Office of County Commissioners
March 19, 2024
Gillette, Wyoming

The Campbell County Board of Commissioners met in regular session, Tuesday, March 19, 2024. Chairman Shelstad called the meeting to order at 9:00 AM. Caleb Nelson led the Invocation and the Pledge of Allegiance.

Present were Jim Ford, Bob Jordan, Butch Knutson, Kelley McCreery, Del Shelstad, Commissioners; Sandra Beeman, Deputy Director of Administration; Cindy Lovelace, County Clerk.

Commissioner Ford moved the Board approve all items of the Consent Agenda as presented. Commissioner Knutson seconded the motion. All voted Aye. Motion carried.

CONSENT AGENDA

Budget Line Item Transfers

Extension

Transfer $355.00 from 100106-63420 Special Event/Program Cost to 100106-62450 EE Dev Meet Trav Lodg

Commissioners

Transfer $25,000.00 from 100013-62280 Legal and Court Costs to 100013-63440 Miscellaneous Expense

Human Resources

Transfer $10,000.00 from 100161-62880 Insurance Claims Expense to 100161-62450 EE Dev Meet Trav Meal Lodg

Transfer $1,250.00 from 100161-62880 Insurance Claims Expense to 100161-60475 Employee Assistance Program

ITS

Transfer $25,000.00 from 100231-68240 Cap Outlay-Computer Programs to 100231-68220 Cap Outlay-Computer/Tech Equip

Emergency Management

Transfer $7,402.76 from 100411-65030 Warning Com Repair/Maint to 100411-65000 Vehicle/Equip Repair/Maint

Transfer $35,420.00 from 100411-68120 Cap Outlay Buildings Improv Project 411GF24ARP-BUILDIMP-MATCH to 100013-66760 County Matching Funds Project 31124UNAN-EMPG-ARPA-MTCH

Transfer $35,690.00 from 310411-68120 Cap Outlay Buildings Improv Project 411GF24ARP-BUILDIMP to 310311-67400 Other Grants - Unanticipated Project 311G24UNAN-EMPG-ARPA

Parks and Recreation

Transfer $350.00 from 100772-62200 Assn Dues, Fees and Licensure Project 770772-ASSNDUES to 100772-64060 Janitorial Supplies Project 770772-JANITSUPP
Transfer $900.00 from 100774-64250 Landscaping Supplies Project 770774-LANDS SUPP to 100774-64000 Supplies-Painting Supplies Project 770774-SUPPLIES-PAINT SUPP
Transfer $60.00 from 100772-62450 EE Dev Meet Trav Meal Lodg Project 770772-EMPLTRAN-STAFFDEV to Project 770772-EMPLTRAN-MEALSLODGE
Transfer $200.00 from 100772-64000 Supplies Project 770772-SUPPLIES-GENEQUIP to 100772-64060 Janitorial Supplies Project 770772-JANITSUPP

Public Works
Transfer $1,996.24 from 170081-66935 District Support Grants to Project 081DSG-OVERBROOK-ROADS-DUSTCONT
Transfer $1,500.00 from 170081-66935 District Support Grants to Project 081DSG-OVERBROOK-ROADS-GRAVLMAINT
Transfer $15,158.75 from 170081-66935 District Support Grants to Project 081DSG-BUCKSKIN-ROADS-GRAVLMAINT
Transfer $850.00 from 170081-66935 District Support Grants to Project 081DSG-BENNOREST-ROADS-GRAVLMAINT
Transfer $2,557.86 from 170081-66935 District Support Grants to Project 081DSG-BENNOREST-ROADS-DUSTCONT

Public Works - Landfill
Transfer $10,000.00 from Part Time-Regular to 100082-60100 Full Time-OT
Transfer $15,000.00 from Part Time-Regular to 100082-62260 Professional Services

Cancellation/Rebate of Taxes- #2021-329

Hand Warrants

Wyoming Retirement Systems	$487,467.43
Campco Federal Credit Union	$150.00
Campbell County Clerk Tax Account	$306,061.87
Campbell County Treasurer - FLX/HSA	$43,798.14
Great West Trust Company	$28,170.00
Sheridan County Circuit Court	$333.68
Wyoming Child Support	$1,171.88

Job Description Changes
Circulation Specialist - Job Description Changes
Technical Services Specialist - Job Description Changes

Minutes
Board of Commissioners - Directors Meeting 03/04/2024
Board of Commissioners - Regular Meeting 03/05/2024

