Office of County Commissioners
May 21, 2024
Gillette, Wyoming

The Campbell County Board of Commissioners met in regular session, Tuesday, May 21, 2024. Chairman Shelstad called the meeting to order at 9:00 AM. Commissioner Kelley McCreery led the Invocation and the Pledge of Allegiance.

Present were Jim Ford, Bob Jordan, Butch Knutson, Kelley McCreery, Del Shelstad, Commissioners; Sandra Beeman, Executive Director of Administration; Kyle Ferris, Deputy County Attorney; Leslie Perkins, Public Information Officer; Kristin Young, Grants Management Specialist; Shannon Ireland, Chief Deputy County Clerk.

CONSENT AGENDA

Commissioner Ford moved the Board approve the Consent Agenda as presented. Commissioner Jordan seconded the motion. All voted Aye. Motion carried.

Budget Line-Item Transfers

Airport
Transfer $20,172.89 from 310311-67400 Other Grants - Unanticipated Project 311G24UNAN-AIRPORT to 310751-67280 State Cap Grant Pub Works Project 751GS2326X-PROFSERV
Transfer $20,172.89 310311-46150 Unanticipated Revenue Project 311G24UNAN-STATE to 310751-42740 State Cap Grant Pub Works Project 751GS2326X-STATE
Transfer $136,800.00 from 310311-67400 Other Grants - Unanticipated Project 311G24UNAN-AIRPORT to 310751-67280 State Cap Grant Pub Works Project 751GS2415A-ADMIN
Transfer $136,800.00 from 310311-46150 Unanticipated Revenue Project 311G24UNAN-STATE to 310751-42740 State Cap Grant Pub Works Project 751GS2415A-STATE

Assessor
Transfer $65.70 from 100041-63040 Office Equip/Computer/TechLease to 100041-62400 Advert/Publication/LegalNotice

Clerk
Transfer $20,000.00 from 100013-62280 Legal and Court Costs to 100022-62100 Advert/Publication/LegalNotice

Commissioners
Transfer $6,500.00 from 100012-62450 EE Dev Meet Trav Meal Lodg to 100012-64000 Supplies
Transfer $2,000.00 from 100012-62180 Media/Subscriptions/Periodical to 100012-62720 Software Cost

Extension
Transfer $1,010.00 from 100101-65020 Furn/Equip Repair & Maint to 100101-65000 Vehicle/Equip Repair/Maint
Transfer $500.00 from 100103-64150 Gasoline to 100103-62450 EE Deve Meet Air Meal Lodg
Transfer $250.00 from 100103-63420 Special Event/Program Cost to 100103-62450 EE Dev Meet Air Meal Lodg

Juvenile & Family Drug Court
Transfer $2,500.00 from 310452-67220 CJSB Mental Health Project 452GS23CJS-MENTTREAT to 310452-67220 CJSB Direct Services Project 452GS23CJS-DIRSVCS

Library
Transfer $160.00 from 100711-62450 EE Dev Meet Trav Meal Lodg to 100711-62200 Assn Dues, Fees and Licensure
Transfer $1,000.00 from 100711-62450 EE Dev Meet Trav Meal Lodg to 100711-62000 Postage & Freight

Parks & Recreation
Transfer $510.00 100771-62220 Utilities Project 770771-UTILITIES-PROPNAGAS to 100771-63060 Board & Committee Expense Project 770771-BOARDEXP
Transfer $6,330.00 from 100776-65060 Grounds Maintenance Project 770776-GROUNDMAIN-FERTILIZER to Project 770776-GROUNDMAIN-SAND

Public Works
Transfer $200.00 from 100084-68160 Capital - Parks Project 08424004-PARKS to Project 08424015-BELLNOB

Sheriff
Transfer $1,150.00 from 100052-64650 Food Service to 100052-62020 Communication/Network Expense
Transfer $10,000.00 from 100052-64650 Food Service to 100052-62450 EE Dev Meet Trav Meal Lodg
Transfer $3,500.00 from 100052-64650 Food Service to 100051-64050 Office/Computer Supplies Project 051SUPPL-COMPSUPP
Transfer $3,000.00 from 100051-624560 Janitorial Services to 100051-64050 Office/Computer Supplies Project 051SUPPL-OFFICESUPP
Transfer $100.00 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 $630.09 3100510-67380 Local Op Grant Pub Safety Project 051DG23DOG-K-9-SUPPLIES-FY24 to Project 051GD23DOG-K-9-VETERINARY
Transfer $1,600.00 from 360052-64000 Supplies to 360052-62260 Professional Services

Cancellation/Rebate of Taxes

#2021-335, 2021-336, 2021-337, 2021-338, 2021-339, 2021-340, 2021-341, 2021-342, 2021-343, 2021-344, 2021-345, 2021-346, 2021-347, 2021-348

Capital Requests

Parks & Recreation - Request to reallocate excess 1% Funds to purchase a Bright Sign XD235 4K Standard I/O Player to display digital information behind the control desk. Transfer $600 from 170775-66955 to 100231-68220.

