

STATE OF WYOMING)
) ss.
COUNTY OF FREMONT)

LANDER, WYOMING
OFFICE OF THE FREMONT COUNTY COMMISSIONERS
APRIL 23, 2019

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, Clarence Thomas and Mike Jones. Fremont County Clerk Julie A. Freese was present for the meeting. Commission Jennifer McCarty arrived later in the meeting.

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

Clarence Thomas moved, Larry Allen seconded, to approve the minutes of the Regular Meeting held on April 16, 2019. Motion carried unanimously.

Clarence Thomas moved, Larry Allen seconded, to accept the bills for payment. Motion carried unanimously.

<u>Name</u>	<u>Department</u>	<u>Description</u>	<u>Total Cost</u>
AmeriGas	County Buildings	Propane	\$208.22
Anda Inc.	Public Health	Vaccines	\$5,273.23
Bailey Enterprises, Inc.	Inventory	Fuel	\$18,944.49
Bank of the West	Clerk of District Court	Checks	\$147.22
CNA Surety	Clerk of District Court	Bonds	\$200.00
Edwards Communications	Prevention Program	Radio Advertising	\$489.00
Ellis, Laurie J.	Fremont County WIC	Reimburse Expenses	\$290.00
Emergency Power Systems LLC	County Buildings	Electrical Service	\$275.00
Fremont County School District #25	Youth Services	Program Meals	\$93.10
Grainger	County Buildings	Materials/Supplies	\$92.25
High Plains Power, Inc.	Segregated	Utility Services	\$1,736.36
James Gores & Associates, PC	Moneta Lysite Road Shoulder	Engineering Services	\$19,748.89
Johnson, Jill	Transportation	Reimburse Expenses	\$87.00
Lawson Products, Inc.	Vehicle Maintenance	Parts/Supplies	\$1,332.75
MHL Systems	Transportation	Parts/Supplies	\$4,965.00
National Business Systems, Inc.	County Treasurer	Postcards	\$2,000.00
Newman Traffic Signs	Transportation	Safety Signs	\$2,661.95
NMS Laboratories	County Coroner	Toxicology Services	\$2,568.00
Office Shop Inc., The	Clerk of District Court	Scanners	\$672.00
Phillips, Adam E.	District Court	Court Representation	\$243.75
Premier Biotech, Inc.	Youth Services	UA Test Kits	\$2,370.00
Reed's Moghaun Office Supply	Clerk of District Court	Office Supplies	\$35.32
Specialized Pathology Consultants	County Coroner	Autopsy Fee	\$3,675.00
Spoonhunter, Leslie	Fremont County WIC	Reimburse Expenses	\$116.00
Stroupe Pest Control, Inc.	County Buildings	Pest Control	\$200.00
Verizon Wireless	CAST	Cellphone Services	\$309.05
West Payment Center	District Court	Library Plan	\$68.43
Western Health Screening	Health Benefit Plan	Spring Health Fair	\$29,006.00
Western Printing, Inc.	County Buildings	Printed Supplies	\$1,353.53
Wilkerson, James A., IV, MD PC	County Coroner	Autopsy	\$3,525.00
William H. Smith & Associates, Inc.	Transportation	Surveying Services	\$630.00
WY Dept of Transportation	Vehicle Maintenance	Transfer County Plates	\$16.00
WY Public Health Laboratory	Public Health	Lab Fees/Supplies	\$363.00
Wyoming Dept of Transportation	Segregated	Fuel	\$1,915.95
Wyoming Machinery Co	Vehicle Maintenance	Parts	\$2,125.67

The following items in the Signature File were reviewed: 1) thank you letter to Steve Baumann for Viewer Services; and 2) Record of Proceedings. Mike Jones moved, Larry Allen seconded, to approve a License for New Construction of Utility Crossing or Encroachment submitted by Black Hills Energy for North Hidden Valley Road in Shoshoni. Motion carried unanimously.

There were no action items in the Priority Mail.

