

STATE OF WYOMING )  
 ) ss.  
COUNTY OF FREMONT )

LANDER, WYOMING  
OFFICE OF THE FREMONT COUNTY COMMISSIONERS  
OCTOBER 1, 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, Jennifer McCarty and Michael Jones. Commissioner Clarence Thomas was absent. Fremont County Clerk Deputy Margy Irvine was present for the meeting.

Jennifer McCarty moved, Mike Jones seconded, to approve the agenda. Motion carried unanimously.

Jennifer McCarty moved, Larry Allen seconded, to approve the minutes of the Regular Meeting held September 17, 2019. Motion carried unanimously.

Jennifer McCarty moved, Mike Jones seconded, to accept the bills for payment. Motion carried unanimously.

<u>Name</u>	<u>Department</u>	<u>Description</u>	<u>Total Cost</u>
71 Construction	1% Infrastructure Projects	Materials	\$152,184.41
A & I Distributors	Vehicle Maintenance	Oil/Fluids	\$554.05
Airgas USA LLC	Vehicle Maintenance	Welding Supplies	\$300.93
American Family & Life Ins.	Segregated	Insurance	\$8,785.29
Anda, Inc	Public Health	Vaccine	\$3,947.58
Bank of the West Acct Analysis	Investment Pool	Bank Charges	\$491.69
Becker, Josiah	Fremont County WIC	Reimburse Expenses	\$145.00
Black Hills Energy	Segregated	Utility Service	\$2,127.84
Blue Cross Blue Shield of WY	Co Admin	Health Ins Claims	\$372,554.96
Charter Communications	Detention Center	Internet Services	\$213.87
Child Support Services/ORS	Payroll	Child Support	\$564.00
Cina & Cina Forensic Consulting	County Coroner	Autopsy	\$1,175.00
Circuit Court	Segregated	Garnishments	\$1,056.09
CNA Surety	County Treasurer	Notary	\$50.00
Colonial Life & Accident Insurance	Segregated	Insurance	\$165.22
Dubois Telephone Exchange	Segregated	Telephone	\$601.92
Dynamic Controls Inc	County Buildings	Services/Repairs	\$607.93
Eastern Shoshone Tribe	Prevention Program	Suicide Prevention Pow Wow	\$2,100.00
Fahey, Penny	Health Promotion	Nordic Walking Poles	\$53.00
Fleetpride, Inc	Vehicle Maintenance	Parts	\$812.72
Frank, Vikkilyn	Juvenile Treatment Court	Reimburse Expenses	\$136.83
Freese, Julie	County Clerk	Reimburse Expenses	\$8.85
Fremont County Solid Waste	County Buildings	Dump Fees	\$9.80
Fremont County Treasurer	Co Admin	Health Insurance	\$326,845.00
Fremont County Treasurer	Co Admin	Withholding/FICA	\$203,756.68
Fremont County Treasurer	Co Admin	Section 125 Benefits	\$40,909.38
Fremont County Treasurer	County Commission	Major Ave Property Taxes	\$4,223.63
Gee, Brian	Segregated	County Health Officer	\$5,600.00
Grainger	County Buildings	Materials/Supplies	\$399.48
Great West Trust	Segregated	Wyoming Benefits	\$8,445.00
Griffin, Bette J.	Segregated	Uniform Supplies	\$624.00
Healthsmart Benefit Solutions	Segregated	Insurance	\$912.00
Inberg Miller Engineers	Dry Creek Road Improvement	Engineering Services	\$1,889.59
Kisling, Lisa	Public Defender	Office Rent	\$450.00
Lander Medical Clinic PC	Detention Center	Inmate Medical	\$727.50
Lazzari, Bailey	Public Defender	Office Rent	\$450.00
Lifetime Benefit Solutions, Inc	Health Benefit Plan	Cobra Premium	\$3,108.00
Mailfinance, Inc	County Attorney	Meter Lease	\$266.52
McKesson Medical Surgical, Inc	Public Health	Medical Supplies	\$1,527.71
Mid Amer Research Chemical	Segregated	Supplies	\$383.83
Miller, Margaret	District Court	GAL Office Rent	\$150.00
Mr D's Food Center, Inc	Segregated	Supplies	\$937.04
National Business Systems, Inc	County Treasurer	Prepaid Postage	\$500.00
New York Life Insurance	Segregated	Insurance	\$133.11
NMS Laboratories	County Coroner	Toxicology Services	\$2,028.00

