Campbell County
wyoming

BOARD OF COMMISSIONERS AGENDA

DEL SHELSTAD ● JIM FORD ● KELLEY MCCREERY ● BOB JORDAN

August 6, 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. Adult Treatment Court - 2024 Court Supervised Treatment Educational Stipend in the amount of $1,499.00

b. Juvenile Treatment Court - 2024 Court Supervised Treatment Educational Stipend in the amount of $1,499.00

c. JFDC - Service Provider Agreement Addendum between Step Stone Counseling, LLC and Juvenile & Family Drug Court to enhance clarity and update terms for period July 1, 2024 to June 30, 2025.

d. JFDC - Service Provider Agreement Addendum between Youth Emergency Services and Juvenile & Family Drug Court to enhance clarity and update terms for period July 1, 2024 to June 30, 2025.

e. ITS - 2024 Computer and Peripheral Equipment Contract for Purchase between K2 Technologies and Campbell County in the amount of $167,732.66.

4. Budget Line Item Transfers

a. **Adult Treatment Court FY24**
Transfer $10,366.52 from 310015-61500 Insurance Project 015GS24CST-ADMIN-EMP BENEF-INSURANCE to 310015-60005 Regular Full-Time Project 015GS24CST-ADMIN-SALARY
Transfer $489.96 from 310015-61100 Worker's Comp Project 015GS24CST-ADMIN-EMPT BENEF-WORKERCOM to 310015-60005 Regular Full-Time Project 015GS24CST-ADMIN-SALARY
Transfer $805.15 from 310015-60800 Add'l Requested Payroll to 310015-60005 Regular Full-Time Project 015FS24CST-ADMIN-SALARY
Transfer $742.54 from 310015-60800 Add'l Requested Payroll to 31015-61000 FICA Project 015GS24CST-ADMIN-EMP BENEF-FICA MEDIC
Transfer $1,814.24 from 310015-60800 Add'l Requested Payroll to 3100-15-61400 Retirement Project 015GS24CST-ADMIN-EMP BENEF-RETIREMENT

b. **Airport FY24**
Transfer $2,951.00 100751-65060 Grounds Maintenance to 100751-62260 Professional Services

c. **Assessor FY24**
Transfer $15.56 from 10041-62000 Postage and Freight to 100041-64000 Supplies

Assessor FY25
Transfer $15.56 from 10041-62000 Postage and Freight to 100041-64000 Supplies

d. **Children's Developmental Services FY24**

Transfer $933.81 from 100701-64150 Gasoline to 100701-65000 Vehicle/Equip Repair/Maint
Transfer $405.00 from 100701-63450 Reimbursement Expense to 100701-62260 Professional Services
Transfer $434.92 from 100701-64000 Supplies Expense to 100701-62260 Professional Services
Transfer $747.30 from 100701-64000 Supplies Expense to 100701-65000 Vehicle/Equip Repair/Maint
Transfer $612.27 from 100701-65020 Furn/Equip Repair & Maint to 100701-65000 Vehicle/Equip Repair/Maint
Transfer $138.50 from 100701-62860 Other Insurance to 100701-64050 Office/Computer Supplies
Transfer $267.50 from 100701-62860 Other Insurance to 100701-62260 Professional Services
Transfer $150.08 from 100701-63420 Special Event-Program Cost to 100701-62260 Professional Services
Transfer $173.00 from 100701-63440 Miscellaneous Expense to 100701-62260 Professional Services
Transfer $68.38 from 100701-62450 EE Dev Meet Trav Meal Lodge to 100701-64050 Office/Computer Supplies
Transfer $77.50 from 100701-62600 Employment Testing/Background to 100701-64050 Office/Computer Supplies
Transfer $284.51 from 100701-62720 Software Cost to 100701-64050 Office/Computer Supplies
Transfer $224.43 from 100701-62760 Office Equip Maint Contracts to 100701-64050 Office/Computer Supplies
Transfer $352.75 from 1007001-62080 Public Relations/Board Expenses to 100701-64650 Food Service and Supplies
Transfer $774.99 from 100701-64000 Supplies to 100701-62220 Utilities
Transfer $192.00 from 100701-62000 Postage & Freight to 1007001-64050 Office/Computer Supplies
Transfer $585.36 from 100701-62080 Public Relations/Board Expenses to 100701-64050 Office/Computer Supplies
Transfer $1,220.00 from 310311-46150 Unanticipated Revenue Project 311G24UNAN-STATE to 310703-42660 State Op Grant HlthWelCultRec Project 703G24PTC STATE
Transfer $1,220.00 from 310311-67400 Other Grants Unanticipated Project 311G24UANA-CDS to 310703-67240 State Op Grant HlthWelCultRec Project 703G24PTC-STATE-EMPLTRAN