Contingency Fund Requests

Parks & Recreation - To reorder pool liner materials to prevent a 10% increase in cost; the project will be completed in FY2024-2025. Transfer $250,000 from 100013-69800 Contingency to 100084-68120 Capital Outlay-Buildings Improv

Hand Warrants

Campco Federal Credit Union	$150.00
Campbell County Clerk Tax Account	$319,483.39
Campbell County Treasurer - FLX/HSA	$44,938.68
Great West Trust Company	$28,815.00
Wyoming Child Support	$1,096.88

Leases

Clerk - Pitney Bowes Postage Machine Lease, 60 months, $280.43 monthly amount.

Sheriff - Communications Tower Lease Agreement between Ark Land LLC (successor-in-interest to Paul R. Stuart of Paul R. Stuart Revocable Trust) and Campbell County to extend the term for five (5) additional years through and including June 11, 2029.

Minutes

Board of Commissioners - Joint Powers Budget Meeting 4/10/2024
Board of Commissioners - Joint Powers Budget Meeting 5/1/2024
Board of Commissioners - Special Meeting State Shooting Complex 5/6/2024
Board of Commissioners - Directors Meeting 5/6/2024
Board of Commissioners - Regular Meeting 5/7/2024
Board of Commissioners - Special Meeting BRECC Action Challenge Program 5/15/2024

Monthly Reports

District Court Clerk - April 2024
Sheriff's Office - April 2024
Treasurer's Office - April 2024

Official Bond and Oath

Board of Cooperative Higher Education Services, Public Official Bond - Anne Ochs
Los Caballos Service & Improvement District - Troy Collins
Pinnacle Heights Improvement & Service District - Anita Czapeczka

Position Vacancy Justifications

Airport - Operations Tech
Sheriff's Office - Detention Officer

Mobile Computing Device Request
Airport - Jeff Mooney, Director of Operations - Access on county laptop.

Commissioner Knutson moved the Board approve the Vouchers as presented. Commissioner McCreery seconded the motion. All voted Aye. Motion carried.

Airside Solutions	Ins Claims Exp	$3,747.92
Albertsons Sheriff	EE Dev Meet Air Meal Lodg	$46.32
Alignment Pros	Vehicle/Equip Repair/Maint	$663.98
Amazon Capital Svc	Furn/Equi Repair & Maint, Office/ Computer Supplies, Fed Op Grant HlthWelCult Rec, Supplies	$6,855.45
American Millennium	Comm/Net Exp	$56.55
American Welding	Supplies	$60.25
Animal Care Equip	Postage & Freight	$177.51
Animal Medical Cntr	Local Op Grant Pub Safety	$635.39
Archer, Tracey L.	Spec Event / Prog Cost	$20.64
Arete Design Group	Cap Outlay - Bldgs Improv	$4,708.17
ATT Airport	Comm/Net Exp	$189.79
ATT Park Recreation	Comm/Net Exp	$191.93
Big Horn Tire	Vehicle/Equip Repair/Maint	$17,467.35
Bighorn Hydraulics	Vehicle/Equip Repair/Maint	$130.20
Black Hills Enrg Gas	Fed Op Grant Pub Works, Utilities	$24,125.19
Bomgaars	Wellness Prog, Janitorial Supplies, Clothing/Uniforms	$517.38
Border States Elec	Bldg Maint	$4,631.34
Breannas Bakery	Jurors & Witness Fees, Spec Event / Prog Cost	$38.00
Brown Kennedy Ranch	Royalty Payments/Easements	$1,489.92
CC Chamber Of Commer	Wellness Prog, EE Dev Meet Air Meal Lodg	$1,155.00
CC Circuit Court	Investigation and Trial	$40.00
CC Dist Crt Rev Wit	Jurors & Witness Fees	$5,314.48
CC Health Patient	Med Svcs/Claims	$20,300.00
CC Public Land Brd	CAM-PLEX Capital	$171,594.75
CC School Dist Coop	State Op Grant Pub Safety, Janitorial Supplies	$2,600.39
CC Weed Pest	Road Materials	$243.90
CDW Government	PC and Net Supplies	$753.65
CEM Aquatics	Cap Outlay - Bldgs Improv	$253,274.74
Centner, Julie M.	Med Svcs/Claims	$100.00
Centurylink Phone	Comm/Net Exp	$227.31
Charm Tex	Inmate Supplies	$1,490.70