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Northern Arapaho Child Support	Payroll	Child Support	\$598.78
O'Donnell, James	County Coroner	S & R Reimbursement	\$63.65
Oftedal Construction, Inc.	Dry Creek Road Improvement	Construction	\$597,690.05
Osage Industries, Inc	Vehicle Maintenance	Parts/Repairs	\$35.42
Overhead Door, Inc	County Buildings	Service/Supplies	\$1,744.29
Palace Pharmacy	Detention Center	Inmate Rx's	\$15,375.98
Paws for Life	County Sheriff	Animal Boarding	\$735.00
Peterbilt of Wyoming	Vehicle Maintenance	Parts	\$116.68
Phillips, Adam E.	District Court	Court Representation	\$112.50
Premier Biotech, Inc	CAST	UA Test Kits	\$1,975.00
Premier Vehicle Install., Inc.	Vehicle Maintenance	Parts	\$1,058.56
Prestrud, Becky	Public Health	Reimburse Expenses	\$272.20
R C Lock & Key	Segregated	Keys/Supplies/Services	\$23.45
R R Brink Locking Systems, Inc	County Buildings Detention	Materials/Supplies	\$2,401.00
R T Communications	Segregated	Telephone Services	\$538.95
Ratigan, Daniel, M.D.	Detention Center	P.A. Supervisor Contract	\$4,675.00
Reed's Moghaun Office Supply	County Clerk	Office Supplies	\$24.95
Riverton Ranger, Inc	Detention Center	Advertising	\$16.00
Riverton, City of	County Buildings	Water/Sewer	\$1,457.27
Rock Creek Sewer & Drain	County Buildings Detention	Building Maintenance	\$200.00
Rocky Mountain Canine Academy, LLC	Prevention Program	Drug Detection Dog/Training	\$11,000.00
RS Bennett Construction Co., Inc.	Moneta Lysite Road Shoulder	Construction	\$275,693.00
Sagewest Health Care	Detention Center	Inmate Medical	\$16,159.52
Schumacher Law Firm, P.C.	County Commission	Tax Protest Hearings	\$5,259.63
Snider, Yvonne	Sheriff Victim Services	Reimburse Expenses	\$224.00
Specialized Pathology Consult	County Coroner	Autopsy Fee	\$2,425.00
Spoonhunter, Leslie	Fremont County WIC	Reimburse Expenses	\$116.00
State Disbursement Unit	Payroll	Child Support	\$1,019.00
State of Wyoming, Public Defenders Offc	Public Defender	Office Rent	\$1,650.00
Sweetwater County Sheriff	Detention Center	Inmate Housing/Medical	\$28,795.66
Sylvestri Customization	Prevention Program	Advertising	\$7,800.00
Sysco Montana, Inc	Detention Center	Inmate Supplies	\$18,503.03
Terrance R. Martin PC	Public Defender	Office Rent	\$450.00
Total Net Salaries	Segregated	Salaries	\$647,278.64
Tweed's Wholesale Co	Detention Center	Inmate Board	\$6,917.60
Verizon Wireless	Segregated	Cellphone Service	\$270.68
West Payment Center	District Court	Library Plan	\$68.43
Western Printing, Inc	Segregated	Printed Supplies	\$1,063.04
Wilkerson, James A, IV, MD PC	County Coroner	Autopsy	\$1,250.00
Wind River Power Sports	Vehicle Maintenance	Tires/Cable	\$181.49
Wind River Transportation Authority	CAST	Bus Passes	\$10.00
WY Public Health Laboratory	Public Health	Lab Fees/Supplies	\$448.00
WY SDU	Payroll	Child Support	\$984.00
Wyo Child Support Enforcement	Segregated	Child Support	\$806.00
Wyo Dept of Workforce Services	Co Admin	Workers Comp	\$16,548.30
Wyoming 4 X 4 Inc	Transportation	Equipment	\$482.98
Wyoming Office Attorney General	24/7 Program	Program Fees	\$4,890.00
Wyoming Retirement System	Co Admin	Contributions	\$151,096.39
Wyoming Supreme Court	District Court	Salary Reimbursement	\$6,742.00
Wyoming.com	Segregated	Internet Services	\$1,074.12

Jennifer McCarty moved, Mike Jones seconded, to accept a voucher from Wyoming Behavioral Institute in the amount of \$12,065.00 and Natrona County Legal Department in the amount of \$9,060.00 for Title 25 patients. Motion carried unanimously.

The following items in the Signature File were reviewed: 1) Abatement Summary cover sheet; 2) Interest refund check from ConocoPhillips Company in the amount of \$79.16; and 3) Record of Proceedings. Mike Jones moved, Jennifer McCarty seconded, to approve an Application/Permit to Construct Access Driveway submitted by Ronda Hardtke for Young Road. Motion carried unanimously. Mike Jones moved, Jennifer McCarty seconded, to approve a License for New Construction of Utility Crossing or Encroachment submitted by Black Hills Wyoming Gas LLC for Mortimore Lane. Motion carried unanimously. Mike Jones moved, Jennifer McCarty seconded, to approve an Application/Permit to Construct Access Driveway from John Belle for 8 Mile Road. Motion carried unanimously. Mike Jones moved, Jennifer McCarty seconded, to ratify

approval of a letter to WYDOT modifying the CMAQ Magnesium Chloride grant application project. Motion carried unanimously.