e. **Juvenile Probation FY24**
Transfer $666.00 from 100451-62240 Medical Services/Claims to 100451-64725 Electronic Monitoring

f. **Library FY25**
Transfer $1,280.00 from 100713-64420 Electronic Materials Project 71364420 - CHILDREN - EBOOKFIC to 100713-64420 Electronic Materials Project 71364420 - CHILDREN - EAUDIOFIC
Transfer $1,350.00 from 100713-64420 from Electronic Materials Project 71364420 - YOUNGADULT - EBOOKFIC to 100713-64420 Electronic Materials Project 71364420 - YOUNGADULT - EAUDIOFIC
Transfer $2,542.00 from 100713-62700 Tech Hardware Maint Contracts to 100714-62700 Tech Hardware Maint Contracts

g. **Parks & Recreation FY25**
Transfer $378.00 from 100772-62450 EE Dev Meet Trav Meal Lodge Project 770772 - EMPLYTRANS-STAFFDEV to 100772-62450 EE Dev Meet Trav Meal Lodge Project 770772 - EMPLTRAN-MEALSLODG
Transfer $622.00 from 100772-62450 EE Dev Meet Trav Meal Lodge Project 770772 - EMPLTRAN-TRAVTRAIN to 100772-62450 EE Dev Meet Trav Meal Lodge Project 770772 - EMPLTRAN-MEALSLODG
Transfer $1,500.00 from 170775-66955 1% Youth Programs/Equip Project

770ONEPERC-YOUTHSPORT-YTHSPMISC to 170775-66955 1% Youth Programs/Equip Project 770ONEPERC-YOUTHSPORT-WYBA
Transfer $48,324.00 from 170775-66955 1% Youth Programs/Equip to 170775-66956 1% Youth Program/Equip Capital
Transfer $2,600.00 from 170775-66955 1% Youth Programs/Equip to 170775-66956 1% Youth Program/Equip Capital

h. **Public Health FY24**
Transfer $14,525.04 from 310311-46150 Unanticipated Revenue Project 311G24UNAN-FEDERAL to 310404-42460 Fed Op Grant HlthWelCultRec Project 404GF23TAN-FEDERAL
Transfer $14,525.04 from 310311-67400 Other Grants - Unanticipated Project 311G24UNAN-PH to 310404-67040 Fed Op Grant HlthWelCultRec Project 404GF23TAN-WAGES/BEN

i. **Public Works/Facilities FY24**
Transfer $6,000.00 from 100083-62450 EE Dev Meet Trav Meal Lodge to 100083-64060 Janitorial Supplies
Transfer $1,000.00 from 100084-68120 IT Server Upgrade Project 08424010-COURTHOUSE to 100084-68120 HVAC COntroller Upgrade Project 08424011-COURTHOUSE

5. Cancellation/Rebate of Taxes

a. #2021-362, 2021-363, 2021-364, 2021-365

6. Capital Requests

a. Sheriff's Office - New Capital Request to purchase a replacement commercial washer for the Detention Center from Altimus Distributing Inc in the amount of $40,515; transfer from 360052-63440 Commissary Miscellaneous to 360052-68200 Capital Outlay Equipment.

7. Contingency Fund Requests

a. **Commissioners FY24**
Transfer $35,000.00 from 1700013-69800 Contingency to 170013-66960 1% Hum Serv & Extern Sub Ab
Transfer $16,500.00 from 170013-66960 1% Hum Serv & Extern Sub Ab to 10013-69800 Contingency
Transfer $16,500.00 from 170013-69800 Contingency to 170013-66960 1%Hum Serv & Extern Sub Ab

8. County Salaries

a. County Salaries for Fiscal Year 2023-2024

9. Grants

a. AIP 056 Airport Rescue & Firefighting Vehicle Grant Application - Increase Application from $1,066,667 to 1,232,646.

10. Hand Warrants

a.

