Office of County Commissioners
February 19, 2025
Gillette, Wyoming

The Campbell County Board of Commissioners met in regular session, Wednesday, February 19, 2025. Chairman, Kelley McCreery called the meeting to order at 9:00 AM. Pastor Phil Jones led the Invocation and the Pledge of Allegiance.

Present were Scott Clem, Jim Ford, Bob Jordan, Kelley McCreery, Jerry Means, Commissioners; Sandra Beeman, Executive Director of Administration; Kyle Ferris, Deputy County Attorney; Cindy Lovelace, County Clerk.

CONSENT AGENDA
Commissioner Clem moved the Board approve the Consent Agenda, as presented. Commissioner Ford seconded the motion. All voted Aye. Motion carried.

Agreements

Child Find Program - Memorandum of Understanding between Campbell County School District and Children's Developmental Services for conducting child find activities in the amount of $85,000 for the period of August 27, 2024 to 6/30/2025

Budget Line-Item Transfers

Commissioner's Office -Transfer $2,000 from 100012-62450 EE Dev Meet Trav Meal Lodge to 100012-64000 Supplies

Extension - Transfer $26.63 from 100102-64150 Gasoline to 100101-64150 Gasoline
Transfer $26.63 from 100103-64150 Gasoline to 100101-64150 Gasoline

Museum - Transfer $750 from 100721-62450 EE Dev Meet Trav Meal Lodg to 100721-63060 Board and Committee Expenses

Public Health - Transfer $15.99 from 310406-67040 Fed Op Grant HlthWelCultRec Project: 406G23PMO-Comprevent-CapactyEnh to 310406-67040 Fed Op Grant HlthWelCultRec Project: 406G25CPG-Comprevent CapactyEnh
Transfer $19.66 from 100407-62255 Vaccine to 100401-62450 EE Dev Meet Trav Meal Lodg

Public Works - Transfer $500 from 100083-64150 Gasoline to 100083-65000 Vehicle & Equip Repairs

Sheriff - Transfer $2000 from 310311-46150 Unanticipated Revenue Project:311G25UNAN-LOCAL to 310051-42840 Local Grants/Aid Project: 051GL25EOG-LOCAL
Transfer $1453.66 from 310311-46150 Unanticipated Revenue Project: 311G25UNAN-Federal to 310051-42420 Fed Op Grants Public Safety Project: 051GF25DRE-Federal

Transfer $1453.66 from 310311-67400 Other Grants-Unanticipated Project: 311G25UNAN-Sheriff to 310051-67020 Fed Op Grants Public Safety Project: 051GF25DRE-EMPLTRAN
Transfer $3545 from 310311-46150 Unanticipated Revenue Project: 311G25UNAN-Federal to 310051-42420 Fed Op Grants Public Safety Project: 051GFBVP-Federal
Transfer $3545 from 310311-67400 Other Grants-Unanticipated Project: 311G25UNAN-Sheriff to 310051-67020 Fed Op Grants Public Safety Project: 051GFBVP- FEDERAL-CAPEQUIP

Bylaws

Wellness Committee Updated Bylaws

Cancellation/Rebate of Taxes

#2021-504

Capital Requests

Fleet - Request to reallocate remaining funds from equipment unfitting for maintenance pick-up trucks for engine replacement for landfill 2017 Ram 2500 pick-up, asset # 14171103, in the amount not to exceed $15,000 from account 120121-682210 Cap Outlay - Vehicles.

Donations

Sheriff's Office - Donation of $2,000 from EOG Resources for the K-9 Program.

Hand Warrants

AFLAC	$32.38
Campbell Cnty Clerk Tax Acct	$25,408.70
Campbell Cnty Treasurer - FLX/HSA	$6,400.32
Great West Trust Company	$1,295.00
Wyoming Retirement Life Systems	$400.00
Wyoming Retirement Systems	$506,496.83
CCEHBT - Health/Dental/Aflac	$767,616.81
Gallagher Benefit Services	$19,662.67
VSP of Wyoming	$8,708.48
Campco Federal Credit Union	$150.00
Circuit Court of Campbell County	$342.96
Campbell Cnty Clerk Tax Acct	$317,043.19
Campbell Cnty Treasurer - FLX/HSA	$44,912.00
Great West Trust Company	$27,914.45
Wyoming Child Support	$2,256.36

IT Equipment Requests

Assessor - Replace two printers; transfer $1,500 from 100041-62450 EE Dev Meet Trav Meal Lodg to 100231-68220 Capital Outlay-Computer/Tech Equipment.