Monthly Reports
- Clerk of District Court - February 2024
- County Clerk - February 2024
- County Sheriff - February 2024

Position Vacancy Justifications
- Children's Developmental Services - Speech Pathologist
- Library - Reference Services Specialist
- Library - Youth Services Specialist
- Public Health - Administrative Assistant
- Public Works - Custodian I

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

Absolute Auto	Cap Outlay - Equipment	$14,150.00
Action Lock Key	Bldg Maint	$3.99
Advance Auto Parts	Vehicle/Equip Repair/Maint	$6.99
Alignment Pros	Vehicle/Equip Repair/Maint	$1,447.66
Amazon Capital Svc	EE Dev Meet Air Meal Lodg, Supplies, Vehicle/Equip Repair/Maint, Office/	$5,819.42
American Welding	Supplies	$58.82
B M Suppliers	Inmate Supplies	$4,800.00
Big Horn Tire	Tires, Law Enforcement Supplies	$2,187.96
Black Hills Chemical	Postage & Freight	$144.79
Black Hills Enrg Gas	Fed Op Grant Pub Works, Utilities	$29,631.66
BMC Software	Software Cost (Subs/Maint)	$2,556.45
Bomgaars	Tools, Bldg Maint	$276.04
Border States Elec	CCJPFB Maint, Law Enforcement Supplies	$904.07
Boys Girls Club Cc	1% Hum Serv & Extern Sub Ab	$4,054.00
Brown Kennedy Ranch	Royalty Payments/Easements	$2,956.80
Brownells	Postage & Freight	$132.64
Buffalo Porta Potty	Vehicle/Equip Repair/Maint	$125.00
Carr, Joli A.	Fed Op Grant HlthWelCult Rec	$60.27
CBH Co Op	Vehicle/Equip Repair/Maint	$27.31
CC Conservation Dist	1% Hum Serv & Extern Sub Ab	$68,750.00
CC Dist Crt Rev Wit	Jurors & Witness Fees	$2,892.69
CC Health Misc	Spec Event / Prog Cost	$36.00
CC Public Land Brd	CAM-PLEX Capital	$187,878.08
CC School Dist Coop	Janitorial Supplies	$1,616.13
CC Treasurer	Fed Op Grant HlthWelCult Rec	$1,263.14
CDW Government	Fed Cap Grant Pub Safety	$690.60
Centurylink Phone	Communication/Network Exp	$136.65
Charm Tex	Inmate Supplies	$4,425.60
Charter Comm Cable	Communication/Network Exp, Utilities	$1,163.99

Cir Crt Park County	Investigation and Trial	$3.00
City Gillette Util	Utilities	$79,094.74
Clear Creek Counsel	State Op Grant Pub Safety	$1,040.00
Climb Wyoming	1% Hum Serv & Extern Sub Ab	$4,049.90
Collins Commun	Spec Event / Prog Cost, Bldg Maint, Prof Svcs	$1,090.20
Contractors Supply	Bldg Maint	$497.77
Convergint Technolog	Prof Svcs	$1,153.60
Coremr	Software Cost (Subs/Maint)	$500.00
Corrisoft	Electronic Monitoring	$758.44
Cowboy State Rebuild	Vehicle/Equip Repair/Maint	$28.89
Crescent Electric	Bldg Maint, Law Enforcement Supplies	$28.40
Crum Electric Supply	Bldg Maint, Law Enforcement Supplies	$2,547.22
Cummins Sales Svc	Vehicle/Equip Repair/Maint	$16,858.40
Curalinc Healthcare	Employee Assistance Prog	$2,257.80
Curtis Audio Plus	1% Cap Fac Maint Repair	$5,390.00
DISA Global Solution	Supplies	$936.00
DMC Wear Parts	Postage & Freight	$2,173.57
Dustbusters Enter	1% CO Rd Main & Pave Mgmt	$18,244.25
Dynamic Controls	Bldg Maint	$353.39
Employment Test Cntr	Employment Testing/Background	$565.00
Farmer Brothers Co	Postage & Freight	$1,018.50
Fenstermacher, Brook	EE Dev Meet Air Meal Lodg	$54.37
First Citizens Bank	OfficeEquip/Computer/TechLease	$16,464.00
First Natl Bnk Visa	EE Dev Meet Air Meal Lodg	$199.99
Floyds Truck Center	Vehicle/Equip Repair/Maint	$4,266.37
Game One	Clothing/Uniforms	$38.00
Gary Brink	Postage & Freight	$393.72
Gillette Abuse Refug	1% Hum Serv & Extern Sub Ab, Fed Op Grant HlthWelCult Rec	$21,210.66
Gillette Comm Colleg	1% Veteran's Svcs, EE Dev Meet Air Meal Lodg	$4,415.00
Gillette News Record	Advert/Pubation/LegalNotice	$7,311.95
Gillette Printing	Postage & Freight, Apprec Awards	$853.30
Gillette Winsupply	Bldg Maint	$5,409.93
Global Heat Transfr	Vehicle/Equip Repair/Maint	$514.54
Greasewood Water	Road Materials	$311.16
Greenheck Fan Corp	Bldg Maint	$975.91
Grubb, Amber L.	State Op Grant HlthWelCultRec	$98.91
H.G. Maybeck Co	Postage & Freight	$498.33
Hakert, Richard J.	Royalty Payments/Easements	$144.00
High Glass Window	Bldg Maint, Janitorial Supplies	$1,752.00
Homax Oil Sales	Lubricants	$1,930.53

