**AGENDA**

**CAMPBELL COUNTY BOARD OF COMMISSIONERS**

**BOB MAUL, Chairman**
**RUSTY BELL**
**DG REARDON**
**DEL SHELSTAD**
**COLLEEN FABER**

**APRIL 6, 2021**

**09:00 MEETING CALLED TO ORDER**
**PLEDGE OF ALLEGIANCE**

CONSENT AGENDA

A. Consent Agenda

VOUCHERS

B. Vouchers

PUBLIC COMMENT

C. 9:05 For the Good of the County*

REGULAR BUSINESS

| | | |
|---|---|---|
| D. | 9:15 Week of the Young Child Proclamation | Stephanie Stevens/Lexi Percifield |
| E. | 9:20 Sexual Awareness Month Proclamation | Shawna McDonald |
| F. | 9:25 2021 Fireworks Storage Resolution | Randy Sinclair/Chief Bender |
| G. | 9:30 2021 Fireworks Resolution | Randy Sinclair/Chief Bender |
| H. | 9:35 Capital Request, Children's Developmental Services | Bob Tranas |
| I. | 9:40 Early Childhood Part B 619 Funding Request | Bob Tranas |
| J. | 9:45 Early Head Start COLA Funding Request | Bob Tranas |
| K. | 9:50 Application for Federal Assistance, Airport | Todd Chatfield |
| L. | 9:55 Application for Federal Assistance, Concessions | Todd Chatfield |
| M. | 10:00 TANF/CPI Grant Application | Beth Raab |

BREAK

REGULAR BUSINESS

| | | |
|---|---|---|
| N. | 10:15 Beverage Vending Services Agreement | Sandra Beeman |
| O. | 10:20 Snack Vending Services Agreement | Sandra Beeman |
| P. | 10:25 Personnel Guideline 508 Social Media Use | Brandy Elder/Carol Seeger |
| Q. | 10:30 Petition for Formation, Piper Acres I&S District | Kendra Anderson |
| R. | 10:35 Courthouse Reroof Project Agreement | Clark Melinkovich |

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

S. 10:40 District Support Grant, Bennor Estates I&S — Clark Melinkovich

T. 10:45 District Support Grant, Box N Ranch Road I&S — Clark Melinkovich

U. 10:50 District Support Grant, Fox Ridge Subdivision I&S — Clark Melinkovich

V. 10:55 District Support Grant, Pineview I&S — Clark Melinkovich

W. 11:00 District Support Grant, Prairieview Champion Ventures I&S — Clark Melinkovich

X. 11:05 District Support Grant, Stonegate I&S — Clark Melinkovich

WORKSHOP

Y. 11:15 Chapter 4 and Chapter 6 Rules — Jed Holder/Sam Proffer

ADJOURN

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

Consent Agenda

**MINUTES**
Board of Commissioners Directors Workshop, March 15, 2021
Board of Commissioners Regular Meeting, March 16, 2021
Board of Commissioners Executive Session, March 16, 2021
Board of Commissioners Museum Board Meeting, March 16, 2021
Board of Commissioners Lodging Tax Board Meeting, March 18, 2021
Board of Commissioners Public Health Board Meeting, March 18, 2021
Board of Commissioners Library Board Meeting, March 22, 2021

**PAYROLL PAYMENTS**
March 6, 2021
March 20, 2021
March 31, 2021

**ADMINISTRATIVE FINAL PLAT**
Resubdivision of Lots 8 and 9 & Tract D to be known as Lots 8A, 9A, and Tract D-A Fort Union Industrial Park

**COMPLETION AND FINAL ACCEPTANCE CERTIFICATE**
Final Acceptance of CMAQ FY18-CM18404 and CMAQ FY19-CM19405 Campbell County Roads Dust Suppression Projects have been completed in accordance with the specifications.

**LINE ITEM TRANSFERS**
Airport
Transfer $436 from 751.6102 Assoc., Comm., Dues & Fees to 751.6093 Publications/Legal Notices
Transfer $2,000 from 751.6751 Vehicle Parts (Not Capital) to 751.6755 General Vehicle Maintenance
Transfer $100 from 751.6759 Electrical Supplies to 751.6759 Water and Sewer Maintenance
Transfer 1,000 from 751.6772 to ILS Maintenance to 751.6777.1 Terminal Maintenance

Extension Office
Transfer $436.92 from 102.6517.5 Meals and Lodging to 102.7342 Program Support
Transfer $27.50 from 102.6517.2 Staff Development to 102.6517.3 Conference/Seminar
Transfer $550 from 104.6281 Automobile to 104.7488 Program Support
Transfer $418 from 104.6283 Meals & Lodging to 104.7488 Program Support

Parks & Recreation
Transfer $400 from 7705.6024.308 Babysitting to 7705.6025 Part time-O.T.

Rockpile Museum
Transfer $1,250 from 721.6706.1 Gift Shop Purchases to 905.7202 Capital Outlay: Furniture and Fixtures
Transfer 3,400 from 721.6321 Contract Labor to 905.7238 Capital Outlay: Misc. Equipment

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

Transfer 3,000 from 721.7362 Special Events to 721.6092 Advertising

**POSITION VACANCY JUSTIFICATIONS**

County Clerk – Deputy Clerk (2 positions)
ITS – System Support Analyst
Parks & Recreation – Executive Director
Public Works – Maintenance Tech, Master
Sheriff's Office – Administrative Assistant

**SICK LEAVE TRANSFERS**

Request transfer of 8 hours from Employee #146077 to Employee #620592
Request transfer of 16 hours from Employee #533851 to Employee #620592
Request transfer of 10 hours from Employee #314430 to Employee #620592
Request transfer of 40 hours from Employee #224418 to Employee #620592

**HAND WARRANTS**

| | |
|---|---|
| WAG – Division of Criminal Investigation | $39.00 |
| State of Wyoming – Department of Revenue & Taxation | 100.49 |
| WAG – Division of Criminal Investigation | 39.00 |
| Campbell County Clerk Tax Account | 287,392.57 |
| Campco Federal Credit Union | 226.01 |
| Campbell County Treasurer – HSA/FLX | 48,048.86 |
| Circuit Court of Campbell County | 429.37 |
| Great West Trust Company | 34,954.16 |
| Wyoming Child Support | 1,688.38 |
| CCEHBTA – Health | 752,299.23 |
| CCEHBTA – Dental | 42,226.60 |
| Delta Dental Plan of Wyoming | 1,873.40 |
| HM Life Insurance | 171,432.77 |
| Gallagher Benefit Service – Reliance | 19,847.04 |
| Vision Service Plan of Wyoming | 8,345.04 |

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

The following page(s) contain the backup material for Agenda Item: Consent Agenda

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

Office of County Commissioners
March 15, 2021
Gillette, WY

Directors Workshop

The Campbell County Board of Commissioners met for a Directors Workshop, Monday, March 15, 2021 at 1:30 PM.

Present were Rusty Bell, Colleen Faber, Bob Maul, Commissioners; Kendra Anderson, Deputy County Clerk; Carol Seeger, Commissioners Administrative Director; Bob Tranas, Children's Developmental Services Director; Faye Jorgenson, HR Benefit Specialist; Jeff Bender, Fire Chief; Terri Lesley, Library Director; Jane Glaser, Public Health Director; Robert Henning, Museum Director; Michelle Pierce, Extension Office Community Development Educator; Rick Mansur, Parks and Recreation Director; Todd Chatfield, Airport Director of Operations; Liz Edwards, Fair Coordinator; Scott Matheny, County Sheriff; Matt Olsen, Public Works Director and Kevin Geis, Road and Bridge Director. Commissioner DG Reardon was present telephonically. Commissioner Del Shelstad and Sean Brown, Deputy County Attorney were absent from the meeting.

Years of Service Award was presented to Tony Knievel, Chief Surveyor.

Discussion was held on position vacancy justifications for the CAM-PLEX, Sheriff's Office and Treasurer's Office.

Faye Jorgenson encouraged everyone to remind their employees to add their newborn babies on insurance within the 30-day time period.

Commissioner Faber discussed the American Legion Post 307 Chapter.

The Directors provided updates and information on the program of work from their respective offices.

There being no further business to come before the Board the meeting was adjourned at 2:15 PM.

Kendra Anderson, Deputy Clerk
Board of County Commissioners

Bob Maul, Chairman
Board of County Commissioners

Office of County Commissioners
March 16, 2021
Gillette, Wyoming

The Campbell County Board of Commissioners met in regular session, Tuesday, March 16, 2021. Chairman Maul called the meeting to order at 9:00 AM. Commissioner Faber led in prayer and Chairman Maul led the Pledge of Allegiance.

Present were Rusty Bell, Bob Maul, Collen Faber, Commissioners; Kendra Anderson, Deputy County Clerk; Carol Seeger, Commissioners Administrative Director; Mitch Damsky, County Attorney and Sean Brown, Deputy County Attorney. Commissioner DG Reardon was present telephonically. Commissioner Del Shelstad was absent from the meeting.

The following consent agenda was presented:

MINUTES:

Board of Commissioners Children's Developmental Services Board Meeting, February 24, 2021
Board of Commissioners Directors Workshop, March 1, 2021
Board of Commissioners Executive Session, March 1, 2021
Board of Commissioners Regular Meeting, March 2, 2021

MONTHLY REPORTS:

Clerk of District Court – February 2021
County Clerk – February 2021
County Sheriff – February 2021
County Sheriff, Detention – February 2021
County Treasurer – February 2021

PAYROLL PAYMENTS:

February 20, 2021; February 28, 2021

CANCELLATION/REBATE OF TAXES:

4290 – 4294

CAPITAL REQUESTS:

Fire Department – Requesting to reallocate all funds from Capital Facilities Priority #5 and any remaining funds from Priorities #1, 2, 4, 6 to Priority #3 Station 1 Foundation Investigation.

Parks & Recreation/HR Risk – To purchase a Zoll AED machine for the Spirit Hall Ice Arena in the amount of $1,399 from account 020.7531

LINE ITEM TRANSFERS:

Transfer $50,000 from 020.7085 District Support Grants to 020.7085.29 American Road; transfer $3,029.78 from 020.7085 District Support Grants 020.7085.50 Mean, Carter, N Hannum; transfer $15,475.00 from 020.7085 District Support Grants to 020.7085.41 Wild Horse Creek

LETTER:

Notice of Intent not to renew software-as-a-service Subscription Agreement between Siteimprove, Inc. and Campbell County, with an effective date of July 17, 2018.

OFFICIAL BOND & OATH:

Campbell County Predatory Board – Kenda Ann Ford
Campbell County Weed & Pest – Ted J. Edwards
Southfork Estates Improvement & Service District – Pamela Cowen

POSITION VACANCY JUSTIFICATIONS:

CAM-PLEX – Maintenance Technician
CAM-PLEX – Maintenance Technician Senior
Sheriff's Office – Administrative Assistant
Treasurer's Office – Deputy County Treasurer I

PUBLIC DEFENDER:

Approval of appointment of April Carina Ostberg as Part-Time Assistant Public Defender for the 6th Judicial District.

RESOLUTION:

Renaming Resolution Number 2068 Resolution for Special Prosecution to Resolution Number 2071.

SICK LEAVE TRANSFERS:

Transfer of 40 hours from Employee #326051 to Employee #662354
Transfer of 40 hours from Employee #205874 to Employee #662354

SOCIAL MEDIA REQUEST:

Public Health Response Coordinator, Ivy McGowan-Castleberry – Facebook, Instagram, YouTube

HAND WARRANTS:

| | |
|---|---|
| Wyoming Child Support Enforcement | $1,688.38 |
| Campbell County Clerk Tax Account | 312,710.21 |
| Circuit Court of Campbell County | 429.37 |
| Great West Trust Company | 40,369.16 |
| Campco Federal Credit Union | 1,176.01 |
| Campbell County Treasurer – HSA/FLX | 51,652.04 |
| Campbell County Health Benefits Trust Account | 759,086.98 |
| Campbell County Dental Benefits Trust | 42,652.60 |
| Delta Dental Plan of Wyoming | 1,892.40 |
| Reliance Standard Life Insurance Company | 20,029.81 |
| Vision Service Plan | 8,427.39 |
| WAG – Division of Criminal Investigation | 39.00 |
| Campco Federal Credit Union | 226.01 |
| Campbell County Clerk Tax Account | 290,806.47 |
| Campbell County Treasurer – HSA/FLX | 47,520.21 |
| Circuit Court of Campbell County | 429.37 |
| Great West Trust Company | 35,244.16 |
| Wyoming Child Support | 1,688.38 |

Commissioner Bell moved to approve all items of the Consent Agenda as presented. Commissioner Faber seconded the motion. All Voted -Aye. Carried.

Public comment was provided by Jacob Dalby.

Commissioner Faber moved to approve the Sub-Contract Award between the Wyoming Division of Criminal Investigation (DCI) and Campbell County Sheriff's Office for High Intensity Drug

Trafficking Area funding in the amount of $90,332 for the period of January 1, 2021 to December 31, 2021, as presented. Commissioner Reardon seconded the motion. All Voted - Aye. Carried.

Commissioner Bell moved to approve the Memorandum of Understanding between Wyoming Department of Health, Public Health Division and Campbell County for COVID-19 Vaccination Campaign Activities in the amount of $491,974 for the period of December 31, 2020 to December 30, 2021, as presented. Commissioner Faber seconded the motion. All Voted -Aye. Carried.

Commissioner Faber moved to approve the Request for Change in Position Allocation submitted by Public Works, changing a Senior Custodian Position, Pay Grade 104 to a Part Time Custodian II Position, Pay Grade 102, as presented. Commissioner Bell seconded the motion. All Voted - Aye. Carried.

Commissioner Reardon moved to approve the Statement of Dissolution for the Antelope Valley Business Park II Improvement and Service District, pursuant to the Findings of Fact and Plan of Dissolution. Chairman Maul seconded the motion. All Voted -Aye. Carried.

Commissioner Faber moved to convene into executive session to discuss pending litigation. Commissioner Bell seconded the motion. All Voted – Aye. Carried.

The Commissioners reconvened into their regular meeting at 10:35 AM.

There being no further business to come before the Commissioners the meeting was adjourned at 10:35 AM. The next regular meeting of the Commissioners will be held Tuesday, April 6, 2021, at 9:00 AM in the Commissioners Chambers in the Courthouse.

Kendra Anderson, Deputy County Clerk
Board of County Commissioners

Bob Maul, 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.ccgov.net

Office of County Commissioners
March 16, 2021
Gillette, WY

The Campbell County Board of Commissioners met with the Museum Board, Tuesday, March 16, 2021 at 6:00 PM.

Present were Rusty Bell, Bob Maul, Commissioners; Kendra Anderson, Deputy County Clerk; Carol Seeger, Commissioners Administrative Director: Sean Brown, Deputy County Attorney and members of the Museum Board. Commissioners DG Reardon and Colleen Faber were present telephonically. Commissioner Del Shelstad was absent from the meeting.

Discussion was held on the accounts payable process at the Museum.

Discussion was held on the buildings that the Museum uses for storage.

Robert Henning, Museum Director, provided a presentation on the events the Museum hosted in 2020.

Discussion was held on the upcoming 2021-2022 budget.

No action was taken by the Commissioners and they left the meeting at 6:45 PM.

Kendra Anderson, Deputy Clerk
Board of County Commissioners

Bob Maul, Chairman
Board of County Commissioners

Office of County Commissioners
March 18, 2021
Gillette, WY

The Campbell County Board of Commissioners met with the Lodging Tax Board, Thursday, March 18, 2021 at 3:00 PM.

Present were Colleen Faber, Commissioners; Kendra Anderson, Deputy County Clerk; Carol Seeger, Commissioners Administrative Director; Sean Brown and members of the Lodging Tax Board. Commissioners Bob Maul, Rusty Bell and DG Reardon were present telephonically. Commissioner Del Shelstad was absent from the meeting.

An update was provided on year end revenue numbers, the balance in the 10% MOU account and the upcoming Camporee event.

Discussion was held on live horse racing.

No action was taken by the Commissioners and they left the meeting at 3:20 PM.

Kendra Anderson, Deputy Clerk
Board of Commissioners

Bob Maul, Chairman
Board of Commissioners

Office of County Commissioners
March 18, 2021
Gillette, WY

The Campbell County Board of Commissioners attended the Public Health Board meeting, Thursday, March 18, 2021 at 7:00 PM.

Present were Colleen Faber, Commissioner; Kendra Anderson, Deputy County Clerk; Carol Seeger, Commissioners Administrative Director; Sean Brown, Deputy County Attorney and Public Health Board members. Commissioners Rusty Bell, Bob Maul and DG Reardon were present telephonically. Commissioner Del Shelstad was absent from the meeting.

Jane Glaser, Public Health Director, provided an update on employees.

Discussion was held on COVID-19 testing, vaccinations and tracing.

Discussion was held on the upcoming 2021-2022 budget.

Jane Glaser announced that Public Health, CCH, Sheriff's Office, Police Department and Fire Department are being honored at the hockey game on Saturday night. Jane also announced that her and Randy Bury will be receiving the Chief's Award from the Campbell County Fire Department.

Discussion was held on the records request for the county, the new opening on the Public Health Board and legislation on the possible Rescue Plan.

No action was taken by the Commissioners and they left the meeting at 7:40 PM.

Kendra Anderson, Deputy Clerk
Board of County Commissioners

Bob Maul, Chairman
Board of County Commissioners

Office of County Commissioners
March 22, 2021
Gillette, WY

The Campbell County Board of Commissioners met with the Library Board, Monday, March 22, 2021 at 4:00 PM.

Present were Rusty Bell, Bob Maul, Del Shelstad, DG Reardon, Colleen Faber, Commissioners; Susan F. Saunders, County Clerk; Carol Seeger, Commissioners Administrative Director; Sean Brown, Deputy County Attorney and members of the Library Board.

Discussion was held on the upcoming 2021-2022 budget.

Discussion was held on the possibility of Public Works transferring custodial staff to the Library on a full-time basis.

No action was taken by the Commissioners and they left the meeting at 4:40 PM.

Susan F. Saunders, Clerk
Board of County Commissioners

Bob Maul, Chairman
Board of County Commissioners

# PAYROLL PAYMENT

***FOR THE PAY PERIOD (s) ENDING***

March 6, 2021

March 20, 2021

March 31, 2021

We do hereby approve the County Payroll as presented this 6th day of April, 2021

| | |
|---|---|
| _____ | _____ |
| Member | Member |
| _____ | _____ |
| Member | Member |

_____

Chairman

# Final Acceptance Certificate

## Project Information

| | | | |
|---|---|---|---|
| **Project Number:** | CM18404 | **Project Sponsor:** | Campbell County |
| **Project Name:** | Southern Campbell County Roads - Phase IV Dust Suppression | **Contact Name:** | Kevin Geis |
| **Project Amount:** | $366,000.00 | **Telephone number:** | (307) 682-4411 |
| **Match:** | 20% | **Email Address:** | kfg14@ccgov.net |
| **CFDA #:** | 20.205 | | |

## Instructions

*Local Public Agencies (LPAs) are required to submit a certification of project completion to WYDOT prior to reimbursement of the final 10% of project funds. To do so, the LPA must provide the following* attachment *and* information *:*

******Failure to attach the required documents may result in a delay of project.******

## Required Attachments

**Proof of forty day advertisement for final settlement and project completion*

## Please fill-in the sections highlighted in gray

CM18404 the aforementioned project has been completed in accordance with the plans and specifications dated:

January 27, 2020 and agrees to accept full maintenance thereof, this

6th day of April 2021 .

Chairman of governing body, Signature

Attest Signature

The aforementioned project has been designed and constructed according to accepted engineering and architectural standards.

Signature

Campbell County Road & Bridge
Name of Architectural or Engineering Firm

WY PE8773
License Number (if applicable)

Kevin F. Geis
Printed Name

The aforementioned project is accepted as complete as certified above by the sponsoring entity and its professional consulting engineer and is hereby approved for final payment.

WYDOT

**Once completed, email a copy of this signed document along with the supporting documentation to your WYDOT LGC Contact.**

# Final Acceptance Certificate

## Project Information

| | | | |
|---|---|---|---|
| **Project Number:** | CM19405 | **Project Sponsor:** | Campbell County |
| **Project Name:** | Southern Campbell County Roads - Phase V Dust Supression | **Contact Name:** | Kevin F. Geis, P.E. |
| **Project Amount:** | $180,480.00 | **Telephone number:** | 307-682-4411 |
| **Match:** | 20% | **Email Address:** | kfg14@ccgov.net |
| **CFDA #:** | 20.205 | | |

## Instructions

*Local Public Agencies (LPAs) are required to submit a certification of project completion to WYDOT prior to reimbursement of the final 10% of project funds. To do so, the LPA must provide the following* attachment *and* information *:*

******Failure to attach the required documents may result in a delay of project.******

## Required Attachments

**Proof of forty day advertisement for final settlement and project completion*

## Please fill-in the sections highlighted in gray

CM19405 the aforementioned project has been completed in accordance with the plans and specifications dated:

January 27, 2020 and agrees to accept full maintenance thereof, this

6gh day of April 2021 .

Chairman of governing body, Signature

Attest Signature

The aforementioned project has been designed and constructed according to accepted engineering and architectural standards.

Signature

Campbell County Road & Bridge
Name of Architectural or Engineering Firm

WY PE8773
License Number (if applicable)

Kevin F. Geis
Printed Name

The aforementioned project is accepted as complete as certified above by the sponsoring entity and its professional consulting engineer and is hereby approved for final payment.

WYDOT

**Once completed, email a copy of this signed document along with the supporting documentation to your WYDOT LGC Contact.**

AFFP
NOTICE OF COMPLETION AND FINAL

# Affidavit of Publication

STATE OF WYOMING }
COUNTY OF CAMPBELL } SS

Ann Kennedy Turner, being duly sworn, says:

That she is Publisher of the The Gillette News Record, a daily newspaper of general circulation, printed and published in Gillette, Campbell County, Wyoming; that the publication, a copy of which is attached hereto, was published in the said newspaper on the following dates:

November 14, 2020, November 21, 2020, November 28, 2020

NOTICE OF
COMPLETION AND
FINAL ACCEPTANCE

In accordance with the provisions of paragraph 16-6-116 Wyoming State Statutes, 1977 Republished Edition, Campbell County Road and Bridge Department hereby gives notice that the work of Desert Mountain, Inc. whose address is P. O. Box 622 Riverton, WY 82501, as Supplier, has completed the CMAQ FY18 – CM18404 and FY19 – CM19405 Campbell County Roads Dust Suppression Project - in accordance with the specifications.

Final acceptance having been made; final payment is now due the Supplier in accordance with the terms of the contract. Any disputed claims for material and labor performed under the contract should be made known to Kevin Geis, Director of Road and Bridge, 1704 4J Road, Gillette, WY 82718, Telephone (307) 682-4411, prior to the date of the final payment.

Said final payment will be made on December 29,2020 said date being the 45th day after the first publication of notice.

CAMPBELL COUNTY
ROAD & BRIDGE
Kevin Geis
Director of Road & Bridge
November 14, 21, 28, 2020

That said newspaper was regularly issued and circulated on those dates.
SIGNED:

Publisher

Subscribed to and sworn to me this 28th day of November 2020.

VALERIE A. KETTREY - NOTARY PUBLIC
COUNTY OF CAMPBELL
STATE OF WYOMING
My Commission Expires 08.03.21

Valerie A. Kettrey, Notary Public, Campbell County, Wyoming

My commission expires: August 03, 2021

Publication Fees: $ 189.00

00011756 00364720

Campbell Co. Road and Bridge
5901 Hannum Road
GILLETTE, WY 82716

Campbell County
wyoming

**OFFICE**
500 South Gillette Avenue
Suite 1100
Gillette, Wyoming 82716
(307) 682-7283
(307) 687-6325 FAX
www.ccgov.net

**TO:** Board of Commissioners
**FROM:** Shelly Besel, Marketing Coordinator, Northeast Wyoming Regional Airport
**DATE:** March 29, 2021
**SUBJECT:** Line Item Transfer Request

Please make the following line item transfers:

| | Transfer From: | | | Transfer To: | |
|---|---|---|---|---|---|
| Date of Entry | Amount | Account # | Account Name | Account # | Account Name |
| 3/29/21 | $436.00 | 751.6102 | Assoc., Comm., Dues. & Fees | 751.6093 | Publications/Legal Notices |
| 3/29/2021 | $2000.00 | 751.6751 | Vehicle Parts (Not Capital) | 751.6755 | General Vehicle Maintenance |
| 3/29/2021 | $100.00 | 751.6759 | Electrical Supplies | 751.6759 | Water and Sewer Maintenance |
| 3/29/2021 | $1000.00 | 751.6772 | ILS Maintenance | 751.6777.1 | Terminal Maintenance |

Explanation:

Director Approval: _____

Campbell County
wyoming

**OFFICE**
500 South Gillette Avenue
Suite 1100
Gillette, Wyoming 82716
(307) 682-7283
(307) 687-6325 FAX
www.ccgov.net

**TO:** Board of Commissioners
**FROM:** Extension Office
**DATE:** 03/22/2020
**SUBJECT:** Line Item Transfer Request

Please make the following line item transfers:

| Transfer From: | | | Transfer To: | |
|---|---|---|---|---|
| Amount | Account # | Account Name | Account # | Account Name |
| $436.92 | 102.6517.5 | Meals and Lodging | 102.7342 | Program Support |
| $27.50 | 102.6517.2 | Staff Development | 102.6517.3 | Conference/Seminar |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Explanation:
Transfer funds to Program Support. Kim Fry
Transfer funds to Automobile. Celeste Robinson
Transfer funds to Program Support. Michelle Vigil

Campbell County
wyoming

**OFFICE**
500 South Gillette Avenue
Suite 1100
Gillette, Wyoming 82716
(307) 682-7283
(307) 687-6325 FAX
www.ccgov.net

**TO:** Board of Commissioners
**FROM:** Extension Office
**DATE:** 03/31/2020
**SUBJECT:** Line Item Transfer Request

Please make the following line item transfers:

| Transfer From: | | | Transfer To: | |
|---|---|---|---|---|
| Amount | Account # | Account Name | Account # | Account Name |
| $550.00 | 104.6281 | Automobile | 104.7488 | Program Support |
| $418.00 | 104.6283 | Meals & Lodging | 104.7488 | Program Support |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Explanation:
Funds transfer for Horticulture from Automobile and Meals and Lodging to Program Support.

Campbell County
wyoming

**OFFICE**
500 South Gillette Avenue
Suite 1100
Gillette, Wyoming 82716
(307) 682-7283
(307) 687-6325 FAX
www.ccgov.net

**TO:** Board of Commissioners
**FROM:** C.C. Parks & Recreation
**DATE:** March 25, 2021
**SUBJECT:** Line Item Transfer Request

Please make the following line item transfers:

| Transfer From: | | | Transfer To: | |
|---|---|---|---|---|
| Amount | Account # | Account Name | Account # | Account Name |
| $400.00 | 7705.6024.308 | Babysitting | 7705.6025 | Part Time – O.T. |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Justification:

Campbell County
wyoming

**OFFICE**
500 South Gillette Avenue
Suite 1100
Gillette, Wyoming 82716
(307) 682-7283
(307) 687-6325 FAX
www.ccgov.net

**TO:** Board of Commissioners
**FROM:** Robert Henning, Museum Director RAH 3/30/21
**DATE:** 3/30/2021
**SUBJECT:** Line Item Transfer Request

Please make the following line item transfers:

| | Transfer From: | | | Transfer To: | |
|---|---|---|---|---|---|
| Date of Entry | Amount | Account # | Account Name | Account # | Account Name |
| 4/6/2021 | $1,250.00 | 721.6706.1 | Gift Shop Purchases | 905.7202 | Capital Outlay: Furniture and Fixtures |
| 4/6/2021 | $3,400.00 | 721.6321 | Contract Labor | 905.7238 | Capital Outlay: Misc. Equipment |
| 4/6/2021 | $3,000.00 | 721.7362 | Special Events | 721.6092 | Advertising |

Explanation: The Rockpile Museum is requesting a transfer of operating funds out of two operating accounts into two capital accounts for the acquisition of a rock display case in our gift shop and the acquisition of a point of sale system for gift shop and admissions. We are also requesting a move of funds from Special Events to Advertising to market the museum early this summer. Rocks have been selling quite well and this case allows us to display the various gemstones available to guests while allowing them to pick out the rocks they wish to buy. The point of sale system will allow us to better track our gift shop sales and track our admission fees when we begin charging admission on July 1, 2021. The advertising funds will be utilized for digital marketing to travelers and tourists this spring and early summer. Please let me know if you have any questions and thank you for your consideration.

Director Approval: Robert A. Henning 3/30/2021

2021-013

# Position Vacancy Justification

| | | | | |
|---|---|---|---|---|
| Department: | **County Clerk** | | Date: | **03/29/2021** |
| Position Title: | **Deputy Clerk** | | | |
| Classification Grade: | **103** | Current Salary of Incumbent: | | |
| Salary Range: | Min **$30,513.60** | Mid **$38,136.48** | Max **$45,763.77** | |
| Justification for Hiring Position: | To replace an employee that is retiring May 7, 2021. | | | |
| Termed Incumbent: | [redacted] | | | |
| Position Originated: | 1913 | | | |

| Funding Source for Position: | County: | State: | Federal: | Other: | Explain Other: |
|---|---|---|---|---|---|
| | **Yes** | **No** | **No** | | |

| Status Code: | Full-Time | Part-Time | Number of Annual Hours: | |
|---|---|---|---|---|
| | **Yes** | **No** | | **2,080 + overtime** |

| Reason for Vacancy: | Replacement due to Termination: | Replacement due to Retirement: | New Position: |
|---|---|---|---|
| | | Yes | |

| | |
|---|---|
| Existing Budgeted Position: | **Yes** |
| Benefit Eligible: | **Yes** |
| Department Head Signature & Date | Susan Saunders 3/28/21 |
| Commissioner Approval & Date: | Crystal Nichols For Brandy Elder 3/31/21 |

2021-014

# Position Vacancy Justification

| | | | | |
|---|---|---|---|---|
| Department: | **County Clerk** | | Date: | **03/29/2021** |
| Position Title: | **Deputy Clerk** | | | |
| Classification Grade: | **103** | Current Salary of Incumbent: | | |
| Salary Range: | Min **$30,513.60** | Mid **$38,136.48** | Max **$45,763.77** | |
| Justification for Hiring Position: | To replace an employee that terminated employment. | | | |
| Termed Incumbent: | [redacted] | | | |
| Position Originated: | 1913 | | | |

| Funding Source for Position: | County: | State: | Federal: | Other: | Explain Other: |
|---|---|---|---|---|---|
| | **Yes** | **No** | **No** | | |

| Status Code: | Full-Time | Part-Time | Number of Annual Hours: | |
|---|---|---|---|---|
| | **Yes** | **No** | | **2,080 + overtime** |

| Reason for Vacancy: | Replacement due to Termination: | Replacement due to Retirement: | New Position: |
|---|---|---|---|
| | | Yes | |

| | |
|---|---|
| Existing Budgeted Position: | **Yes** |
| Benefit Eligible: | **Yes** |
| Department Head Signature & Date | Susan Saunders 3/28/21 |
| Commissioner Approval & Date: | Crystal Nichols For Brandy Elder 3/31/21 |

2021-011

# POSITION VACANCY JUSTIFICATION

| | | | |
|---|---|---|---|
| Department: | ITS | Date: | March 31, 2021 |
| Position Title: System Support Analyst | | | |
| | | | |
| Classification Band: | Grade 111 | Current Salary: | $78,395 |
| Salary Range: | | | |
| Minimum: | $62,480.01 | Mid-Point: $78,100.02 | Maximum: $93,720.02 |

Position Justification: Information Technology Services has two staff retiring in June of this year. Considering the budget message for fy21-22, I believe we can get by with only replacing one position. With your approval, I would like to begin the process in mid-April and hope to have a replacement hired by late May/early June. This would prevent IT from being down two positions at once and would provide some opportunity for knowledge transfer. Please note that after paying out remaining vacation & comp to the two exiting employees, there will not be sufficient funds in our current payroll line to cover the additional cost of wages for a new employee. However, I do have funds in another line that would cover this cost.

Termed incumbent: [redacted]

Position Originated: County

| | | | | | | |
|---|---|---|---|---|---|---|
| Funding Source for Position: | County | X | | State | | WIC Program |
| | Federal | | | Other | | (Please explain) |

| | | | | | | |
|---|---|---|---|---|---|---|
| Classification: | Full Time | X | Part Time | | Number of Hours | |
| | Exempt | | Non-Exempt | | | |

| | | | | |
|---|---|---|---|---|
| Reason for Vacancy: | Replacing Termination | X | New Position | |

| | | | | | |
|---|---|---|---|---|---|
| Existing Budgeted Position: | Yes | X | No | | If No, Please explain: |

# POSITION VACANCY JUSTIFICATION

| | | | | | |
|---|---|---|---|---|---|
| Benefit Eligible: | Yes | X | No | | Please explain: |
| | | | | | |
| Department Head Signature: | | | | | |
| Commissioner Approval: | | | | | |

Routing: Original: HR for review; HR forward to Commissioners' for approval & signature; return to HR; HR file and make copy to send to requesting department.

Crystal Nichols for Brandy Elder

2021-010

# POSITION VACANCY JUSTIFICATION

| | | | |
|---|---|---|---|
| Department: | Parks & Recreation | Date: | April 6, 2021 |
| Position Title: Executive Director, Parks and Recreation | | | |
| Classification Band: | EX | Current Salary: | $113,873.89 |
| Salary Range: $100,765.68 – $141,071.95 | | | |

| | | | | | |
|---|---|---|---|---|---|
| Minimum: | $100,765.68 | Mid-Point: | $120,918.82 | Maximum: | $141,071.95 |

Position Justification: Position is responsible for the overall operations of the Campbell County Parks & Recreation Department. Duties include strategic planning for department, oversight of all departmental operations, staff & facilities, budget forecasting, planning & administration, and providing highly responsible and complex guidance and direction to the Campbell County Parks and Recreation Department Board of Directors.

Termed Incumbent: [redacted]

Position Originated: Campbell County

| | | | | | | |
|---|---|---|---|---|---|---|
| Funding Source for Position: | County | X | | State | | WIC Program |
| | Federal | | | Other | | (Please explain) |

| | | | | | | |
|---|---|---|---|---|---|---|
| Classification: | Full Time | X | Part Time | | Number of Hours | 2080 |
| | Exempt | X | Non-Exempt | | | |

| | | | | |
|---|---|---|---|---|
| Reason for Vacancy: | Retirement | X | New Position | |

| | | | | | |
|---|---|---|---|---|---|
| Existing Budgeted Position: | Yes | X | No | | If No, Please explain: |

| | | | | | |
|---|---|---|---|---|---|
| Benefit Eligible: | Yes | X | No | | Please explain: |

| | |
|---|---|
| Department Head Signature: | Rich Mansur |
| Commissioner Approval: | |

BB 3/25/21

2021-014

# POSITION VACANCY JUSTIFICATION

| | | | |
|---|---|---|---|
| Department: | Public Works / Facilities Maintenance | Date | March 31, 2021 |
| Position Title: Maintenance Tech, Master | | | |
| Classification Band: | 110 | Current Salary: | $29.10/hr |
| Salary Range: | | | |
| Minimum: | 27.31 | Mid-Point: | 34.13 |
| Maximum: | 40.96 | | |
| Position Justification: Retirement | | | |
| Termed incumbent: [redacted] | | | |
| Position Originated: Budgeted position for FY 20-21 | | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| Funding Source for Position: | County | X | | State | | WIC Program |
| | Federal | | | Other | | (Please explain) |

| | | | | | | |
|---|---|---|---|---|---|---|
| Classification: | Full Time | **X** | Part Time | | Number of Hours | 40/wk |
| | Exempt | | Non-Exempt | | | |

| | | | | |
|---|---|---|---|---|
| Reason for Vacancy: | Replacing Termination | **X** | New Position | |

| | | | | | |
|---|---|---|---|---|---|
| Existing Budgeted Position: | Yes | **X** | No | | If No, Please explain: |

| | | | | | |
|---|---|---|---|---|---|
| Benefit Eligible: | Yes | **X** | No | | Please explain: |

| | |
|---|---|
| Department Head Signature: | |
| Commissioner Approval: | |

Routing: Original: HR for review; HR forward to Commissioners' for approval & signature; return to HR; HR file and make copy to send to requesting department.

C:\Users\wml08\Downloads\Position Vacancy Justification Form r 12.2012_201805041333425423 (3).docx

4/1/21

# Position Vacancy Justification

2021-076

| | | | | | |
|---|---|---|---|---|---|
| Department: | **Sheriff's Office** | | | Date: | **3/22/2021** |
| Position Title: | **Administrative Assistant** | | | | |
| Classification Band / Range: | **104** | | Current Salary of Incumbent: | **$34.14** | |
| Salary Range: | Min **$15.99** | | Mid **$19.98** | Max **$23.98** | |
| Justification for Hiring Position: | Filling existing budgeted position. | | | | |
| Termed Incumbent: | Financial Services Manager [redacted] (Resignation 5/3/2021) | | | | |
| Position Originated: | Budgeted Position for fiscal year 2020-2021 | | | | |
| Funding Source for Position: | County: **Yes** | State: | Federal: | Other: | Explain Other: |
| Status Code: | Full-Time **Yes** | Part-Time | Number of Annual Hours: | | **2080** |
| Reason for Vacancy: | Replacement due to Termination: | | Replacement due to Retirement: X | | New Position: |
| Existing Budgeted Position: | **Yes** | | | | |
| Benefit Eligible: | **Yes** | | | | |
| Department Head Signature & Date | [signature] | | **3/22/2021** | | |
| Commissioner Approval & Date: | | | | | |

[signature] 3/22/21

# SICK LEAVE TRANSFER REQUEST FORM

**TO:** Campbell County Board of Commissioners

**Donating Department:** Library **Receiving Department:** Library

**DATE:** 03/04/21

Please consider this request to transfer up to 8 hours of accrued sick leave. Note: No single donation should exceed 40 hrs.)

This request is # 1 of # 4. (Numbers should indicate order of use as well as total submission.)

Dates of absence: Intermittent FMLA; Absences vary; FMLA end date 10.28.2021

Anticipated return: _____-_____-_____.

From: 146077
Employee Number

To: 620592
Employee Number

Terri Lesh
Department Head Approval

Terri Lesh
Department Head Approval

FURTHER INFORMATION: (Please check applicable boxes)

☑ Currently an FMLA Qualifying Leave

☐ Was an FMLA Qualifying Leave

Refer to Personnel Guideline #403 Sick Leave for details regarding Sick Leave Transfers.

---

For Commission Office Use Only:

Date - Board of Commissioner Action: _____

Approved _____ Disapproved _____ Pending _____

Routing: Origination Department: Complete & print form obtain applicable signatures forward to HR; HR Department: Review & approve, make copy for file and copy to return to department indicating the date of Commissioner meeting, forward original to Commissioners for inclusion on consent agenda; Commissioners: include on consent agenda, after Commissioner action file original; Payroll: After approval record transfer from Commissioners meeting minutes; Origination Department: Check outcome from Commissioners meeting minutes.

# SICK LEAVE TRANSFER REQUEST FORM

**TO:** Campbell County Board of Commissioners

**Donating Department:** Library **Receiving Department:** Library

**DATE:** 03/08/21

Please consider this request to transfer up to 16 hours of accrued sick leave. Note: No single donation should exceed 40 hrs.)

This request is #2 of #4. (Numbers should indicate order of use as well as total submission.)

Dates of absence: Intermittent FMLA; Absences vary; FMLA end date 10.28.2021

Anticipated return: _____-_____-_____.

From: 533851
Employee Number

Jerri Lesley
Department Head Approval

To: 620592
Employee Number

Jerri Lesley
Department Head Approval

FURTHER INFORMATION: (Please check applicable boxes)

☑ Currently an FMLA Qualifying Leave

☐ Was an FMLA Qualifying Leave

Refer to Personnel Guideline #403 Sick Leave for details regarding Sick Leave Transfers.

---

For Commission Office Use Only:

Date - Board of Commissioner Action: _____

Approved _____ Disapproved _____ Pending _____

Routing: Origination Department: Complete & print form obtain applicable signatures forward to HR; HR Department: Review & approve, make copy for file and copy to return to department indicating the date of Commissioner meeting, forward original to Commissioners for inclusion on consent agenda; Commissioners: include on consent agenda, after Commissioner action file original; Payroll: After approval record transfer from Commissioners meeting minutes; Origination Department: Check outcome from Commissioners meeting minutes.

# SICK LEAVE TRANSFER REQUEST FORM

**TO:** Campbell County Board of Commissioners

**Donating Department:** Library **Receiving Department:** Library

**DATE:** 03/10/21

Please consider this request to transfer up to 10 hours of accrued sick leave. Note: No single donation should exceed 40 hrs.)

This request is #3 of #4. (Numbers should indicate order of use as well as total submission.)

Dates of absence: Intermittent FMLA; Absences vary; FMLA end date 10.28.2021

Anticipated return: _____-_____-_____.

From: 314430
Employee Number

To: 620592
Employee Number

Department Head Approval

Department Head Approval

FURTHER INFORMATION: (Please check applicable boxes)

☑ Currently an FMLA Qualifying Leave

☐ Was an FMLA Qualifying Leave

Refer to Personnel Guideline #403 Sick Leave for details regarding Sick Leave Transfers.

---

For Commission Office Use Only:

Date - Board of Commissioner Action: _____

Approved _____ Disapproved _____ Pending _____

Routing: Origination Department: Complete & print form obtain applicable signatures forward to HR; HR Department: Review & approve, make copy for file and copy to return to department indicating the date of Commissioner meeting, forward original to Commissioners for inclusion on consent agenda; Commissioners: include on consent agenda, after Commissioner action file original; Payroll: After approval record transfer from Commissioners meeting minutes; Origination Department: Check outcome from Commissioners meeting minutes.

# SICK LEAVE TRANSFER REQUEST FORM

**TO:** Campbell County Board of Commissioners

**Donating Department:** Library **Receiving Department:** Library

**DATE:** 03/11/21

Please consider this request to transfer up to 40 hours of accrued sick leave. Note: No single donation should exceed 40 hrs.)

This request is #4 of #4. (Numbers should indicate order of use as well as total submission.)

Dates of absence: Intermittent FMLA; Absences vary; FMLA end date 10.28.2021

Anticipated return: _____-_____-_____.

From: 224418
Employee Number

Department Head Approval

To: 620592
Employee Number

Department Head Approval

FURTHER INFORMATION: (Please check applicable boxes)

☑ Currently an FMLA Qualifying Leave

☐ Was an FMLA Qualifying Leave

Refer to Personnel Guideline #403 Sick Leave for details regarding Sick Leave Transfers.

---

For Commission Office Use Only:

Date - Board of Commissioner Action: _____

Approved _____ Disapproved _____ Pending _____

Routing: Origination Department: Complete & print form obtain applicable signatures forward to HR; HR Department: Review & approve, make copy for file and copy to return to department indicating the date of Commissioner meeting, forward original to Commissioners for inclusion on consent agenda; Commissioners: include on consent agenda, after Commissioner action file original; Payroll: After approval record transfer from Commissioners meeting minutes; Origination Department: Check outcome from Commissioners meeting minutes.

The following page(s) contain the backup material for Agenda Item: 9:15 Week of the Young Child Proclamation

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

# WEEK OF THE YOUNG CHILD

RESOLUTION NO. 2072

---

**WHEREAS**, the Children's Developmental Services of Campbell County along with other local organizations that service children, in conjunction with Campbell County Commissioners and the National Association for the Education of Young Children (NAEYC), are celebrating the Week of the Young Child™, April 10th – April 16th, 2021; and

**WHEREAS**, these organizations are working to inspire high quality early childhood experiences for our state's youngest citizens as the first years of a child's life are the period of the most rapid brain development and lay the foundation for all future learning; and

**WHEREAS**, high quality early care and education can help ameliorate the effects of poverty, detect and remediate delays, identify and help prevent child neglect, and lead to positive outcomes for individual children, helping them be better prepared for school and more likely to succeed in life; and

**WHEREAS**, high-quality early childhood education depends on high-quality early childhood educators who ensure that children, supported by families, have the early experiences they need for a strong foundation; and

**WHEREAS**, we celebrate the 50th Anniversary of the Week of the Young Child so that we can continue to recognize and advance the early childhood education profession.

**NOW, THEREFORE, BE IT RESOLVED,** that the Campbell County Board of Commissioners do hereby proclaim April 10th – April 16th, 2021, as the Week of the Young Child™ in Campbell County, Wyoming and urge all members of our community to support efforts that increase children and families' access to high-quality early childhood education.

**RESOLVED** this 6th day of April, 2021.

**BOARD OF COUNTY COMMISSIONERS**
**CAMPBELL COUNTY, WYOMING**

| | |
|---|---|
| _____ | _____ |
| Robert Maul, Chairman | Rusty Bell |
| _____ | _____ |
| D.G. Reardon | Del Shelstad |
| _____ | ATTEST:_____ |
| Colleen Faber | Susan F. Saunders, County Clerk |

The following page(s) contain the backup material for Agenda Item: 9:20 Sexual Awareness Month Proclamation

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

# "SEXUAL ASSAULT AWARENESS MONTH" AND APRIL 28, 2021 AS "DENIM DAY" IN CAMPBELL COUNTY

RESOLUTION NO. 2073

**WHEREAS**, the United States Government has declared April as "Sexual Assault Awareness Month" and Peace Over Violence Education Campaign has declared April 28th, 2021 as "Denim Day"; and

**WHEREAS**, both events are intended to draw attention to the fact that sexual assault remains a serious issue in our society; and

**WHEREAS**, harmful attitudes about sexual assault allow these crimes to persist and allow victim/survivors to be re-victimized; and

**WHEREAS**, "Sexual Assault Awareness Month" and "Denim Day" were also instituted to call attention to misconceptions and misinformation about sexual violence, and the problem that many in society remain disturbingly uninformed with respect to issues of sexual assault; and

**WHEREAS**, every two minutes, someone in America is sexually assaulted, approximately 1-in-3 women and 1-in-33 men are sexually assaulted during their lifetime and youths under 18 account for about 44% of all reported cases; and

**WHEREAS**, with proper education on the matter, there is compelling evidence that we can be successful in reducing incidents of this alarming and psychologically damaging crime; and

**WHEREAS**, the members of the Campbell County Commissioners strongly support efforts by the Gillette Abuse Refuge Foundation (GARF), Gillette Police Department Advocates, and Campbell County Attorney's Crime Victim Office to educate persons in our community about the true impact of sexual assault in Campbell County Wyoming.

**NOW, THEREFORE BE IT RESOLVED** that the Campbell County Board of Commissioners does hereby proclaim the month of April 2021 as "Sexual Assault Awareness Month," and April 28, 2021 as "Denim Day," and urges everyone to wear jeans on April 28, 2021 to help communicate the message that there is "no excuse and never an invitation to commit a crime of sexual violence."

**RESOLVED** this 6th day of April, 2021.
**BOARD OF COUNTY COMMISSIONERS**
**CAMPBELL COUNTY, WYOMING**

| | |
|---|---|
| _____ | _____ |
| Robert Maul, Chairman | Rusty Bell |
| _____ | _____ |
| D.G. Reardon | Del Shelstad |
| _____ | ATTEST:_____ |
| Colleen Faber | Susan F. Saunders, County Clerk |

The following page(s) contain the backup material for Agenda Item: 9:25 2021 Fireworks Storage Resolution

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

# FIREWORKS STORAGE RESOLUTION 2021

RESOLUTION NO. 2074

---

**BE IT RESOLVED,** by the Board of County Commissioners, Campbell County, Wyoming, that the enforcement of the prohibition of the storage of fireworks as provided by Resolution of this Board dated July 9, 1985, shall be stayed for the period from and after June 1, 2021, to and including May 31, 2022.

**BE IT FURTHER RESOLVED**, that the storage of fireworks in Campbell County is subject to compliance with all rules and regulations adopted by the Campbell County Joint Powers Fire Board.

**BE IT FURTHER RESOLVED,** that this suspension will be reviewed with the Campbell County Fire Department no later than June 2021 for determination of compliance by permittees and advisability of continuing the suspension.

**RESOLVED** this 6th day of April 2021.

**BOARD OF COUNTY COMMISSIONERS**

**CAMPBELL COUNTY, WYOMING**

| | |
|---|---|
| _____ | _____ |
| Robert Maul, Chairman | Rusty Bell |
| _____ | _____ |
| D.G. Reardon | Del Shelstad |
| _____ | ATTEST: _____ |
| Colleen Faber | Susan F. Saunders, County Clerk |

The following page(s) contain the backup material for Agenda Item: 9:30 2021 Fireworks Resolution

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

# FIREWORKS RESOLUTION 2021

RESOLUTION NO. ___2075___

---

**BE IT RESOLVED,** by the Board of County Commissioners, Campbell County, Wyoming, that enforcement of the prohibition of the sale and use of fireworks as provided by Resolution of this Board dated July 9, 1985, shall be stayed for the period from and after 12:01 a.m., June 18, 2021, to and until 12:01 a.m., July 6, 2021.

**BE IT FURTHER RESOLVED**, that the control and regulation of fireworks is to remain contingent upon weather conditions and fire conditions which may require future consideration; and

**BE IT FURTHER RESOLVED**, that the sale and use of fireworks during the time periods outlined above, shall be limited by the following terms and conditions:

1. No fireworks shall be ignited within 100 feet of a residence.
2. Any fireworks ignited shall be done so that it does not cause a fire.
3. Possession, sale, or use of fireworks, commonly referred to as "pop bottle rockets," is prohibited.
4. All fireworks shall be banned on Public Land Board grounds during the week of June 29th, except for the display presented by Campbell County Parks & Recreation.
5. All Fireworks vendors must register and provide contact information with the Campbell County Fire Department.

**BE IT FURTHER RESOLVED,** that from and after 12:01 a.m. July 6, 2020, the prohibition prescribed by the Resolution of July 9, 1985, shall be in full force and effect.

**RESOLVED** this 6th day of April 2021.

**BOARD OF COUNTY COMMISSIONERS**

**CAMPBELL COUNTY, WYOMING**

| | |
|---|---|
| _____ | _____ |
| Robert Maul, Chairman | Rusty Bell |
| _____ | _____ |
| D.G. Reardon | Del Shelstad |
| _____ | ATTEST: _____ |
| Colleen Faber | Susan F. Saunders, County Clerk |

The following page(s) contain the backup material for Agenda Item: 9:35 Capital Request, Children's Developmental Services

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

Children's Developmental Services of Campbell County
· Early Childhood
· Region XIII PDDS
· Early Head Start
1801 South 4-J Road
Gillette, WY 82718
phone 307.682.2392
fax 307.682.8463
http://www.ccgov.net/cds

# MEMORANDUM

**TO:** Board of Campbell County Commissioners
**FROM:** Bob Tranas, Director – Children's Developmental Services Bob Tranas
**RE:** Capital Request – washer and dryer replacement
**DATE:** 3/31/2021

Children's Developmental Services is requesting approval to purchase a new washer and dryer to replace a set no longer working. The cost of purchasing a new set is $1,696.93. Funding for the new washer and dryer will come out of COVID-19 funds we currently have in our budget.

I will be available to answer questions you may have. Thank you for your time in considering this request.

**REQUEST FOR CAPITAL**
**2020-2021 FISCAL YEAR**

Department: CDS-CC

Date: March 17, 2021

Ship To:
Children's Developmental Services
1801 South 4-J Road
Gillette, Wyoming 82718

Attn: Bob Tranas

Vendor:
KARL'S

Address:
2610 S. Douglas Hwy Ste:75
Gillette, WY 82718

| Account Number | Description | Property No. | Quantity | Estimate Price |
|---|---|---|---|---|
| 703.7105 | LG FRONT LOAD WASHER 3400CW | | 1 | 779.99 |
| 703.7105 | LG ELECTRIC DRYER 3400W | | 1 | 779.99 |
| 703.7105 | LG PTSM-27 CHROME STACKING KIT KSTK1 | | 1 | 35.00 |
| 703.7105 | 4' DRYER CORD – 4 PRONG 134671 | | 1 | 15.99 |
| 703.7105 | DRYER VENT 141067 | | 4 (1.00ea) | 4.00 |
| 703.7105 | 4' WORM CLAMP (DRYER) 130431 | | 2 (.99ea) | 1.98 |
| 703.7105 | 5' SS HOSE (WASHER)- SINGLE 124819 | | 2 (9.99ea) | 19.98 |
| | | | | |
| | | | **Totals:** | **$1696.93** |

Signature of Department Head, Elected Official, or Board Chairman Bertine Balyge

Office of the Commissioners Use Only

Date Received:_____
By:_____
Acct. #_____

Approval Signature:

KARL'S
TV • AUDIO • APPLIANCES • FURNITURE

**GILLETTE**
**2610 S. DOUGLAS HWY SUITE 75**
**GILLETTE WY 82718**
**307 682-8883**

| Sales Quote |
|---|
| 282472755 |

| Estimated Date | Document Date |
|---|---|
| 03/18/21 | 03/04/21 |

**Sold To**

CAMPBELL COUNTY PUBLIC WORKS
500 S GILLETTE AVE
GILLETTE, WY 82716
Work: 307 685-8061

**Ship To**

CAMPBELL COUNTY PUBLIC WORKS
500 S GILLETTE AVE
GILLETTE, WY 82716

| Customer Phone# | Sold To Cell# | Terms | Salesperson | Customer # | Store |
|---|---|---|---|---|---|
| Home:<br>Work:307 685-8061 | | CASH BEFORE DELIV | AMANDA MILLER | 281043464 | 28 |

| Type | Comments |
|---|---|
| D - Delivery | JOSH-307-696-5820 |

| Ln# | Model / Brand | Description | Order | Price | Amount |
|---|---|---|---|---|---|
| 1<br>D | WM3400CW<br>LG | PTSM-4.5' FRONT LOAD WASHER | 1 | $779.99 | $779.99 |
| 2<br>D | DLE3400W<br>LG | PTSM-7.4' ELECTRIC DRYER | 1 | $779.99 | $779.99 |
| 3<br>D | KSTK1<br>LG | PTSM-27" CHROME STACKING KIT | 1 | $35.00 | $35.00 |
| 4<br>D | 134671<br>PETRA | 4' DRYER CORD -4 PRONG | 1 | $15.99 | $15.99 |
| 5<br>D | 141067<br>PETRA | DRYER VENT | 4 | $1.00 | $4.00 |
| 6<br>D | 130431<br>PETRA | 4" WORM CLAMP (DRYER) | 2 | $0.99 | $1.98 |

KARL'S
TV • AUDIO • APPLIANCES • FURNITURE

**GILLETTE**
**2610 S. DOUGLAS HWY SUITE 75**
**GILLETTE WY 82718**
**307 682-8883**

| Sales Quote |
|---|
| 282472755 |

| Estimated Date | Document Date |
|---|---|
| 03/18/21 | 03/04/21 |

**Sold To**

CAMPBELL COUNTY PUBLIC WORKS
500 S GILLETTE AVE
GILLETTE, WY 82716
Work: 307 685-8061

**Ship To**

CAMPBELL COUNTY PUBLIC WORKS
500 S GILLETTE AVE
GILLETTE, WY 82716

| Customer Phone# | Sold To Cell# | Terms | Salesperson | Customer # | Store |
|---|---|---|---|---|---|
| Home:<br>Work:307 685-8061 | | CASH BEFORE DELIV | AMANDA MILLER | 281043464 | 28 |

| Type | Comments |
|---|---|
| D - Delivery | JOSH-307-696-5820 |

| Ln# | Model / Brand | Description | Order | Price | Amount |
|---|---|---|---|---|---|
| 7 | 124819 | 5' SS HOSE (WASHER) -SINGLE | 2 | $9.99 | $19.98 |
| D | PETRA | | | | |

| | |
|---|---|
| Merchandise: | $1,636.93 |
| Delivery Charge: | $60.00 |
| **Total Sales Quote:** | **$1,696.93** |

The following page(s) contain the backup material for Agenda Item: 9:40 Early Childhood Part B 619 Funding Request

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

Children's Developmental Services of Campbell County
· Early Childhood
· Region XIII PDDS
· Early Head Start
1801 South 4-J Road
Gillette, WY 82718
phone 307.682.2392
fax 307.682.8463
http://www.ccgov.net/cds

# MEMORANDUM

**TO:** Board of Campbell County Commissioners
**FROM:** Bob Tranas, Director – Children's Developmental Services
**RE:** Wyoming Department of Education - Early Childhood Part B 619 Funding Request
**DATE:** 3/31/2021

Children's Developmental Services is requesting your consideration for approval of this funding application. The purpose of this application is for funding in the amount of $16,531 from the Wyoming Department of Education, Special Education Programs Division. These funds will support three projects:

- Curriculum training for classroom staff ($5,800)
- Developmental screening kits ($731)
- Marketing plan to improve child-find efforts ($10,000)

The following pages explain the three projects in more detail, I will also be available for questions as you consider this funding request.

Thank you for your time and consideration.

Plan to Address Area of Focus

- **Increase knowledge and Improve practice in meeting children's executive functioning**
- **Increase knowledge and improve practice in meeting children's special needs in an inclusive preschool setting.**

CDS-CC is requesting a portion of this funding to meet the Wyoming statewide objectives of increasing knowledge and improving practices in meeting children's executive functioning and special needs in an inclusive preschool setting. In order to obtain these objectives, CDS-CC would provide a two-day training from *The Creative Curriculum for Preschool* program.

Day one's focus would be Supporting Children with Disabilities. Teachers will learn how to use *The Creative Curriculum for Preschool* to provide a high-quality program that is inclusive of all children. Teacher's will learn how to use the principles of Universal Design for Learning (UDL) to offer children multiple ways of acquiring knowledge and skills and to provide a variety of formats for instruction, learning, and assessment to help all children communicate what they know and can do.

Day two of the training will continue this learning with an emphasis on Supporting Early Mathematical Learning. Using *Volume 4: Mathematics* as a guide, teachers will become familiar with the research related to how preschool children learn mathematical concepts and process skills, examine the components of mathematics that form the basis of instruction, and explore ways to incorporate developmentally appropriate mathematic activities in meaningful ways throughout the day.

These training opportunities will be provided to CDS-CC teachers and offered to our community partners such as Head Start, etc. The anticipated date for these trainings is August 2021. The total cost of the two-day training from *The Creative Curriculum for Preschool* program is $5,800.00

- **Improve the comprehensive evaluation process**
- **Improve child find activities**

CDS-CC is requesting a portion of this funding to meet the statewide objectives of improving the child find activities and the comprehensive evaluation process by purchasing an updated screening tool. We would like to purchase the Developmental Indicators for the Assessment of Learning – Fourth Edition (DIAL-4). The DIAL™-4 is a global screener for assessing large groups of children quickly and efficiently. We would specifically use this tool for re-screen appointments in order to give a different perspective on student's skills when the first screening tool used obtains scores in the low/below average range. This tool will assist teachers in making better referrals for these students.

Age range: 2:6-5:11

Publication date: 2011

Qualification level: B

Completion time: 30-45 minutes

Scores/Interpretation: DIAL-4 provides standard deviations and percentile cutoff points by chronological age at two-month intervals for total and area scores-Motor, Concepts, Language, Self-Help, and Social Development. Percentile ranks and standard scores also are provided. The Spanish version is also available for purchase. We would require two kits to meet our screening needs. The kits are $353.00 a piece plus 40 protocols for $25.00. The total price is $731.00.

- **Improve child find activities**

CDS-CC is requesting a portion of this funding to meet the Wyoming statewide objective of improving child find activities. In order to obtain this objective, CDS-CC will improve the marketing of the organization and the services provided through the purchase of a marketing campaign. We will spotlight the free Developmental Screenings offered throughout the year. Some examples of the proposed marketing campaign include utilizing radio station ads, professional print materials, print advertising and digital solutions (improving our website, Facebook/Instagram/YouTube ads and improving our Google footprint that will lead parents to our program). This initiative is important to CDS-CC at this time because we do not currently have an efficient way of reaching the population of parents that primarily get information from social media or similar outlets. The 5-month marketing plan cost is $10,000.

| **Part B/619 Funds Proposed Budget** | | Totals |
|---|---|---|
| **Creative Curriculum Training** | | |
| Day 1 | $2,900.00 | |
| Day 2 | $2,900.00 | |
| Total for training | | $5,800.00 |
| | | |
| | | |
| **DIAL-4 Screening Kit** | | |
| Kit 1 | $353.00 | |
| Kit 2 | $353.00 | |
| 40 Protocols | $25.00 | |
| Total for Screening kit | | $731.00 |
| | | |
| **Child Find Marketing Plan** | | |
| 5-month marketing plan total | | $10,000.00 |
| | | |
| **Total Request** | | **$16,531.00** |

The following page(s) contain the backup material for Agenda Item: 9:45 Early Head Start COLA Funding Request

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

Children's Developmental Services of CAMPBELL COUNTY

Children's Developmental Services of Campbell County
· Early Childhood
· Region XIII PDDS
· Early Head Start

1801 South 4-J Road
Gillette, WY 82718

phone 307.682.2392
fax 307.682.8463
http://www.ccgov.net/cds

**MEMORANDUM**

**TO:** Board of Campbell County Commissioners
**FROM:** Bob Tranas, Director – Children's Developmental Services
**RE:** Early Head Start COLA Funding Request
**DATE:** 3/31/2021

Children's Developmental Services is requesting your consideration for approval of this funding application. These funds, $4,407, have been made available for us through the Administration for Children and Families, Office of Head Start to provide a cost of living adjustment (COLA). We are proposing to use these funds to offset the 12% increase in healthcare premiums.

I will be available for questions as you consider this funding request.

Thank you for your time and consideration.

**COLA Narrative and Budget Justification**

Children's Developmental Services of Campbell County (CDS-CC) reviewed ACF-PI-HS-21-01 and the OHS COLA Funding Guidance letter to help determine the direction for the use of the cost of living adjustment (COLA) funds. A compensation study completed in September 2019 showed that compensation and benefits at Children's Developmental Services of Campbell County were at 104% of the market average. Due to the current economic environment, the Campbell County Compensation committee recommended no cost of living or merit-based increases for county employees, this recommendation was approved by the Board of County Commissioners on February 16, 2021.