Sheriff - Replace two scanners and a TV for the training room; transfer $1,544.42 from 100051-64050 Office/Computer Supplies Project 051SUPPL-COMPSUPP to 100231-68220 Capital Outlay-Computer/Tech Equipment.

Minutes - Board of Commissioners
Directors Meeting 2/3/2025
Commissioners Regular Meeting 2/4/2025

Monthly Reports
Clerk of the District Court - January 2025
County Clerk - January 2025
Sheriff's Office - January 2025
Treasurer's Office - January 2025

Official Bond and Oath
Public Official Bond - Timothy Patrick Hallinan, Board of Cooperative Higher Education Services
Public Official Bond - Rebecca Vondrak, South Side Improvement and Service District

Payroll Payment - 1/4/2025; 1/18/2025; 1/31/2025

Position Vacancy Justifications
Children's Developmental Services - Instructional Assistant (2 Positions)
Public Works - Maintenance Technician Master
Sheriff's Office - Detention Officer
Treasurer's Office - Accounting Manager

Position Allocation Change Request
Parks & Recreation - Requesting to change the Senior Life Guard position from part-time (20 hours/week) to full-time (40 hours/week); benefits have been budgeted, so there are no changes to the existing budget.

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

Air Tech Heating	Postage/Freight	$1,272.06
Alignment Pros	Vehicle Maint	$235.00
Amazon Capital Svc	Supplies, Furn/Equi Repair & Maint, Cap Outlay-Computer/Tech Equip, Janitorial/ Office/Computer Supplies	$2,256.43
Ameri Tech Equipment	Cap Outlay - Vehicles	$510.14
American Millennium	Comm/Net Exp	$88.14
American Welding	Bldg Maint	$61.68
Archer, Tracey L.	Spec Event/Prog Cost	$115.00
Architectural Spec	Bldg Maint	$35.00
Armacost Trane Serv	Cap Outlay-Bldgs Improv	$197,944.00
Arrow Printing Grap	Supplies	$120.00
Assoc Const Engineer	Cap Outlay-Bldgs Improv	$28,890.50
Associated Glass	Bldg Maint	$473.09

Axis Forensic Tox	Radiology,Lab,Tox Svcs	$915.00
B M Suppliers	Inmate Supplies	$590.00
Barcodes	Tech Hardware Maint Contracts	$265.36
Bear Creek Originals	Clothing/Uniforms	$248.54
Big Horn Tire	Tires, Vehicle Maint	$6,557.00
Bighorn Hydraulics	Vehicle Maint	$147.45
Black Hills Enrg Gas	Fed Op Grant Pub Works, Utilities	$23,911.28
Bomgaars	Spec Event/Prog Cost, Supplies	$308.45
Border States Elec	Bldg Maint, Tools	$1,833.51
Boys Girls Club Cc	1% Hum Serv & Extern Sub Ab	$3,704.00
Buggy Bath Car Wash	Vehicle Maint	$448.00
Burns McDonnell Eng	Cap Outlay-Land Improv/Parks	$11,209.38
CBH Co Op	Vehicle Maint	$24.72
CC Conservation Dist	1% Hum Serv & Extern Sub Ab	$67,117.50
CC Health Misc	Wellness Prog Incentive	$525.00
CC Health Patient	Med Svcs/Claims	$8,910.42
CC Public Land Brd	Utilities	$8,253.61
CC School Dist Coop	Office/Computer Supplies	$1,317.22
CC Treasurer	Fed Op Grant HlthWelCult Rec	$1,669.92
Centurylink Phone	Comm/Net Exp	$254.42
CFM Company of CO	Bldg Maint	$514.00
Charm Tex	Inmate Supplies	$4,022.70
Charter Comm Cable	Comm/Net Exp	$1,355.60
Childrens Home Soc	Investigation and Trial	$300.00
City Gillette Misc	Prof Svcs, Comm/Net Exp, Planning Comm	$3,365.00
City Gillette Util	Fed Op Grant Pub Works, Utilities	$95,855.47
Climb Wyoming	1% Hum Serv & Extern Sub Ab	$1,135.10
Clinic Lab Blck Hill	Med Svcs/Claims	$2,269.00
Coca Cola Bottling	Supplies	$334.50
Collins Commun	Prof Svcs	$3,891.71
Communication Tech	Postage/Freight	$791.64
Contractors Supply	Bldg Maint, Tools	$1,541.24
Corrisoft	Electronic Monitoring	$317.00
Crum Electric Supply	Bldg Maint	$1,429.81
Culligan South Dak	Postage/Freight	$1,746.00
Cummins Sales Svc	Vehicle Maint	$1,317.55
Dads Truck And Auto	Prof Svcs	$282.24
Defense Technology	Law Enforcement Supplies	$5,384.80
Discount Tire	Vehicle Maint	$88.00
Draggin Towing	Prof Svcs	$427.50
Drivers License Gui	Postage/Freight	$52.00
Employment Test Cntr	Spec Event/Prog Cost	$1,268.00
Esi Acquisition	Software Cost (Subs/Maint)	$16,137.45
Expresso Lube	Bldg Maint, Vehicle Maint	$295.02
Fairbanks Scales	Vehicle Maint	$3,458.12
Farmer Brothers Co	Postage/Freight	$807.48