County Commissioners Meeting
April 23, 2019

Vice-Chairman Allen stated the new ambulances will be done on May 7th. The transports of the three remounts will be made soon and AMR is responsible for those transportation costs.

The public comment period was held:

Todd Fross requested a mining permit for a landfill. Even though he was informed he would need to contact the Department of Environmental Quality for such permit, he stated he wanted it of record that he was applying for such permit. The intent is to place a biomass power generator station at the former US Iron Ore Mine on Simplot property. Grants would be available for the contaminated water on the site. He also has plans to research installation of a pellet mill in Dubois that would use dead trees on forest property as well as those from Yellowstone National Park. He stated the intent is to burn trees for electricity and not leave them for forest fires. He stated there are numerous grants available for reclamation, etc. which would in turn create jobs. Commissioner Thomas encouraged him to contact tribal representatives as solid waste is a major issue on the Wind River Indian Reservation.

Commissioner Jennifer McCarty arrived to the meeting at this time.

Executive Health Insurance Committee member Jim Anderson reviewed preliminary Third-Party Administration Rates for the FY 2019-20 premium year. Blue Cross Blue Shield of Wyoming (BCBSWY), following negotiation with the County's benefits consultant, Novo Benefits, set the renewal rate of \$45.35 per contract per month (an increase of 2% over the current year). Larry Allen moved, Clarence Thomas seconded, to approve the Third Party Administration rate with BCBSWY of \$45.35 per contract per month for FY 2019-20. Motion carried unanimously. Committee member Margy Irvine stated BCBSWY sent a letter to the Executive Health Insurance Committee members thanking the County for their patience during the statewide transition to the new platform.

Commissioner meeting reports were given.

Commissioner Mike Jones attended a Sinks Canyon State Park steering committee meeting to work on a 20 year plan.

Commissioner Jennifer McCarty also attended the Sinks Canyon meeting. She attended the monthly Historic Preservation Commission meeting followed by the public presentation at the Lander Library that evening of the Wyoming Capitol Restoration Project.

Chairman Travis Becker gave a presentation to a Fremont County Leadership group regarding BLM restrictions surrounding communication tower installations, specifically in the Jeffrey City area. He contacted the lessee for the Major property regarding contractual obligations.

Commissioner Clarence Thomas stated the newly appointed tribal liaisons, Cy Lee for the Northern Arapaho Tribe, and Lee Tendore for Eastern Shoshone Tribe, will both be great assets.

Transportation Superintendent Billy Meeks stated mobilization took place two weeks ago for the Dry Creek Road project. The deck has been poured on the Peterson Road bridge replacement project, the west apron was poured this morning and the east will be poured within the next few days. This project is ahead of schedule. The crews have been dealing with soft spots, worked on a pipe on Honor Farm Road/Smith intersection and will install a pipe on Riverview Road tomorrow. Routine blading taking place. The two hot plants in the County will not be operational for several months and Meeks will visit with the City of Riverton as they are dealing with similar issues and could possibly work together on projects.

Jim Gores and Ian McMenemy, James Gores and Associates, presented an Agreement between Owner and Contractor for Construction Contract for the Moneta-Lysite Road Shoulder Widening project. Larry Allen moved, Jennifer McCarty seconded, to approve the Agreement with R.S. Bennett Construction Company, Inc. Motion carried unanimously. A public meeting is scheduled April 25th at the Lysite Fire Hall and a Pre-Construction conference is scheduled for May 6th, mobilization will begin the week of May 13th and work will commence May 20th.

Public Health Nurse Supervisor Kathleen Laidlaw provided a third quarter update. She then requested to apply to the State to fill the following vacancies due to resignations and retirement: Nurse (part time Direct Care); Nurse (full time Direct Care) and Maternal Child Health RN (24 hours/week). These positions are

funded 65% by the state and 35% by the County. Larry Allen moved, Clarence Thomas seconded, to approve filling the three vacancies. Motion carried unanimously.

