

STATE OF WYOMING)
) ss.
COUNTY OF FREMONT)

LANDER, WYOMING
OFFICE OF THE FREMONT COUNTY COMMISSIONERS
JUNE 18, 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, Jennifer McCarty and Michael Jones. Fremont County Clerk Julie A. Freese was present for the meeting.

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

Larry Allen moved, Jennifer McCarty moved, to approve the minutes of the Regular Meeting held June 11, 2019. 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> |
|----------------------------------|-----------------------------|-------------------------|-------------------|
| Ace Hardware Riverton | County Buildings | Materials/Supplies | \$54.32 |
| Airgas USA LLC | Vehicle Maintenance | Supplies | \$95.87 |
| Arts In Action | County Elections | Booth | \$65.00 |
| B & B Enterprises LLC | Transportation | Signs/Supplies | \$400.00 |
| Bailey Enterprises, Inc | Inventory | Fuel | \$24,940.03 |
| C C & G, Inc | Peterson Bridge | Construction | \$56,652.25 |
| Carquest Auto Parts | Vehicle Maintenance | Parts/Supplies | \$489.31 |
| CenturyLink | Segregated | Phone Services | \$4,198.02 |
| Charter Communications | Segregated | Internet Services | \$360.64 |
| Clair, Kelli | Detention Center | Contract Services | \$1,656.25 |
| Clifford, Gregory P. MD PC | Detention Center | Inmate Medical | \$3,474.00 |
| Communication Technologies Inc | Capital Asset Acquisitions | Installation | \$244.05 |
| Eagle Uniform & Supply Co | Vehicle Maintenance | Laundry Services | \$74.89 |
| Fremont County Public Health | County Coroner | Testing | \$20.00 |
| Grainger | County Buildings Detention | Materials/Supplies | \$117.60 |
| HDR Engineering Inc | Segregated | Engineering Services | \$3,311.82 |
| High Plains Power, Inc | Segregated | Utility Services | \$1,149.67 |
| Inberg Miller Engineers | Segregated | Engineering Services | \$16,137.10 |
| James Gores & Associates, P.C. | Moneta Lysite Road Shoulder | Engineering Services | \$25,768.29 |
| John Deere Financial | Transportation | Materials/Supplies | \$118.75 |
| JRT Radiology Services, LLC | Detention Center | Inmate Medical | \$491.00 |
| Lander Medical Clinic PC | Detention Center | Inmate Medical | \$115.01 |
| Lopez, Darlene | Attorney Victim Services | Reimburse Expenses | \$69.90 |
| Mailfinance, Inc | County Attorney | Meter Lease | \$266.52 |
| Mountain Dental PC | Detention Center | Inmate Medical | \$721.00 |
| Mountain West Towing LLC | Abandoned Vehicles | Vehicle Towing | \$102.80 |
| Napa Auto Parts Riverton | Vehicle Maintenance | Parts/Supplies | \$967.88 |
| Neopost USA Inc | Support Services | Postage Machine | \$288.04 |
| Norco Inc | Transportation | Supplies | \$165.76 |
| Novo Benefits | Health Benefit Plan | Insurance Services | \$4,817.00 |
| Office Shop Inc, The | Segregated | Lease/Service Agreement | \$2,990.71 |
| Oftedal Construction, Inc. | Dry Creek Road Improvement | Construction | \$955,623.36 |
| Pavillion, Town of | County Buildings | Water Utilities | \$112.50 |
| Paws for Life | County Sheriff | Animal Boarding | \$315.00 |
| Phifer Law Office | District Court | Court Representation | \$1,284.20 |
| Premier Biotech Inc | CAST | UA Test Kits | \$790.00 |
| Quill Corporation | County Treasurer | Office Supplies | \$4.70 |
| R C Lock & Key | County Buildings | Materials/Supplies | \$1,414.40 |
| Relx, Inc. | County Attorney | Research Subscription | \$595.00 |
| Remote Satellite Systems | Search & Rescue | Equipment | \$56.00 |
| Riverton Physician Practices LLC | Transportation | Drug Testing | \$184.00 |
| Riverton Ranger, Inc | Support Services | Advertising | \$1,599.74 |
| Rocky Mountain Power | County Buildings | Justice Center | \$1,489.14 |
| Sagwest Health Care | Detention Center | Inmate Medical | \$3,240.41 |