Federal Express	Fed Op Grant HlthWelCult Rec	$12.46
First Citizens Bank	OfficeEquip/Computer/TechLease	$16,464.00
First Class Auto	Ins Claims Exp	$11,115.40
First Natl Bnk Visa	Supplies, EE Dev Meet Air Meal Lodg	$1,138.32
Floyds Truck Center	Vehicle Maint	$12,580.03
Forensic Medicine	Med Svcs/Claims	$2,000.00
Gary Brink	Postage/Freight	$61.95
Geis, Kevin F.	Royalty Payments/Easements	$110.00
Gillette Abuse Refug	1% Hum Serv & Extern Sub Ab, Fed Op Grant HlthWelCult Rec	$13,889.59
Gillette News Record	Advert/Publication/LegalNotice	$2,303.55
Gillette Reprod Hlth	Fed Op Grant HlthWelCult Rec	$3,025.00
Gillette Winsupply	Bldg Maint	$1,780.43
Govens Farm Ranch	Janitorial Supplies	$379.75
Hakert, Richard J.	Royalty Payments/Easements	$4,446.20
Higgins, Kaitlyn	Spec Event/Prog Cost	$11.94
Homax Oil Sales	Gasoline, Lubricants	$88,205.20
Horwath Laundry Eq	Postage/Freight	$479.33
IACP Membership	Assn Dues, Fees & Licensure	$270.00
Inland Truck Parts	Vehicle Maint	$3,494.64
Interstate Batt BH	Vehicle Maint	$283.90
It Outlet	1% Cap Fac Maint Repair	$980.48
Lawson Products	Vehicle Maint	$126.60
Les Schwab Tires	Vehicle Maint	$190.76
Lightning Lube	Vehicle Maint	$189.67
Lubnau Law Office	Legal/Court Costs	$1,795.50
Lynns Auto Repair	Vehicle Maint	$1,446.23
M G Oil	Lubricants	$832.50
Manning Wrecker	SvcProf Svcs	$680.00
Means First Ext Ws	Utilities	$215.48
Menards Landfill	Supplies	$307.59
Menards Maintenance	Janitorial Supplies	$597.18
Menards Sheriff	Tools	$89.96
Midwest Pest Manag	Prof Svcs	$160.00
Montgomery Tech	Postage/Freight	$715.83
Monument Health	Med Svcs/Claims	$1,500.00
Morrison Maierle	Cap Outlay-Bldgs Improv	$10,874.00
NAFTO	EE Dev Meet Air Meal Lodg	$600.00
Natrona Co Legal Dpt	Med Svcs/Claims	$613.36
Nelson Auto Glass	Ins Claims Exp, Vehicle Maint	$744.00
Norco	Supplies	$6,758.81
North Star Leasing	Vehicle Maint	$207.81
Norton Construction	Cap Outlay-Bldgs Improv	$1,190.00
Octane Garage	Vehicle Maint	$465.95
ODP Business Solutio	State Op Grant Pub Safety, Supplies	$803.18
Office Shop	Supplies	$277.38