CDS-CC is allocated $4,407 for the FY 2021 cost of living adjustment. Children's Developmental Services is proposing to use the COLA funds to offset the rising costs of health insurance for all employees. Each employee will receive an equal prorated amount of the COLA funds to help offset the 12% increase in insurance premiums. Employees have the option to choose between a Low Deductible Health Plan (LDHP) and a High Deductible Health Plan (HDHP). Employees will pay a portion of the premiums, which for family coverage is $600 per month on the Low Deductible Plan and $300 per month on the High Deductible plan. Applying the COLA funds towards the 12% increase in health insurance premiums will assist CDS-CC in keeping the employee portion of premiums to a minimum. CDS-CC intends to request a waiver of the non-federal match requirement, in accordance to the flexibilities allowed through the public health emergency for COVID-19.

**COLA Budget**

| EHS Personnel | Current Health Premium Cost | 12% Increase to premium | COLA |
|---|---|---|---|
| **EHS Coordinator** | $26,730 | $3,208 | $794 |
| **EHS Administrative Assistant** | $26,730 | $3,208 | $793 |
| **Home Visitor** | $29,700 | $3,564 | $940 |
| **Home Visitor** | $29,700 | $3,564 | $940 |
| **Home Visitor** | $29,700 | $3,564 | $940 |
| **Totals** | $142,560 | $17,108 | $4,407 |

OMB Number: 4040-0004
Expiration Date: 10/31/2019

## Application for Federal Assistance SF-424

* 1. Type of Submission:
- [ ] Preapplication
- [x] Application
- [ ] Changed/Corrected Application

* 2. Type of Application:
- [ ] New
- [ ] Continuation
- [x] Revision

* If Revision, select appropriate letter(s): Increase Award

* Other (Specify):

* 3. Date Received:

4. Applicant Identifier: 08CH011225

5a. Federal Entity Identifier: N/A

5b. Federal Award Identifier: 08CH011225

**State Use Only:**

6. Date Received by State:

7. State Application Identifier:

**8. APPLICANT INFORMATION:**

* a. Legal Name: CAMPBELL, COUNTY OF

* b. Employer/Taxpayer Identification Number (EIN/TIN): 836000103

* c. Organizational DUNS: 071413140

**d. Address:**

* Street1: 1801 S 4J Rd
Street2:
* City: Gillette
County/Parish: Campbell County
* State: WY: Wyoming
Province:
* Country: USA: UNITED STATES
* Zip / Postal Code: 82718-5201

**e. Organizational Unit:**

Department Name:

Division Name:

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix: Mr.
* First Name: Robert
Middle Name:
* Last Name: Tranas
Suffix:

Title: Executive Director

Organizational Affiliation:

* Telephone Number: (307) 682-2392
Fax Number:

* Email: RJT70@ccgov.net

## Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

ACF-Head Start

**11. Catalog of Federal Domestic Assistance Number:**

93.600

CFDA Title:

Head Start

*** 12. Funding Opportunity Number:**

eGrants-N/A

* Title:

N/A

**13. Competition Identification Number:**

Not Applicable

Title:

Not Applicable

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Campbell County - WY including the cities o

*** 15. Descriptive Title of Applicant's Project:**

Early Head Start

Attach supporting documents as specified in agency instructions.

## Application for Federal Assistance SF-424

**16. Congressional Districts Of:**

* a. Applicant: WY-001

b. Program/Project: WY-001

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

* a. Start Date: 09/01/2021

* b. End Date: 08/31/2022

**18. Estimated Funding ($):**

| | |
|---|---|
| * a. Federal | 4,407 |
| * b. Applicant | 0 |
| * c. State | |
| * d. Local | |
| * e. Other | 0 |
| * f. Program Income | |
| * g. TOTAL | 4,407 |

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

☐ Yes ☒ No

If "Yes", provide explanation and attach

**21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☐ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix: Mr.

* First Name: Robert

Middle Name:

* Last Name: Maul

Suffix:

* Title: CDS County Comissioner, Chairman

* Telephone Number: (307) 682-7283

Fax Number:

* Email: rlm01@ccgov.net

* Signature of Authorized Representative:

* Date Signed:

# BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 02/28/2022

## SECTION A - BUDGET SUMMARY

| Grant Program Function or Activity (a) | Catalog of Federal Domestic Assistance Number (b) | Estimated Unobligated Funds | | New or Revised Budget | | |
|---|---|---|---|---|---|---|
| | | Federal (c) | Non-Federal (d) | Federal (e) | Non-Federal (f) | Total (g) |
| 1. Early Head Start: Program Operations | 93.600 | $ | $ | $ 4,407 | $ 0 | $ 4,407 |
| 2. Early Head Start: TTA | 93.600 | | | 0 | 0 | 0 |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. Totals | | $ 0 | $ 0 | $ 4,407 | $ 0 | $ 4,407 |

## SECTION B - BUDGET CATEGORIES

| 6. Object Class Categories | GRANT PROGRAM, FUNCTION OR ACTIVITY (1) Early Head Start: Program Operations | (2) Early Head Start: TTA | (3) | (4) | Total (5) |
|---|---|---|---|---|---|
| a. Personnel | $ 0 | $ 0 | $ | $ | $ 0 |
| b. Fringe Benefits | 4,407 | 0 | | | 4,407 |
| c. Travel | 0 | 0 | | | 0 |
| d. Equipment | 0 | 0 | | | 0 |
| e. Supplies | 0 | 0 | | | 0 |
| f. Contractual | 0 | 0 | | | 0 |
| g. Construction | 0 | 0 | | | 0 |
| h. Other | 0 | 0 | | | 0 |
| i. Total Direct Charges (sum of 6a-6h) | 4,407 | 0 | | | $ 4,407 |
| j. Indirect Charges | 0 | 0 | | | $ 0 |
| k. TOTALS (sum of 6i and 6j) | $ 4,407 | $ 0 | $ | $ | $ 4,407 |
| | | | | | |
| 7. Program Income | $ | $ | $ | $ | $ |

## SECTION C - NON-FEDERAL RESOURCES

| (a) Grant Program | (b) Applicant | (c) State | (d) Other Sources | (e)TOTALS |
|---|---|---|---|---|
| 8. Early Head Start: Program Operations | $ 0 | $ | $ | $ 0 |
| 9. Early Head Start: TTA | | | | 0 |
| 10. | | | | |
| 11. | | | | |
| 12. TOTAL (sum of lines 8-11) | $ 0 | $ 0 | $ 0 | $ 0 |

## SECTION D - FORECASTED CASH NEEDS

| | Total for 1st Year | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter |
|---|---|---|---|---|---|
| 13. Federal | $ 4,407 | $ 1,102 | $ 1,102 | $ 1,102 | $ 1,101 |
| 14. Non-Federal | $ 0 | | | | |
| 15. TOTAL (sum of lines 13 and 14) | $ 4,407 | $ 1,102 | $ 1,102 | $ 1,102 | $ 1,101 |

## SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

| (a) Grant Program | FUTURE FUNDING PERIODS (YEARS) (b)First | (c) Second | (d) Third | (e) Fourth |
|---|---|---|---|---|
| 16. | $ | $ | $ | $ |
| 17. | | | | |
| 18. | | | | |
| 19. | | | | |
| 20. TOTAL (sum of lines 16 - 19) | $ | $ | $ | $ |

## SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges:

22. Indirect Charges:

23. Remarks:

The following page(s) contain the backup material for Agenda Item: 9:50 Application for Federal Assistance, Airport

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

Campbell County
wyoming

**OFFICE**
500 South Gillette Avenue
Suite 1100
Gillette, Wyoming 82716
(307) 682-7283
(307) 687-6325 FAX
www.ccgov.net

Carol J. Seeger, Commissioners
Administrative Director

**BOARD OF COMMISSIONERS**
D.G. Reardon, Chairman
Rusty Bell
Bob Maul
Del Shelstad
Colleen Faber

# MEMORANDUM

**TO:** Campbell County Commissioners

**FROM:** Bethany Raab

**RE:** Application for Federal Assistance- Airport

**DATE:** 03/30/2021

Attached you will find an Application for Federal Assistance for the Airport. These funds are part of CARES Act funding. By formula, the Airport was allotted $1,010,021 to be used to for costs related to operations, personnel, cleaning, sanitization, janitorial services, combatting the spread of pathogens at the airport, and debt service programs. These funds are federal funds (CFDA 20.106) and require no match. I have requested that the tax ID number be updated on this form and the Airport is working on getting the revisions made to the form.

The Airport's Interim Director will be presenting this application.

Thank you!

OMB Number: 4040-0004
Expiration Date: 12/31/2022

## Application for Federal Assistance SF-424

| *1. Type of Submission: | *2. Type of Application | * If Revision, select appropriate letter(s): |
|---|---|---|
| ☐ Preapplication | ☒ New | |
| ☒ Application | ☐ Continuation | *Other (Specify) |
| ☐ Changed/Corrected Application | ☐ Revision | |

| *3. Date Received: | 4. Applicant Identifier: |
|---|---|
| NA | GCC (Northeast Wyoming Regional) Gillette, WY |

| *5b. Federal Entity Identifier: | *5b. Federal Award Identifier: |
|---|---|
| 56-0012 | |

**State Use Only:**

| 6. Date Received by State: | 7. State Application Identifier: |
|---|---|
| | |

**8. APPLICANT INFORMATION:**

*a. Legal Name: County of Campbell/Northeast Wyoming Regional Airport Board

| *b. Employer/Taxpayer Identification Number (EIN/TIN): | *c. Organizational DUNS: |
|---|---|
| 83-6000103 | 07-141-3140 |

**d. Address:**

*Street 1: 2000 Airport Road Suite 108
Street 2:
*City: GILLETTE
County/Parish:
*State: WY
Province:
*Country: USA: United States
*Zip / Postal Code 82716

**e. Organizational Unit:**

| Department Name: | Division Name: |
|---|---|
| | |

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix: Mr. *First Name: Todd
Middle Name:
*Last Name: Chatfield
Suffix:

Title: Airport Interim Director

Organizational Affiliation:

*Telephone Number: 307-686-1042 Fax Number:

*Email: tcc75@ccgov.net

OMB Number: 4040-0004
Expiration Date: 12/31/2022

## Application for Federal Assistance SF-424

***9. Type of Applicant 1: Select Applicant Type:**

X. Airport Sponsor

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (Specify)

***10. Name of Federal Agency:**

**Federal Aviation Administration**

**11. Catalog of Federal Domestic Assistance Number:**

20.106

CFDA Title:

Airport Improvement Program

***12. Funding Opportunity Number:**

NA

*Title:

NA

**13. Competition Identification Number:**

NA

Title:

NA

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

***15. Descriptive Title of Applicant's Project:**

$1,010,021 for costs related to operations, personnel, cleaning, sanitization, janitorial services, combating the spread of pathogens at the airport, and debt service payments.

**Attach supporting documents as specified in agency instructions.**

OMB Number: 4040-0004
Expiration Date: 12/31/2022

## Application for Federal Assistance SF-424

**16. Congressional Districts Of:**

*a. Applicant: *b. Program/Project:

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

*a. Start Date: NA *b. End Date: NA

**18. Estimated Funding ($):**

| | |
|---|---|
| *a. Federal | $1,010,021. |
| *b. Applicant | $0 |
| *c. State | $0 |
| *d. Local | $0 |
| *e. Other | $0 |
| *f. Program Income | $0 |
| *g. TOTAL | $1,010,021. |

***19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on _____.

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☒ c. Program is not covered by E. O. 12372

***20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation in attachment.)**

☐ Yes ☒ No

**If "Yes", provide explanation and attach**

_____

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix: _____ *First Name: _____

Middle Name: _____

*Last Name: _____

Suffix: _____

*Title:

*Telephone Number: | Fax Number:

* Email:

*Signature of Authorized Representative: | *Date Signed:

Grant Application Summary Request Form

Please submit this form completed with your Grant Application to the Grants Specialist, no later than seven business days prior to the intended scheduled Commissioners meeting.

Commissioner Meeting Date Preferred: April 6, 2021

Grant Fiscal Year: 2021/2022 Period of Performance: _____

Grant Project Name: Application for Federal Assistance SF-424 - CRSSA Grant

Funding Agency: Federal Aviation Administration

CFDA #: 20.106 Circle One: FEDERAL/ STATE/ LOCAL/ OTHER Funding: Federal

Application Due Date to Funding Agency: _____

Campbell County Department Applying for Grant: Airport

Grant Amount Request: $1,010,021.00 Business Unit where Grant is Budgeted: 751 - Confirm w/ Susan

Match Amount Request: N/A Match Sources: N/A

Please describe the purpose of this grant and how this project relates to the departments mission and how this project will benefit Campbell County: For costs related to operations, personnel, cleaning, sanitization, janitorial services combating the spread of pathogens at the airport, and debt service programs.

Describe your proposed project. What are your goals and outcomes and how they will be achieved? How will the project be sustained after the grant is over? n/a

Office Use Only:

Grants Specialist Review: 3/30/21

Revisions Required: Tax ID #

Revisions Received: 4/1/21

Commissioner Approval Date: _____ Date Returned to Department: _____

The following page(s) contain the backup material for Agenda Item: 9:55 Application for Federal Assistance, Concessions

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

Campbell County
wyoming

**OFFICE**
500 South Gillette Avenue
Suite 1100
Gillette, Wyoming 82716
(307) 682-7283
(307) 687-6325 FAX
www.ccgov.net

Carol J. Seeger, Commissioners
Administrative Director

**BOARD OF COMMISSIONERS**
D.G. Reardon, Chairman
Rusty Bell
Bob Maul
Del Shelstad
Colleen Faber

# MEMORANDUM

**TO:** Campbell County Commissioners

**FROM:** Bethany Raab

**RE:** Application for Federal Assistance- Concessions

**DATE:** 03/30/2021

Attached you will find an Application for Federal Assistance for the Airport. These funds are part of CARES Act funding. By formula, the Airport was allotted $6,317.00 to be used to provide relief from rent and minimum annual guarantees to on-airport parking, on-airport car rental and in-terminal airport concessions. These funds are federal funds (CFDA 20.106) and require no match. I have requested that the tax ID number be updated on this form and the Airport is working on getting the revisions made to the form.

The Airport's Interim Director will be presenting this application.

Thank you!

OMB Number: 4040-0004
Expiration Date: 12/31/2022

## Application for Federal Assistance SF-424

| *1. Type of Submission: | *2. Type of Application | * If Revision, select appropriate letter(s): |
|---|---|---|
| ☐ Preapplication | ☒ New | |
| ☒ Application | ☐ Continuation | *Other (Specify) |
| ☐ Changed/Corrected Application | ☐ Revision | |

| *3. Date Received: | 4. Applicant Identifier: |
|---|---|
| NA | GCC (Northeast Wyoming Regional) Gillette, WY |

| *5b. Federal Entity Identifier: | *5b. Federal Award Identifier: |
|---|---|
| 56-0012 | |

**State Use Only:**

| 6. Date Received by State: | 7. State Application Identifier: |
|---|---|
| | |

**8. APPLICANT INFORMATION:**

*a. Legal Name: County of Campbell/Northeast Wyoming Regional Airport Board

| *b. Employer/Taxpayer Identification Number (EIN/TIN): | *c. Organizational DUNS: |
|---|---|
| 83-6000103 | 07-141-3140 |

**d. Address:**

*Street 1: 2000 Airport Road Suite 108
Street 2:
*City: GILLETTE
County/Parish:
*State: WY
Province:
*Country: USA: United States
*Zip / Postal Code 82716

**e. Organizational Unit:**

| Department Name: | Division Name: |
|---|---|
| | |

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix: Mr. *First Name: Todd
Middle Name:
*Last Name: Chatfield
Suffix:

Title: Airport Interim Director

Organizational Affiliation:

*Telephone Number: 307-686-1042 Fax Number:

*Email: tcc75@ccgov.net

OMB Number: 4040-0004
Expiration Date: 12/31/2022

## Application for Federal Assistance SF-424

***9. Type of Applicant 1: Select Applicant Type:**

X. Airport Sponsor

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (Specify)

***10. Name of Federal Agency:**

**Federal Aviation Administration**

**11. Catalog of Federal Domestic Assistance Number:**

20.106

CFDA Title:

Airport Improvement Program

***12. Funding Opportunity Number:**

NA

*Title:

NA

**13. Competition Identification Number:**

NA

Title:

NA

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

***15. Descriptive Title of Applicant's Project:**

$6,317 To provide relief from rent and minimum annual guarantees to on-airport parking, on-airport car rental, and in-terminal airport concessions.

**Attach supporting documents as specified in agency instructions.**

OMB Number: 4040-0004
Expiration Date: 12/31/2022

## Application for Federal Assistance SF-424

**16. Congressional Districts Of:**

*a. Applicant: *b. Program/Project:

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

*a. Start Date: NA *b. End Date: NA

**18. Estimated Funding ($):**

| | |
|---|---|
| *a. Federal | $6,317. |
| *b. Applicant | $0 |
| *c. State | $0 |
| *d. Local | $0 |
| *e. Other | $0 |
| *f. Program Income | $0 |
| *g. TOTAL | $6,317. |

***19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on _____.

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☒ c. Program is not covered by E. O. 12372

***20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation in attachment.)**

☐ Yes ☒ No

**If "Yes", provide explanation and attach**

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix: *First Name:

Middle Name:

*Last Name:

Suffix:

*Title:

*Telephone Number: Fax Number:

* Email:

*Signature of Authorized Representative: *Date Signed:

Grant Application Summary Request Form

Please submit this form completed with your Grant Application to the Grants Specialist, no later than seven business days prior to the intended scheduled Commissioners meeting.

Commissioner Meeting Date Preferred: April 6, 2021

Grant Fiscal Year: 2021/2022 Period of Performance: _____

Grant Project Name: Application for Federal Assistance SF-424 - Concessions Grant

Funding Agency: Federal Aviation Administration

CFDA #: 20.106 Circle One: FEDERAL/ STATE/ LOCAL/ OTHER Funding: Federal

Application Due Date to Funding Agency: _____

Campbell County Department Applying for Grant: Airport

Grant Amount Request: $6,317.00 Business Unit where Grant is Budgeted: 751 -confirm w/ Susan

Match Amount Request: N/A Match Sources: N/A

Please describe the purpose of this grant and how this project relates to the departments mission and how this project will benefit Campbell County: To provide relief from rent and minimum annual guarantees to on-airport parking, on-airport car rental, and in-terminal airport concessions.

Describe your proposed project. What are your goals and outcomes and how they will be achieved? How will the project be sustained after the grant is over? n/a

Office Use Only:

Grants Specialist Review: 3/30/21-

Revisions Required: Tax ID #

Revisions Received: 4/1/21

Commissioner Approval Date: _____ Date Returned to Department: _____

The following page(s) contain the backup material for Agenda Item: 10:00 TANF/CPI Grant Application

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

Campbell County
wyoming

**OFFICE**
500 South Gillette Avenue
Suite 1100
Gillette, Wyoming 82716
(307) 682-7283
(307) 687-6325 FAX
www.ccgov.net

Carol J. Seeger, Commissioners
Administrative Director

**BOARD OF COMMISSIONERS**
D.G. Reardon, Chairman
Rusty Bell
Bob Maul
Del Shelstad
Colleen Faber

# MEMORANDUM

**TO:** Campbell County Commissioners

**FROM:** Bethany Raab

**RE:** Application for Funding Request TANF/CPI Grant

**DATE:** 03/25/2021

Attached you will find a Grant Application and attachments for the Temporary Assistance for Needy Families (TANF) Community Partnership Initiative (CPI) Grant program. The TANF/CPI grant is awarded to counties to provide funds to entities in our community. I emailed the application to relevant agencies and also ran an ad in the News-Record that solicited proposals. We had three agencies respond by the deadline. Those three agencies were CLIMB Wyoming- Gillette, Council of Community Services and Youth Emergency Services.

TANF/CPI funding can be utilized only for the following programs that address one or more of the following:

- Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives,
- End the dependence of needy parents on government benefits by promoting job preparation, work and marriage,
- Prevent and reduce out-of-wedlock pregnancies and establishes annual numerical goals for preventing and reducing the incidence of these pregnancies, and
- Encourage the formation and maintenance of two (2) parent families.

The total request for funding under the TANF/CPI program is $131,525. These funds are federal dollars (CFDA 93.558) and they require no matching funding.

CLIMB Wyoming has requested $35,000 to be used to serve qualified candidates through their career training and job placement program.

Council of Community Services has requested $60,000 to be used to serve qualified candidates in their Permanent Supportive Housing for Homeless Families program.

YES House has requested $56,525 to be used to serve qualified candidates through their Day Treatment program for youths.

Thank you!

# State of Wyoming

# Department of Family Services

# Temporary Assistance For Needy Families (TANF) Community Partnership Initiative (CPI) Grant Application

**PROPOSALS DUE: April 16, 2021**
**Proposal Issue Date: March 15, 2021**
**Proposal Contacts: Georgia Auch**
**E-mail:** georgia.auch1@wyo.gov

# Part 1. APPLICATION GUIDANCE DOCUMENT

## 1 GENERAL

### 1.1 PURPOSE

The Temporary Assistance for Needy Families Community Partnership (TANF CPI) Grant is patterned after the 21st Century State Incentive Grants and intended to broaden the use of TANF funding within the state using a community based, collaborative process. The primary goals of the TANF CPI grant are to:

- Ensure community wide collaboration in planning and implementation efforts;
- Award TANF funding based on data-driven, community based decision making;
- Implement and evaluate effective, research based programs and strategies;
- Provide services that will assist families in moving toward self-sufficiency; and
- Enhance sustainability of community efforts beyond the funding period.

Under federal law, TANF grants shall be used only for programs addressing one (1) or more of the following:

- Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives;
- End the dependence of needy parents on government benefits by promoting job preparation, work and marriage;
- Prevent and reduce out-of-wedlock pregnancies and establishing annual numerical goals for preventing and reducing the incidence of these pregnancies; and
- Encourage the formation and maintenance of two (2) parent families.

Programs can include, but are not limited to: support for work activities, education and training, subsidized employment, mental health/substance abuse, domestic violence services, developmental and learning disabilities, mentoring, afterschool programming, education supports, family formation and pregnancy prevention, access and visitation, early childhood services and community development.

Implementation goals of the TANF CPI include:

- Community ownership and decision making through collaboration;
- Data driven priorities for families;
- Science-based approaches;
- Outcome-based planning; and
- Comprehensive community plans to meet TANF goals.

### 1.2 ELIGIBLE PROPOSERS

County Commissioners shall accept applications from any entity. Faith based organizations are eligible to submit proposals for evaluation. All proposals shall be evaluated using the same criteria. Proposals from faith based organizations shall also comply with federal Charitable Choice rules. The Department and County shall ensure fairness in bidding and contracting procedures with small businesses, women's business enterprises, and minority-owned firms, pursuant to Federal law.

### 1.3 SOURCE OF FUNDS

All funds awarded through this Proposal are federal funds, CFDA #93.558.

1.4 GOALS:

The County shall accept applications from entities who:

- Provide services to TANF eligible individuals and families. TANF families shall:
  - Have at least one (1) dependent child. Having a dependent child(ren) is defined as a custodial parent, a non-custodial parent with financial responsibility or a guardian who is related to the child(ren).
  - Be a Wyoming resident.
  - Be a US citizen or legal permanent resident.
  - Meet income standards. The family income cannot exceed 185% of the Federal Poverty Level, and all income of household members in the assistance unit must be counted. Participant need shall be established by verifying gross family income for the previous month.

Following are the 185% FPL monthly income guidelines effective **4/2021**:

| | **185% FPL** | **185% FPL** |
|---|---|---|
| **Household Size** | Potential TANF eligible Monthly Income | Potential TANF eligible Yearly Income |
| **1** | 1,967 | 23,828 |
| **2** | 2,657 | 32,227 |
| **3** | 3,348 | 40,626 |
| **4** | 4,039 | 49,025 |
| **5** | 4,729 | 57,424 |
| **6** | 5,420 | 65,823 |
| **7** | 6,111 | 74,222 |
| **8** | 6,801 | 82,621 |

For families/households with more than 8 persons, add $8,399/ year for each additional person.

- Alleviate poverty and prevent hardship among children and families.
- Create effective pathways to economic opportunity, including access to mainstream education and training and individualized services for those with barriers to employment.
- Programs or services to keep children in their homes or in the homes of relatives.
- Provide employment, job preparation, or training services.
- Provide prevention of out-of-wedlock pregnancies programs.
- Provide programs and services for youth such as counseling, mentoring, teen pregnancy prevention campaigns, and after-school programs that provide supervision when school is not in session.
- Provide parenting skills training, premarital and marriage counseling, and mediation services.
- Activities to promote parental access and visitation.
- Provide job placement and training services for noncustodial parents.
- Initiatives to promote responsible fatherhood and increase the capacity of fathers to provide emotional and financial support for their children.
- Provide crisis or intervention services.

- Provide substance abuse and mental health treatment for families and children.

1.5 SERVICE AREA

The County shall identify what services are being provided in their specific community.

1.6 AVAILABILITY

Successful Counties shall enter into a contract with the Department. Contracts shall be fully negotiated no later than September 30, 2019. Counties shall have their commissioners and legal and fiscal advisors prepared to meet this deadline.

1.7 COST REIMBURSEMENT OR FEE FOR SERVICE

Programs shall be operated on a cost reimbursement basis only.

1.8 ADMINISTRATIVE COSTS LIMITATION

Administrative costs for this proposal are limited to 10% of an organization's program costs or non-administrative costs awarded under the Contract. Program costs are costs associated with the delivery of the service. Proposers shall present their analysis of total administrative costs in their proposed budget. The analysis shall contain their allocation methodology to account for these administrative costs during the proposed contract period. This information shall be included in the budget portion of the application. More information on administrative costs can be found at the following website: http://www.ecfr.gov/cgi-bin/text-idx?SID=1767474f0df3434d5f0b55e7d3187041&node=45:2.1.1.1.17.0.1.1&rgn=div8

1.9 MATCHING FUNDS REQUIREMENT

No matching funds are required; however, the Department encourages collaborative funding.

1.10 PERFORMANCE MEASURES REQUIRED

All Proposers shall address how performance measures, data collection and quality assurance will occur to validate the program success. The following performance measures are examples of what is expected:

- Show progress each quarter toward the final goal of the individuals enrolled in the program successfully completing the program;
- Show progress each quarter toward the final goal of the individuals who completed the program are earning higher wages than when they entered the program;
- Families who successfully complete the program should show a decrease in the dependence on government benefits or services;
- Show collaboration with other entities to allow for access to education, training, and individualized services to address barriers to employment;
- Show an increase in the number of children reunified and placed with their family;
- Show improved outcomes for children in communication, conflict resolution, and behaviors;
- Show improved progress in children's educational development;
- Show improved progress in children's social-emotional growth as a foundation for learning, including children with challenging behaviors;
- Show increased knowledge and skills regarding healthy relationships, strong and stable environments, communication and healthy behaviors;

- Show increased knowledge for pre-employment skills; or
- Show progress in parent education and parental empowerment to decrease familial conflict.
- Use the outcomes chart included in the proposal, starting on page 12, when submitting quarterly reports to ensure on tract.

1.11 REPORTING REQUIREMENTS

Each report is due 30 days after the end of the quarter.

- Quarterly program performance reports that address participant tracking, program outcomes, performance measures, progress, successes, and challenges. Counties will be required to use the Quarterly Report attached to this proposal. See Part 4, page 19-22, for the format of the required report.
- Monthly fiscal reports. Counties will be required to use the Quarterly Invoice attached to this proposal. See Part 4, page 22, for the format of the required invoice.

2. PAYMENT

2.1 The Department agrees to pay the Contractor for services, herein specified, according to the terms of the Contract. No claims for services, not specified in the Contract rendered by the Contractor, shall be allowed unless the parties hereto modify, alter or vary the terms of the Contract in written agreement.

2.2 When the Contractor is working at a location outside of the home office area, which requires an overnight stay, the Contractor may be paid a per diem allowance not to exceed the allowances specified in Wyo. Stat. § 9-3-102; and when required to travel on behalf of the State, the Contractor may be reimbursed at a rate not to exceed the rates specified in Wyo. Stat. § 9-3-103.

2.3 If the Contractor's yearly total of contracted dollars exceeds Seven Hundred Fifty Thousand Dollars ($750,000.00) of federal funds, regardless of the source, the Contractor is required to have a single or program-specific audit conducted in accordance with the Office of Management and Budget (OMB) Circular A-133 for non-profit organizations and Circular A-87 for all other organizations. The Contractor shall furnish the Department a copy of the final audit, along with the Contractor's responses to the audit within thirty (30) days of receipt of such audit when funding from this program is involved. Failure to comply with this provision will impact payment for services and may impact future contracts.

2.4 Each payment obligation of the Department is conditioned upon the availability of government funds, which are appropriated or allocated for the payment of this obligation. If funds are not allocated and available for the continuance of the services performed by the Contractor, the Contract may be terminated by the Department at the end of the period for which the funds are available. The Department shall notify the Contractor at the earliest possible time of the services, which will or may be affected by a shortage of funds. No penalty shall accrue to the Department in the event this provision is exercised, and the Department shall not be obligated or liable for any future payments due or for any damages as a result of termination under this section. This provision shall not be construed to permit the Department to terminate the Contract in order to acquire similar services from another party.

2.5 Contracts awarded as a result of this proposal are on a cost reimbursement method for services. No funds shall be paid to programs without a signed, executed Contract. Grant funds shall not be obligated prior to start date nor after termination date unless an extension has been approved. Funds shall be disbursed quarterly based upon receipt of an invoice explaining costs incurred and a program effectiveness report. All payments to the Contractor shall be paid as quarterly

reimbursement based on actual expenditures paid by the Contractor. Proposals shall not be submitted that cannot operate on a quarterly reimbursement.

2.6 Prior approval shall be obtained from the Department for all budget changes which deviate from the submitted budget.

2.7 Funds shall not be used to purchase non-tangible assets or to purchase or lease equipment. Leased equipment includes the rental of equipment for any period of time.

2.8 Funds shall not be used to provide individuals served by the projects with cash or check(s), cash equivalents or cash redeemable cards payable directly to the individual. All budget submissions under this proposal shall detail the use of any and all compensation to employees, contractors, sub-contractors and participants.

3. BACKGROUND

3.1 Funding can be used to provide programs that meet any of the purposes of the program set forth in paragraph 1.1.

3.2 The Contractor shall work with the Department's Financial Services Division regarding accounting procedures to provide necessary financial reports.

3.3 The funding program year runs from October 1st through September 30th.

4. SCOPE OF WORK - GENERAL

4.1 The Scope of Work to be performed under the Contract shall be subject to modification and supplementation upon the written agreement of the duly authorized representatives of the contracting parties.

4.2 The Contractor shall furnish all trained personnel, equipment, supplies and administrative services, which are necessary to complete the Contract.

5. CONTRACTOR REQUIREMENTS - SPECIFIC

5.1 Contractor shall comply with the following:

A. Regulatory. Comply with all applicable laws, ordinances, codes and regulations of local, state and federal governments.

B. Allowable Expenses. Contractor shall spend no more funds than allocated in the Contract. All expenditures shall be in accordance with this proposal and State of Wyoming Accounting Policies and Procedures.

C. Area Served. Proposers shall identify what services are being provided in their specific County.

D. Audits. Contractor shall submit an independent audit to the Department. The audit shall conform to the requirements of W.S. § 16-4-102 (a)(ix) and W.S. § 16-4-122 through 16-4-123, generally accepted auditing standards established by the American Institute of Certified Public Accountants; and OMB Circular A-133 (Non-Profits).

E. Certificate of Good Standing. Contractor shall provide Certificate of Good Standing verifying compliance with the unemployment insurance and workers' compensation programs prior to performing work under the Contract.

F. Department Monitoring. The intent of monitoring and evaluation of Contractor's activities is to identify training and assistance needs and to assure programs are in full compliance with all applicable and specific program requirements, rules and regulations.

Contractor shall give the Department, through their authorized representatives, access to, the right to examine, and the right to photocopy any or all pertinent records, files, books, or other written materials relating to the Contract and maintained by Contractor or any subcontractor.

Contractor shall maintain records, documents and other evidence, which sufficiently reflects all expenditures under the Contract for a period of at least three (3) years beyond the termination of the Contract. Such records shall be available to the Department.

G. Excess Payments. Contractor shall be liable to the Department for any amount paid to Contractor for which the Department determines it was not liable under the Contract. In the event the Department makes payments to Contractor in excess of the Department's liability, Contractor shall, on termination of the Contract, promptly repay the Department the amount of the excess payments.

H. Financial Obligation/Prompt Reports. Contractor shall maintain an auditable financial accounting and records system including programmatic records pursuant to the contract.

I. Collaboration. Successful bidders will show collaboration in program planning, operation, outreach, intake and referral and funding through a needs assessment. These funds should not be the main source of funding. Bidders are encouraged to seek partnerships reflecting a commitment, financially and non-financially to the success of the proposed program.

## 6. PROPOSAL REQUIREMENTS

6.1 Proposers shall submit a completed and signed application, which is attached to this proposal.

6.2 The Department reserves the right to reject any application received if it is determined the proposal does not meet the specifications outlined in the application.

6.3 The Department reserves the right to reject any application received if funds should be limited for any reason.

## 7. APPLICATION REVIEW AND SELECTION PROCESS

7.1 A technical review process shall evaluate completed proposals. Final funding decisions shall be based on the rating of bids as a result of the review process and availability of funds.

7.2 Prior to final selection of a proposal, Proposers may be asked to submit additional information in order to clarify their proposals. Additional information may be requested of the Proposer selected.

7.3 Each proposal received shall be evaluated by the Department.

7.4 Selection of the awards shall be made by the Department. An award is not final unless approvals are given at each level and no funds may be expended prior to final approval.

8. RIGHT TO AWARD, REJECT OR NEGOTIATE

8.1 The Department retains the right to negotiate reasonable adjustments with Proposers or reject any and all proposals. The successful award(s) shall meet the intent of funding and be the most advantageous to the goals of the Department.

8.2 The successful Proposer shall demonstrate the ability to document, coordinate and integrate project activities with direct project costs and expected outcomes that best meet the intent of the funding.

8.3 The Department shall require performance based contracts. An example of a performance requirement is that the successful Proposer shall meet all performance standards addressed in their proposal.

# Part 2. APPLICATION

## *Instructions*

Complete all forms accurately. This application will be used to evaluate compliance with the proposal and TANF CPI if funds are granted.

Please use the following grant application format and use only the space provided for responses and **submit in MS Word.**

Data generated internally must meet the requirements for compliance with research-based, data-driven design. Reports may be attached or grant readers may request additional data or reports to verify information.

**PROPOSAL DUE DATE**

Applications shall be **received** on or before **April 16, 2021 at 5:00 p.m.**

**Electronic Submission:**
An electronic submission of the application is preferred. An electronic submission will be considered "submitted" only after it is successfully downloaded. All signature pages can be scanned and emailed. Submissions shall be in Microsoft Word or Google Doc formats.

Email to: Georgia Auch at georgia.auch1@wyo.gov.
Wyoming TANF Program Manager

**Technical Assistance:**
For technical assistance or questions regarding this proposal, please contact:
Georgia Auch, TANF Program Manager, at:
georgia.auch1@wyo.gov
307-746-3901

# COVER PAGE

1. County/Tribe: CAMPBELL COUNTY

2. Project/Grant Administrator. Ensures programs are being implemented correctly, communicates grant changes and provides requested paperwork and data to Department of Family Services. All Communication regarding this proposal shall be conducted through this person.

Name: BETHANY RAAB

Title: GRANTS SPECIALIST

Organization: CAMPBELL COUNTY GOVERNMENT

Address: 500 SOUTH GILLETTE AVENUE, SUITE 1100 GILLETTE, WY 82718

Phone: 307-687-6324

Email address: BLR01@CCGOV.NET

3. Primary Contact for the Sub-recipient. Implements the program.

Name: SEE INDIVIDUAL APPLICATION FOR RESPONSE

Title: _____

Organization: _____

Address: _____

Phone: _____

Email address: _____

4. Program Name: CAMPBELL COUNTY TANF/CPI

5. Requested Amount: $131,525

6. Authorized Representative: ROBERT MAUL
   County Commissioner Chair
   **(No signature required here. Signature is required on the Assurance page)**

Date: _____

Phone: 307-682-7283 E-Mail: RLM01@CCGOV.NET

# PROPOSAL

1. What programs are available within your community to address transportation and homelessness?

   Please see individual applications for response to question.

2. Are there existing programs in your community that would be interested in receiving TANF funds to subsidize their services that provide direct services for transportation and homelessness prevention?

   Please see individual applications for response to question.

## A. Summary of Proposed Program

1. Please provide a synopsis of the program you propose.

   Please see individual applications for response to question.

2. Is this program different than previous programs operated with TANF funds in the past?
   Yes ☐ No ☒ If so, how is it different?

   Please see individual applications for response to question.

3. Area(s) served.

   Please see individual applications for response to question.

4. Population served.

   Please see individual applications for response to question.

5. Beginning and end date of program.

   Please see individual applications for response to question.

6. Program availability: when is the program offered (i.e. time of day, how often, time of year)?

   Please see individual applications for response to question.

## B. Statement of Need

The intent of TANF CPI is to provide Counties with programs that meet specific needs of their community.

1. How have you determined there is a need for the services you propose? Describe local data that was used to determine the needs of families.

   Please see individual applications for response to question.

2. What is the resource gap(s) that is being addressed by your program?

   Please see individual applications for response to question.

3. Describe what research-based programs and strategies will be utilized to make the program successful.

Please see individual applications for response to question.

## C. Community Partnerships

1. A description of how community wide collaboration in planning and implementation occurred.

Please see individual applications for response to question.

2. List the community partners involved in the program implementation and the resources that will be provided by each partner.

(Additional lines/pages may be added if needed.)

| Community Partner | Resource that will be provided |
|---|---|
| Please see individual applications for response to question. | Please see individual applications for response to question. |
| | |
| | |
| | |

3. Describe how the program will be sustained by the community beyond the funding period.

Please see individual applications for response to question.

## D. Project Goals and Outcomes

1. **Goals for the Project:** What are the goals of your program? How will you serve TANF eligible individuals/families?

Please see individual applications for response to question.

2. **Outcomes:** Using the chart below, please identify the **measurable** outcomes you expect for TANF eligible individuals/families as a result of program implementation in order to meet the above goals? These measurements will be used to evaluate the program's success.

Complete your outcomes for TANF CPI: (additional lines/pages may be added if needed)

| Outcome | Measurement | Activities to Accomplish Outcome | Data/Quality Assurance to be Collected to Validate Measurements |
|---|---|---|---|

| | | | |
|---|---|---|---|
| Please see individual applications for response to question. | Please see individual applications for response to question. | Please see individual applications for response to question. | Please see individual applications for response to question. |

3. Describe your data collection methods to be used.

   Please see individual applications for response to question.

4. How will you evaluate the effectiveness of the TANF program for individuals/families served? How do you determine the success of your program?

   Please see individual applications for response to question.

## G. TANF Recruitment

1. Describe your recruitment and enrollment process or TANF eligible individuals/families?

   Please see individual applications for response to question.

2. What is the projected number of TANF eligible individuals that will be served by this program?

   Please see individual applications for response to question.

3. Provide an explanation on how income information will be gathered to determine TANF eligibility. Income eligibility shall be established by verifying gross family income for the previous month. Applicants shall use a TANF Eligibility Intake Form. A copy of the TANF Eligibility Intake Form shall be attached to this proposal.

   Please see individual applications for response to question.

# BUDGET

**Instructions:**

1. The budget of the program should be described with enough detail that expenditures of funds could be easily reviewed. Preference will be given to programs concentrating on services rather than programs building their administrative structure.

2. List costs of the program including program costs, administrative costs, total costs, and estimated cost per individual/family.
   a. The Proposer shall submit a proposed budget in line item detail listing each employee's compensation and benefits and each category of expenditure and the proposed amount. The Contractor shall be required to use the invoice form attached to this proposal.
   b. The budget shall include a narrative of duties of each employee and an explanation of each line item stating the purpose of the expenditures.
   c. The Proposer shall separate all administrative costs to verify compliance with administrative limitations.
   d. Administrative expenses shall not exceed 10% of the non-administrative expenses.

3. Only expenses related to services to TANF eligible individuals/families can be billed to TANF CPI. This means that all grant expenses must show the formula for how the allocation of expenses is determined for TANF eligible individuals/families funded under this proposal. Expenses are based on the percentage of TANF individuals/families vs non-TANF individuals/families served as well as the percentage of time working on TANF-related activities.

4. Program costs are associated with direct service delivery to TANF eligible individuals/families (i.e. salaries, rent). Administrative costs are associated with activities needed to support the program, but are not a direct service to families (i.e. data collection, completion of reports).

**Budget:**

**1.** TANF funds are limited and can only provide a portion of the funding needed for services. What are your other funding sources that will be used to operate the program? (i.e. *Cash contributions and non-federal funds used to support*)

**2.** What are the cost/benefits of providing this program? In other terms, what is the Return on Investment (ROI)? ROI is a performance measure used to evaluate the efficiency of an investment.

**Annual Amount Requested from Proposal:**
**$131,525**

| | Program Costs | Admin Costs | Summary and Justification for Budget Expense |
|---|---|---|---|
| **Salaries**<br>Admin: Activities spent managing the grant.<br>Program: Wages for all staff who provide direct client services. | $78,991 | $7,540 | Please see individual applications for summary and justification. |
| **Employer Paid Benefits**<br>Admin: Activities spent managing the grant.<br>Program: Wages for all staff who provide direct client services. | $9,233 | $1,050 | Please see individual applications for summary and justification. |
| **Employer Payroll Taxes**<br>Admin: Activities spent managing the grant.<br>Program: Wages for all staff who provide direct client services. | $7,499 | $550 | Please see individual applications for summary and justification. |
| **Supplies**<br>Admin: Supplies and expenses needed to manage the grant.<br>Program: Supplies needed for instructor use. | $3,905 | $381 | Please see individual applications for summary and justification. |
| **Recruiting and Marketing**<br>Cannot include promotional items. | $0 | $0 | Please see individual applications for summary and justification. |
| **Travel**<br>Travel necessary to serve participants. | $500 | $0 | Please see individual applications for summary and justification. |
| **Rent and utilities**<br>Admin: Rent and utilities for time spent managing the grant.<br>Program: Rent and utilities for space provided to direct services for participants. | $16,800 | $576 | Please see individual applications for summary and justification. |
| **Participant Tuition and Class Fees** | $0 | $0 | Please see individual applications for summary and justification. |
| **Participant Class Supplies and Materials** | $100 | $0 | Please see individual applications for summary and justification. |
| **Participant License and Certification Fees** | $0 | $0 | Please see individual applications for summary and justification. |
| **Participant Drug and Aptitude Screening**<br>Can include other types of assessments. | $0 | $0 | Please see individual applications for summary and justification. |
| **Work Support Services and Clothing** | $400 | $0 | Please see individual applications for summary and justification. |
| **Participant Wages** | $0 | $0 | Please see individual applications for summary and |

| | | | |
|---|---|---|---|
| | | | justification. |
| **Participant Fringe Benefits** | $0 | $0 | Please see individual applications for summary and justification. |
| **Participant Incentives** | $1,500 | $0 | Please see individual applications for summary and justification. |
| **Other Participant Needs:** Description - | $2,500 | $0 | Please see individual applications for summary and justification. |
| **Sub-Totals** | $121,428 | $10,097 | Total Administrative Costs cannot exceed 10% of your total ***Program*** Costs |
| **TOTAL BUDGET (Program + Admin)** | $131,525 | | |
| Number of TANF Participants Planning to Serve | Climb 130 Council 35 YES House 30 | | |
| Cost Per TANF Participants | Climb $269 Council $1,714 Yes House $1,884 | | |

# ASSURANCE

In compliance with this grant proposal, as published by the Department of Family Service, and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services described in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

If successful in securing funds for TANF CPI, applicant agrees to the following:

1. Must abide by all rules (if applicable), state, and federal laws applicable to the grant.
2. Must guarantee compliance to federal, state and local fiscal guidelines and reporting requirements applicable to the grant.

Authorized Representative **Signature**: _____
(County Commissioner Chair)

Printed Name: _____

Date: _____

***Assurances must be signed for grant application to be considered.***

# Part 3. CHECKLIST: CONTENTS OF APPLICATION

Please use this checklist to help assure all grant application components are included in your finished proposal.

- ☐ Cover Sheet
- ☐ Proposal
- ☐ Budget
- ☐ Assurance
- ☐ Other Information
    - ☐ Copy of TANF eligibility intake form to be used by each sub-recipient
    - ☐ Wyoming Secretary of State Registration (if applicable)
    - ☐ Certificate of Good Standing (if applicable)

## Part 4. Quarterly Report and Invoice

*NOTE: Completion of this report and invoice will be mandatory to awardees*




Temporary Assistance for Needy Families
Wyoming Department of Family Services

# TANF CPI
# Federal Fiscal Year 22
**(Oct0ber 1, 2021 – September 30, 2022)**
# Quarterly Report and Invoice

County/Tribe: _____
Reporting Period: _____
Date: _____

## Statistics:

During the quarter, please provide the below information on all the TANF individuals you served. Please provide any other relevant data you wish to share.

| Participant name (New Y/N) | # of Children | Program enrollment date | SSN collected (Y/N) | Employed at enrollment (Y/N), hourly wage and # hours worked per week | Government programs utilizing at time of enrollment | Services Provided (i.e. vocational training, education, counseling, mentoring) | Milestones completed prior to service end (i.e. completed parenting classes, achieved a personal goal set) | Program completion date | Completed successfully (Y/N)(reason) | Employment after program completion (Y/N), hourly wage and # hours worked per week | Children remain in the home (Y/N) | Specific Goals met for individual? | Other information to Report? |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| TOTAL TANF Participants Served | | | | | | | | | | | | | |
| TOTAL Individuals Served | | | | | | | | | | | | | |
| % of TANF to Non-TANF | | | | | | | | | | | | | |

## Evaluation of Outcomes:

| Outcome | Performance Measure | Activities/Collaborations Conducted to Meet Outcome | Evaluation |
|---|---|---|---|
| *Will be added from proposal response.* | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| *Will be added from proposal response.* | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| *Will be added from proposal response.* | Click here to enter text. | Click here to enter text. | Click here to enter text. |

## Successes and Challenges:

Please share quarterly successes and challenges.

## Quarterly Invoice: County Commissioners

**Submit To:**
Georgia Auch
georgia.auch1@wyo.gov

**Expenditures for the Month and Year of:** _____
Submitted on: _____

| | Program Costs | YTD Program Costs | Admin Costs | YTD Admin Costs | ANNUAL Program Budget | ANNUAL Admin Budget |
|---|---|---|---|---|---|---|
| **Salaries** | | | | | | |
| **Employer Paid Benefits** | | | | | | |
| **Employer Payroll Taxes** | | | | | | |
| **Supplies** | | | | | | |
| **Recruiting and Marketing** | | | | | | |
| **Travel** | | | | | | |
| **Rent and Utilities** | | | | | | |
| **Participant Tuition and Class Fees** | | | | | | |
| **Participant Class Supplies and Materials** | | | | | | |
| **Participant License and Certification Fees** | | | | | | |
| **Participant Drug and Aptitude Screening** | | | | | | |
| **Work Support Services and Clothing** | | | | | | |
| **Participant Wages** | | | | | | |
| **Participant Fringe Benefits** | | | | | | |
| **Participant Incentives & Expenses** | | | | | | |
| **Other Participant Needs** | | | | | | |
| **Sub-Totals** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **TOTAL (Program + Admin)** | | | | | | |
| **Number of TANF Participants Served** | | | | | | |
| **Cost Per TANF Participant** | | | | | | |

## COVER PAGE

1. County/Tribe: Campbell County

2. Project/Grant Administrator. Ensures programs are being implemented correctly, communicates grant changes and provides requested paperwork and data to Department of Family Services. All Communication regarding this proposal shall be conducted through this person.

Name: See County Application

Title: _____

Organization: _____

Address: _____

Phone: _____

Email address: _____

3. Primary Contact for the Sub-recipient. Implements the program.

Name: Jenny Mashak

Title: Program Director

Organization: Climb Wyoming

Address: 405 West Boxelder Road #B4 Gillette, WY 82718

Phone: 307-685-0450

Email address: jenny@climbwyoming.org

4. Program Name: Climb Wyoming in Campbell County

5. Requested Amount: $35,000

6. Authorized Representative: Robert Maul, Chairman
County Commissioner Chair

Date: _____

Phone: 307-682-7283 E-Mail: RLM01@ccgov.net

# PROPOSAL

## Local Community Survey – Transpiration and Homelessness

A number of federal studies, as well as state level data, show that the two most common barriers to employment and self-sufficiency for TANF families are transportation and homelessness. The Department of Family Services is interested in learning how local communities assist TANF families in these specific areas and how we might be able to assist in increasing the availability of these services in your area. As part of this year's application, please answer the following questions.

1. What programs are available within your community to address transportation and homelessness?

One of the cornerstones of the Climb Wyoming (Climb) program is the emphasis placed on individualized advocacy services provided to candidates as they prepare for full time career training and employment. Climb's philosophy is to problem solve with candidates as challenges arise, rather than providing the service or funding for their needs. This helps the candidate learn about local resources and allows the candidate and Climb staff to learn together about prioritizing and problem solving. Though this process can be time consuming and challenging, taking time to support the candidate helps them learn to navigate resources in the future when they are employed and working to support their family on their own.

Climb works hard to build relationships in the community to identify these important resources while helping candidates brainstorm personal resources (i.e. friends, family, coworkers or fellow Climb group members). Through this strategy, each participant identifies a personal solution that meets their individual need. By funding Climb through Temporary Assistance for Needy Families (TANF) dollars, you are supporting the process of participants navigating these resources on their own and learning how to problem solve long-term as needs ebb and flow throughout their lives.

In Campbell County, staff support participants in brainstorming a plan that works for them (i.e. carpooling) since public transportation is not always an option, Climb also assists participants with transportation by providing attendance incentives that can be used for gas or providing gas reimbursement.

Climb partners with organizations to assist with housing needs such as Council of Community Services, YES House and GARF. Climb also help participants access low-income rentals for income-qualified tenants.

2. Are there existing programs in your community that would be interested in receiving TANF funds to subsidize their services that provide direct services for transportation and homelessness prevention?

As mentioned above, Climb helps participants navigate transportation, housing and additional resources on an individual basis. It is challenging to find a transportation or housing resources that can solve the challenges of commuting or homelessness systemically. Climb collaborates with community programs that help with these specific needs and services that are critical to our community. We appreciate the awareness and support focused on these resources.

## A. Summary of Proposed Program

1. Please provide a synopsis of the program you propose.

Climb's mission is for low-income single mothers to discover self-sufficiency through career training and job placement. Low-income single mothers are first introduced to the program during the recruitment phase. The recruitment phase is a critical phase that helps candidates prepare for enrollment. Following recruitment, candidates are enrolled in the career training and job placement program, which includes the following key components: 1) life skills and tools to manage life outside work, such as parenting, conflict management and budgeting; 2) mental health services including both individual and group counseling with licensed therapists to

address barriers to work; 3) job training encompassing industry-specific skills, resume building, mock interviews and workplace professionalism; and 4) job placement that is selected based on each participant's unique strengths and interests and includes continued support and performance evaluations with employers. The final phase of the program includes graduate services and ongoing support through monthly networking and support meetings, resume assistance and advice on workplace issues and wage increases. Climb staff provide hundreds of hours of support to single mothers within each phase of the program helping to achieve Climb's 93% graduation rate, a rate that exceeds outcomes from other programs in Wyoming and across the nation.

During the current COVID-19 crisis, Climb staff continue to help vulnerable families. A top priority is to serve as a resource hub for moms and their children during this critical time of need. Climb's model, developed over the past 34 years, intentionally creates structure, support, and skill-building in times of crisis. We're helping families access the tools to calm chaos and chart a path in unfamiliar territory. Staff are meeting with moms in safe, responsible ways to ensure these families are connected to community resources, while continuing to support them with advocacy, mental health needs, job training, and employment support. Understanding the potential longevity of the crisis and the vulnerability of our moms, Climb will continue to prioritize these efforts.

2. Is this program different than previous programs operated with TANF funds in the past?
   Yes ☐ No ☒ If so, how is it different?

Not applicable

3. Area(s) served.

The Gillette Climb Wyoming program serves low-income single mothers from Campbell County.

4. Population served.

Climb works with one of the most vulnerable populations in our state, low-income single mothers. Women ages 18-34 constitute one of the largest demographics of the Wyoming population living in poverty (Data USA, 2018). The average age of Climb participants is 30 and each participant has an average of two children. The women Climb serves are living in crisis: unemployed or working low-wage jobs that don't provide financial stability; dealing with stress that impacts executive functioning; and struggling to cover basic needs like food and housing. Though TANF income eligibility requirements state participants cannot exceed 185% of the Federal Poverty Level, the majority of Climb participants do not come close to that threshold.

Since 2004, the Gillette Climb site has served over 320 impoverished single mothers and 680 of their children. Though TANF income eligibility requirements state participants cannot exceed 185% of the Federal Poverty Level, the majority of Climb participants do not come close to that threshold. Climb's five-year cumulative participant data demonstrates that participants served at the Gillette site live at only 37% of the Federal Poverty Level. This equates to a monthly income of just $658 for a family size of three (Federal Poverty Level monthly income guidelines effective for 2019). The average wage of a Climb mom in the Gillette area at application is $591 per month, with 52% being unemployed and 48% working low wage jobs. Climb is helping families at a significantly low level of poverty. At program end, these families are doubling and tripling their income which is life changing for these mothers, their families and the community.

During October 1, 2020 through September 30, 2021, Gillette Climb will serve low-income single mothers as follows:

- Gillette Climb will recruit approximately 100 candidates and work closely with them to increase their stability so that they can successfully complete the career training and job placement phase of the program in the future.
- Gillette Climb will enroll approximately 20 new TANF eligible single mothers and continue services to about 10 mothers already enrolled in the career training and job placement phase program for a total of 30 participants.
- Climb will also continue to work with approximately 35 graduates. This phase occurs after completion of the program. Graduates receive continued support by staff that is often critical to their long-term job

success.

5. Beginning and end date of program.

October 1, 2020 – September 30, 2021

6. Program availability: when is the program offered (i.e. time of day, how often, time of year)?

Gillette Climb expects to offer three programs, one in the fall, winter and spring, each approximately six months long from recruitment through graduation. The exact start times and dates for these programs are determined based on industry needs and the current coronavirus situation. Program research and planning, a critical phase to determine employer needs and training components, happens throughout the year. Recruitment also occurs throughout the year. Once the training focus is determined, information meetings are held advertising the upcoming training. After program participants are determined, the intensive portion of the training lasts on average for three months depending on the job skills training curriculum and certificate type. Beyond job training, this phase includes life and workplace skills and therapeutic support. During this phase, participants often meet each day from 8am – 5pm. The subsidized job placement lasts approximately six to eight weeks. After this time period, the participant is expected to continue in their career and can access graduate support services. Ongoing support is critical for all graduates through planned events and personal graduate interactions as needed.

**B. Statement of Need**

The intent of TANF CPI is to provide Counties with programs that meet specific needs of their community.

1. How have you determined there is a need for the services you propose? Describe local data that was used to determine the needs of families.

Single mothers and their children experience the highest rates of poverty among families in Wyoming. The rate of women in Wyoming living in poverty is higher than both the rate for men and the overall Wyoming poverty rate[1]. Over 28% of the population in poverty in Campbell County is families with a female head of household (Campbell County Needs Assessment July 2016). According to the 2019 Wyoming Kids Count Profile conducted by the Annie E. Casey Foundation, 37,000 Wyoming children lived in single-parent families and 18,000 Wyoming children lived in poverty[2]. Poverty that is passed down from one generation to the next creates significant barriers to job success, trapping low-income single mothers and their children in a cycle that Climb participants are ready to break. If one spends their entire childhood in poverty, they are five times less likely to graduate from high school (Children's Defense Fund). Children benefit when parents increase their education and income since they have greater access to academic and extracurricular activities, more stable schedules at home and role models for career success. By providing career training and job placement, a supportive and therapeutic environment, and a comprehensive approach, Climb offers a hand up to low-income single mothers to help break the generational cycle of poverty.

[1]https://www.welfareinfo.org/poverty-rate/wyoming/. Welfare Info, 2017.
[2]https://www.aecf.org/m/databook/2019KC_profile_WY.pdf. The Annie E. Casey Foundation, 2019 Wyoming Kids Count Profile.

2. What is the resource gap(s) that is being addressed by your program?

Over the past 34 years, Climb has evolved into one of the nation's most successful models for moving families out of poverty. By working intentionally in groups, Climb allows women to build relationships, learn conflict resolution and self-regulation, accelerate job skills, and find success at work and in life. After just three months, graduates are starting new careers that often double their income and allow them to transition off public assistance and provide financial stability for their children.

Along with increased income and consistent schedules, Climb participants learn about themselves through weekly counseling and parenting classes. They also learn executive functioning and communication skills. Climb has demonstrated that long-term self-sufficiency depends not just on employment but also on the ability to navigate decisions, conflict, challenges and emotions successfully. Life skills training sessions take place weekly to help

participants develop skills to succeed in all areas of their lives. Topics include budgeting, healthy relationships, nutrition, childcare, conflict management and negotiation skills.

Since Climb's focus is on mothers, it is important to offer parenting skills training. The more stable a participant is in her parenting life, the more successful she will be in a long-term job opportunity. When parenting skills improve, absenteeism decreases and work focus grows. During parenting classes, participants experience a shift from thinking something is wrong with their child, to recognizing the impact of their approach, understanding their role, and learning the skills to address challenges and build healthy relationships with their children. These resources help them problem solve and communicate with others in their lives to provide a more stable home and rich school environment for their children to thrive.

Climb expects to meet or exceed the following performance measures annually:

- Recruit candidates and help them navigate barriers to employment through collaboration with community partners that provide resources such as food stamps, childcare assistance, housing and transportation.
- At least 80% of the participants enrolled in the Climb program during the grant period will successfully complete the program.
- 75% of graduates will be employed in full-time positions at program end.
- 90% of the participants who complete the program will earn higher wages than when they entered the program.
- Graduates will show a decrease in dependence on government benefits including food stamps, childcare assistance, Medicaid and other government benefits.
- Climb will demonstrate a Return on Investment of at least 1.5 to 1.
- Each Climb participant will receive both group and individual therapeutic support to gain skills with communication, healthy relationships and maintaining stable work and home environments.
- Each Climb participant will participate in mock interviewing and workplace communication training to improve knowledge of pre-employment skills.
- Climb staff will continue to collaborate with other organizations for life skills and workplace skills training and refer participants to external resources as needed.

3. Describe what research based programs and strategies will be utilized to make the program successful.

The key strategies of the Climb program model include the following:

Program Research and Planning: Climb staff identify career opportunities in growing fields with livable wages and engage and conduct surveys of businesses and industry groups. Based on this input, Climb works with a community college or private training entity to develop a curriculum for participants. The Climb research and planning phase is critical to determining career paths where long-term job placements are available and provide self-sufficient wages and opportunities for advancement.

Participant Recruitment: Climb staff recruit and receive referrals for low-income single mothers who are most in need, and ready to transition to a new career opportunity. Program staff coach candidates to overcome obstacles such as low self-esteem, childcare, transportation and housing so they can participate. Each Climb program serves on average 10 low-income single mothers who complete the program as a group and evolve into a peer support network.

Comprehensive Training: Job skills trainings for participants develop the skills necessary to seek, obtain, and maintain stable, long-term careers in high-demand occupations. The comprehensive training phase includes industry specific training, work readiness training, life skills training, parenting skills training, mental health services (including both group and individual counseling provided by a Licensed Mental Health Provider) and participant advocacy services.

Job Placement: Participants transition to the workplace through the Climb job placement where they use skills learned during training in a position that is expected to become a long-term job. Staff members work closely with

employers to ensure that participants are meeting expectations and offer additional support as needed. Depending on the needs of the situation, the job placement may include reimbursed wages to the employer.

Ongoing Support: Climb staff members meet with graduates after they finish the program to support success in the workplace and family stability. Climb staff also connect graduates to existing services and benefits in the community. Due to the comprehensive nature and intensity of the program model, it is important that Climb helps participants to maintain the success they have gained and meet challenges as they arise.

## C. Community Partnerships

1. A description of how community wide collaboration in planning and implementation occurred.

Since collaboration is a cornerstone of the Climb model, community partners play a critical role in program planning and implementation. Climb involves government agencies such as the Department of Family Services (DFS) to identify and address the needs of the working poor and avoid duplication of services in the community. Local businesses and corporations help Climb plan programs by providing information on the local economy and workforce needs and offering job placement experiences and hiring opportunities for Climb graduates at the end of the program. While Climb staff research programs, local businesses and industry groups help craft the training by explaining their hiring needs, potential wages, current demand, career paths, and traits and skills they are looking for in future employees. Climb staff then partner with community colleges, private training entities and future employers to develop the training curriculum that includes the required knowledge and skills for the training. This thorough research and planning with local businesess ensure that employer needs are met, and participants will be placed into long-term job opportunities with a self-sufficient wage and opportunities for career growth.

Once participants are placed, Climb staff continue to work closely with employers 1) to identify the appropriate match between graduate and employee, 2) to serve as a participant advocate with negotiating details of employment such as wages, work conditions and benefits, and 3) to engage in two work experience performance evaluations to model effective and appropriate communication between the supervisor and employee. The performance evaluations confirm expectations are being met and identify ways the participant can improve if needed. As the participant nears the end of the agreement, Climb staff review the performance evaluations and advocate with the participant to transition into a permanent position. Staff takes both the participant and employer needs into consideration to ensure long-term success for all parties.

During the implementation of the program, Climb partners with dozens of individuals, agencies and organizations to help the participants address barriers to success and help families move out of poverty permanently. To provide increased success with recruitment, Climb has established relationships with specific divisions of DFS and community organizations for referrals. Climb partners with community colleges or private trainers to provided technical expertise during the program. Local citizens at each site volunteer as mock interviewers to help simulate the real-world interview experience for participants. Finally, Climb refers participants to outside agencies for additional mental health support or community support as needed.

