying MASA directly. The Commission did not want to take on that added responsibility at this time and agreed not to give the Platinum Upgrade as an option at this time. Mike Jones moved, Jennifer McCarty seconded, to approve the Agreement for Emergent Plus coverage for County employees and notify employees that upgrade to the Platinum Plan is not an option. Motion carried unanimously.

The following item in the Priority Mail was reviewed: 1) WyoToday invitation to purchase holiday greetings. The Board stated they were not interested.

The Public Comment period was held with nobody present.

Extension Educator Chance Marshall was joined by newly hired 4-H Educator Jennifer Matosky and Administrative Assistant Rachel Fisk. Matosky was introduced and told the Commissioners about herself and expressed enthusiasm for the position in Fremont County. She is very interested in increasing 4-H clubs in all areas of Fremont County. In other business, Marshall recognized Rachel Fisk as the recipient of the UW Administrative Professional of the Year Award (previously called the Frances Freese Award). He stated it is very fitting that Fisk be given the award and stated she is an outstanding colleague. He then provided an update of activities taking place: 4-H Awards night December 1st to acknowledge members and volunteers; 4-H Council is holding new elections and open enrollment for 4-H and volunteers occurring. Planning is taking place for Farm and Ranch Days and other spring events. The Cent\$ible Nutrition Educator position is still vacant. He stated his new vehicle has arrived and was very appreciative for the funding.

Wyoming Wood Products MOVE award applicant representatives Forrest Kaminga and Pat Hickerson were present to request an extension on their MOVE award of \$185,000 for sawmill expansion, update and installation of a new planer mill, approved on December 7, 2021. Per MOVE rules, the money must be expended within one year or a one-time six-month extension can be requested for approval by the Commissioners. They presented a list of expenditures, indicating \$46,575.20 remains to be spent within the one-year deadline. A planer/moulder down payment has been made with the funding; however, still needs to be purchased. Once final payment is made, they can begin marketing their business, taking in lumber from smaller sawmills and creating high end products. The Board asked for an update in January. Larry Allen moved, Mike Jones seconded, to approve a six-month extension. Voting against the motion: Clarence Thomas. Motion carried.

Transportation Superintendent Billy Meeks and Planning Department Supervisor Steve Baumann gave an update on the ownership of both Shrine Club and Chittim Roads. In 1920 the State Highway Commission changed the road location from these two Roads to its present location into Lander. By all accounts on research conducted by Baumann, it appears the State did not relinquish ownership of the two roads and still have them in their inventory. When the State abandons a road, the process they follow is to offer it to local jurisdictions, and if they have no interest, it is returned to the landowners. In this case, Chittim Road would be offered to Fremont County and Shrine Club Road to the City of Lander. There is no evidence this ever happened; however, the archive department at the State is looking into the matter. Chairman Becker noted State Statutes that indicates the county cannot maintain a road it does not own. The immediate concern is that the County has been maintaining both roads, and the Wyoming Encology Center located on Shrine Club Road is a major concern if maintenance is discontinued. Vice-Chairman Allen noted the business may have to contract out the work until the process of ownership is finalized. Mike Jones moved, Larry Allen seconded, to pursue the conversation with the State to finalize the process to vacate both Shrine Club Road and Chittim Road by offering them to the pertinent entity. Motion carried unanimously. In closing, Meeks stated their County Roads equipment does not have an adequate turn around radius in the Encology Center and it is dangerous to take large equipment down the narrow and steep road. The Board asked both Meeks and Baumann to notify all residents that will be affected by this decision.

Building Maintenance Supervisor J.R. Oakley updated the Board on three projects occurring under the Courthouse Remodel Projects (ARPA). The first item is part of the Circuit Court Remodel Project which will require a roof system that includes a membrane covering. Since 2010, the Department has been doing all reroofing with a very high grade membrane sold under the trade name Duralast. He recommended continuing with this product for the remodel as there is a Fremont County contractor/installer. Due to the lead time to receive the product (60 days), he recommended using funding from the overall remodel general contractor bid and list as "roofing to be supplied". The estimated cost is \$83,000. Mike Jones moved, Jennifer McCarty seconded, to authorize the purchase of the Duralast membrane, not to exceed \$83,000. Motion carried unanimously. Oakley will return with the final bid for approval of the exact amount. The second item is also part of the Circuit Court Remodel Project and is for HVAC Rooftop Units. Through research with various suppliers, it was determined that three each of 4 ton units would be adequate for the project and should be able to meet the supply schedule for the remodel as they are available. If they go with the larger units, they are looking at 52 weeks supply time. He recommended purchasing the units at a cost of \$20,000. Mike Jones moved, Jennifer McCarty seconded, to authorize purchase of the three 4-ton HVAC Roof Top Units at a cost not to exceed \$20,000. Voting against the motion: Clarence Thomas. Motion carried. Oakley will report back with the final invoice and approval by the board. The third item is included in the Courthouse Remodeling projects consisting of painting and carpeting the hallways. Upon removing the carpet, they encountered old flooring under the existing carpet that has 2% to 8% asbestos properties in the tile and glue used at the

time of install. It was fine to carpet over the existing tile at that time, unfortunately, that leaves us to deal with it now that is time for new carpet. Testing has been done and found this is a low-grade abatement process, and the estimated cost is \$63,035, but could be less as some areas may not contain asbestos. Mike Jones moved, Jennifer McCarty seconded, to authorize the abatement project of the tile floors not to exceed \$63,035. Motion carried unanimously. The final bid will be presented for approval when available.

