

STATE OF WYOMING) LANDER, WYOMING) ss.

OFFICE OF THE FREMONT COUNTY COMMISSIONERS

COUNTY OF FREMONT)

MAY 14, 2019

## OFFICIAL MINUTES

The Board of Fremont County Commissioners met in Regular Session at 9:00 a.m. with the following members present: Vice-Chairman Larry Allen, Clarence Thomas, Jennifer McCarty and Michael Jones. Chairman Travis Becker was absent for personal reasons. Fremont County Clerk Julie A. Freese was present for the meeting.

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

Clarence Thomas moved, Jennifer McCarty seconded, to approve the minutes of the Regular Meeting held on May 7, 2019. Motion carried unanimously.

Jennifer McCarty moved, Clarence Thomas seconded, to accept the bills for payment. Motion carried unanimously.

Bills are listed below in the following format: Vendor Name-Department-Description-Amount.

A & I Distributors-Vehicle Maintenance-Oil/Fluids-\$105.70; Ace Hardware Lander-County Buildings-Materials/Supplies-\$210.10; Airgas US LLC-Vehicle Maintenance-Supplies-\$45.21; AlSCO Inc.-Segregated-Laundry-\$199.36; Bailey Enterprises, Inc.-Vehicle Maintenance-Supplies-\$2,440.30; Balcer Ambulance Sales, Corp.-Capital Asset Acquisitions-Ambulances-\$239,560.00; Bank of the West-Segregated-Credit Card Charges-\$44,185.79; Bill's Quality Auto Glass-Vehicle Maintenance-Windshield Repairs-\$545.89; Bloedorn Lumber Lander-County Buildings-Materials/Supplies-\$617.57; Calvert, Hattie-Juvenile Treatment Court-Reimburse Expenses-\$24.97; Carquest Auto Parts-Vehicle Maintenance-Parts/Supplies-\$1,642.92; Charter Communications-Attorney Victim Services-Internet Service-\$253.55; Communication Technologies Inc.-Support Services-Maintenance/Repairs-\$3,479.58; Eagle Uniform & Supply

Co-Vehicle Maintenance-Laundry Services-\$71.26; Eaton Sales & Service, LLC-Fuel Facility-Parts/Supplies-\$960.12; Edwards Communications-Prevention Program-Radio Advertising-\$489.00; Ellis, Laurie J.-Fremont County WIC-Reimburse Expenses-\$203.00; Fremont Motors Lander-Vehicle Maintenance-Parts/Supplies-\$655.47; Grainger-County Buildings-Materials/Supplies-\$12.42; High Plains Power, Inc.-County Buildings-Utility Services-\$1,246.29; Hulbert Young, Janet M.-Historic Preservation-Travel-\$119.74; Inberg Miller Engineers-Cooper Road Study-Engineering Services-\$5,728.13; Lander Journal-County Clerk-Subscription Renewal-\$39.95; Lander Valley Auto Parts-Vehicle Maintenance-Parts/Supplies-\$802.80; Lander, City of-Segregated-Water/Sewer-\$2,441.81; Marshall, Chance-Agriculture Department-CDL Bus License-\$40.00; Midwest Motor Supply Co./Kimball-Transportation-Supplies/Repairs-\$20.00; Napa Auto Parts Riverton-Transportation-Parts/Supplies-\$1,603.73; National Business Systems Inc.-County Treasurer-Postcards-\$643.32; Norco Inc.-Vehicle Maintenance-Rental/Supplies-\$75.39; Novo Benefits-Health Benefit Plan-Insurance Services-\$4,817.00; Office Shop Inc., The-Segregated-Service Agreement-\$2,194.96; Pavillion, Town of-County Buildings-Water/Utilities-\$136.50; Peterbilt of Wyoming-Vehicle Maintenance-Parts-\$958.04; Plainsman Printing & Supply -Clerk of District Court-Printed Supplies-\$5,113.10; Post, Raymond-Segregated-Car Wash-\$30.00; Print Shop, The-County Treasurer-Envelopes-\$287.00; Professional Sales And Service, LC-Vehicle Maintenance-Emergency Vehicle Parts-\$51.14; Quick Set Auto Glass-Vehicle Maintenance-Windshields/Repairs-\$1,005.00; Quill Corporation-County Treasurer-Office Supplies-\$316.56; Relx, Inc.-County Attorney-Research Subscription-\$595.00; Riverton Physician Practices LLC-Transportation-Drug Testing-\$147.00; Riverton Ranger, Inc.-Support Services-Advertising-\$1,249.95; Rocky Mountain Power-Segregated-Utilities-\$11,961.90; Sagewest Health Care-Segregated-Toxicology Testing/Title 25-\$8,979.98; Shoshoni, Town of-Transportation-Water/Sewer-\$52.00; Snider, Yvonne-Sheriff Victim Services-Reimburse Expenses-\$237.60; State of Wyoming-Transportation-Water Permits-\$550.00; State of Wyoming, Public Defenders Offc-Public Defender-County Supplement-\$112,402.49; Stroupe Pest Control Inc.-County Buildings-Pest Control-\$75.00; Traveling Computers-Computer Services-Supplies/Services-\$2,738.53; T Y Excavation Inc.-Transportation-Road Maintenance-\$4,790.25; Western Printing, Inc.-County Buildings-Riverton Office Signs-\$321.46; WY Public Health Laboratory-Public Health-Lab Fees/Supplies-\$425.00; Wyatt, Micah-Attorney Victim Services-Reimburse Expenses-\$141.00; Wyoming Behavioral Institute-Health & Welfare-Title 25-\$6,032.00; Wyoming Waste Systems-Segregated-Trash Removal-\$2,676.02.

