

Office of County Commissioners
March 18, 2025
Gillette, Wyoming

The Campbell County Board of Commissioners met in regular session, Tuesday, March 18, 2025. Chairman, Kelley McCreery called the meeting to order at 9:00 AM. Reverend Judith England 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 Ford moved the Board approve the Consent Agenda, as presented. Commissioner Jordan seconded the motion. All voted Aye. Motion carried.

Budget Line-Item Transfers

Adult Treatment Courts

Transfer \$1800.00 from 100015-63440 Miscellaneous to 1000015-64725 Electronic Monitoring

Airport

Transfer \$10,000 from 100751-64000 General Supplies to 100751-62260 Professional Services

Transfer \$6,000 from 100751-65060 Grounds Maintenance to 100751-62260 Professional Services

Commissioner's Office

Transfer \$3,168 from 100013-63440 Miscellaneous Expense to 100013-63000 Buildings/Office Lease/Rent

Transfer \$3,970 from 310311-46150 Unanticipated Revenue Project: 311G25UNAN-LOCAL to 310311-42400 Fed Op Grant Gen Gov Project: 311GF25EDA-FEDERAL

Transfer \$3,970 from 310311-67400 Other Grants-Unanticipated Project: 311G25UNAN-COMMISSIONER to 310311-67010 Fed Op Grant Gen Gov Project: 311GF25EDA-TRAVEL

Library

Transfer \$350 from 100713-6400 Supplies to 100714-65080 Building Maintenance

Public Health

Transfer \$10,000 from 310406-67240 State Op Grant Grant HlthWelCultRec Project: 406G25CPG-STATE to 310406-67040 Federal Op Grant HlthWelCultRec Project: 406G25CPG-FEDERAL

Public Works

Transfer \$700 from 100083-65080 Building Maintenance to 100083-64100

Clothing/Uniforms

Sheriff's Office

Transfer \$1,383.16 from 360052-62000 Postage & Freight to 100056-62000 Postage & Freight

Transfer \$1,041.05 from 360052-62220 Utilities to 100056-62220 Utilities

Transfer \$19,731.31 from 360052-62260 Professional Services to 100056-62260

Professional Services

Transfer \$45,665.49 from 360052-63440 Miscellaneous Expense to 100056-63440

Miscellaneous Expense

Transfer \$1,500.00 from 360052-63450 Reimbursement Expense to 100056-63450

Reimbursement Expense

Transfer \$50,523.32 from 360052-64000 Supplies to 100056-64000 Supplies

Transfer \$1,117.08 from 360052-64150 Gasoline to 100056-64150 Gasoline

Transfer \$150.00 from 360052-64200 Diesel Fuel to 100056-64200 Diesel Fuel

Transfer \$697.03 from 360052-65000 Vehicle/Equip Repair/Maint to 100056-65000

Vehicle/Equip Repair/Maint

Cancellation/Rebate of Taxes

#2021-545; 2021-570; 2021-573 thru 579

Capital Requests

Public Works - Reallocate funds from the Landfill Tractor Mower budget due to increased costs from the original quote for the Leachate Pumps; transfer \$2,500 from 170082-66916 Mower to 170084-66916 Leachate Pump.

Hand Warrants

AFLAC	\$32.38
Campco Federal Credit Union	\$150.00
Circuit Court of Campbell County	\$651.38
Campbell Cnty Clerk Tax Acct	\$321,915.04
Campbell Cnty Treasurer - FLX/HSA	\$73,954.34
Wyoming Child Support	\$2,233.28
CCEHBT - Health/Dental/Aflac/Vision	\$768,801.93
Gallagher Benefit Services	\$19,711.96
Wyoming Retirement Life Systems	\$384.00
Wyoming Retirement Systems	\$504,626.43

Leases/Software

Commissioners Office - ArchiveSocial Software Powered by CivicPlus, in the amount of \$3,866 for the term of April 1, 2025 to March 31, 2026.

Juvenile Services - Sentinel Offender Services, LLC Monitoring Services Agreement for electronic monitoring equipment and services for the term July 1, 2024 to June 30, 2025.