A hearing was held at 10:00 a.m., as advertised, regarding the Petition to Vacate a Portion of a Publicly Dedicated Road Known as Grandview Lane #2. Petitioner Joyce Hazlewood was present in the audience. The 45-day comment period has commenced and no public comment was received, either for or against, the petition. Chief Civil Deputy Jodi Darrough clarified the following three facts: 1) All adjoining landowners signed the petition to vacate (a separate notice had not been sent to these landowners); 2) Viewer's Report did not assess any damages; and 3) The road is outside of the City of Riverton so it was not necessary to seek their approval. Larry Allen moved, Jennifer McCarty seconded, to approve vacation of that portion of Grandview Lane #2 located between the NE corner of Lot 10 and the NW corner of Lot 36 on the north and extending to and ending on the south between the SE corner of Lot 11 and the SW corner of Lot 35 in the Grandview Estates Subdivision, as this is deemed to be in the public interest, and that portion of land encompassed by the vacated road will revert to the adjoining landowners. Motion carried unanimously. Darrough will prepare the necessary legal documents.

County Clerk Julie Freese stated proposals were due for the State of Wyoming Department of Family Services Grant Applications. Last year's recipient, Big Brothers Big Sisters of Northwest Wyoming, was the only applicant again this year. Larry Allen moved, Jennifer McCarty seconded, that Fremont County be the Project Administrator for the Big Brothers Big Sisters of Northwest Wyoming for a grant of \$20,000 for site based and community based mentoring programs and parenting class. Motion carried unanimously.

Chief Civil Deputy Jodi Darrough gave an update on a Behavioral Health Task Force Meeting she attended last week. The main issues discussed were tele site availability for consultation and transportation of patients. Commissioner Thomas reiterated that the Volunteers of America Center of Hope facility should be contacted as he feels they have the means and ability to handle detoxification issues. Darrough stated the group asked the Commissioners to discuss the issues in depth as they would like to meet again within the month to continue moving forward with the Title 25 issues.

Museum Board: Scott Goetz Director was present. Last year's budget was \$583,456 and this year's request is \$577,260. This budget has been reduced by roughly \$10,000 because they were able to shift a couple of expenses to the Self-Generated Budget as a result of slightly increased revenues in those budgets. This budget is more of the staffing, benefits, building utilities, dues and subscriptions, insurance, equipment requests etc.

Self-Generated Funds. Last year's budget was \$129,972 and this year's request is \$115,200. Many items of upkeep are paid for in this budget. This includes humidifying system replacements, painting, exhibit work, museum building maintenance, gallery work, storage issues, shelving etc. Both budgets have computer replacements included. Revenue comes in the forms of sponsorships, admissions, gift shop sales, donations and fund raising. They are in the process of re-framing the Ralston collection. They have the expertise in house to do this job. Commissioner Becker asked if the increase in donation for operations was too much. Scott stated that it was accurate as they expect some donors or sponsors that he's been working with.

Transportation: Billy Meeks, Superintendent and Administrative Assistant Jill Johnson were present. Last year's budget \$2,435,482. This year's request is \$2,348,968. Changes, due to employee turnover, training needs have increased. The same holds true with tools for tools that employees need to do their jobs. They have added \$80,000 in contractual services to have High Country Construction reclaim the Ruby Pit. They have moved the Dubois contract amount to the Road Construction Fund this year. They anticipate that 1-2 employees will retire per year over the next 2-3 years. There was discussion on how IWORQs programs help track projects for their department. There is still a truck driver position open and they are still actively working for this. County Clerk Freese asked if there was a priority list for maintenance items. Revenue and expenditures in this budget have to match and so commissioners will need a list of things they intend to do for maintenance in this budget.

One Percent: Last year's budget is \$5,913,354. This year's request is \$7,310,214. They have \$400,000 left from their gravel project to be used on graveling roads for the upcoming FY19-20 year. Listed in their capital projects are: South Fork Bridge, 1% Gravel projects, Peterson Bridge Replacement, 3rd St. Bridge in Dubois, Wiggins Fork Bridge Replacement, Horse Creek Road Reconstruction, Red Canyon Road, Snow Fence Improvement, Moneta-Lysite Road Safety Shoulder, Riverview Rd Asphalt Overlay and Shoulder, Harris Bridge Replacements, Willow Creek Slide, and Union Pass Road Safety Improvements equaling

\$6,710,214 in remaining obligations for FY 19-20. This amount will be transferred to the Capital Project Road Fund. They also have \$600,000 for hot mix which the county will haul and lay. There was discussion on the list of projects and how many of those could actually be accomplished in the next fiscal year.