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| Shirts & More Inc | Dispatch Center | Uniform Supplies | \$86.00 |
| Shoshoni Pioneer | Support Services | Advertising | \$180.00 |
| Stroupe Pest Control Inc | County Buildings | Pest Control | \$200.00 |
| Sweetwater County Sheriff | Detention Center | Inmate Housing | \$10,856.97 |
| Sysco Montana Inc | Detention Center | Inmate Supplies | \$8,712.05 |
| T & T Appliance | County Attorney | Appliance Repair | \$133.00 |
| Taylor Creek Exxon | County Sheriff | Car Wash | \$12.00 |
| Traveling Computers | Computer Services | UPS | \$219.99 |
| Tweed's Wholesale Co | Detention Center | Supplies | \$286.48 |
| Union Telephone Company | Segregated | Cellphone Service | \$814.13 |
| Verizon Wireless | Segregated | Cellphone Service | \$626.32 |
| WCS Telecom | Segregated | Telephone Services | \$499.39 |
| West Payment Center | District Court | Library Plan | \$68.43 |
| Western Printing, Inc | County Treasurer | Printed Supplies | \$181.01 |
| Wind River Radiology PC | Detention Center | Inmate Medical | \$550.00 |
| Wind River Towing | Abandoned Vehicles | Towing | \$160.00 |
| WY Law Enforcement Academy | County Sheriff | Training | \$200.00 |
| WY Peace Officers Association | Segregated | Membership Dues | \$410.00 |
| WY Public Health Laboratory | Public Health | Lab Fees/Supplies | \$280.00 |
| Wyoming Dept of Transportation | Segregated | Fuel | \$1,756.64 |
| Wyoming Machinery Co | Vehicle Maintenance | Parts/Service | \$1,611.31 |
| Wyoming Office Attorney General | 24/7 Program | Fees | \$3,598.00 |
| Wyoming PBS Foundation | CLG Grant | Narration, Music, Sound | \$7,500.00 |

Jennifer McCarty moved, Clarence Thomas seconded, to accept a voucher from Wyoming Behavioral Institute in the amount of \$4,524.00 for Title 25 patients. Motion carried unanimously.

The following items in the Signature File were reviewed: Larry Allen moved, Jennifer McCarty seconded, to approve Change Order No. 1 from R.S. Bennett Construction Company, Inc. for a reduction of \$11,048.00 due to modification of fence materials for the Moneta-Lysite Road Shoulder Widening Project. Motion carried unanimously. Larry Allen moved, Clarence Thomas seconded, to approve Amendment Two to the Contract between Wyoming Department of Health, Public Health Division, and Fremont County for the Maternal and Child Health, Public Health Preparedness and Response positions. 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 Enforcement and Fremont County Clerk of District Court which delineates mutual responsibilities according to federal law. Motion carried unanimously. Larry Allen moved, Jennifer McCarty seconded, to approve Resolution No. 2019-09 "Appointment of a Special Prosecutor" as the Fremont County and Prosecuting Attorney has entered into an agreement with the Hot Springs County Attorney's Office due to a conflict of interest. Motion carried unanimously. Larry Allen moved, Clarence Thomas seconded, to approve a Provider Agreement between Natrona County Sheriff and Fremont County Sheriff for juvenile detention services. Motion carried unanimously. Larry Allen moved, Jennifer McCarty seconded, to approve an Ambulance Facilities Maintenance Agreement between Fremont County, Wyoming and American Medical Response Ambulance Service, Inc. Motion carried unanimously.

Vice-Chairman Larry Allen reviewed recent e-mail correspondence among the County Commissioners regarding a resignation of the Vehicle Maintenance Riverton Shop Foreman, leaving only two mechanics in that shop. Larry Allen moved, Jennifer McCarty seconded, to ratify the decision to appoint current Lander Shop Foreman Brad Meredith as Department Head with supervision duties over both the Lander and Riverton Shops at a salary of \$60,000, effective June 12, 2019. Motion carried unanimously.

The following items in the Priority Mail were reviewed: 1) Wyoming County Commissioners Association request for a Fremont County Commission presence at the Joint Opioid Addiction Legislative Committee meeting in Riverton on July 30th; and 2) Wyoming County Commissioners Association Statement of Benefits and membership dues notice (forwarded to Accounts Payable for payment).

There was nobody present for the Public Comment period.

Fremont County Fair and Rodeo Manager Barney Cosner requested authorization to hold a public hearing for budget amendments within the FY 2019-20 year. Encumbrances with fair entertainment and services total \$135,403. Larry Allen moved, Jennifer McCarty seconded, to authorize the Fremont County Fair Board's request to amend their budget. Motion carried unanimously.