Juvenile Services

Software Hosting Agreement between Noble Software Group, LLC and Campbell County Drug Court for Annual Hosting for Noble Assessment Platform, in the amount of \$1,450.50 for the term November 2024 to October 31, 2025.

Software Hosting Agreement between Noble Software Group, LLC and Campbell County Diversion for Annual Hosting for Noble Assessment Platform, in the amount of \$2,175.75 for the term November 2024 to October 31, 2025.

Software Hosting Agreement between Noble Software Group, LLC and Campbell County Probation for Annual Hosting for Noble Assessment Platform, in the amount of \$2,175.75 for the term November 2024 to October 31, 2025.

Minutes - Board of Commissioners

Director's Meeting Minutes 3/3/25

Commissioners Regular Meeting Minutes 3/4/2025

Public Land Board Meeting 3/13/2025

Monthly Reports

Clerk of the District Court - February 2025

County Clerk - February 2025

Sheriff's Office - February 2025

Official Bond and Oath

Southfork Estates Improvement & Service District - Pamela Cowen

Position Vacancy Justifications

Children's Developmental Services - Administrative Assistant

Children's Developmental Services - Bus Assistant

District Court - Deputy District Court Clerk I

Juvenile Services - Juvenile Diversion Officer

Sheriff's Office - Custodian I

VOUCHERS

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

Action Lock Key	Bldg Maint	\$47.28
Afraid of Bear, And	Board & Committee Exps	\$362.83
Alternative Propane	Utilities	\$2,120.00
Amazon Capital Svc	Supplies, Postage/Freight, Furn/Equi Repair & Maint, Fed Op Grant Hlth WelCult Rec, Cap Outlay-Bldgs Improv	\$1,882.62
American Millennium	Comm/Net Exp	\$88.14
American Welding	Bldg Maint	\$57.39
Apco International	Assn Dues, Fees and Licensure	\$715.00
Architectural Spec	Bldg Maint	\$1,130.63
Arete Design Group	Cap Outlay-Bldgs Improv	\$1,035.00

Baysinger Trucking	Road Materials	\$2,400.00
Big Horn Tire	Tires	\$653.10
Black Hills Chemical	Postage/Freight	\$2,907.41
Black Hills Enrg Gas	Fed Op Grant Pub Works, Utilities	\$20,283.29
Bomgaars	Supplies, Tools	\$460.89
Border States Elec	Bldg Maint	\$542.88
Boys Girls Club Cc	1% Hum Serv & Extern Sub Ab	\$6,947.36
Buffalo Porta Potty	Vehicle Maint	\$125.00
Burns McDonnell Eng	Reclamation/Remediation/Cmp	\$58,914.50
Carbon County Govt	Misc Exp	\$1,857.00
CC Dist Crt Rev Wit	Jurors/Witness Fees	\$4,833.90
CC Health Misc	Wellness Prog Incentive, EE Dev Meet Air	\$111.00
CC Predatory Animal	1% Hum Serv & Extern Sub Ab	\$13,227.27
CC Public Land Brd	Utilities	\$10,160.19
CC School Dist Coop	Fed Op Grant HlthWelCult Rec	\$5,435.00
CC Senior Center	1% Senior Citizen Prog.	\$42,308.00
CC Treasurer	Fed Op Grant HlthWelCult Rec	\$1,209.68
CDW Government	Cap Outlay-Computer/Tech Equip	\$4,103.65
Centurylink Phone	Comm/Net Exp	\$254.42
Charter Comm Cable	Comm/Net Exp	\$1,131.78
Childrens Home Soc	Investigation/Trial	\$600.00
City Gillette Bldng	EE Dev Meet Air Meal Lodg	\$75.00
City Gillette Misc	Prof Svcs, Comm/Net Exp, Office Equip	
	Maint Contracts, Planning Comm-Misc	\$3,390.00
City Gillette Util	Fed Op Grant Pub Works, Utilities	\$87,411.93
Clear Creek Counsel	Local Op Grant Pub Safety	\$700.00
Climb Wyoming	1% Hum Serv & Extern Sub Ab	\$8,344.90
Coca Cola Bottling	Supplies	\$583.50
Collins Commun	Comm/Net Exp	\$132.30
Colorado UPS	Cap Outlay-Equipment	\$33,471.00
Contractors Supply	Bldg Maint	\$3,150.08
Coremr	Software Cost (Subs/Maint)	\$1,000.00
Corporate Traditions	Recognition, Apprec Awards	\$200.00
Corrisoft	Electronic Monitoring	\$317.00
Cowboy Supply House	Janitorial Supplies	\$2,330.00
Crum Electric Supply	Bldg Maint, Tools	\$122.01
Cummins Sales Svc	Vehicle Maint	\$43.03
Curalinc Healthcare	Employee Assistance Prog	\$2,257.80
Cxtec	Cap Outlay-Computer/Tech Equip	\$55,988.42
DISA Global Solution	Postage/Freight	\$4,600.00
DMC Wear Parts	Vehicle Maint	\$2,429.28
Draggin Towing	Prof Svcs	\$735.00
Ecolab Pest Elimin	Bldg Maint	\$165.24
Ekstrom, Brooke L.	EE Dev Meet Air Meal Lodg	\$107.10
Employment Test Cntr	Spec Event/Prog Cost, Employment Testing	\$405.00
Energy Chain Sling	Vehicle Maint	\$298.88