Road Construction Fund: Last year's budget was \$1,666,781 and this year's request is \$1,233,603. They will stripe Lyons Valley, Willow Creek, Paradise Valley, 8- Mile, Horse Creek and Moneta-Lysite. They will use \$50,000 of the East Fork Gravel to gravel 3 miles of road. Magnesium chloride will go on Union Pass, E Fork, N Mountain View, Soda Springs, Trail Lake, Red Canyon, Castle Gardens and Badwater. They will crush rock at the Lysite pit. They would like to replace delineator posts throughout the county and will likely have this as a contractual project. Project priority lists for all budgets were requested and after a work session with the Finance Department and liaison, Billy is to return with updated budgets. Commissioner Allen suggested summer help for traffic control on projects so the blade operators can continue blading roads.

Fair Board—Barney Cosner, Director was present. Last year's budget was \$801,552 and this year's request is \$801,166. The fair week will be shortened, but only slightly. They have a new night event and have added commercial food vendors to increase revenue. They have continued the desires of the commission to have a bare bones budget. There are a number of capital projects that they brought to the commissioner's attention. The asphalt in front of the Fremont and Heritage Hall is in need of repair and the estimated cost is \$750,000. The bath house needs replaced and is not ADA accessible and to update this would be \$200,000. The Fremont Center Annex floor is also in need of repair and the cost to repair is \$50,000. The Fair staff is looking to use more volunteers and less paid superintendents and seasonal workers in the future. Vice Chairman Allen stated that the camping spots are also in need up updating. The county fair is only a part of the use of the property. The campus is a 365 day facility that is rented by various groups for various things. The equipment and building improvement lines are put in for a "what if" such as if they have a lawn mower break down.

Assessor: County Assessor Tara Berg was present. Deputy Assessor Angie Wilson, GIS Coordinator Chip Williams, Mapping Coordinator Andy Fontaine and Field Supervisor Michael Klaassen were in the audience. Last year's budget was \$966,510. This year's request is \$978,132. Increases in the budget are in the Thomas Y Pickett contract. They value industrial properties. They also have a small increase in the GIS software from ESRI. Other lines that fluctuate are fuel, travel and education. She increased postage as she's statutorily required to send assessment notices. They have requested a computer upgrade after the GIS employee retires in December. She also has requested a laptop to be used when employees are away from the office. Berg stated that when the GIS Coordinator retires she'd like to reduce her staff by one and combine the two jobs into one and then redistribute the money into her employee's salaries. She also outlined a request to increase the new GIS/Mapping position's pay as well as the Field Supervisor with the rest of the increases going to the field appraisers. She wouldn't use all the money in her salary line item, but most of it. Staff is statutorily required to be trained and certified to do their jobs. In prior years, she has given up positions when she has reallocated her staff and this is another change similar to that and she doesn't make requests to these reorganize these positions lightly.

Planning: Steve Baumann, Planner was present. Last year's budget was \$290,724. This year's request is \$302,556. At some point, the discussion about potential retirements in this department will need to be had. The employees are close to the same age and could be at a point to retire at the same time. They have continued to decrease all discretionary spending, but Steve feels he needs to look at more training for small wastewater employee training and also for the Director of Planning. Therefore, the budget proposes that they attend a couple of trainings for those employees. Commissioner Becker asked if the DEQ requires the small wastewater employee to have a certain amount of hours to perform his job. Steve stated there are no required hours, but the training helps him do his job better. IT has asked them to include \$3,200 for computers this year. Has participated in the Lander area study and the Cooper Road study in Riverton. Steve has budgeted to take advantage of WYDOT planning funds for the purpose of addressing a long range plan necessary for resolving the Hillcrest Drive issues in Lander. The \$6,250 is expected to be matched by the City of Lander to provide a planning Study for Hillcrest for the purpose of obtaining easements and beginning design to be able to seek funding for later construction. This would be a joint venture with the city of Lander as they would have designs for water and sewer and continuation of the walking/biking system. Commissioner Becker asked if this funding is in the right budget. Commissioner Becker also asked if it might be a Transportation budget item instead. Steve said it is a planning process and that's why he felt it was in the correct budget now and maybe later could move to the Transportation budget. It was suggested by Steve that his budget include \$3,000 for Greenwood Mapping to add a road layer on the GIS mapping system. It is not included in the budget at this time.