The following items in the Priority Mail were addressed: 1) letter from Sheriff Ryan Lee requesting permission to fill an Office Manager/Administrative Assistant position following the retirement of Karla Davis. Larry Allen moved, Jennifer McCarty seconded, to authorize refilling the position at a salary not to exceed \$45,600. Motion carried unanimously. 2) An e-mail from James Gores & Associates to the Commissioners outlining two options for pipe changes on the Moneta Lysite Road Improvement Project was discussed. Due to timing issues, the majority of Commissioners had agreed to Option 2: Cut pavement and replace pipes at higher grade. The Engineer had noted that replacing the culverts at a higher elevation would allow the water to flow more freely and avoid costly annual cleanouts, providing long term benefits to the County and traveling public. This option will avoid further delay on required BLM right-of-way, RT Communications cable, fence rework and the need for additional monitoring. Larry Allen moved, Mike Jones seconded, to ratify the decision to select Option 2 at an additional project cost of \$55,100. Motion carried unanimously. The official change order will be coming in the near future but the approval allows the Contractor to place the pipe order immediately.

Planning Director Steve Baumann updated the Board on a proposed new access road to the CWC Sinks Canyon Center. The current access to the Center, County Road 441, would be abandoned and the new route would cross private property and a section of state land. The next step of the process will be for CWC's attorney to file a petition to abandon the County Road at which time the County will proceed with the legally established process, with the provision that the new road will be put into place. Chairman Becker stated the new road would be designated as a publicly dedicated road.

Treasurer Tom Majdic and Deputy Jim Anderson reviewed W.S. 18-3-515 titled Preparation and publication of annual statements. The Receipts and Expenditures are due no later than September 30<sup>th</sup>; however, they informed the Board that they are having difficulty getting the final figures from the State for the report. Anderson proceeded to give some of the totals verbally, and noted the written report will be available at the next regular Commission meeting of October 8<sup>th</sup> and advertising will then commence as mandated in the Official County Newspaper and website. The County Clerk's report has been received.

In another matter, Treasurer Majdic stated Jim Anderson is taking Governmental Finance of America (GFOA) training for a newly developed certification program. The rules and regulations change constantly and the training and certification will be very beneficial to his duties as Deputy Treasurer.

Recently promoted Fremont County Nurse Supervisor Becky Parkins greeted the Board and reviewed her background for their information. She was born and raised in Fremont County, attended Central Wyoming College Nursing Program and brings 26 years of nursing experience, with the last seven years in Public Health. She will receive her Master's Degree in Nursing Care Management in the near future. The Board welcomed her to the position and stated their appreciation to her for continuing the practice of monthly updates to the Board.

Commissioner meeting reports were given.

Commissioner Jennifer McCarty attended the Wyoming Association of County Officers (WACO) conference in Casper last week, along with Commissioner Mike Jones. She discussed the proposal for funding to assist counties develop and/or update their Land Use Plans.

Commissioner Mike Jones updated the Board on Building Maintenance projects taking place and a new project to enclose an office space for the Deputy Treasurer. The Lander Legion Club has submitted a grant application to the Hughes Family Foundation for \$7,500 for funding to refurbish the Veteran's Memorial in the Courthouse Courtyard. The Legion would need to raise a like amount as the grant match. Discussion is taking place regarding the Wind River Indian Reservation possibly forming a Solid Waste District. A meeting has been set for later in the day with Senator Case, Representative Larsen, Solid Waste Superintendent Andy Frey, Assessor Tara Berg and himself to further discuss the topic. He attended the WACO conference last week and found it very beneficial and he reported on the following: the continuing topic of combining Worker's Compensation for counties and another webinar is expected soon, upcoming USDA Rural Development Broadband conference in Casper, Title 25 issues, direct distribution funding to Counties, optional municipal tax through Wyoming Association of Municipalities, Campbell County's crisis management steps regarding the recent mine closures and Homeland Security presentation on cyber security issues. In other meetings, he has been attending the Sinks Canyon Steering Committee meetings

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and has met with Representative Larsen regarding migration corridor and the importance of the County entering into Cooperating Agency Status in order to have a seat at the table.