Optum Flex	Prof Svcs	$168.75
Oreilly Auto Parts	Vehicle Maint	$51.77
Overhead Door Co	Bldg Maint	$380.53
Paintbrush Services	Bldg Maint, Prof Svcs, Vehicle Maint	$1,937.00
PartsOne LLC	Vehicle Maint	$1,113.41
PB Global Attorney	Mach/Vehicle/Equip Lease Rent	$165.54
PB Global Sheriff	Postage/Freight	$216.12
Personal Frontiers	Prof Svcs	$1,230.00
Pete Lien Sons	Road Materials	$718.50
Pharmchem	Supplies	$3,328.30
Piekkola, Sena M	EE Dev Meet Air Meal Lodg	$55.30
Postge Phone Dist	Postage/Freight	$2,000.00
Powder River En Utl	Fed Op Grant Pub Works, Utilities	$25,014.79
PRB Socty Human Res	Assn Dues, Fees & Licensure	$140.00
Premier Vehicle Ins	Ins Claims Exp	$1,486.94
Purvis Industries	Bldg Maint, Vehicle Maint	$3,978.63
Questys Solutions	Software Cost (Subs/Maint)	$16,951.86
Razor City Rental	Bldg Maint	$43.00
RDO Equipment Co	Vehicle Maint	$760.64
Salt Lake Wholesale	Postage/Freight	$41,166.68
Sanofi Pasteur	Vaccine	$10,575.88
Scott Brothers Elec	Cap Outlay-Bldgs Improv	$346,593.86
Sentinel Industries	Ins Claims Exp, Vehicle Maint	$450.00
Servall Uniform	Clothing/Uniforms	$423.29
Sherwin Williams	Bldg Maint	$131.58
Smith Psychological	EE Dev Meet Air Meal Lodg	$2,561.60
Source Office Tech	Office/Computer Supplies	$33.80
Spencer Fluid Power	Supplies	$172.32
Step Stone Counselin	Med Svcs/Claims	$11,505.64
Summit Fire Protect	Prof Svcs	$2,230.60
Summit Food Services	Supplies	$189.40
Surf N Suds	Med Supplies	$20.80
TD Invest Rainlocker	Vehicle Maint	$293.14
The Grease Barrel	Bldg Maint, Vehicle Maint	$422.78
Thomas Thomas LLC	Legal/Court Costs	$200.00
Thomson Reuters West	Media/Subs/Periodical	$1,017.80
Thyssenkrupp Elevat	CCJPFB Maint	$653.06
Tractor Supply RB	Vehicle Maint	$2,499.98
Trinity Services Grp	Food Service/Supplies	$19,272.27
Tru Tech Products	Bldg Maint	$2.34
Two Guys Deco	Bldg Maint	$29.98
United Parcel Serv	Postage/Freight	$59.16
Verizon Public Works	Comm/Net Exp	$567.40
Visionary Broadband	Comm/Net Exp, Prof Svcs	$258.23
Vista Leasing Co	OfficeEquip/Computer/TechLease	$685.00
Vital Records Cont	Prof Svcs	$413.12

Wacers	EE Dev Meet Air Meal Lodg	$250.00
Wallem, Kelly J.	Postage/Freight	$137.18
Walmart Public Hlth	Supplies	$335.99
Walsh Polygraph LLC	Employment Testing/Background	$300.00
Waste Connections	Utilities	$2,163.89
Western Stationers	Supplies	$685.86
Western Waste Sol	Utilities	$1,607.50
Westwood Pharmacy	Med Svcs/Claims	$2,622.44
Whites Frontier Mtrs	Ins Claims Exp	$4,009.25
Work Warehouse	Spec Event/Prog Cost	$561.88
Wright Water Sewer	Utilities	$969.54
WY Att Gen Backgrd	Assn Dues, Fees & Licensure	$45.00
WY Dept Health Prevt	Med Supplies, Med Svcs/Claims	$656.00
WY Dept Revenue Tax	Sales Tax Payable	$65.37
Wyodak Res Developmt	Misc Exp	$2,384.00
Wyoming Health Fairs	Wellness Prog Incentive	$440.00
Wyoming Machinery	Prof Svcs, Vehicle Maint	$2,110.00
Youth Emergency Serv	Prof Svcs	$1,625.01

Commissioner Ford presented the Commission Calendar.