County Commissioner meeting reports and concerns were given:

Commissioner Clarence Thomas stated he will clarify personnel changes within the Public Health Nursing Department when the supervisor is in later in the meeting.

Vice-Chairman Larry Allen stated he has been involved in the Vehicle Maintenance Department activities following a recent resignation at the Riverton Shop.

Commissioner Jennifer McCarty attended the Fremont County Museum Board monthly meeting and she delivered the letter of support from the County Commissioners to the Wind River Transportation Authority as related to funding at the state level.

Commissioner Mike Jones attended the monthly Solid Waste Disposal District Board meeting and the Fremont County Library Board meeting. He will meet with the Treasurer and Deputy Treasurer later in the week to gain a better understanding of cash flows. The Popo Agie Homeowners Association will partner with the Popo Agie Conservation District who will sponsor the Association's AML grant funding application.

Chairman Travis Becker was in Dubois over the weekend and reported on the Wiggins Fork Bridge and Horse Creek Road projects.

County Clerk Julie Freese and Financial Assistant Joe Felix presented a preliminary budget hearing. The information will be advertised and the formal hearing held June 25th.

Treatment Courts Director Melinda Cox requested authorization to fill a vacant Clinical Supervisor position at a salary range between \$50,000 and \$61,000. The salary range requested will not have an impact on the County contribution or overall budget. Jennifer McCarty moved, Clarence Thomas seconded, to authorize refilling the Clinical Supervisor position at the recommended salary range, not to exceed \$61,000. Motion carried unanimously. Commissioner Thomas stated that if that recruitment efforts are unsuccessful at the salary offered, that Cox research what other facilities are doing as far as contracting these services.

Public Health Nurse Supervisor Kathleen Laidlaw provided a monthly update and reviewed the types of tests that can be given in their offices. For the last two weeks in May, the Riverton Office is seeing double the amount of clients that Lander is. Laidlaw stated the Fremont County Prevention Program has completed a Prioritization and Strategic Work Plan for FY 2019-20 and distributed a copy. One full time nurse has been hired and will be stationed in Riverton, which leaves one 32 - 39 hour/week position and one Maternal Child Health part time position. The Safe Kids Fair has taken place in Riverton and will be held in Lander. Commissioner Thomas asked if there were personnel conflicts taking place which is causing the vacancies in Public Health and Laidlaw noted one nurse retired and the other took a higher paying job.

Discussion was held on an earlier presentation from Matt Carroll, Air Med Care (Guardian) Emergent Membership options for Fremont County employees via payroll deduction. As specific terms and conditions were not available, Vice-Chairman Larry Allen, also liaison to the Fremont County Executive Health Insurance Committee, will discuss with them how to best proceed with the request. He will see if the Committee is willing to send out RFP's to all companies in Fremont County and review and make their recommendation to the Commissioners for action next year. It was noted that Fremont County still has one year on their contract with MASA and Fremont County is providing a membership for each full time employee.

Interviews were held for two vacancies on the Fremont County Museum Board with David Fehringer and Sue Peters (both incumbents) and new applicant Kevin Wilson. Jennifer McCarty moved, Larry Allen seconded, to re-appoint David Fehringer and Sue Peters to three year terms on the Fremont County Museum Board. Motion carried unanimously. Discussion was held on an existing vacancy on the Fremont County Historic Preservation Commission and one anticipated resignation later in the year. Commissioner Jennifer McCarty stated she is expecting an application to be forthcoming for the Historic Preservation Commission vacancy and she asked that the Board wait until that applicant could be interviewed prior to filling the position.

Interviews were held with Terrance Martin, John Schumacher and Jane Juve for the position of hearing officer for Board of Equalization tax protest hearings in August. Following the interviews, Mike Jones moved, Larry Allen seconded, to appoint John Schumacher as the hearing officer for the Fremont County Board of Equalization protest hearings. Motion carried unanimously.

A budget work session continued from the previous meeting.

The Fremont County Attorney's Office Victim Witness Program Coordinator Tiffany Shroyer was joined by Deputy Treasurer Jim Anderson to review recent notification from the State of Wyoming that the annual award contained additional grant funding for a 2% raise for herself and the Assistant position. In the same situation, Sheriff's Office Victim Witness Program Coordinator Yvonne Snider stated her grant funding included a like increase. County Clerk Julie Freese will contact Sheriff Lee regarding the increased grant award and the need for updated budgets. This increase will also not have no impact on the county budget and are intended to get the positions closer to the State average of pay. Commissioner Clarence Thomas stated the County would not be able to fund the increases in future years if the State discontinues funding levels which has happened in the past. In closing, Chairman Becker stated he would contact the State and express concern that these budgetary changes were coming so close to the end of the fiscal year after budgets had been set and advertised.