Charter Comm Cable	Media/Subs/Periodical, Comm/Net Exp, Utilities	$1,944.89
City Gillette Util	Fed Op Grant Pub Works	$93,936.57
Climate Solutions	Cap Outlay - Bldgs Improv	$11,220.00
Climb Wyoming	1% Hum Serv & Extern Sub Ab, Fed Op Grant HlthWelCult Rec	$11,607.68
CNA Surety	Ins Claims Exp	$1,008.60
Collins Commun	1% Cap Fac Maint Repair, Prof Svcs	$17,924.20
Combase USA	Cap Outlay-Computer/Tech Equip	$1,220.00
Compression Leasing	Prof Svcs	$222.00
Contractors Supply	Bldg Maint, Vehicle/Equip Repair/Maint	$2,024.52
Coremr	Software Cost (Subs/Maint)	$500.00
Corrisoft	Electronic Monitoring	$260.36
Covina Thomas Co	Postage & Freight	$1,380.00
CPS Distributors	Cap Outlay-Land Improv/Parks	$60,746.28
Crum Electric Supply	Bldg Maint, Postage & Freight	$2,019.74
Custom Graphix Signs	Ins Claims Exp, Miscellaneous Exp	$1,133.20
DISA Global Solution	Supplies	$1,118.00
Energy Cap Econ Dev	Board and Committee Exps	$26,000.00
Energy Chain Sling	Vehicle/Equip Repair/Maint	$110.86
Engineer Supply	Postage & Freight	$3,994.81
Ewing, Dianna H.	Legal and Court Costs	$73.15
Expresso Lube	Vehicle/Equip Repair/Maint	$609.63
First Citizens Bank	OfficeEquip/Computer/TechLease	$16,464.00
First Natl Bnk Visa	EE Dev Meet Air Meal Lodg	$203.01
Floyds Truck Center	Vehicle/Equip Repair/Maint	$29,845.31
Galls	Postage & Freight	$119.50
Gillette Abuse Refug	1% Hum Serv & Extern Sub Ab	$7,497.33
Gillette News Record	Advert/Pubation/LegalNotice, Fed Op Grant HlthWelCult Rec	$5,833.25
Gillette Winsupply	Bldg Maint	$4,840.51
Glaser, Jane C.	EE Dev Meet Air Meal Lodg	$82.53
Gopher	Postage & Freight	$1,660.10
Graceland Is Dist	1% District Support Grants	$3,682.50
Greasewood Water	Road Materials	$351.00
Haglin, Faith	Assn Dues, Fees and Licensure	$60.00
Hakert, Richard J.	Royalty Payments/Easements	$1,848.00
Hatcher, Jamie A.	Med Svcs/Claims	$100.00
Homax Oil Sales	Lubricants	$630.40
Home Fire Foods	Fed Op Grant HlthWelCult Rec	$4,630.00
Horwath Laundry Eq	Postage & Freight	$1,112.36
Humphrey Law	Legal and Court Costs	$710.79
Idler, Haley R.	Fed Op Grant HlthWelCult Rec	$121.19
Inland Truck Parts	Supplies, Postage & Freight	$4,422.86
Jacqueline Weller	Legal and Court Costs	$107.80
Jims Heating Ac Ref	Prof Svcs	$4,170.00