Expresso Lube	Vehicle Maint	\$157.95
Farmer Brothers Co	Postage/Freight	\$807.48
First Citizens Bank	OfficeEquip/Computer/TechLease	\$16,464.00
First Natl Bnk Visa	Fed Op Grant HlthWelCult Rec	\$2,844.04
Floyds Truck Center	Vehicle Maint	\$364.76
Furman, Craig M.	Investigation/Trial	\$150.00
Gary Brink	Postage/Freight	\$643.44
Gillette Abuse Refug	1% Hum Serv & Extern Sub Ab	\$6,798.83
Gillette Com College	EE Dev Meet Air Meal Lodg	\$420.00
Gillette News Record	Advert/Publication/Legals, Media/Subs	
	Periodical, Prof Svcs	\$7,397.25
Gillette Reprod Hlth	Fed Op Grant HlthWelCult Rec	\$2,500.00
Gillette Steel	Supplies	\$136.00
Gillette Winsupply	Bldg Maint	\$297.59
Global Heat Transfr	Vehicle Maint	\$3,889.95
Goll, Gary K	Fed Op Grant HlthWelCult Rec	\$207.58
Govens Farm Ranch	Janitorial Supplies	\$379.75
Grubb, Amber L.	EE Dev Meet Air Meal Lodg	\$175.70
High Glass Window	Janitorial Supplies	\$884.00
Hillcrest Auto Body	Ins Claims Exp	\$2,859.30
Homax Oil Sales	Lubricants	\$822.00
Home Fire Foods	Planning Commission-Misc, EE Dev Meet	\$1,298.50
HookD Up Recovery	Prof Svcs	\$1,095.00
Hoskinson Health	Employment Testing/Background	\$76.00
Hubbard, Kelly S.	EE Dev Meet Air Meal Lodg	\$40.60
Humphrey Law	Legal/Court Costs	\$4,317.53
ID Sales Tax Comm	EE Dev Meet Air Meal Lodg	\$400.00
Idler, Haley R.	Fed Op Grant HlthWelCult Rec	\$113.40
Industrial Supply Co	Supplies	\$149.76
Inland Truck Parts	Vehicle Maint	\$2,310.82
Insight Public Sectr	Software Cost (Subs/Maint)	\$6,411.75
Interstate Powersyst	Bldg Maint	\$1,004.69
Kimball Midwest	Vehicle Maint	\$782.72
Language Line Sol	Prof Svcs	\$170.90
Lawson Products	Supplies	\$76.99
Lovelace, Cindy	EE Dev Meet Air Meal Lodg	\$59.90
Lubnau Law Office	Legal/Court Costs	\$940.50
Lynns Auto Repair	Postage/Freight	\$3,511.36
M G Oil	Lubricants	\$566.10
Mainline Inform Sys	Software Cost (Subs/Maint)	\$4,400.00
Manning Wrecker Svc	Prof Svcs	\$300.00
Mckesson Med Surgic	FedGrant HlthWelCult Rec, Postage/Freight	\$2,155.67
McRae, Ashley D.	FedGrant HlthWelCult Rec	\$230.19
Means First Ext Ws	Utilities	\$160.73
Menards Maintenance	Janitorial Supplies	\$340.33
Menards Road Bridge	Vehicle Maint	\$146.83

