Campbell County
wyoming

BOARD OF COMMISSIONERS AGENDA

DEL SHELSTAD ● JIM FORD ● BUTCH KNUTSON ● KELLEY MCCREERY ● BOB JORDAN

May 7, 2024 | Commissioners Chambers | 500 S. Gillette Avenue

8:00 AM Board Briefing | 9:00 AM Regular Meeting

CALL TO ORDER

1. Invocation

2. Pledge of Allegiance

CONSENT AGENDA

3. Agreements

a. Amendment One to the Memorandum of Understanding between Wyoming Department of Health, Public Health Division and Campbell County regarding the COVID-19 Vaccination Grant to extend the term from June 30, 2024 to June 30, 2025.

b. Amendment to the FY2023 Sub-Contract for High Intensity Drug Trafficking Area (HIDTA) Funding to adjust the award amount from $99,486.00 to $91,865.48; due to a vacancy in the Sheriff's office, the amount was reprogrammed to other HIDTA supported agencies.

c. Amendment One to the Grant Award Agreement between Wyoming Office of Homeland Security and Campbell County regarding the Robot/Radio Control Grant to extend the period of performance from August 31, 2024 to August 31, 2025.

4. Budget Line Item Transfers

a. **Airport**
Transfer $700.00 from 100751-62080 Public Relations/Promotions to 100751-62200 Assn Dues, Fees and Licensure

b. **Assessor**
Transfer $2,800.00 from 100041-62000 Postage & Freight to 100041-62720 Software Fees
Transfer $2,000.00 from 100041-64000 Supplies to 100041-62450 EE Dev Meet Trav Meal Lodg

c. **Clerk**
Transfer $3,000.00 from 100023-62000 Postage & Freight to 100023-64000 Supplies

d. **Commissioners**
Transfer $7,235.00 from 170013-66960 1% Hum Serv & Extern Sub Ab to 170013-66940 1% Veteran's Services

e. **Extension**
Transfer $35.00 from 100106-64150 Gasoline to 100101-64150 Gasoline
Transfer $198.63 from 100102.64150 Gasoline to 100102-62450 EE Dev Meet Air Meal Lodg
Transfer $530.15 from 100102-64150 Gasoline to 100102-63420 Special Event/Programming

f. **Fair**
Transfer $2,000.00 from 100731-62450 EE Dev Meet Trav Meal Lodg to 100731-62260 Professional Services
Transfer $5,000.00 from 100731-62060 Printing/Spec Forms/Archiving to 100731-63420 Special Event/Program Cost

Transfer $4,000.00 from 100731-62450 EE Dev Meet Trav Meal Lodg to 100731-63420 Special Event/Program Cost

g. **Fleet**
Transfer $500.00 from 120121-68210 General County Vehicle to 100231-68220 Cap Outlay Computer/Tech Equip
Transfer $700.00 from 100016-65000 Vehicle/Equip Repair/Maint to 100016-62260 Professional Services

h. **Museum**
Transfer $798.00 from 100721-64450 Collections Exhibitions & Acquisitions to 100231-68220 Capital Computer Hardware
Transfer $1,220.00 from 100721-64800 Merch/Supplies for Resale to 100231-68220 Capital Computer Hardware

i. **Parks & Recreation**
Transfer $2,000.00 from 100771-62220 Utilities Project 770771-UTILITIES-PROPNATGAS to 100771-62760 Office Equip Maint Contracts Project 770771-OFFICONTR-COPIERMAIN
Transfer $2.00 from 100773-64000 Supplies Project 770773-SUPPLIES-POOLSUPP to 100773-62200 Assn Dues, Fees, and Licensure Project 7700773-ASSNDUES
Transfer $50.00 from 100775-63420 Special Event/Program Cost Project 770775-ADMIN-SPECEVENT-NEWSPECEV Project 770775-ADMIN-SPECEVENT-SENIORCOF
Transfer $12,000.00 from 100779-6400 Supplies Project 770779-SUPPLIES to 100775-64000 Supplies Project 770775-AQUATICS-SUPPLIES-POOLSUPP
Transfer $500.00 from 100775-63420 Special Event/Program Cost Project 770775-YOUTH-BBALLYTH-PROGCOST to Project 770775-YOUTH-NEWYTHPRO-PROGCOST

j. **Public Works**
Transfer $3,360.36 from 170081-66935 District Support Grants to Project 081DSG-EIGHTMILE-WATER-NONREGION
Transfer $10,051.00 from 170081-66935 District Support Grants to Project 081DSG-GRACELAND-ROADS-GRAVLMAINT
Transfer $6,000.00 from 170081-66935 District Support Grants to Project 081DSG-FOXRIDGE-ROADS-GRAVLMAINT
Transfer $3,973.37 from 170081-66935 District Support Grants to Project 081DSG-MEANSCARNHAN-ROADS-DUSTCONT
Transfer $2,500.00 from 100082-62450 EE Dev Meet Travel Lodg to 100082-64000 Supplies
Transfer $5,000.00 from 100083-62220 Utilities to 100083-62260 Professional Services (Project Planning)
Transfer $10,000.00 from 100083-62220 Utilities to 100083-62260 Professional Services (Fire Extinguisher Replacements)

k. **Sheriff**
Transfer $999.98 from 310051-67380 Local Op Grant Pub Safety Project 051DG23DOG-K-9-SUPPLIES-FY24 to 310051-68200 Cap Outlay-Equipment Project 051DG23DOG-K-9-CAPEQUIP-FY24
Transfer $15,000.00 from 100052-64650 Food Service to 100052-62500 Prisoner Transport/Extrad

5. Cancellation/Rebate of Taxes

a. #2021-332, 2021-334, 2021-333

6. Contingency Fund Requests

a. Clerk - To purchase 43 binders for land records damaged during the scanning process in 2020. US Imaging will reimburse Campbell County full cost to replace damaged binders. Transfer $18,791.00 from 100013-69800 Contingency to 100021-6400 Supplies.