Kimball Midwest	Vehicle/Equip Repair/Maint	$1,245.30
Language Line Sol	Prof Svcs	$27.00
Legal Liab Risk Mana	EE Dev Meet Air Meal Lodg	$350.00
Liberty Law Offices	Legal and Court Costs	$13,162.89
Lynns Auto Repair	Postage & Freight	$3,002.15
M G Oil	Supplies	$1,376.40
Mckesson Med Surgic	Postage & Freight	$2,396.93
McMahon, Pamela K.	Legal and Court Costs	$2,437.05
Means First Ext Ws	Utilities	$203.31
Menards Extension	Spec Event / Prog Cost	$73.98
Menards Landfill	Supplies	$306.81
Menards Maintenance	Janitorial Supplies	$462.50
Menards Park Rec	Wellness Prog, Cap Outlay-Land Improv/Parks	$3,088.11
Menards Road Bridge	Vehicle/Equip Repair/Maint	$54.28
Menards Sheriff	Law Enforcement Supplies	$99.36
Merck Sharp Dohme	Vaccine	$682.07
Microgenics Corp	State Op Grant Pub Safety	$80.86
Mitchell McCormick	Software Cost (Subs/Maint)	$400.00
Motorola Solut	Comm/Net Exp	$8,654.06
Naramore, James J Md	Med Svcs/Claims	$1,000.00
National Tactical	Assn Dues, Fees and Licensure	$450.00
Norco	Med Supplies, Supplies, Vehicle/ Equip Repair/Maint	$5,160.20
North Star Leasing	Vehicle/Equip Repair/Maint	$207.81
Novus Auto Glass	Ins Claims Exp	$400.00
ODP Business Solutio	Office/Computer Supplies, Supplies	$525.19
Olsen, Sara	Spec Event / Prog Cost	$10.00
OMNI Digital Prod	Spec Event / Prog Cost	$750.00
Optum Flex	Prof Svcs	$187.50
Oreilly Auto Parts	Vehicle/Equip Repair/Maint	$136.38
Paintbrush Services	Bldgs/Office Lease/Rent, Spec Event / Prog Cost, Prof Svcs, Vehicle/Equip Repair/Maint	$1,342.57
PartsOne LLC	Supplies, Postage & Freight, Bldg Maint	$993.02
PB Global Sheriff	Postage & Freight	$216.12
PB Sheriff Reserve	Postage & Freight	$5,000.00
Personal Frontiers	Prof Svcs	$2,520.00
Pete Lien Sons	Road Materials	$2,065.50
PFM Asset Management	Prof Svcs	$19,454.17
Pharmchem	Supplies	$1,446.10
Plant Shack	Wellness Prog	$959.54
Pokeys Bbq Smoke	Miscellaneous Exp	$1,172.50
Powder River En Utl	Fed Op Grant Pub Works, Comm/ Net Exp, Utilities	$18,830.75

Powder River Worksaf	Spec Event / Prog Cost	$793.00
PRI Management Group	EE Dev Meet Air Meal Lodg	$279.00
Propac	Med Supplies	$2,349.42
Purvis Industries	Postage & Freight, Bldg Maint	$1,125.64
Ramkota Hotel Caspr	EE Dev Meet Air Meal Lodg	$104.00
Rapid Fire Protect	Prof Svcs	$575.00
Ray Allen Manf	Postage & Freight	$4,676.92
Razor City Rental	Postage & Freight	$89.86
Re New Co Supply	Vehicle/Equip Repair/Maint	$120.00
Reynolds, Mandy M.	Spec Event / Prog Cost	$550.00
Riley, Makala	Spec Event / Prog Cost	$74.14
Ringer Law	Legal and Court Costs	$17,000.00
Safe Life Defense	Clothing/Uniforms	$1,294.20
Sanofi Pasteur	Vaccine	$5,683.90
Servall Uniform	Clothing/Uniforms	$350.42
Sherwin Williams	State Cap Grant Pub Works	$38,245.00
Shippy Solutions LLC	Investigation and Trial	$100.00
Simon	Road Materials	$2,278.75
Source Office Tech	Fed Op Grant HlthWelCult Rec	$99.12
Spotted Dog Ent	Clothing/Uniforms	$30.00
Steele Industries	Law Enforcement Supplies	$79.92
Step Stone Counselin	Med Svcs/Claims, State Op Grant Pub Safety	$18,250.17
Surf N Suds	Med Supplies	$23.88
TD Invest Rainlocker	Vehicle/Equip Repair/Maint	$56.00
Temperature Tech	Bldg Maint	$97,659.00
That Embroidery Plac	Clothing/Uniforms, Wellness Prog, Pub Relations/Promotions	$921.27
The Grease Barrel	Vehicle/Equip Repair/Maint	$503.20
Thermo Fluids	Prof Svcs	$193.20
Thomson Reuters West	Media/Subs/Periodical	$1,017.79
Thunder Basin Ford	Vehicle/Equip Repair/Maint	$196.43
Thyssenkrupp Elevat	CCJPFB Maint	$577.90
Torgersons	Vehicle/Equip Repair/Maint	$824.95
Tri State Truck Equi	Postage & Freight	$277.61
Trinity Services Grp	Food Service and Supplies	$18,507.52
Tru Tech Products	Bldg Maint	$193.78
True Colors	EE Dev Meet Air Meal Lodg	$761.86
Tyler Tech	Software Cost (Subs/Maint)	$288.40
United Parcel Serv	Postage & Freight	$187.41
Verizon Adlt Drg Crt	Comm/Net Exp	$263.09
Verizon Public Works	Comm/Net Exp	$515.23
Visionary Broadband	Prof Svcs	$92.63
Vista Leasing Co	Office Equip Maint Contracts, Prof Svcs	$3,281.40
Walker Funeral Home	Indigent Burials	$1,700.00
Waste Connections	Fed Op Grant Pub Works, Utilities	$3,479.96