In another issue, Vice-Chairman Allen reiterated the need to sand the parking lots if there is 1" or more snow. J.R. Oakley stated the Road Department will blade and sand the parking lot prior to traffic when large amounts of snow have occurred. The Board referenced a patron slipping on the parking lot the previous Tuesday.

Fremont Counseling Service Executive Director Scott Hayes was joined by Board Members John Scarince and Brian Green to continue discussion on a holding facility for Title 25 patients. They are working on a business plan with an eye towards a feasibility study. Hayes distributed statistics totaling 62 patients for Quarter 1; 51 for Quarter 2 and 63 for Quarter 3. These numbers do not include statistics from those seen on emergency or crisis but for whom a Title 25 evaluation was not necessary. Observable trends of those evaluated are twice as many adult males as adult females are evaluated; three times as many youth females as youth males are evaluated. Of those detained: almost four times as many adult males as adult females are detained; twice as many youth females as youth males are detained. Almost 70-75% of placements are made in under two days. Of those with three or more bed days to placement total: adult female 48; adult male 71, youth female 57 and youth male 83. Various reasons were discussed (lack of beds, medical condition, geriatric issues, etc.). A holding facility with 4-6 beds would handle the needs of the county and provide a cost savings to all parties involved (County and State). Hayes will work with County Clerk Julie Freese to get a total of Title 25 bills paid by the County. Both board members expressed their support for a holding facility as being very important for the community. They intend to set up a committee and Vice-Chairman Allen will be the liaison from the County, with Commissioner Jennifer McCarty to serve as back up.

Planning Department Supervisor Steve Baumann stated the Planning Department is responsible for the implementation of the Fremont County Floodplain Zoning Regulations. In 2021, the Popo Agie Ranch Estates contracted for a stabilization and flood mitigation project along the Middle Fork of the Popo Agie River within the Popo Agie Ranch Estates Subdivision. That project cleared vegetation, re-established the general course of a portion of the river and elevated a portion of the County Road to minimize flooding within the Subdivision. Because this project operated within the FEMA designed Floodway, a Variance to the Floodplain Zoning Regulations was required. The request for Variance was accompanied by a "No Rise Certificate" completed by the company (Biota) performing the work. Following project completion, the County issued a Floodplain Development Permit in November of 2021. Spring flooding in 2022 required additional sandbagging along the Road due to water being captured within a previously unmapped side channel that resulted in elevation of the water surface near the road. Upon review by Biota and the Natural Resource Conservation Service, it was determined that additional rock armoring along a portion of a previously elevated section plus the construction of a ditch along the Road, should eliminate future flood issues. Again, because the armoring is within the FEMA Designated Floodway, the Subdivision must receive a Variance to the Floodplain Zoning Regulations. The Planning Commission received an Amendment to the previous No-Rise Certificate provided by Biota. The Planning Department believes that Section 9 of the Regulations (Conditions for Variances) have been met by the landowners and that the No Rise Certificate provides the basis for meeting all the conditions of Section 8 (Variance Procedure). Larry Allen moved, Jennifer McCarty seconded, to approve the Request for Variance from the Popo Agie Ranch Estates for the installation of armoring rock along the elevated section of County Road along the Middle Fork of the Popo Agie River. Motion carried unanimously. Chairman Becker requested that all correspondence from Biota be directed to the Planning Department Supervisor Steve Baumann in the future.

Jennifer McCarty moved, Larry Allen seconded, to adjourn into Executive Session with Planning Department Supervisor Steve Baumann for personnel (annual evaluation) and then Vehicle Maintenance Supervisor Brad Meredith for personnel (annual evaluation). Motion carried unanimously. A self-evaluation was performed for another department head. The Board continued in Executive Session with Executive Health Insurance Committee member Margy Irvine to review applicants for the Wellness/Safety Coordinator position. Larry Allen moved, Jennifer McCarty seconded, to return to Regular Session. Motion carried unanimously.

Larry Allen moved, Jennifer McCarty seconded, to approve the Executive Health Insurance Committee offering the position to their selected candidate for the Wellness/Safety Coordinator position with a salary of \$54,000. Motion carried unanimously.

Jennifer McCarty moved, Mike Jones seconded, to adjourn into Executive Session with County Clerk Julie Freese regarding personnel. Motion carried unanimously. Mike Jones moved, Jennifer McCarty seconded, to return to Regular Session. Motion carried unanimously.

Larry Allen moved, Jennifer McCarty seconded, to adjourn at 12:20 p.m. Motion carried unanimously.

There being no further business, Jennifer McCarty seconded, to adjourn the Regular meeting at 12:20 p.m. and reconvene for a Regular Meeting at 9:00 a.m. on December, 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