Menards Sheriff	Bldg Maint	\$200.94
Merchen, Pamela J.	Jurors/Witness Fees	\$40.96
Merck Sharp Dohme	Med Supplies	\$42,693.25
Miller Welding	Road Materials	\$47,060.00
Mitchell McCormick	Software Cost (Subs/Maint)	\$750.00
Motorola Solutions	Software Cost (Subs/Maint)	\$7,524.16
Mr Carpet	Bldg Maint	\$200.00
National Tactical	EE Dev Meet Air Meal Lodg	\$801.00
Natrona Co Legal Dpt	Med Svcs/Claims	\$1,215.04
Nelson Auto Glass	Vehicle Maint	\$125.00
Nichols, Jackson	Reim Exp	\$160.40
Norco Supplies,	Janitorial Supplies	\$5,860.24
North Central Supply	Bldg Maint	\$790.00
North Star Leasing	Vehicle Maint	\$207.81
ODP Business Solutio	Office/Computer Supplies	\$196.23
One Call Wyoming	Reclamation/Remediation/Cmp	\$25.00
Oreilly Auto Parts	FedGrant HlthWelCult Rec, Vehicle Maint	\$156.80
Overhead Door Co	Bldg Maint	\$1,507.60
Paintbrush Services	Prof Svcs, Vehicle Maint	\$877.00
PartsOne LLC	CCJPFB Maint, Supplies, Vehicle Maint	\$1,397.25
PB Clerk	Office Equip Maint Contracts	\$974.08
PB Global Dist Crt	OfficeEquip/Computer/TechLease	\$562.71
Personal Frontiers	Fed Op Grant HlthWelCult Rec	\$6,330.00
Pete Lien Sons	Road Materials	\$718.50
Peterbilt of Wyoming	Vehicle Maint	\$1,112.05
Pharmchem	Postage/Freight	\$4,652.07
Piekkola, Sena M	EE Dev Meet Air Meal Lodg	\$48.30
Plains Towing	Prof Svcs	\$400.00
Plusoptix	County Matching Funds	\$420.00
Poole, Amy J.	Fed Op Grant HlthWelCult Rec	\$224.70
PRI Management Group	EE Dev Meet Air Meal Lodg	\$458.00
Purvis Industries	Vehicle Maint, Postage/Freight	\$553.51
Questica Ltd	Software Cost (Subs/Maint)	\$19,997.00
Rapid Fire Protect	Prof Svcs	\$1,550.00
Ricardos Cleaning	Janitorial Supplies	\$2,672.50
Safety Kleen Systems	Supplies	\$412.16
Sanofi Pasteur	Med Supplies	\$25,717.60
Schurtz, Jessica R.	EE Dev Meet Air Meal Lodg	\$143.50
Second Chance Minist	1% Hum Serv & Extern Sub Ab	\$1,286.23
Servall Uniform	Clothing/Uniforms	\$222.98
Shepherd, Jennell	State Op Grant HlthWelCultRec	\$4,663.75
SHI International	Software Cost (Subs/Maint)	\$8,296.16
Shield Appliance LLC	Bldg Maint	\$120.00
Simpsons Printing	Vehicle Maint	\$152.00
Sirchie Fingerprint	Postage/Freight	\$127.33
Spencer Fluid Power	Supplies	\$5,863.64