Clarence Thomas moved, Jennifer McCarty seconded, to accept the voucher from Sage West Health Care in the amount of \$5,950.00 for two Title 25 patients. Motion carried unanimously.

The following items in the Signature File were reviewed: 1) Record of Proceedings. Jennifer McCarty moved, Mike Jones seconded, to ratify Vice-Chairman Allen's earlier action to proclaim the week of May 19-25, 2019 as Emergency Medical Services Week. Motion carried unanimously. Jennifer McCarty moved, Mike Jones seconded, to approve a letter of support for the Dubois Museum: Wind River Historical Center's grant application to the National Endowment for the Humanities. Motion carried unanimously. Mike Jones moved, Jennifer McCarty seconded, to approve a Fremont County Bank of the West Credit Card Application for Connie Gantenbein with a credit limit of \$2,500. Motion carried unanimously.

The following items in the Priority Mail were reviewed: 1) Request from Wyoming County Commissioners Association Executive Director for County Commissioner representation during the June 13-14, 2019 Joint Labor, Health and Social Services Legislative Committee Meeting (Commissioner Jones confirmed his attendance); 2) Mike Jones moved, Jennifer McCarty seconded, to approve a County License to the Fremont County Shrine Club for their annual circus to be held at the Fremont County Fairgrounds on June 26, 2019. Motion carried unanimously. Receipt of the \$10 fee was acknowledged. Mike Jones moved, Jennifer McCarty seconded, to approve the WIC Regional Nutrition Supervisor's request to increase the Fremont County Office Manager hours from 32 hours/week to 40 hours/week during the transition of rehiring two vacant WIC position. Motion carried unanimously. Receipt of the Department of Environmental Quality Notice regarding the Public Facilities Program Application process was acknowledged. The Detention Door replacement project will qualify with the grant rules and regulations and application will be made by Fremont County for that project.

The public comment period was held.

Deputy Treasurer Jim Anderson presented a Contract for audit services from DeCoria, Maichel & Teague to perform the County's audit for fiscal year 2019. The Audit Committee is recommending engaging with the firm who has proposed a 1% increase to their fees of the 2018 fees of \$56,800 for a revised amount of \$57,300. As the contract just arrived, the Board took it under advisement until the following meeting to give the County Attorney's Chief Civil Deputy time to review it.

Cole White, Chief Executive Officer of the Community Health Centers of Central Wyoming, was joined by Carl Harris, Chief Operations Officer and Jennifer Kuehn, Chief Financial Officer, to provide an update to the Commissioners.

Sheriff Ryan Lee was joined by Undersheriff Mike Hutchison to provide a monthly update. Staffing vacancies and recruitment efforts in Detention are ongoing; however, he has several new vacancies that need approval from the Commission to refill: Clarence Thomas moved, Jennifer McCarty seconded, to refill a Deputy Sheriff position at the entry level of \$36,750. Motion carried unanimously. Clarence Thomas moved, Mike Jones seconded, to refill a Control Technician at the entry level of \$28,446. Jennifer McCarty moved, Clarence Thomas seconded, to refill a Detention Lieutenant position at the entry level of \$60,400. Motion carried unanimously. Communications has one recent resignation. Jennifer McCarty moved, Clarence Thomas seconded, to refill a Communications Officer position at the entry level of \$32,400. Motion carried unanimously. Patrol/Enforcement has one vacancy which has been previously approved to refill. The Search and Rescue Department has received reimbursement of \$12,000 from the State committee. Sheriff Lee stated a 1997 Ford Jail Van has been scheduled to be taken from the fleet; however, he requested permission to keep the unit to use

only on transports between the Detention Center and the Courthouse. As it has very high mileage, the plan is to use it until it is no longer mechanically repairable. Jennifer McCarty moved, Clarence Thomas seconded, to approve keeping the 1997 Ford Van in the fleet to be used for prisoners transport between the Detention Center and Courthouse in Lander. Motion carried unanimously.