Chairman Becker expressed appreciation to three Departments within the Courthouse following a call to him from a satisfied customer. The Transportation Superintendent is on vacation this week so he provided an update of activities: Mag chloride applications have been completed in the Dubois area, the mix for Union Pass Road was defective and was reapplied at the contractor's expense, and the Town of Dubois continues to work on right-of-way issues for Horse Creek Road. Hot mix is being applied to County roads in the Lander area as per the schedule, completion of all road is weather and hot plant dependent. The road closure issue on Little Warm Springs Road has been taken care of and the road is open to the public.

Fremont County Alliance against Domestic Violence and Sexual Assault Shelter Coordinator Kathy Treybig gave an update on their plans to build a new Riverton shelter. The current building is over 100 years old and it was determined it would be more cost effective to demolish and rebuild vs. renovation. They are beginning fund raising activities and she specifically referred to the upcoming Purple Ball on October 19<sup>th</sup> at the Riverton Holiday Inn. Mike Jones moved, Larry Allen seconded, to Proclaim October 2019 as Domestic Violence Awareness Month. Motion carried unanimously.

New WIC Supervisor Josiah Becker introduced himself to the Board and stated he began his duties in August. The program has been short staffed and his co-worker pretty much ran the program by herself most of the summer. The State is looking at hiring a Breast Feeding Counselor as numbers are very low in the County. Another issue is the number of mothers smoking. Participant numbers have increased slightly and the goal is to reach 700 by the end of the calendar year. They do not currently have enough staff to provide services in Dubois; however, they are looking at a one day/month outreach day. The Wind River Indian Reservation has their own WIC program.

Riverton Community Development Coordinator Eric Carr was present for the Commissioners discussion on the City of Riverton's proposal to de-annex a portion of the City north of Country Acres Road that includes the Vasco Addition to Riverton and land owned by the Brada Living Trust. This land was annexed for the purpose of obtaining a State Grant which did not occur and the City would like to have this area removed from City limits as it cannot be reasonably serviced by City services at this time. The Commissioner has had an opportunity to provide the proposal with other County Departments to see if they have any comments, and none were forthcoming. Mike Jones moved, Larry Allen seconded, to write the necessary report, pursuant to W.S. 15-1-421, indicating the County does not have any objection to the de-annexation as proposed. Motion carried unanimously.

In another matter, the Commissioners have had time to review the City of Riverton's Master Plan, which includes planning and development ideas that involve territory outside the current city limits, mostly related to long term development of infrastructure and development. Fremont County Planning Director Steve Baumann was present in the audience. Deputy County Clerk Margy Irvine stated the upcoming Census will result in changes to legislative districts and encouraged Carr to be aware of this for future planning. Commissioner Jones expressed appreciation of the document and stated it is an actionable plan. Baumann concurred and from a County standpoint, provides more direction. Mike Jones moved, Jennifer McCarty seconded, to concur with the City of Riverton's 2019 Master Plan. Motion carried unanimously.

Building Maintenance Supervisor J.R. Oakley stated that as Chairman of the Building Safety and Security Committee, they would request that Columbus Day, October 14, 2019, be closed to the public in order to provide safety training recap and an in-house cleaning day. He stated this day is an official holiday for State offices and they would not be participating. Larry Allen moved, Jennifer McCarty seconded, to close the Courthouse on Columbus Day to the public, with all other County offices outside of the Courthouse open for business as usual. Motion carried unanimously.

Mike Jones moved, Jennifer McCarty seconded, to adjourn into Executive Session for personnel. Mike Jones moved, Jennifer McCarty seconded, to return to Regular Session. Motion carried unanimously.

Financial Assistant Joe Felix presented a preliminary budget hearing. Public Health Nurse Supervisor Becky Parkins was present to discuss the Wyoming Department of Health funding for the Diabetes Prevention Program. The final budget hearing will be held October 8, 2019 following advertisement.

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Deputy County Clerk Margy Irvine reported on the informative WACO conference in Casper. Financial Assistant Joe Felix was able to attend and partake in a grant writing class, which was geared towards counties. In other business, she stated a large shredder, purchased by the County Clerk's Department, is beyond repair and she relayed several options (new purchase of \$900 vs. using Hammer Electronics Shredding services). She indicated other Departments use the shredder on a routine basis and she could survey them to see what they prefer and could possible help fund the new shredder, and report back with a recommendation at a later meeting.

There being no further business, Larry Allen moved, Mike Jones seconded, to adjourn the meeting at 11:10 p.m. and reconvene for a Regular Meeting on October 8, 2019. Motion carried unanimously.

A full detailed report and the official minutes are posted on Fremont County's website at [www.fremontcountywy.org](http://www.fremontcountywy.org).

/s/ TRAVIS BECKER, CHAIRMAN  
FREMONT COUNTY COMMISSIONERS

ATTEST:

/s/ JULIE A. FREESE, FREMONT COUNTY CLERK AND CLERK OF THE BOARD