Campco Federal Credit Union	$ 150.00
Campbell Cnty Clerk Tax Acct	$461,281.40
Campbell Cnty Treasurer - FLX/HSA	$43,775.68
Great West Trust Company	$27,950.00
Sheridan County Circuit Court	$620.44
Wyoming Child Support	$1,096.88
Wyoming Dept of Workforce Services	$126,254.86
HM Life Insurance Company	$ 173,432.60
Campbell Cnty Clerk Tax Acct	$25,816.46
Campbell Cnty Treasurer - FLX/HSA	$2,062.49

Great West Trust Company $795.00

The following are the claims for Part-Time Employees summarized by department for July 2024; Clerk, 1,110.00; Sheriff-Detention, 1,946.21; Sheriff-24/7, 625.67; Public Works, 4,011.93; Coroner, 2,830.00; Extension, 5,760.00; District Clerk of Court, 464.41; Human Resources, 1,998.00; Public Health, 3,855.92; Children's Center, 10,147.22; Museum, 2,722.43; Fair, 11,949.75; Library, 66,619.59; Parks & Recreation, 149,643.55.

11. Mill Levy Report 2024

a. Campbell County Report of Valuations, Levies and Taxes 2024

12. Minutes - Board of Commissioners

a. Managers Meeting 7/15/2024

b. Regular Meeting 7/16/2024

c. Special Meeting - State Shooting Complex Site Visit 7/16/2024

d. Fire Board Meeting 7/24/2024

13. Monthly Reports

a. County Clerk - July 2024

b. Workers Comp 2nd Quarter Report April-June 2024

c. 941 Tax 2nd Quarter Report April-June 2024

14. Payroll Payments

a. July 6, 2024; July 20, 2024; July 31, 2024

15. Position Vacancy Justifications

a. Children's Developmental Services - Early Childhood Special Education Instructor

b. Children's Developmental Services - Early Childhood Special Education Instructor

c. Children's Developmental Services - Early Head Start Home Visitor

d. Children's Developmental Services - Early Interventionist

e. Clerk's Office - Accounting Manager

f. Public Works - Custodian I

g. Public Works - Maintenance Technician

h. Road and Bridge - Equipment Operator

i. Road & Bridge - Office Manager

VOUCHERS

16. Vouchers

CALENDAR OF EVENTS

17. Commission Calendar

REGULAR BUSINESS

18. 9:05 Miss Campbell County - *Linda Whites*

19. 9:15 Contract for Services, Blessings in a Backpack - *Darci Wilson*

20. 9:20 Contract for Services, Ride and Shine - *Jamie Hendryx*

21. 9:25 Contract for Services, Personal Frontiers, Inc. - *Nicole Gillespie*

22. 9:30 Contract for Services, Energy Capital Economic Development - *Mike Shober*

23. **9:35 Contract for Services, Council of Community Service** - *Mikel Scott*
24. **9:40 Contract for Services, Senior Center** - *Ann Rossi*
25. **9:45 Airport Infrastructure Grant, Construct Southside Taxilane** - *Shelly Besel*
26. **9:47 Airport Certificate of State Grant-in-Aid, Southside Hangar Development Taxilane Construction** - *Shelly Besel*
27. **9:50 FY2025 Congestion Mitigation Air Quality (CMAQ) Improvement Program** - *Kevin Geis*
28. **9:55 Creation and Pointing of Physical Therapy Assistant** - Brandy Elder
29. **10:00 Sole Source Request, YES House and Community Juvenile Service Board Contract** - *Jim Lyon*
30. **10:05 Resolution for Special Prosecution** - *Kyle Ferris*

PUBLIC HEARING

31. **10:15 Red Hills Improvement & Service District Formation** - *Michelle Leiker*
32. **10:20 Chasteen Rezoning Request** - *Sam Proffer*

REGULAR BUSINESS

33. **10:25 District Support Grant, Means, Carter and North Hannum ISD** - *Clark Melinkovich*
34. **10:30 District Support Grant, Rafter D ISD** - *Clark Melinkovich*
35. **10:35 District Support Grant, Stonegate ISD** - *Clark Melinkovich*
36. **10:40 Recycle Center RFP Status** - *Matt Olsen*
37. **10:45 Chapter 6 Subdivision Regulations & Chapter 7 Zoning Regulations Proposed Amendments** - *Sam Proffer*

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.

38. 11:00 Public Comment
39. 11:30 Commissioners Final Comments

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

40. **11:35 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