Horwath Laundry Eq	Postage & Freight	$614.14
HUB International	Bldgs/Property Ins	$236.00
Idler, Haley R.	Fed Op Grant HlthWelCult Rec	$46.51
Inland Truck Parts	Supplies, Postage & Freight	$1,125.48
Interstate Batt BH	Vehicle/Equip Repair/Maint	$284.90
Interstate Powersyst	Vehicle/Equip Repair/Maint	$7,402.76
Intrinsic Interventi	State Op Grant Pub Safety	$1,446.00
Knecht Home Center	Bldg Maint	$16.51
Komatsu America Corp	Vehicle/Equip Repair/Maint	$368.98
Language Line Sol	Prof Svcs	$29.70
Law Office Curt Todd	Legal and Court Costs	$175.00
Lawson Products	Supplies	$608.50
Lynns Auto Repair	Postage & Freight	$3,106.82
Lyon, James H.	State Op Grant Pub Safety	$48.00
Mckesson Med Surgic	Med Svcs/Claims	$305.36
Means First Ext Ws	Utilities	$141.18
Menards Emer Mgmt	Spec Event / Prog Cost	$32.85
Menards Landfill	Supplies	$34.91
Menards Maintenance	Janitorial Supplies	$461.53
Menards Road Bridge	Tools	$12,351.42
Mitchell McCormick	Software Cost (Subs/Maint)	$373.25
Motorola Solutions	EE Dev Meet Air Meal Lodg	$3,300.00
Naramore, James J Md	Med Svcs/Claims	$1,000.00
Norco	Med Supplies, Janitorial Supplies, Supplies, Vehicle/Equip Repair/Maint	$4,756.20
North Star Leasing	Vehicle/Equip Repair/Maint	$207.81
ODP Business Solutio	Miscellaneous Exp, Office/Computer Supplies	$2,365.60
Olsen, Sara	Spec Event / Prog Cost	$25.00
Optum Flex	Prof Svcs	$183.75
Oreilly Auto Parts	Vehicle/Equip Repair/Maint	$78.90
Overhead Door Co	CCJPFB Maint	$686.00
Pacific Steel Recyc	Vehicle/Equip Repair/Maint	$263.80
Paintbrush Services	Prof Svcs, Vehicle/Equip Repair/Maint	$750.00
PartsOne LLC	Vehicle/Equip Repair/Maint	$1,810.22
PB Global Sheriff	Postage & Freight	$216.12
Personal Frontiers	1% Hum Serv & Extern Sub Ab, Fed Op Grant HlthWelCult Rec, Prof Svcs	$20,769.88
PFM Asset Management	Prof Svcs	$9,252.66
Pharmchem	Supplies	$575.10
Poole, Amy J.	Fed Op Grant HlthWelCult Rec	$75.33
Powder River Const	Cap Outlay - Bldgs Improv	$27,975.60