Step Stone Counselin	Local Op Grant Pub Safety	\$10,437.73
Summit Fire Protect	Bldg Maint, Prof Svcs	\$1,145.40
Summit Food Services	Supplies	\$125.36
Surf N Suds	Med Supplies	\$23.88
Taft Engineering	Postage/Freight	\$2,070.90
Temperature Tech	CCJPFB Maint	\$60,995.63
The Grease Barrel	Vehicle Maint	\$574.33
Thomas Thomas LLC	Legal/Court Costs	\$950.00
Thomas Y Pickett	Prof Svcs	\$13,600.00
Thomson Reuters West	Media/Subs/Periodical	\$1,017.80
Thunder Basin Ford	Vehicle Maint	\$28.48
Tompsel, Misty	Investigation/Trial	\$150.00
Travelers Claims	Ins Claims Exp	\$247.50
Trinity Services Grp	Food Service & Supplies	\$18,757.97
Tru Tech Products	1% Solid Waste Oper	\$397.78
Two Guys Deco	Prof Svcs	\$722.90
U S Post Library	Postage/Freight	\$266.00
United Parcel Serv	Postage/Freight	\$28.11
Verizon Public Works	Comm/Net Exp	\$567.46
Verizon Wireless	Investigation/Trial	\$75.00
Visionary Broadband	Comm/Net Exp	\$92.63
Visitation Advocacy	1% Hum Serv & Extern Sub Ab	\$13,365.11
Wallem, Kelly J.	Postage/Freight	\$18.55
Walmart Its	Office/Computer Supplies	\$46.62
Waste Connections	Fed Op Grant Pub Works, Utilities	\$3,505.10
Western Stationers	Supplies	\$479.71
Westwood Pharmacy	Med Svcs/Claims	\$2,128.52
Whites Frontier Mtrs	Ins Claims Exp	\$6,145.72
Wright Water Sewer	Utilities	\$552.20
WY Dept Health Prevt	Med Supplies, Med Svcs/Claims	\$640.00
WY Dept Revenue Tax	Sales Tax Payable	\$45.30
WY Law Enf Acad Bsic	Law Enforcement Supplies	\$1,865.00
WY ST Land & Invest	Bldgs/Office Lease/Rent	\$3,168.00
Wyoming Behavioral	Med Svcs/Claims	\$1,508.00
Wyoming Health Fairs	Wellness Prog Incentive	\$360.00
Wyoming Machinery	Vehicle Maint	\$11,894.85
Young, Kristin	Fed Op Grant Gen Gov	\$572.58

Commissioner Means present the Commission Calendar.

Veterans Update was provided by Lee Yake.

REGULAR BUSINESS

The Employee Recognition Committee (ERC) recognized the following employees for their dedicated years of service, commitment, and valuable contributions to Campbell County.

Campbell County Public Library

- Irene Moore, Financial Specialist, 10 Years

Campbell County Sheriff's Office

- Laurin Jensen, Administrative Coordinator, 10 Years
- Paul Nolan, Deputy Sheriff, 10 Years
- Eric Coxbill, Deputy Sheriff, 15 Years
- David Hauber, Deputy Sheriff, 20 Years

Commissioner Jordan moved the Board approve the funding request from the Boys and Girls Club of Campbell County to provide scholarships for individuals unable to pay, in the amount of \$11,350 from the Optional 1% Contingency Funds. Commissioner Ford seconded the motion. All voted Aye. Motion carried.

Commissioner Jordan moved the Board approve the submission of the Early Head Start Program grant application, in the amount of \$440,570 with a match of \$110,143 for the period of July 1, 2025, to June 30, 2026, as presented. Commissioner Means seconded the motion. All voted Aye. Motion carried.

Commissioner Means moved the Board approve the Sole Source Request for the Sheriff's Office to purchase a DJI Matrice 30T drone from Advexure Unmanned Systems, in the amount of \$13,677.15, as presented. Commissioner Cleam seconded the motion. Commissioners Ford, Jordan, Means, McCreery voted Aye. Commissioner Clem voted No. Motion carried.

Commissioner Clem moved the Board award Powder River Heating & Air Conditioning the IT Room HVAC Equipment Replacement Project at the Sheriff's Office, in the amount of \$107,944, as presented. Commissioner Ford seconded the motion. All voted Aye. Motion carried.