Wind River Visitor's Council Treasurer Mike Anderson returned to the meeting with additional information requested by the County Commissioners regarding budget line item clarification. The Commissioners, as an entity of the Joint Powers Board, must approve the FY 2019-20 budget no later than June 30, 2019; however they asked for further clarification of the various line items to which Anderson proceeded to provide.

Commissioner Clarence Thomas was absent from the remainder of the meeting.

County Treasurer Tom Majdic and Deputy Jim Anderson were present to discuss salary related items. A recent complaint to the Commissioners' Office regarding unanswered telephones during business hours was discussed by Treasurer Majdic who stated his policy is that employees assist customers at the counter first and then return all phone call messages as soon as possible, but no later than 24 hours. He thanked the Commissioners for their approval of his budget request for an additional employee for the Riverton Office two days per week. The part-time hourly wages in the Lander Office were discussed and he requested permission to raise all part-time employees to \$13.95/hour. This will be an increase of \$6,596 to the budget. On a side note, he stated the staff handled \$11 million last month through property taxes and license plates. He intends to continue discussion regarding salary equity for the Bookkeeping position and Chairman Becker stated the July 30th Elected Officials meeting would discuss Phase Two of the Standard Occupational Classifications which will include salary adjustments.

County Clerk Julie Freese reviewed changes that will be made to the advertised preliminary budget to include: 1) \$6,596 to the Treasurer's salary line item for part-time employees; and 2) Homeland Security Grant for the Sheriff infused in that budget, resulting in \$73,723 added back into the General Fund. She and Financial Assistant Joe Felix will be working with off-line Boards and Departments this last week to finalize fund balances.

Vehicle Maintenance Supervisor Brad Meredith stated a motor grader, slated for trade in, is having mechanical failure and is indicating a speed timer sensor problem. This unit has 10,400 hours and did have a trade in value of \$65,000. He will keep the Board updated. He further recommended that the 14,000 lb. four post hoist in the Riverton Shop be traded back to the company for a \$6,996.77 credit towards a 30,000 lb. hoist. The Commissioners re-authorized the amount to the Capital Revolving Fund to \$39,000 which includes the trade in value. Larry Allen moved, Jennifer McCarty seconded, to approve the purchase of a 30,000 lb. hoist from Superior Industrial Supply not to exceed \$39,000 from the Capital Revolving Fund Emergency Repair line item. Motion carried unanimously.

In other business, Brad Meredith discussed several personnel changes he would like to make within the Lander and Riverton shops. Larry Allen moved, Jennifer McCarty seconded, to authorize permission to fill the Riverton Shop Foreman position at a salary range of \$50,000 to \$54,000. Motion carried unanimously. Meredith further discussed adjustments he would like to make by promoting the Lander Lead Mechanic to the Lander Shop Foreman position, leaving a Lead Mechanic or Mechanic vacancy following internal adjustments. At this time, the Commissioners were not in agreement to move the Lead Mechanic to the

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Shop Foreman position, feeling that Meredith could still conduct his Shop Foreman duties in the Lander Shop as well as additional administrative duties and supervisor duties of the Riverton Shop. Larry Allen moved, Mike Jones seconded, to advertise for a Mechanic with a salary range of \$43,000 - \$49,000 and based on the successful applicant and recommended salary range, fill the applicable position of Lead Mechanic or Mechanic. Motion carried unanimously. The Commissioners would like to see how the approved changes are working regarding work load, safety, etc. prior to further discussion on filling the Lander Shop Foreman position. In another matter, office assistance was discussed and Meredith was asked to estimate how much time he would need in this area.

County Clerk Julie Freese stated she is in the process of posting all County budgets on the website as well as Special District budgets. The Public Hearing for the County FY 2019-2020 and E-911 budget is set for Monday, June 24, 2019 at 5:00 p.m. The budget will then be adopted on June 25th at 10:00 a.m.

There being no further business, Larry Allen moved, Jennifer McCarty seconded, to adjourn the meeting at 3:25 p.m. and reconvene for a Special Meeting on June 24, 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