Powder River En Utl	Fed Op Grant Pub Works, Communication/ Network Exp, Utilities	$18,794.49
Powder River Heating	Bldg Maint	$845.41
Powder River Worksaf	Spec Event / Prog Cost	$469.00
Prairieview Chmp Is	1% District Support Grants	$4,852.75
Proelectric	Vehicle/Equip Repair/Maint	$1,855.45
Public Agency Train	EE Dev Meet Air Meal Lodg	$250.00
Purvis Industries	Bldg Maint, Postage & Freight	$8,293.46
Quadient Leasing	Postage & Freight	$1,301.65
Rocky Mtn Business	Office/Computer Supplies	$34.64
Schutz Foss Archit	Cap Outlay-Land Improv/Parks	$1,376.80
Second Chance Minist	1% Hum Serv & Extern Sub Ab	$2,576.09
Servall Uniform	Clothing/Uniforms	$179.93
Simpsons Printing	Pub Relations/Promos	$1,197.00
Smith Psychological	Employment Testing/Background	$800.00
Southeastern Paper	Janitorial Supplies	$1,203.35
Spotted Dog Ent	Clothing/Uniforms	$214.00
Stanton, Christopher	EE Dev Meet Air Meal Lodg	$60.00
Step Stone Counselin	State Op Grant Pub Safety	$12,351.44
Summit Fire Protect	Prof Svcs	$411.00
Swatmod	Law Enforcement Supplies	$249.00
TD Invest Rainlocker	Vehicle/Equip Repair/Maint	$269.30
Team Laboratory Chem	Postage & Freight	$968.50
Temperature Tech	Bldg Maint	$222,195.50
The Grease Barrel	Vehicle/Equip Repair/Maint	$411.70
Thirty Bird Media	Postage & Freight	$162.00
Thomas Thomas LLC	Legal and Court Costs	$652.50
Thomson Reuters West	Media/Subs/Periodical	$908.73
Thunder Basin Ford	Vehicle/Equip Repair/Maint	$99.16
Thyssenkrupp Elevat	Bldg Maint	$4,680.12
Tompself, Misty	Investigation and Trial	$75.00
Travelers Claims	Ins Claims Exp	$13,171.50
Trinity Services Grp	Food Service and Supplies	$19,709.82
Tru Tech Products	CCJPFB Maint	$7.99
True Colors	EE Dev Meet Air Meal Lodg	$2,995.00
Tyler Tech	Software Cost (Subs/Maint)	$16,842.84
U S Post Library	Postage & Freight	$266.00
Uline	Supplies	$1,868.22
United Parcel Serv	Postage & Freight	$26.27
Verizon Public Works	Communication/Network Exp	$526.79
VFW Post 7756	1% Veteran's Svcs	$597.20
Visionary Broadband	Prof Svcs	$92.63
Visitation Advocacy	1% Hum Serv & Extern Sub Ab	$9,979.58

Vista Leasing Co	OfficeEquip/Computer/TechLease, Office Equip Maint Contracts	$3,554.64
Vital Records Cont	Prof Svcs, Supplies	$249.80
Waste Connections	Utilities	$2,433.16
WCC Restoration	Ins Claims Exp	$9,985.64
Western States Fire	Ins Claims Exp	$9,200.00
Western Stationers	Office/Computer Supplies, Supplies	$2,474.50
Whites Energy Motors	Vehicle/Equip Repair/Maint	$1,456.62
Womens Healthcare	Med Svcs/Claims	$524.00
Wright Water Sewer	Utilities	$532.25
WY Dept Health Prevt	Med Supplies, Med Svcs/Claims	$658.00
Wyoming Conty Officr	Assn Dues, Fees and Licensure, Miscellaneous Exp	$100,400.00
Wyoming Machinery	Vehicle/Equip Repair/Maint	$11,924.59
Youth Emergency Serv	1% Hum Serv & Extern Sub Ab, Prof Svcs	$26,537.20
Zoho Corporation	Software Cost (Subs/Maint)	$1,199.00
Zoll Medical	1% Emerg/Safety Equip	$999.00

Commissioner Ford presented the Commission Calendar.

Lee Yake and Laura Cox presented the Veterans Update

The following employees were recognized for their years of service with Campbell County.
Pamela Schillinger – Administrative Assistant, Parks & Recreation – 10 Years
Tommie Verhasselt – Deputy Sheriff – Sheriff's Office – 10 Years
Darrell Reynolds – Senior Equipment Operator, Road & Bridge – 10 Years

Chief Bender provided information regarding Fire Restrictions for Campbell County.

Commissioner Ford moved the Board approve the submission of the Temporary Assistance for Needy Families – Maternal Child Health Grant Application for Campbell County Public Health, in the amount of $534,634 for the period of July 1, 2024, to June 30, 2026, as presented. Commissioner Jordan seconded the motion. All voted Aye. Motion carried.