County Clerk: County Clerk Julie Freese and Deputy County Clerk Margy Irvine were present. Last year's budget was \$909,794. This year's request is \$917,145. Increases include the retirement, health insurance, elected official and deputy resolution change and the addition of 5 label printers that need to be replaced in the amount of \$3,000. The County Clerk does not see her Fees increasing in the next fiscal year, but rather staying fairly static. Changes requested but not posted to the budget figures is a request to increase 3 employee salaries. The Clerk took over Museum payroll and AP many years ago and some modifications in those departmental employees were increased. Those people no longer work here and the new employees started lower when hired. The Clerk has now taken on the payroll and AP for the Library which is significantly more than taking on the Museum. The Library saved \$70,000 in this move and they don't intend on "backfilling" that amount into their budget. They wished to retain about \$16,000 as they will have an employee doing the Accounts Receivables. This leaves about \$54,000 in savings. Changes requested are increasing the AP Clerk by \$1,800, the Payroll Clerk by \$2,000 and the Financial Assistant (who has also taken on the oversight of all County Grants) by \$4,800. This with benefits would be a net increase of \$10,381. Commissioners reminded the Clerk that they would review this during the SOC discussion. With the return of the Riverton Office, it was Freese's desire not to have to increase funding to reopen the office. Fuel to drive back and forth will increase, and other than the small renovations, should not increase this budget much more. The Caselle Online Time card system is not progressing as planned and with research, the Clerk will apply to the Capital Revolving Fund for a new time keeping system from Tyler Technologies. This could increase her budget by approximately \$19,000 for annual support and maintenance. However, the benefits to this amount is the time saved per department on time keeping of their employees, and also in payroll where the time card information would be uploaded rather than manually entered. Departments like the Sheriff who have shifts will see much needed benefits as would the Transportation Department.

Elections: Last year's budget was \$201,738. This year's request is \$161,951. The decrease is due mainly to it being a non-election year. One employee will join the county's health insurance increasing the budget by \$17,970. The biggest discussion is the fact that the voting machines are at the end of life stage. Fremont County experienced 3 machine failures during the elections and although the fixes and replacements helped continue the election successfully, it's time to consider the next options. So, with the decline of election judge participation (even though the commissioners had approved county employee help), having 32 precincts fully manned is no longer an option. The Clerk is looking at having 6-8 vote centers throughout the county. The county will likely maintain the 32 precincts, but anyone living and any of those precincts could vote at any of the locations. This procedure is basically how early voting is working in Fremont County at this time. The Legislature has put aside money for machine replacements and the Secretary of State will be meeting with the clerks soon on that process. The federal government also has placed money aside for replacements. Even with this looming, the Clerk has also put in a Capital Revolving request of \$235,000 for the replacement of equipment and ballot design software to accommodate vote centers which will also include real-time connected e-poll books to monitor the voting of its citizens to assure no double voting would occur.

Larry Allen moved, Jennifer McCarty seconded, to adjourn into Executive Session with Chief Civil Deputy Jodi Darrough regarding potential litigation. Motion carried unanimously. Larry Allen moved, Jennifer McCarty seconded, to return to Regular Session. Motion carried unanimously.

There being no further business, Mike Jones moved, Jennifer McCarty seconded, to adjourn the meeting at 3:50 p.m. and reconvene for a Regular Meeting on May 7, 2019. 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