2. List the community partners involved in the program implementation and the resources that will be provided by each partner.

(Additional lines/pages may be added if needed.)

| Community Partner | Resource that will be provided |
|---|---|
| Department of Family Services | Referrals and benefits information to participants |
| Workforce Services | Referrals and POWER information to participants |
| Gillette Abuse Refuge Foundation | Referrals and services to participants if needed |
| Visitation and Advocacy Center | Referrals and services to participants if needed |
| Campbell County Health | Referrals and participant job placements |
| Primrose Retirement Community | Participant job placements |
| Life Connections | Participant job placements |
| HUB International | Participant job placements |
| First National Bank | Participant job placements |

| | |
|---|---|
| Gillette College | Training partner |
| Campbell County Extension Office | Budgeting and nutrition training for participants |
| Health Services of Campbell County | Provides women's reproductive health information |
| Legal Aid of Wyoming | Information and consultation with participants |
| Campbell County Recreation Center | Climbing exercise and tour and information about free punch cards |
| Advocacy of Visual Arts | Art exercise partnership |
| Council of Community Services | Services for moms for housing and food |
| YES House Transitional Living | Housing resource for some participants |

3. Describe how the program will be sustained by the community beyond the funding period.

Climb's program success is built on a partnership between the Climb professional staff and the continued involvement of community members such as government officials, nonprofit organization and agency staff, and business leaders. Climb networks within each community and involves partners in collaborative planning, learning about employment demand and industry needs. Climb staff invites community members and government officials to graduations and other Climb sponsored events. Climb is committed to engaging in conversations about key components of our successful model to support other organizations working to reduce poverty.

Climb recognizes the importance of a diversified funding stream for long-term sustainability and has made significant strides in the private funding arena in the last five years. In order to continue to provide a comprehensive tuition-free program to Wyoming low-income single mothers and their families, Climb relies on critical public funding including the funding received from the Community Partnership Initiative grant. Over the past 34 years, Climb's effective model has worked to move Wyoming families out of poverty and has supported the TANF program's important purposes as described below.

**D. Project Goals and Outcomes**

1. **Goals for the Project:** What are the goals of your program? How will you serve TANF eligible individuals/families?

Climb's goals address the following purposes of TANF:

Climb helps end the dependence of needy parents on government benefits by promoting job preparation and work. Data shows that Climb graduates statewide decrease their food stamps usage, childcare assistance, and reliance on public healthcare due to the impact of Climb's career training and job placement program. Data provided by the Wyoming Department of Family Services indicates that Wyoming saves an average of $871,464 and $165,204 annually due to Climb participants' decreased food stamps usage and childcare assistance, respectively. Data provided through a partnership with the Wyoming Department of Health shows that as Climb graduates increase their wages and move off public health insurance, there is an estimated savings of $1,193,544 annually to Wyoming.

Climb will provide assistance to needy families so that children may be cared for in their own homes. Children benefit when parents increase their education and income since they have greater access to academic and extracurricular activities, more stable schedules at home, and role models for career success. Along with increased income and consistent schedules, Climb participants learn about themselves through weekly counseling and parenting classes. They also learn executive functioning and communication skills. These resources help them problem solve and communicate with others in their lives to provide a more stable home and rich school environment for their children to thrive.

Furthermore, the goals of the Climb program align with the primary purposes of the TANF CPI grant as described below:

- Ensure community wide collaboration in planning and implementation efforts;

- Award TANF funding based on data-driven, community based decision making;

Climb strives to provide unique services while not duplicating existing community resources. Building strong relationships with referral agencies and community partners is a priority for site staff throughout the year. Some examples of these agencies and organizations include: DFS, Department of Workforce Services (DWS), County Public Health, Local Mental Health Centers, Emergency Agencies, Domestic Violence Agencies and Shelters, Local Housing Authorities, Community Resource Centers, Treatment Centers and Schools.

In recognition of its strong outcomes and innovative programming using TANF funds, the U.S. Department of Health and Human Services selected Climb for a comprehensive TANF case study along with a select few other employment and training programs in the country serving low-income individuals. This site visit occurred in March 2020. From this study, information regarding successful strategies will be shared with other agencies and policy makers helping groups across the country be more effective at breaking the generational cycle of poverty.

- Implement and evaluate effective, research based programs and strategies;

Climb has the unique flexibility to respond to a sites ever-changing economy and to quickly address critical labor shortages in different industries. Each career training and job placement phase of the program is in a high growth, high demand career which can offer employment opportunities with self-sufficient wages and room for growth. Climb takes pride in its planning phase and realizes workforce research and focus on external factors such as employer demand is a vital component to successful outcomes. From this critical planning phase, Gillette Climb was able to recently offer Commercial Driver's License, Certified Nursing Assistant, and Professional Office Careers trainings which had high local demand for employees.

- Provide services that will assist families in moving toward self-sufficiency; and

Though TANF income eligibility requirements state participants cannot exceed 185% of the Federal Poverty Level, the majority of Climb participants do not come close to that threshold. The average statewide participant is living at only 30% of the Federal Poverty Level at enrollment, which is equivalent to just $533 per month for a family of three. Climb's five-year cumulative outcomes for participants show average monthly wages of $513 at enrollment; wages that more than triple to $1,914 three months post program. After just 90 days, Climb graduates are earning self-sufficient wages and benefits that allow them to transition off public assistance and provide financial stability for their children. Total Annual Earnings for 2019 Campbell County graduates increased from $209,648 to $523,445, a 150% increase.

- Enhance sustainability of community efforts beyond the funding period.

In over 30 years of experience, Climb has demonstrated that long-term, self-sufficiency depends not just on employment but also on the ability to navigate decisions, conflict, challenges and emotions successfully. Life skills training sessions take place weekly to help participants develop skills to succeed in all areas of their lives. Topics include budgeting, healthy relationships, nutrition, childcare, conflict management and negotiation skills. Since Climb's focus is on mothers, it is important to offer parenting skills training. The more stable a participant is in her parenting life, the more successful she will be in a long-term job opportunity.

2. **Outcomes:** Using the chart below, please identify the **measurable** outcomes you expect for TANF eligible individuals/families as a result of program implementation in order to meet the above goals? These measurements will be used to evaluate the program's success.

Complete your outcomes for TANF CPI: (additional lines/pages may be added if needed)

| Outcome | Measurement | Activities to Accomplish Outcome | Data/Quality Assurance to be Collected to Validate Measurements |
|---|---|---|---|

| | | | |
|---|---|---|---|
| Show progress each quarter toward the final goal of 80% of the individuals enrolled in the program successfully completing the program. | 80% of participants who enter the program will successfully complete it. | During recruitment, Climb staff help participants address any barriers including childcare and transportation. During the program Climb advocates for participants and provides mental health counseling to overcome barriers for success. | Climb tracks the participants who graduate in our customized participant database that can demonstrate trends over time. |
| 75% of Climb program graduates will be employed after program completion. | 75% of these program graduates will be employed after program completion. | Climb programs include pre-employment skills including job searching techniques, resume writing, interviewing techniques, employee/employer relationships, and job retention. Climb staff work with the participants to ensure a successful interview process and support the participant during job placement as she practices new skills. | Climb conducts participant follow-ups at 3-month intervals from program completion to 24 months post program. Climb collects employment data such as place of employment, hours per week and hourly wages as well as participant and child health insurance data. From program end to 12 months, Climb collects this data by Climb staff contacting participants via phone, email or text. From 15-24 months, Climb contracts with the Wyoming Survey and Analysis Center (WYSAC) to conduct the follow-ups via phone survey. |
| Show progress each quarter toward the final goal of individuals who completed the program earning 90% higher wages than when they entered the program. | 75% of program graduates will be employed after program completion and will be earning a 90% higher wage than they were before the program. | Comprehensive training develops the participants' strengths and builds upon them through extensive training in high-demand, high-growth occupations that lead to self-sufficient wages. Climb staff follow up with employers to establish performance evaluations and communication for long-term success. | Climb conducts participant follow-ups at 3-month intervals from program completion to 24 months post program. Climb collects employment data such as place of employment, hours per week and hourly wages as well as participant and child health insurance data. |
| Show progress each quarter toward the final goal of 90% of the individuals who complete the program experiencing a decrease in the dependence on food stamps. | Over time, 90% of program graduates will show a decrease in their dependence on food stamps. | To continue to support the participants, Climb staff members meet with graduates after they finish the program to sustain success in the workplace and family stability. | In order to assess decreasing dependence on government benefits, Climb collects food stamp and childcare data from the Wyoming Department of Family Services. |

| | | | |
|---|---|---|---|
| 50% of Climb program graduates who enter the program utilizing public healthcare will show a decrease in the dependence on public health insurance. | Of the graduates who enter the program utilizing public health insurance 50% will end their dependence on public health insurance. | To continue to support the participants, Climb staff members meet with graduates after they finish the program to sustain success in the workplace and family stability. | In order to assess decreasing dependence on government benefits, Climb collects health insurance data from the participants through the surveys. |
| Increased knowledge and skills regarding healthy relationships, strong and stable environments, communication and health behaviors. | 100% of single mother who enter the Climb program will have received life skills training and mental health counseling. | Climb offers life skills classes as parenting, budgeting, nutrition and more. Climb contracts with a licensed Mental Health Provider at each site and each participant receives individual and group counseling. | Climb staff determine the life skills for each program based on the needs of the participant group. All participants must participate in the mandatory individual and group counseling component of the Climb program. |

3. Describe your data collection methods to be used.

Climb formally tracks the progress of program participants for two years after completing the program. Climb staff members use a standardized interview to collect outcome data on each client at the following post program intervals: 3-months, 6-months, 9-months and 12-months after program completion. Climb partners with the Wyoming Survey and Analysis Center (WYSAC) to conduct second year follow-ups. WYSAC staff members use the same standardized interview questions to collect outcome data on each participant at the following intervals: 15-months, 18-months, 21-months and 24-months after program completion.

A customized database tracks program records and ensures accurate, ongoing data collection. Climb utilizes participant self-report forms, staff observations, interviews and records to document each participant's progress and program outcomes. A pre- and post-program mental health assessment identifies mental health symptoms and tracks decreases in symptoms post program.

Data will be provided in quarterly reports to validate outcomes. Quarterly reports will include training completion, hourly wage pre-program and hourly wage post-program. These quantitative goals were selected because they can be consistently tracked and verified using participant or employer interviews and public records.

4. How will you evaluate the effectiveness of the TANF program for individuals/families served? How do you determine the success of your program?

Program evaluation is a critical component of every Climb program. Always striving to better understand our impact and continually improve our efforts, Climb evaluates the results of the program quantitatively and qualitatively.

Quantitatively, staff track the number of candidates; participants who enroll in and complete the career training and job placement phase of the program; the number who acquire unsubsidized employment after program completion; changes in hourly wage rate; and childcare assistance, food stamps, and health care status before and after the program to evaluate levels of reliance on state assistance. Climb also tracks the Return on Investment for each participant. Climb tracks graduates through follow-ups at 3-month intervals from program completion to 24 months post program.

Statewide quantitative outcomes over the past five years include the following:

Graduation Rate: 93% of participants who started the Climb program successfully graduated.
Employment Rate and Wage: Though only 43% of participants were employed at application, 78% were employed two years after completing the program. The average wage of participants including the 57% that enter the program unemployed is $513 per month. Reaching an average wage two years post program of $1,797 demonstrates a 250% wage progression.
Public Benefits: Almost 60% of Climb participants were on food stamps at intake. Two years post program, 87% have shown a decrease in food stamp usage, with 97% of those with a decrease eliminating benefits altogether. The percentage of participants on public health insurance decreased from 44% at intake to 21% two years post program, demonstrating a 52% decrease in utilization.
Return on Investment: The proposed program provides at least a 1.5 to 1 Return on Investment as demonstrated below.

Qualitatively, the program is evaluated by improved participant mental health and family relationships through licensed providers' assessments and mental health data accumulated pre- and post-program. The pre- and post-program mental health assessment identifies mental health symptoms and tracks symptom reduction post program. Climb staff utilize client self-report forms, staff observations, client interviews and client records to document each participant's progress. Climb collects participant feedback and personal experiences through the interviews at the end of the program. From the analyses, Climb staff determine if program approaches are achieving desired objectives. Results are used to make data driven program adjustments as necessary to enhance participant success.

## G. TANF Recruitment

1. Describe your recruitment and enrollment process or TANF eligible individuals/families?

Staff recruit candidates who are most in need and ready for a life change. During the recruitment phase, staff outline the required knowledge, skills, and abilities, and other training and job requirements for the identified occupation and evaluate each candidate's level of competency in the area. Staff also conduct a thorough assessment to determine additional services available in the community which may include food stamps, childcare and housing assistance, or counseling. Accessing these services and experiencing the stability they can provide a family is critical to successfully completing the program and starting a long-term career. Staff connect candidates to these services and support them along the way. Staff remain in contact with candidates for potential admission into a future program as a participant when they are more stable and ready.

Climb staff accept referrals from local agencies and organizations, post ads in local media, send direct mail, distribute posters and flyers, host an information meeting, and make presentations at community events. Climb extensively uses digital media to target and reach potential participants, including ads via Google, YouTube and Facebook.

2. What is the projected number of TANF eligible individuals that will be served by this program?

During October 1, 2020 through September 30, 2021, Gillette Climb will serve low-income single mothers as follows:

- Gillette Climb will recruit approximately 100 candidates and work closely with them to increase their stability so that they can successfully complete the career training and job placement phase of the program in the future.
- Gillette Climb will enroll approximately 20 new TANF eligible single mothers and continue services to about 10 mothers already enrolled in the career training and job placement phase program for a total of 30 participants.
- Climb will also continue to work with approximately 35 graduates. This phase occurs after completion of the program. Graduates receive continued support by staff that is often critical to their long-term job success.

3. Provide an explanation on how income information will be gathered to determine TANF eligibility. Income eligibility shall be established by verifying gross family income for the previous month. Applicants shall

use a TANF Eligibility Intake Form. A copy of the TANF Eligibility Intake Form shall be attached to this proposal.

Climb uses a rigorous process to ensure income eligibility for the Climb program. If a potential participant is utilizing food stamps, Climb program staff members verify this information with DFS to confirm TANF eligibility. If the potential participant is not utilizing food stamps, Climb program staff members verify employment and wages by checking pay stubs or verifying income with the applicant's employer to ensure that household income is less than or equal to 185% of the Federal Poverty Level. Other family income documents such as unemployment stubs, tax returns, or income verification from other applicable family members are also collected and included in documentation. Eligibility is documented on a provided TANF Eligibility Intake Form that is maintained in each participant's file and reviewed by a Climb home office employee who is specifically trained in eligibility determination. Any questions about eligibility are directed to the State of Wyoming's DFS TANF Program Manager prior to a participant's acceptance to Climb.

# BUDGET

**Instructions:**

1. The budget of the program should be described with enough detail that expenditures of funds could be easily reviewed. Preference will be given to programs concentrating on services rather than programs building their administrative structure.

2. List costs of the program including program costs, administrative costs, total costs, and estimated cost per individual/family.
   a. The Proposer shall submit a proposed budget in line item detail listing each employee's compensation and benefits and each category of expenditure and the proposed amount. The Contractor shall be required to use the invoice form attached to this proposal.
   b. The budget shall include a narrative of duties of each employee and an explanation of each line item stating the purpose of the expenditures.
   c. The Proposer shall separate all administrative costs to verify compliance with administrative limitations.
   d. Administrative expenses shall not exceed 10% of the non-administrative expenses.

3. Only expenses related to services to TANF eligible individuals/families can be billed to TANF CPI. This means that all grant expenses must show the formula for how the allocation of expenses is determined for TANF eligible individuals/families funded under this proposal. Expenses are based on the percentage of TANF individuals/families vs non-TANF individuals/families served as well as the percentage of time working on TANF-related activities.

4. Program costs are associated with direct service delivery to TANF eligible individuals/families (i.e. salaries, rent). Administrative costs are associated with activities needed to support the program, but are not a direct service to families (i.e. data collection, completion of reports).

**Budget:**

1. TANF funds are limited and can only provide a portion of the funding needed for services. What are your other funding sources that will be used to operate the program? (i.e. *Cash contributions and non-federal funds used to support*)

   Other major funding sources (over $1,000) include:
   City of Gillette - $29,500 (pending)
   Campbell County - $25,000 (pending)
   Hughes Foundation - $25,000 (awarded)
   Wyoming Community Foundation - $15,000 (awarded)
   Daniels Fund - $20,000 (awarded)
   Cross Charitable Foundation - $5,000 (awarded)
   Powder River Energy Foundation - $5,000 (will apply)
   State Farm - $2,500 (awarded)
   Wells Fargo - $2,000 (pending)
   First Interstate Bank Gillette - $2,500 (will apply)
   Private Donors - $20,000 (awarded)

2. What are the cost/benefits of providing this program? In other terms, what is the Return on Investment (ROI)? ROI is a performance measure used to evaluate the efficiency of an investment.

The following calculation is Climb's projected Return on Investment (ROI) for the proposed program:

- Impact without Program: Climb participants are making an average annual wage of $7,092 before the program ($591 per month for 12 months).
- Impact from Program: 90 days post program, graduates are employed making an average annual wage of $23,400 ($1,950 per month for 12 months).
- Total increase in wages over first year period = Impact from program $23,400 - Impact without program $7,092 = $16,308.
- Total Cost per Client Served = $35,000 divided by 130 clients = $269. Number of clients totals 100 candidates, 20 new participants, and continued services to 10 participants.
- Climb ROI = **60.62 to 1** based on $16,308 ÷ $269
- Climb ROI over the lifetime of a participant = **2,243.11 to 1** based on an average age of participant being 28 and working until age 65 (37 years post program) at an increased wage of $16,308: 37 years x $16,308 = $603,396 ÷ $269

**Amount Requested from Proposal:**
**$35,000**

| | Program Costs | Administration Costs | Summary and Justification for Budget Expense |
|---|---|---|---|
| **Salaries**<br>Admin: Activities spent managing the grant.<br>Program: Wages for all staff who provide direct client services. | 22,000 | 2,500 | Program Director ($60,000 annual salary) is responsible for oversight and/or implementation of all aspects of the Climb program model with a primary focus on program coordination, planning and administration. Assistant Program Director ($50,000 annual salary) is responsible for assisting the Program Director with implementation of all aspects of the Climb program model with a primary focus on program coordination and planning. Both positions provide direct program services to participants, including recruitment, intensive training, job-placements and counseling. Administrative salaries are to support Climb's centralized home office administrative staff that support the entire statewide operations to handle such things as budgeting, grant reporting, financial processing, insurance, auditing, and human resources. The amount reflected on this budget represents an allocation of time spent directly supporting the site as well as this grant. |
| **Employer Paid Benefits**<br>Admin: Activities spent managing the grant.<br>Program: Wages for all staff who provide direct client services. | 500 | 300 | Retirement, health, dental, vision, and life insurance expenses for those employees that participate in Climb's insurance plan. (Program Director, $7,200; Assistant Program Director, $5,000) |
| **Employer Payroll Taxes**<br>Admin: Activities spent managing the grant.<br>Program: Wages for all staff who provide direct client services. | 2,200 | 300 | Employer paid payroll taxes are estimated at 10% of the salaries budgeted. (Program Director, $6,000; Assistant Program Director, $5,000) |

| | | | |
|---|---|---|---|
| **Supplies**<br>Admin: Supplies and expenses needed to manage the grant.<br>Program: Supplies needed for instructor use. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Recruiting and Marketing**<br>Cannot include promotional items. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Travel**<br>Travel necessary to serve participants. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Rent and utilities**<br>Admin: Rent and utilities for time spent managing the grant.<br>Program: Rent and utilities for space provided to direct services for participants. | 2,700 | N/A | Rent and utilities for office space, classrooms, and group/individual mental health treatment space. Also includes phone, fax, internet services, and cleaning of office space. |
| **Participant Tuition and Class Fees** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Participant Class Supplies and Materials** | 100 | N/A | Materials to meet needs of participants during training and group activities. |
| **Participant License and Certification Fees** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Participant Drug and Aptitude Screening**<br>Can include other types of assessments. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Work Support Services and Clothing** | 400 | N/A | Items needed to successfully complete training and work experience. Includes steel-toed boots, coveralls, gloves, tools, scrubs, professional attire and more. |
| **Participant Wages** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Participant Fringe Benefits** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Participant Incentives** | 1,500 | N/A | Incentives earned by participants for completed goals to assist them with living expenses while in training. |
| **Other Student Needs:**<br>Mental Health Provider | 2,500 | N/A | Amounts paid to contracted mental health provider for group and individual counseling services. |
| **Sub-Total** | 31,900 | 3,100 | **Total Administrative Costs cannot exceed 10% of your total Program Costs** |
| **TOTAL BUDGET (Program + Admin)** | 35,000 | | |
| Number of TANF Participants Planning to Serve | 130 | | |
| Cost Per TANF Participants | 269 | | |

File in Participant File

Climb WYOMING

# Program Application

*Note: Climb has previously worked directly with the Department of Family Services TANF Program Manager to receive approval to tailor the TANF Eligibility Intake Form to gather additional information that Climb requires. This form represents the approved document.*

## Instructions

Please complete all parts of this application by printing requested information. All information on this form must be provided so program eligibility can be established.

## General Information

First Name, Middle Initial, Last Name _____ Phone Number _____

Mailing Address _____ City, State, Zip _____ E-mail Address _____

Physical Address _____ City, State Zip _____ County of Residence _____

Social Security Number _____ Date of Birth (mm/dd/yy) + (current age) _____ Resident of Wyoming Since (year) _____

Citizenship: ☐ U.S. Citizen ☐ Legal Permanent Resident ☐ Employment Authorization Card
☐ Other, please explain:_____

Ethnicity:
☐ Hispanic or Latina
☐ Not Hispanic or Latina

Race:
☐ Asian ☐ Black or African American ☐ Native Hawaiian/Pacific Islander
☐ American Indian/Alaska Native ☐ White ☐ Multiracial

Marital Status: ☐ Never Married ☐ Married ☐ Divorced ☐ Separated ☐ Widowed

Have you ever been convicted of a crime?* ☐ Yes ☐ No

*Such as DUI, Shoplifting, Forgery, Possession, Runaway. Your response to this question will not affect your eligibility for the program.

Have you ever participated in programs through Climb Wyoming, Our Families Our Future, or Fleming & Associates—Young Parent Program? ☐ Yes ☐ No

What is the last grade you completed: ☐ 6th ☐ 7th ☐ 8th ☐ 9th ☐ 10th ☐ 11th
☐ 12th (no diploma) ☐ High School graduate ☐ GED ☐ Some College
☐ Certificate ☐ Associate's ☐ Bachelor's ☐ Master's Degree
☐ Other, please explain:_____

How did you hear about the Climb program (check all that apply)?
☐ Climb Mailing ☐ Climb Poster ☐ Climb Website/climbready.org ☐ Mobile Phone Ad
☐ Facebook ☐ Newspaper ☐ Radio ☐ DFS Poster/Chalkboard ☐ Past Participant
☐ Friend/Relative* ☐ DFS Caseworker_____ ☐ Other Caseworker_____

**If through Friend/Relative, please also mark how the Friend/Relative heard about Climb.*

Climb
WYOMING

## Financial Information

What is the total income* for your household for the previous month?: $_____

*Total income is considered monthly gross wages, child support, and any other cash benefits received.

Number of adults ages 18 or older in your household: _____

Number of people who contribute to pay the household expenses: _____

Number of people ages 0—17 in your household: _____

Number of children you have: _____

Do you pay child support if your children under age 18 do not live with you?:

☐ NA ☐ Yes ☐ No

Are you currently on food stamps*? ☐ Yes ☐ No

***Food Stamp Verification** (For Climb staff use)

Date verified:_____ Name of DFS/DWS Staff that verified:_____

Climb Staff Name:_____ Signature:_____

Do you currently receive child care assistance through the state? ☐ Yes ☐ No

If yes, approximate number of hours of child care per week:_____

Do you currently have health insurance for yourself? ☐ Yes ☐ No

If yes, is this health insurance:

☐ Public health insurance provided by the state (Medicaid)

☐ Private health insurance paid by you, family or an employer

☐ Both

Do you currently have health insurance for your children? ☐ Yes ☐ No

If yes, is this health insurance:

☐ Public health insurance provided by the state (Medicaid/Kid Care CHIP)

☐ Private health insurance paid by you, family or an employer

☐ Both

Please indicate below other specific assistance programs you are currently utilizing:

☐ POWER ☐ LIEAP ☐ WIC ☐ Section 8 -voucher amount_____

☐ Public Housing ☐ Low Income/Affordable Housing

☐ Other, please explain_____

How would you describe your current living situation? (check all that apply)

☐ Rent ☐ Own ☐ Living with Relative ☐ Living with Non-Relative

☐ Living in a Shelter ☐ Homeless

☐ Other, please explain_____

**Program Eligibility**

(For Climb staff use)

Explain how applicant calculated previous month income at left:

Family size as determined for Climb eligibility _____.

Explain how you got to this figure and explain anyone living in the house, but not counted.

Document how you determined applicant is a single parent:

☐ Applicant has custody of her children as indicated at left

☐ Applicant has a reunification plan in place (obtained documentation of reunification plan from third party)

☐ Other explanation (i.e. grandmother who has custody of grandchildren). Please explain:

Climb
WYOMING

**Program Eligibility**

(For Climb staff use)

Documentation of how Income Eligibility was verified:

☐ Eligibility determined through food stamp verification (see page 2 of Climb program application)

☐ Unemployed. Have participant initial here to verify unemployed: _____

☐ FOB Unemployed. Have participant initial here to verify unemployed: _____

☐ Income verified through applicant paystubs (one month's paystubs are attached)

☐ Income verified through other family members paystubs as required for eligibility purposes (one month's paystubs are attached).

☐ Income verified by participant's employer (see income verification form attached).

☐ Income verified in another manner, such as previous year's income tax return (please explain):

## Employment Information

What is your current employment status?:

☐ Employed Full Time (30+ hours/week) ☐ Employed Part Time ☐ Unemployed

Do you work more than one job?: ☐ Yes ☐ No

What is the name of your main employer?: _____

Employer's city and state?: _____

What is your occupation: _____

What is your hourly wage?: $_____

How many hours a week do you work?: _____

Approximately when did you start work for this employer?: _____

## Educational Information

Are you currently in school?: ☐ Yes ☐ No

If yes, name of school currently attending: _____ If yes, degree pursuing: _____

## Contacts

**Enter complete addresses and telephone numbers for TWO individuals who will know a way for us to reach you if we can't reach you directly:**

| | | |
|---|---|---|
| First Name | Last Name | Relationship to you |
| Street address | City, State, Zip | Primary Phone |
| First Name | Last Name | Relationship to you |
| Street address | City, State, Zip | Primary Phone |

**Other ways to reach you:** Please indicate on the lines below secondary phone numbers, e-mail addresses, Facebook or other social media profile information that will help Climb reach you:

_____

**Preferred Method of Contact:**

☐ Phone Call ☐ Text ☐ Email ☐ Facebook

## Certification and Authorization (by signing on the next page)

- **I agree** to submit to monitored drug testing, random and otherwise, throughout this program.
- **I certify**, under penalty of law, that the above information is correct.
- **I understand** that my statements may be verified.

Climb
WYOMING

**I give my permission for my progress to be monitored as it relates to services or training provided by Climb Wyoming. I authorize Climb Wyoming to release and receive my name, image and information for the purposes of statistics and analysis, reporting, eligibility determination and program publicity.**

_____ _____

Applicant's Signature Date

_____

Applicant's Printed Name

**FILED: 03/24/2004**
**CID: 2004-00464087**
WY Secretary of State

# ARTICLES OF INCORPORATION
# NONPROFIT CORPORATION

Wyoming Secretary of State
The Capitol Building, Room 110
200 W. 24th Street
Cheyenne, WY 82002-0020

Phone (307) 777-7311/7312
Fax (307) 777-5339
E-mail: corporations@state.wy.us

1. Corporate Name: Our Families Our Future

2. This is a _____ religious ✓ public benefit **or** _____ mutual benefit corporation.
*(check appropriate category.) (You may refer to W.S. 17-19-1804 for definitions of these terms)*

3. The street address of the corporation's initial registered office and the name of its initial registered agent at that office:

314 East 21st Street

Cheyenne, Wy 82001

Ray Fleming Dinneen, Psy.D.-Executive Director

*(The registered agent may be an individual who resides in this state, a domestic corporation **or** not-for-profit domestic corporation, **or** a foreign corporation **or** not-for-profit foreign corporation authorized to transact business in this state whose business office is identical with the registered office.)*

4. The mailing address where correspondence and annual report forms can be sent:

Same as Above

5. The name and address of each incorporator is:

314 East 21st Street

Cheyenne,Wy 82001

Ray Fleming Dinneen,Psy.D.

6. This corporation will not have members *(indicate if it **will have** or **will not have** members)*.

[The term "members" has a specific legal meaning which is that members elect, in a formal meeting, the board of directors. If your corporation has a board of directors which elects itself, then you do not have members. Members are not donors or volunteers.]

7. Provisions regarding the distribution of assets upon dissolution are:
*(How will the assets be distributed, if the corporation is dissolved?)*

If Our Families Our Future is dissolved, assets will be distributed to another 501(c)3 with a mission similiar to Our Families Our Future.

Date: 3/19/04 Signed: Ray Fleming Dinneen

Contact Name: Ray Fleming Dinneen,Psy.D.

Daytime Phone Number: 307/778.0094

For name availability purposes, list the type of business the corporation will be conducting:

Our Families Our Future is organized to provide services to families and at-risk youth living in poverty.Our program provides self-sufficiency and job preparation training and counseling that leads to employment.

**********

*Filing Fee:* ***$25.00***

Instructions:

1. Articles of Incorporation must be accompanied by a written consent to appointment executed by the registered agent.
2. Make checks payable to "Secretary of State".
3. An official "Certificate of Incorporation" may be obtained for a $3.00 fee.

npartinc - Revised 12/2003

**NONPROFIT CORPORATION**
**ARTICLES OF AMENDMENT**

Wyoming Secretary of State
The Capitol Building, Room 110
200 W. 24th Street
Cheyenne, WY 82002-0020

**WY Secretary of State**
**FILED: 09/20/2007**
**Original ID: 2004-000464087**
**Amendment ID: 2007-000638166**

1. The name of the corporation is: Our Families Our Future (NAME CHANGE)

2. Article 1 is amended as follows (attach a separate sheet if more room is needed):

Corporate Name: CLIMB

3. The amendment was adopted on August 10, 2007 by the board of directors.

**(OR)**

The amendment was adopted on _____ by the directors and members.

4. If approval by the members was not required, or if the corporation has no members, make that statement in this section and state that approval was obtained by a sufficient vote of the board of directors or incorporators.

The corporation has no members - approval was obtained by a sufficient vote of the board of directors.

5. If approval by the members was required complete this section.

(A) The number of memberships outstanding and entitled to vote on the amendment: N/A

(B) The number of votes cast for and against the amendment: N/A

RECEIVED
SEP 20 2007
SECRETARY OF STATE
WYOMING

# STATE OF WYOMING
## Office of the Secretary of State

I, MAX MAXFIELD, Secretary of State of the State of Wyoming, do hereby certify that the filing requirements for the issuance of this certificate have been fulfilled.

CERTIFICATE OF NAME CHANGE

Current Name: **CLIMB**
Old Name: **Our Families Our Future**

I have affixed hereto the Great Seal of the State of Wyoming and duly executed this official certificate at Cheyenne, Wyoming on this **24th** day of **September**, **2007**.

Filed Date: 09/20/2007

Max Maxfield
Secretary of State

By: Candice Dillmon

6. If approval of the amendment was required by some person or persons other than the members, the board of directors, or the incorporators, make a statement in this section that approval was obtained.

N/A

Date: 9/18/07

Signed: Ray Fleming Dinneen

Title: Executive Director

*(May be executed by the Chairman of the Board, President or another of its officers.)*

*Filing Fee:* ***$3.00***

# STATE OF WYOMING
## Office of the Secretary of State

I, EDWARD A. BUCHANAN, SECRETARY OF STATE of the STATE OF WYOMING, do hereby certify that according to the records of this office,

**CLIMB**

is a

**Nonprofit Corporation**

formed or qualified under the laws of Wyoming did on March 24, 2004, comply with all applicable requirements of this office. Its period of duration is Perpetual. This entity has been assigned entity identification number 2004-000464087.

This entity is in existence and in good standing in this office and has filed all annual reports and paid all annual license taxes to date, or is not yet required to file such annual reports; and has not filed Articles of Dissolution.

I have affixed hereto the Great Seal of the State of Wyoming and duly generated, executed, authenticated, issued, delivered and communicated this official certificate at Cheyenne, Wyoming on this 19th day of February, 2020 at 10:04 AM. This certificate is assigned ID Number 034883132.

Edward A. Buchanan
Secretary of State

Notice: A certificate issued electronically from the Wyoming Secretary of State's web site is immediately valid and effective. The validity of a certificate may be established by viewing the Certificate Confirmation screen of the Secretary of State's website http://wyobiz.wy.gov and following the instructions displayed under Validate Certificate.

**Mark Gordon**
Governor

# State of Wyoming
## Department of Workforce Services
Unemployment Tax
P.O. Box 2760
Casper, WY 82602 2760
Phone 307-235-3217
Fax 307-235-3278

**Robin Sessions Cooley**
Director

CLIMB WYOMING
BOBBI TOWNSEND
1001 W. 31ST ST.
CHEYENNE, WY 82001

**UNEMPLOYMENT INSURANCE CERTIFICATE OF GOOD STANDING**

**CERTIFICATE**

| | |
|---|---|
| **NUMBER:** | 89351 |
| **ONLY VALID AS ISSUED TO:** | CLIMB WYOMING |
| **EFFECTIVE DATE:** | 2/18/2020 |
| **EXPIRATION DATE:** | 2/18/2021 |

**PROJECT:** FBI

A review of the Division files indicates that CLIMB is in compliance with the Wyoming Unemployment Insurance requirements as of the effective date shown above.

This certificate holds you, the recipient, harmless for unpaid Unemployment Insurance debt owed by the certified company during the period set forth above. If you continue to use CLIMB after the expiration date of this certificate, you may be held liable for their unpaid Unemployment Insurance debt pursuant to Wyoming Statute 27-3-502(f).

CLIMB
1001 W 31ST ST
CHEYENNE, WY 82001

**Mark Gordon**
Governor

# State of Wyoming
## Department of Workforce Services
5221 Yellowstone Rd
Cheyenne, WY 82002
307.777.6763 - Fax:307.777.5298
http://www.wyomingworkforce.org

**Robin Sessions Cooley**
Director

| Recipient: | Employer: |
|---|---|
| CLIMB WYOMING<br>Attn: BOBBI TOWNSEND<br>1001 W. 31ST ST.<br>CHEYENNE, WY 82001 | CLIMB<br>1001 W 31ST ST<br>CHEYENNE, WY<br>82001 |

**WORKERS' COMPENSATION CERTIFICATE OF GOOD STANDING**

| | |
|---|---|
| Mail Date: | 2/18/2020 |
| EXPIRATION DATE: | 2/18/2021 |
| Job Reference: | FBI |

This is to certify that the above named employer is in compliance with the Wyoming Workers' Compensation Act. The account is in good standing as of the above date.

Wyoming Workers' Compensation monthly/quarterly payroll reports shall be submitted and payments made on or before the last day of the month following the month for which the earnings are computed and paid. Prime contractors may verify good standing of a sub-contractor's business by contacting the Division by telephone, after the initial certificate has been issued.

In private work, a contractor is liable for the payment of Workers' Compensation premiums for the employees of any subcontractor, if the subcontractor primarily liable has not paid the premiums as provided in the Act, pursuant to Wyoming Statute 27-14-206. Contractors should request a Certificate of Good Standing from the subcontractor before making final settlement of the contract.

If you have any further questions or concerns, please contact our office at 307-777-6763.

Sincerely,

Office Support Specialist
Division of Workers' Compensation

# COVER PAGE

1. County/Tribe: Campbell County

2. Project/Grant Administrator. Ensures programs are being implemented correctly, communicates grant changes and provides requested paperwork and data to Department of Family Services. All Communication regarding this proposal shall be conducted through this person.

Name: Bethany Raab

Title: Grants Specialist

Organization: Campbell County Government

Address: 500 S. Gillette Avenue Suite 1100

Phone: (307) 687-6324

Email address: blr01@ccgov.net

3. Primary Contact for the Sub-recipient. Implements the program.

Name: Mikel Scott

Title: Executive Director

Organization: Council of Community Services

Address: 114 S. 4J Road Gillette, WY 82716

Phone: 307-686-2730

Email address: mikel@ccswy.org

4. Program Name: Permanent Supportive Housing for Chronically Homeless Families

5. Requested Amount: 60,000

6. Authorized Representative: Robert Maul, Chairman
County Commissioner Chair

Date: _____

Phone: 307-682-7283 E-Mail: RLM01@ccgov.net

# PROPOSAL

## Local Community Survey – Transpiration and Homelessness

A number of federal studies, as well as state level data, show that the two most common barriers to employment and self-sufficiency for TANF families are transportation and homelessness. The Department of Family Services is interested in learning how local communities assist TANF families in these specific areas and how we might be able to assist in increasing the availability of these services in your area. As part of this year's application, please answer the following questions.

1. What programs are available within your community to address transportation and homelessness?

   The Council of Community Services (CCS) operates four housing units that all focus on housing chronically homeless individuals. We operate a Homeless Shelter, Permanent Supportive Housing for Chronically Homeless Families, Permanent Supportive Housing for Chronically Homeless Adults, and a Group Home for the Severely and Persistently Mentally Ill. Each one of these housing units has a vehicle available to them for staff to drive them to appointments, job interviews, and to do errands. CCS also operates Homeless Prevention, Street Outreach, and Rapid Rehousing Programs to prevent homeless before it begins, find those who are living on the street, and quickly rehouse those who have become homeless.

   We also refer individuals to the Senior Center Bus Program when they are not living in our housing units. The bus is available to seniors and non-seniors.

2. Are there existing programs in your community that would be interested in receiving TANF funds to subsidize their services that provide direct services for transportation and homelessness prevention?

   Having enough funding to employ additional case managers who have the time to assist to schedule appointments and drive any client who does not live in our housing units but utilizes our other programs would help to prevent homelessness and poverty.

## A. Summary of Proposed Program

1. Please provide a synopsis of the program you propose.

The Council of Community Services is applying for funding for our Permanent Supportive Housing for Homeless Families (Keeping Families Together Program). Our program operates under the tenants of Low-Barrier Housing and the Keeping Families Together format. The services provided under our Supportive Housing program are designed to help parents struggling with overwhelming poverty and complex physical or mental health issues. The program works with the parents through the interventions of both our Council of Community Services Housing Case Manager, and the designated DFS case manager who work together providing constant support and stable and reliable housing. By partnering with DFS, we can provide wrap-around supportive services to six (6) families in our apartments. The goal of the program is to build the parents capacity to parent through aligned case management, a variety of classes such as parenting, health, budgeting, and even gardening, as well as assistance through the Council' s other poverty alleviating programs.

The Keeping Families Together model focuses on the idea of creating a stronger environment for the entire family-not just the child or just the parents. Using this model, the families become the focal point for holistic intervention and support, preventing crisis situations and the removal of children to foster care. This form of supportive housing for vulnerable families can break the intergenerational cycle of poverty, homelessness, and abuse by providing families with services they need to stay together. It creates a better environment for the children and parents and protects children who are otherwise at high risk for abuse and neglect. Without the supportive services provided by the Council, these families may not succeed in other forms of affordable housing. By partnering child welfare services and homeless assistance programs, together we can address the

complex needs of high needs families rather than each agency focusing on individual parts and pieces of the problem.

2. Is this program different than previous programs operated with TANF funds in the past?
Yes ☒ No ☐ If so, how is it different?

CCS has not applied for TANF funding in the past. Our program is different than any other program in our community and is one of only a few in the Nation. It is the only housing program in our community that houses families together and focuses on the success of the family as a whole. The Keeping Families Together initiative is the first federal investment specifically focused on creating supportive housing to reduce child welfare system involvement through the investment made by the US Department of Health and Human Services Administration for Children Youth and Families (ACYF) for a five-year evaluation in five sites based on the success of the CSH Keeping Families Together pilot programs. The Council believes that this program will prevent foster care placement for those families who are homeless or unstably housed and is a high need in our community. Data on Supportive Housing for Families Working with Department of Family Services shows that it not only increases families housing stability, but it has also been shown to improve outcomes across multiple domains such as education, employment and health care access. These are all improvements in domains that will help to prevent future poverty situations for these families and children.

3. Area(s) served.

Campbell County

4. Population served.

This program serves chronically homeless, low income families with open cases with DFS. Families are first identified for our program through their DFS case manager. The DFS case manager uses a set of criteria provided by the Council which prioritizes chronically homeless families and meets the McKinney-Vento definition of homelessness or homeless definitions under other federal statutes. The scoring tool provided to DFS shows that each family must meet family income level that is less than 50% below current HOME median income guidelines, and we prioritize a family who is chronically homeless. Families must also meet all four (4) criteria categories and at least one criteria in each subcategory. The four (4) categories include: (1) Family has long term or repeat pattern of homelessness or housing instability (2) Family has an open case with Child Protective Services (3) Primary caregiver has persistent challenges and little support (4) Other risk factors that might put families within a higher risk factor for Child Protective Services. These risk factors include subcategories such as domestic violence, age of youngest child is under two, primary caregiver has a criminal arrest history within the past five years, household has been involved with child protective services in the past, and primary caregiver has a history of abuse or neglect as a child or spent time in the foster care system as a child.

Since supportive housing is an intensive intervention and a scarce resource, only the highest need households, those facing complex challenges and for whom housing is a factor in the imminent placement of children in out of home care, should receive services. The criteria and subcategories were meticulously chosen through the guidance of the Corporation for Supported Housing and have been used successfully by Keeping Families Together initiatives through the country. It was also designed for targeting criteria within a federal framework to ensure that supportive housing served households for whom the program would likely have the biggest effect. The key eligibility criteria for households include, child welfare involved households. Households that are most likely to experience negative child welfare outcomes (e.g. out of home placement, long-term open cases, reentry to the child welfare system in the form of re-reports of abuse or neglect, and repeat open cases), households with high service needs (households with multiple needs, such as mental or physical health problems, substance use, or disabled children), and households with severe housing issues (households who are homeless or unstably housed).

5. Beginning and end date of program.

This program will run continuously. CCS operates on a calendar year budget.

6. Program availability: when is the program offered (i.e. time of day, how often, time of year)?

This program focuses on stable housing, it will run continuously. Families will be able to stay in the program as long as they need to feel stable enough to be successful. Typically, this is shortly after they have had success in closing their DFS case and have utilized CCS's case manager to help them find stable housing within their budget.

**B. Statement of Need**

The intent of TANF CPI is to provide Counties with programs that meet specific needs of their community.

1. How have you determined there is a need for the services you propose? Describe local data that was used to determine the needs of families.

In initial discussion with our local DFS office, they had a 50-family waitlist that would qualify for these apartments. We have also seen an increase in the past year at our Homeless Shelter for families. In 2019 our Shelter housed 15 families, with more families approaching the Shelter but leaving due to not having designated family rooms. Although that is a need CCS is planning to address in the next year. According to data provided by Wyoming Foster Care, 1,239 children were in the foster care system in Wyoming in 2012 (most current data on Wyoming Department of Family Services). 642 of those were placed into foster homes with the average length of stay being 334.60 days. 72% of the young people leaving the system in 2012 were reunified with their birth parent(s) after their foster care stay. The Council's goal through our program, is to reduce the number of children going into foster care, as well as, reduce the number of children entering and leaving the foster care system multiple times. Not only does this help the parents and children, it reduces the high cost associated with the foster care system. In Wyoming, as of 2012, the rates for foster care ranged from $835.00 to $850.00 a month per child.

2. What is the resource gap(s) that is being addressed by your program?

Working in extremely close partnership with the case managers and administration at our local Department of Family Services, we will work to address family homelessness and instability. This is the only supportive housing program for families in Campbell County. By immediately securing housing and then providing supportive services such as access to education, medical and dental assistance, assistance with legal fees, and basic life skills, we are helping families stay together and providing a pathway to stability.

3. Describe what research based programs and strategies will be utilized to make the program successful

CCS is following the Keeping Families Together Program format that has been used successfully across the country and has shown success in our community since 2017. Keeping families together leads to less trauma for the children and parents. Children that are removed from their families and enter into the foster care system have higher risk for impaired neurodevelopment, psychiatric problems, abuse, poverty, homelessness, incarceration, suicide and early death. CCS is seeking to continue to improve the lives of families in Campbell County by creating a stronger environment for the entire family-not just the child. Families become the focal point for holistic intervention and support, and crises leading to removal of children could be averted.

The Metis Associates evaluation of the pilot program of Keeping Families Together found that family placement into the program, had a high rate of family reunification. All six children who were placed in foster care at the time of the family move-in and had the goal of reunification, ended up reunited with their families. These six children had spent a total of 3,239 days in foster care in the two years prior to the program and following the placement in Keeping Families Together, the children consumed only 744 days of foster care.

The study also concluded that the program reduced the families use of homeless shelters. In the two years prior to joining the program, the families consumed a total of 14,323 days of single family shelter and 618 days in single and adult shelter. In the two years following, the shelter use declined to 620 days in family shelters.

By providing a permanent supportive housing, the Council seeks to reduce the rate of costs accrued to the community. By providing stable housing alongside intense case management, the program reduces the need for high cost foster care, as well as calls to law enforcement and homeless shelter costs. Staff also helps

residents manage chronic health issues by offering support, coordinating appointment, referrals, and more to help the chronically high need and DFS involved families lead healthy, independent lives. CCS is also using HMIS to measure performance based on accurate data in order to determine efficiency and ensure CCS is in line with HUD's policy priorities. HMIS will also assist our case managers in understanding how families are doing in meeting their goals.

## C. Community Partnerships

1. A description of how community wide collaboration in planning and implementation occurred.

CCS worked closely with the Department of Family Services, The Corporation for Supportive Housing, and Housing and Urban Development to implement the program in 2017. We continue to work closely with DFS to provide support services to our families that support DFS's case management and family goals. The program also supports HUD's goals of reducing family homelessness and generational poverty. All of our families receive referrals to any programs in Campbell County that would help them become more self-sufficient or will benefit the children in the home. Our Case Managers work with the families to sign up for any programs, assist in finding affordable housing, and navigate complicated government systems. Every week, our Case Manager completes an apartment inspection to ensure families are able to keep up with basic hygiene and life skills (laundry, children's homework, dishes, etc) since that can be one barrier to family reunification or a catalyst to family separation. When families are overwhelmed by these tasks, our Case Manger assists them in finding ways to complete them together as a family. CCS stays in communication with the DFS case manager to ensure that parents and children are safe and complying with all DFS requirements.

Families are first identified for our program through their DFS case manager. The DFS case manager uses a set of criteria provided by the Council which prioritizes chronically homeless families and meet the McKinney-Vento definition of homelessness or homeless definitions under other federal statutes. The scoring tool provided to DFS shows that each family must meet family income level that is less than 50% below current HOME median income guidelines, and we prioritize a family who is chronically homeless. Families must also meet all four (4) criteria categories and at least one criteria in each subcategory. The four (4) categories include: (1) Family has long term or repeat pattern of homelessness or housing instability (2) Family has an open case with Child Protective Services (3) Primary caregiver has persistent challenges and little support (4) Other risk factors that might put families within a higher risk factor for Child Protective Services. These risk factors include subcategories such as domestic violence, age of youngest child is under two, primary caregiver has a criminal arrest history within the past five years, household has been involved with child protective services in the past, and primary caregiver has a history of abuse or neglect as a child or spent time in the foster care system as a child.

2. List the community partners involved in the program implementation and the resources that will be provided by each partner.

(Additional lines/pages may be added if needed.)

| Community Partner | Resource that will be provided |
|---|---|
| Department of Family Services | Referrals, Case Management |
| Campbell County School District/McKinney Vento | Funding for supplies |
| Wyoming Continuum of Care | Resources and program support |
| Corporation for Supportive Housing | Program support and oversight |
| Housing and Urban Development | Program Funding |
| Early Head Start | Support for Families |

3. Describe how the program will be sustained by the community beyond the funding period.

The Council of Community Services has been in operation for over 50 years. Our apartments for families have been operating under different family programs since 1999. HUD has allocated funding through the CoC to support some of the operations of the program, as well as using some of that funding to assist in supporting the clients directly with medical, legal, and other supportive costs to help them achieve stability. As a private nonprofit, CCS also uses monetary and in-kind donations to support families whenever possible. In the last several

years, CCS has worked diligently to advertise the programs available to the community and has been able to expand our donor base.

**D. Project Goals and Outcomes**

1. **Goals for the Project:** What are the goals of your program? How will you serve TANF eligible individuals/families?

   The goals for our Permanent Supportive Housing for Chronically Homeless Families is to stabilize families who are either at risk of family separation or are working toward family reunification.

   Stabilization of a family would mean that they are reunified and DFS has deemed their case closed. It would also mean that they have shown progress toward other goals such as increased income, ability to create and maintain a budget, ability to maintain a safe home environment, and the ability to communicate effectively with their partner and children. All of these goals are easier to achieve with supportive housing. The reduced rent payments of the supportive apartments, require income but allow for flexibility to continue education or seek higher paying employment. The supportive services provided by CCS help the families navigate through the barriers that have been holding them back from success.

   Preventing families from separation or reunifying families quickly, lessens the trauma that occurs to both the parents and children. The trauma caused by separation has been shown to lead to negative outcomes for the children resulting in behavior problems, learning difficulties, and poor mental health. Our partnership with DFS removes the high barrier of housing immediately, and allows for quicker unification of parents with children. By working together and bringing in other partners such as Head Start/Early Head Start, Campbell County School District, Boys and Girls Club, and many other local agencies, we are able to successfully provide the support our families need to be self-sufficient. We are providing assistance to the most difficult DFS families who are using the most resources in Campbell County. Since May 2017, we have housed 15 such families (19 adults and 46 children). Our partnership with DFS has seen 7 families successfully move into permanent housing, while 5 families are still currently housed in the program.

   Our goal is to assist DFS Case Managers in addressing family's barriers to success. We meet weekly with each family in order to address ongoing problems such as trouble with basic living skills, such as keeping a clean and hygienic home for the family. They work with families on how to make chore charts, what a clean home should look like, and how parents need to model behavior for their children. CCS Case Managers work with families on communication skills and conflict resolution. We provide life skills classes, budget classes, and even family gardening days and healthy cooking days. Our goal is to enable the parents to feel stable and empowered by supporting them and increasing their skill set for future self-sufficiency. Because most of the families entering the program are the families with the highest need, they often lack knowledge of basic skills, healthy coping strategies, and appropriate communication. Our program helps them learn these, gains them access to resources, while providing them extremely low-income housing and support. The program provides the families with the tools they need for success.

   Each family is different that enters our program and our case managers adjust to help them set and reach their goals. Some families are quickly reunited and graduate from the program and others take longer to reach stability. For example, Laura entered our program and quickly gained employment and had regular visits with her son. But, because she had let her abuser come around, she was not able to fully reunite with her son. After weekly case management meetings and having the Council's housing and support programs, she felt able to completely separate herself from her abuser and no longer rely on him financially. Within 6 months of living in our supportive apartments, she was able to fully reunite with her son and her case was closed at DFS. By having a stable and safe place to live, she was able to break free from abuse, increase her wages, and be united with her son. After her case was closed, Laura decided to stay in our apartments. Once she gained enough confidence and savings, she was able to successfully move out on her own into stable permanent housing.

2. **Outcomes:** Using the chart below, please identify the **measurable** outcomes you expect for TANF eligible individuals/families as a result of program implementation in order to meet the above goals? These measurements will be used to evaluate the program's success.

Complete your outcomes for TANF CPI: (additional lines/pages may be added if needed)

| Outcome | Measurement | Activities to Accomplish Outcome | Data/Quality Assurance to be Collected to Validate Measurements |
|---|---|---|---|
| Children exit foster care and unified with parents | Clients will be reunified with children in their home. | Weekly case management meetings and apartment walk-throughs to meet DFS case goals. | Notes entered into HMIS to track goal progress. |
| Family exits program into stable housing | Clients will be reunified or stabilized and move into stable housing. | Clients meet with case manager weekly to evaluate goal progress and work toward stability. | Will be entered into HMIS to show clients have successfully graduated from program and into stable housing. |
| Parents gain knowledge of basic life skills | Clients show progress on weekly apartment walk-throughs. | Clients will take life skills classes, participate in weekly case management. | Will be entered into HMIS data tracking system to evaluate progress and track successes. |
| | | | |

3. Describe your data collection methods to be used.

The Council will be able to track this data using HMIS and the Coordinated Entry system. HMIS will track the family length of homelessness, how many times they were homeless, and when they entered permanent housing. This information will help the Council in establishing system-level performance measures which can be reported to our State CoC. The council will also work with families who are unstable in their housing and are at risk of becoming homeless, thus reducing the number of families that enter homelessness. This data will also be tracked through the HMIS system. Families who apply for the program will work with the Case Manager to fill out a VI-SPDAT in HMIS and be entered into the Coordinated Entry system, regardless of whether or not they qualify or enter the program. Any data collected will ensure that the Council can continuously evaluate the programs performance over time and be able to make changes during evaluation that may prove more successful.

4. How will you evaluate the effectiveness of the TANF program for individuals/families served? How do you determine the success of your program?

Once families are placed in our Permanent Housing program, they will receive intense case management, with the goal of increasing stability, as well as income through services such as Skills Training, access to continuing education, Social Security and Social Security Disability when possible, meeting TANF's performance goal to, "create effective pathways to economic opportunity, including access to mainstream education and training and individualized services for those with barriers to employment". Services will help to ensure that those families who enter our Permanent Housing do not return back to homelessness. The Council will be able to track client's rates of return to homelessness or success in stable housing through HMIS and Coordinated Entry. These rates will help the Council determine the success of the program and meet the goals of "alleviate poverty and prevent hardship among children and families, and programs or services to keep children in their homes or in the homes of relatives". The Council's Section 8 Voucher assistance will help the families exit Permanent Housing when they are ready and enter into low-income rental units. This will help families stay in stable housing and decrease their chance of going back into homelessness.

## G. TANF Recruitment

1. Describe your recruitment and enrollment process or TANF eligible individuals/families?

Families who meet the chronic homeless definition and also meet at least one criterion in each sub- category could be eligible to go to the top of the priority list. Those families that are identified by DFS, are advised to make contact with the Housing Case Manager at the Council. Those families work with the Housing Case Manager to fill out a VI-SPDAT assessment. The assessment will help to prioritize the neediest families based on a scoring system. Each family is then also entered into the Coordinated Entry system, regardless of whether they make it into our Supportive Housing Program. Families are then put on a waitlist for an apartment unit, with the highest need families receiving priority.

Once families are in the program, they are referred by their Council case manager to the Council's other programs such as our Food Pantry, Soup Kitchen, Medical and Dental Emergency Funding, and when families are stable and ready to move out, they are assisted with Section 8 applications. When families leave our program, priority will be given to chronically homeless families for permanent housing. Should there be no chronically homeless families within our area, the available permanent housing will go to the family with the highest priority using the VI-SPDAT assessment and the Coordinated Entry system. Families will also receive services through our Seconds on the Avenue Thrift Store which will provide the family with vouchers for free clothing, furniture, school supplies for children, and necessary household items such as cookware, kitchen tables, and cooking appliances. These items will assist the families in setting up their stable household.

An example of a family who has already moved in to our program and has started services are the *Smith' s. They are a couple with three children, one is a newborn. The father has been diagnosed with a learning disability, as well as the oldest of the children. The Smith family has had over five separate reports of child neglect within the last five years. This resulted in two episodes of 'out of home placement' for two of the children. They were at high risk of losing their other children if they were unable to find stable housing.

The Council partnered with DFS and using the Coordinated Entry System, the Council was able to place them into Permanent Supportive Housing for Homeless Families. The Smith's had not had permanent housing for over a year and half and had been bouncing between living with different friends. This resulted in an extremely unstable environment for the parents and children. The environment was filled with drug addiction and overcrowding. The Smith's moved into our housing this Summer. When they first arrived into our housing unit, they had no housekeeping skills, resulting in unsanitary conditions for themselves and their children. They did not have the basic living skills needed to thrive, such as understanding basic human hygiene or health. Our case manager has worked closely with the family to educate them in these skills and checks on them weekly to ensure the parents and children are following the new program.

Our case manager discovered that the family did not understand eating off the floor and sharing the

same plate with the family dog was not healthy or safe. She worked with our Thrift Store manager to find a family table and then taught them how to eat at the table, together. The parents also didn't comprehend the importance of chores such as laundry so that the children were not wearing dirty clothes. Our case manager has worked closely with them to make chore and tasks lists and educate them on why this is important and how keeping up with tasks makes them a lot easier.

Future plans for the Smiths are to bring in specific educators and teachers, to teach the family budgeting, basic life skills, Cent$ible Nutrition, and parenting and communication classes. Our case manager is also working to get them signed on for Social Security benefits. Once this is accomplished, it will increase their income from the paper route they currently work. Our case manager will continue working closely with DFS, as well as the children' s special education teachers when they start back to school. Working with this family will decrease the cost on the state and community and increase the stability and happiness of the parents and children. The Council plans on working with many more families like this through the program to decrease public costs and increase the number of successfully housed families in Campbell County.

2. What is the projected number of TANF eligible individuals that will be served by this program?

We are able to house 6 families at a time with a maximum of 43 people.

3. Provide an explanation on how income information will be gathered to determine TANF eligibility. Income eligibility shall be established by verifying gross family income for the previous month. Applicants shall use a TANF Eligibility Intake Form. A copy of the TANF Eligibility Intake Form shall be attached to this proposal.

CCS Case Manager will use client's previous monthly income to determine their income eligibility for TANF services. Client's will need to meet 185% Family Poverty Level. For households with more than 8 persons, $8,288/year will be added for each additional person.

DFS case manager also uses a set of criteria provided by the Council which prioritizes chronically homeless families and meets the McKinney-Vento definition of homelessness or homeless definitions under other federal statutes. The scoring tool provided to DFS shows that each family must meet family income level that is less than 50% below current HOME median income guidelines, and we prioritize a family who is chronically homeless.

# BUDGET

**Instructions:**

1. The budget of the program should be described with enough detail that expenditures of funds could be easily reviewed. Preference will be given to programs concentrating on services rather than programs building their administrative structure.

2. List costs of the program including program costs, administrative costs, total costs, and estimated cost per individual/family.
   a. The Proposer shall submit a proposed budget in line item detail listing each employee's compensation and benefits and each category of expenditure and the proposed amount. The Contractor shall be required to use the invoice form attached to this proposal.
   b. The budget shall include a narrative of duties of each employee and an explanation of each line item stating the purpose of the expenditures.
   c. The Proposer shall separate all administrative costs to verify compliance with administrative limitations.
   d. Administrative expenses shall not exceed 10% of the non-administrative expenses.

3. Only expenses related to services to TANF eligible individuals/families can be billed to TANF CPI. This means that all grant expenses must show the formula for how the allocation of expenses is determined for TANF eligible individuals/families funded under this proposal. Expenses are based on the percentage of TANF individuals/families vs non-TANF individuals/families served as well as the percentage of time working on TANF-related activities.

4. Program costs are associated with direct service delivery to TANF eligible individuals/families (i.e. salaries, rent). Administrative costs are associated with activities needed to support the program, but are not a direct service to families (i.e. data collection, completion of reports).

**Budget:**

1. TANF funds are limited and can only provide a portion of the funding needed for services. What are your other funding sources that will be used to operate the program? (i.e. *Cash contributions and non-federal funds used to support*)

We receive HUD funding from the Continuum of Care grant. We receive about 30,000 in operating money and 20,000 in direct client assistance. The Council also uses fundraising income to help support the program and will continue to utilize this funding stream for all programs.

2. What are the cost/benefits of providing this program? In other terms, what is the Return on Investment (ROI)? ROI is a performance measure used to evaluate the efficiency of an investment.

The program is not only designed to assist high need families and keep children out of foster care, it also reduces the costs in public service use. Because our program is so new, we do not have local data on success rates, but according to a Metis Associates evaluation of the Keeping Families Together program, the cost of this supportive housing intervention does reduce public service use by the families. The analysis examined the costs associated with the families use of foster care services and homeless shelter in the two years prior to and two years following family placement into Keeping Families Together. The changes in public costs associated with the reduced use of these two service systems were then compared with the cost of supportive housing.

The cost offset analysis found that families placed into the program, reduced their actual and potential use of foster care services by a total of 5,415 days over two years, and their shelter use by 13,703 days over two years. The analysis shows that this reduction in foster care and shelter days, represented a total offset in costs of $1,866,592 over two years ($64,365 per family). In this analysis, Metis Associates is assuming a two-year per unit cost of supportive housing of $66,552. Under this assumption, foster care and shelter reductions alone offset 97% of the cost of supportive housing.

According to data provided by Wyoming Foster Care, 1,239 children were in the foster care system in Wyoming in 2011. 642 of those were placed into foster homes with the average length of stay being 334.60 days. 72% of the young people leaving the system in 2011 were reunified with their birth parent(s) after their foster care stay. The Council's goal through our program, is to reduce the number of children going into foster care, as well as, reduce the number of children entering and leaving the foster care system multiple times. Not only does this help the parents and children, it reduces the high cost associated with the foster care system. In Wyoming, as of 2010, the rates for foster care ranged from $645.00 to $732.00 a month per child. Specialized care rates were $650.00 to a maximum of $800.00 per month per child.

The Metis Associates evaluation of the pilot program also found that family placement into the Keeping Families Together program, had a high rate of family reunification. All six children who were placed in foster care at the time of the family move-in and had the goal of reunification, ended up reunited with their families. These six children had spent a total of 3,239 days in foster care in the two years prior to the program and following the placement in Keeping Families Together, the children consumed only 744 days of foster care.

The study also concluded that the program reduced the families use of homeless shelters. In the two years prior to joining the program, the families consumed a total of 14,323 days of single-family shelter and 618 days in single and adult shelter. In the two years following, the shelter use declined to 620 days in family shelters.