REGULAR BUSINESS

The Employee Recognition Committee recognized the following employees for their years of service:

Parks & Recreation	Audrey Mertz, Parks Maintenance Technician,	10 Years
Public Health	Brooke Ekstrom, Senior Public Health Nurse,	10 Years

Commissioner Jordan moved the Board approve the Sole Source request for the Sheriff's Office to enter into a service agreement with ComTech, Communication Technologies Inc. for the Dispatch Temporary Move Project, in the amount of $13,310.00, as presented. Commissioner Ford seconded the motion. All voted Aye. Motion carried.

Commissioner Clem moved the Board award Xybix Systems, Inc. for the Communication Center Consoles Project in the Sheriff's Office, in the amount of $117,752.09, as presented. Commissioner Means seconded the motion. All voted Aye. Motion carried.

Commissioner Jordan moved the Board approve the submission of the OUR Rescue grant application for a one-time payment of up to $15,000 for the Sheriff's Office to purchase Cellebrite Premium, a digital forensics software, as presented. Commissioner Ford seconded the motion. All voted Aye. Motion carried.

Commissioner Means moved the Board approve District Support Grant for Bennor Improvement & Service District in the amount of $5,532.91 from Optional One Percent Sales Tax fund for blading, gravel, and mag chloride on subdivision roads, as presented. Commissioner Clem seconded the motion. All voted Aye. Motion carried.

Commissioner Ford moved the Board approve District Support Grant for Graceland Improvement & Service District in the amount of $15,553.50 from Optional One Percent Sales Tax fund for blading and road base, as presented. Commissioner Jordan seconded the motion. All voted Aye. Motion carried.

Commissioner Clem moved the Board approve District Support Grant for Los Caballos Improvement & Service District in the amount of $2,255.82 from Optional One Percent Sales Tax fund for blading and dust control, as presented. Commissioner Ford seconded the motion. All voted Aye. Motion carried.

Commissioner Ford moved the Board approve District Support Grant for Pinnacle Heights Improvement & Service District in the amount of $1,875.00 from Optional One Percent Sales Tax fund to apply for grant funding to pave subdivision roads, as presented. Commissioner Jordan seconded the motion. All voted Aye. Motion carried.

Commissioner Clem moved the Board approve the creation of Personnel Guideline 213 – Corrective Action Policy, effective February 19, 2025, as presented. Commissioner Ford seconded the motion. All voted Aye. Motion carried.

Public Comment was given.

The Board recessed at 9:56 AM.

The Board reconvened at 10:17 AM.

PUBLIC HEARING

Public Hearing was held for Parks and Recreation Budget Amendments Fiscal Year 2024-2025.

	Fund	Type	Acct#	Amount	Description
Decrease	General	Revenue	100777.43650	$7756	Program Fees and Revenue
Decrease	General	Revenue	100777.43820	$605	Reimbursement Income
Decrease	General	Expense	100777.60200	$6386	Part-Time Regular
Decrease	General	Expense	100777.61000	$489	FICA/Medicare
Decrease	General	Expense	100777.61100	$95	Workers Comp/Unemployment
Decrease	General	Expense	100777.62020	$21	Communication/Network Expense
Decrease	General	Expense	100777.63420	$1370	Special Event/Program Cost

Commissioner Clem moved the Board approve the budget amendments for Parks & Recreation for FY2024-2025 due to a decrease in the Rec Mill Grant award amount. Commissioner Ford seconded the motion. All voted Aye. Motion carried.

Public Hearing was held for the New Rozet Townsite Street & Alley Vacation.

Commissioner Clem moved the Board approve Resolution Number 3090 Vacating portions of Casper Street, Douglas Avenue, Lawrence Avenue, Block 1 Alleyway and Block 2 Alleyway in the New Rozet Townsite Subdivision, as recommended by the Planning Commission. Commissioner Means seconded the motion. All voted Aye. Motion carried.

Commissioner Clem moved the Board convene into Executive Session to discuss Personnel Matters, Pending or Potential Litigation, and Attorney-Client Privileged Information. Commissioner Jordan seconded the motion. All voted Aye. Motion carried.

Executive Session was held.

The board reconvened in regular session at 12:32 PM.

Scott Clem moved to delegate authority to the Executive Director of Administration to issue criminal trespass to any citizen as deemed necessary. Jordan 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 12:40 PM. The next regular meeting of the Commissioners will be held Tuesday, March 4, 2025, at 9:00 AM.

COUNTY CLERK

Cindy Lovelace, County Clerk
Board of County Commissioners

Patrick Kelley McCreery

Kelley McCreery, 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