Commissioner McCreery moved the Board approve the submission of the Public Health Emergency Preparedness grant application for Campbell County Public Health, in the amount of $107,000 and In-Kind $10,700, for the period of July 1, 2024, to June 30, 2025, as presented. Commissioner Knutson seconded the motion. All voted Aye. Motion carried.

Commissioner Jordan moved the Board approve the submission of the Court Supervised Treatment (CST) grant application for Juvenile & Family Drug Court, in the amount of $326,276.64, County Match of $81,895.44, and In-Kind $163,800.00 for the period of July 1, 2024, to June 30, 2026, as presented. Commissioner McCreery seconded the motion. All voted Aye. Motion carried.

Commissioner Knutson moved the Board approve the submission of the Court Supervised Treatment (CST) grant application for Adult Treatment Courts, in the amount of $654,826.20, County Match of $48,506.56, and In-Kind $115,200.00 for the period of July 1, 2024, to June 30, 2026, as presented. Commissioner McCreery seconded the motion. All voted Aye. Motion carried.

Commissioner Ford moved the Board award the design and construction administration service to HDR Engineering, Inc. for the sewer system at the Pronghorn Industrial Park and approve the Professional Services Agreement in the amount of $491,500, as presented. Commissioner Jordan seconded the motion. All voted Aye. Motion carried.

Commissioner Ford moved the Board approve the repointing of the Information Technology Director from Pay Grade 114 to EX, change the reporting structure from Executive Director of Administration to the Board of Commissioners, and approve the Salary Range Placement Table, as presented. Commissioner Jordan seconded the motion. All voted Aye. Motion carried.

Commissioner Knutson moved the Board approve the Creation and Classification of the Chief Financial Executive Position, Pay Grade EX, and approve the Job Description and Salary Range Placement Table, as presented. Commissioner McCreery seconded the motion. All voted Aye. Motion carried.

Commissioner Jordan moved the Board approve the Recruit Firefighter Job Description and the Salary Range Placement Table for the Campbell County Fire Department, as presented. Commissioner McCreery seconded the motion. All voted Aye. Motion carried.

Commissioner McCreery moved the Board approve the Order and Notice of Public Hearing on the Petition for Enlargement of Ward Creek Improvement and Service District, setting the hearing date on May 7, 2024, at 10:15 AM in the Board of Commissioners Chambers, as presented. Commissioner Knutson seconded the motion. Commissioners Jordan, Knutson, McCreery, and Shelstad voted Aye. Commissioner Ford abstained from the vote. Motion carried.

Commissioner Knutson moved the Board approve the Contingency Funds Request for Parks & Recreation to remove existing locker room stalls and install five changing room stalls, transfer $19,082.62 from 100013-69800 Contingency to 100775-65080 Building Maintenance, and approve a hand warrant to Architectural Specialties, LLC, as presented. Commissioner McCreery seconded the motion. All voted Aye. Motion carried.

Commissioner Ford moved the Board approve the Purchase and Sale Contract for Campbell County to purchase the real estate known as 2415 Airport Road from Arnold and Dixie Erickson for $700,000, transfer amount from 100013 -66200 Subsidies to 100013-68000 Cap Outlay-Land and approve a hand warrant to Arnold and Dixie Erickson, as presented. Commissioner Jordan seconded the motion. All voted Aye. Motion carried.

Discussion was held regarding the ballot language for the Capital Tax Ballot Proposition.

Public Comment was given.

Commissioners Final Comments were given.

11:35 AM – The Board recessed for lunch.

3:30 PM – The Board reconvened for a Pre-Budget Workshop.

Commissioner Ford moved the Board amend the motion for the Purchase and Sale Contract for Campbell County to purchase the real estate known as 2415 Airport Road from Arnold and Dixie Erickson with a sale price of $700,000.00 and $2,377.00 in title charge fees, transfer $702,377.00 from 100013-66200 Subsidies to 100013-68000 Cap Outlay-Land and approve a hand warrant to First American Title Insurance Company, as presented. Commissioner McCreery seconded the motion. All voted Aye. Motion carried.

There being no further business to come before the Board of Commissioners, the meeting was adjourned at 5:10 PM. The next regular meeting of the Commissioners will be held Tuesday, April 2, 2024, at 9:00 AM in the Wright Town Hall.

Cindy Lovelace, 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