By providing a permanent supportive housing, the Council seeks to reduce the rate of costs accrued to the community. By providing stable housing alongside intense case management, the program reduces the need for high cost foster care, as well as calls to law enforcement and homeless shelter costs. Staff also helps residents manage chronic health issues by offering support, coordinating appointment, referrals, and more to help the chronically high need and DFS involved families lead healthy, independent lives. CCS is also using HMIS to measure performance based on accurate data in order to determine efficiency and ensure CCS is in line with HUD's policy priorities. HMIS will also assist our case managers in understanding how families are doing in meeting their goals.

**Annual Amount Requested from Proposa**
**40,000**

| | Program Costs | Admin Costs | Summary and Justification for Budget Expense |
|---|---|---|---|
| **Salaries**<br>Admin: Activities spent managing the grant.<br>Program: Wages for all staff who provide direct client services. | 19,000 | 1,000 | We have staff who monitor the building and are available to residents 24 hours a day. The families also have a Case Manager who works 8am-5pm in the office. |
| **Employer Paid Benefits**<br>Admin: Activities spent managing the grant.<br>Program: Wages for all staff who provide direct client services. | 4,250 | 750 | Paid benefits include sick leave, vacation leave, and a portion of health insurance costs. |
| **Employer Payroll Taxes**<br>Admin: Activities spent managing the grant.<br>Program: Wages for all staff who provide direct client services. | 1,500 | 250 | Click here to enter text. |
| **Supplies**<br>Admin: Supplies and expenses needed to manage the grant.<br>Program: Supplies needed for instructor use. | 250 | Click here to enter text. | Supplies are typically ink, paper, binders, and folders. |
| **Recruiting and Marketing**<br>Cannot include promotional items. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Travel**<br>Travel necessary to serve participants. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Rent and utilities**<br>Admin: Rent and utilities for time spent managing the grant.<br>Program: Rent and utilities for space provided to direct services for participants. | 13,000 | Click here to enter text. | Rent is paid to HOME at a low rate to repay the mortgage. Utilities include internet, electric, gas, sewer, alarm, telephone, maintenance, and garbage |
| **Participant Tuition and Class Fees** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Participant Class Supplies and Materials** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Participant License and Certification Fees** | Click here to enter text. | Click here to enter text. | Click here to enter text. |

| | | | |
|---|---|---|---|
| **Participant Drug and Aptitude Screening** Can include other types of assessments. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Work Support Services and Clothing** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Participant Wages** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Participant Fringe Benefits** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Participant Incentives** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Other Participant Needs**: Description – Medical/Daycare | Click here to enter text. | Click here to enter text. | This are direct client services that we pay for which include medical costs, day care or even legal fees. |
| **Sub-Total** | Click here to enter text. | Click here to enter text. | Total Administrative Costs cannot exceed 10% of your total ***Program*** Costs |
| **TOTAL BUDGET (Program + Admin)** | 40,000 | | |
| Number of TANF Participants Planning to Serve | 35 | | |
| Cost Per TANF Participants | 1,714 | | |

**Mark Gordon**
Governor

# State of Wyoming
## Department of Workforce Services
5221 Yellowstone Rd
Cheyenne, WY 82002
307.777.6763 - Fax:307.777.5298
http://www.wyomingworkforce.org

**Robin Sessions Cooley, J.D.**
Director
**Elizabeth Gagen, J.D.**
Deputy Director

Recipient:

COUNCIL OF COMMUNITY SERVICES
Attn: MIKEL SCOTT
114 S. 4-J ROAD
GILLETTE, WY 82716

Employer:

COUNCIL OF COMMUNITY SERVICES
114 S 4J RD
GILLETTE, WY
82716-3621

**WORKERS' COMPENSATION CERTIFICATE OF GOOD STANDING**

Mail Date: 4/14/2020

EXPIRATION DATE: 4/14/2021

Job Reference:

This is to certify that the above named employer is in compliance with the Wyoming Workers' Compensation Act. The account is in good standing as of the above date.

Wyoming Workers' Compensation monthly/quarterly payroll reports shall be submitted and payments made on or before the last day of the month following the month for which the earnings are computed and paid. Prime contractors may verify good standing of a sub-contractor's business by contacting the Division by telephone, after the initial certificate has been issued.

In private work, a contractor is liable for the payment of Workers' Compensation premiums for the employees of any subcontractor, if the subcontractor primarily liable has not paid the premiums as provided in the Act, pursuant to Wyoming Statute 27-14-206. Contractors should request a Certificate of Good Standing from the subcontractor before making final settlement of the contract.

If you have any further questions or concerns, please contact our office at 307-777-6763.

Sincerely,

Office Support Specialist
Division of Workers' Compensation

**Mark Gordon**
Governor

# State of Wyoming
## Department of Workforce Services
Unemployment Tax
P.O. Box 2760
Casper, WY 82602 2760
Phone 307-235-3217
Fax 307-235-3278

**Robin Sessions Cooley, J.D.**
Director
**Elizabeth Gagen, J.D.**
Deputy Director

COUNCIL OF COMMUNITY SERVICES
MIKEL SCOTT
114 S. 4-J ROAD
GILLETTE, WY 82716

**UNEMPLOYMENT INSURANCE CERTIFICATE OF GOOD STANDING**

**CERTIFICATE**

| | |
|---|---|
| **NUMBER:** | 93337 |
| **ONLY VALID AS ISSUED TO:** | COUNCIL OF COMMUNITY SERVICES |
| **EFFECTIVE DATE:** | 4/14/2020 |
| **EXPIRATION DATE:** | 4/14/2021 |

**PROJECT:**

A review of the Division files indicates that COUNCIL OF COMMUNITY SERVICES is in compliance with the Wyoming Unemployment Insurance requirements as of the effective date shown above.

This certificate holds you, the recipient, harmless for unpaid Unemployment Insurance debt owed by the certified company during the period set forth above. If you continue to use COUNCIL OF COMMUNITY SERVICES after the expiration date of this certificate, you may be held liable for their unpaid Unemployment Insurance debt pursuant to Wyoming Statute 27-3-502(f).

COUNCIL OF COMMUNITY SERVICES
114 S 4J RD
GILLETTE, WY 82716-3621

# COVER PAGE

1. County/Tribe: Campbell

2. Project/Grant Administrator. Ensures programs are being implemented correctly, communicates grant changes and provides requested paperwork and data to Department of Family Services. All Communication regarding this proposal shall be conducted through this person.

Name: See County Application

Title: _____

Organization: _____

Address: _____

Phone: _____

Email address: _____

3. Primary Contact for the Sub-recipient. Implements the program.

Name: Sherilyn England

Title: Executive Director

Organization: Youth Emergency Services, Inc. (Y.E.S. House)

Address: 905 N. Gurley Ave., Gillette, WY 82716

Phone: 307-686-0669

Email address: sengland@yeshouse.org

4. Program Name: Day Treatment

5. Requested Amount: 56,525

6. Authorized Representative: Robert Maul, Chairman
County Commissioner Chair

Date: _____

Phone: 307-682-7283 E-Mail: RMaul@ccgov.net

# PROPOSAL

## Local Community Survey – Transpiration and Homelessness

A number of federal studies, as well as state level data, show that the two most common barriers to employment and self-sufficiency for TANF families are transportation and homelessness. The Department of Family Services is interested in learning how local communities assist TANF families in these specific areas and how we might be able to assist in increasing the availability of these services in your area. As part of this year's application, please answer the following questions.

1. **What programs are available within your community to address transportation and homelessness?**

Access to affordable and reliable transportation is a great need in Gillette. The town of Gillette is spread out over a large area. The new housing units have been built on the edges of town, however, employment and other essential services are located closer to the center of town. For several years, local social service providers have been working on addressing this challenge/barrier for low-income clients. A need assessment was conducted to show the need for a public transportation system in Gillette a couple of years back, however, no private or governmental entity stepped up to contribute financially and oversee the operation. Therefore, transportation continues to be an ongoing problem for the Y.E.S. House low-income clients and for the community overall.

There is no public transportation in Gillette, as mentioned above, except for taxis which are expensive. The Senior Center bus system has expanded their services to more people and purchased more buses, however, the Senior Center charges $5 per trip. These options of transportation are still expensive for low-income clients.

Throughout the years, Y.E.S. House purchased 14 vehicles to meet the needs of our youth and young adults for transportation. Y.E.S. House staff provides approximately 42 rides per day, or 15,330 rides per year. Transportation is a critical component of the Y.E.S. House's ability to meet the treatment, counseling, educational and safety needs of our children; and ensuring that youth are transported to their court hearings, medical appointments, counseling, life skills groups, to and from work, appointments to explore post-secondary education options, etc. Staff also assists clients with obtaining their learner's permit or driver's license and searching for an affordable vehicle and/or affordable housing.

What Gillette needs is a public transit system. If the Department of Family Services is interested in meeting with the local social services coalition, Juvenile Services Partnership, and discussing how we can partner together in addressing this challenge for low-income families, we will appreciate it!

2. **Are there existing programs in your community that would be interested in receiving TANF funds to subsidize their services that provide direct services for transportation and homelessness prevention?**

The Y.E.S. House is a regional hub for services to homeless youth or youth at risk of homelessness ages 14 to 24. The agency specializes and is a leading agent in regional services that focus on youth homelessness prevention and intervention when the situation occurs. The agency services

are founded on three principles: Youth Voice and Choice, Youth Positive Development, and Trauma Informed Care. The agency provides Independent Living and Transitional Living Programs to help youth to reach self-sufficiency and make it to the middle class by the age of 40. Services include on-the-job training opportunities and apprenticeships, helping youth to complete high school, pursue post-secondary education if interested, finding and retaining meaningful employment, and more. The newest endeavor is partnering with a local faith-based community in building and growing social enterprise. Youth chose to pursue an indoor hydroponic system. They are growing lettuce and herbs and selling them to local restaurants. Currently, we have one youth employed, and with expansion (renting a larger space, growing a greater variety of vegetables) more youth will be employed running this enterprise! The latest, greatest endeavor of the Y.E.S. youth has been the establishment of their Youth Action Board that focuses on implementing systematic changes in the K-12 education system and post-secondary education, including housing options and employment opportunities for youth who are at risk of homelessness or have a history of homelessness. Youth, with the support of community members/partners, have been meeting with the local K-12 administration and Gillette College to propose their strategies/approaches to increase the graduation rate for vulnerable youth.

Youth identified several strategies in combating youth homelessness in the northeast region of Wyoming. For example, increase access to Career Technical Education opportunities in the K-12 educational system for non-traditional youth who are not successful in core academic subjects. Another strategy is assisting youth in post-secondary schools with housing expenses during college breaks. This is when a significant number of youth who have no families are faced with homelessness and most likely drop out of college. Establishing Permanent Supportive Housing options to prevent youth homelessness was another essential service youth identified. Youth and the Y.E.S. House would like to invite DFS/TANF to partner with us in enhancing direct services and building infrastructure that prevents youth homelessness.

**A. Summary of Proposed Program**

1. **Please provide a synopsis of the program you propose.**

The Day Treatment program operates from 8am to 7pm Monday through Friday year-round. It is designed with the goal of helping low-income families keep their children at home, remain free of substance use, strengthen family functioning and help families to reach self-sufficiency. The program consists of two major sections: 8am to 3pm children attend the Y.E.S. House on-site 7-12 grade school; and 3pm to 7pm children and their families receive treatment services.

Youth receive individual and group counseling, participate in substance abuse groups and in life skills sessions. Education is provided on anger management, addictions, parent/child relations, peer relations, employment, criminal thinking errors, character development, educational skills and building self-esteem. The family, as a whole, receives family counseling.

A broad range of services are offered to youth and their families in addition to the core treatment services: 1). parent education through the Y.E.S House's Nurturing Parent classes (a 12-week evidence-based program for parents and youth); 2). Healthy eating and nutrition education through the Y.E.S. House resources and the Campbell County Extension Office; 3). Work readiness training and job-related skills in higher paying occupations and industries through a partnership with the Gillette Workforce Center. 4). Life skills such as general nutrition, budgeting, obtaining employment, pursuing technical or post-secondary education, setting goals, finding enjoyment in life without the use of drugs and alcohol, dealing with adversity, conflict resolution, self-respect, and values. 5). Mentoring services – matching at-risk youth with positive adult role-models. 6). Wyoming Personal Responsibility Education Program – an evidence-based 8-10 session pregnancy prevention program. 7). Linkage of parents to various community resources based on the needs of the families. 8). Artistic and cultural enrichment opportunities are offered through the 5-month Dance Outreach residency that introduces youth to various dance styles: jazz, ballet, tap, ethnic and modern dance. 9). Aftercare is provided for an additional 12 months after the youth's graduation from the program. These services ensure that the youth and their family continue to maintain a positive and constructive lifestyle. If during the aftercare period youth and their family need additional services, they are either provided by the Y.E.S. House, or the partners of the program.

2. **Is this program different than previous programs operated with TANF funds in the past?**
   **Yes** ☐ **No** ☒ **If so, how is it different?**

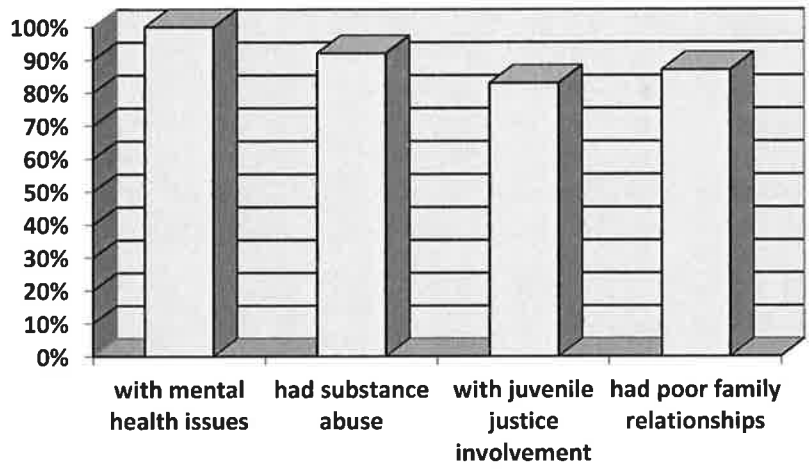
3. **Area(s) served.**

Campbell County

3. **Population served.**

The population that will be served is directly linked to the intent of the TANF program areas. The program will serve at-risk, low-income families with children who are transitioning from out-of-home placement or detention back into families, and those who are at risk of out-of-home placement (court involvement). The children that will receive services will be children whose families are living with incomes that are at or below 185% of the federal poverty level. Some of the children that the program will serve will come from families that deal with generational substance abuse and family dysfunction. The program will focus on low-income families with children and provide comprehensive services that address mental health/substance abuse issues, support, family counseling, parent education classes and pregnancy prevention. In the planning, design and implementation of services the program will focus on, and strengthen the entire family and move them towards self-sufficiency, meeting the goals established by the TANF/CPI program, and this request for proposal.

The chart below explains the profile of 15 TANF eligible families from March 1, 2019 through March 31, 2020.




Eight to ten youth will be served in the program daily, making a total of thirty (30) individual youth, one-hundred and five (105) family members will be served during twelve months.

4. **Beginning and end date of program.**

October 1, 2020 – September 30, 2021

5. **Program availability: when is the program offered (i.e. time of day, how often, time of year)?**

The Day Treatment Program will operate from 8am-7pm, working with families until 8:30pm, Monday through Friday year round at the Y.E.S. House Center. It will consist of two major sections: from 8am to 3pm children will attend the Y.E.S. House on-site 7-12 grade school; and from 3pm to 7pm children will receive treatment/prevention services. The family as a whole will receive family counseling, and life skills training in the afternoon and early evenings. Families attend Nurturing Parent classes every Monday night for twelve weeks from 5:30pm to 8:00pm.

**B. Statement of Need**

**The intent of TANF CPI is to provide Counties with programs that meet specific needs of their community.**

1. **How have you determined there is a need for the services you propose? Describe local data that was used to determine the needs of families.**

The following data was used to estimate the need for Day Treatment services in Campbell County. Campbell County is a rural ranching community with coal and oil as its primary industries. Controlled substances abuse is pervasive, and includes an acceptance of juvenile usage of alcohol, tobacco and other drugs. For several years Campbell County has been designated as a "High Intensity Drug Trafficking Area". Due to the make-up of the community, it attracts the transitional population and a devastating number of parents with children that are substance users.

1. Families living in poverty:
   - In the 2018-2019 school year, 30% of children were eligible for free and reduced cost lunches at Campbell County School District #1.
   - In 2018-2019 there were 369 self-reported homeless children receiving educational services at the Campbell County School District #1.
   - 124 homeless youth and young adults sought emergency services at the Y.E.S. House in 2019.
   - 15.3% of families in Campbell County live below the poverty level (2018 Annie E. Casey Kids Count reports).
2. Families with at-risk factors
   - Wyoming Prevention Needs Assessment Survey's was conducted in 2018 with 6th, 8th, 10th and 12th grade students with the goal of assessing adolescent substance use, anti-social behavior, school safety and the risk and protective factors that predict youth behavior problems. This survey revealed that in Campbell County: 1). *risk factor – poor family management:* 6 graders – 26%; 8 graders – 37%; 10 graders – 28%; and 12 graders – 31%; 2). *risk factor – parents attitude favorable to ASB (anti-social behavior)*: 6 graders – 28%; 8 graders – 44%; 10 graders – 45%; and 12 graders – 33%. *risk factor – parents attitude favorable to Drugs*: 10th graders – 45%; 12 graders – 57%.
   - Family structure can also have adverse effects on youth. Families are struggling to stay together. According to the Centers for Disease Control and Prevention, in 2016 the national divorce rate was 3.2 divorces per 1,000 people; in Campbell County that rate was 4.8 according to Wyoming Department of Health.
   - Department of Family Services in Campbell County receives between 960 to 1,200 reports on child abuse and/or neglect annually; and there were 120 children in foster care on any given day.
3. Suicide and Children; Youth Risk Behavior Survey 2015
   31% of youth felt sad or hopeless
   20% seriously considered attempting suicide
   18% made a plan about how they would attempt suicide
   11% attempted suicide
   Wyoming ranked #1 in number of suicides per 100,000 population in 2016 (American Foundation for Suicide Prevention 2016).

**2. What is the resource gap(s) that is being addressed by your program?**

The need for the Day Treatment Program was identified and supported by the Campbell County Juvenile Services Partnership (JSP) Coalition which includes representatives from more than thirty agencies, organizations, businesses and individuals that work with or are committed to children and families. The members of the Coalition identified a gap or lack of adequate services to youth that combines treatment with education while allowing families to stay together and children to remain in the community. JSP also stressed that poor family management skills and parents attitude favorable to anti-social behaviors and drug use need to be addressed as well.

3. **Describe what research-based programs and strategies will be utilized to make the program successful.**

The Day Treatment program utilizes several research-based practices that are effective when working with high-risk families. First of all, the core of the program is based on active family involvement, their voice and choice, utilizing Positive Practices and on addressing risk factors by building on the positive assets that families possess. It is a family-centered program.

The Day Treatment educational component is geared to meet the individual academic needs of youth through a highly structured, individualized and supportive setting.

The treatment portion of the program utilizes the following evidence-based treatment modalities: cognitive behavioral therapy, motivational interviewing, (http://www.nrepp.samhsa.gov, both are rated best practice by the Substance Abuse and Mental Health Services Administration, SAMSHA); components of Family Behavioral Therapy and Functional Family Therapy (http://www.drugabuse.gov, rated best practice by the National Institute of Drug Abuse). When substance use is an issue for youth, relapse prevention and a 12-Step Program are utilized (http://www.drugabuse.gov, are rated best practice by National Institute of Drug Abuse). Treatment goals are developed on an individualized basis in collaboration with the family. Both the individual and family strengths are utilized to encourage therapeutic change.

Furthermore, an individualized behavioral plan, that outlines goals and issues, is developed for each youth using the Family Group Conferencing model. Youth's involvement in positive recreation, and artistic and cultural experiences serve as an additional strong reinforcement for youth to succeed.

Families' participation in the Nurturing Parent Program. This 12-week evidence-based Nurturing Parenting Program builds protective factors in families and increases the health and well-being of youth and their families. (http://www.nrepp.samhsa.gov, rates best practice by the Substance Abuse and Mental Health Services Administration, SAMSHA and http://www.ojjdp.gov, by the Office of Juvenile Justice and Delinquency Prevention). The Nurturing Parenting Program continues to make significate impact on families and their functionality.

**C. Community Partnerships**

1. **A description of how community wide collaboration in planning and implementation occurred.**

Campbell County is a team-oriented community. The JSP coalition meets monthly to share concerns, identify the gaps and needs of the community, establish goals, set guidelines, and make decisions. The following need assessment surveys were reviewed to identify the priorities for children and families in Campbell County: the Preventive Needs Assessment (PNA) and Youth Risk Behavior Survey (YRBS) for Campbell County, the Campbell County CARE Board need assessment for low-income families, data provided by the DFS, County Attorney's Office, Diversion and Juvenile Probation Department, Gillette Police Department, Sheriff's Office, Council of Community Services, Healthy Community Needs Assessment, Census data, etc. The members also looked at the Community Human Service Resource Manual that details the services provided by human resource agencies and organizations in Campbell County. Based on the data provided and identified service gaps, the JSP members assessed the needs of the community and

chose the risk factors (poor family management skills, parents attitude favorable to anti-social behaviors and drug use, high alcohol and tobacco use among teens) that the TANF/CPI funds will be used to address.

The JSP members felt that the Y.E.S. House Day Treatment program is made of elements that address these risk factors, and strengthen such protective factors such as bonding among family members, empowering families to become nurturing and a stronger unit, connecting youth to positive role models through mentoring and building healthy values and beliefs. Therefore, the services that Day Treatment provides which combine counseling, mentoring, substance abuse groups, parenting classes while allowing families to stay together and youth to remain in the community were one of the focuses during the community planning process.

**2. List the community partners involved in the program implementation and the resources that will be provided by each partner.**

**(Additional lines/pages may be added if needed.)**

| Community Partner | Resource that will be provided |
|---|---|
| Diversion and Juvenile Probation Departments | Assist with referrals and participate in the youth's case management |
| Department of Family Services | Assists with referrals and development of individual treatment plans, the evaluation process, conducts background checks of employees and volunteers |
| Campbell County Extension Office | Provides instructors to teach nutrition and healthy living classes |
| Workforce Center | Coordinates internships/apprenticeships for clients to learn job-related skills and provide pre/post-employment training |
| Gillette Abuse Refuge Foundation (a domestic violence shelter) | Conducts educational presentations to parents and teens at our Nurturing Parent classes |

**4. Describe how the program will be sustained by the community beyond the funding period.**

The need for the Day Treatment Program was determined by the Campbell County Juvenile Services Partnership Coalition. The community felt it was our major priority to start serving youth that needed treatment and educational services while keeping them in their homes. The Coalition members meet the second Friday of every month and discuss various programs that are implemented in the community, and how they can be sustained. The main factor in the sustainability of the program beyond the TANF funding is the community involvement in serving needy children and families. Additionally, the Y.E.S. House has a long history of collaborating with private, governmental and corporate entities in the community for referral services, support, employment opportunities for our youth, volunteers' involvement, etc. This is another important factor in sustaining the Day Treatment Program. The Y.E.S. House Foundation also started an Endowment Fund with the goal to ensure that the programs at our agency will be sustained as long as there is a need for them.

**D. Project Goals and Outcomes**

1. **Goals for the Project: What are the goals of your program? How will you serve TANF eligible individuals/families?**

It is the goal of the program to assist families in moving towards self-sufficiency by providing youth with treatment and educational services while keeping them in their homes; and by providing families with individual and family counseling, family classes, etc. The whole program is a collaborative community-based and data-driven project to address the pressing needs of children and families in Campbell County.

2. **Outcomes:** Using the chart below, please identify the **measurable** outcomes you expect for TANF eligible individuals/families as a result of program implementation in order to meet the above goals? These measurements will be used to evaluate the program's success.

**Complete your outcomes for TANF CPI: (additional lines/pages may be added if needed)**

| Outcome | Measurement | Activities to Accomplish Outcome | Data/Quality Assurance to be Collected to Validate Measurements |
|---|---|---|---|
| Keep families intact | 77% of youth will be safely maintained and cared for in their homes | - Nurturing Parent classes for parents and teens<br>- Substance abuse and mental health groups<br>- Individual and family counseling<br>- Life skills groups | Case notes while clients in the program, and follow up records with families after the discharge |
| Decrease in teen pregnancies | 20% reduction in unplanned pregnancies among clients that took the class | Participation in the Wyoming Personal Responsibility Education Program | Pre and post surveys<br><br>Case notes while clients in the program, and follow up records with families after the discharge |
| Improve family management skills and functioning | 86% of families improve their family management skills; and learn about healthy relationships, communication and healthy behaviors | Participation in the Nurturing Parent Program | Pre and post Nurturing Quiz |
| Improve family management skills and functioning | 86% of families improve their family management skills; and learn about healthy relationships, communication and healthy behaviors | Participation in the Nurturing Parent Program | Pre and post Nurturing Quiz |

3. **Describe your data collection methods to be used.**

Data will be collected from the Wyoming Personal Responsibility Education surveys, Nurturing Parent quizzes, interviews, clients' satisfaction surveys, case notes, and follow ups will be utilized to assess program's effectiveness. During quarterly meetings, the partners of the program will discuss if the program is meeting its benchmarks, analyze what data is revealing, discuss solutions and make the strategic plan for the next four months.

4. **How will you evaluate the effectiveness of the TANF program for individuals/families served? How do you determine the success of your program?**

Data from the above instruments, interviews, and documents will be compiled monthly and submitted on a quarterly basis. This is accomplished through a combined, team effort that includes therapists, educational personnel, youth advocates/case managers and evaluator. The Project Evaluator will report on what the analyzed data has revealed. Much of the data is subject to analysis for rate and percentage of change. The evaluation plan will consist of incorporating key methodologies, that of process and outcome evaluations, into the overall plan. The PROCESS evaluation will tell if the program is effective in reducing teen pregnencies, if parents are improving their family management skills; if cooperation with the outside agencies is contributing to the program's effectiveness, etc. The OUTCOMES Evaluation will address whether the program is achieving its intended outcomes. The partners will estimate the direction of the trend, and if the program is achieving its goals.

A post-discharge instrument will also be utilized which follows the family at 3, 6 and 12 months after discharge from the Day Treatment Program. The information on this instrument is acquired by phone or face-to face visits with the youth and/or family. If the family moves out of area, attempts will be made to obtain an address and phone number to follow-up.

**G. TANF Recruitment**

1. **Describe your recruitment and enrollment process or TANF eligible individuals/families?**

The program does extensive outreach to reach out to the TANF eligible families that need Day Treatment. Staff conduct weekly communications with organizations that work with families; present to counselors at the Campbell County School District and at civic organizations/clubs. Program's representatives serve on local coalitions and boards such as Juvenile Services Partnership, Community Juvenile Services Board, Campbell County Prevention Council, Child Protection Team and CARE board (oversees CSBG funds for low-income families) to communicate to the community about the Y.E.S. House programs, enrollment process and eligibility. The enrollment process is simple and client friendly. The Coordinator for Day Treatment reviews all referrals, assesses eligibility, makes a contact with the family and then refers family to the Y.E.S. House therapy department to do an initial clinical intake/assessment. The Y.E.S. House financial specialist meets with the family to go over the income verification. The family is enrolled in the Day Treatment services between 7 to 14 days.

2. **What is the projected number of TANF eligible individuals that will be served by this program?**

Ten to eight youth will be served in the program daily, making a total of thirty (30) individual youth, one-hundred and five (105) family members will be served during twelve months.

3. **Provide an explanation on how income information will be gathered to determine TANF eligibility. Income eligibility shall be established by verifying gross family income for the previous month. Applicants shall use a TANF Eligibility Intake Form. A copy of the TANF Eligibility Intake Form shall be attached to this proposal.**

The youth that will receive services will be youth whose families are living with incomes that are at or below 185% of the federal poverty level. The TANF eligibility intake form will be utilized to determine eligibility. Parents will be asked to bring two of their most current pay stubs and tax returns for the last 2 years to confirm eligiability.

## BUDGET

1. **TANF funds are limited and can only provide a portion of the funding needed for services. What are your other funding sources that will be used to operate the program? (i.e. *Cash contributions and non-federal funds used to support*)**

Day Treatment is supported by the City of Gillette 1% tax, private donations, and private insurance/Medicaid if clients have insurance.

2. **What are the cost/benefits of providing this program? In other terms, what is the Return on Investment (ROI)? ROI is a performance measure used to evaluate the efficiency of an investment.**

There are two very clear cost-benefits associated with the Day Treatment program. The first is monetary or dollar savings; and the second is the cost benefit to quality of life for the child, family and community.

The Y.E.S. House anticipates that from October 1, 2020 through September 30, 2021 the Day Treatment program will serve 30 TANF eligible children for a total of 2,800 child service days. The daily cost per day per child for this TANF/CPI grant is $20.19. It is important to further note that the Day Treatment Program is not focused solely on the child, but focuses on the entire family, making the total number of people served by the program 105, further reducing the cost per day.

The financial benefit to the state of Wyoming as a result of the Day Treatment is impressive. For every 50 Wyoming families that reach self-sufficiency, Wyoming experiences the following cost savings:

| | |
|---|---|
| Eliminated foster care cost (25 children) | $330,000 |
| Food stamps savings (27 families) | $77,150 |
| Medicaid savings (20 families) | $175,000 |
| Eliminated incarceration cost (9 youth) | $493,560 |
| Annual savings to Wyoming | $1,075,710 |

The cost benefit as it relates to the quality of life for the youth, family and community is directly related to the youth remaining in their homes and the community. The youth continues to maintain strong bonds with their family and allows them to develop positive support systems that will directly impact their success after they have graduated from the program. Treatment and case management involving the entire family is crucial to the success of the youth. There must be developed a positive, supportive recovery environment for youth to be successful. Furthermore, families frequently have more than one child and the success and knowledge they experience will benefit other family members.

**Annual Amount Requested from Proposal:**

**56,525**

| | Program Costs | Admin Costs | Summary and Justification for Budget Expense |
|---|---|---|---|
| **Salaries**<br>Admin: Activities spent managing the grant.<br>Program: Wages for all staff who provide direct client services. | 37,991 | 4,040 | - Admin: supervision, grant/outcomes management<br>- Program: 32% of wages of 2 FT Case Managers, 20% of salaries of 2 FT therapists |
| **Employer Paid Benefits**<br>Admin: Activities spent managing the grant.<br>Program: Wages for all staff who provide direct client services. | 4,483 | - | Benefits are 11.8%. |
| **Employer Payroll Taxes**<br>Admin: Activities spent managing the grant.<br>Program: Wages for all staff who provide direct client services. | 3,799 | - | Payroll taxes are 10% |
| **Supplies**<br>Admin: Supplies and expenses needed to manage the grant.<br>Program: Supplies needed for instructor use. | 3,655 | 381 | - Program: client supplies such as paper, books, art supplies, food<br>- Admin: office supplies |
| **Recruiting and Marketing**<br>Cannot include promotional items. | - | - | |
| **Travel**<br>Travel necessary to serve participants. | 500 | - | to transport clients to services they need |
| **Rent and utilities**<br>Admin: Rent and utilities for time spent managing the grant.<br>Program: Rent and utilities for space provided to direct services for participants. | 1,100 | 576 | Program: Utilities for the space used by clients - $75 per month x 12 months.<br>Admin: utilities for the space used to manage the grant - $57 per month x 12 months. |
| **Participant Tuition and Class Fees** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Participant Class Supplies and Materials** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Participant License and Certification Fees** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Participant Drug and Aptitude Screening**<br>Can include other types of assessments. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Work Support Services and Clothing** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Participant Wages** | Click here to enter text. | Click here to enter text. | Click here to enter text. |

| | | | |
|---|---|---|---|
| **Participant Fringe Benefits** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Participant Incentives** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Other Student Needs:** Description - | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Sub-Total** | 51,528 | 4,997 | Total Administrative Costs cannot exceed 10% of your total ***Program*** Costs |
| **TOTAL BUDGET (Program + Admin)** | 56,525 | | |
| Number of TANF Participants Planning to Serve | 30 | | |
| Cost Per TANF Participants | $1,884 | | **or $20.19 per participant a day** |

# STATE OF WYOMING
## Office of the Secretary of State

I, EDWARD A. BUCHANAN, SECRETARY OF STATE of the STATE OF WYOMING, do hereby certify that according to the records of this office,

**Youth Emergency Services, Inc.**

is a

**Nonprofit Corporation**

formed or qualified under the laws of Wyoming did on **February 26, 1976**, comply with all applicable requirements of this office. Its period of duration is Perpetual. This entity has been assigned entity identification number **1980-000134523**.

This entity is in existence and in good standing in this office and has filed all annual reports and paid all annual license taxes to date, or is not yet required to file such annual reports; and has not filed Articles of Dissolution.

I have affixed hereto the Great Seal of the State of Wyoming and duly generated, executed, authenticated, issued, delivered and communicated this official certificate at Cheyenne, Wyoming on this 5th day of April, 2020 at 6:35 PM. This certificate is assigned ID Number 035715826.

Edward A. Buchanan

Secretary of State

Notice: A certificate issued electronically from the Wyoming Secretary of State's web site is immediately valid and effective. The validity of a certificate may be established by viewing the Certificate Confirmation screen of the Secretary of State's website http://wyobiz.wy.gov and following the instructions displayed under Validate Certificate.

# STATE OF WYOMING * SECRETARY OF STATE
# EDWARD A. BUCHANAN
# BUSINESS DIVISION

Herschler Bldg East, Ste.100 & 101, Cheyenne, WY 82002-0020
Phone 307-777-7311
Website: http://soswy.state.wy.us · Email: business@wyo.gov

## Filing Information

**Please note that this form CANNOT be submitted in place of your Annual Report.**

| | | | |
|---|---|---|---|
| Name | **Youth Emergency Services, Inc.** | | |
| **Filing ID** | **1980-000134523** | | |
| Type | Nonprofit Corporation | Status | Active |

### General Information

| | | | |
|---|---|---|---|
| Old Name | Youth Emergency Services | Sub Status | Current |
| Fictitious Name | | Standing - Tax | Good |
| | | Standing - RA | Good |
| Sub Type | Public Benefit | Standing - Other | Good |
| Formed in | Wyoming | Filing Date | 02/26/1976 12:00 AM |
| Term of Duration | Perpetual | Delayed Effective Date | |
| | | Inactive Date | |

**Principal Address**

7890 Rimrock Dr
PO Box 3241
Gillette, WY 82718

**Mailing Address**

PO Box 2151
Gillette, WY 82717

**Registered Agent Address**

Tom D Roberts
7890 Rimrock Dr
PO Box 3241
Gillette, WY 82718

**Parties**

| Type | Name / Organization / Address |
|---|---|

**Notes**

| Date | Recorded By | Note |
|---|---|---|

# Filing Information

**Please note that this form CANNOT be submitted in place of your Annual Report.**

| | |
|---|---|
| Name | **Youth Emergency Services, Inc.** |
| **Filing ID** | **1980-000134523** |
| Type | Nonprofit Corporation |
| Status | Active |

| | | | | |
|---|---|---|---|---|
| 00718990 | Original | 06/15/2006 | 2006 | $25.00 |
| 00744925 | Original | 12/19/2006 | 2007 | $25.00 |
| 00835293 | Original | 12/19/2007 | 2008 | $25.00 |
| Principal Address 1 Changed From: P.O. Box 2151 To: 400 S Douglas Hwy | | | | |
| Principal Postal Code Changed From: 82717 To: 82716 | | | | |
| 00983156 | Original | 02/24/2009 | 2009 | $25.00 |
| 01107419 | Original | 01/21/2010 | 2010 | $25.00 |
| Principal Address 1 Changed From: 400 S Douglas Hwy To: 700 Longmont | | | | |
| 01357671 | Original | 06/24/2011 | 2011 | $25.00 |
| 01471189 | Original | 01/20/2012 | 2012 | $25.00 |
| 01768000 | Original | 01/08/2013 | 2013 | $25.00 |
| 01964178 | Original | 01/24/2014 | 2014 | $25.00 |
| 02169045 | Original | 01/27/2015 | 2015 | $25.00 |
| 02391973 | Original | 01/21/2016 | 2016 | $25.00 |
| 02659602 | Original | 12/15/2016 | 2017 | $25.00 |
| 03193494 | Original | 12/21/2017 | 2018 | $25.00 |
| 04053186 | Original | 12/21/2018 | 2019 | $25.00 |
| 05337513 | Original | 12/19/2019 | 2020 | $25.00 |

## Amendment History

| ID | Description | Date |
|---|---|---|
| 2012-001344599 | Name Change | 06/06/2012 |
| Filing Name Changed From: Youth Emergency Services To: Youth Emergency Services, Inc. | | |
| 2011-001225340 | RA Name/Address Change | 06/24/2011 |
| Registered Agent # Changed From: 0002371 To: 0021175 | | |
| Registered Agent First Name Changed From: J To: Tom | | |
| Registered Agent Middle Name Changed From: I To: D | | |
| Registered Agent Last Name Changed From: Mcgrath To: Roberts | | |
| Registered Agent Physical Address 1 Changed From: 1136 E 12th St To: 7890 Rimrock Dr | | |
| Registered Agent Physical Address 2 Changed From: No Value To: PO Box 3241 | | |
| Registered Agent Physical Postal Code Changed From: 82716 To: 82718 | | |
| Principal Address 1 Changed From: 700 Longmont To: 7890 Rimrock Dr | | |
| Principal Address 2 Changed From: No value To: PO Box 3241 | | |
| Principal Postal Code Changed From: 82716 To: 82718 | | |

**Mark Gordon**
Governor

# State of Wyoming
## Department of Workforce Services
5221 Yellowstone Rd
Cheyenne, WY 82002
307.777.6763 - Fax:307.777.5298
http://www.wyomingworkforce.org

**Robin Sessions Cooley, J.D.**
Director
**Elizabeth Gagen, J.D.**
Deputy Director

| Recipient: | Employer: |
|---|---|
| TANF GRANT<br>Attn: TATYANA WALKER<br>PO BOX 2151<br>GILLETTE, WY 82717 | YOUTH EMERGENCY SERVICES INC<br>P O BOX 2151<br>GILLETTE, WY<br>82717-2151 |

**WORKERS' COMPENSATION CERTIFICATE OF GOOD STANDING**

| | |
|---|---|
| Mail Date: | 4/7/2020 |
| EXPIRATION DATE: | 4/7/2021 |
| Job Reference: | TANF Grant Request |

This is to certify that the above named employer is in compliance with the Wyoming Workers' Compensation Act. The account is in good standing as of the above date.

Wyoming Workers' Compensation monthly/quarterly payroll reports shall be submitted and payments made on or before the last day of the month following the month for which the earnings are computed and paid. Prime contractors may verify good standing of a sub-contractor's business by contacting the Division by telephone, after the initial certificate has been issued.

In private work, a contractor is liable for the payment of Workers' Compensation premiums for the employees of any subcontractor, if the subcontractor primarily liable has not paid the premiums as provided in the Act, pursuant to Wyoming Statute 27-14-206. Contractors should request a Certificate of Good Standing from the subcontractor before making final settlement of the contract.

If you have any further questions or concerns, please contact our office at 307-777-6763.

Sincerely,

Office Support Specialist
Division of Workers' Compensation

THE STATE OF WYOMING

# Department of Workforce Services

UNEMPLOYMENT TAX

P.O. BOX 2760, CASPER WY 82602 2760

PHONE – 307-235-3217 FAX – 307-235-3278

TANF GRANT
PO BOX 2151
GILLETTE, WY 82717

## UNEMPLOYMENT INSURANCE CERTIFICATE OF GOOD STANDING

**CERTIFICATE**

| | |
|---|---|
| **NUMBER:** | 2019138677 |
| **ONLY VALID AS ISSUED TO:** | TANF GRANT |
| **EFFECTIVE DATE:** | Friday, April 26, 2019 |
| **EXPIRATION DATE:** | Sunday, April 26, 2020 |

**PROJECT:**

A review of the Department files indicates that YOUTH EMERGENCY SERVICES INC is in compliance with the Wyoming Unemployment Insurance requirements as of the effective date shown above.

This certificate holds you, the recipient, harmless for unpaid Unemployment Insurance debt owed by the certified company during the period set forth above. If you continue to use YOUTH EMERGENCY SERVICES INC after the expiration date of this certificate, you may be held liable for their unpaid Unemployment Insurance debt pursuant to Wyoming Statute 27-3-502(f).

To request a new certificate, use our website: https://doe.state.wy.us/cert/default.aspx

YOUTH EMERGENCY SERVICES INC
PO BOX 2151
GILLETTE, WY 82717

# *T.A.N.F.* Application

*QUALIFIES* *DOES NOT QUALIFY* *For Office Use-*

_____*# Family Income*
_____*# of Family Members*
_____*Income Verification*
_____*Check Stub*
_____*Child Support*
_____*SSI*
_____ *Title XIX*
_____*Protective/State Custody Other. .*

**********PROOF OF INCOME MUST BE PROVIDED**********

DATE:_____

| Name | Date of Birth | Social Security Number |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Gross Monthly Income :_____( Include All Household Member's Income)

| | | | |
|---|---|---|---|
| Employment | $_____ | AFDC | $_____ |
| Social Security | $_____ | Unemployment | $_____ |
| Child Support | $_____ | SSD | $_____ |
| SSI | $_____ | Worker's Comp. | $_____ |
| TANF | $_____ | Temp. Labor | $_____ |

Other (Explain)- $_____

*Client Signature:*_____

*Phone Number:*_____

*Mailing Address:*_____

*Street Address:*_____

*City/State/Zip:*_____

The following page(s) contain the backup material for Agenda Item: 10:15 Beverage Vending Services Agreement

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

Campbell County
wyoming

# MEMORANDUM

**TO**: Board of Commissioners
**FROM**: Vending Machine Committee – Angie Siegel, Beth Raab, Faye Jorgenson, Susan Goff, Sandra Beeman
**DATE**: 6 April 2021
**SUBJECT**: Courthouse Vending Machines

Invitation letters were sent to Craig's Vending, Coles Vending, Coca Cola Bottling Company, and Wyoming Beverages Gillette to submit proposals to install, maintain, operate, and service beverage and snack machines for the Courthouse. All four vendors submitted proposals. The proposals were analyzed and reviewed by the Vending Machine Committee. The committee met with each of the vendors to review their proposals.

**Courthouse Vending Machines**

There are currently eight (8) vending machines

- Main Floor – 5 vending machines | Breakroom – one (1) snack machine and one (1) soda can machine
  In front of Treasurer's Office – one (1) snack and two (2) beverage machines
- 2nd Floor – 1 vending machine | Hallway in front of Public Defender's Office – one (1) soda can machine
- Basement – 1 vending machine | Across the elevator near Attorney's Office – one (1) soda can machine
- George Amos Memorial Building – 1 vending machine | In front of Cottonwood Room – one (1) soda can machine

**Background Information**

The vending machines are old—some machines have broken lights, products get stuck, the machines take people's money, and a couple of machines have had leaking issues. There have also been problems with restocking - expired products and not being stocked regularly. There is currently no contract for vending machine services in the Courthouse, and the County is not receiving a commission from the current vendor.

**Committee Recommendation**

Factors taken into consideration were the ability to bring newer machines, product variety (including some healthier options), and commission. Newer machines offer the option to pay by credit/debit cards and give people peace of mind that they will work. Getting a commission will help offset the cost of the coffee services. Currently, the Commissioners Office purchases the coffee, sugar, creamer, stir sticks, and Public Works purchases for the cups and lids.

Based on the factors aforementioned above, the committee's recommendation is to award the following vendors:

***Coca-Cola Bottling Company*** – to provide coffee service and beverage vending machines.
Upgrade machines: glass front machines, card reader to allow credit/debit card use, and inventory technology to track inventory | Commission Rate: 45% of gross sales with no minimum sales volume | Product Variety: offer a large assortment of soda, water, coffee, tea, juice, energy drinks, sports drinks, and milk | Provide Coffee Service: will be able to purchase coffee, sugar, creamer, cups, and lids

***Coles Vending*** – to provide the snack/food vending machines.
Upgrade machines: glass front machines, card reader to allow credit/debit card use, and inventory technology to track inventory | Commission Rate: 10% of gross sales with no minimum sales volume | Product Variety: offer a large assortment of snacks (candy, chips, cookies, etc.) and food options (sandwiches, burritos, muffins)

# VENDING SERVICE AGREEMENT

This Agreement is made this _____ day of _____, 2021, by and between Coca-Cola Bottling Company High Country, of 2150 Coca-Cola Lane, Rapid City, SD 57702, hereinafter referred to as "Supplier" or "CCBCHC" and Campbell County, of 500 S. Gillette Ave., Ste. 1100, Gillette, WY 82716, hereinafter referred to as "Customer". Supplier and Customer are sometimes referred to as the "parties."

For mutual considerations and benefits as set forth herein, the parties do hereby agree as follows:

## RESPONSIBILITIES OF THE PARTIES

### I. Products & Services:

#### *A. Supplier agrees to the following:*

1. Supplier will provide equipment as needed to exclusively sell and vend beverage products, to include coffee, in the Campbell County Courthouse and the George Amos Memorial Building. It is specifically agreed and understood that non-vended water not provided by Supplier may continue to be utilized by Customer.

2. Supplier will work with Customer to utilize information to help set mutually agreeable prices that maximize sales and profits for Customer and provide the best possible combination of products for Customer.

3. Product Listing / Pricing Information:

   (a) Beverages provided by Supplier will include a variety of Coca-Cola Bottler brands.

   **Full-Service Vending + Coffee**: Supplier will pay Customer 45% of cash collected for the full-service vending machines. Coffee services are provided without charge by Customer so is excluded from the 45% commission. Supplier will provide to Customer the equipment necessary to provide coffee and in exchange, Customer will purchase all coffee related supplies from Supplier. Initial vend rates for the beverages and coffee related supplies are attached as **Exhibit A.** Supplier will fill the machines and collect the monies and be responsible for paying all sales tax. A commission check will be sent quarterly to Customer along with a full accounting system for tracking cash collected and cases vended and inventory in machines.

   (b) Payments.

   With respect to payments owed by Customer for the beverage and coffee services under this Agreement, Supplier shall submit monthly invoices supported by adequate documentation to Customer at the address listed in the Notice provision below, unless otherwise directed by Customer. Customer shall not be obligated to pay Supplier for any services or materials provided

under this Agreement for which no invoice is timely provided. Customer shall pay timely invoices supported by adequate documentation within forty-five (45) days of receipt.

With respect to the commission check owed by Supplier to Customer, Suppler shall send such check and full accounting within thirty (30) days of each quarter. For purposes of this payment, a quarter shall consist of three months and the first quarter of each year shall begin on January of each year.

4. Supplier will deliver product in sufficient quantities to service patrons. Supplier will provide sales and delivery or equipment repair service in a timely manner based on the availability of product and/or parts/equipment. In addition, Supplier agrees to maintain 24-hour, 365 days per year on-call staff for both sales' delivery and equipment repair when Customer contacts Supplier by calling 1-800-658-3638.

5. Supplier will provide a name and numbering system to each individual vending machine and dispensing unit as is mutually agreed between Customer and Supplier to allow for easy identification and accounting for each machine.

6. **Product Pricing**. See Exhibit A. So long as CCBCHC supplies Customer sixty (60) days' written notice prior to any adjustment, CCBCHC shall have the right to review and adjust prices annually and make pricing adjustments as needed to keep prices in line with unforeseen increases in cost of goods, including but not limited to those imposed by State, Local or Federal Government.

7. **Utilities.** Customer at its sole cost will provide all water, electricity and service connections necessary to operate CCBCHC brewing, dispensing, advertising or other equipment. Customer will promptly notify CCBCHC of any service interruptions or problems and will provide CCBCHC with access to the brewing, dispensing, advertising or other equipment. The area(s) in which the brewing or dispensing equipment is (are) located & will be kept in clean and sanitary conditions by Customer.

8. **Hot Beverage Risk.** Customer assumes all risk in serving or dispensing a hot beverage so long as any injuries related to serving or dispensing a hot beverage are not the result of Supplier's or Armada Coffee's willful conduct or gross negligence. Customer releases CCBCHC, Armada Coffee and affiliates of all liability resulting from the serving or consumption of a hot beverage provided that any liability resulting from the serving or consumption of a hot beverage is not the result of Supplier's or Armada Coffee's willful conduct or gross negligence.

9. **Equipment.** The following Hot Beverage equipment is being provided to Customer at no expense as described in **Exhibit B**. Pursuant to Section 4 above, Supplier shall provide all repairs and maintenance to such equipment or any vending equipment provided under this Agreement at no cost to Customer. Supplier shall retain all right, title, and interest in this equipment and any vending equipment provided under this Agreement. Customer shall take reasonable precautions to assure that the equipment

provided under this Agreement is not vandalized, damaged, or manipulated. If such event occurs, Customer shall notify Supplier. Supplier shall remove any equipment as soon as practicable upon the termination of this Agreement.

***B. Customer agrees to the following:***

1. Customer will ensure the exclusive use of Supplier vended beverage products, including carbonated soft drinks and non-carbonated beverages (including, but not limited to bottled water, teas, juices, sports drinks, energy drinks, coffee drinks, vegetable drinks, dairy drinks etc.), in the Campbell County Courthouse and George Amos Memorial Building. Customer will also exclusively use Supplier trademarked accessories, including, but not limited to cups, lids, and straws as provided by Supplier.

2. After consultation with Supplier, Customer will place dispensing equipment, coolers, vending machines or other merchandising units provided by Supplier in the Campbell County Courthouse and George Amos Memorial Building to fully satisfy beverage demand and grow beverage sales. Customer shall have sole discretion on the placement of these items.

3. Customer agrees that during the Term of this Agreement and any extension thereof, no competing company in this the "Soft Drink/Carbonated/Non-Carbonated Beverage" category other than Supplier shall be allowed to display its name, logo, merchandise, and/or any advertisement or message in the Campbell County Courthouse and George Amos Memorial Building.

## II. Marketing Partnership & Support:

***A. Supplier agrees to the following:***

1. Supplier agrees to work closely with Customer as mutually agreeable to build and develop beverage sales on Customer premises.

2. Supplier understands that the use of all trademarks of Customer is subject to prior approval by Customer in writing.

***B. Customer agrees to the following:***

1. Customer agrees to work closely with Supplier as mutually agreeable to build and develop beverage sales on Customer premises.

2. Customer understands that the use of all trademarks of Supplier is subject to prior approval by Supplier in writing.

## TERM AND TERMINATION

The term of this Agreement will be for five (5) years beginning May 1, 2021 and terminating April 30, 2026. The parties may renew this agreement for additional one-year terms if such

renewal is mutually agreed upon in writing. Supplier and Customer shall begin discussions concerning renewal of this Agreement no later than 180 days prior to expiration of this Agreement.

This Agreement may be terminated as follows:

(A) **For Cause**. If Supplier becomes insolvent, or if it refuses or fails to perform the services provided by this Agreement, or if it otherwise violates or fails to perform any term, covenant, or provision of this Agreement, then Customer may, without prejudice to any other right or remedy, terminate this Agreement in whole or in part, in writing, provided that Supplier shall be given: (1) not less than seven (7) calendar days written notice of Customer's intent to terminate, and (2) an opportunity for consultation with Customer prior to termination.

If Customer becomes insolvent, or if it refuses or fails to pay for the services provided by this Agreement, or if it otherwise violates or fails to perform any term, covenant, or provision of this Agreement, then Supplier may, without prejudice to any other right or remedy, terminate this Agreement in whole or in part, in writing, provided that customer shall be given: (1) not less than seven (7) calendar days written notice of Supplier's intent to terminate, and (2) an opportunity for consultation with Supplier prior to termination.

(B) **For Convenience**. This Agreement may be terminated in whole or in part in writing by Customer, provided that Supplier is given thirty (30) days prior written notice of intent to terminate. If termination for convenience is effected by Customer, Supplier shall be paid in full for Services actually rendered prior to the effective date of termination. No amount shall be allowed for anticipated profit on unperformed services or other work.

(C) **Non-Appropriation**. Notwithstanding any other provision of this Agreement, if funds for the continued fulfillment of this Agreement by Customer are at any time insufficient or not forthcoming through failure of any entity to appropriate funds or otherwise, then Customer shall have the right to terminate this Agreement without penalty by giving written notice documenting the lack of funding.

(D) **Notice of Termination**. Upon receipt of a notice of termination, Supplier shall promptly discontinue all services affected, unless the notice of termination directs otherwise.

## INSURANCE

Supplier shall secure, pay for and maintain the following insurance policies in full force and effect throughout the duration of this Agreement and at all other times when Supplier is performing its obligations under this Agreement, which policies shall protect against any loss, injury, damage or claim arising from or relating to this Agreement, Supplier's activities or presence at the locations identified herein, and any negligent act, error or omission of Supplier or its officers, directors, employees, subcontractors, and/or agents in connection with the services provided under this Agreement:

(A) General Liability Insurance with limits of not less than One Million Dollars ($1,000,000) per occurrence including bodily injury, property damage, personal injury liability,

fire legal liability, independent contractor, contractual liability, and products and completed operations.

(B) Errors and Omissions/Professional Liability Insurance with limits of not less than Five Million Dollars ($5,000,000) per occurrence and general aggregate for all acts and omissions related to the responsibilities contained in the Agreement. If issued on a claims-made basis, the policy must remain in effect for the duration of the Agreement and two (2) years after the end of the Agreement term. An extension of three (3) additional years may be required at the discretion of Customer. All professional contracts, liability policies may not be limited to the fees paid to the Supplier.

(C) Workers' Compensation insurance, affording coverage in accordance with the applicable state laws covering all of Supplier's employees, and Employer's Liability coverage in accordance with the applicable state laws but no less than Five Hundred Thousand Dollars ($500,000).

All insurance policies addressed in clauses (A) and (B) shall name Customer as additional insured via Certificate of Insurance.

All insurance policies required hereunder: (i) shall be endorsed to state that the insurance is primary and not contributive to any other insurance available to Customer, (ii) shall provide for a waiver of rights of subrogation against the additional insureds on the part of the insurance carriers, (iii) shall be written with insurance companies licensed to do business in the State of Wyoming and rated no lower than A- in the most current edition of A.M. Best's Property-Casualty Key Rating Guide, and (iv) shall provide for no less than thirty (30) days advance written notice to Customer prior to cancellation, non-renewal or material modification.

Supplier shall deliver to Customer, prior to commencement of services under this Agreement, Certificates of Insurance confirming the existence or issuance of all insurance policies required to be carried hereunder. If any such policy is not obtained, or if all Certificates of Insurance are not delivered to Customer by the aforementioned time, or if any of such policies are canceled, Customer shall have the right to terminate this Agreement immediately.

These insurance provisions are minimum requirements and shall not relieve Supplier of its indemnity, defense and hold harmless obligations.

If Supplier's insurance contains a deductible (or self-insured retention amount), Supplier shall disclose the amount, and be responsible for payment of any claim equal to or less than the deductible (or self-insured retention amount). Customer reserves the right to reject insurance policies with a deductible (or self-insured retention amount) in excess of $15,000 for which adequate financial strength of the Supplier cannot be demonstrated to the satisfaction of Customer.

## LIABILITY AND INDEMNIFICATION

Supplier shall be and remain liable for all damages to Customer caused by Supplier's or its agents' acts, errors, or omissions in the performance of any services under this Agreement. These damages include, but are not limited to, reasonable attorney's fees, claims and damages to third parties.

Supplier shall indemnify, hold harmless and defend Customer and its commissioners, trustees, directors, officers, agents, representatives, and employees from and against any and all claims, demands, penalties, liens, losses, fines, liabilities, damages, interest, costs, or expenses (including, without limitation, reasonable attorneys' fees and court costs), whether or not involving a third party claim, arising out of or in connection with: (a) the acts, errors, omissions, conduct, or operations of Supplier or any of its officers, sub-Suppliers, agents, or employees; or (b) any breach of any of the representations, warranties, covenants, obligations or duties contained in this Agreement; or (c) any violation of any federal, state, or local laws, rules, or regulations. The indemnification obligations herein shall not be limited by reason of the enumeration of any insurance coverage and shall survive the termination of this Agreement.

## LAWS, RULES, AND REGULATIONS

In performance of its obligations under this Agreement, Supplier warrants that it has knowledge of, understands, and shall comply with all applicable federal, state, and local laws and regulations, including without limitation, those laws and regulations relating to the environment, health, safety, and welfare, discrimination in employment, conflicts of interest, and accounting records and requirements. SHOULD ANY APPLICABLE LAW OR REGULATION CHANGE DURING THE DURATION OF THIS AGREEMENT, SUPPLIER SHALL BE RESPONSIBLE FOR COMPLIANCE WITH THE VERSION OF SUCH LAW OR REGULATION IN FORCE AT THE TIME OF THE PERFORMANCE OF THE SERVICES UNDER THIS AGREEMENT.

## PERMITS AND LICENSES

Supplier and any of its approved sub-contractors shall obtain and keep in effect all permits, licenses, registrations, insurance certificates, and other certificates or approvals required for every aspect of the services performed under this Agreement. Upon the request of Customer, Supplier shall provide Customer with copies of all licenses, registrations, insurance certificates, and other certificates and approvals necessary for Supplier to render any services under this Agreement. Supplier shall give Customer immediate verbal and written notice of any revocation or cancellation of any required license, registration, and insurance, certificate or approval. Supplier and any of its employees and subcontractors will comply with all applicable licensing standards, certification standards, accrediting standards and any other laws or regulations governing services to be provided by Supplier pursuant to this Agreement. Supplier represents that it shall timely comply with any requirement to register or qualify to do business in the State of Wyoming, and it shall indemnify and hold Customer harmless for failure to so qualify if qualification is required.

## FORCE MAJEURE

No party shall be liable for failure to perform under this Agreement and the underlying Agreement if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, pandemics, quarantine restrictions, freight embargoes, and unusually severe weather. This provision shall become effective only if the party failing to perform notifies the other parties as soon as practicable of the extent and nature of the problem, limits delay in performance to that required by the event and takes all reasonable steps to minimize delays. This provision shall not be effective unless the failure to perform is beyond the control and without the fault or negligence of the nonperforming party.

## SCOPE OF COVERAGE

This Agreement covers the Campbell County Courthouse located at 500 S. Gillette Ave., Gillette Wyoming and the George Amos Memorial Building located at 412 S. Gillette Ave., Gillette, Wyoming.

None of the provisions of this Agreement are intended to create nor shall they be deemed or constructed to create any relationship between the parties hereto other than that of independent contractors solely for the purpose of effecting the provisions of this Agreement. Supplier shall not hold itself out or permit itself to be described otherwise than as an independent contractor of Customer, and unless specifically authorized in a prior writing by Customer, Supplier shall not enter into, assume, or incur any obligation on Customer's behalf or transact any business on Customer's account.

## AMENDMENT AND WAIVER

The parties hereto agree that the terms and conditions of this Agreement may be amended or modified at any time upon mutual consent, in writing, of the parties hereto. No provision of this Agreement may be waived except by a written document executed by the party entitled to the benefits of the provision. No waiver of a provision will be deemed to be or will constituted a waiver of any other provision of this Agreement. A waiver will be effective only in the specific instance and for the purpose for which it was given, and will not constitute a continuing waiver.

## GOVERNING LAW

Construction, interpretation and enforcement of this Agreement shall be governed by the laws of the State of Wyoming. The courts of the State of Wyoming shall have jurisdiction over this Agreement and venue shall be the Sixth Judicial District, Campbell County, Wyoming. Customer does not waive governmental immunity and all defenses available to it pursuant to W.S. 1-39-101 et. Al. All remedies at law, in equity, by statute or otherwise shall be cumulative and may be enforced concurrently herewith or from time to time, and the election of any one or more shall not constitute a waiver of the right to pursue other available remedies.

## ATTORNEY FEES

Supplier shall be liable to Customer for reasonable attorney's fees incurred by Customer in connection with the collection, or attempt to collect, any damages arising from any act or omission of Supplier, or its agents or from Supplier's failure to perform any aspect of the services or fulfill any obligations or responsibilities provided under this Agreement.

## SEVERABILITY

The provisions of this Agreement shall be severable, and if any provision shall be prohibited by law, invalid, or unenforceable in whole or in part for any reason, the remaining provisions shall remain in full force and effect.

## HEADINGS

All section headings have been inserted for convenience of reference purposes only and shall have no force or effect.

## ENTIRE AGREEMENT

The parties agree that this writing constitute the entire Agreement between them and that there are no other agreements or understandings of any kind or character except those contained within this Agreement and the attached Exhibits.

## SUCCESSORS AND ASSIGNS

This Agreement is binding upon and inures to the benefit of the parties and their legal representatives, successors, and assigns, as the case may be. Notwithstanding the foregoing, Supplier shall not be entitled to assign or transfer this Agreement or any of its rights, benefits and/or obligations under this Agreement without the prior written consent of Customer, which may be granted or denied in its sole discretion.

## NOTICE

All notices under this Agreement shall be made in writing and shall be duly given if personally delivered or if mailed, by certified or registered mail, return receipt requested, first-class postage prepaid, if to Supplier at:

Coca-Cola Bottling Company High Country
2150 Coca-Cola Lane
Rapid City, SD 57702
Attn: Trevor Messinger, President / CEO

And if to Customer at:

Office of Campbell County Commissioners

500 S. Gillette Ave., Ste. 1100
Gillette, WY 82716
Attn: Executive Director of Administration

## COUNTERPARTS, FACSIMILE TRANSMISSIONS

This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement. It is the intention of the parties that the counterparts of this Agreement may be executed and delivered by facsimile or via any other method of electronic signature by any of the parties to any other party, and the receiving party may rely on the receipt of such document so executed and delivered by facsimile or other electronic means as if the original had been received. In addition, the parties intend for the execution of this Agreement and the signatures hereto to be deemed to include electronic or digital signatures or the keeping in electronic form, each of which shall be of the same effect, validity, and enforceability as manually executed signatures or a paper-based recordkeeping system, as the case may be, to the extent as provided for under applicable law, including the Electronic Signatures in Global and National Commerce Act of 2000 (15 U.S.C. § 7001 et seq.) or any other similar state laws based on the Uniform Electronic Transactions Act.