Mike Jones moved, Clarence Thomas seconded, to adjourn into Executive Session with Sheriff Ryan Lee, Undersheriff Mike Hutchison and Coroner Mark Stratmoen for confidential information. Motion carried unanimously. Jennifer McCarty moved, Clarence Thomas seconded, to return to Regula Session. Motion carried unanimously.

County Coroner Mark Stratmoen presented a monthly report.

Public Health Nurse Supervisor Kathleen Laidlaw was joined by State Regional Public Health Supervisor Stephanie Lund to discuss two nursing vacancies as related to the inability to staff the Lander office full time. Laidlaw proposed having a nurse in the Lander Office two days per week (days yet to be determined); however, until the Administrative Assistant in Lander resigns the end of the summer, the office itself would remain open for her to assist the public. There would still be nurses assigned to the Lander area as is the current practice, but they routinely perform their duties in the field visiting homes. All nurses will report to the Riverton Office and then be dispersed from there. Laidlaw reviewed walk in statistics and stated the larger numbers are in the Riverton Office and she felt the number of Lander walk-in clients could be handled by a two day office week. Lund expressed the State's support for Laidlaw's proposal. Mike Jones moved, Jennifer McCarty seconded, to approve a temporary plan from July 1 – July 31 to have a nurse in the Lander Office two days per week and re-evaluate the office hours to review associated data on how best to proceed. Voting against the motion: Clarence Thomas who stated the Lander Office needs to stay open five days a week with a nurse available. Motion carried. A decision will also need to be made on whether to refill the secretarial position in the Lander Office pending her resignation August 20th. As there will be budget impacts, County Clerk Julie Freese requested an updated budget.

Assessor Tara Berg, Treasurer Tom Majdic and Deputy Treasurer Jim Anderson provided anticipated valuation and revenues for fiscal year 2019-2020.

Clerk of District Court budget re-hearing. Clerk Kristi Green and Deputy Clerk Cora Gist were present. Kristi clarified her need to replace a current employee who will resign in July or August. No dollar amounts were changed.

Mike Jones moved, Jennifer McCarty seconded, to approve refilling a Clerk of District Court Clerk position at an entry level salary of \$31,200. Motion carried unanimously.

County Clerk Julie Freese reviewed the prioritized list of purchase requests from the Capital Revolving Fund.

Clarence Thomas moved, Mike Jones seconded, to adjourn into Executive Session with Commissioner Larry Allen regarding personnel. Motion carried unanimously. Jennifer McCarty moved, Clarence Thomas seconded, to return to Regular Session. Motion carried unanimously.

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

Extension: Present were Educator Alex Malcolm and Administrative Assistant Kim Collins. Educator Chance Marshall and Secretary Rachel Fisk were also in the audience. Last year's budget was \$195,981. This year's request is \$194,615.

Public Defender: Last year's budget was \$146,500. This year's request is \$148,500.

Fire Warden: Present was Craig Haslam. Last year's budget allocation was \$10,000. This year's allocation request is \$15,000.

Deputy Treasurer Jim Anderson and Treasurer Tom Majdic were present to discuss: Abandoned Vehicle Fund, Investment Pool, Spencer Home Sites, and Fuel Distribution.

Weed and Pest: Present was Director Aaron Foster and Board Chairman Sollie Cadman. This year's tentative budget is \$1,915,757.

Solid Waste District: Present were Superintendent Andy Frey, Board Chairman Mark Moxley and CPA Susan Brodie. This year's tentative budget is \$7,115,685.

Commissioner meeting reports were given.

County Clerk Julie Freese distributed a draft budget as required by Wyoming State Statute for review.

Acting Chairman Larry Allen reviewed an invoice from Ewing Bros., Inc. from Las Vegas, Nevada, for repairs to an ambulance that received frame damage when the Ambulance Service was leased to Guardian.

There being no further business, Mike Jones moved, Jennifer McCarty seconded, to adjourn the meeting at 4:20 p.m. and reconvene for a Regular Meeting on May 21, 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/ LARRY ALLEN, VICE-CHAIRMAN

FREMONT COUNTY COMMISSIONERS

ATTEST:

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