7. Hand Warrants

a. Campco Federal Credit Union $150.00

Campbell County Clerk Tax Account	$325,881.11
Campbell County Treasurer - FLX/HSA	$44,564.19
Great West Trust Company	$28,100.00
Wyoming Child Support	$1,171.88
HM Life Insurance	$174,219.75
AFLAC	$32.38
Campbell County Clerk Tax Account	$25,788.34
CCEHBT-Health/Dental/Aflac	$771,562.05
Campbell County Treasurer - FLX/HSA	$1,662.49
Delta Dental of Wyoming	$1,782.20
Great West Trust Company	$835.00
Gallagher Benefit Services	$21,177.81
VSP of Wyoming	$8,176.37
Wyoming Retirement Life Systems	$464.00
Campco Federal Credit Union	$150.00
Campbell County Clerk Tax Account	$318,856.54
Campbell County Treasurer - FLX/HSA	$44,692.19
Great West Trust Company	$28,210.00
Wyoming Child Support	$1,096.88
Wyoming Retirement Systems	$497,026.47

The following are the claims for Part-Time Employees summarized by department for March 2024; Sheriff-Detention, 1,284.06; Sheriff-24/7, 205.77; Public Works, 3,804.00; Coroner, 2,520.00; Extension, 948.00; District Clerk of Court, 1,402.28; Public Health, 3,022.45; Children's Center, 16,694.03; Museum, 2,709.52; Fair, 839.75; Library, 54,395.93; Parks & Recreation, 63,737.32. The following are the claims for Part-Time Employees summarized by department for April 2024; Sheriff-Detention, 1,003.20; Sheriff-24/7, 0.00; Public Works, 3,823.02; Coroner, 2,870.00; Extension, 432.00; District Clerk of Court, 2,562.95; Public Health, 3,259.39; Children's Center, 17,523.91; Museum, 2,718.13; Fair, 2,429.50; Library, 51,682.08; Parks & Recreation, 68,578.92.

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8. Home Health Agency License

a. Campbell County Public Health Nursing Services - Submission of the Home Health Agency License Renewal Application to the State of Wyoming, Department of Health Aging Division, in the amount of $150.00

9. Minutes

a. Board of Commissioners - Managers Meeting 4/15/2024

b. Board of Commissioners - Regular Meeting 4/16/2024

c. Board of Commissioners - Fair Board Meeting 4/16/2024

10. Monthly Reports

a. County Clerk - April 2024

11. Payroll Payments

a. March 30, 2024; April 13, 2024; April 27, 2024; April 30, 2024

12. **Position Vacancy Justifications**

a. Airport - Airport Operations Tech I or II

b. Children's Developmental Services - Physical Therapist

c. Museum - File Clerk (Part-Time)

d. Road & Bridge - Equipment Operator

e. Sheriff's Office - Detention Officer

13. **Resolution**

a. Joint Resolution Approving Proposition Imposing a 1% Specific Purpose Excise Tax in Campbell County, Wyoming for the Purpose of Funding Capital Facilities and Improvement Projects, to be Voted on at the General Election on November 5, 2024. Resolution No. 3067 approved by Campbell County on 4/2/2024; Approved by City of Gillette 4/16/2024; and Resolution No. 2024-02 approved by Town of Wright on 4/22/2024. Documentation for Historical Records.

VOUCHERS

14. Vouchers

CALENDAR OF EVENTS

15. Commission Calendar

REGULAR BUSINESS

16. **9:05 Congestion Mitigation Air Quality (CMAQ) Bid Award & Contract** - *Kevin Geis*

17. **9:10 State Homeland Security Program Grant Application, SRU Heavy Tactical Body Armor** - *Paul Pownall*

18. **9:15 US Imaging Contract to Inspect, Index & Enhance Remaining Land Record Books** - *Shannon Ireland/Linda Grose*

19. **9:20 Resolution Determining Public Convenience of Polling Places Outside of Precinct Boundaries** - *Michelle Leiker*

20. **9:25 Resolution Change in Election District and Precinct Boundaries** - *Michelle Leiker*

21. **9:30 Resolution Determining Number of Committeemen and Committeewomen in Precincts** - Michelle Leiker

22. **9:35 Resolution Establishing a Location for an Absentee Polling Place** - *Michelle Leiker*

PUBLIC COMMENT

Individuals wishing to provide public comments are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

23. 9:45 Public Comment

PUBLIC HEARING

24. **10:15 Ward Creek Improvement & Service District Enlargement** - *Michelle Leiker*

COMMISSIONERS FINAL COMMENTS

25. 10:30 Commissioners Final Comments

EXECUTIVE SESSION - Wyoming Statute 16-4-405: Statutory Reasons

26. **10:35 Wyoming Statute §16-4-405 – Statutory Reasons for Executive Sessions Matters Posing Threat to Security of Public or Private Property, or Threat to Public Access** | **Personnel Matters** | Pending or Potential Litigation | National Security Matters | **Real Estate – Site Selection or Purchases** | Attorney-Client Privileged Information

ADJOURN