**IN WITNESS WHEREOF,** the parties, by their duly authorized representatives, whom have the authority to bind the respective parties have executed this Agreement as of the dates indicated below.

**Robert Maul, Chairman** **DATE**
**Board of Campbell County Commissioners**

P**rinted NAME of Customer's Authorized Signature**

**Supplier's (CCBCHC) Authorized SIGNATURE** **DATE**

**Printed NAME of Supplier's Authorized Signature** **Printed TITLE**

## (Exhibit A)

| Package | Vend Rate |
|---|---|
| 20OZPLBTN1X24 COKE | $2.00 |
| 13.7Z/PLBTN1X12 DUNKIN DNTS FR VAN ICD CF | $3.00 |
| 18.5OZPLBTN1X12 GOLD PEAK SWT GRN TEA | $2.25 |
| 20OZPLBTN1X12 GLACEAU VWTR XXX-KO | $2.25 |
| 16OZALCNN1X24 AHA LIME WTRMLN-KO | $1.50 |
| 16OZPLBTN1X12 BDYARMR SUPDRK PNAPL CC | $2.75 |
| 14OZPLBTN1X12 CORE PWR PRO VAN 26G | $3.00 |
| 14OZPLBTN1X12 YUP!CHOC MILK-KO | $2.50 |
| 12OZALCNN1X24 COKE ENERGY ZERO SUGA SLK | $2.50 |
| 16OZALCNN1X24 MNSTR ENRGY ULTRA ROSA- | $2.75 |
| 20OZPLBTN1X24 DASANI | $2.00 |
| 23.7OZPLBTN1X12 GLAC SMARTWTR STRBBLKB | $2.50 |
| 15OZALCNN1X12 JAVA MNSTR MEAN BEAN | $3.00 |
| 20OZPLBTN1X24 PADE L/L | $2.25 |
| 16OZALCNN1X12 REIGN MANG O MATIC-KO | $2.75 |

**Vend rates may adjust annually based on cost of goods**

**(Exhibit B)**

| Equipment | Quantity | Location | Value |
|---|---|---|---|
| Infusion Brewer | 2 | Cambell County Courthouse | $2,924.00 |
| Infusion Satellite | 2 | | $932.00 |
| Infusion Drip Tray | 2 | | $87.50 |
| WAVE 15-S-APS | 1 | | $465.00 |
| WAVE Airpots | 6 | | $240.00 |
| | | | |

The following page(s) contain the backup material for Agenda Item: 10:20 Snack Vending Services Agreement

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

## VENDING SERVICE AGREEMENT

This Agreement is made this _____ day of _____, 2021, by and between Ian Cole, d/b/a Cole's Vending, of 410 Spruce Street, Newcastle, Wyoming 82701, hereinafter referred to as "Supplier," and Campbell County, of 500 S. Gillette Ave., Ste. 1100, Gillette, WY 82716, hereinafter referred to as "Customer". Supplier and Customer are sometimes referred to as the "parties."

For mutual considerations and benefits as set forth herein, the parties do hereby agree as follows:

## RESPONSIBILITIES OF THE PARTIES

### I. Products & Services:

***A. Supplier agrees to the following:***

1. Supplier will provide equipment as needed to exclusively sell and vend snack products in the Campbell County Courthouse and the George Amos Memorial Building.

2. Supplier will work with Customer to utilize information to help set mutually agreeable prices that maximize sales and profits for Customer and provide the best possible combination of products for Customer.

3. Product Listing / Pricing Information:

   (a) Snacks provided by Supplier will include a variety of brands.

   **Full-Service Vending**: In exchange for Customer granting Supplier the exclusive right to sell and vend snack products under this Agreement, Supplier will pay Customer 10% of cash collected as commision for the full-service vending machines. Initial vend rates for the snacks are attached as **Exhibit A.** Supplier will fill the machines and collect the monies and be responsible for paying all sales tax. A commission check will be sent quarterly to Customer along with a full accounting system for tracking cash collected and cases vended and inventory in machines.

   (b) Payments.

   With respect to the commission check owed by Supplier to Customer, Suppler shall send such check and full accounting within thirty (30) days of each quarter. For purposes of this payment, a quarter shall consist of three months and the first quarter of each year shall begin on January of each year.

4. Supplier will deliver product in sufficient quantities to service patrons. Supplier will provide sales and delivery or equipment repair service in a timely manner based on the availability of product and/or parts/equipment. In addition, Supplier agrees to

maintain 24-hour, 365 days per year on-call staff for both sales' delivery and equipment repair when Customer contacts Supplier by calling 307-746-8810.

5. Supplier will provide a name and numbering system to each individual vending machine and dispensing unit as is mutually agreed between Customer and Supplier to allow for easy identification and accounting for each machine.

6. **Equipment.** Pursuant to Section 4 above, Supplier shall provide all repairs and maintenance to such equipment or any vending equipment provided under this Agreement at no cost to Customer. Supplier shall retain all right, title, and interest in this equipment and any vending equipment provided under this Agreement. Customer shall take reasonable precautions to assure that the equipment provided under this Agreement is not vandalized, damaged, or manipulated. If such event occurs, Customer shall notify Supplier. Supplier shall remove any equipment as soon as practicable upon the termination of this Agreement.

***B. Customer agrees to the following:***

1. Customer will ensure the exclusive use of Supplier vended snack products, in the Campbell County Courthouse and George Amos Memorial Building. Customer will also exclusively use Supplier trademarked accessories, including, but not limited to cups, lids, and straws as provided by Supplier.

2. After consultation with Supplier, Customer will place dispensing equipment, coolers, vending machines or other merchandising units provided by Supplier in the Campbell County Courthouse and George Amos Memorial Building to fully satisfy snack demand and grow snack sales. Customer shall have sole discretion on the placement of these items.

3. Customer agrees that during the Term of this Agreement and any extension thereof, no competing company in this the "snack" category other than Supplier shall be allowed to display its name, logo, merchandise, and/or any advertisement or message in the Campbell County Courthouse and George Amos Memorial Building.

**II. Marketing Partnership & Support:**

***A. Supplier agrees to the following:***

1. Supplier agrees to work closely with Customer as mutually agreeable to build and develop snack sales on the Customer premises subject to this Agreement.

2. Supplier understands that the use of all trademarks of Customer is subject to prior approval by Customer in writing.

***B. Customer agrees to the following:***

1. Customer agrees to work closely with Supplier as mutually agreeable to build and develop snack sales on the Customer premises subject to this Agreement.

2. Customer understands that the use of all trademarks of Supplier is subject to prior approval by Supplier in writing.

## TERM AND TERMINATION

The term of this Agreement will be for five (5) years beginning May 1, 2021 and terminating April 30, 2026. The parties may renew this agreement for additional one-year terms if such renewal is mutually agreed upon in writing. Supplier and Customer shall begin discussions concerning renewal of this Agreement no later than 180 days prior to expiration of this Agreement.

This Agreement may be terminated as follows:

(A) **For Cause**. If Supplier becomes insolvent, or if it refuses or fails to perform the services provided by this Agreement, or if it otherwise violates or fails to perform any term, covenant, or

provision of this Agreement, then Customer may, without prejudice to any other right or remedy, terminate this Agreement in whole or in part, in writing, provided that Supplier shall be given: (1) not less than seven (7) calendar days written notice of Customer's intent to terminate, and (2) an opportunity for consultation with Customer prior to termination.

If Customer becomes insolvent, or if it refuses or fails to pay for the services provided by this Agreement, or if it otherwise violates or fails to perform any term, covenant, or provision of this Agreement, then Supplier may, without prejudice to any other right or remedy, terminate this Agreement in whole or in part, in writing, provided that customer shall be given: (1) not less than seven (7) calendar days written notice of Supplier's intent to terminate, and (2) an opportunity for consultation with Supplier prior to termination.

(B) **For Convenience**. This Agreement may be terminated in whole or in part in writing by Customer, provided that Supplier is given thirty (30) days prior written notice of intent to terminate. If termination for convenience is effected by Customer, Supplier shall be paid in full for Services actually rendered prior to the effective date of termination. No amount shall be allowed for anticipated profit on unperformed services or other work.

(C) **Non-Appropriation**. Notwithstanding any other provision of this Agreement, if funds for the continued fulfillment of this Agreement by Customer are at any time insufficient or not forthcoming through failure of any entity to appropriate funds or otherwise, then Customer shall have the right to terminate this Agreement without penalty by giving written notice documenting the lack of funding.

(D) **Notice of Termination**. Upon receipt of a notice of termination, Supplier shall promptly discontinue all services affected, unless the notice of termination directs otherwise.

## INSURANCE

Supplier shall secure, pay for and maintain the following insurance policies in full force and effect throughout the duration of this Agreement and at all other times when Supplier is performing its obligations under this Agreement, which policies shall protect against any loss, injury, damage or claim arising from or relating to this Agreement, Supplier's activities or presence at the locations identified herein, and any negligent act, error or omission of Supplier or its officers, directors, employees, subcontractors, and/or agents in connection with the services provided under this Agreement:

(A) General Liability Insurance with limits of not less than One Million Dollars ($1,000,000) per occurrence including bodily injury, property damage, personal injury liability, fire legal liability, independent contractor, contractual liability, and products and completed operations.

(B) Errors and Omissions/Professional Liability Insurance with limits of not less than Five Million Dollars ($5,000,000) per occurrence and general aggregate for all acts and omissions related to the responsibilities contained in the Agreement. If issued on a claims-made basis, the policy must remain in effect for the duration of the Agreement and two (2) years after

the end of the Agreement term. An extension of three (3) additional years may be required at the discretion of Customer. All professional contracts, liability policies may not be limited to the fees paid to the Supplier.

(C) Workers' Compensation insurance, affording coverage in accordance with the applicable state laws covering all of Supplier's employees, and Employer's Liability coverage in accordance with the applicable state laws but no less than Five Hundred Thousand Dollars ($500,000).

All insurance policies addressed in clauses (A) and (B) shall name Customer as additional insured via Certificate of Insurance.

All insurance policies required hereunder: (i) shall be endorsed to state that the insurance is primary and not contributive to any other insurance available to Customer, (ii) shall provide for a waiver of rights of subrogation against the additional insureds on the part of the insurance carriers, (iii) shall be written with insurance companies licensed to do business in the State of Wyoming and rated no lower than A- in the most current edition of A.M. Best's Property-Casualty Key Rating Guide, and (iv) shall provide for no less than thirty (30) days advance written notice to Customer prior to cancellation, non-renewal or material modification.

Supplier shall deliver to Customer, prior to commencement of services under this Agreement, Certificates of Insurance confirming the existence or issuance of all insurance policies required to be carried hereunder. If any such policy is not obtained, or if all Certificates of Insurance are not delivered to Customer by the aforementioned time, or if any of such policies are canceled, Customer shall have the right to terminate this Agreement immediately.

These insurance provisions are minimum requirements and shall not relieve Supplier of its indemnity, defense and hold harmless obligations.

If Supplier's insurance contains a deductible (or self-insured retention amount), Supplier shall disclose the amount, and be responsible for payment of any claim equal to or less than the deductible (or self-insured retention amount). Customer reserves the right to reject insurance policies with a deductible (or self-insured retention amount) in excess of $15,000 for which adequate financial strength of the Supplier cannot be demonstrated to the satisfaction of Customer.

## LIABILITY AND INDEMNIFICATION

Supplier shall be and remain liable for all damages to Customer caused by Supplier's or its agents' acts, errors, or omissions in the performance of any services under this Agreement. These damages include, but are not limited to, reasonable attorney's fees, claims and damages to third parties.

Supplier shall indemnify, hold harmless and defend Customer and its commissioners, trustees, directors, officers, agents, representatives, and employees from and against any and all claims, demands, penalties, liens, losses, fines, liabilities, damages, interest, costs, or expenses

(including, without limitation, reasonable attorneys' fees and court costs), whether or not involving a third party claim, arising out of or in connection with: (a) the acts, errors, omissions, conduct, or operations of Supplier or any of its officers, sub-Suppliers, agents, or employees; or (b) any breach of any of the representations, warranties, covenants, obligations or duties contained in this Agreement; or (c) any violation of any federal, state, or local laws, rules, or regulations. The indemnification obligations herein shall not be limited by reason of the enumeration of any insurance coverage and shall survive the termination of this Agreement.

## LAWS, RULES, AND REGULATIONS

In performance of its obligations under this Agreement, Supplier warrants that it has knowledge of, understands, and shall comply with all applicable federal, state, and local laws and regulations, including without limitation, those laws and regulations relating to the environment, health, safety, and welfare, discrimination in employment, conflicts of interest, and accounting records and requirements. SHOULD ANY APPLICABLE LAW OR REGULATION CHANGE DURING THE DURATION OF THIS AGREEMENT, SUPPLIER SHALL BE RESPONSIBLE FOR COMPLIANCE WITH THE VERSION OF SUCH LAW OR REGULATION IN FORCE AT THE TIME OF THE PERFORMANCE OF THE SERVICES UNDER THIS AGREEMENT.

## PERMITS AND LICENSES

Supplier and any of its approved sub-contractors shall obtain and keep in effect all permits, licenses, registrations, insurance certificates, and other certificates or approvals required for every aspect of the services performed under this Agreement. Upon the request of Customer, Supplier shall provide Customer with copies of all licenses, registrations, insurance certificates, and other certificates and approvals necessary for Supplier to render any services under this Agreement. Supplier shall give Customer immediate verbal and written notice of any revocation or cancellation of any required license, registration, and insurance, certificate or approval. Supplier and any of its employees and subcontractors will comply with all applicable licensing standards, certification standards, accrediting standards and any other laws or regulations governing services to be provided by Supplier pursuant to this Agreement. Supplier represents that it shall timely comply with any requirement to register or qualify to do business in the State of Wyoming, and it shall indemnify and hold Customer harmless for failure to so qualify if qualification is required.

## FORCE MAJEURE

No party shall be liable for failure to perform under this Agreement and the underlying Agreement if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, pandemics, quarantine restrictions, freight embargoes, and unusually severe weather. This provision shall become effective only if the party failing to perform notifies the other parties as soon as practicable of the extent and nature of the problem, limits delay in performance to that required by the event and takes all

reasonable steps to minimize delays. This provision shall not be effective unless the failure to perform is beyond the control and without the fault or negligence of the nonperforming party.

## SCOPE OF COVERAGE

This Agreement covers the Campbell County Courthouse located at 500 S. Gillette Ave., Gillette Wyoming and the George Amos Memorial Building located at 412 S. Gillette Ave., Gillette, Wyoming.

None of the provisions of this Agreement are intended to create nor shall they be deemed or constructed to create any relationship between the parties hereto other than that of independent contractors solely for the purpose of effecting the provisions of this Agreement. Supplier shall not hold itself out or permit itself to be described otherwise than as an independent contractor of Customer, and unless specifically authorized in a prior writing by Customer, Supplier shall not enter into, assume, or incur any obligation on Customer's behalf or transact any business on Customer's account.

## AMENDMENT AND WAIVER

The parties hereto agree that the terms and conditions of this Agreement may be amended or modified at any time upon mutual consent, in writing, of the parties hereto. No provision of this Agreement may be waived except by a written document executed by the party entitled to the benefits of the provision. No waiver of a provision will be deemed to be or will constituted a waiver of any other provision of this Agreement. A waiver will be effective only in the specific instance and for the purpose for which it was given, and will not constitute a continuing waiver.

## GOVERNING LAW

Construction, interpretation and enforcement of this Agreement shall be governed by the laws of the State of Wyoming. The courts of the State of Wyoming shall have jurisdiction over this Agreement and venue shall be the Sixth Judicial District, Campbell County, Wyoming. Customer does not waive governmental immunity and all defenses available to it pursuant to W.S. 1-39-101 et. Al. All remedies at law, in equity, by statute or otherwise shall be cumulative and may be enforced concurrently herewith or from time to time, and the election of any one or more shall not constitute a waiver of the right to pursue other available remedies.

## ATTORNEY FEES

Supplier shall be liable to Customer for reasonable attorney's fees incurred by Customer in connection with the collection, or attempt to collect, any damages arising from any act or omission of Supplier, or its agents or from Supplier's failure to perform any aspect of the services or fulfill any obligations or responsibilities provided under this Agreement.

## SEVERABILITY

The provisions of this Agreement shall be severable, and if any provision shall be prohibited by law, invalid, or unenforceable in whole or in part for any reason, the remaining provisions shall remain in full force and effect.

## HEADINGS

All section headings have been inserted for convenience of reference purposes only and shall have no force or effect.

## ENTIRE AGREEMENT

The parties agree that this writing constitute the entire Agreement between them and that there are no other agreements or understandings of any kind or character except those contained within this Agreement and the attached Exhibits.

## SUCCESSORS AND ASSIGNS

This Agreement is binding upon and inures to the benefit of the parties and their legal representatives, successors, and assigns, as the case may be. Notwithstanding the foregoing, Supplier shall not be entitled to assign or transfer this Agreement or any of its rights, benefits and/or obligations under this Agreement without the prior written consent of Customer, which may be granted or denied in its sole discretion.

## NOTICE

All notices under this Agreement shall be made in writing and shall be duly given if personally delivered or if mailed, by certified or registered mail, return receipt requested, first-class postage prepaid, if to Supplier at:

Cole's Vending
Ian Cole, Owner/Operator
410 Spruce Street
Newcastle, Wyoming 82701
colesvending@yahoo.com

And if to Customer at:

Office of Campbell County Commissioners
500 S. Gillette Ave., Ste. 1100
Gillette, WY 82716
Attn: Executive Director of Administration

## COUNTERPARTS, FACSIMILE TRANSMISSIONS

This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement. It is the

intention of the parties that the counterparts of this Agreement may be executed and delivered by facsimile or via any other method of electronic signature by any of the parties to any other party, and the receiving party may rely on the receipt of such document so executed and delivered by facsimile or other electronic means as if the original had been received. In addition, the parties intend for the execution of this Agreement and the signatures hereto to be deemed to include electronic or digital signatures or the keeping in electronic form, each of which shall be of the same effect, validity, and enforceability as manually executed signatures or a paper-based recordkeeping system, as the case may be, to the extent as provided for under applicable law, including the Electronic Signatures in Global and National Commerce Act of 2000 (15 U.S.C. § 7001 et seq.) or any other similar state laws based on the Uniform Electronic Transactions Act.

**IN WITNESS WHEREOF,** the parties, by their duly authorized representatives, whom have the authority to bind the respective parties have executed this Agreement as of the dates indicated below.

**Robert Maul, Chairman**
**Board of Campbell County Commissioners**

**DATE**

**Printed NAME of Customer's Authorized Signature**

**Supplier's (Cole's Vending) Authorized SIGNATURE**

3/30/21

**DATE**

Dan Cole

**Printed NAME of Supplier's Authorized Signature**

Owner

**Printed TITLE**

## (Exhibit A)

| | |
|---|---|
| **Frito Varity Chips** | **$1.50** |
| **Dot's pretzels** | **$1.75** |
| **Keebler Fudge strips cookies** | **$1.50** |
| **Cheez- Its** | **$1.50** |
| **Cheez-its White cheddar** | **$1.50** |
| **Bolder Chips** | **$1.50** |
| **M&M Cookies** | **$1.50** |
| **Gardetto's** | **$1.50** |
| **Chex Mix** | **$1.50** |
| **Veggie Straws** | **$1.50** |
| **Jack Links jerky** | **$2.00** |
| **Haribo Gummy bears** | **$2.75** |
| **Heath bars** | **$1.50** |
| **Pop Tart Brown sugar** | **$1.50** |
| **Pop Tart Strawberry** | **$1.50** |
| **Milky Way Caramel** | **$1.50** |
| **Dove Dark Chocolate** | **$1.50** |
| **Oreo Brownies** | **$1.50** |
| **Caramello** | **$1.50** |
| **Twin Bing** | **$1.50** |
| **Oreo Cookies** | **$1.50** |
| **Butterfingers bars** | **$1.50** |
| **M&M Fudge Brownie** | **$1.50** |
| **M&M Peanut** | **$1.50** |
| **M&M Peanut butter** | **$1.50** |
| **M&M Caramel** | **$1.50** |
| **Hershey milk chocolate** | **$1.50** |
| **Hershey Cookie cream** | **$1.50** |
| **Bean Boy dark chocolate covered expresso bean** | **$ 2.75** |
| **Bean Boy White Chocolate covered expresso bean** | **$2.75** |
| **Orbit Gum** | **$1.50** |
| **Milky Way bars** | **$1.50** |
| **Reese's Peanut butter cups** | **$1.50** |
| **Kit Kat bars** | **$1.50** |
| **Skittles** | **$1.50** |
| **Kellogg's Fruit snacks** | **$1.50** |
| **Snickers Bars** | **$1.50** |
| **Pistachios** | **$1.50** |
| **Reese's Take 5 bar** | **$1.50** |
| **Sour patch kids** | **$1.50** |
| **Twix bars** | **$1.50** |
| **Twizzlers Nibs** | **$1.50** |
| **Airhead bites** | **$1.50** |
| **Rice Crispy bar** | **$1.50** |
| **Act pop corn** | **$1.50** |
| **Deli Express Chicken and swiss** | **$3.50** |
| **Deli Express Cattleman** | **$4.75** |
| **Deli Express Chuckwagon** | **$3.50** |
| **Tielke's Italian sub** | **$3.50** |
| **Tielke's Philly Steak Sub** | **$3.50** |
| **Breakfast Burrito sausage** | **$2.50** |

| | |
|---|---|
| **Breakfast Burrito Bacon** | **$2.50** |
| **Completes Rice & Chicken food bowl** | **$4.00** |
| **Completes Spaghetti meat sauce** | **$4.00** |
| **Completes chicken Noodles** | **$4.00** |
| **Chimichanga beef and cheese** | **$2.50** |
| **Chimichanga Chicken and cheese** | **$2.50** |
| **Blue Berry Muffins** | **$1.50** |
| **Chocolate chip Muffins** | **$1.50** |
| **5Hr Energy** | **$2.50** |
| **Cloverfield Blueberry bear claw** | **$1.75** |
| **Cloverfield Cherry bear claw** | **$1.75** |

The following page(s) contain the backup material for Agenda Item: 10:25 Personnel Guideline 508 Social Media Use

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

# 508. SOCIAL MEDIA USE

## Purpose

Campbell county officials, agents, and employees use social media and networking sites to communicate with stakeholders, media, employees, constituents, citizens, and visitors. Social media sites provide an avenue to disseminate timely information to the public and enables Campbell County to easily receive feedback. The purpose of this policy is to:

- Provide uniform guidelines by which information regarding County activities, issues, initiatives, and policies will be disseminated using social media.
- Give direction on the rights and responsibilities for using social media.
- Provide guidance for employee private use of social media.
- Outline the County's policy for assessing and managing comments and replies posted on Campbell County's social media.
- Provide guidance on the use of linked websites; and,
- Describe the procedures for retaining records of social media posts.

Any Campbell County social media site that predates this policy needs to be reported to the Office of Campbell County Commissioners within five (5) business days of this policy's adoption.

## Permitted Social Media Platforms

County departments may utilize only the following social media platforms:

1. Facebook
2. Instagram, and
3. YouTube.

No other social media platform may be utilized other than these three permitted platforms. In addition, County Departments may only utilize YouTube for department programming.

## Establishing Social Media Platform Accounts

All county departments proposing to develop a Campbell County social media site must:

1. Complete the Campbell County Social Media and Networking Approval and Agreement Form to include a written proposal that contains the information identified below for the establishment of an account to the Office of Campbell County Commissioners for approval by the Board of Campbell County Commissioners.
2. Have been approved by the department director.
3. Must be approved by the Board of County Commissioners before a site goes live.
4. Monitored at least once per day.
5. Posted to at least twice per month.
6. Content developed for approved social media uses shall be located and linked to the County's official website (www.ccgov.net) and must be identified with the name "Campbell County" and incorporate the County logo as part of the identifying image.

7. Any changes from the initial approved proposal must be approved by the Board of County Commissioners in accordance with this Policy.

Although county departments are encouraged to develop accounts specific to such department's needs, goals, and target audience, Campbell County will work with departments to ensure county-wide brand consistency and that this policy is followed. Both the Office of Campbell County Commissioners and the Board of Campbell County Commissioners have the authority to require each department to adjust department social media accounts and content as needed or to remove any account or site entirely.

## Proposal/Social Media & Networking Approval Agreement

Before submitting the initial written proposal referenced above, county departments should consider their capacity to adequately monitor its social media sites. The proposal must contain the following information:

- Identify the social media platform(s).
- Identify the staff member(s) in the department responsible for developing the platform's content and design.
- Identify the staff members who will be responsible for administering the site and content management.
- Proposed account's official name.
- Type of information and images that will be included.
- Estimate of staff time dedicated to the site.
- Will the site be monitored after hours, during weekends, over holidays, and during crisis events.
- Are there other sites/blogs that cover the same topic.
- How often are posts anticipated.
- How will a link back to the County's official website (ccgov.net) be provided.

## Guidelines for Content Generation

Officials, agents, and employees administering Campbell County Social media and networking sites do so as a representative of and on behalf of Campbell County. Therefore, such officials, agents, and employees should use their professional judgment before posting or commenting. When developing content and design of the County approved site, the following should be considered:

- Post only within one's area of expertise.
- Post only useful information.
- Keep it professional and avoid confrontation.
- Be accurate.
- Correct errors, and, if modifying an earlier post, identify changes.
- Be responsive to interest parties' concerns.

**What Not to Do**:

- Post or link to information about actual or potential claims or litigation involving the county or any department.
- Post or link to the intellectual property of others, without written permission.
- Post or link to photographs of members of the public without written permission.

- Post or link to defamatory material.
- Post or link to any personal, sensitive, or confidential information about anyone.
- Post or link to obscene, pornographic, or other offensive/illegal materials or links.
- Post or link to racist, sexist, and other disparaging language.
- Post or link to sexual comments about, or directed to, anyone.
- Post or link to political campaign materials or comments.
- Post or link to threatening or harassing comments.
- Post or link to any other information that is not public in nature.
- Delete or erase comments. Only comments that violate the terms outlined in this Policy should be deleted. A comment may not be deleted simply because it is deemed to be negative or inaccurate. If the comment is a complaint about County services, a response may be given on the page to illustrate to Followers that County social media channels may be used for answers and assistance. Negative or "trolling" comments for which we cannot offer solutions or provide answers should be ignored.

When in doubt, any social media administrator or content generator should check with the relevant department authority and/or the Office of the Campbell County Commissioners before posting content or "liking" other pages, etc.

## Required Content

The following information must be posted on each site:

1. This site is moderated and comments are reviewed.
2. Campbell County reserves the right to delete unacceptable submissions. We may remove the following:
    a. Comments that use inappropriate or offensive language.
    b. Comments that discriminate or are derogatory based on race, color, national origin, religion, gender, age, disability, sexual orientation, or veteran's status.
    c. Comments that harass or personally attack other users.
    d. Profiles that appears to violate any terms of the hosting site will be reported to site administrators.
    e. Comments that appear to be spam or advertising solicitation.
    f. Comments or content that infringes on copyrights or trademarks.
    g. Comments violating any local, state, or federal law.
3. Campbell County social media sites are subject to applicable Wyoming Public Records Law and can be disclosed to third parties.
4. The appearance of external links or advertisements on this site does not constitute official endorsement.
5. The public comments expressed on these sites do not reflect the opinions and position of Campbell County or its officers and employees.

## Platform Security

The department responsible for the social media site must secure (or set privacy settings for) each social media site so that only authorized County employees can post to the site. Site administrators should take appropriate steps to minimize security risks to prevent fraud or unauthorized access to social media sites.

Administrators are required to use different passwords for different accounts (both social media and existing work accounts) and change passwords on a quarterly basis.

Security measures include making use of the verification processes offered by the social media platforms:

**Facebook**:

a. All approved county department Facebook pages shall be administered under the Campbell County Government's Facebook Business Manager account.

b. All approved editors and administrators shall use two-factor authentication and routinely check "Where you're logged in" under Facebook security settings.

c. All approved county department Facebook pages shall be identified as government pages and be "verified" by Facebook.

d. Each page is recommended to set up a login notification to receive an email or text message whenever a Facebook account is accessed or login approvals that require a security code to access the account from an unfamiliar browser.

e. Facebook's Terms of Service requires each user to have a personal account, which must be used for access.

f. Third party apps may not be logged into using County Social Media credentials.

**YouTube**:

a. All approved county department YouTube channels shall be established and administered under the Campbell County primary channel, Campbell County, Wyoming (Government).

b. All approved county department YouTube channels shall be identified as government channels.

**Instagram**:

a. Approved Instagram editors and administrators will be managed through Facebook's Business Manager Account.

b. Editors and administrators are required to be approved through a Mobile Computing Device Request. Instagram does not allow posts to be made through an internet browser. Images and stories must be posted through a mobile app.

## Crisis Management

If a County-related social media account is hacked, county departments must take the following steps:

a. Immediately notify the Office of Campbell County Commissioners and the ITS department.
b. Immediately try to regain access to the account.
c. Once access to the account is obtained, change the password.
d. Delete messages posted by hackers.
e. Let Followers know that the account was hacked and what is being done to fix the issue.
f. Review third-party applications. Hackers could use these to gain access to accounts.

## Records Retention and Archiving

All content distributed on social media by Campbell County is to be archived using the County's approved archiving vendor.

When possible, content developers should avoid creating new material on social media sites. Instead, use existing material from existing websites or previously published documents to ensure that other forms of the information are retained.

When deleting comments or posts, staff should save a screen capture of the content as a jpeg or other universally accessible file format and send it to the Office of County Commissioners for archiving.

## Complying with Federal and State Laws

Departments that use social media are responsible for complying with applicable federal, state, and local laws, regulations, and policies. This includes adherence to laws and policies regarding copyright, use of photographs, records retention, personnel privacy, public records, HIPAA, the Americans with Disabilities Act and policies established by Campbell County.

## Other Considerations

Communication on County social media platforms is considered a public record. Posts made by the account administrator and responses will become part of the public record. Always provide links to the County's official website for more information, forms, documents, or online services necessary to conduct business with Campbell County. Information or updates shall be posted on both the County's website and the department social media site. All departmental social media sites are required to be linked to the County's Archive Social account for records retention and must also comply with applicable portions of the records retention schedule https://wyoarchives.wyo.gov/index.php/record-retention-schedules/363-localgovernment.

Once departmental or divisional social media platforms are created and operational, administrators should seek page verification from the platform, if available. The respective platforms provide steps for verification requirements.

Employees administering social media platforms should be aware of each social media site's Terms of Service (TOS) and are responsible for complying.

Departments are responsible for the removal and reassignment of social media management duties when an administrator's employment with the department ends. Administrator privileges are to be revoked on the employee's last day of employment and immediately re-assigned to other staff.

## Use of Social Media by Employees

### Use of Social Media as an Authorized County Representative

Employees representing Campbell County on social media platform shall act, communicate, and always execute their duties professionally.

As a representative of the County or one of its departments, each employee engaged in social media should take responsibility for what they write, identify themselves as the author, and exercise good judgment and common sense.

County employees should not post or respond as a County representative from personal accounts.

### Private Use of Social Media

Employees shall ensure that personal sites remain personal in nature to help ensure a distinction between sharing personal and organizational views.

1. Employees may list their County position in their personal social media accounts, but they are not authorized to speak or comment on behalf of the County.
2. If an employee chooses to share/retweet posts from official County social media platforms, they should be mindful that any statements made to accompany the shared post could be construed as being made on behalf of the organization if the platform also clearly identifies the sharing party as an employee of Campbell County.
3. Confidential, proprietary and non-public County information shall not be included in an employee's personal social media activity. Private and personal information, pictures, and video about or depicting County employees, contractors, customers and constituents gathered through the employee's professional activities must never appear online or be distributed by email or through SMS messaging.
4. An employee's public image in social media, which can be associated with the County, should meet the workplace rules of conduct. Offensiveness, disparaging comments, untruthful statements, demeaning behavior, nude or obscene pictures and/or video, and illegal substance use are all examples of behavior that is considered inappropriate by representatives of Campbell County.
5. If an employee has a personal profile on a social media site or has a personal weblog, they should not work on them during their scheduled work time, excluding breaks.
6. For employees with personal blogs and profiles:

a. If an employee can easily be identified with or identifies themselves as a Campbell County employee on their blog or other social media profile, they should make it clear to their readers that the views expressed in their blog entries do not necessarily reflect the County's views. To help reduce the potential for confusion, the following notice should be put in a reasonably prominent place on their site: "The views expressed on this blog are mine alone and do not necessarily reflect the views of my employer, Campbell County."

b. Employees should work with their direct supervisor if they have any questions about what is appropriate to include in their blog.

c. Employees are encouraged to be respectful to the organization, fellow employees, residents, and other agencies.

d. Employees not acting in their official capacity shall not represent or give the impression that they are acting in their official capacity.

7. Monitoring personal social media, including microblogging, SMS, text messaging, or instant messaging accounts, should not interfere with an employee's work for the County.

8. In the event a County employee is contacted by a resident or elected official on their personal social media account asking for the employee to respond as a County official from their personal account, the employee should not respond since this contact did not come through official channels.

## Violations

Violating this policy could jeopardize the integrity of the Campbell County government brand and work against the goals established by the County. In some cases, a violation of this policy is a matter of legal concern. In addition to terminating the privilege of operating and maintaining a County social media account, anyone violating this Policy may be subject to disciplinary action up to and including termination.

| | |
|---|---|
| Effective Date: 04-06-2021 | Guideline Number: 508 |
| Adoption Date: 10-4-2011 | Approved By: |
| Revision Dates: 05-20-2014; 2-17-2015; 04-06-2021 | |

The following page(s) contain the backup material for Agenda Item: 10:30 Petition for Formation, Piper Acres I&S District

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

**Office of**
**Campbell County Clerk**
**P.O. Box 3010**
**Gillette, WY 82717-3010**
**Phone (307)682-7285 Fax (307)687-6455**

---

# MEMORANDUM

**TO:** Board of Campbell County Commissioners

**FROM:** Kendra R. Anderson KA
Deputy Campbell County Clerk

**DATE:** March 31, 2021

**RE:** Piper Acres Improvement and Service District Formation

Attached to this memo is a Certification of the Petition for Formation of Piper Acres Improvement and Service District, Order Setting Date for a Hearing and Notice of Public Hearing on the petition. Please add these to your April 6, 2021 meeting agenda. If approved, there will be a hearing on May 4, 2021 at 10:15 AM.

Please contact me if you need more information.

cc:
Sean Brown
Patrick Carpenter

**BEFORE THE CAMPBELL COUNTY**
**BOARD OF COUNTY COMMISSIONERS**

| | |
|---|---|
| IN THE MATTER OF: | ) |
| | ) |
| A Petition for Formation of | ) |
| Piper Acres Improvement and Service District | ) |

---

## CERTIFICATION OF THE PETITION FOR FORMATION OF PIPER ACRES IMPROVEMENT AND SERVICE DISTRICT

---

**THIS IS TO CERTIFY** that I have reviewed the Petition for Formation of the Piper Acres Improvement and Service District and have verified the qualification of all signers utilizing the appropriate records and hereby certify that the signer of the petition is the landowner (legal/titled owner) of the land proposing formation of district and represents 100% of the landowners owning 100% of the assessed valuation of the property within the area proposed.

Kendra Anderson

Kendra Anderson
Deputy County Clerk

Dated: March 1, 2021

STATE OF WYOMING )
)
COUNTY OF CAMPBELL )

RECEIVED 2/19/2021
FILED 3/1/2021 KA
CAMPBELL COUNTY CLERK

IN THE MATTER OF THE ORGANIZATION OF THE
PIPER ACRES IMPROVEMENT AND SERVICE DISTRICT

---

# PETITION

---

TO THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF CAMPBELL, STATE OF WYOMING:

I, the undersigned Petitioner, constituting more than sixty percent (60%) of the entities/persons owning land within the territory proposed to be included in the district described in this petition, whose land in the proposed district has an assessed value of sixty percent (60%) or more of the assessed value of all of the land within the proposed district, present this petition for the organization of an improvement and service district pursuant to and in accordance with the Improvement and Service District Act (W.S. 18-12-101 et seq.) and the Special District Elections Act of 1994 (W.S. 22-29-101 et seq.) and in support of this petition state as follows:

1. The proposed name of the District is "Piper Acres Improvement and Service District."

2. The purpose of the district and the description of the improvements and services to be provided by the district are to manage service and maintain the central water system and all roadways within the proposed District which currently serve the owners of land within the proposed District. The District may also provide subdivision control and may serve any other purpose allowed by law.

3. The area of the proposed District does not overlap any land presently within any other improvement and service district, nor does it include any lands within a city or town.

4. The proposed district is located within Campbell County, Wyoming, and is more particularly described as follows:

See Exhibit "A" attached hereto and incorporated herein by reference.

5. The Board of Directors of the proposed District may establish monthly assessments for all tracts in the District to establish a fund for maintenance, expansion and improvements to the water system and roadways. It is not anticipated that any financing will be necessary for funding the expenditures of the District in the first year. The District shall have such powers as authorized by statute for funding any future needs of the District.

6. The undersigned Petitioner is the sole owner of land within the proposed District. The Petitioner's consent and approval to the formation of this District is attached hereto as Exhibit "B" and is incorporated herein by reference. There are presently no other landowners within the District who must consent or approve to the formation of the District.

The assessment rolls of Campbell County, Wyoming should be used for the purpose of verifying the Petitioner's right to vote in this matter.

7. The petitioner hereby requests that the Board of County Commissioners in its resolution calling for an organizational election for formation of the District provide for appropriate election procedures for the initial Board of Directors of the District. The following individuals are willing to serve on or file as candidates for election to the initial Board of Directors:

a. Thomas Civin
1461 Thomas Drive
Sheridan, WY 82801

b. Lynne Civin
1461 Thomas Drive
Sheridan, WY 82801

c. Tom Simons
P.O. Box 3551
Gillette, WY 82717

8. Petitioner hereby accompanies this petition with a filing fee of $200.00. Thomas Civin agrees to be responsible for all costs associated with the formation of the district.

9. Petitioner hereby accompanies this petition with a map of the proposed district.

10. The undersigned Petitioner does hereby consent to the inclusion within the District of any and all lands owned by it located within the proposed District as previously described.

WHEREFORE, Petitioner prays that the Campbell County Board of County Commissioners enter such orders and decrees as may be necessary or proper for the organization of the District in accordance with law.

TLC DEVELOPMENTS, LLC
a Wyoming limited liability company
1461 Thomas Drive
Sheridan, WY 82801

BY: Thomas Civin 2/3/21
Thomas Civin Date
Managing Member

EXHIBIT "A"

(Legal Description)

PIPER ACRES PHASE I, A TRACT OF LAND BEING THE W1/2SW1/4 OF SECTION 13; THE SE1/4SW1/4, THE S1/2SE1/4, AND NE1/4SE1/4 OF SECTION 14; THE N1/2NE1/4 OF SECTION 23, AND A PORTION OF THE NW1/4NW1/4 OF SECTION 24, TOWNSHIP 49 NORTH, RANGE 73 WEST OF THE SIXTH PRINCIPAL MERIDIAN, CAMPBELL COUNTY, WYOMING. SAID TRACT OF LAND BEING DESCRIBED MORE PARTICULARLY AS FOLLOWS:

BEGINNING AT THE NORTH QUARTER CORNER OF SAID SECTION 23, BEING THE TRUE POINT OF BEGINNING;

THENCE S89°04'01"W ALONG THE SOUTH LINE OF THE SE1/4 SW1/4 OF SAID SECTION 14, A DISTANCE OF 1331.91 FEET TO THE SOUTHWEST CORNER OF THE SE1/4 SW1/4 OF SAID SECTION 14;

THENCE N00°46'54"E ALONG THE WEST LINE OF THE SE1/4 SW1/4 OF SAID SECTION 14, A DISTANCE OF 1322.27 FEET TO THE NORTHWEST CORNER OF THE SE1/4 SW1/4 OF SAID SECTION 14;

THENCE N89°17'41"E ALONG THE NORTH LINE OF THE SE1/4 SW1/4 OF SAID SECTION 14, A DISTANCE OF 1330.13 FEET TO THE NORTHEAST CORNER OF THE SAID SE1/4 SW1/4 OF SECTION 14;

THENCE N89°18'03"E ALONG THE NORTH LINE OF THE SW1/4 SE1/4 OF SAID SECTION 14, A DISTANCE OF 1331.98 FEET TO THE NORTHEAST CORNER OF THE SAID SW1/4 SE1/4 OF SECTION 14;

THENCE N00°43'15"E ALONG THE WEST LINE OF THE NE1/4 SE1/4 OF SAID SECTION 14, A DISTANCE OF 1311.76 FEET TO THE NORTHWEST CORNER OF THE NE1/4 SE1/4 OF SAID SECTION 14;

THENCE N89°30'06"E ALONG THE NORTH LINE OF THE NE1/4 SE1/4 OF SAID SECTION 14, A DISTANCE OF 1331.09 FEET TO THE EAST QUARTER CORNER OF SAID SECTION 14;

THENCE N89°01'11"E ALONG THE NORTH LINE OF THE W1/2 SW1/4 OF SAID SECTION 13, A DISTANCE OF 1335.56 FEET TO THE NORTHEAST CORNER OF THE NW1/4 SW1/4 OF SAID SECTION 13;

THENCE S00°31'21"W ALONG THE EAST LINE OF THE NW1/4 SW1/4 OF SAID SECTION 13, A DISTANCE OF 1312.62 FEET TO THE SOUTHEAST CORNER OF THE NW1/4 SW1/4 OF SAID SECTION 13;

THENCE S00°31'56"W ALONG THE EAST LINE OF THE SW1/4SW1/4 OF SAID SECTION 13, A DISTANCE OF 1312.78 FEET TO THE SOUTHEAST CORNER OF THE SW1/4SW1/4 OF SAID SECTION 13;

THENCE S00°10'03"W ALONG THE EAST LINE OF THE NW1/4 NW1/4 OF SAID SECTION 24, A DISTANCE OF 1260.46 FEET TO THE NORTHERLY RIGHT OF WAY OF WYOMING STATE HIGHWAY NUMBER 50;

THENCE S40°16'44"W ALONG THE SAID NORTHERLY RIGHT OF WAY OF WYOMING STATE HIGHWAY NUMBER 50, A DISTANCE OF 95.46 FEET TO THE SOUTH LINE OF THE NW1/4 NW1/4 OF SAID SECTION 24;

THENCE S89°39'26"W ALONG THE SAID SOUTH LINE OF THE NW1/4 NW1/4 OF SECTION 24, A DISTANCE OF 1276.71 FEET TO THE SOUTHWEST CORNER OF THE NW1/4 NW1/4 OF SAID SECTION 24;

THENCE S89°01'01"W ALONG THE SOUTH LINE OF THE N1/2 NE1/4 OF SAID SECTION 23, A DISTANCE OF 2659.56 FEET TO THE SOUTHWEST CORNER OF SAID N1/2 NE1/4 OF SAID SECTION 23;

THENCE N00°14'43"W ALONG THE WEST LINE OF THE N1/2 NE1/4 OF SAID SECTION 23, A DISTANCE OF 1332.68 FEET TO THE NORTH QUARTER CORNER OF SAID SECTION 23 AND THE TRUE POINT OF BEGINIING.

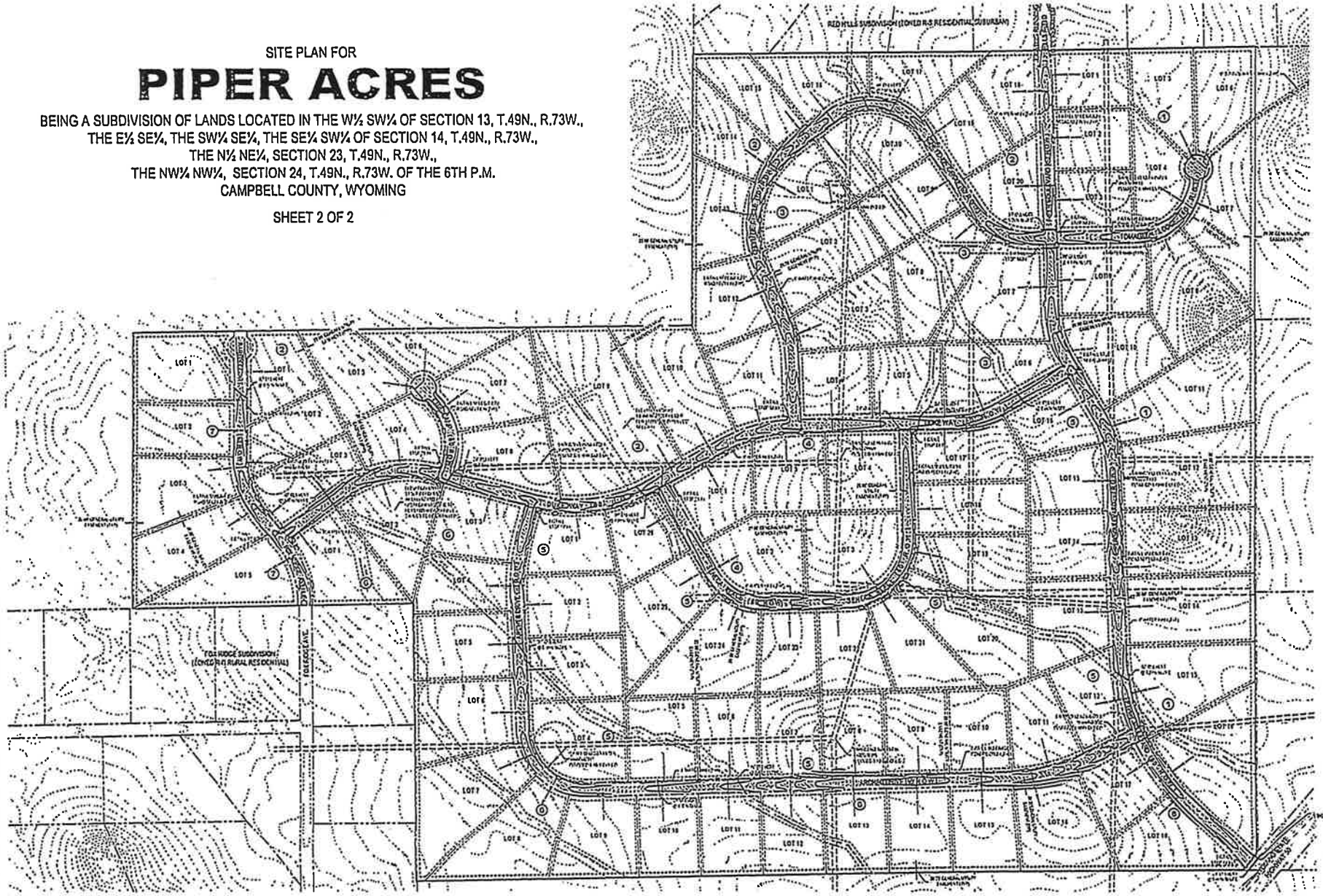
SAID TRACT OF LAND CONTAINS 363.304 ACRES, MORE OR LESS.

SITE PLAN FOR

# PIPER ACRES

BEING A SUBDIVISION OF LANDS LOCATED IN THE W½ SW¼ OF SECTION 13, T.49N., R.73W.,
THE E½ SE¼, THE SW¼ SE¼, THE SE¼ SW¼ OF SECTION 14, T.49N., R.73W.,
THE N½ NE¼, SECTION 23, T.49N., R.73W.,
THE NW¼ NW¼, SECTION 24, T.49N., R.73W. OF THE 6TH P.M.
CAMPBELL COUNTY, WYOMING

SHEET 2 OF 2




4 PIPER ACRES OVERALL SITE PLAN

NORTH

SCALE 1" = 200'
MINOR CONTOUR INTERVAL 5'
MAJOR CONTOUR INTERVAL 25'

OWNER
KLJ
1900 West Warlow Drive, Suite B
Gillette, WY 82716

OWNER
TLC Developments
1465 Thomas Drive
Sheridan, WY 82801

KLJ

CONSENT AND APPROVAL TO FORM THE
PIPER ACRES IMPROVEMENT
AND SERVICE DISTRICT

I, the undersigned landowner within the Piper Acres Subdivision, located in Campbell County, Wyoming, hereby indicate my consent and approval to form the Piper Acres Improvement and Service District. This Approval and Consent shall be attached to the Petition to form the Piper Acres Improvement and Service District.

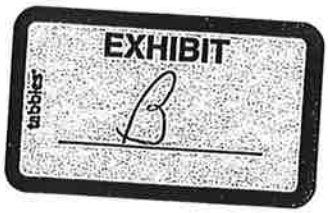
Landowner's Name: Thomas Civin / TLC Developments, LLC

Property Description: Piper Acres Subdivision, Gillette, Campbell County, WY

Thomas Civin

Signature of Landowner
Thomas Civin
Managing Member of
TLC Developments, LLC

2/3/21
Date



**BEFORE THE CAMPBELL COUNTY**

**BOARD OF COUNTY COMMISSIONERS**

| | |
|---|---|
| IN THE MATTER OF: | ) |
| | ) |
| A Petition for Formation of | ) |
| Piper Acres Improvement and Service District | ) |

---

## ORDER SETTING DATE FOR A HEARING ON THE PETITION FOR FORMATION OF PIPER ACRES IMPROVEMENT AND SERVICE DISTRICT

---

**PLEASE TAKE NOTICE THAT** on February 19, 2021, a petition was submitted for filing, and filed on March 1, 2021 pursuant to W.S. §22-29-107 and §22-29-109, requesting the formation of a special district to be known as Piper Acres Improvement and Service District by the landowner of the proposed area;

**WHEREAS**, the petition satisfies the requirements of the principal act found at W.S. §18-12-106.

**IT IS HEREBY ORDERED** that pursuant to W.S. §22-29-109, the Board of County Commissioners shall hold a hearing on the Formation of Piper Acres Improvement and Service District on May 4, 2021 at 10:15 AM in the Commissioner's Chambers of the Campbell County Courthouse, 500 S. Gillette Ave., Gillette, Wyoming.

**IT IS FURTHER ORDERED** that notice of the hearing shall be given in accordance with W.S. 22-29-109 (a) (ii).

**ORDERED** this 6th day of April 2021.

CAMPBELL COUNTY BOARD OF COUNTY COMMISSIONERS

_____

Bob Maul, Chairman

ATTEST:

_____

Susan F. Saunders, County Clerk

**BEFORE THE CAMPBELL COUNTY**
**BOARD OF COUNTY COMMISSIONERS**

| | |
|---|---|
| IN THE MATTER OF: | ) |
| | ) |
| A Petition for Formation of | ) |
| Piper Acres Improvement and Service District | ) |

## NOTICE OF PUBLIC HEARING ON PETITION FOR FORMATION OF PIPER ACRES IMPROVEMENT AND SERVICE DISTRICT

PLEASE TAKE NOTICE THAT a hearing will be held on behalf Thomas Civin, TLC Developments, LLC, petitioning for the formation of Piper Acres Improvement and Service District as follows:

1. The filed petition, having been signed by not less than sixty (60%) of the persons owning land within the territory proposed to be included within the district, whose land has an assessed value of sixty (60%) percent or more, may be inspected at the office of the Campbell County Clerk.

2. The name of the proposed district shall be Piper Acres Improvement and Service District.

3. The purpose of the district and the description of the improvements and services to be provided by the district are to manage service and maintain the central water system and all roadways within proposed district which currently serve the owners of land within the proposed district.

4. The district may also provide subdivision control and may serve any other purpose allowed by law.

5. The area of the district does not overlap any land presently within any other improvement and service district, nor does it include any lands within a city or town.

6. The proposed district is located within Campbell County, Wyoming, and is more particularly described on Exhibit "A".

7. The Board of Directors of the proposed district may establish monthly assessments for all tracts in the district to establish a fund for maintenance, expansion and improvements to the water system and roadways. It is not anticipated that any financing will be necessary for funding the expenditures of the district in the first year. The district shall have such powers as authorized by statute for funding any future needs of the district.

8. The undersigned Petitioner is the sole owner of land within the proposed district. The Petitioner's consent and approval to the formation of this district is attached hereto as Exhibit "B" and is incorporated herein by reference. There are presently no other landowners within the district who must consent or approve to the formation of the district.

   The assessment rolls of Campbell County, Wyoming should be used for the purpose of verifying the Petitioner's right to vote in this matter.

9. The petitioner hereby requests that the Board of County Commissioners in its resolution calling for an organizational election for formation of the district provide for appropriate election procedures for the initial Board of Directors of the district. The following individuals are willing to serve on or file as candidates for election to the initial Board of Directors:
   a. Thomas Civin
      1461 Thomas Drive
      Sheridan, WY 82801
   b. Lynne Civin
      1461 Thomas Drive
      Sheridan, WY 82801
   c. Tom Simons
      P.O. Box 3551
      Gillette, WY 82717
10. Thomas Civin agrees to be responsible for all costs associated the formation of the district.
11. Petitioner hereby accompanies this petition with a map of the proposed district.
12. The petitioner does hereby consent to the inclusion within the district of any and all lands owned by it located within the proposed district as previously described.

FURTHER NOTICE IS HEREBY GIVEN the hearing will be held on May 4, 2021 at 10:15 A.M. in the chambers of the Board of County Commissioners located in the Campbell County Courthouse, 500 S. Gillette Ave., Gillette, Wyoming.

All interested persons may appear and be heard on the matter.

DATED THIS 6th day of April 2021

CAMPBELL COUNTY BOARD OF COUNTY COMMISSIONERS

ATTEST:

Bob Maul, Chairman

Susan F. Saunders, County Clerk

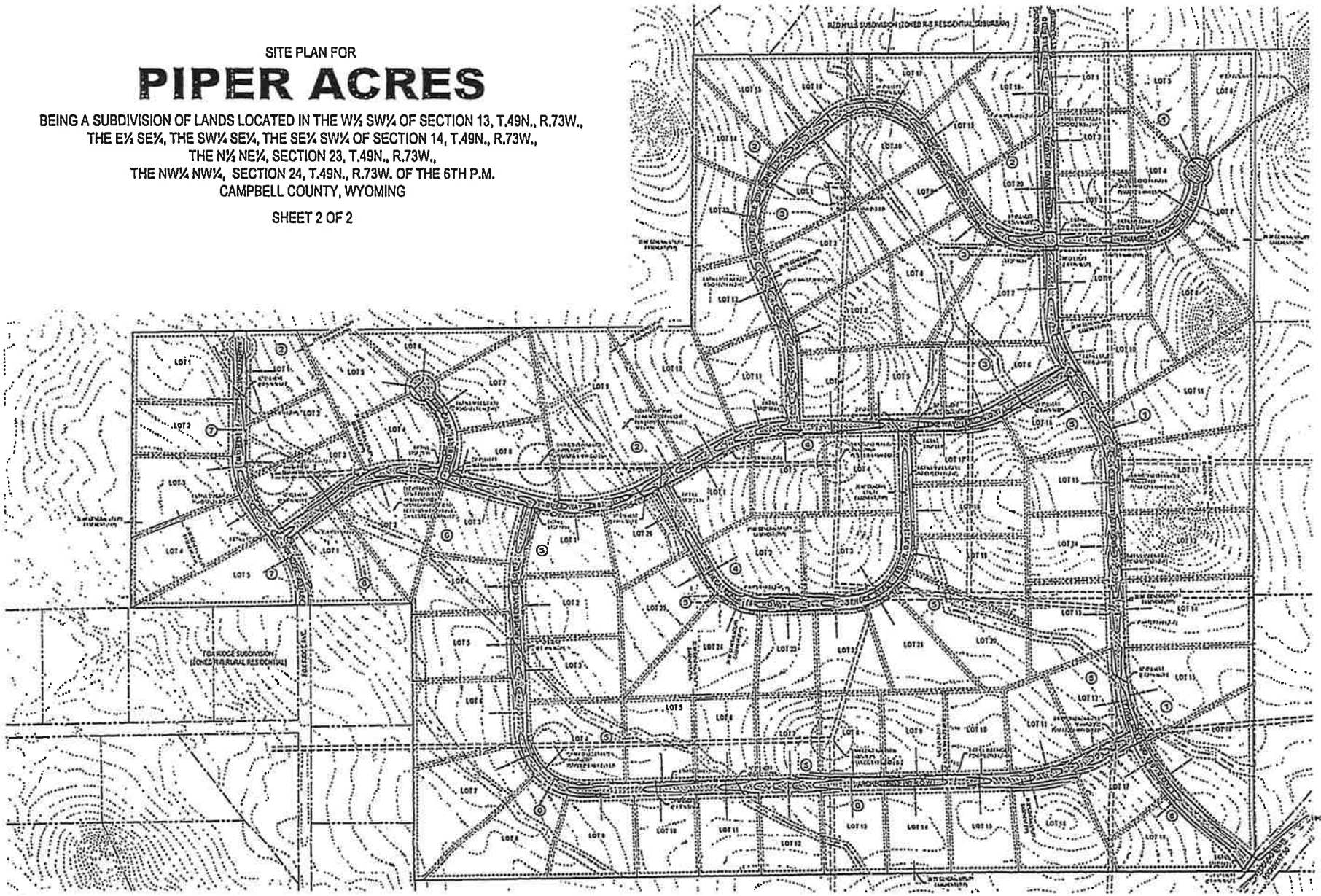
April 27, 2021
May 1, 2021

SITE PLAN FOR

# PIPER ACRES

BEING A SUBDIVISION OF LANDS LOCATED IN THE W½ SW¼ OF SECTION 13, T.49N., R.73W.,
THE E½ SE¼, THE SW¼ SE¼, THE SE¼ SW¼ OF SECTION 14, T.49N., R.73W.,
THE N½ NE¼, SECTION 23, T.49N., R.73W.,
THE NW¼ NW¼, SECTION 24, T.49N., R.73W. OF THE 6TH P.M.
CAMPBELL COUNTY, WYOMING

SHEET 2 OF 2




4 PIPER ACRES OVERALL SITE PLAN

NORTH

SCALE 1" = 200'
MINOR CONTOUR INTERVAL 5'
MAJOR CONTOUR INTERVAL 25'

ENGINEER
KLJ
1900 West Whelan Drive, Suite B
Gillette, WY 82716

OWNER
TLC Developments
1481 Thomas Drive
Sheridan, WY 82801

KLJ

EXHIBIT "A"

(Legal Description)

PIPER ACRES PHASE I, A TRACT OF LAND BEING THE W1/2SW1/4 OF SECTION 13; THE SE1/4SW1/4, THE S1/2SE1/4, AND NE1/4SE1/4 OF SECTION 14; THE N1/2NE1/4 OF SECTION 23, AND A PORTION OF THE NW1/4NW1/4 OF SECTION 24, TOWNSHIP 49 NORTH, RANGE 73 WEST OF THE SIXTH PRINCIPAL MERIDIAN, CAMPBELL COUNTY, WYOMING. SAID TRACT OF LAND BEING DESCRIBED MORE PARTICULARLY AS FOLLOWS:

BEGINNING AT THE NORTH QUARTER CORNER OF SAID SECTION 23, BEING THE TRUE POINT OF BEGINNING;

THENCE S89°04'01"W ALONG THE SOUTH LINE OF THE SE1/4 SW1/4 OF SAID SECTION 14, A DISTANCE OF 1331.91 FEET TO THE SOUTHWEST CORNER OF THE SE1/4 SW1/4 OF SAID SECTION 14;

THENCE N00°46'54"E ALONG THE WEST LINE OF THE SE1/4 SW1/4 OF SAID SECTION 14, A DISTANCE OF 1322.27 FEET TO THE NORTHWEST CORNER OF THE SE1/4 SW1/4 OF SAID SECTION 14;

THENCE N89°17'41"E ALONG THE NORTH LINE OF THE SE1/4 SW1/4 OF SAID SECTION 14, A DISTANCE OF 1330.13 FEET TO THE NORTHEAST CORNER OF THE SAID SE1/4 SW1/4 OF SECTION 14;

THENCE N89°18'03"E ALONG THE NORTH LINE OF THE SW1/4 SE1/4 OF SAID SECTION 14, A DISTANCE OF 1331.98 FEET TO THE NORTHEAST CORNER OF THE SAID SW1/4 SE1/4 OF SECTION 14;

THENCE N00°43'15"E ALONG THE WEST LINE OF THE NE1/4 SE1/4 OF SAID SECTION 14, A DISTANCE OF 1311.76 FEET TO THE NORTHWEST CORNER OF THE NE1/4 SE1/4 OF SAID SECTION 14;

THENCE N89°30'06"E ALONG THE NORTH LINE OF THE NE1/4 SE1/4 OF SAID SECTION 14, A DISTANCE OF 1331.09 FEET TO THE EAST QUARTER CORNER OF SAID SECTION 14;

THENCE N89°01'11"E ALONG THE NORTH LINE OF THE W1/2 SW1/4 OF SAID SECTION 13, A DISTANCE OF 1335.56 FEET TO THE NORTHEAST CORNER OF THE NW1/4 SW1/4 OF SAID SECTION 13;

THENCE S00°31'21"W ALONG THE EAST LINE OF THE NW1/4 SW1/4 OF SAID SECTION 13, A DISTANCE OF 1312.62 FEET TO THE SOUTHEAST CORNER OF THE NW1/4 SW1/4 OF SAID SECTION 13;

THENCE S00°31'56"W ALONG THE EAST LINE OF THE SW1/4SW1/4 OF SAID SECTION 13, A DISTANCE OF 1312.78 FEET TO THE SOUTHEAST CORNER OF THE SW1/4SW1/4 OF SAID SECTION 13;

THENCE S00°10'03"W ALONG THE EAST LINE OF THE NW1/4 NW1/4 OF SAID SECTION 24, A DISTANCE OF 1260.46 FEET TO THE NORTHERLY RIGHT OF WAY OF WYOMING STATE HIGHWAY NUMBER 50;

THENCE S40°16'44"W ALONG THE SAID NORTHERLY RIGHT OF WAY OF WYOMING STATE HIGHWAY NUMBER 50, A DISTANCE OF 95.46 FEET TO THE SOUTH LINE OF THE NW1/4 NW1/4 OF SAID SECTION 24;

THENCE S89°39'26"W ALONG THE SAID SOUTH LINE OF THE NW1/4 NW1/4 OF SECTION 24, A DISTANCE OF 1276.71 FEET TO THE SOUTHWEST CORNER OF THE NW1/4 NW1/4 OF SAID SECTION 24;

THENCE S89°01'01"W ALONG THE SOUTH LINE OF THE N1/2 NE1/4 OF SAID SECTION 23, A DISTANCE OF 2659.56 FEET TO THE SOUTHWEST CORNER OF SAID N1/2 NE1/4 OF SAID SECTION 23;

THENCE N00°14'43"W ALONG THE WEST LINE OF THE N1/2 NE1/4 OF SAID SECTION 23, A DISTANCE OF 1332.68 FEET TO THE NORTH QUARTER CORNER OF SAID SECTION 23 AND THE TRUE POINT OF BEGINIING.