Western Services	Vehicle/Equip Repair/Maint	$1,200.00
Western Stationers	Furn/Equi Repair & Maint	$1,457.72
Westwood Pharmacy	Med Svcs/Claims	$4,858.08
Whites Energy Motors	Vehicle/Equip Repair/Maint	$160.50
Wright Water Sewer	Utilities	$616.30
WY Dept Agriculture	Prof Svcs	$40.00
WY Dept Health Prevt	Med Supplies, Med Svcs/Claims	$764.00
WY Dept Revenue Tax	Sales Tax Payable	$1,875.58
WY Dept Transport	State Cap Grant Pub Works	$16,138.31
WY Law Enf Acad Bsic	EE Dev Meet Air Meal Lodg	$6,457.35
Wyoming Machinery	Lubricants, Vehicle/Equip Repair/Maint	$10,456.33
Wyoming Peace Office	Assn Dues, Fees and Licensure	$10.00
Wyoming Water Sol	Supplies, Prof Svcs	$551.95
Youth Emergency Serv	1% Hum Serv & Extern Sub Ab, Fed Op Grant HlthWelCult Rec, State Op Grant Pub Safety, Prof Svcs	$39,351.09

Commissioner Ford presented the Commission Calendar.

Lee Yake and Laura Cox provided the Veterans Update.

Commissioner Knutson moved the Board approve Resolution Number 3075 proclaiming May 2024 as Mental Health Awareness Month in Campbell County, as presented. Commissioner McCreery seconded the motion. All voted Aye. Motion carried.

Commissioner Ford moved the Board approve the Memorandum of Understanding for High Intensity Drug Trafficking Areas (HIDTA) Task Force Officers between the State of Wyoming, Office of the Attorney General, Division of Criminal Investigation and Campbell County in the amount of $101,369 for the period of January 1, 2024, to December 31, 2024, as presented. Commissioner Jordan seconded the motion. All voted Aye. Motion carried.

Commissioner Jordan moved the Board approve the Grant Agreement between the Wyoming Department of Health, Public Health Division and Campbell County for Public Health Preparedness and Response Unit in the amount of $107,000 with a match of $10,700 for the period of July 1, 2024, to June 30, 2025, as presented. Commissioner Ford seconded the motion. All voted Aye. Motion carried.

Deputy County Attorney Kyle Ferris left the meeting at 9:32 AM.

Commissioner McCreery moved the Board approve the Grant Agreement between the Wyoming Department of Health, Public Health Division and Campbell County for the Campbell County Health Officer in the amount of $10,000 with a match of $1,000 for the period of July 1, 2024, to June 30, 2025, as presented. Commissioner Knutson seconded the motion. All voted Aye. Motion carried.

Commissioner Knutson moved the Board approve the Emergency Management Performance Grant (EMPG) Application in the amount of $66,000 with a match of $143,197.85 for the period of July 1, 2024, to June 30, 2025, as presented. Commissioner McCreery seconded the motion. All voted Aye. Motion carried.

Commissioner Ford moved the Board approve the Community Service Block Grant (CSBG) Application in the amount of $229,855 for the period of October 1, 2024, to September 30, 2025, as presented. Commissioner Jordan seconded the motion. All voted Aye. Motion carried.

The Board recessed at 9:45 AM.

The Board reconvened at 9:55 AM.

Discussion was held on how the updates to the BLM Fluid Mineral Leases and Leasing Process Bonding Requirements impact small oil businesses in Campbell County.

Deputy County Attorney Kyle Ferris returned at 10:57 AM.

PUBLIC COMMENT
Public comment was given.

The Board recessed at 11:17 AM.

The Board reconvened at 11:25 AM.

Commissioner Jordan moved the Board convene into Executive Session to discuss Real Estate and Personnel. Commissioner McCreery seconded the motion. All voted Aye. Motion carried.

Executive Session was held.

There being no further business to come before the Board of Commissioners, the meeting was adjourned at 11:49 AM. The next regular meeting of the Commissioners will be held Tuesday, June 4, 2024, at 9:00 AM.

Shannon Ireland, Chief Deputy County Clerk
Board of County Commissioners

Del Shelstad, Chairman
Board of County Commissioners

In accordance with W.S. 18-3-516(f) the required County Notices of Publication are available on the County's Website at: www.campbellcountywy.gov