Commissioner Clem moved the Board approve the Change of Capital Request to reallocate funds from the Bicentennial Ballfield Drainage Repair Project to replace the ballfield lights at Bicentennial Park; approve the Sole Source Purchase Request for Musco Sports Lighting, LLC for the installation and replacement of the ballfield lights; and approve the Budget Line Item Transfer of \$500,000 from 100084-68160 Capital Outlay-Land Improvement/Parks Project 08425012-Parks Bicentennial Ballfield Drainage Repair to Project 08425023-Parks Bicentennial Ballfield Light Repair, as presented. Commissioner Jordan seconded the motion. All voted No. Motion failed.

Commissioner Ford moved the Board approve the Memorandum of Understanding between the City of Gillette and Campbell County for the agreement on Shared Road Maintenance updated February 2025, as presented. Commissioner Clem seconded the motion. All voted Aye. Motion carried.

Commissioner Jordan moved the Board approve the Creation, Classification and Job Description for the Elections Clerk Position, Pay Grade 105, FLSA Status – Non-Exempt, as presented. Commissioner Means seconded the motion. All voted Aye. Motion carried.

Commissioner Clem moved the Board approve Resolution Number 3091 for the appointment of Tucker Ruby, Johnson County Attorney, in and for Johnson County, or other designee of Johnson County Attorney's Office, to represent Campbell County and to make, in their sole discretion, a

proper disposition of all potential criminal matters involving CCSO case #2023-01271, in which the Campbell County Attorney's Office has a conflict of interest. Commissioner Jordan seconded the motion. All voted Aye. Motion carried.

Commissioner Clem moved the Board approve the Opioid Antagonist Administration Policy, Number 5.001, Effective and Adopted on March 18, 2025, as presented. Commissioner Ford seconded the motion. All voted Aye. Motion carried.

Commissioner Ford moved the Board approve the Grant Administration – Records Retention – Federal, State, Local and Private Grants Policy, Number 2.500, Effective and Adopted on March 18, 2025, as presented. Commissioner Jordan seconded the motion. All voted Aye. Motion carried.

Commissioner Means moved the Board approve the Grant Administration – Federal Grants - Procurement and Purchasing – Suspension/Debarment Verification Policy, Number 2.501, Effective and Adopted on March 18, 2025, as presented. Commissioner Clem seconded the motion. All voted Aye. Motion carried.

Commissioner Clem moved the Board approve Resolution Number 3092 to establish a reserve account with a principal amount of \$5,000,000 and only the accumulated interest earned may be used for capital improvements and building maintenance on any buildings at the CAM-PLEX facility, as presented. Commissioner Ford seconded the motion. All voted Aye. Motion carried.

PUBLIC HEARING

Public Hearing was held on Adams Zoning Request, Case Number 24.03.COZ. An opportunity for public comment was given.

Commissioner Ford moved the Board approve the Adams Zoning Request, Case Number 24.03.COZ to remove the I-2 Heavy Industrial Zoning Classification from 7205 Swanson Road and revert to Unzoned land, as recommended by the Planning Commission. Commissioner Jordan seconded the motion. All voted Aye. Motion carried.

REGULAR BUSINESS

Commissioner Clem moved the Board approve the Public Notice for the Spaeth Ranch Grazing Lease Request for Proposals, with proposals due on April 22nd at 4:00 PM, and set a Special Meeting on April 23rd at 4:00 PM for bid selection, as presented. Commissioner Jordan seconded the motion. All voted Aye. Motion carried.

Commissioner Ford moved the Board table the Spaeth Ranch Scoria Pit, Surface Lands Agreement to the April 1st Regular Meeting. Commissioner Jordan seconded the motion. All voted Aye. Motion carried.

PUBLIC COMMENT

Public Comment was given.

There being no further business to come before the Board of Commissioners, the meeting was adjourned at 11:12 AM. The next regular meeting of the Commissioners will be held Tuesday, April 1, 2025, at 9:00 AM.



Cindy Lovelace, County Clerk
Board of County Commissioners



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.campbellcountyny.gov