SAID TRACT OF LAND CONTAINS 363.304 ACRES, MORE OR LESS.

CONSENT AND APPROVAL TO FORM THE
PIPER ACRES IMPROVEMENT
AND SERVICE DISTRICT

I, the undersigned landowner within the Piper Acres Subdivision, located in Campbell County, Wyoming, hereby indicate my consent and approval to form the Piper Acres Improvement and Service District. This Approval and Consent shall be attached to the Petition to form the Piper Acres Improvement and Service District.

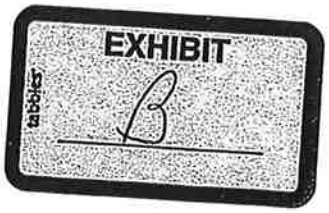
Landowner's Name: Thomas Civin / TLC Developments, LLC

Property Description: Piper Acres Subdivision, Gillette, Campbell County, WY

Thomas Civin

Signature of Landowner
Thomas Civin
Managing Member of
TLC Developments, LLC

2/3/21
Date



The following page(s) contain the backup material for Agenda Item: 10:35 Courthouse Reroof Project Agreement

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

Campbell County
wyoming
**Department of Public Works** *Kevin C. King, P.E., Director*

500 S. Gillette Avenue, Suite 1400, Gillette, WY 82716 • 307-685-8061 • Building 307-682-1970 • Solid Waste/Recycle 307-682-9499

***MEMORANDUM***

TO: Board of Commissioners

FROM: Clark Melinkovich, Public Works Senior Engineer CM

DATE: April 6, 2021

SUBJECT: Campbell County Courthouse Reroof

A portion of the Courthouse roof sustained damage from hailstorms that occurred in recent years. A project has been developed to repair the damaged roofing system consisting of flat membrane material. Insurance claims are being used to fund the project.

Bids were received from the following companies:

Lowe Roofing of Gillette - $142,650
Inman Roofing of Cheyenne - $143,737
Redd Roofing of Cody - $156,259
Douglas Colony of Denver, CO - $230,648

Bids were analyzed by Public Works staff as well as the design consultant on the project. The recommendation is to award the project to the low bidder, Lowe Roofing. Lowe Roofing is a quality local contractor with extensive experience in the area including many County projects. The County is still negotiating with the insurance company on a portion of the roof slated for replacement, but has received enough funds in overall insurance proceeds to accommodate this project. Construction will take place in the current fiscal year.

Public Works recommends the Board award the Campbell County Courthouse Reroof Project to Lowe Roofing of Gillette in the amount of $142,650.

ARETE
DESIGN GROUP

45 E. LOUCKS STREET, SUITE 301
SHERIDAN, WY 82801
(307) 672-8270
info@aretedesign.group
www.aretedesign.group

March 26, 2021

Clark Melinkovich
Campbell County
500 South Gillette Ave.
Suite 1400
Gillette, WY 82716

RE: Campbell County Courthouse Reroof
Project No. 2020-63

Clark,

Bids were opened on the above project at the Public Works Office on March 23, 2021 at 11:00 a.m. There was a total of four (4) bids for all the scheduled bid items. I have had the opportunity to review the bids with the respective low bidder. Lowe Roofing of Wyoming, LLC had the opportunity to review their bid and will honor their bid for the Base Bid as submitted.

It is our recommendation that Lowe Roofing of Wyoming, LLC be awarded the Base Bid ($142,650.00) . Also accepting Unit Price #1 for replacing roof drains if needed at a cost of $2,000.00/drain.

Enclosed is the complete bid tabulation for the project. Feel free to contact us if you have any additional questions.

Sincerely,

Scott Avey – Project / BIM Manager
**ARETE DESIGN GROUP**

## BID TABULATION

Owner: Campbell County
Project Name: **Courthouse Reroof**
Project No. 2020-63
Bid Date: March 23, 2021 @ 11:00 am

| BID ITEM # | ITEM DESCRIPTION | Redd Roofing | Douglas Colony | Inman Roofing | Lowe Roofing, Inc. | |
|---|---|---|---|---|---|---|
| | RESIDENCY | x | | x - Expired | x | |
| | BID BOND | x | x | x | x | |
| | Acknowledge ADDENDUM 1 | x | x | x | x | |
| | Acknowledge ADDENDUM 2 | x | x | x | x | |
| | **BASE BID: Campbell County Courthouse** | **$156,259.00** | **$230,648.00** | **$143,737.15** | **$142,650.00** | |
| Unit Price No. 1 | Remove and replace cracked or otherwise damaged roof drains. | $1,900/drain | $1,200/drain | $261.75/drain | $2,000/drain | $/drain |
| | | | | | | |
| | **TOTAL** | **$156,259.00** | **$230,648.00** | **$143,737.15** | **$142,650.00** | |

AGREEMENT BETWEEN OWNER AND CONTRACTOR

This Agreement made this 6th day of April , 2021 by and between Campbell County Board of Commissioners, hereinafter referenced as "Owner"; whose address is 500 S. Gillette Avenue Suite 1100, Gillette, Wyoming 82716, and Lowe Roofing of Wyoming, LLC (Company Name) hereinafter referenced as "Contractor" whose address is PO Box 369, Gillette, WY 82717. Owner and Contractor, in consideration of mutual covenants set forth herein agree as follows:

**1. Description.**

A. Project. The Project is generally described as:

Campbell County 2021 Roof Replacement Projects
(Name of the Project)

B. Work. The Contractor shall furnish all of the labor, tools, materials, equipment, and services necessary for the construction and completion of the Project as described in the Contract Documents.

C. Contract Documents. The Contract Documents consist of the following items:

1.C.1. Drawings titled Campbell County 2021 Roof Replacements (name of drawings)
dated 3rd day of March (month), 2021.

1.C.2. Addenda numbered as 1 and 2 (list all addenda to the project)
Project Manual Campbell County 2021 Roof Replacements (title of Project Manual)
dated 3rd day of March (month), 2021.

1.C.3. List all other required documents here:

_____
_____
_____
_____
_____

D. Contract Time. Time is of the essence in this agreement. The construction shall begin on the day that the Owner indicates in the Notice-to-Proceed. The Project shall exhibit Substantial Completion, as defined in Section 2N of this Agreement, by 15th day of June, 2021.

E. Contract Price. For full and complete performance of the Work, the Owner agrees to pay the Contractor a sum of $ 142,650.00 ; payable in accordance with the terms of this Agreement.

1.E.1. Base Bid: $142,650.00
1.E.2. Unit Price 1; $2,000.00/Drain

**2. Definitions.** The following terms shall have these definitions:

A. Agreement – This written instrument which is evidence of the contractual agreement between Owner and Contractor pertaining to the Work.

B. Contract Documents – Those items pertaining to this Agreement, which are enumerated in Section 1C of this document.

C. Contract Price – The moneys payable by Owner to Contractor for completion of the Work according the Contract Documents, which is enumerated in Section 1E.

D. Contract Time – The number of days or the date to reach Substantial Completion for the Project, which is enumerated in Section 1D of this document.

E. Contractor – The individual or entity the Owner has hired to construct the Project, which is enumerated in the heading of this Agreement.

F. Change Order - A written modification to this Agreement adjusting the scope of the Work, the Contract Price, or the Contract Time.

G. Final Completion – After Substantial Completion, when any items identified on punch lists are complete, the Project is in all ways complete, the Owner has made final inspection and is ready to accept the Project.

H. Owner – The Campbell County Board of Commissioners.

I. Owner's Consultant – A third party professional engineering or architectural firm hired by the Owner to assist the Owner's Representative during the Project.

J. Owner's Representative – A County staff member assigned to the Project to carry out roles and responsibilities of the Owner.

K. Project – The finished product of an organized process of constructing or installing the Work per the Contract Documents; which is enumerated in Section 1A of this document.

L. Project Manual – A collection of project forms and technical specifications to be used for the Project. The Project Manual is a part of the Contract Documents. Underlined names in this Agreement refer to the specific titles of documents that are included in the Project Manual.

M. Punch List – A document prepared near the end of a construction project listing work not conforming to contract specifications that the general contractor must complete prior to final payment.

N. Substantial Completion – When a Project has progressed to a point where it can be used for its intended purpose as determined by the Owner. For example, if the Project is a building Substantial Completion occurs when a Certificate of Occupancy is issued; if the Project is a road Substantial Completion occurs when the road is open to traffic.

O. Work – The entire construction required to be provided under the Contract documents, including, but not limited to, furnishing all necessary labor, tools, materials, equipment, and services.

P. Work Directive – A written statement by the Owner to the Contractor ordering an addition, deletion or revision to the Work. The parties will expect that changes to the Work will be incorporated by a subsequent Change Order executed in writing after an appropriate change in Contract Price or Contract Time has been negotiated.

**3. Contractor's Representations**. To induce the Owner to enter into this Agreement, Contractor represents and warrants to the Owner the following:

A. Contractor is professionally and fully qualified to perform the Work in a professional manner and complete the Project;

B. Contractor is authorized to engage in business in the State of Wyoming and will maintain all necessary licenses, permits, or other authorizations as required by law or agreement with the Owner;

C. Contractor has the expertise, experience, knowledge, and necessary plant, personnel, and financial capability to successfully complete the Project;

D. The person signing this Agreement has the authority to bind the Contractor;

E. Contractor is familiar with the work site in its present condition; and

F. Contractor is aware of the terms of this Agreement, the nature and extent of the Contract Documents, and any local conditions, laws, or regulations which could affect the cost or progress of the Project.

**4. Insurance.** Without limiting any obligations or liabilities of Contractor, the Contractor shall secure and maintain policies of insurance as set forth below from an insurance company or companies authorized by the State of Wyoming with a minimum "A. M. Best" rating of at least A-. Such insurance will protect Contractor, its subcontractors, or anyone directly or indirectly employed by the Contractor or its subcontractors or for whose acts the Contractor or subcontractors may be liable. The insurance will also protect Owner and its representatives, agents and employees, and Owner's Consultant from claims for bodily injury, death, or property damage which may arise out of, or result from, the Contractor's or its subcontractors' operations during the Project.

Insurance policies shall contain a provision that coverage will not be cancelled or materially changed thirty (30) days written notice has been received by the Owner.

Owner and Owner's Consultant shall be named as an additional insured with a waiver of subrogation.

Contractor shall not commence any work until all required insurance has been obtained and certificates of insurance have been delivered to the Owner.

A. Commercial General Liability. Must include broad form property damage (i.e. underground, explosion and collapse coverage) and blanket contractual liability coverage.

| | |
|---|---|
| Each occurrence | $1,000,000 |
| Personal and advertising injury | $1,000,000 |
| General aggregate | $2,000,000 |
| Products and completed operations | $2,000,000 |
| (to be enforced for two (2) years after final payment) | |

B. Automobile Liability. Must include owned, not owned, and hired vehicles and must cover bodily injury and property damage.

| | |
|---|---|
| Combined single limit (each accident) | $1,000,000 |

C. Umbrella or excess liability.

| | |
|---|---|
| Each occurrence | $2,000,000 |
| Aggregate | $2,000,000 |

D. Provide Certificate of Good Standing with Wyoming Workers Compensation and Unemployment

E. Builders Risk Insurance. Furnished by Owner.

**5. Payment and Performance Bonds.**

Contractor shall furnish bonds as security for the faithful performance of the Work and payment of all Contractor's obligations arising thereunder; in accordance with Wyoming Statute §16-6-112. Each bond shall be in the amount of the Contract Price and shall remain in effect one (1) year from the date of final payment.

Language in the bond documents shall match the language of the AIA Document A312-2010 and may be issued using the surety company's own forms.

Surety Companies executing bonds must be authorized to transact business in Wyoming and must appear on the Department Circular 570 from the Bureau of Fiscal Service of the United States Department of the Treasury.

The Contractor shall provide notification to subcontractors and materialmen of their rights of protection under the bonds per Wyoming Statute §16-6-121. Contractor shall deliver the required bonds to Owner prior to the commencement of construction.

**6. Owner's Responsibilities**.

A. The Owner shall assign a County staff member as the Owner's Representative for the Project; to carry out roles and responsibilities of the Owner and provide contact information to the Owner.

B. The Owner may, at their discretion, hire third party Owner's Consultant(s) to assist Owner during the Project. The Owner will notify the Contractor in writing of the person or company who will be fulfilling this role and their contact information.

C. With respect to matters of importance to the progress of the Work, the Owner shall respond to questions, and provide information regarding the Project in a timely manner.

D. The Owner shall fulfill construction administration actions identified in Section 10.

E. The Owner shall provide up to three (3) copies of the Contract Documents to the Contractor.

F. The Owner shall make payments to the Contractor for the Work in accordance with Section 14 and Section 17.

**7. Contractor's Responsibilities.**

A. Contractor shall supervise, inspect, and direct the Work competently and efficiently using the Contractor's best skill and attention to fulfill the expectations associated with and completion of the Project.

B. Contractor shall perform the Work necessary to construct the Project in accordance with the Contract Documents; providing sufficiently skilled workers and suitable materials and equipment.
Contractor shall see that the finished work complies with Contract Documents.

C. Contractor shall provide competent, suitably qualified personnel to perform the Work. Contractor shall be responsible to the Owner for acts and omissions of the employees and agents of the Contractor, the Contractor's subcontractors, and other entities performing the Work through the Contractor.

D. Contractor shall be solely responsible for, and have control over, the means, methods, techniques, sequences, and procedures of construction.

E. Contractor shall be responsible for coordinating all portions of Work under this Agreement and for the schedule and timeline of the Work on the Project.

F. Contractor shall maintain order and good discipline at the construction site at all times. Contractor shall keep the premises clean and free of accumulations of waste materials and debris resulting from the Work.

G. Contractor shall comply with laws, ordinances, rules, and regulations applicable to the Work.

H. Contractor shall conduct its operations in a safe manner and comply with all applicable laws and regulations relating to safety and work site conditions.

Contractor shall be solely responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with construction of the Project to prevent and avoid injury, and loss or damage to persons or property.

I. Contractor shall assign a competent Superintendent as an authorized representative on the project site to fulfill the Contractor's responsibilities and obligations under this contract. The Superintendent must be in attendance on the site during construction.

Qualifications of the proposed superintendent shall be submitted to the Owner for review prior to beginning work on the Project. The Contractor shall not assign a superintendent to the Project if the Owner has made a reasonable objection to that person.

J. A pre-construction meeting will take place prior to beginning work on the Project. Items to be covered at the meeting will include names and contact information for all involved parties, schedules and timelines, Project protocols, coordination, responsibilities of the parties, traffic and site control plan, and other similar actions. The Contractor is to assist with the content of this meeting.

K. Contractor shall keep one (1) record copy of Contract Documents, specifications, drawings, addenda, modifications and shop drawings at the Project site. Such documents will be kept in good order and annotated to show any and all changes made during the construction process. These documents shall be submitted to the Owner as record drawings at the end of the Project.

L. Contractor must provide the order the Contractor proposes to complete key components to the Project. The Contractor shall also update the Owner on the status of the Project; though progress meetings and by providing updated schedules that show the critical path of key components to the Project.

M. Materials testing for quality control during construction will be administered and paid for by the Owner. Contractor shall assist the Owner in coordinating these tests with the testing company. Any retests for failures will be charged to the Contractor. Contractor shall be responsible for and shall pay all costs for inspections or testing required of the Contractor in the Contract Documents.

N. Contractor shall secure and pay for building permits and other permits, licenses, and fees required by government agencies or by the Contract Documents. Contractor shall comply with any requirements of the permits and bear all costs related to the permits including any tests, inspections, or approvals.

O. Contractor shall pay all license fees and royalties, and assume all costs incident to the use, in the performance of the Work, of any invention, process, or device which is the subject of patent rights or copyrights held by others. Contractor shall pay all sales, consumer, use, and other taxes required by law. Contractor is responsible for all State and Federal taxes on payments earned under this Agreement, and for the earnings paid to any workers hired by Contractor.

P. Contractor shall contact utility companies to locate the utilities on and around the Project per One Call of Wyoming policy. Notifications to utilities and related civil penalties will be governed by Wyoming Statutes §37-12-301 through §37-12-307.

Contractor shall work with the Owner to locate service lines and utilities that are within the site and not marked by utility companies. Contractor shall strive diligently to avoid damaging any utilities during construction.

Q. If any hazardous environmental conditions are encountered during construction, the Contractor shall isolate and secure the location, stop all work in and around the hazardous condition, and notify the Owner immediately. Contractor shall not be responsible for any hazardous environmental conditions encountered at the site that were not identified in the Contract Documents.

R. Contractor to provide Owner, Owner's Consultant(s) and/or Owner's identified Representative(s) access to the Project site.

S. Contractor shall provide any shop drawings and submittals required by the Contract Documents to the Owner for review. When the Contractor provides shop drawings and any required submittals, the Contractor is representing that the Contractor has reviewed and approved such documents and verifies the materials, field measurements, and field construction criteria are correct.

T. Contractor warrants and guarantees that all materials and equipment are new and that the Work is of good quality, free from faults or defects, and conforms to the Contract Documents. All materials and equipment exclude defects or damage caused by modifications or improper use by the Owner, or normal wear and tear.

U. Contractor will provide a one (1) year warranty for Project improvements including materials, equipment, and workmanship; beginning on the date of Substantial Completion. If any work is found to be defective during the warranty period, Contractor shall immediately repair or replace the defective portion(s) without cost to the Owner and in accordance with the Owner's instructions. If Contractor fails to do so, the Owner may have the defective work repaired; with all costs associated with the repair to be paid by the Contractor.

V. Contractor shall promptly correct or repair any work determined by the Owner to be defective, or that fails to conform to the Contract Documents.

W. Contractor shall at all times be an independent Contractor in performing the work under this Agreement.

X. Contractor shall follow all local, state, and federal laws and regulations related to the Contractor's employees, the Contractor's equipment, and/or any other item related to completion of the Work.

8. **Assignment and Subcontracts.** The Contractor shall not assign Contractor's interest in this Agreement nor subcontract more than fifty percent (50%) of the value of the Work. Subcontractors working on the Project are subject to the approval of the Owner. Contractor is responsible for the acts and omissions of the subcontractors as well as the quality and the timeliness of the work performed by them. Contractor agrees to bind every subcontractor to the terms and conditions of this Agreement.

9. **Construction by Others.** Owner reserves the right to award separate contracts or to use Owner's own forces to complete portions of the Project or other construction or operations on the site. If this occurs, Contractor shall cooperate with Owner in coordinating schedules and any work phasing required. In doing this, Owner shall not substantially interrupt the Contractor's critical path schedule nor significantly encumber Contractor's ability to complete Work at the site.

10. **Construction Administration**. The Owner will fulfill the construction administration actions through Owner's Representative and/or Owner's Consultant(s). During construction administration, the Owner's Representative and/or Owner's Consultant(s) shall have the Owner's authority to:

A. Determine if the Work is proceeding in accordance with the Contract Documents and ascertain whether the acceptability of all Work and whether it is progressing satisfactorily.

B. Provide onsite observation(s) and inspection(s) to the extent desired by the Owner. This may include extensive observation and inspection on the Project site.

C. Notify Contractor of repairs or alterations that are needed on the Project site and will provide the Contractor copies of observation and inspection reports.

D. Have authority to reject any work which does not conform to the design.

E. Review and approve shop drawings, product data, and samples for conformance to the Contract Documents.

F. Review and approve submittals of proposed materials and equipment for the Project (including substitution requests) for quality, compatibility with the Project, and adherence to the Contract Documents.

G. Review proposed Change Orders to determine if costs are appropriate.

H. Review and approve pay requests. Owner's Representative and/or Consultant(s) may make a recommendation to Owner regarding payment based on a review of the

progression of the Work, the point indicated on the pay request, and observation that quality of the Work is in accordance with Contract Documents.

I. Make determinations on unit price work items.

J. Order minor changes to the Work that are consistent with the Contract Documents.

K. Interpret the intent of the Contract Documents and make decisions concerning performance under, and requirements of, the Contract Documents.

L. Answer the Contractor's questions regarding the Contract Documents and respond to requests for information, issue supplemental drawings and/or specifications (if necessary) and make necessary amendments to the Contract Documents. If any such clarifications constitute a change in the scope of work and require more time or resources to be used than was planned for in the bid, the Contractor may pursue a contract adjustment per Section 12B of this document.

M. Participate in progress meetings and Project walkthroughs.

N. Process Change Orders and/or Work Directives. Prepare such documents with backup information from the Contractor.

O. Make determinations on weather days.

P. Verify that tests performed by Owner's third-party testing company meet the intent of the Contract Documents.

Q. Determine the date of Substantial Completion.

R. Complete Substantial Completion and Final Completion walkthroughs of the Project, create punch lists for required actions, and verifying when such punch lists are complete.

**11. Owner Initiated Changes.** Without invalidating this Agreement, Owner may, at any time and from time to time, order additions, deletions, or revisions to the Work. Such changes may be completed through a Change Order or by a Work Directive. The value of the work covered by the Change Order shall be determined by unit price (when applicable) or by a mutually agreed upon lump sum price.

**12. Contractor Initiated Changes (Claims)**

A. Weather Days. If Contractor is not able to work on a critical path or controlling item on the Project for at least half of a regular scheduled work day because of inclement weather, then the Contractor shall be entitled to adjustments in the Contract Time.

Adjustments to the Contract Time are calculated for each weather day that is greater than the anticipated number of weather days for the given month as shown below:

| | |
|---|---|
| January | 8 |
| February | 8 |
| March | 7 |
| April | 6 |
| May | 4 |
| June | 3 |
| July | 2 |
| August | 2 |
| September | 2 |
| October | 4 |
| November | 5 |
| December | 7 |

B. Contract Adjustment. If Contractor claims that it is entitled to damages, an extension of the Contract Time, or an adjustment of the Contract Price, for any reason, then Contractor must deliver a written claim to Owner. Such claims may include, but are not limited to, any act or neglect of Owner or Owner's Representative or employee, unknown physical conditions encountered at the site, hazardous environmental conditions encountered at the site, conditions which differ materially from those indicated in the Contract Documents, or any inaccurate or improper material representations by the Contract Documents.

C. Failure of Contractor to file a claim as provided herein shall constitute a waiver of the claim by Contractor. Pending resolution of a claim, Contractor shall proceed diligently with the performance of the Work.

D. Delays. The Contractor shall be entitled to an equitable adjustment in Contract Time so long as the Contractor has been diligent in working on the Project and someone for whom the Owner is responsible for delays, disrupts, or interferes with the progression of the work; or the Contractor is delayed in the performance or progress of the Work by fire, flood, epidemic, acts of God, or failures to act of utility owners; or there are other delays beyond the control of the Contractor. In such or comparable cases, the extension of the Contract Time will be an amount equal to the time lost due to such delays. This shall be Contractor's sole and exclusive remedy for such delay.

E. Any claims for weather days, contract adjustment, or delays shall be delivered to Owner in writing with supporting data and documentation within ten (10) days after the occurrence of the event giving rise to the claim or within ten (10) days after the Contractor first recognized the condition. The Owner's Representative shall provide a decision, in writing, upon review of submitted materials and consultation with the

Owner's Consultant (if applicable) within thirty (30) days of receipt of the request and all applicable materials.

Should the decision of the Owner's Representative be found unsatisfactory by the Contractor, the Contractor may submit an appeal to the Campbell County Board of Commissioners within fourteen (14) calendar days of the date of the decision by the Owner's Representative. Upon receipt of the appeal, the Campbell County Board of Commissioners shall provide a decision within sixty (60) calendar days. Should the decision of the Campbell County Board of Commissioners be found unsatisfactory by the Contractor, only then, may the Contractor submit for a decision by the District Court, in Campbell County, Wyoming.

**13. Change Orders**. Subsequent to issues arising under Sections 11 and/or 12 of this document, all changes to the Contract Price or Contract Time will be formalized by the parties executing a Change Order to this Agreement. Upon receipt of an executed Change Order, Contractor shall proceed with the Work involved. All such Work shall be executed under the same applicable conditions and include any adaptations provided in the Change Order. If a notice of contract changes to the surety is a requirement of a bond, it will be the Contractor's responsibility to make the notification.

**14. Progress Payments.** When requested by the Contractor, progress payments may be made as follows:

A. Contractor shall submit to Owner monthly pay applications for the work completed through the date of the pay application. Contractor shall use the Contractor's Application for Payment document included in the Project Manual.

B. The application will be supported by information that is reasonably requested by Owner to verify the work is done and the amount is due.

C. Payment for materials purchased specifically for the Project may be included in the application; so long as the materials are stored on site or at another secure location that can be observed by the Owner. Proof of insurance will be required for alternate storage sites.

D. Lien waivers must be included from major subcontractors and suppliers through the date of the most recent previous pay application; to verify that payment has been received from the Contractor per Wyoming Statute §16-6-1001(a)(iv). Contractor shall use the Release and Waiver of Lien document included in the Project Manual.

E. Retainage shall be deducted from each pay application as described in Section 15 of this document.

F. Progress payments shall be made in accordance with the current Campbell County Public Works Accounts Payable schedule, which is attached and labeled/identified as Exhibit __A___ to this agreement.

G. Each application shall be promptly reviewed by the Owner's Representative and/or the Owner's Consultant. A reasonable amount of time is permitted for this review.

H. No progress payment shall be construed to be a final acceptance or approval of that part of the services or Work to which the payment relates. A progress payment will not release a Contractor from any of the Contractor's obligations under this Agreement or liabilities with respect to such services or Work.

I. Owner may withhold payments to the extent necessary to protect Owner against any loss or damage due to, but not limited by, the following: (1) Contractor's repeated failure to carry out the Work in accordance with the Contract Documents, (2) defective work not remedied, (3) failure of the Contractor to promptly pay their subcontractors, materialmen, suppliers or laborers, (4) receipt of a third party claim, lien, or demand, or reasonable evidence of a pending claim, lien, or demand, or (5) if Owner, in its good faith judgment, determines that the portion of the compensation then remaining unpaid will not be sufficient to complete the Work under this Agreement.

J. Contractor warrants and guarantees that title to all Work, materials and/or equipment covered by any pay application will pass to Owner at the time of payment, free and clear of all and any liens, claims, security interests and/or encumbrances.

**15. Retainage.** Retainage shall be administered in accordance with Wyoming Statute §16-6-701 through 706. Retainage will be deducted from each progress payment in the amount of five percent (5%). Contractor may provide for retainage in all of its contracts with subcontractors consistent with the requirements set out in this agreement. Retainage will be held in one of the 2 following methods, based on the contractors preference until after the Final completion and the 40 day advertising period:

A. The Contractor shall set up an account in Contractor's name with an acceptable depository to serve as custodian of retained monies during the Project. An agreement shall be executed between the Owner, Contractor, and depository identifying the following: (1) the Contractor shall be responsible for all fees associated with the account as well as any tax liabilities from interest accrued, (2) the terms of the account are such that no funds will be released to the Contractor until the depository has received written authorization from the Owner to release the funds, (3) should the Contractor fail to satisfactorily complete the work, the Owner will have access to these funds, and (4) the Owner bears no responsibility for the safety of the funds in the account. The form of such an agreement is to be titled Joint Account Agreement for Retainage. This form is included in the Project Manual.

Or;

B. Retainage amounts will be calculated on the pay applications and will remain in the project budget as money not yet paid. Contractor may provide for retainage in all of its contracts with subcontractors consistent with the requirements set out in this agreement.

**16. Project Closeout.** To closeout a project, the following items will take place in the order provided:

A. Substantial Completion. After inspection of the work by Owner and Owners Consultant, and when substantial completion has been met as determined in the definitions, a punch list will be created of minor items to be completed prior to Final Completion and will be issued to the Contractor along with the Certificate of Substantial Completion. Project will be advertised for forty (40) days as required per Wyoming Statute §16-6-116. The last pay application for 100% of the Contract Price may be submitted and processed.

B. Warranty. Contractor is to issue a warranty for materials, equipment, and workmanship as described in Section 7T of this document. The Warranty will be for one (1) year from the date of Substantial Completion. The document to be used to draft the Warranty is titled Warranty and is included in the Project Manual.

C. Final Completion. When all punch lists are completed, and the Owner is satisfied that the Project is in all ways complete and acceptable, the Certificate of Final Completion will be issued. Final Completion shall be attained within 2 weeks of the issuance of the Substantial Completion certificate.

D. Lien Waivers. During the advertisement period, final lien waivers should be obtained from the subcontractors and major suppliers; as indicated on the form named Lien Waivers included in the Project Manual. If the Contractor is still holding retainage from the subcontractors or suppliers, the lien waivers shall indicate as such.

E. Affidavit. The Contractor shall provide a final lien waiver and sworn statement of payment, stating call claims of all subcontractors and suppliers per Wyoming Statute §16-6-117. The form to be used is titled Affidavit on Behalf of Contractor and is provided in the Project Manual.

**17. Final payment.** The final payment will be the release of the Contractor's retainage from the joint account or the payment of the retained amounts held in the Owners budget. Owner shall make final payment to Contractor when (1) items 16 A-E are complete to the Owner's satisfaction, (2) there have been no claims or payment issues brought to the Owner's attention that are not covered by an appropriate bond, and (3) the Owner is in all ways satisfied with the Project.

Owner's failure to identify defective or incomplete work shall not impair Owner's right to recover for any defective work or breach of this Agreement by Contractor. The making of final payment by Owner will not constitute a waiver by Owner of any claims against Contractor arising from a breach of this Agreement or from defective work or failing to comply with the terms of this Agreement.

**18. Acceptance of Final Payment.** The acceptance of final payment will constitute a waiver of all claims by Contractor against Owner.

**19. Liquidated Damages.** The Owner will suffer financial loss if the Work is not completed within the Contract Time. Owner and Contractor agree that, as liquidated damages for delay (but not as a penalty), Contractor shall pay $250 for each calendar day between the date when Substantial Completion is required and the date when Substantial Completion occurs. , Contractor shall also pay $250 for each calendar day between the date when Final Completion is required and the date when Final Completion occurs.

**20. Termination or Suspension.** Work may be terminated or suspended per the following:

A. Owner suspension for convenience. Owner may without cause order the Contractor in writing to suspend the work. If the suspension is without cause, Contractor may seek an adjustment of the Contract Price or Contract Time or both if its work has been adversely impacted by any suspension; unless the actions or inactions of the Contractor, its subcontractors, or suppliers are the reason for the suspension.

B. Owner termination for convenience. Owner may, at any time, terminate this Agreement, for Owner's convenience and without cause, by giving written notification to the Contractor. Upon receipt of this notification, Contractor shall cease operations, take actions necessary for the protection of the existing Work, and terminate existing subcontracts.

20.B.1. In such case the contactor shall be paid for (1) work properly executed through the termination date including reasonable overhead and profit, (2) expenses sustained through the termination date in performing services and furnishing labor, materials, or equipment for the Project, (3) costs incurred in settlement of terminated contracts with subcontractors and suppliers, and (4) reasonable expenses directly attributable to termination.

20.B.2. Contractor shall not be paid on account of lost anticipated profits or revenue or other economic loss arising out of or resulting from such termination.

C. Owner termination for cause. If the Contractor is (1) guilty of a substantial breach in this Agreement, (2) repeatedly disregards laws, regulations, ordinances, codes, or orders of a public authority, (3) fails to make payment to subcontractors or suppliers for which

Owner has made payment to Contractor, (4) repeatedly refuses to properly complete the Work and supply necessary materials or workers, or (5) fails to deliver the insurance certificate, payment, and performance bonds within fourteen (14) days of the Owner executing this Agreement, if required; the Owner may terminate this Agreement.

During such a termination and after providing written notification to the Contractor, the Owner may take control of the Project site and materials or equipment that have been paid for and finish the Work. If the unpaid balance of the Contract Price is not enough to finish the Project, the Contactor shall remain liable to the Owner for the difference in price. If there is an excess balance of funds after the Owner completes the Project, allowing for construction costs and any other legal or other costs attributable to the Owner taking over the Project, that amount will be paid to the Contractor. Any applicable bonds in place for the Project may be executed in behalf of the Owner and used in conjunction with or separate from the process described here.

D. Contractor termination. As long as the following does not occur due to acts or faults of the Contractor its subcontractors, suppliers, or anyone it has control over; the Contractor may terminate this Agreement if without reason or justification, Owner has not made payment to the Contractor as described in this Agreement or if work is stopped for sixty (60) consecutive days due to: (1) a court order or act of government official requiring the Work to be stopped, (2) delays by anyone the Owner is responsible for, (3) suspensions by the Owner as described in Section 20A, or (4) the Owner repeatedly failing to fulfill contractual obligations with respect to matters important to progress of the Work. The Owner shall pay the Contractor for work properly executed and materials stored on site through the termination date, restocking fees on materials that have been ordered for the project but not yet delivered, and reasonable demobilization costs.

**21. Indemnification.** To the fullest extent permitted by law, Contractor shall indemnify, defend and hold harmless Owner and its representatives, agents, and employees, and Owner's Consultant from and against all claims, demands, damages, causes of action, liabilities, losses and expenses, including, without limitation, attorneys' and consultants' fees and expenses arising out of, or resulting from, performance of the Work by Contractor, its subcontractors or anyone employed by them or for whose acts they may be liable.

**22. Limitation on Liability.** Notwithstanding any other provisions of this Agreement, the Owner's liability to Contractor for any claimed breach of this Agreement or breach of any alleged representations or warranties, whether expressed or implied, shall never exceed the Contract Price less any payments made by Owner to Contractor.

Further, the Owner shall not be liable to Contractor for consequential damages, loss of bonding capacity, loss of profits from other transactions or contracts, impairment of capital, loss of financing, loss of business, or loss of reputation.

23. **Disputes.** Claims, disputes or other matters in question between the parties to this Agreement shall, initially, attempt to be resolved through good faith efforts. If not resolved through good faith efforts by the parties, the aggrieved party may pursue any and all legal remedies available.

24. **Jurisdiction.** This Agreement shall be governed by the laws of the State of Wyoming. The Sixth Judicial District, Campbell County, Wyoming shall have exclusive jurisdiction of all disputes arising out of this Agreement.

25. **Governmental Immunity**. By entering into this Agreement, Owner does not waive any governmental immunity to which Owner is entitled under Chapter 39, Governmental Claims, of the Wyoming Code of Civil Procedure. Further, Owner expressly reserves the right to assert governmental immunity to any claims arising under this Agreement.

26. **Entire Agreement**. This document represents the entire and integrated agreement between Owner and Contractor and may be amended only by a written instrument; signed by both parties.

| | |
|---|---|
| Campbell County Board of Commissioners<br>(Owner) | Lowe Roofing of Wyoming LLC<br>(Contractor) |
| Signature _____ | Signature _____ |
| Name _____ | Name Todd Newlin |
| Title _____ | Title Managing Member |
| Date _____ | Date 3/30/21 |

Campbell County
wyoming

# Campbell County Public Works Construction Contracts Accounts Payable Schedule

| 2020 | |
|---|---|
| Invoice due to Public Works | Board approval date |
| Jan 22, 2020 | Feb 4, 2020 |
| Feb 19, 2020 | Mar 3, 2020 |
| Mar 18, 2020 | April 7, 2020 |
| Apr 22, 2020 | May 5, 2020 |
| May 20, 2020 | June 2, 2020 |
| June 17, 2020 | July 7, 2020 |
| July 22, 2020 | Aug 4, 2020 |
| Aug 19, 2020 | Sep 1, 2020 |
| Sep 23, 2020 | Oct 6, 2020 |
| Oct 21, 2020 | Nov 3, 2020 |
| Nov 18, 2020 | Dec 1, 2020 |
| Dec 23, 2020 | Jan 5, 2021 |

| 2021 | |
|---|---|
| Invoice due to Public Works | Board approval date |
| January 20, 2021 | February 2, 2021 |
| February 17, 2021 | March 2, 2021 |
| March 24, 2021 | April 6,2021 |
| April 21, 2021 | May 4, 2021 |
| May 19, 2021 | June 1, 2021 |
| June 23, 2021 | July 6, 2021 |
| July 21, 2021 | August 3, 2021 |
| August 18, 2021 | September 7, 2021 |
| September 22, 2021 | October 5, 2021 |
| October 20, 2021 | November 2, 2021 |
| November 17, 2021 | December 7, 2021 |
| December 22, 2021 | January 4, 2022 |

The Board approval dates are Tuesdays and the checks will be mailed out by Friday after approval.

*Wendy Balo*
Senior Financial Specialist
Campbell County Public Works
307-687-6341
WML08@ccgov.net

The following page(s) contain the backup material for Agenda Item: 10:40 District Support Grant, Bennor Estates I&S

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

Campbell County
wyoming

**Department of Public Works - Engineering Division**

500 S. Gillette Avenue, Suite 1400 Gillette, WY 82716 | 307-685-8061 Office | 307-687-6468 Fax

## DISTRICT SUPPORT GRANT MEMORANDUM

**SECTION 1 - General**

**FROM:** Clark Melinkovich, P.E., Public Works Senior Engineer CM

**TO:** Board of County Commissioners

**SUBJECT:** District Support Grant Application From: **Bennor Estates**

**DATE:** 3/30/2021

**Bennor Estates** has submitted a District Support Grant application in the amount of $2,250.75 for dust control on district roads

**SECTION 2 - Grant Type and Priority** **Priority 6, Gravel Road**

**SECTION 3 - Costs and Eligibility** **Enlargement Eligible?** **Yes**

| | | | | | | |
|---|---|---|---|---|---|---|
| Total Estimated Project Cost: | $9,003 | | | | | |
| Total Number of District Lots: | 46 | | | | | |
| Total allowable grant over a 5-yr period: | 46 | lots | @ | $1,500 | $ | 69,000 |
| Total amount of Grants approved over current 5-yr period: | | | | | $ | 22,645 |
| Total amount not subject to $1500/lot limitation | | | | | $ | - |
| Remaining Grant eligibility this current 5-yr period: | | | | | $ | 46,355 |
| Current Fiscal Year Awards | $ - | | | | | O.K. |
| Remaining Eligibility this Fiscal Year | $ 50,000 | O.K. | | | | |

**SECTION 4 - Compliance**

**Bennor Estates** District is compliant with the elections office per a 3/18/2021 memo

**SECTION 5 - Analysis** Priority 6, Gravel Road

Priority 6, Gravel Road (PR-6) 50% up to $50,000 drainage, 33% up to $50,000 connecting roads, 25% up to $50,000 gravel

| % | Total | Grant | Item |
|---|---|---|---|
| 100 | $0.00 | $0.00 | |
| 50 | | $0.00 | |
| 33 | $0.00 | $0.00 | |
| 25 | $9,003.00 | $2,250.75 | |
| Totals | $9,003.00 | $2,250.75 | |

**SECTION 6 -Quotes Received**

| | Company | Total | Notes: |
|---|---|---|---|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |

**SECTION 7 - Recommendation**

I recommend the Board approve the District Support Grant request from **Bennor Estates** Improvement and Service District in an amount not to exceed $2,250.75 for dust control on district roads

| Funding History | |
|---|---|
| 5 year | $22,645 |
| 10 year | $43,385 |
| Since Incept | $43,385 |

| Approved? Y or N | $ | Date Approved | |
|---|---|---|---|

Campbell County

# DISTRICT SUPPORT GRANT APPLICATION

District Name: Bennor Estates ISD Requested Amount: $2,250.75

Mailing Address: PO Box 2544, Gillette, WY 82717

Contact Person: Lynne Gray, President

Day Time Phone: 307-685-9206

Application is requesting financial assistance to form a District? Yes_____ No X

Applicant is requesting financial assistance for connection to regional water? Yes_____ No X

Is the project anticipated to be complete in the next 18 months? Yes X No_____

Description of proposed project: (Include engineering reports, portion to be funded by grant, etc.)
Dust control on all roads in the District. Add crushed concrete/asphalt in thin spots

Total project cost (estimated) (itemize on separate sheet: $9,003.00 (Wyo. Earthmoving Corp.)

Projected start date: 04/01/21 Projected completion date: 08/31/21

Briefly describe why the project is needed:
Dust control keeps the dust down on the roads. We will be trying calcium chloride this year as an alternative to the mag chloride. Each year the District adds crushed concrete/asphalt to a section of road. We don't anticipate needing to add material to an entire section of road. Instead, we will add rock only to areas around the District that are a little thin, if needed.

Governing Board members: Lynne Gray, President / Cody Engstrom, Vice President / Katie Balamut, Secretary/Treasurer

Acreage (approximate) of district or proposed district: 131.22 acres (approximately)
Date of district formation (if applicable) December 19, 2006

Number of lots: 140

Population of District: 138 (approximately)

Ratio of Developed and undeveloped land: 45 lots improved / 1 lot unimproved

Is area legally platted? Yes

District boundary map included? Yes

Is District Zoned? Yes If so, what is it zoned? R-R

Is District in compliance with the Elections Office? (Submit letter of compliance). Yes

**FINANCIAL INFORMATION**

Current Mill Levy for the Subdivision $ 72,594.21

Current Assessed Valuation (County Assessor's Office) $ 938,413.00

Current Indebtedness $ 0.00

Current Income statement and balance sheet $ 116,409.16

Water and sewer rates, tap fees, plant investment fees, association or district dues (Describe)
Annual assessments per lot: $1,560 per year for roads & water. Water Overage Charges: $3.01 per 1,000 gallons for water used above 10,000 gallons per month.

Will project generate user fees, charges, other revenues or income revenue? Yes____ No X

List and describe other potential funding sources:
None

Other pending applications for funding:
None

Land developers or others whose business ventures will directly benefit from project and funding or other assistance requested, received, or pledged from these sources:
None

Respectfully submitted,

(SEAL)

Lynn Bray

Title: Board President

Attest:

Katie McDermott

Secretary




Campbell County
wyoming

Date: 3/19/2021
Time: 2:46:33 PM

N

0 0.04 0.08 mi

CAMPBELL COUNTY, WYOMING

DEPARTMENT
OF PUBLIC WORKS

500 S. Gillette Ave.Gillette, Wyoming 82716
Phone # 307 685-8061
Fax # 307 687-6349

**Bennor Estates I & S District**
**020.7085.47**

| Date | Description | Awards | Priority 1 | Priority 2 | Priority 3 | Priority 4 | Priority 5 | Priority 6 25% | Priority 6 33% | Priority 6 50% | Priority 7 | Priority 8 | Disbursement | Balance |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 9/21/2010 | **DSG 47-1 Video Log Bennor Well #1** | 2,084.25 | | | | 2,084.25 | | | | | | | $ 2,084.25 | **0.00** |
| 1/18/2011 | **DSG 47-2 Well #1 Rehab** | 4,176.08 | | | | 4,176.08 | | | | | | | | 4,176.08 |
| 1/19/2011 | Request 1 - Final | | | | | | | | | | | | $ 4,176.08 | **0.00** |
| 5/3/2011 | **DSG 47-3 Engineering & Grant Apps** | 7,500.00 | | 7,500.00 | | | | | | | | | | 7,500.00 |
| 8/25/2011 | DSG 47-3 Req 1 Final | | | | | | | | | | | | $ 6,014.78 | **1,485.22** |
| 12/20/2011 | **DSG 2011-3 Radio Read Meters** | 2,250.00 | | | 2,250.00 | | | | | | | | | 2,250.00 |
| 3/28/2012 | DSG 2011-03 Pay Req 1 Final | | | | | | | | | | | | $ 2,250.00 | **0.00** |
| **3/5/2013** | **DSG 2012.18 Road Maintenance** | **3,557.00** | | | | | | 3,557.00 | | | | | | 3,557.00 |
| 7/16/2013 | DSG 2012.18 Pay Req 1 Final | | | | | | | | | | | | $ 3,557.00 | **0.00** |
| **4/1/2014** | **DSG 2013.17 David Street Maint.** | **7,051.00** | | | | | | 6,176.00 | | 875.00 | | | | 7,051.00 |
| 11/12/2014 | DSG 2013.17 Pay Req 1-Final | | | | | | | | | | | | $ 6,964.69 | **86.31** |
| **5/5/2015** | **DSG 2014.29-Mag Chloride** | **2,082.00** | | | | | | 2,082.00 | | | | | | 2,082.00 |
| 8/18/2015 | Pay Req 1-Final | | | | | | | | | | | | $ 1,554.20 | **527.80** |
| **4/4/2017** | **DSG 2016.15 Road Maintenance** | **5,676.00** | | | | | | 5,676.00 | | | | | | 5,676.00 |
| 6/30/2017 | Pay Req 1-Final | | | | | | | | | | | | $ 5,443.55 | **232.45** |
| **4/17/2018** | **DSG 2017.13 Road Maintenance** | **6,160.00** | | | | | | 6,160.00 | | | | | | 6,160.00 |
| 6/30/2018 | Pay Req 1-Final | | | | | | | | | | | | $ 5,276.46 | **883.54** |
| 4/2/2019 | **DSG 2018.15-Road Maintenance** | **9,109.00** | | | | | | 9,109.00 | | | | | | 9,109.00 |
| 6/30/2019 | Pay Req 1 | | | | | | | | | | | | $ 6,886.92 | 2,222.08 |
| 8/20/2019 | Pary Req 2-Final | | | | | | | | | | | | $ 1,614.90 | **607.18** |
| 4/7/2020 | **DSG 2019.09 Mag Chloride** | **1,700.00** | | | | | | 1,700.00 | | | | | | **1,700.00** |
| 8/18/2020 | **Pay Req 1 - Final** | | | | | | | | | | | | $ 1,700.00 | **0.00** |
| | **5 YearTotals** | 22,645.00 | - | - | - | - | - | 20,945.00 | - | - | - | - | 20,921.83 | |
| | **10 Year Totals** | 43,385.00 | | | | | | | | | | | | |

| | | |
|---|---|---|
| 46 lots | Eligible | 69,000.00 |
| | Awards | 22,645.00 |
| | Disbursments | 20,921.83 |
| | Subject to 1500. | 20,945.00 |
| | Not subject to 1500. | 0.00 |
| | Remaining current 5-yr period | 46,355.00 |

not subject to $1500/lot limitation

## FY 20-21 District Support Grant Master List

| Meeting Date | District Name | Project Cost | Grant Award | Budget Remaining | Project Description |
|---|---|---|---|---|---|
| | **Beginning Approved Budget** | | | **$ 225,000.00** | |
| 07/07/20 | Rocky Point | $ 1,800.00 | $ 594.00 | **$ 224,406.00** | Road Maintenance |
| 07/07/20 | Overbrook | $ 8,075.00 | $ 2,019.00 | **$ 222,387.00** | Road Maintenance |
| 07/07/20 | Oriva Hills | $ 24,123.00 | $ 6,031.00 | **$ 216,356.00** | Road Maintenance |
| 08/04/20 | Rocky Point | $ 1,800.00 | $ 594.00 | **$ 215,762.00** | Road Maintenance |
| 10/06/20 | Pinnacle Heights | $ 6,600.00 | $ 1,650.00 | **$ 214,112.00** | Road Maintenance |
| 01/05/21 | Little Thunder | $ 1,487.50 | $ 1,487.50 | **$ 212,624.50** | District Formation |
| 02/06/21 | Freedom Hills | $ 330,000.00 | $ 50,000.00 | **$ 162,624.50** | Water Tank |
| 03/03/21 | Means, Carter & North Hannum | $ 12,119.10 | $ 3,029.78 | **$ 159,594.72** | Road Maintenance |
| 03/03/21 | American Road | $ 207,125.00 | $ 50,000.00 | **$ 109,594.72** | Water Tank |
| 03/03/21 | Wild Horse Creek | $ 37,929.00 | $ 15,475.00 | **$ 94,119.72** | Road Maintenance |
| | **Total FY20-21 Awards** | **$ 631,058.60** | **$ 130,880.28** | 20.74% | |
| | **Budget Remaining** | | **$ 94,119.72** | 42% | Budget Remaining |

| Breakdown of FY20-21 District Support Grant Awards | | |
|---|---|---|
| **Grant Type** | **Total** | **Percentage** |
| Meters/water | $ 100,000.00 | 76.4% |
| Road Maintenance | $ 29,392.78 | 22.5% |
| Street Sweeping | $ - | 0.0% |
| Sewer Jetting | $ - | 0.0% |
| Engineering/grant requests | $ - | 0.0% |
| District Formation | $ 1,487.50 | 1.1% |
| Total | $ 130,880.28 | 100.0% |

| Bennor Estates Bids for Crushed Concrete/Asphalt & Blading and Dust Control | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Crushed Concrete/Asphalt Blend** | **Ton** | **$ / Ton** | **Total** | **Crowning/Surfacing Hours** | **$ / Hour** | **Total** | | |
| | | | | | | | | |
| Wyoming Earthmoving Corporation | **69** | **23.00** | **1,587.00** | **5** | **125.00** | **625.00** | **2,212.00** | * |
| **Adjust Quantity to Jerke Inc.** | 44 | 23.00 | 1,012.00 | 5 | 125.00 | 625.00 | 1,637.00 | |
| | | | | | | | | |
| **Jerke, Inc. dba Landscape Assistants** | 44 | 20.00 | 880.00 | 6 | 130.00 | 780.00 | | |
| | | | | 2.5 | 110.00 | 275.00 | 1,935.00 | |

For comparison

| **Dust Control** | |
|---|---|
| **Wyoming Earthmoving Corporation** | **6,791.00** * |
| Dustbusters | 7,708.00 |

| **Wyoming Earthmoving Corporation Low Bid on Both** | |
|---|---|
| **Material / Blading** | **2,212.00** |
| **Dust Control** | **6,791.00** |
| **Total** | **9,003.00** |
| **Grant** | **2,250.75** |

# District Support Grant Roadway Cost Estimate Template

## ROADWAY PROJECT INFORMATION

**District:** Bennor Estates Improvement & Service District, PO Box 2544, Gillette, WY 82717 — Submit one form for each road

| | Surfacing | | | Blading | | Drainage/Ditch | | | Dust Control | |
|---|---|---|---|---|---|---|---|---|---|---|
| Road Name | Len (Ft) | Wid (Ft) | Thick (In) | Len (Ft) | Wid (Ft) | Len (Ft) | Deep (Ft) | Culverts? | Len (Ft) | Wid (Ft) |
| Danielle (rock) / Blade & mag chloride all roads | 2590 | 24 | 3" (not compacted) | 6794 | 24 | | | | | |

**Contractor Name/Address:** Wyoming Earthmoving Corporation

## CONTRACTOR PRICING

| Check if Apply | Surfacing | Tons | $/Ton * | Total $ |
|---|---|---|---|---|
| | Limestone (J, W, L) | | | |
| | Scoria (2" max) | | | |
| X | Crushed Concrete / Asphalt Blend (50/50) | 69 | $23 | $1,587 |
| | Crushed Asphalt | | | |
| | Other (Specify) | | | |
| | | | **Surfacing Subtotal** | $1,587 |

*includes aggregate, delivery and placement of aggregate. If mixing two aggregates (ie concrete/asphalt), fill out both rows. If cost does not include placement of aggregate, please state and then include it under blading below. Scoria is often in cubic yards instead of tons. If this is the case, mark out tons and put in CY

| Check if Apply | Blading | Hrs | $/Hr * | Total $ |
|---|---|---|---|---|
| X | Crowning/Surfacing | 5 | 125 | $625 |
| | Water Truck | | | |
| | | | **Blading Subtotal** | $625 |

* includes cost of water and application of water to road surface. May also include blading shoulders for drainage to ditches

| Check if Apply | Drainage | LF | $/LF * | Total $ |
|---|---|---|---|---|
| | Install 12" culvert | | | |
| | Install 18" culvert | | | |
| | Install 24" culvert | | | |
| | Cut Ditches | | | |
| | | | **Drainage Subtotal** | |

* includes materials and installation of culverts. For ditches, cost includes cutting ditches, disposing of excess material if applicable, and any erosion protection measures necessary

| Check if Apply | Dust Control | Gallons | $/Gallon * | Total $ |
|---|---|---|---|---|
| X - all roads | Mag Chloride | | | $0 |
| | Other (CACL) | 9055 | 0.75 | $6,791 |
| | | | **Dust Control Subtotal** | $6,791 |
| | | | **Total Cost Estimate** | $9,003 |

* includes product and application of product to roadway

# District Support Grant Roadway Cost Estimate Template

## ROADWAY PROJECT INFORMATION

| District | Bennor Estates Improvement & Service District, PO Box 2544, Gillette, WY 82717 | | | | | | | Submit one form for each road | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | Surfacing | | | Blading | | Drainage/Ditch | | | Dust Control | |
| Road Name | Len (Ft) | Wid (Ft) | Thick (In) | Len (Ft) | Wid (Ft) | Len (Ft) | Deep (Ft) | Culverts? | Len (Ft) | Wid (Ft) |
| Danielle (rock) / Blade & mag chloride all roads | 2590 | 24 | 3" (not compacted) | 6794 | 24 | | | | | |

| Contractor Name/Address: | Dustbusters Inc. |
|---|---|

## CONTRACTOR PRICING

| Check if Apply | Surfacing | Tons | $/Ton * | Total $ | |
|---|---|---|---|---|---|
| | Limestone (J, W, L) | | | | *includes aggregate, delivery and placement of aggregate. If mixing two aggregates (ie concrete/asphalt), fill out both rows. If cost does not include placement of aggregate, please state and then include it under blading below. Scoria is often in cubic yards instead of tons. If this is the case, mark out tons and put in CY |
| | Scoria (2" max) | | | | |
| X | Crushed Concrete / Asphalt Blend (50/50) | | | | |
| | Crushed Asphalt | | | | |
| | Other (Specify) | | | | |
| | | | Surfacing Subtotal | | |

| Check if Apply | Blading | Hrs | $/Hr * | Total $ | |
|---|---|---|---|---|---|
| X | Crowning/Surfacing | | | | * includes cost of water and application of water to road surface. May also include blading shoulders for drainage to ditches |
| | Water Truck | | | | |
| | | | Blading Subtotal | | |

| Check if Apply | Drainage | LF | $/LF * | Total $ | |
|---|---|---|---|---|---|
| | Install 12" culvert | | | | * includes materials and installation of culverts. For ditches, cost includes cutting ditches, disposing of excess material if applicable, and any erosion protection measures necessary |
| | Install 18" culvert | | | | |
| | Install 24" culvert | | | | |
| | Cut Ditches | | | | |
| | | | Drainage Subtotal | | |

| Check if Apply | Dust Control | Gallons | $/Gallon * | Total $ | |
|---|---|---|---|---|---|
| X - all roads | Mag Chloride | 8860 | 0.87 | $7,708 | * includes product and application of product to roadway |
| | Other (Specify) | | | | |
| | | | Dust Control Subtotal | | |
| | | | Total Cost Estimate | $7,708 | |



8,860 Gallons = Qty from 2020

District Support Grant Roadway Cost Estimate Template

ROADWAY PROJECT INFORMATION

District: Bennor Estates Improvement & Service District, PO Box 2544, Gillette, WY 8271 Submit one form for each road

| | | Surfacing | | | Blading | | Drainage/Ditch | | | Dust Control | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | Road Nam | Len (Ft) | Wid (Ft) | Thick (In) | Len (Ft) | Wid (Ft) | Len (Ft) | Deep (Ft) | Culverts? | Len (Ft) | Wid (Ft) |
| | Danielle (r | 2590 | 24 | 3" (not con | 6794 | 24 | | | | | |

Contractor Name/Add Jerke, Inc. dba The Landscape Assistants
1086 Hwy. 50, Gillette, WY 82718

| | Surfacing | Tons | $/Ton * | Total $ | |
|---|---|---|---|---|---|
| | Limestone (J, W, L) | | | | |
| | Scoria (2" max) | | | | |
| X | Crushed Cc | 44 | 20 | 880 | |
| | Crushed Asphalt | | | | |
| | Other (Specify) | | | | |
| | Surfacing Subtotal | | | 880 | |

*includes aggregate, delivery and placement of aggregate. If mixing two aggregates (ie concrete/asphalt), fill out both rows. If cost does not include placement of aggregate, please state and then include it under blading below. Scoria is often in cubic yards instead of tons. If this is the case, mark out tons and put in CY

| | Blading | Hrs | $/Hr * | Total $ | |
|---|---|---|---|---|---|
| X | Crowning/: | 6 | 130 | 780 | * includes blading all subdivision streets |
| X | Belly Dump | 2.5 | 110 | 275 | |
| | Blading Subtotal | | | 1055 | |

| | Drainage | LF | $/LF * | Total $ | |
|---|---|---|---|---|---|
| | Install 12" culvert | | | | |
| | Install 18" culvert | | | | |
| | Install 24" culvert | | | | |
| | Cut Ditches | | | | * includes materials and installation of culverts. For ditches, cost includes cutting ditches, disposing of excess material if applicable, and any erosion protection measures necessary |
| | Drainage Subtotal | | | | |

| | Dust Contr | Gallons | $/Gallon * | Total $ | |
|---|---|---|---|---|---|
| | Mag Chloride | | | 0 | * includes product and application of product to roadway |
| | Other (Specify) | | | | |
| | Dust Control Subtotal | | | | S:\ENG_Shar\Dist Support Grants\All Templates\Roadway Cost Estimate Template |
| | Total Cost Estimate | | | 1935 | |

Road Distances (feet)

| | |
|---|---|
| Jocelyn | 1255 |
| David | 1426 |
| Austin | 1523 |
| Danielle | 2590 |
| | 6794 |

Campbell County CENTENNIAL 1911 100 2011 YEARS

Office of
COUNTY CLERK

500 S. Gillette Avenue, Suite 1600 · P.O. Box 3010 · Gillette, WY 82717
Phone: 307.682.7285 · Fax 307.687.6455

March 18, 2021

To: Helenanne Cathey
RE: Bennor Improvement and Service District

The requirements below have been met by the Bennor Improvement and Service District. Having met the requirements, Bennor Improvement and Service District is currently in compliance with the Campbell County Elections Office.

Notice of Board – 01/20/2021

Proposed Budget – 05/06/2020

Final Budget – 06/16/2020

Public Records – 06/16/2020

Map - YES

Department of Audit - YES

Department of Revenue - YES

Sincerely,

Kendra Anderson

Kendra Anderson
Deputy County Clerk

The following page(s) contain the backup material for Agenda Item: 10:45 District Support Grant, Box N Ranch Road I&S

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

Campbell County
wyoming

**Department of Public Works - Engineering Division**

500 S. Gillette Avenue, Suite 1400 Gillette, WY 82716 | 307-685-8061 Office | 307-687-6468 Fax

## DISTRICT SUPPORT GRANT MEMORANDUM

**SECTION 1 - General**

**FROM:** Clark Melinkovich, P.E., Public Works Senior Engineer CM

**TO:** Board of County Commissioners

**SUBJECT:** District Support Grant Application From: **Box N Ranch Road I&S**

**DATE:** 3/30/2021

**Box N Ranch Road I&S** has submitted a District Support Grant application in the amount of $2,410.75 for limestone J base for gravel roads

**SECTION 2 - Grant Type and Priority** **Priority 6, Gravel Road**

**SECTION 3 - Costs and Eligibility** **Enlargement Eligible?** **No**

| | | | | | |
|---|---|---|---|---|---|
| Total Estimated Project Cost: | $9,643 | | | | |
| Total Number of District Lots: | 13 | | | | |
| Total allowable grant over a 5-yr period: | 13 | lots | @ | $1,500 | $ 19,500 |
| Total amount of Grants approved over current 5-yr period: | | | | | $ 11,372 |
| Total amount not subject to $1500/lot limitation | | | | | $ - |
| Remaining Grant eligibility this current 5-yr period: | | | | | $ 8,128 |
| Current Fiscal Year Awards | $ - | | | | O.K. |
| Remaining Eligibility this Fiscal Year | $ 50,000 | O.K. | | | |

**SECTION 4 - Compliance**

**Box N Ranch Road I&S** District is compliant with the elections office per a 3/18/2021 memo

**SECTION 5 - Analysis** Priority 6, Gravel Road

Priority 6, Gravel Road (PR-6) 50% up to $50,000 drainage, 33% up to $50,000 connecting roads, 25% up to $50,000 gravel

| % | Total | Grant | Item |
|---|---|---|---|
| 100 | $ - | $ - | |
| 50 | $ - | $ - | |
| 33 | $ - | $ - | |
| 25 | $ 9,643 | $ 2,411 | |
| Totals | $ 9,643 | $ 2,411 | |

**SECTION 6 -Quotes Received**

| | Company | Total | Notes: |
|---|---|---|---|
| 1 | Earth Works Solutions | $ 9,643 | |
| 2 | Wyoming Earthmoving Corp | $ 9,905 | |
| 3 | Melgaard Construction | $ 12,700 | |
| 4 | | | |

**SECTION 7 - Recommendation**

I recommend the Board approve the District Support Grant request from **Box N Ranch Road I&S** Improvement and Service District in an amount not to exceed $2,410.75 for limestone J base for gravel roads

| Funding History | |
|---|---|
| 5 year | $11,372 |
| 10 year | $17,625 |
| Since Incept | $17,625 |

| Approved? Y or N | $ | Date Approved | |
|---|---|---|---|

Priority 6

RECEIVED
MAR 23 2021

Campbell County

# DISTRICT SUPPORT GRANT APPLICATION

District Name: Box N Ranch Road ISD Requested Amount: $2,410.75 ✓

Mailing Address: c/o Cathey Consulting, LLC, PO Box 471, Gillette, WY 82717

Contact Person: Tom Dillon, President

Day Time Phone: 307-670-3421

Application is requesting financial assistance to form a District? Yes_____ No X

Applicant is requesting financial assistance for connection to regional water? Yes_____ No X

Is the project anticipated to be complete in the next 18 months? Yes X No_____

Description of proposed project: (Include engineering reports, portion to be funded by grant, etc.)
**Blade all of Box N Ranch Road. Apply limestone (J Base) to 800' at 3" thick on the road starting where we left off last year, and spreading it north for 800' (or further). If there is no moisture, a water truck will be used. If a water truck is not needed, more money will be spent on rock.**

Three bids:

*Earth Work Solutions $9,643
Wyoming Earthmoving Corp. ~~$11,065~~ → $9905
Melgaard Construction ~~$12,150~~ → $12,700

Total project cost (estimated) (itemize on separate sheet: $9,643.00 (Earth Work Solutions)
Projected start date: April 15, 2021 Projected completion date: July 31, 2021

Briefly describe why the project is needed:
A springtime blading will pull in the shoulders and make sure the crown remains in the road. The road has a good base, so we will continue up the road with limestone.

Governing Board members: Tom Dillon, President / Jim Rieniets, Vice President / Larry Mills, Secretary/Treasurer

Acreage (approximate) of district or proposed district: 243.89 +/- acres

Date of district formation (if applicable) September 5, 2012

Number of lots: 13

Population of District: 39 (approximately)

Ratio of Developed and undeveloped land: 13 lots–1 lot does not use the road & is not assessed.

Is area legally platted? No

District boundary map included? Yes

Is District Zoned? No If so, what is it zoned? _____

Is District in compliance with the Elections Office? (Submit letter of compliance). Yes

**FINANCIAL INFORMATION**

Current Mill Levy for the Subdivision $ 9.360.00

Current Assessed Valuation (County Assessor's Office) $ 264,505

Current Indebtedness $ 0.00

Current Income statement and balance sheet $ 9,653.75

Water and sewer rates, tap fees, plant investment fees, association or district dues (Describe)

District maintains roads - $780.00 per lot assessed per year through County Assessments.

Will project generate user fees, charges, other revenues or income revenue? Yes____ No X

List and describe other potential funding sources:
None

Other pending applications for funding:
None

Land developers or others whose business ventures will directly benefit from project and funding or other assistance requested, received, or pledged from these sources:
None

Respectfully submitted,

(SEAL)

Title: President

Attest:

Secretary

Earthwork Solutions quote dated 2/22/2021

# District Support Grant Roadway Cost Estimate Template

## ROADWAY PROJECT INFORMATION

**District** Box N Ranch Road ISD — Submit one form for each road

| | Surfacing | | | Blading | | Drainage/Ditch | | | Dust Control | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Road Name** | **Len (Ft)** | **Wid (Ft)** | **Thick (In)** | **Len (Ft)** | **Wid (Ft)** | **Len (Ft)** | **Deep (Ft)** | **Culverts?** | **Len (Ft)** | **Wid (Ft)** |
| Box N Ranch Road | 800 | 24 | 3 | 5200 | 24 | | | | | |

## CONTRACTOR PRICING

| Check if Apply | Surfacing | Tons | $/Ton * | Total $ |
|---|---|---|---|---|
| X | Limestone (J, W, L) | 320 | $26.15 | $8,368 |
| | Scoria (2" max) | | | |
| | Crushed Concrete | | | |
| | Crushed Asphalt | | | |
| | Other (Specify) | | | |
| | **Surfacing Subtotal** | | | |

*includes aggregate, delivery and placement of aggregate. If mixing two aggregates (ie concrete/asphalt), fill out both rows. If cost does not include placement of aggregate, please state and then include it under blading below. Scoria is often in cubic yards instead of tons. If this is the case, mark out tons and put in CY

| Check if Apply | Blading | Hrs | $/Hr * | Total $ |
|---|---|---|---|---|
| X | Crowning/Surfacing | 5 | $115.00 | $575 |
| | Water Truck | 5 (as need) | $140.00 | $700 |
| | **Blading Subtotal** | | | |

* includes cost of water and application of water to road surface. May also include blading shoulders for drainage to ditches

| Check if Apply | Drainage | LF | $/LF * | Total $ |
|---|---|---|---|---|
| | Install 12" culvert | | | |
| | Install 18" culvert | | | |
| | Install 24" culvert | | | |
| | Cut Ditches | | | |
| | **Drainage Subtotal** | | | |

* includes materials and installation of culverts. For ditches, cost includes cutting ditches, disposing of excess material if applicable, and any erosion protection measures necessary

| Check if Apply | Dust Control | Gallons | $/Gallon * | Total $ |
|---|---|---|---|---|
| | Mag Chloride | | | |
| | Other (Specify) | | | |
| | **Dust Control Subtotal** | | | |
| | **Total Cost Estimate** | | | |

* includes product and application of product to roadway

S:\ENG_Shar\Dist Support Grants\All Templates\Roadway Cost Estimate Template

09643

Wyoming Earthmoving quote dated 3/1/2021

# District Support Grant Roadway Cost Estimate Template

## ROADWAY PROJECT INFORMATION

**District** Box N Ranch Road ISD — **Submit one form for each road**

| | Surfacing | | | Blading | | Drainage/Ditch | | | Dust Control | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Road Name** | **Len (Ft)** | **Wid (Ft)** | **Thick (In)** | **Len (Ft)** | **Wid (Ft)** | **Len (Ft)** | **Deep (Ft)** | **Culverts?** | **Len (Ft)** | **Wid (Ft)** |
| Box N Ranch Road | 800 | 24 | 3 | 5200 | 24 | | | | | |

320 for equal comparison

## CONTRACTOR PRICING

| Check if Apply | Surfacing | Tons | $/Ton * | Total $ |
|---|---|---|---|---|
| X | Limestone (J, W, L) | 360 | $29 | $10,440 |
| | Scoria (2" max) | | | |
| | Crushed Concrete | | | |
| | Crushed Asphalt | | | |
| | Other (Specify) | | | |
| | **Surfacing Subtotal** | | | |

→ 9280

*includes aggregate, delivery and placement of aggregate. If mixing two aggregates (ie concrete/asphalt), fill out both rows. If cost does not include placement of aggregate, please state and then include it under blading below. Scoria is often in cubic yards instead of tons. If this is the case, mark out tons and put in CY

missing water truck

| Check if Apply | Blading | Hrs | $/Hr * | Total $ |
|---|---|---|---|---|
| X | Crowning/Surfacing | 5 | 125 | $625 |
| | Water Truck | | | |
| | **Blading Subtotal** | | | |

* includes cost of water and application of water to road surface. May also include blading shoulders for drainage to ditches

| Check if Apply | Drainage | LF | $/LF * | Total $ |
|---|---|---|---|---|
| | Install 12" culvert | | | |
| | Install 18" culvert | | | |
| | Install 24" culvert | | | |
| | Cut Ditches | | | |
| | **Drainage Subtotal** | | | |

* includes materials and installation of culverts. For ditches, cost includes cutting ditches, disposing of excess material if applicable, and any erosion protection measures necessary

| Check if Apply | Dust Control | Gallons | $/Gallon * | Total $ |
|---|---|---|---|---|
| | Mag Chloride | | | |
| | Other (Specify) | | | |
| | **Dust Control Subtotal** | | | |
| | **Total Cost Estimate** | | | $11,065 |

* includes product and application of product to roadway

→ $9905

Molgaard Court
722 Sinclair Ave
Gillette WY
82718

# District Support Grant Roadway Cost Estimate Template

## ROADWAY PROJECT INFORMATION

**District** Box N Ranch Road ISD — **Submit one form for each road**

| | Surfacing | | | Blading | | Drainage/Ditch | | | Dust Control | |
|---|---|---|---|---|---|---|---|---|---|---|
| Road Name | Len (Ft) | Wid (Ft) | Thick (In) | Len (Ft) | Wid (Ft) | Len (Ft) | Deep (Ft) | Culverts? | Len (Ft) | Wid (Ft) |
| Box N Ranch Road | 800 | 24 | 3 | 5200 | 24 | | | | | |

7320 for equal comparison

## CONTRACTOR PRICING

| Check if Apply | Surfacing | Tons | $/Ton * | Total $ |
|---|---|---|---|---|
| X | Limestone (J, W, L) | 300 | 27.50 | 8250 → 8800 |
| | Scoria (2" max) | | | |
| | Crushed Concrete | | | |
| | Crushed Asphalt | | | |
| | Other (Specify) | | | |
| | **Surfacing Subtotal** | | | |

*includes aggregate, delivery and placement of aggregate. If mixing two aggregates (ie concrete/asphalt), fill out both rows. If cost does not include placement of aggregate, please state and then include it under blading below. Scoria is often in cubic yards instead of tons. If this is the case, mark out tons and put in CY

| Check if Apply | Blading | Hrs | $/Hr * | Total $ |
|---|---|---|---|---|
| X | Crowning/Surfacing | 13 | 300 | 3900 |
| | Water Truck | | | |
| | **Blading Subtotal** | | | |

Incl. water truck + roller

* includes cost of water and application of water to road surface. May also include blading shoulders for drainage to ditches

| Check if Apply | Drainage | LF | $/LF * | Total $ |
|---|---|---|---|---|
| | Install 12" culvert | | | |
| | Install 18" culvert | | | |
| | Install 24" culvert | | | |
| | Cut Ditches | | | |
| | **Drainage Subtotal** | | | |

* includes materials and installation of culverts. For ditches, cost includes cutting ditches, disposing of excess material if applicable, and any erosion protection measures necessary

| Check if Apply | Dust Control | Gallons | $/Gallon * | Total $ |
|---|---|---|---|---|
| | Mag Chloride | | | |
| | Other (Specify) | | | |
| | **Dust Control Subtotal** | | | |
| | **Total Cost Estimate** | | | |

* includes product and application of product to roadway



$12,700

$12,150

Courtesy Bethke 2/22/21




Campbell County
wyoming

N

0 0.085 0.17 mi

CAMPBELL COUNTY, WYOMING

DEPARTMENT
OF PUBLIC WORKS

500 S. Gillette Ave.Gillette, Wyoming 82716
Phone # 307 685-8061
Fax # 307 687-6349

Date: 3/23/2021
Time: 10:21:54 AM

Box N Road I & S District
020.7085.52

| Date | Description | Award | Priority 1 | Priority 2 | Priority 3 | Priority 4 | Priority 5 | Priority 6 25% | Priority 6 33% | Priority 6 50% | Priority 7 | Priority 8 | Disbursement | Balance |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **9/5/2012** | **DSG 2012.08 District Formation** | **4,500.00** | 4,500.00 | | | | | | | | | | | 4,500.00 |
| 9/6/2012 | Payment request 1 | | | | | | | | | | | | 2,794.64 | 1,705.36 |
| 9/28/2012 | Payment request 2 | | | | | | | | | | | | 534.44 | 1,170.92 |
| 10/22/2012 | Payment request 3 | | | | | | | | | | | | 650.00 | 520.92 |
| 1/14/2013 | Payment request 4-final | | | | | | | | | | | | 520.92 | 0.00 |
| **11/20/2012** | **DSG 2012.16 Scoria** | **500.00** | | | | | | 500.00 | | | | | | 500.00 |
| 1/14/2013 | Payment request 1-final | | | | | | | | | | | | 500.00 | 0.00 |
| **5/7/2013** | **DSG 2012.27 Scoria** | **567.00** | | | | | | 567.00 | | | | | | 567.00 |
| 6/17/2013 | Payment request 1-final | | | | | | | | | | | | 567.00 | 0.00 |
| **5/6/2014** | **DSG 2013.16 Road Maintenance** | **1,291.00** | | | | | | 1,291.00 | | | | | | 1,291.00 |
| 6/23/2014 | Payment request 1-final | | | | | | | | | | | | 1,174.88 | 116.12 |
| **4/7/2015** | **DSG 2014.16 Scoria** | **1,806.00** | | | | | | 1,806.00 | | | | | | 1,806.00 |
| 7/21/2015 | Pay req 1-Final | | | | | | | | | | | | 1,525.13 | 280.87 |
| **4/5/2016** | **DSG 2015.26 Scoria** | **2,000.00** | | | | | | 2,000.00 | | | | | | 2,000.00 |
| 7/12/2016 | Pay req 1-Final | | | | | | | | | | | | 1,732.50 | 267.50 |
| **4/18/2017** | **DSG 2016.22 Road Maintenance** | **2,000.00** | | | | | | 2,000.00 | | | | | | 2,000.00 |
| 5/7/2017 | Pay req 1-Final | | | | | | | | | | | | 1,870.88 | 129.12 |
| **2/20/2018** | **DSG 2017.10 Road Maintenance** | **2,550.00** | | | | | | 2,550.00 | | | | | | 2,550.00 |
| 5/15/2018 | Pay req 1-Final | | | | | | | | | | | | 2,144.04 | 405.96 |
| **4/2/2019** | **DSG 2018.14-Road Maintenance** | **2,411.00** | | | | | | 2,411.00 | | | | | | 2,411.00 |
| 5/20/2019 | Pay req 1-Final | | | | | | | | | | | | 2,120.76 | 290.24 |
| 4/7/2020 | DSG 2019.11 Road Maintenance | **2,411.00** | | | | | | 2,411.00 | | | | | | |
| | **5 yr totals** | 11,372.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 11,372.00 | 0.00 | 0.00 | 0.00 | 0.00 | 7,868.18 | |
| | **10yr totals** | 17,625.00 | | | | | | | | | | | | |

| | | |
|---|---|---|
| **13 lots** | Eligible | 19,500.00 |
| | Awards | 11,372.00 |
| | Disbursments | 7,868.18 |
| | Subject to 1500. | 11,372.00 |
| | Not subject to 1500. | 0.00 |
| | Remaining current 5-yr period | 8,128.00 |

not subject to $1500/lot limitation
**picked up 1% sign**

## FY 20-21 District Support Grant Master List

| Meeting Date | District Name | Project Cost | Grant Award | Budget Remaining | Project Description |
|---|---|---|---|---|---|
| | **Beginning Approved Budget** | | | **$ 225,000.00** | |
| 07/07/20 | Rocky Point | $ 1,800.00 | $ 594.00 | **$ 224,406.00** | Road Maintenance |
| 07/07/20 | Overbrook | $ 8,075.00 | $ 2,019.00 | **$ 222,387.00** | Road Maintenance |
| 07/07/20 | Oriva Hills | $ 24,123.00 | $ 6,031.00 | **$ 216,356.00** | Road Maintenance |
| 08/04/20 | Rocky Point | $ 1,800.00 | $ 594.00 | **$ 215,762.00** | Road Maintenance |
| 10/06/20 | Pinnacle Heights | $ 6,600.00 | $ 1,650.00 | **$ 214,112.00** | Road Maintenance |
| 01/05/21 | Little Thunder | $ 1,487.50 | $ 1,487.50 | **$ 212,624.50** | District Formation |
| 02/06/21 | Freedom Hills | $ 330,000.00 | $ 50,000.00 | **$ 162,624.50** | Water Tank |
| 03/03/21 | Means, Carter & North Hannum | $ 12,119.10 | $ 3,029.78 | **$ 159,594.72** | Road Maintenance |
| 03/03/21 | American Road | $ 207,125.00 | $ 50,000.00 | **$ 109,594.72** | Water Tank |
| 03/03/21 | Wild Horse Creek | $ 37,929.00 | $ 15,475.00 | **$ 94,119.72** | Road Maintenance |
| | **Total FY20-21 Awards** | **$ 631,058.60** | **$ 130,880.28** | 20.74% | |
| | **Budget Remaining** | | **$ 94,119.72** | 42% | Budget Remaining |

| Breakdown of FY20-21 District Support Grant Awards | | |
|---|---|---|
| **Grant Type** | **Total** | **Percentage** |
| Meters/water | $ 100,000.00 | 76.4% |
| Road Maintenance | $ 29,392.78 | 22.5% |
| Street Sweeping | $ - | 0.0% |
| Sewer Jetting | $ - | 0.0% |
| Engineering/grant requests | $ - | 0.0% |
| District Formation | $ 1,487.50 | 1.1% |
| Total | $ 130,880.28 | 100.0% |

Campbell County
CENTENNIAL
1911 100 2011 YEARS

Office of
COUNTY CLERK

500 S. Gillette Avenue, Suite 1600 · P.O. Box 3010 · Gillette, WY 82717
Phone: 307.682.7285 · Fax 307.687.6455

March 18, 2021

To: Helenanne Cathey
RE: Box N Ranch Road Improvement and Service District

The requirements below have been met by the Box N Ranch Road Improvement and Service District. Having met the requirements, Box N Ranch Road Improvement and Service District is currently in compliance with the Campbell County Elections Office.

Notice of Board – 01/20/2021

Proposed Budget – 03/31/2020

Final Budget – 07/13/2020

Public Records – 07/13/2020

Map - YES

Department of Audit - YES

Department of Revenue - YES

Sincerely,

Kendra Anderson

Kendra Anderson
Deputy County Clerk

# Box N Ranch Road Improvement & Service District
## Profit & Loss
### July 1, 2020 through March 22, 2021

| | Jul 1, '20 - Mar 22, 21 |
|---|---|
| **Ordinary Income/Expense** | |
| **Income** | |
| **Assessments** | 9,360.00 |
| **Interest Income - Assessments** | 82.33 |
| **Total Income** | 9,442.33 |
| **Expense** | |
| **Administrative Expenses** | |
| **Bookkeeping / Secretarial** | 1,280.00 |
| **Postage, Mailing Service** | 1.10 |
| **Total Administrative Expenses** | 1,281.10 |
| **Indirect Expenses** | |
| **Insurance** | |
| **Bond / Board** | 105.00 |
| **Insurance - Liability, D and O** | 500.00 |
| **Total Insurance** | 605.00 |
| **Total Indirect Expenses** | 605.00 |
| **Road Work** | |
| **Blade Roads** | 617.50 |
| **Total Road Work** | 617.50 |
| **Total Expense** | 2,503.60 |
| **Net Ordinary Income** | 6,938.73 |
| **Net Income** | **6,938.73** |

# Box N Ranch Road Improvement & Service District
## Balance Sheet
### As of March 22, 2021

| | Mar 22, 21 |
|---|---|
| **ASSETS** | |
| **Current Assets** | |
| **Checking/Savings** | |
| **First National Bank Checking** | 9,653.75 |
| **Total Checking/Savings** | 9,653.75 |
| **Accounts Receivable** | |
| **Accounts Receivable** | 3,900.00 |
| **Total Accounts Receivable** | 3,900.00 |
| **Total Current Assets** | 13,553.75 |
| **TOTAL ASSETS** | **13,553.75** |
| **LIABILITIES & EQUITY** | |
| **Equity** | |
| **Unrestricted Net Assets** | 6,615.02 |
| **Net Income** | 6,938.73 |
| **Total Equity** | 13,553.75 |
| **TOTAL LIABILITIES & EQUITY** | **13,553.75** |

The following page(s) contain the backup material for Agenda Item: 10:50 District Support Grant, Fox Ridge Subdivision I&S

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

Campbell County
wyoming

**Department of Public Works - Engineering Division**

500 S. Gillette Avenue, Suite 1400 Gillette, WY 82716 | 307-685-8061 Office | 307-687-6468 Fax

## DISTRICT SUPPORT GRANT MEMORANDUM

**SECTION 1 - General**

**FROM:** Clark Melinkovich, P.E., Public Works Senior Engineer CM

**TO:** Board of County Commissioners

**SUBJECT:** District Support Grant Application From: **Fox Ridge Subdivision I&S**

**DATE:** 3/30/2021

**Fox Ridge Subdivision I&S** has submitted a District Support Grant application in the amount of $3,697.50 for scoria and crushed concrete road surfacing

**SECTION 2 - Grant Type and Priority** **Priority 6, Gravel Road**

**SECTION 3 - Costs and Eligibility** **Enlargement Eligible?** **Yes**

| | | | | | |
|---|---|---|---|---|---|
| Total Estimated Project Cost: | $14,790 | | | | |
| Total Number of District Lots: | 41 | | | | |
| Total allowable grant over a 5-yr period: | 41 | lots | @ | $1,500 | $ 61,500 |
| Total amount of Grants approved over current 5-yr period: | | | | | $ 15,446 |
| Total amount not subject to $1500/lot limitation | | | | | $ 2,535 |
| Remaining Grant eligibility this current 5-yr period: | | | | | $ 48,589 |
| Current Fiscal Year Awards | $ - | | | | O.K. |
| Remaining Eligibility this Fiscal Year | $ 50,000 | O.K. | | | |

**SECTION 4 - Compliance**

**Fox Ridge Subdivision I&S** District is compliant with the elections office per a 3/26/2021 memo

**SECTION 5 - Analysis** Priority 6, Gravel Road

Priority 6, Gravel Road (PR-6) 50% up to $50,000 drainage, 33% up to $50,000 connecting roads, 25% up to $50,000 gravel

| % | Total | Grant | Item |
|---|---|---|---|
| 100 | $ - | $ - | |
| 50 | $ - | $ - | |
| 33 | $ - | $ - | |
| 25 | $ 14,790 | $ 3,698 | scoria and crushed concrete road surfacing |
| Totals | $ 14,790 | $ 3,698 | |

**SECTION 6 -Quotes Received**

| | Company | Total | Notes: |
|---|---|---|---|
| 1 | BS Carriers, LLC | $ 14,790 | |
| 2 | Melgaard Construction | $ 15,645 | |
| 3 | | | |
| 4 | | | |

**SECTION 7 - Recommendation**

I recommend the Board approve the District Support Grant request from **Fox Ridge Subdivision I&S** Improvement and Service District in an amount not to exceed $3,697.50 for scoria and crushed concrete road surfacing

| Funding History | |
|---|---|
| 5 year | $15,446 |
| 10 year | $23,774 |
| Since Incept | $23,774 |

| Approved? Y or N | $ | Date Approved | |
|---|---|---|---|

20.16

Campbell County

# DISTRICT SUPPORT GRANT APPLICATION

District Name: Fox Ridge Subdivision Impr. & Svc. District Requested Amount: $3,697.50

Mailing Address: PO Box 4314, Gillette, WY 82717

Contact Person: Sandi Kinnear, President

Day Time Phone: 307-680-2011

Application is requesting financial assistance to form a District? Yes_____ No X

Applicant is requesting financial assistance for connection to regional water? Yes_____ No X

Is the project anticipated to be complete in the next 18 months? Yes X No_____

Description of proposed project: (Include engineering reports, portion to be funded by grant, etc.)
On Arctic Ave.–1 ½" scoria from Spotted Fox Ct. north for 1,350 feet (20' wide X 4" thick).
On Fox Ridge Ave.–crushed concrete from Redtail Ct north for 1,000 feet (20' wide X 4" thick)

This grant application is for the materials. The District's blade operator is Hespen Excavating. Hespen Excavating will spread the materials on the two roads as needed. The quantity was adjusted to the quantity estimated by BS Carriers.

Total project cost (estimated) (itemize on separate sheet): $14,790.00

Projected start date: April 15, 2021 Projected completion date: November 30, 2021

Briefly describe why the project is needed:
The District continues to add material to the roads. Fox Ridge Avenue is more heavily travelled, and thus the better material. These roads have adequate drainage but are getting thin on material. This project adds the appropriate material to the roads.

Governing Board members: Sandi Kinnear, President / Diane Phillips, Vice President / Meldene Goehring, Secretary/Treasurer

Acreage (approximate) of district or proposed district: 240.59 +/- acres

Date of district formation (if applicable) 2010

Number of lots: 41 total parcels

Population of District: 120 (approximately)

Ratio of Developed and undeveloped land: 37 lots developed, 1 currently under construction and 3 undeveloped.

Is area legally platted? Yes

District boundary map included? Yes

Is District Zoned? Yes If so, what is it zoned? R-R

Is District in compliance with the Elections Office? (Submit letter of compliance). Yes

**FINANCIAL INFORMATION**

Current Mill Levy for the Subdivision $ 20,300.00 (assessments)

Current Assessed Valuation (County Assessor's Office) $ 986,272.00

Current Indebtedness $ 0.00

Current Income statement and balance sheet $ 102,879.18 (total funds)

Water and sewer rates, tap fees, plant investment fees, association or district dues (Describe) The District bills $75 per month per tap on the water system. 15,000 gallons of water are included in the $75 per month base rate. Water overages are billed at $1.50 per 1,000 gallons used above 15,000 gallons per month.

The District also does an annual assessment through the County at a rate of $500 per lot for improved lots and $300 per lot for unimproved lots.

Will project generate user fees, charges, other revenues or income revenue? Yes____ No X

List and describe other potential funding sources:
None

Other pending applications for funding:
None

Land developers or others whose business ventures will directly benefit from project and funding or other assistance requested, received, or pledged from these sources:
None

(SEAL)

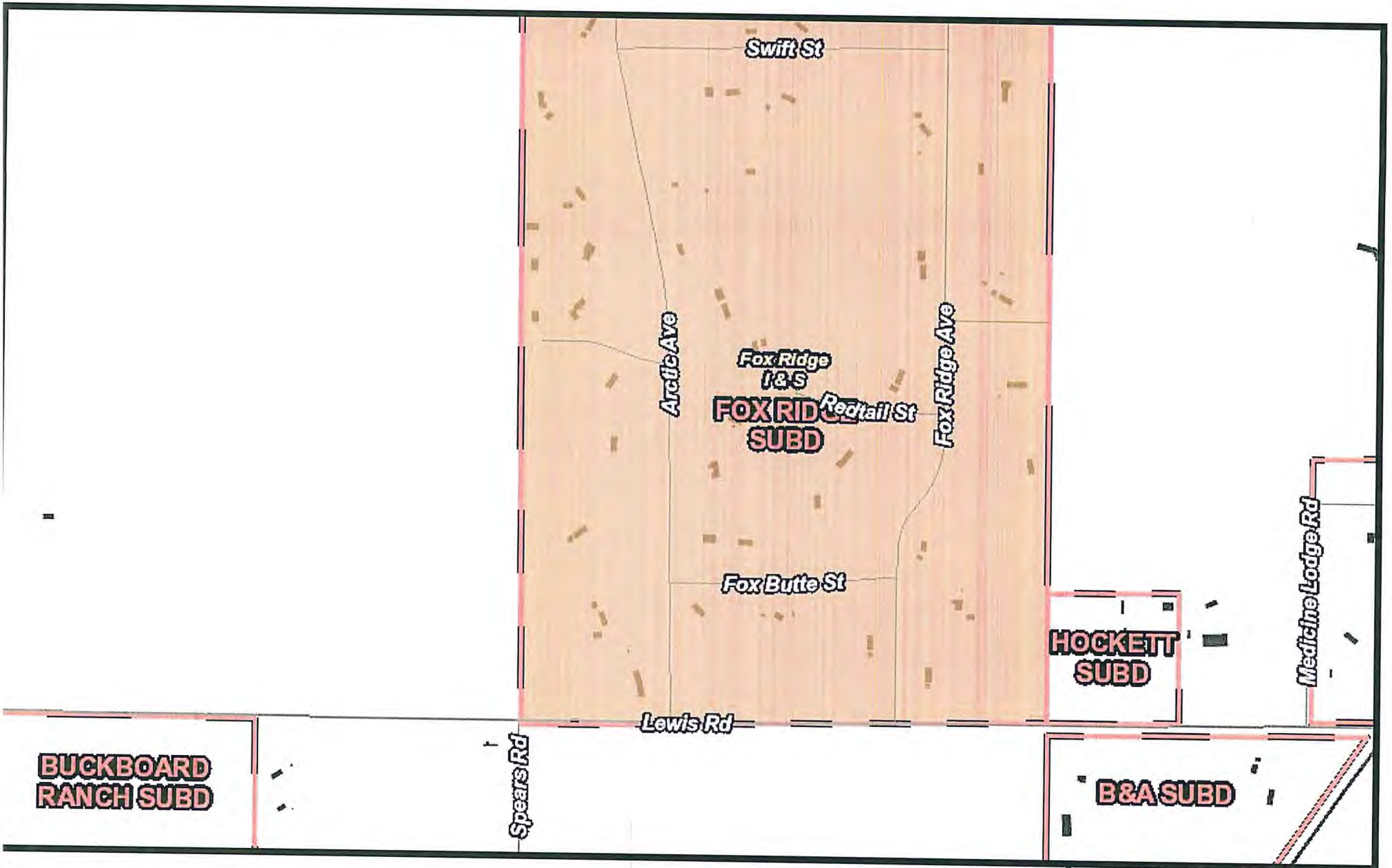
Respectfully submitted,

Title: President

Attest:

Secretary

Revised November 2013




Campbell County
wyoming

N

0 0.085 0.17 mi

CAMPBELL COUNTY, WYOMING

DEPARTMENT
OF PUBLIC WORKS

500 S. Gillette Ave.Gillette, Wyoming 82716
Phone # 307 685-8061
Fax # 307 687-6349

Date: 3/25/2021
Time: 2:41:11 PM

**Fox Ridge Road Project - 2021**

| | BS Carriers LLC | | | Earth Work Solutions* | | | Melgaard | | | Wyoming Earthmoving Corp.** | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Yards/Tons | $/per | Total | Yards/Tons | $/per | Total | Yards/Tons | $/per | Total | Yards/Tons | $/per | Total |
| Arctic Avenue - 1 1/2" Scoria - 1,300 feet X 20' wide X 4" thick - from Spotted Fox Ct. North for 1,350 feet | 330 | 17 | $5,610.00 | 350 | 13.05 | $4,567.50 | 500 | 16.5 | $8,250.00 | | | $9,324.00 |
| Fox Ridge Avenue - Crushed Concrete - 1,000 feet X 20' wide X 4" thick from Redtail Ct north for 1,000 feet | 340 | 27 | $9,180.00 | 440 | 26.2 | $11,528.00 | 410 | 30 | $12,300.00 | | | $13,450.00 |
| Total | | | $14,790.00 | | | $16,095.50 | | | $20,550.00 | | | $22,774.00 |
| | | | | | | | | | | | | |
| EQUALIZED: | | | | | | | | | | | | |
| Arctic Avenue - 1 1/2" Scoria - 1,200 feet X 22' wide X 4" thick | 330 | 17 | $5,610.00 | 330 | 13.05 | $4,306.50 | 330 | 16.5 | $5,445.00 | | | |
| Fox Ridge Avenue - Crushed Concrete - 1,000 feet X 22' wide X 4" thick | 340 | 27 | $9,180.00 | 340 | 26.2 | $8,908.00 | 340 | 30 | $10,200.00 | | | |
| Total | | | $14,790.00 | | | $13,214.50 | | | $15,645.00 | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| **LOW BID - BS CARRIERS** | | | **$14,790.00** | | | | | | | | | |
| **25% County Grant** | | | **$3,697.50** | | | | | | | | | |
| | | | | | | | | | | | | |

*Earth Work Solutions bid is for 2" minus instead of 1 1/2" - The District would like to use 1 1/2" scoria

**Wyoming Earthmoving Corporation bid rejected - did not provide per unit bid amount. Cannot compare to the other bids.

# District Support Grant Roadway Cost Estimate Template

## ROADWAY PROJECT INFORMATION

**District:** Fox Ridge Improvement District

Submit one form for each road

| Road Name | Surfacing Len (Ft) | Surfacing Wid (Ft) | Surfacing Thick (In) | Blading Len (Ft) | Blading Wid (Ft) | Drainage/Ditch Len (Ft) | Drainage/Ditch Deep (Ft) | Drainage/Ditch Culverts? | Dust Control Len (Ft) | Dust Control Wid (Ft) |
|---|---|---|---|---|---|---|---|---|---|---|
| Arctic Ave | 1350 | 20 | 4" | | | | | | | |

**Contractor Name/Address:** BS Carriers

## CONTRACTOR PRICING

| Check if Apply | Surfacing | ~~Tons~~ Yards | $/Ton * | Total $ |
|---|---|---|---|---|
| | Limestone (J, W, L) | | | |
| 1½" ✓ | Scoria (2" max) 1½ | 330 | $17 | $5610.00 |
| | Crushed Concrete | | | |
| | Crushed Asphalt | | | |
| | Other (Specify) | | | |
| | **Surfacing Subtotal** | | | |

*includes aggregate, delivery and placement of aggregate. If mixing two aggregates (ie concrete/asphalt), fill out both rows. If cost does not include placement of aggregate, please state and then include it under blading below. Scoria is often in cubic yards instead of tons. If this is the case, mark out tons and put in CY

| Check if Apply | Blading | Hrs | $/Hr * | Total $ |
|---|---|---|---|---|
| | Crowning/Surfacing | | | |
| | Water Truck | | | |
| | **Blading Subtotal** | | | |

* includes cost of water and application of water to road surface. May also include blading shoulders for drainage to ditches

| Check if Apply | Drainage | LF | $/LF * | Total $ |
|---|---|---|---|---|
| | Install 12" culvert | | | |
| | Install 18" culvert | | | |
| | Install 24" culvert | | | |
| | Cut Ditches | | | |
| | **Drainage Subtotal** | | | |

* includes materials and installation of culverts. For ditches, cost includes cutting ditches, disposing of excess material if applicable, and any erosion protection measures necessary

| Check if Apply | Dust Control | Gallons | $/Gallon * | Total $ |
|---|---|---|---|---|
| | Mag Chloride | | | |
| | Other (Specify) | | | |
| | **Dust Control Subtotal** | | | |
| | **Total Cost Estimate** | | | |

* includes product and application of product to roadway



From Spotted Fox Ct. north for 1,350 feet. District's contractor will spread + blade.

# District Support Grant Roadway Cost Estimate Template

## ROADWAY PROJECT INFORMATION

**District:** Fox Ridge Improvement District — Submit one form for each road

| Road Name | Surfacing Len (Ft) | Surfacing Wid (Ft) | Surfacing Thick (In) | Blading Len (Ft) | Blading Wid (Ft) | Drainage/Ditch Len (Ft) | Drainage/Ditch Deep (Ft) | Drainage/Ditch Culverts? | Dust Control Len (Ft) | Dust Control Wid (Ft) |
|---|---|---|---|---|---|---|---|---|---|---|
| Fox Ridge Ave | 1000 | 20 | 4" | | | | | | | |

**Contractor Name/Address:** BS Carriers

## CONTRACTOR PRICING

| Check if Apply | Surfacing | Tons | $/Ton * | Total $ |
|---|---|---|---|---|
| | Limestone (J, W, L) | | | |
| | Scoria (2" max) | | | |
| ✓ | Crushed Concrete | 340 | $27.00 | $9180 |
| | Crushed Asphalt | | | |
| | Other (Specify) | | | |
| | | | Surfacing Subtotal | |

*includes aggregate, delivery and placement of aggregate. If mixing two aggregates (ie concrete/asphalt), fill out both rows. If cost does not include placement of aggregate, please state and then include it under blading below. Scoria is often in cubic yards instead of tons. If this is the case, mark out tons and put in CY

Subject to ~~4xxb~~ availability

| Check if Apply | Blading | Hrs | $/Hr * | Total $ |
|---|---|---|---|---|
| | Crowning/Surfacing | | | |
| | Water Truck | | | |
| | | | Blading Subtotal | |

* includes cost of water and application of water to road surface. May also include blading shoulders for drainage to ditches

| Check if Apply | Drainage | LF | $/LF * | Total $ |
|---|---|---|---|---|
| | Install 12" culvert | | | |
| | Install 18" culvert | | | |
| | Install 24" culvert | | | |
| | Cut Ditches | | | |
| | | | Drainage Subtotal | |

* includes materials and installation of culverts. For ditches, cost includes cutting ditches, disposing of excess material if applicable, and any erosion protection measures necessary

| Check if Apply | Dust Control | Gallons | $/Gallon * | Total $ |
|---|---|---|---|---|
| | Mag Chloride | | | |
| | Other (Specify) | | | |
| | | | Dust Control Subtotal | |
| | | | Total Cost Estimate | |

* includes product and application of product to roadway



From Retreat Ct, north for 1,500 feet
District's contractor will spread + blade.

# District Support Grant Roadway Cost Estimate Template

## ROADWAY PROJECT INFORMATION

**District:** Fox Ridge Improvement District — Submit one form for each road

| Road Name | Surfacing Len (Ft) | Surfacing Wid (Ft) | Surfacing Thick (In) | Blading Len (Ft) | Blading Wid (Ft) | Drainage/Ditch Len (Ft) | Drainage/Ditch Deep (Ft) | Drainage/Ditch Culverts? | Dust Control Len (Ft) | Dust Control Wid (Ft) |
|---|---|---|---|---|---|---|---|---|---|---|
| Arctic Ave | 1350 | 20 | 4" | | | | | | | |

**Contractor Name/Address:** Earth Work Solutions

## CONTRACTOR PRICING

| Check If Apply | Surfacing | Tons | $/Ton * | Total $ |
|---|---|---|---|---|
| | Limestone (J, W, L) | | | |
| ✓ 1 1/2" | Scoria (2" max) 1 1/2" | 330 | 13.05 | 4,306.50 |
| | Crushed Concrete | | | |
| | Crushed Asphalt | | | |
| | Other (Specify) | | | |
| | **Surfacing Subtotal** | | | |

*includes aggregate, delivery and placement of aggregate. If mixing two aggregates (ie concrete/asphalt), fill out both rows. If cost does not include placement of aggregate, please state and then include it under blading below. Scoria is often in cubic yards instead of tons. If this is the case, mark out tons and put in CY

* THIS IS 2" MINUS. WE DONT HAVE 1 1/2"

| Check If Apply | Blading | Hrs | $/Hr * | Total $ |
|---|---|---|---|---|
| | Crowning/Surfacing | | | |
| | Water Truck | | | |
| | **Blading Subtotal** | | | |

* includes cost of water and application of water to road surface. May also include blading shoulders for drainage to ditches

| Check If Apply | Drainage | LF | $/LF * | Total $ |
|---|---|---|---|---|
| | Install 12" culvert | | | |
| | Install 18" culvert | | | |
| | Install 24" culvert | | | |
| | Cut Ditches | | | |
| | **Drainage Subtotal** | | | |

* includes materials and installation of culverts. For ditches, cost includes cutting ditches, disposing of excess material if applicable, and any erosion protection measures necessary

| Check If Apply | Dust Control | Gallons | $/Gallon * | Total $ |
|---|---|---|---|---|
| | Mag Chloride | | | |
| | Other (Specify) | | | |
| | **Dust Control Subtotal** | | | |
| | **Total Cost Estimate** | | | |

* includes product and application of product to roadway



From Spotted Fox Ct. north for 1,350 feet.
District's contractor will spread + blade

# District Support Grant Roadway Cost Estimate Template

## ROADWAY PROJECT INFORMATION

District: Fox Ridge Improvement District — Submit one form for each road

| Road Name | Surfacing Len (Ft) | Surfacing Wid (Ft) | Surfacing Thick (In) | Blading Len (Ft) | Blading Wid (Ft) | Drainage/Ditch Len (Ft) | Drainage/Ditch Deep (Ft) | Drainage/Ditch Culverts? | Dust Control Len (Ft) | Dust Control Wid (Ft) |
|---|---|---|---|---|---|---|---|---|---|---|
| Fox Ridge Ave | 1000 | 20 | 4" | | | | | | | |

Contractor Name/Address: Earthwork Solutions

## CONTRACTOR PRICING

| Check if Apply | Surfacing | Tons | $/Ton * | Total $ |
|---|---|---|---|---|
| | Limestone (J, W, L) | | | |
| | Scoria (2" max) | | | |
| ✓ | Crushed Concrete | 440 | $26.20 | $11,528 |
| | Crushed Asphalt | | | |
| | Other (Specify) | | | |
| | | | Surfacing Subtotal | |

*includes aggregate, delivery and placement of aggregate. If mixing two aggregates (ie concrete/asphalt), fill out both rows. If cost does not include placement of aggregate, please state and then include it under blading below. Scoria is often in cubic yards instead of tons. If this is the case, mark out tons and put in CY

| Check if Apply | Blading | Hrs | $/Hr * | Total $ |
|---|---|---|---|---|
| | Crowning/Surfacing | | | |
| | Water Truck | | | |
| | | | Blading Subtotal | |

* includes cost of water and application of water to road surface. May also include blading shoulders for drainage to ditches

| Check if Apply | Drainage | LF | $/LF * | Total $ |
|---|---|---|---|---|
| | Install 12" culvert | | | |
| | Install 18" culvert | | | |
| | Install 24" culvert | | | |
| | Cut Ditches | | | |
| | | | Drainage Subtotal | |

* includes materials and installation of culverts. For ditches, cost includes cutting ditches, disposing of excess material if applicable, and any erosion protection measures necessary

| Check if Apply | Dust Control | Gallons | $/Gallon * | Total $ |
|---|---|---|---|---|
| | Mag Chloride | | | |
| | Other (Specify) | | | |
| | | | Dust Control Subtotal | |
| | | | Total Cost Estimate | |

* includes product and application of product to roadway



From Redtail Ct. north for 1,000 feet
District's contractor will spread + blade.

# District Support Grant Roadway Cost Estimate Template

## ROADWAY PROJECT INFORMATION

**District:** Fox Ridge Improvement District — Submit one form for each road

| Road Name | Surfacing Len (Ft) | Surfacing Wid (Ft) | Surfacing Thick (In) | Blading Len (Ft) | Blading Wid (Ft) | Drainage/Ditch Len (Ft) | Drainage/Ditch Deep (Ft) | Drainage/Ditch Culverts? | Dust Control Len (Ft) | Dust Control Wid (Ft) |
|---|---|---|---|---|---|---|---|---|---|---|
| Arctic Ave | 1350 | 20 | 4" | | | | | | | |

**Contractor Name/Address:** Melgaard Construction

## CONTRACTOR PRICING

| Check if Apply | Surfacing | Tons | $/Ton * | Total $ |
|---|---|---|---|---|
| | Limestone (J, W, L) | | | |
| ✓ 1½" | Scoria (2" max) 1½" | 500 | 16.50 | 8250.00 |
| | Crushed Concrete | | | |
| | Crushed Asphalt | | | |
| | Other (Specify) | | | |
| | **Surfacing Subtotal** | | | |

*includes aggregate, delivery and placement of aggregate. If mixing two aggregates (ie concrete/asphalt), fill out both rows. If cost does not include placement of aggregate, please state and then include it under blading below. Scoria is often in cubic yards instead of tons. If this is the case, mark out tons and put in CY

| Check if Apply | Blading | Hrs | $/Hr * | Total $ |
|---|---|---|---|---|
| | Crowning/Surfacing | | | |
| | Water Truck | | | |
| | **Blading Subtotal** | | | |

* includes cost of water and application of water to road surface. May also include blading shoulders for drainage to ditches

| Check if Apply | Drainage | LF | $/LF * | Total $ |
|---|---|---|---|---|
| | Install 12" culvert | | | |
| | Install 18" culvert | | | |
| | Install 24" culvert | | | |
| | Cut Ditches | | | |
| | **Drainage Subtotal** | | | |

* includes materials and installation of culverts. For ditches, cost includes cutting ditches, disposing of excess material if applicable, and any erosion protection measures necessary

| Check if Apply | Dust Control | Gallons | $/Gallon * | Total $ |
|---|---|---|---|---|
| | Mag Chloride | | | |
| | Other (Specify) | | | |
| | **Dust Control Subtotal** | | | |
| | **Total Cost Estimate** | | | |

* includes product and application of product to roadway



From Spotted Fox Ct. north for 1,350 feet.
District's contractor will spread + blade

Curtis Batton

# District Support Grant Roadway Cost Estimate Template

## ROADWAY PROJECT INFORMATION

**District:** Fox Ridge Improvement District — Submit one form for each road

| Road Name | Surfacing Len (Ft) | Surfacing Wid (Ft) | Surfacing Thick (In) | Blading Len (Ft) | Blading Wid (Ft) | Drainage/Ditch Len (Ft) | Drainage/Ditch Deep (Ft) | Drainage/Ditch Culverts? | Dust Control Len (Ft) | Dust Control Wid (Ft) |
|---|---|---|---|---|---|---|---|---|---|---|
| Fox Ridge Ave | 1000 | 20 | 4" | | | | | | | |

**Contractor Name/Address:** Molgaard Const

## CONTRACTOR PRICING

| Check if Apply | Surfacing | Tons | $/Ton * | Total $ |
|---|---|---|---|---|
| | Limestone (J, W, L) | | | |
| | Scoria (2" max) | | | |
| ✓ | Crushed Concrete | 410 Ton | 30.00 | 12,300.00 |
| | Crushed Asphalt | | | |
| | Other (Specify) | | | |
| | **Surfacing Subtotal** | | | |

*includes aggregate, delivery and placement of aggregate. If mixing two aggregates (ie concrete/asphalt), fill out both rows. If cost does not include placement of aggregate, please state and then include it under blading below. Scoria is often in cubic yards instead of tons. If this is the case, mark out tons and put in CY

| Check if Apply | Blading | Hrs | $/Hr * | Total $ |
|---|---|---|---|---|
| | Crowning/Surfacing | | | |
| | Water Truck | | | |
| | **Blading Subtotal** | | | |

* includes cost of water and application of water to road surface. May also include blading shoulders for drainage to ditches

| Check if Apply | Drainage | LF | $/LF * | Total $ |
|---|---|---|---|---|
| | Install 12" culvert | | | |
| | Install 18" culvert | | | |
| | Install 24" culvert | | | |
| | Cut Ditches | | | |
| | **Drainage Subtotal** | | | |

* includes materials and installation of culverts. For ditches, cost includes cutting ditches, disposing of excess material if applicable, and any erosion protection measures necessary

| Check if Apply | Dust Control | Gallons | $/Gallon * | Total $ |
|---|---|---|---|---|
| | Mag Chloride | | | |
| | Other (Specify) | | | |
| | **Dust Control Subtotal** | | | |
| | **Total Cost Estimate** | | | |

* includes product and application of product to roadway



From Redtail Ct. north for 1,000 feet
District's contractor will spread & blade.

Curt Betches 3/16/21

# District Support Grant Roadway Cost Estimate Template

**District** Fox Ridge Improvement District

## ROADWAY PROJECT INFORMATION

Submit one form for each road

| Road Name | Surfacing Len (Ft) | Surfacing Wid (Ft) | Surfacing Thick (In) | Blading Len (Ft) | Blading Wid (Ft) | Drainage/Ditch Len (Ft) | Drainage/Ditch Deep (Ft) | Drainage/Ditch Culverts? | Dust Control Len (Ft) | Dust Control Wid (Ft) |
|---|---|---|---|---|---|---|---|---|---|---|
| Arctic Fox | 1350 | 20 | 4" | | | | | | | |

**Contractor Name/Address:** WEL David Wise 259-2123

## CONTRACTOR PRICING

| Check if Apply | Surfacing | Tons | $/Ton * | Total $ |
|---|---|---|---|---|
| | Limestone (J, W, L) | | | |
| ✓ 1/2" | Scoria (2" max) 1/2" | | | $9324.00 |
| | Crushed Concrete | | | |
| | Crushed Asphalt | | | |
| | Other (Specify) | | | |
| | | | Surfacing Subtotal | |

*includes aggregate, delivery and placement of aggregate. If mixing two aggregates (ie concrete/asphalt), fill out both rows. If cost does not include placement of aggregate, please state and then include it under blading below. Scoria is often in cubic yards instead of tons. If this is the case, mark out tons and put in CY

| Check if Apply | Blading | Hrs | $/Hr * | Total $ |
|---|---|---|---|---|
| | Crowning/Surfacing | | | |
| | Water Truck | | | |
| | | | Blading Subtotal | |

* includes cost of water and application of water to road surface. May also include blading shoulders for drainage to ditches

| Check if Apply | Drainage | LF | $/LF * | Total $ |
|---|---|---|---|---|
| | Install 12" culvert | | | |
| | Install 18" culvert | | | |
| | Install 24" culvert | | | |
| | Cut Ditches | | | |
| | | | Drainage Subtotal | |

* includes materials and installation of culverts. For ditches, cost includes cutting ditches, disposing of excess material if applicable, and any erosion protection measures necessary

| Check if Apply | Dust Control | Gallons | $/Gallon * | Total $ |
|---|---|---|---|---|
| | Mag Chloride | | | |
| | Other (Specify) | | | |
| | | | Dust Control Subtotal | |
| | | | Total Cost Estimate | |

* includes product and application of product to roadway



From Spotted Fox Ct. north for 1,350 feet.
District's contractor will spread + blade

# District Support Grant Roadway Cost Estimate Template

## ROADWAY PROJECT INFORMATION

District: Fox Ridge Improvement District — Submit one form for each road

| Road Name | Surfacing Len (Ft) | Surfacing Wid (Ft) | Surfacing Thick (In) | Blading Len (Ft) | Blading Wid (Ft) | Drainage/Ditch Len (Ft) | Drainage/Ditch Deep (Ft) | Drainage/Ditch Culverts? | Dust Control Len (Ft) | Dust Control Wid (Ft) |
|---|---|---|---|---|---|---|---|---|---|---|
| Fox Ridge Ave | 1000 | 20 | 4" | | | | | | | |

Contractor Name/Address: WEC Davidwise 259-2123

## CONTRACTOR PRICING

| Check if Apply | Surfacing | Tons | $/Ton * | Total $ |
|---|---|---|---|---|
| | Limestone (J, W, L) | | | |
| | Scoria (2" max) | | | |
| ✓ | Crushed Concrete | | | $13,450.00 |
| | Crushed Asphalt | | | |
| | Other (Specify) | | | |
| | | | Surfacing Subtotal | |

*includes aggregate, delivery and placement of aggregate. If mixing two aggregates (ie concrete/asphalt), fill out both rows. If cost does not include placement of aggregate, please state and then include it under blading below. Scoria is often in cubic yards instead of tons. If this is the case, mark out tons and put in CY

| Check if Apply | Blading | Hrs | $/Hr * | Total $ |
|---|---|---|---|---|
| | Crowning/Surfacing | | | |
| | Water Truck | | | |
| | | | Blading Subtotal | |

* includes cost of water and application of water to road surface. May also include blading shoulders for drainage to ditches

| Check if Apply | Drainage | LF | $/LF * | Total $ |
|---|---|---|---|---|
| | Install 12" culvert | | | |
| | Install 18" culvert | | | |
| | Install 24" culvert | | | |
| | Cut Ditches | | | |
| | | | Drainage Subtotal | |

* includes materials and installation of culverts. For ditches, cost includes cutting ditches, disposing of excess material if applicable, and any erosion protection measures necessary

| Check if Apply | Dust Control | Gallons | $/Gallon * | Total $ |
|---|---|---|---|---|
| | Mag Chloride | | | |
| | Other (Specify) | | | |
| | | | Dust Control Subtotal | |
| | | | Total Cost Estimate | |

* includes product and application of product to roadway



From Redtail Ct. north for 1,000 feet
contractor will spread + blade.

# Fox Ridge Subdivision Improvement & Service District
## Balance Sheet
### As of March 22, 2021

| | Mar 22, 21 |
|---|---|
| **ASSETS** | |
| **Current Assets** | |
| **Checking/Savings** | |
| **FNB Checking** | 4,070.32 |
| **FNB Reserves** | 48,610.10 |
| **FNB Savings** | 50,198.76 |
| **Total Checking/Savings** | 102,879.18 |
| **Accounts Receivable** | |
| **Accounts Receivable** | 6,550.50 |
| **Total Accounts Receivable** | 6,550.50 |
| **Total Current Assets** | 109,429.68 |
| **TOTAL ASSETS** | **109,429.68** |
| **LIABILITIES & EQUITY** | |
| **Equity** | |
| **Opening Bal Equity** | 841.03 |
| **Retained Earnings** | 81,900.50 |
| **Net Income** | 26,688.15 |
| **Total Equity** | 109,429.68 |
| **TOTAL LIABILITIES & EQUITY** | **109,429.68** |

# Fox Ridge Subdivision Improvement & Service District
## Profit & Loss
### July 2020 through June 2021

| | Jul '20 - Jun 21 |
|---|---|
| **Ordinary Income/Expense** | |
| **Income** | |
| Assessments | 20,300.00 |
| Certified Letters Reimbursed | 20.00 |
| Interest Income | 73.23 |
| Late Fees | 270.00 |
| Monthly Rates | 27,000.00 |
| Water Overage Charges | 1,189.50 |
| **Total Income** | 48,852.73 |
| **Expense** | |
| Administration Expenses | |
| Advertising | 168.00 |
| Bookkeeping & Admin. Services | 4,200.00 |
| Photocopying | 41.50 |
| Postage and Delivery | |
| Certified Letters | 13.95 |
| Postage and Delivery - Other | 116.60 |
| Total Postage and Delivery | 130.55 |
| **Total Administration Expenses** | 4,540.05 |
| Indirect Expenses | |
| Insurance | |
| Bond | 126.00 |
| Total Insurance | 126.00 |
| **Total Indirect Expenses** | 126.00 |
| Operations Expenses | |
| Road Maintenance | 2,250.00 |
| Water System | |
| Chemicals | 688.00 |
| Locates | 195.00 |
| Testing fees | 1,534.00 |
| Utilities | |
| Electric | 7,963.53 |
| Total Utilities | 7,963.53 |
| Water Meter Reading | 968.00 |
| Water Operator | 3,900.00 |
| Total Water System | 15,248.53 |
| **Total Operations Expenses** | 17,498.53 |
| **Total Expense** | 22,164.58 |
| **Net Ordinary Income** | 26,688.15 |
| **Net Income** | **26,688.15** |

**Fox Ridge I&S**
020.7085.53

| Date | Description | Award | Priority 1 | Priority 2 | Priority 3 | Priority 4 | Priority 5 | Priority 6 25% | Priority 6 33% | Priority 6 50% | Priority 7 | Priority 8 | Disbursement | Balance | Project Cost |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 9/5/2012 | DSG 2012.07-Road Maintenance | 3,935.00 | | | | | | 3,935.00 | | | | | | 3,935.00 | |
| 6/18/2014 | Pay Req 1-Final | | | | | | | | | | | | 606.45 | 3,328.55 | |
| 5/15/2015 | DSG 2014.24 Water Tank Cleaned | 375.00 | | | | 375.00 | | | | | | | | 375.00 | |
| 10/21/2015 | Pay Req 1-Final | | | | | | | | | | | | 375.00 | 0.00 | |
| 5/15/2015 | DSG 2014.23 Meters/Radio Read transr | 4,018.00 | | | 4,018.00 | | | | | | | | | 4,018.00 | |
| 10/21/2015 | Pay Req 1-Final | | | | | | | | | | | | 4,018.00 | 0.00 | |
| 8/1/2017 | DSG 2017.02 Road Maintenance/Draina | 10,489.00 | | | | | | 7,954.00 | | 2,535.00 | | | | 10,489.00 | |
| 9/11/2017 | Pay Req 1-Final | | | | | | | | | | | | 10,488.75 | 0.25 | $36,885.00 |
| 6/5/2018 | DSG 2017.19 Road Maintenance | 1,331.00 | | | | | | 1,331.00 | | | | | | 1,331.00 | |
| 6/15/2018 | Pay Req 1-Final | | | | | | | | | | | | 1,237.50 | 93.50 | $9,917.00 |
| 4/7/2020 | DSG 2019.08 Road Maintenance | 3,626.00 | | | | | | 3,626.00 | | | | | | 3,626.00 | |
| 6/9/2020 | Pay Req 1-Final | | | | | | | | | | | | 3,626.00 | 0.00 | |
| | 5yr totals | 15,446.00 | | | 0.00 | 0.00 | | 12,911.00 | | 2,535.00 | | | 15,352.25 | | |
| | 10yr totals | 23,774.00 | | | | | | | | | | | | | |
| | Since 2012 | 23,774.00 | | | | | | | | | | | | | |

| | | |
|---|---|---|
| 41 Lots | Eligible | 61,500.00 |
| | Awards | 15,446.00 |
| | Disbursments | 15,352.25 |
| | Subject to 1500. | 12,911.00 |
| | Not subject to 1500. | 2,535.00 |
| | Remaining current 5-yr period | 48,589.00 |

*picked up 1% sign 2018

## FY 20-21 District Support Grant Master List

| Meeting Date | District Name | Project Cost | Grant Award | Budget Remaining | Project Description |
|---|---|---|---|---|---|
| | **Beginning Approved Budget** | | | **$ 225,000.00** | |
| 07/07/20 | Rocky Point | $ 1,800.00 | $ 594.00 | **$ 224,406.00** | Road Maintenance |
| 07/07/20 | Overbrook | $ 8,075.00 | $ 2,019.00 | **$ 222,387.00** | Road Maintenance |
| 07/07/20 | Oriva Hills | $ 24,123.00 | $ 6,031.00 | **$ 216,356.00** | Road Maintenance |
| 08/04/20 | Rocky Point | $ 1,800.00 | $ 594.00 | **$ 215,762.00** | Road Maintenance |
| 10/06/20 | Pinnacle Heights | $ 6,600.00 | $ 1,650.00 | **$ 214,112.00** | Road Maintenance |
| 01/05/21 | Little Thunder | $ 1,487.50 | $ 1,487.50 | **$ 212,624.50** | District Formation |
| 02/06/21 | Freedom Hills | $ 330,000.00 | $ 50,000.00 | **$ 162,624.50** | Water Tank |
| 03/03/21 | Means, Carter & North Hannum | $ 12,119.10 | $ 3,029.78 | **$ 159,594.72** | Road Maintenance |
| 03/03/21 | American Road | $ 207,125.00 | $ 50,000.00 | **$ 109,594.72** | Water Tank |
| 03/03/21 | Wild Horse Creek | $ 37,929.00 | $ 15,475.00 | **$ 94,119.72** | Road Maintenance |
| | **Total FY20-21 Awards** | **$ 631,058.60** | **$ 130,880.28** | 20.74% | |
| | **Budget Remaining** | | **$ 94,119.72** | 42% | Budget Remaining |

| Breakdown of FY20-21 District Support Grant Awards | | |
|---|---|---|
| **Grant Type** | **Total** | **Percentage** |
| Meters/water | $ 100,000.00 | 76.4% |
| Road Maintenance | $ 29,392.78 | 22.5% |
| Street Sweeping | $ - | 0.0% |
| Sewer Jetting | $ - | 0.0% |
| Engineering/grant requests | $ - | 0.0% |
| District Formation | $ 1,487.50 | 1.1% |
| Total | $ 130,880.28 | 100.0% |

Campbell County CENTENNIAL 1911 100 2011 YEARS

Office of
COUNTY CLERK

500 S. Gillette Avenue, Suite 1600 · P.O. Box 3010 · Gillette, WY 82717
Phone: 307.682.7285 · Fax 307.687.6455

March 26, 2021

To: Helenanne Cathey
RE: Fox Ridge Improvement and Service District

The requirements below have been met by the Fox Ridge Improvement and Service District. Having met the requirements, Fox Ridge Improvement and Service District is currently in compliance with the Campbell County Elections Office.

Notice of Board – 01/20/2021

Proposed Budget – 03/31/2020

Final Budget – 07/09/2020

Public Records – 07/09/2020

Map - YES

Department of Audit - YES

Department of Revenue - YES

Sincerely,

Kendra Anderson

Kendra Anderson
Deputy County Clerk

The following page(s) contain the backup material for Agenda Item: 10:55 District Support Grant, Pineview I&S

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

Campbell County
wyoming

**Department of Public Works - Engineering Division**

500 S. Gillette Avenue, Suite 1400 Gillette, WY 82716 | 307-685-8061 Office | 307-687-6468 Fax

## DISTRICT SUPPORT GRANT MEMORANDUM

**SECTION 1 - General**

**FROM:** Clark Melinkovich, P.E., Public Works Senior Engineer CM

**TO:** Board of County Commissioners

**SUBJECT:** District Support Grant Application From: **Pineview I&S**

**DATE:** 3/30/2021

**Pineview I&S** has submitted a District Support Grant application in the amount of $5,132.66 for water well pump replacement

**SECTION 2 - Grant Type and Priority** **Priority 4, Water and Sewer**

**SECTION 3 - Costs and Eligibility** **Enlargement Eligible?** **No**

| | | | | | | |
|---|---|---|---|---|---|---|
| Total Estimated Project Cost: | $20,531 | | | | | |
| Total Number of District Lots: | 42 | | | | | |
| Total allowable grant over a 5-yr period: | 42 | lots | @ | $1,500 | $ | 63,000 |
| Total amount of Grants approved over current 5-yr period: | | | | | $ | 54,465 |
| Total amount not subject to $1500/lot limitation | | | | | $ | - |
| Remaining Grant eligibility this current 5-yr period: | | | | | $ | 8,535 |
| Current Fiscal Year Awards | $ - | | | | | O.K. |
| Remaining Eligibility this Fiscal Year | $ 50,000 | O.K. | | | | |

**SECTION 4 - Compliance**

**Pineview I&S** District is compliant with the elections office per a 3/18/2021 memo

**SECTION 5 - Analysis** Priority 4, Water and Sewer

Priority 4, Water and Sewer (PR-4) 25% not funded by other grants, up to $50,000

| % | Total | Grant | Item |
|---|---|---|---|
| 100 | | $ - | |
| 50 | | $ - | |
| 33 | $ - | $ - | |
| 25 | $ 20,530.65 | $ 5,132.66 | |
| Totals | $ 20,530.65 | $ 5,132.66 | |

**SECTION 6 -Quotes Received**

| | Company | Total | Notes: emergency repair by Water Guy, Pro Electric, and Red Tiger Well Service |
|---|---|---|---|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |

**SECTION 7 - Recommendation**

I recommend the Board approve the District Support Grant request from **Pineview I&S** Improvement and Service District in an amount not to exceed $5,132.66 for water well pump replacement

| Funding History | |
|---|---|
| 5 year | $54,465 |
| 10 year | $73,950 |
| Since Incept | $73,950 |

| Approved? Y or N | $ | Date Approved | |
|---|---|---|---|

RECE
MAR 2 3 2021

Campbell County

priority 4

# DISTRICT SUPPORT GRANT APPLICATION

District Name: Pineview ISD Requested Amount: $5,132.66

Mailing Address: PO Box 3827, Gillette, WY 82717

Contact Person: David Collins, President

Day Time Phone: 307-687-7317

Application is requesting financial assistance to form a District? Yes_____ No X

Applicant is requesting financial assistance for connection to regional water? Yes_____ No X

Is the project anticipated to be complete in the next 18 months? Yes X No_____

Description of proposed project: (Include engineering reports, portion to be funded by grant, etc.)

Pull water well and replace pump, haul in water, plow and sand road in order to get equipment in to pull the well.

Total project cost (estimated) (itemize on separate sheet): $20,530.65

| | |
|---|---|
| Water Guy Inv. 2021-200 (ProElectric invoicing – no markup) | $4,735.40 |
| Water Guy Inv. 2021-201 | $3,362.50 |
| Red Tiger Well Service, Inc. Inv. 2186 | $12,432.75 |
| Total | $20,530.65 ✓ |

Projected start date: February 16, 2021 Projected completion date: March 31, 2021

Briefly describe why the project is needed:
The Pineview Improvement and Service District has been hit with some expensive well repairs two times within the past month, and this is just after a major improvement project installing a water tank and water meters at a cost of over $940,000, which left us with a current debt of $204,250.64.

The power went off on Saturday, February 13, 2021, and was out for five hours. The arctic cold froze the well line and it dead headed the pump. The water couldn't go anywhere, and the pump self-destructed. The well will have to be pulled and pump replaced. We have had to haul in water and have the area plowed and sanded in order to get equipment in to pull the well. Pro-Electric has re-wired things to prevent this from ever happening again.

Governing Board members: David Collins, President / Michael Hardman, Vice President / Nancy Bock, Secretary/Treasurer

Acreage (approximate) of district or proposed district: 247.33 acres

Date of district formation (if applicable) July 5, 2015

Number of lots: 42

Population of District: 120 (approximately)

Ratio of Developed and undeveloped land: _____

Is area legally platted? Yes

District boundary map included? Yes

Is District Zoned? No If so, what is it zoned? _____

Is District in compliance with the Elections Office? (Submit letter of compliance). Yes

**FINANCIAL INFORMATION**

| | |
|---|---|
| Current Mill Levy for the Subdivision | $ 25,102 (assessments) |
| Current Assessed Valuation (County Assessor's Office) | $ 553,925.00 |
| Current Indebtedness | $ 204,250.64 |
| Current Income statement and balance sheet | $ 32,545.76 (bank accounts) |

Water and sewer rates, tap fees, plant investment fees, association or district dues (Describe)
The District bills monthly for those who are on the water system: $80 per month. In addition, the District assesses through the County: $952 per year for those on water and $189 for roads only for those not on the water system. The $952 per year includes the loan repayment for SRF loans.

Will project generate user fees, charges, other revenues or income revenue? Yes____ No X

List and describe other potential funding sources:
None

Other pending applications for funding:
None

Land developers or others whose business ventures will directly benefit from project and funding or other assistance requested, received, or pledged from these sources:
None

Respectfully submitted,

(SEAL)

David Collins

Title: President

Attest:

Nancy Bock

Secretary

Revised November 2013

# Pineview Improvement & Service District
## Balance Sheet
### As of March 15, 2021

| | Mar 15, 21 |
|---|---|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| First National Bank Checking | 1,007.11 |
| First National Bk Chkg - Roads | 11,972.46 |
| Water System Reserves | 19,566.19 |
| Total Checking/Savings | 32,545.76 |
| Accounts Receivable | |
| Accounts Receivable | 11,402.00 |
| Total Accounts Receivable | 11,402.00 |
| Total Current Assets | 43,947.76 |
| Fixed Assets | |
| Accumulated Depreciation | -39,109.57 |
| Pump and Motor (Red Tiger 2021) | 20,530.65 |
| Water Tank and Meters 2017-2019 | 942,966.75 |
| Water Well (1999) | 50,770.00 |
| Water Well Other (1999) | 41,165.11 |
| Total Fixed Assets | 1,016,322.94 |
| Other Assets | |
| Prepaid Insurance | 500.00 |
| Unretired Capital Credits | 8,795.14 |
| Total Other Assets | 9,295.14 |
| TOTAL ASSETS | **1,069,565.84** |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| Accounts Payable | 9,086.66 |
| Total Accounts Payable | 9,086.66 |
| Other Current Liabilities | |
| Accrued Interest - Liability | 689.85 |
| Total Other Current Liabilities | 689.85 |
| Total Current Liabilities | 9,776.51 |
| Long Term Liabilities | |
| SLIB DW207 0% Interest | 77,621.03 |
| SLIB Loan DWSRF #207 (2.5%) | 126,629.61 |
| Total Long Term Liabilities | 204,250.64 |
| Total Liabilities | 214,027.15 |
| Equity | |
| Unrestricted Net Assets | 287,598.64 |
| Net Income | 567,940.05 |
| Total Equity | 855,538.69 |
| TOTAL LIABILITIES & EQUITY | **1,069,565.84** |

# Pineview Improvement & Service District
## Profit & Loss
### July 2020 through June 2021

| | | Jul '20 - Jun 21 |
|---|---|---|
| Ordinary Income/Expense | | |
| Income | | |
| Assessments | | |
| Assessment - Roads | 8,316.00 | |
| Assessment - Water | 16,786.00 | |
| Total Assessments | | 25,102.00 |
| Grant - SLIB Princinpal Forgiv. | | 155,141.90 |
| Grant - WWDC | | 380,020.76 |
| Grants - County | | 34,384.21 |
| Interest Income (Assessm-Roads) | | 23.02 |
| Interest Income (Bank-Water) | | 117.19 |
| Late Fees | | 798.00 |
| Monthly Fees | | 14,080.00 |
| Road Payments | | 1,071.50 |
| Shut Off/Turn On Fees | | 130.00 |
| Total Income | | 610,868.58 |
| Gross Profit | | 610,868.58 |
| Expense | | |
| Administration Expenses | | |
| Accountant / Review/Audit | 3,000.00 | |
| Administrative/Bookkeeping | 6,100.00 | |
| Advertising and Promotion | 404.25 | |
| Postage and Mailing | 337.15 | |
| Total Administration Expenses | | 9,841.40 |
| Indirect Expenses | | |
| Depreciation Expense | 1,838.70 | |
| Insurance Expense | 500.00 | |
| Interest Expense | 2,671.88 | |
| Total Indirect Expenses | | 5,010.58 |
| Operations Expenses | | |
| Roads | | |
| Road Work | 5,149.25 | |
| Total Roads | | 5,149.25 |
| Water System | | |
| Chemicals | 499.67 | |
| Locates | 97.50 | |
| Repairs - Water System | 10,411.18 | |
| Testing - Water | 1,534.00 | |
| Utilities | | |
| Electricity | 6,336.88 | |
| Propane | 930.77 | |
| Total Utilities | 7,267.65 | |
| Water Meter Readings | 522.00 | |
| Water Operator | 3,892.00 | |
| Water Shut Off / Turn On Fees | 130.00 | |
| Water System - Other | 412.00 | |
| Total Water System | | 24,766.00 |
| Total Operations Expenses | | 29,915.25 |
| Total Expense | | 44,767.23 |
| Net Ordinary Income | | 566,101.35 |
| Net Income | | **566,101.35** |

# INVOICE

Water Guy

P.O. Box 2917
Gillette Wy 82717

| Date | Invoice # |
|---|---|
| 3/8/2021 | 2021-200 |

Bill To
Pineview I & S District
P.O. Box 3827
Gillette, WY 82717

Ship To

| P.O. Number | Terms | Project |
|---|---|---|
| | Net 30 | |

| Quantity | Description | Price Each | Amount |
|---|---|---|---|
| 1 | ProElectric bill - 20210142 for pump panel work on 2/17 and 2/19<br>No Sales Tax | 4,735.40<br>0.00% | 4,735.40<br>0.00 |

Water Guy paid ProElectric
no markup.

**Certification: I hereby certify under penalty of perjury, that this invoice and the items included herein for payment are correct and just in all respects.**

*Cheyenne Melick* 3/8/2021

Any Questions Or Concerns Please Contact Us

*Cheyenne Melick*

**Phone 307-299-3544**
**cheyenne@waterguywyoming.com**
**www.facebook.com/waterguywyoming**

**Total** **$4,735.40**

# ProElectric, Inc.

P.O. Box 2140
Gillette, WY 82717-2140
(307)682-6293

**INVOICE**

**Date:** 2/19/2021
**Invoice #:** 20210142
**Cust. PO #:** Duane

Bill To: Water Guy, LLC
P.O. Box 2917
Gillette, WY 82717-2917

| Job Reference or Location |
|---|
| Pineview Estates/Bad VFD |

| Code | QTY. | Unit | Description | Price | Extended |
|---|---|---|---|---|---|
| | | | Work Description:<br>02/17/2021 - Built up pump panel.<br>02/18/2021 - Installed pump panel built yesterday and determined wires needed pulled to new building. Completed conduit in the dungeon and pulled wire to the new tank building. Shorted running conduit in new building.<br>02/19/2021 - Finished conduit to the control panel, finished pulling in control wire and installed latch relay. Terminated to the relay, terminated in the murphey gauge and re-wired motor saver in pump panel for turns ratio (2). Completed terminations from the pump panel to the PDB in existing box. Started up, corrected rotation, verified proper tank levels and set start stop. Disconnected and locked open butterfly valve so the system can not dead head. | | |
| | | | Labor & Equipment on 02/17/2021: | | |
| E42-03 | 2 | | Charlie Smith (CST) | 76.00 | 152.00 |
| | | | Labor & Equipment on 02/18/2021: | | |
| E42-03 | 8 | | Charlie Smith (CST) | 76.00 | 608.00 |
| E42-06 | 3 | | Charlie Smith (COT) | 100.00 | 300.00 |
| E146-04 | 8 | | Tylor Phinney (AST) | 49.00 | 392.00 |
| E146-05 | 3 | | Tylor Phinney (AOT) | 69.00 | 207.00 |
| 2111 | 11 | | Service Truck #111 - No Charge | | |
| | | | Labor & Equipment on 02/19/2021: | | |
| E42-03 | 8 | | Charlie Smith (CST) | 76.00 | 608.00 |
| 2111 | 6 | | Service Truck #111 - No Charge | | |
| E146-04 | 6 | | Tylor Phinney (AST) | 49.00 | 294.00 |
| 2109 | 2 | | Service Truck #109 - No Charge | | |
| | | | Material: | | |
| 31 | 1 | Ea | Pump Panel | 958.00 | 958.00 |
| 31 | 1 | Ea | Motor Saver 777 | 473.68 | 473.68 |

Thank you for your business.

Sub-Total
Tax
**Total**



A Service Charge of 2% will be charged on Past Due Amounts over 30 Days.

# ProElectric, Inc.

P.O. Box 2140
Gillette, WY 82717-2140
(307)682-6293

**INVOICE**

**Date:** 2/19/2021
**Invoice #:** 20210142
**Cust. PO #:** Duane

Bill To: Water Guy, LLC
P.O. Box 2917
Gillette, WY 82717-2917

| Job Reference or Location |
|---|
| Pineview Estates/Bad VFD |

| Code | QTY. | Unit | Description | Price | Extended |
|---|---|---|---|---|---|
| 31 | 1 | Ea | 6" Din Rail | 0.73 | 0.73 |
| 31 | 1 | Ea | 3 POS Safety Fuse | 20.23 | 20.23 |
| 31 | 3 | Ea | FNQ 2 Fuse | 12.67 | 38.01 |
| 31 | 8 | Ea | 8-32 3/4" Screw | 0.15 | 1.20 |
| 31 | 4 | Ea | #8 Flat Washer | 0.20 | 0.80 |
| 31 | 1 | Ea | 3-Position PDB | 75.28 | 75.28 |
| 32 | 10 | Ft | #6 THHN | 0.99 | 9.90 |
| 31 | 10 | Ea | Sticky Back | 0.20 | 2.00 |
| 31 | 15 | Ea | 1/8 x 4 Zip Ty | 0.37 | 5.55 |
| 31 | 2 | Ea | 2" x Closed BRC Nipple | 4.34 | 8.68 |
| 31 | 8 | Ea | 2" Lock Ring | 1.39 | 11.12 |
| 31 | 4 | Ea | 2" Plastic Bushing | 0.56 | 2.24 |
| 32 | 36 | Ft | Solid Thick Strut | 4.30 | 154.80 |
| 31 | 4 | Ea | 1/4-20 Cone Nut | 3.76 | 15.04 |
| 31 | 4 | Ea | 1/4-20 1" Bolt | 0.15 | 0.60 |
| 31 | 4 | Ea | 1/4" Fender Washer | 0.20 | 0.80 |
| 31 | 8 | Ea | 1-1/2" Wood Screw | 0.14 | 1.12 |
| 31 | 1 | Ea | 1-1/2" Hoffman Hole Seal | 26.15 | 26.15 |
| 31 | 2 | Ea | 8x 8x 4x PVC Box | 52.12 | 104.24 |
| 32 | 10 | Ft | 1/2" Schedule 40 PVC | 0.75 | 7.50 |
| 31 | 2 | Ea | 1/2" PVC Terminal Adaptor | 0.26 | 0.52 |
| 31 | 1 | Ea | 1/2" Lock Ring | 0.26 | 0.26 |
| 31 | 1 | Ea | 1/2" Plastic Bushing | 0.09 | 0.09 |
| 31 | 3 | Ea | 1/2" PVC 90° Elbow | 1.09 | 3.27 |
| 31 | 6 | Ea | 1/2" PVC Coupler | 0.17 | 1.02 |
| 31 | 4 | Ea | 1/2" Single-Hole Strap | 0.26 | 1.04 |
| 31 | 1 | Ea | 3/4" SLB | 7.51 | 7.51 |
| 31 | 1 | Ea | 3/4" - 1/2" REB | 2.31 | 2.31 |
| 31 | 1 | Ea | 3/4" Chase Nipple | 1.87 | 1.87 |
| 31 | 2 | Ea | 1" PVC Terminal Adaptor | 0.63 | 1.26 |
| 31 | 2 | Ea | 1" PVC Lock Ring | 0.49 | 0.98 |
| 31 | 2 | Ea | 1" Plastic Bushing | 0.19 | 0.38 |
| 31 | 2 | Ea | 3/4" PVC Terminal Adaptor | 0.37 | 0.74 |
| 31 | 4 | Ea | 3/4" PVC 90° Elbow | 1.50 | 6.00 |

Thank you for your business.

Sub-Total
Tax
**Total**



A Service Charge of 2% will be charged on Past Due Amounts over 30 Days.

# ProElectric, Inc.

P.O. Box 2140
Gillette, WY 82717-2140
(307)682-6293

**INVOICE**

**Date:** 2/19/2021
**Invoice #:** 20210142
**Cust. PO #:** Duane

Bill To: Water Guy, LLC
P.O. Box 2917
Gillette, WY 82717-2917

| Job Reference or Location |
|---|
| Pineview Estates/Bad VFD |

| Code | QTY. | Unit | Description | Price | Extended |
|---|---|---|---|---|---|
| 31 | 4 | Ea | 3/4" PVC Coupling | 0.27 | 1.08 |
| 31 | 2 | Ea | 3/4" Lock Ring | 0.32 | 0.64 |
| 31 | 2 | Ea | 3/4" Plastic Bushing | 0.15 | 0.30 |
| 32 | 20 | Ft | 3/4" Schedule 40 | 1.33 | 26.60 |
| 31 | 2 | Ea | 3/4" Cobra Clamp | 3.16 | 6.32 |
| 32 | 420 | Ft | #14 THHN | 0.14 | 58.80 |
| 32 | 200 | Ft | Nylon Pull String | 0.07 | 14.00 |
| 31 | 2 | Ea | Oz of Glue | 0.90 | 1.80 |
| 32 | 4 | Ft | Slotted Thin Strut | 4.71 | 18.84 |
| 31 | 1 | Ea | 120-Volt 13-Pin Relay Base | 19.07 | 19.07 |
| 31 | 1 | Ea | 120-Vol 13-Pin Relay Latching | 37.28 | 37.28 |
| 31 | 2 | Ea | Red Fork Terminal | 1.50 | 3.00 |
| 31 | 2 | Ea | 1" Cobra Strut Strap | 3.47 | 6.94 |
| 31 | 4 | Ea | 3/4" Cobra Strut Strap | 3.16 | 12.64 |
| 32 | 10 | Ft | 3/4" Schedule 40 PVC | 1.33 | 13.30 |
| 31 | 1 | Ea | 3/4 PVC Coupling | 0.27 | 0.27 |
| 31 | 1 | Ea | Pan Head Tek Screw | 0.22 | 0.22 |
| 32 | 6 | Ft | Din Rail | 0.14 | 0.84 |
| 32 | 10 | Ft | #8 Stranded THHN | 0.65 | 6.50 |
| 31 | 4 | Ea | 1/8" x 6" Zip Ty | 0.26 | 1.04 |

Thank you for your business.

| | |
|---|---|
| Sub-Total | $4,735.40 |
| Tax | $0.00 |
| **Total** | **$4,735.40** |



A Service Charge of 2% will be charged on Past Due Amounts over 30 Days.

# INVOICE

Water Guy

P.O. Box 2917
Gillette Wy 82717

| Date | Invoice # |
|---|---|
| 3/9/2021 | 2021-201 |

Bill To
Pineview I & S District
P.O. Box 3827
Gillette, WY 82717

Ship To

| P.O. Number | Terms | Project |
|---|---|---|
| | Net 30 | |

| Quantity | Description | Price Each | Amount |
|---|---|---|---|
| 2 | Pumphouse was frozen on 2/15/21, the well stopped working and had to remove snow with skidsteer to haul in water and other equipment | 100.00 | 200.00 |
| 1 | Water hauled, roads and hill sanded | 3,162.50 | 3,162.50 |
| | No Sales Tax | 0.00% | 0.00 |

**Certification: I hereby certify under penalty of perjury, that this invoice and the items included herein for payment are correct and just in all respects.**

*Cheyenne Melick* 3/9/2021

Any Questions Or Concerns Please Contact Us

*Cheyenne Melick*

**Phone 307-299-3544**
**cheyenne@waterguywyoming.com**
**www.facebook.com/waterguywyoming**

**Total $3,362.50**

# Red Tiger Well Service, Inc.

P.O. Box 217
Gillette, WY 82717
307-682-0353

# Invoice

| Date | Invoice # |
|---|---|
| 2/23/2021 | 2186 |

| Bill To |
|---|
| Pine View ISD<br>PO BOX 3827<br>Gillette, WY 82717 |

| P.O. No. | Terms | Project | Ordered By |
|---|---|---|---|
| | | | Water Guy |

| Qty | Description | Rate | Amount |
|---|---|---|---|
| | Water Well #1 | | |
| 12.5 | Pulling Unit w/ Crew to Service Well | 255.00 | 3,187.50 |
| 1 | Spool/ Pipe Trailer | 150.00 | 150.00 |
| 1 | 20 HP Gould 65L20 Pump End<br>S/N# L1834005 | 4,467.00 | 4,467.00 |
| 1 | 20 HP Franklin Sand Fighter Motor 460 Volt 3 Phase<br>S/N# 20H19-10-00035A | 3,395.00 | 3,395.00 |
| 1 | Tape & Splice | 165.00 | 165.00 |
| 1 | Freight | 228.00 | 228.00 |
| 2 | Baker Pitless O-Rings | 28.00 | 56.00 |
| 1 | 3"x2" Swedge NPT | 48.00 | 48.00 |
| 5 | 2" API Coupling | 14.95 | 74.75 |
| 2 | 2 3/8" x 2" HD Swedge | 52.00 | 104.00 |
| 1 | 2 3/8" EUE Coupling | 19.50 | 19.50 |
| 2 | 2 3/8" Check & Drain Valve | 269.00 | 538.00 |
| | Thank You! | | |
| | Pump Set On 800' 2" NPT Pipe | DC<br>MB | |

| | |
|---|---|
| **Subtotal** | $12,432.75 |
| **Sales Tax** | $0.00 |
| **Total** | $12,432.75 |
| **Payments/Credits** | $0.00 |
| **Balance Due** | $12,432.75 |

Campbell County CENTENNIAL 1911 100 2011 YEARS

Office of
COUNTY CLERK

500 S. Gillette Avenue, Suite 1600 · P.O. Box 3010 · Gillette, WY 82717
Phone: 307.682.7285 · Fax 307.687.6455

March 18, 2021

To: Helenanne Cathey
RE: Pineview Improvement and Service District

The requirements below have been met by the Pineview Improvement and Service District. Having met the requirements, Pineview Improvement and Service District is currently in compliance with the Campbell County Elections Office.

Notice of Board – 01/20/2021

Proposed Budget – 05/16/2020

Final Budget – 06/29/2020

Public Records – 06/29/2020

Map - YES

Department of Audit - YES

Department of Revenue - YES

Sincerely,

Kendra Anderson

Kendra Anderson
Deputy County Clerk

**Pineview**
020.7085.57

| Date | Description | Award | Priority 1 | Priority 2 | Priority 3 | Priority 4 | Priority 5 | Priority 6 25% | Priority 6 33% | Priority 6 50% | Priority 7 | Priority 8 | Disburse | Balance |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **12/16/2014** | **DSG 2014.08 District Formati** | **4,500.00** | 4,500.00 | | | | | | | | | | | 4,500.00 |
| 8/3/2015 | Pay Ap 1-Final | | | | | | | | | | | | 4,500.00 | **0.00** |
| **2/16/2016** | **DSG 2015.24-WWDC Level III** | **14,985.00** | | 14,985.00 | | | | | | | | | | 14,985.00 |
| 5/12/2016 | Pay Ap 1 | | | | | | | | | | | | 4,787.50 | 10,197.50 |
| 6/21/2016 | Pay ap 2 | | | | | | | | | | | | 6,995.00 | 3,202.50 |
| 7/22/2016 | Pay ap 3 | | | | | | | | | | | | 2,827.50 | 375.00 |
| 9/9/2016 | Pay ap 4-final | | | | | | | | | | | | 375.00 | **0.00** |
| **3/7/2017** | **DSG 2016.14-SRF Loan App** | **4,465.00** | | | | 4,465.00 | | | | | | | | 4,465.00 |
| 5/8/2017 | Pay req 1 | | | | | | | | | | | | 871.56 | 3,593.44 |
| 10/9/2017 | Pay req 2 | | | | | | | | | | | | 2,202.85 | 1,390.59 |
| 12/4/2017 | Pay req 3-Final | | | | | | | | | | | | 1,387.50 | **3.09** |
| **11/21/2017** | **DSG 2017.09 Water project** | **50,000.00** | | | | 50,000.00 | | | | | | | | 50,000.00 |
| 5/2/2018 | Pay Req 1 | | | | | | | | | | | | 658.85 | 49,341.15 |
| 6/15/2018 | Pay Req 2 | | | | | | | | | | | | 456.43 | 48,884.72 |
| 7/12/2018 | Pay Req 3 | | | | | | | | | | | | 1,226.59 | 47,658.13 |
| 8/22/2018 | Pay Req 4 | | | | | | | | | | | | 110.84 | 47,547.29 |
| 10/3/2018 | Pay Req 5 | | | | | | | | | | | | 65.06 | 47,482.23 |
| 11/29/2018 | Pay Req 6 | | | | | | | | | | | | 336.76 | 47,145.47 |
| 1/15/2019 | Pay Req 7 | | | | | | | | | | | | 1,308.63 | 45,836.84 |
| 2/8/2019 | Pay Req 8 | | | | | | | | | | | | 398.44 | 45,438.40 |
| 3/11/2019 | Pay Req 9 | | | | | | | | | | | | 185.34 | 45,253.06 |
| 4/15/2019 | Pay Req 10 | | | | | | | | | | | | 208.18 | 45,044.88 |
| 5/9/2019 | Pay Req 11 | | | | | | | | | | | | 270.09 | 44,774.79 |
| 5/30/2019 | Pay Req 12-closed out time limitation | | | | | | | | | | | | 173.71 | 44,601.08 |
| **8/6/2019** | **DSG 2019.01 Water project-cc** | **44,601.00** | | | | 44,601.00 | | | | | | | | 44,601.00 |
| 10/1/2019 | Pay Req 1 | | | | | | | | | | | | 400.81 | 44,200.19 |
| 11/26/2019 | Pay req 2 | | | | | | | | | | | | 187.88 | 44,012.31 |
| 1/15/2020 | Pay Req 3 | | | | | | | | | | | | 281.66 | 43,730.65 |
| 2/14/2020 | Pay Req 4 | | | | | | | | | | | | 98.53 | 43,632.12 |
| 3/13/2020 | Pay Req 5 | | | | | | | | | | | | 193.75 | 43,438.37 |
| 4/29/2020 | Pay Req 6 | | | | | | | | | | | | 205.54 | 43,232.83 |
| 6/30/2020 | 6-mo extension granted - good through 2/6/2021 | | | | | | | | | | | | | 43,232.83 |
| 6/29/2020 | Pay Req 7 | | | | | | | | | | | | 7,842.45 | 35,390.38 |
| 7/27/2020 | Pay Req 8 | | | | | | | | | | | | 13,946.52 | 21,443.86 |
| 8/24/2020 | Pay Req 9 | | | | | | | | | | | | 16,392.31 | 5,051.55 |
| 9/21/2020 | Pay Req 10 | | | | | | | | | | | | 1,217.51 | 3,834.04 |
| 10/19/2020 | Pay Req 11 | | | | | | | | | | | | 1,888.07 | 1,945.97 |
| 12/14/2020 | Pay Req 12 | | | | | | | | | | | | 45.76 | 1,900.21 |
| 12/14/2020 | Pay Req 13 - Final | | | | | | | | | | | | 894.04 | 1,006.17 |
| | | 54,465.00 | 0.00 | 0.00 | | 54,465.00 | | 0.00 | | 0.00 | | | 53,455.66 | |

| | | |
|---|---|---|
| 42 | Eligible | 63,000.00 |
| | Awards | 54,465.00 |
| | Disbursments | 53,455.66 |
| | Subject to 1500. | 54,465.00 |
| | Not subject to 1500. | 0.00 |
| | Remaining current 5-yr perio | 8,535.00 |

**2017.09 closed out due to time limitation so they reapplied for the remainder of the $50,000 that they didn't spend and used that on 2019.01**

not subject to $1500/lot limitation




Campbell County
wyoming

CAMPBELL COUNTY
DEPARTMENT OF PUBLIC WORKS
500 S. Gillette Ave.Gillette, Wyoming 82716
Phone # 307 685-8061
Fax # 307 687-6349

Pineview I&S District
User: mak08
Date: 2/4/2016

## FY 20-21 District Support Grant Master List

| Meeting Date | District Name | Project Cost | Grant Award | Budget Remaining | Project Description |
|---|---|---|---|---|---|
| | **Beginning Approved Budget** | | | **$ 225,000.00** | |
| 07/07/20 | Rocky Point | $ 1,800.00 | $ 594.00 | **$ 224,406.00** | Road Maintenance |
| 07/07/20 | Overbrook | $ 8,075.00 | $ 2,019.00 | **$ 222,387.00** | Road Maintenance |
| 07/07/20 | Oriva Hills | $ 24,123.00 | $ 6,031.00 | **$ 216,356.00** | Road Maintenance |
| 08/04/20 | Rocky Point | $ 1,800.00 | $ 594.00 | **$ 215,762.00** | Road Maintenance |
| 10/06/20 | Pinnacle Heights | $ 6,600.00 | $ 1,650.00 | **$ 214,112.00** | Road Maintenance |
| 01/05/21 | Little Thunder | $ 1,487.50 | $ 1,487.50 | **$ 212,624.50** | District Formation |
| 02/06/21 | Freedom Hills | $ 330,000.00 | $ 50,000.00 | **$ 162,624.50** | Water Tank |
| 03/03/21 | Means, Carter & North Hannum | $ 12,119.10 | $ 3,029.78 | **$ 159,594.72** | Road Maintenance |
| 03/03/21 | American Road | $ 207,125.00 | $ 50,000.00 | **$ 109,594.72** | Water Tank |
| 03/03/21 | Wild Horse Creek | $ 37,929.00 | $ 15,475.00 | **$ 94,119.72** | Road Maintenance |
| | **Total FY20-21 Awards** | **$ 631,058.60** | **$ 130,880.28** | 20.74% | |
| | **Budget Remaining** | | **$ 94,119.72** | 42% | Budget Remaining |

| Breakdown of FY20-21 District Support Grant Awards | | |
|---|---|---|
| **Grant Type** | **Total** | **Percentage** |
| Meters/water | $ 100,000.00 | 76.4% |
| Road Maintenance | $ 29,392.78 | 22.5% |
| Street Sweeping | $ - | 0.0% |
| Sewer Jetting | $ - | 0.0% |
| Engineering/grant requests | $ - | 0.0% |
| District Formation | $ 1,487.50 | 1.1% |
| Total | $ 130,880.28 | 100.0% |

The following page(s) contain the backup material for Agenda Item: 11:00 District Support Grant, Prairieview Champion Ventures I&S

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

Campbell County
wyoming

**Department of Public Works - Engineering Division**

500 S. Gillette Avenue, Suite 1400 Gillette, WY 82716 | 307-685-8061 Office | 307-687-6468 Fax

## DISTRICT SUPPORT GRANT MEMORANDUM

**SECTION 1 - General**

**FROM:** Clark Melinkovich, P.E., Public Works Senior Engineer CM

**TO:** Board of County Commissioners

**SUBJECT:** District Support Grant Application From: **Prairieview Champion Ventures I&S**

**DATE:** 3/30/2021

**ieview Champion Ventures I&S** has submitted a District Support Grant application in the amount of $1,800.00 for street sweeping

**SECTION 2 - Grant Type and Priority** **Priority 8, Street Sweeping**

**SECTION 3 - Costs and Eligibility** **Enlargement Eligible?** **No**

| | | | | | |
|---|---|---|---|---|---|
| Total Estimated Project Cost: | $3,600 | | | | |
| Total Number of District Lots: | 76 | | | | |
| Total allowable grant over a 5-yr period: | 76 | lots | @ | $1,500 | $ 114,000 |
| Total amount of Grants approved over current 5-yr period: | | | | | $ 9,000 |
| Total amount not subject to $1500/lot limitation | | | | | $ 9,000 |
| Remaining Grant eligibility this current 5-yr period: | | | | | $ 114,000 |
| Current Fiscal Year Awards | $ - | | | | O.K. |
| Remaining Eligibility this Fiscal Year | $ 50,000 | O.K. | | | |

**SECTION 4 - Compliance**

**Prairieview Champion Venture:** District is compliant with the elections office per a 3/26/2021 memo

**SECTION 5 - Analysis** Priority 8, Street Sweeping

Priority 8, Street Sweeping (PR-8) 50%, up to $7500 per year

| % | Total | Grant | Item |
|---|---|---|---|
| 100 | $ - | $ - | |
| 50 | $ 3,600.00 | $ 1,800.00 | |
| 33 | $ - | $ - | |
| 25 | $ - | $ - | |
| Totals | $ 3,600 | $ 1,800 | |

**SECTION 6 -Quotes Received**

| | Company | Total | Notes: |
|---|---|---|---|
| 1 | DRM | $ 3,600 | |
| 2 | | | |
| 3 | | | |
| 4 | | | |

**SECTION 7 - Recommendation**

I recommend the Board approve the District Support Grant request from **Prairieview Champion Venture** Improvement and Service District in an amount not to exceed $1,800.00 for street sweeping

| Funding History | |
|---|---|
| 5 year | $9,000 |
| 10 year | $91,356 |
| Since Incept | $296,429 |

| Approved? Y or N | $ | Date Approved | |
|---|---|---|---|

20.15

Campbell County

# DISTRICT SUPPORT GRANT APPLICATION

District Name: Prairieview Champion ISD Requested Amount: $1,800.00

Mailing Address: PO Box 471, Gillette, WY 82717

Contact Person: Gayle Nannemann, President

Day Time Phone: 307-682-9082

Application is requesting financial assistance to form a District? Yes_____ No X

Applicant is requesting financial assistance for connection to regional water? Yes_____ No X

Is the project anticipated to be complete in the next 18 months? Yes X No_____

Description of proposed project: (Include engineering reports, portion to be funded by grant, etc.)
Hard surfaced street sweeping

Total project cost (estimated) (itemize on separate sheet: $3,600.00

Projected start date: April 15, 2021 Projected completion date: June 30, 2021

Briefly describe why the project is needed:
Street sweeping to remove sand and debris from streets to keep the dust down, preventing the build up of rock along the sides of the streets, and preventing materials from being ground into the streets, causing earlier crumbling or unraveling of asphalt

Governing Board members: Gayle Nannemann, President / Carol McKillop, Vice President / Susan Wilson, Secretary/Treasurer

Acreage (approximate) of district or proposed district: 207 +/- acres

Date of district formation (if applicable) July 15, 1991

Number of lots: 76 total parcels

Population of District: 300 (approximately)

Ratio of Developed and undeveloped land: All land is developed.

Is area legally platted? Yes

District boundary map included? Yes

Is District Zoned? Yes/No If so, what is it zoned? I-1 and I-2

Is District in compliance with the Elections Office? (Submit letter of compliance). Yes

**FINANCIAL INFORMATION**

| | |
|---|---|
| Current Mill Levy for the Subdivision | $ 96,073.34 (assessments) |
| Current Assessed Valuation (County Assessor's Office) | $ 2,839,016.00 |
| Current Indebtedness | $ 108,005.94 |
| Current Income statement and balance sheet | $ 178,746.52 (District Funds) and $63,613.03 (Loan Fund) |

Water and sewer rates, tap fees, plant investment fees, association or district dues (Describe)
$450 per year maintenance assessment per lot plus the bond repayment based on a formula when the original street improvement project was done considering size of lot, street frontage, etc.

Will project generate user fees, charges, other revenues or income revenue? Yes____ No X

List and describe other potential funding sources:
None

Other pending applications for funding:
None

Land developers or others whose business ventures will directly benefit from project and funding or other assistance requested, received, or pledged from these sources:
None

Respectfully submitted,

(SEAL)

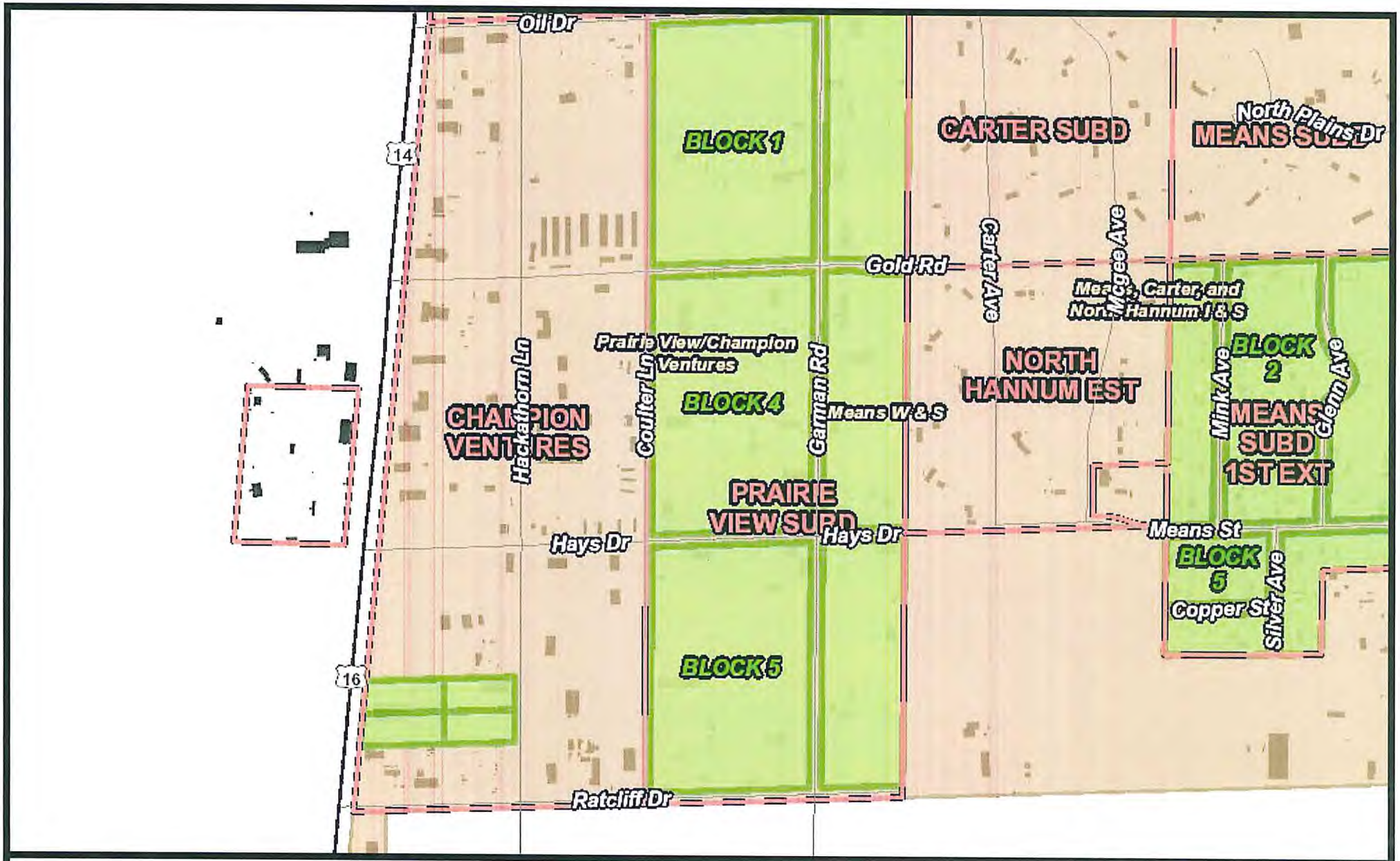
Doyle J Zenneman

Title: Pres

Attest:

Susan Wilson

Secretary




Campbell County
wyoming

N

0 0.085 0.17
mi

CAMPBELL COUNTY, WYOMING

DEPARTMENT
OF PUBLIC WORKS

500 S. Gillette Ave.Gillette, Wyoming 82716
Phone # 307 685-8061
Fax # 307 687-6349

Date: 3/25/2021
Time: 2:43:16 PM

**DRM, Inc.**

PO Box 1002
Gillette, WY 82717
PH: 307-682-0328
FAX: 307-682-3130

March 23, 2021

Prairie View/Champion Improvement & Services District
Gillette, WY 82718

Re: Sweeping Quote

ATT: Helen Anne

DRM is pleased to quote the sweeping per your request:

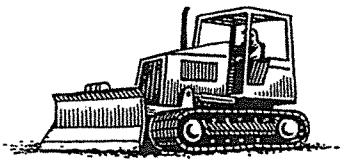
Sweep from Ratcliff Road to Oil Road - $3,600.00

Please contact me if you have any questions or need more information.

Sincerely,

DRM INC.

Mark McKillop
President



DRM, Inc.

# Prairieview / Champion Ventures I&SD
## Balance Sheet
### As of March 25, 2021

| | Mar 25, 21 |
|---|---|
| **ASSETS** | |
| **Current Assets** | |
| **Checking/Savings** | |
| 1001 · Money Market Account | 178,659.34 |
| 1100 · Operating Acct | 87.18 |
| 1116 · USDA Restricted Loan Fund | 63,613.03 |
| **Total Checking/Savings** | 242,359.55 |
| **Accounts Receivable** | |
| 1200 · Accounts Receivable | 22,092.03 |
| **Total Accounts Receivable** | 22,092.03 |
| **Total Current Assets** | 264,451.58 |
| **Fixed Assets** | |
| 1300 · Highways (2003 completed) | 1,491,512.51 |
| 1301 · Chip Seal (2012) | 167,666.49 |
| 1303 · Gold Road Improvements 2014-15 | 59,367.67 |
| 1305 · Accumulated Depreciation | -677,805.08 |
| **Total Fixed Assets** | 1,040,741.59 |
| **TOTAL ASSETS** | **1,305,193.17** |
| **LIABILITIES & EQUITY** | |
| **Liabilities** | |
| **Long Term Liabilities** | |
| 2300 · Loan Payable - USDA | 108,005.94 |
| **Total Long Term Liabilities** | 108,005.94 |
| **Total Liabilities** | 108,005.94 |
| **Equity** | |
| 3900 · Retained Earnings | 453,868.96 |
| 3950 · Contributed Capital | 660,565.66 |
| Net Income | 82,752.61 |
| **Total Equity** | 1,197,187.23 |
| **TOTAL LIABILITIES & EQUITY** | **1,305,193.17** |

# Prairieview / Champion Ventures I&SD
## Profit & Loss
### July 2020 through June 2021

| | | Jul '20 - Jun 21 |
|---|---|---|
| Ordinary Income/Expense | | |
| Income | | |
| 4100 · Tax Rev | | |
| 4110 · Special Assessment | 61,873.34 | |
| 4130 · Maintenance Assessments | 34,199.66 | |
| Total 4100 · Tax Rev | | 96,073.00 |
| 4150 · Interest Income | | |
| 4155 · Interest Income from Assessment | 171.19 | |
| 4150 · Interest Income - Other | 226.34 | |
| Total 4150 · Interest Income | | 397.53 |
| 4160 · Interest Income (USDA Loan) | | 332.65 |
| Total Income | | 96,803.18 |
| Gross Profit | | 96,803.18 |
| Expense | | |
| 6010 · Administration Expenses | | |
| 6020 · Advertising | 270.39 | |
| 6610 · Postage and Delivery | 34.65 | |
| 6620 · Printing and Reproduction | 72.00 | |
| 6665 · Secretarial Services | 2,520.00 | |
| Total 6010 · Administration Expenses | | 2,897.04 |
| 6700 · Indirect Expenses | | |
| 6380 · Insurance | | |
| 6390 · Bonding - Members | 300.00 | |
| 6395 · Directors and Officers Insuranc | 680.00 | |
| 6410 · Liability Insurance | 650.00 | |
| Total 6380 · Insurance | | 1,630.00 |
| 6440 · Interest Expense | | |
| 6460 · Loan Interest | 7,849.03 | |
| Total 6440 · Interest Expense | | 7,849.03 |
| 8011 · Depreciation Expense | 53,489.26 | |
| Total 6700 · Indirect Expenses | | 62,968.29 |
| 7000 · Operations Expenses | | |
| 6715.1 · Culverts & Ditches | 1,674.50 | |
| Total 7000 · Operations Expenses | | 1,674.50 |
| Total Expense | | 67,539.83 |
| Net Ordinary Income | | 29,263.35 |
| Net Income | | **29,263.35** |

## Prairie View Champion Ventures

020.7085.23

| Date | Description | Award | Priority 1 | Priority 2 | Priority 3 | Priority 4 | Priority 5 | Priority 6 25% | Priority 6 33% | Priority 6 50% | Priority 7 | Priority 8 | Disburse | Balance |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 10/01/91 | Est, Str, Drainage & Water DSG-17A | 11,800.00 | | | | | | | | | | | | 11,800.00 |
| 10/23/91 | Pymt GDR#1 DSG-17A | | | | | | | | | | | | 3,969.78 | 7,830.22 |
| 11/06/91 | Pymt GDR#2 DSG-17A | | | | | | | | | | | | 615.00 | 7,215.22 |
| 12/17/91 | Pymt GDR#3 DSG-17A | | | | | | | | | | | | 1,631.40 | 5,583.82 |
| 01/10/92 | Pymt GDR#4 DSG-17A | | | | | | | | | | | | 689.70 | 4,894.12 |
| 03/23/92 | Pymt GDR#5 DSG-17A | | | | | | | | | | | | 400.00 | 4,494.12 |
| 01/18/93 | Pymt GDR#6 DSG-17A | | | | | | | | | | | | 200.00 | 4,294.12 |
| 05/06/93 | Pymt GDR#7 DSG-17A | | | | | | | | | | | | 1,794.24 | 2,499.88 |
| 06/15/93 | Water Study DSG-17B | 6,000.00 | | | | | | | | | | | | 8,499.88 |
| 06/24/93 | Pymt GDR#8 DSG-17A | | | | | | | | | | | | 433.10 | 8,066.78 |
| 07/14/93 | Pymt GDR#9 DSG-17A | | | | | | | | | | | | 326.95 | 7,739.83 |
| 08/23/93 | Pymt (Bal$1,443.43) GDR#10 DSG-17A | | | | | | | | | | | | 296.40 | 7,443.43 |
| 08/23/93 | Pymt GDR#1 DGS-17B | | | | | | | | | | | | 2,313.06 | 5,130.37 |
| 09/27/93 | Pymt (Bal$1,662.82) GDR#2 DSG-17B | | | | | | | | | | | | 2,024.12 | 3,106.25 |
| 11/16/93 | Water Imp Design & Const DSG-17C | 15,900.00 | | | | | | | | | | | | 19,006.25 |
| 12/23/93 | Pymt (Bal$177.85) GDR#11 DSG-17A | | | | | | | | | | | | 1,265.60 | 17,740.65 |
| 12/23/93 | Pymt (Bal$1,052.32) GDR#3 DSG-17B | | | | | | | | | | | | 610.50 | 17,130.15 |
| 03/02/94 | Other Appl DSG-17D | 2,500.00 | | | | | | | | | | | | 19,630.15 |
| 03/24/94 | Pymt (Bal$504.01) GDR#4 DSG-17B | | | | | | | | | | | | 548.31 | 19,081.84 |
| 03/24/94 | Pymt (Bal$855.93) GDR#1 DSG-17D | | | | | | | | | | | | 1,644.07 | 17,437.77 |
| 03/24/94 | Pymt (Bal$0) GDR#12 DSG-17A | | | | | | | | | | | | 177.83 | 17,259.94 |
| 05/17/94 | Water System DSG-17E | 6,200.00 | | | | | | | | | | | | 23,459.94 |
| 09/06/94 | Water System DSG-17F | 21,125.00 | | | | | | | | | | | | 44,584.94 |
| 09/22/94 | Pymt (Bal$10,776.98) GDR#1 DSG-17C | | | | | | | | | | | | 5,123.52 | 39,461.42 |
| 11/19/94 | Water System DSG-17G | 7,475.00 | | | | | | | | | | | | 46,936.42 |
| 12/27/94 | Pymt (Bal$0) GDR#2 DSG-17C | | | | | | | | | | | | 10,776.48 | 36,159.94 |
| 02/13/95 | Pymt (Bal of E,F&G$0) GDR#2 DSG-17E,F,G | | | | | | | | | | | | 34,800.00 | 1,359.94 |
| 06/06/95 | Street Imp. Plan DSG-17H | 5,000.00 | | | | | | | | | | | | 6,359.94 |
| 12/26/95 | Pymt (Bal$4,206.32) GDR#1 DSG-17H | | | | | | | | | | | | 793.68 | 5,566.26 |
| 02/16/96 | Pymt (Bal$3,841.79) GDR#2 DSG-17H | | | | | | | | | | | | 364.53 | 5,201.73 |
| 03/19/96 | Pymt (Bal$3,248.37) GDR#2 DSG-17H | | | | | | | | | | | | 593.42 | 4,608.31 |
| 03/05/96 | Grdg & Drng DSG-17I | 20,000.00 | | | | | | | | | | | | 24,608.31 |
| 04/17/96 | Pymt (Bal$2,704.52) GDR#4 DSG-17H | | | | | | | | | | | | 543.85 | 24,064.46 |
| 05/16/96 | Pymt (Bal$1,981.20) GDR#5 DSG-17H | | | | | | | | | | | | 723.33 | 23,341.13 |
| 07/28/96 | Pymt (Bal$1,713.31) GDR#6 DSG-17H | | | | | | | | | | | | 267.88 | 23,073.25 |
| 05/21/96 | Grdg & Drng DSG-17J | 30,000.00 | | | | | | | | | | | | 53,073.25 |
| 08/26/96 | Pymt (Bal$1,354.56) GDR#7 DSG-17H | | | | | | | | | | | | 358.75 | 52,714.50 |
| 10/25/96 | Pymt (Bal$291.05) GDR#8 DSG-17H | | | | | | | | | | | | 563.51 | 52,150.99 |
| 10/25/96 | Pymt (Bal$2,768.55) GDR#9 DSG-17H | | | | | | | | | | | | 22.50 | 52,128.49 |
| 02/28/97 | Pymt (Bal$676.05) GDR#10 DSG-17H | | | | | | | | | | | | 92.50 | 52,035.99 |
| 05/22/97 | Pymt (Bal$473.63) GDR#11 DSG-17H | | | | | | | | | | | | 202.42 | 51,833.57 |
| 06/17/98 | Pymt (Bal$632.14) DSG-17D | | | | | | | | | | | | 223.79 | 51,609.78 |
| 01/02/01 | Grant DSG-17J | 50,000.00 | | | | | | | | | | | | 50,000.00 |
| 01/02/01 | Pymt DSG-17J | | | | | | | | | | | | 10,632.66 | 39,367.34 |
| 04/12/01 | Pymt DSG-17J | | | | | | | | | | | | 12,706.17 | 26,661.17 |
| 02/20/01 | Pymt DSG-17J | | | | | | | | | | | | 16,397.50 | 10,263.67 |
| 06/18/01 | Pymt DSG-17J | | | | | | | | | | | | 10,008.00 | 255.67 |
| 07/24/01 | Pymt DSG-17J-Final | | | | | | | | | | | | 255.67 | **0.00** |
| 02/18/03 | Award DSG-17K Street & Drainage Prc | 24,000.00 | | | | | | | | | | | | 24,000.00 |

| | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 01/22/04 | Req 1 Final | | | | | | | | | | | | 24,000.00 | **0.00** |
| **08/03/10** | **DSG 17-1 Drainage Repair** | **3,273.63** | | | | | | 3,273.63 | | | | | | 3,273.63 |
| 02/11/11 | Req 1 Final | | | | | | | | | | | | 3,064.63 | **0.00** |
| **09/07/11** | **DSG 17-2 Chip Seal Paved Streets** | **50,000.00** | | | | | | 50,000.00 | | | | | | 50,000.00 |
| 05/08/12 | DSG 17-2 Pay Req 1 | | | | | | | | | | | | 1,966.75 | 48,033.25 |
| 08/07/12 | DSG 17-2 Pay Req 2 | | | | | | | | | | | | 41,318.51 | 6,714.74 |
| 12/11/12 | DSG 17-2 Pay Req 3 | | | | | | | | | | | | 989.56 | 5,725.18 |
| 01/28/13 | DSG 17-2 Pay Req 4-Final | | | | | | | | | | | | 80.93 | **5,644.25** |
| **01/04/14** | **DSG 2013.14-Gold Road** | **32,356.00** | | | | | | | 4,970.00 | 27,386.00 | | | | 32,356.00 |
| 03/04/15 | Pay ap 1 | | | | | | | | | | | | 11,699.32 | 20,656.68 |
| 05/05/15 | Pay ap 2 | | | | | | | | | | | | 4,942.96 | 15,713.72 |
| 05/07/15 | Pay ap 3 | | | | | | | | | | | | 5,269.01 | 10,444.71 |
| 10/15/15 | Pay ap 4-Final | | | | | | | | | | | | 2,559.98 | **7,884.73** |
| **04/07/15** | **DSG 2014.19 Street Sweeping** | **1,800.00** | | | | | | | | | | 1,800.00 | | 1,800.00 |
| 06/10/15 | Pay ap 1-Final | | | | | | | | | | | | 1,800.00 | **0.00** |
| **04/05/16** | **DSG 2015.28 Street Sweeping** | **1,800.00** | | | | | | | | | | 1,800.00 | | 1,800.00 |
| 08/08/16 | Pay ap 1-Final | | | | | | | | | | | | 1,800.00 | **0.00** |
| **05/02/17** | **DSG 2016.23 Street Sweeping** | **1,800.00** | | | | | | | | | | 1,800.00 | | 1,800.00 |
| 06/05/17 | Pay ap 1-Final | | | | | | | | | | | | 1,800.00 | **0.00** |
| **04/17/18** | **DSG 2017.16 Street Sweeping** | **1,800.00** | | | | | | | | | | 1,800.00 | | 1,800.00 |
| 05/23/18 | Pay ap 1-Final | | | | | | | | | | | | 1,800.00 | **0.00** |
| **04/16/19** | **DSG 2018.16-Street Sweeping** | **1,800.00** | | | | | | | | | | 1,800.00 | | 1,800.00 |
| 06/03/19 | Pay ap 1-Final | | | | | | | | | | | | 1,800.00 | **0.00** |
| **04/07/20** | **DSG 2019.04 Street Sweeping** | **1,800.00** | | | | | | | | | | 1,800.00 | | **1,800.00** |
| 05/19/20 | Pay app 1 - Final | | | | | | | | | | | | 1,800.00 | **0.00** |
| | 5yr total | 9,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 9,000.00 | 9,000.00 | |
| | 10yr total | 91,356.00 | | | | | | | | | | | | |
| | Since inception in 1991 | 296,429.63 | | | | | | | | | | | | |

| | | |
|---|---|---|
| 76 Lots | Eligible | 114,000.00 |
| | Awards | 9,000.00 |
| | Disbursments | 9,000.00 |
| | Subject to 1500. | 0.00 |
| | Not subject to 1500. | 9,000.00 |
| | Remaining current 5-yr period | 114,000.00 |

not subject to $1500/lot limitation

## FY 20-21 District Support Grant Master List

| Meeting Date | District Name | Project Cost | Grant Award | Budget Remaining | Project Description |
|---|---|---|---|---|---|
| | **Beginning Approved Budget** | | | **$ 225,000.00** | |
| 07/07/20 | Rocky Point | $ 1,800.00 | $ 594.00 | **$ 224,406.00** | Road Maintenance |
| 07/07/20 | Overbrook | $ 8,075.00 | $ 2,019.00 | **$ 222,387.00** | Road Maintenance |
| 07/07/20 | Oriva Hills | $ 24,123.00 | $ 6,031.00 | **$ 216,356.00** | Road Maintenance |
| 08/04/20 | Rocky Point | $ 1,800.00 | $ 594.00 | **$ 215,762.00** | Road Maintenance |
| 10/06/20 | Pinnacle Heights | $ 6,600.00 | $ 1,650.00 | **$ 214,112.00** | Road Maintenance |
| 01/05/21 | Little Thunder | $ 1,487.50 | $ 1,487.50 | **$ 212,624.50** | District Formation |
| 02/06/21 | Freedom Hills | $ 330,000.00 | $ 50,000.00 | **$ 162,624.50** | Water Tank |
| 03/03/21 | Means, Carter & North Hannum | $ 12,119.10 | $ 3,029.78 | **$ 159,594.72** | Road Maintenance |
| 03/03/21 | American Road | $ 207,125.00 | $ 50,000.00 | **$ 109,594.72** | Water Tank |
| 03/03/21 | Wild Horse Creek | $ 37,929.00 | $ 15,475.00 | **$ 94,119.72** | Road Maintenance |
| | **Total FY20-21 Awards** | **$ 631,058.60** | **$ 130,880.28** | 20.74% | |
| | **Budget Remaining** | | **$ 94,119.72** | 42% | Budget Remaining |

| Breakdown of FY20-21 District Support Grant Awards | | |
|---|---|---|
| **Grant Type** | **Total** | **Percentage** |
| Meters/water | $ 100,000.00 | 76.4% |
| Road Maintenance | $ 29,392.78 | 22.5% |
| Street Sweeping | $ - | 0.0% |
| Sewer Jetting | $ - | 0.0% |
| Engineering/grant requests | $ - | 0.0% |
| District Formation | $ 1,487.50 | 1.1% |
| Total | $ 130,880.28 | 100.0% |

Campbell County CENTENNIAL 1911 100 2011 YEARS

Office of
COUNTY CLERK

500 S. Gillette Avenue, Suite 1600 · P.O. Box 3010 · Gillette, WY 82717
Phone: 307.682.7285 · Fax 307.687.6455

March 26, 2021

To: Helenanne Cathey
RE: Prairieview Champion Improvement and Service District

The requirements below have been met by the Prairieview Champion Improvement and Service District. Having met the requirements, Prairieview Champion Improvement and Service District is currently in compliance with the Campbell County Elections Office.

Notice of Board – 01/20/2021

Proposed Budget – 03/31/2020

Final Budget – 07/16/2020

Public Records – 07/16/2020

Map - YES

Department of Audit - YES

Department of Revenue - YES

Sincerely,

Kendra Anderson

Kendra Anderson
Deputy County Clerk

The following page(s) contain the backup material for Agenda Item: 11:05 District Support Grant, Stonegate I&S

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

Campbell County
wyoming

**Department of Public Works - Engineering Division**

500 S. Gillette Avenue, Suite 1400 Gillette, WY 82716 | 307-685-8061 Office | 307-687-6468 Fax

# DISTRICT SUPPORT GRANT MEMORANDUM

**SECTION 1 - General**

| | |
|---|---|
| **FROM:** | Clark Melinkovich, P.E., Public Works Senior Engineer CM |
| **TO:** | Board of County Commissioners |
| **SUBJECT:** | District Support Grant Application From: **Stonegate I&S** |
| **DATE:** | 3/30/2021 |

**Stonegate I&S** has submitted a District Support Grant application in the amount of $15,056.50 for Road base, blading, and dust control

**SECTION 2 - Grant Type and Priority** **Priority 6, Gravel Road**

**SECTION 3 - Costs and Eligibility** **Enlargement Eligible?** **Yes**

| | | | | | |
|---|---|---|---|---|---|
| Total Estimated Project Cost: | $60,226 | | | | |
| Total Number of District Lots: | 67 | | | | |
| Total allowable grant over a 5-yr period: | 67 | lots | @ | $1,500 | $ 100,500 |
| Total amount of Grants approved over current 5-yr period: | | | | | $ 79,325 |
| Total amount not subject to $1500/lot limitation | | | | | $ 36,260 |
| Remaining Grant eligibility this current 5-yr period: | | | | | $ 57,435 |
| Current Fiscal Year Awards | $ - | | | | O.K. |
| Remaining Eligibility this Fiscal Year | $ 50,000 | O.K. | | | |

**SECTION 4 - Compliance**

| | | | |
|---|---|---|---|
| **Stonegate I&S** | District is compliant with the elections office per a | 3/18/2021 | memo |

**SECTION 5 - Analysis** Priority 6, Gravel Road

Priority 6, Gravel Road (PR-6) 50% up to $50,000 drainage, 33% up to $50,000 connecting roads, 25% up to $50,000 gravel

| % | Total | Grant | Item |
|---|---|---|---|
| 100 | $ - | $ - | |
| 50 | | $ - | |
| 33 | $ - | $ - | |
| 25 | $ 60,226.00 | $ 15,056.50 | |
| Totals | $ 60,226.00 | $ 15,056.50 | |

**SECTION 6 -Quotes Received**

| | Company | Total | Notes: prices per ton |
|---|---|---|---|
| 1 | Melgaard | $ 21.00 | |
| 2 | Kuhbacher Trucking | $ 24.00 | |
| 3 | Simon | $ 28.50 | |
| 4 | Earthworks Solutions | $ 21.10 | |

**SECTION 7 - Recommendation**

I recommend the Board approve the District Support Grant request from **Stonegate I&S** Improvement and Service District in an amount not to exceed $15,056.50 for Road base, blading, and dust control

| Approved? Y or N | $ | Date Approved | |
|---|---|---|---|

| **Funding History** | |
|---|---|
| 5 year | $79,325 |
| 10 year | $122,743 |
| Since Incept | $203,966 |

Campbell County

RECEIVED
MAR - 9 2021

## DISTRICT SUPPORT GRANT APPLICATION

District Name: Stone Gate Estates ISD Requested Amount: $15,056.50

Mailing Address: PO Box 992, Gillette, WY 82717

Contact Person: Bobby Schmitz, Secretary

Day Time Phone: 307-680-4920

Application is requesting financial assistance to form a District? Yes_____ No_X_____

Applicant is requesting financial assistance for connection to regional water? Yes_____ No_X_____

Is the project anticipated to be complete in the next 18 months? Yes__X__ No_____

Description of proposed project: (Include engineering reports, portion to be funded by grant, etc.)
**The Stone Gate I&S 2021 road upgrade project will include 3 specific tasks:**

**1) Blading of the 4.75 miles of the Stone Gate I&S road system and repairs to several soft spots located within the subdivision.**
**2) An application of magnesium chloride dust control product to the entire 4.85 miles of Stone Gate I&S road system and**
**3) Addition of approximately 2000 tons of crushed limestone meeting a grading W road base specification to the 1.13 mile length of Stone Crest.**

Total project cost (estimated) (itemize on separate sheet: $60,226.00
Projected start date: April 7, 2021 Projected completion date: July 31, 2021
Briefly describe why the project is needed:
The District does a road project every year to maintain quality roads by applying a layer of new rock once every five years on different sections of roads each year. Dust control is applied each year on all of the roads.

Governing Board members: Bobby Schmitz, President / Jodi Schilling, Secretary / Travis Given, Treasurer

Acreage (approximate) of district or proposed district: 1,340 acres +/-

Date of district formation (if applicable) February 28, 1992

Number of lots: 67 parcels

Population of District: 170 (approximately)

Ratio of Developed and undeveloped land: 65 improved lots and 2 unimproved lots

Is area legally platted? Yes

District boundary map included? Yes

Is District Zoned? Yes If so, what is it zoned? RS

Is District in compliance with the Elections Office? (Submit letter of compliance). Yes

**FINANCIAL INFORMATION**

| | |
|---|---|
| Current Mill Levy for the Subdivision | $ $84,734 (assessments) |
| Current Assessed Valuation (County Assessor's Office) | $ 2,860,684 |
| Current Indebtedness | $ 0.00 |
| Current Income statement and balance sheet | $ 348,321.72 (bank balance) |

Water and sewer rates, tap fees, plant investment fees, association or district dues (Describe)
District maintains water and roads and manages covenants – The District's annual assessment is $1,278 per improved lot assessed per year. Water meters are read monthly in summer months. The base rate of $1,278 per year includes 20,000 gallons of water per month. Overages are billed as follows:

$1.00 per 1,000 for 20,000 to 30,000 gallons
$2.00 per 1,000 for 30,000 to 50,000 gallons
$5.00 per 1,000 for 50,000 to 75,000 gallons
$7.50 per 1,000 for 75,000 to 100,000 gallons
$8.50 per 1,000 for 100,000 to 125,000 gallons
$10.00 per 1,000 for over 125,000 gallons

Will project generate user fees, charges, other revenues or income revenue? Yes____ No X

List and describe other potential funding sources:
None

Other pending applications for funding:
None

Land developers or others whose business ventures will directly benefit from project and funding or other assistance requested, received, or pledged from these sources:
None

Respectfully submitted,

(SEAL)

Robert Schmitz

Title: President

Attest:

Secretary

# Stone Gate Estates Improvement & Service District
## Balance Sheet
### As of March 8, 2021

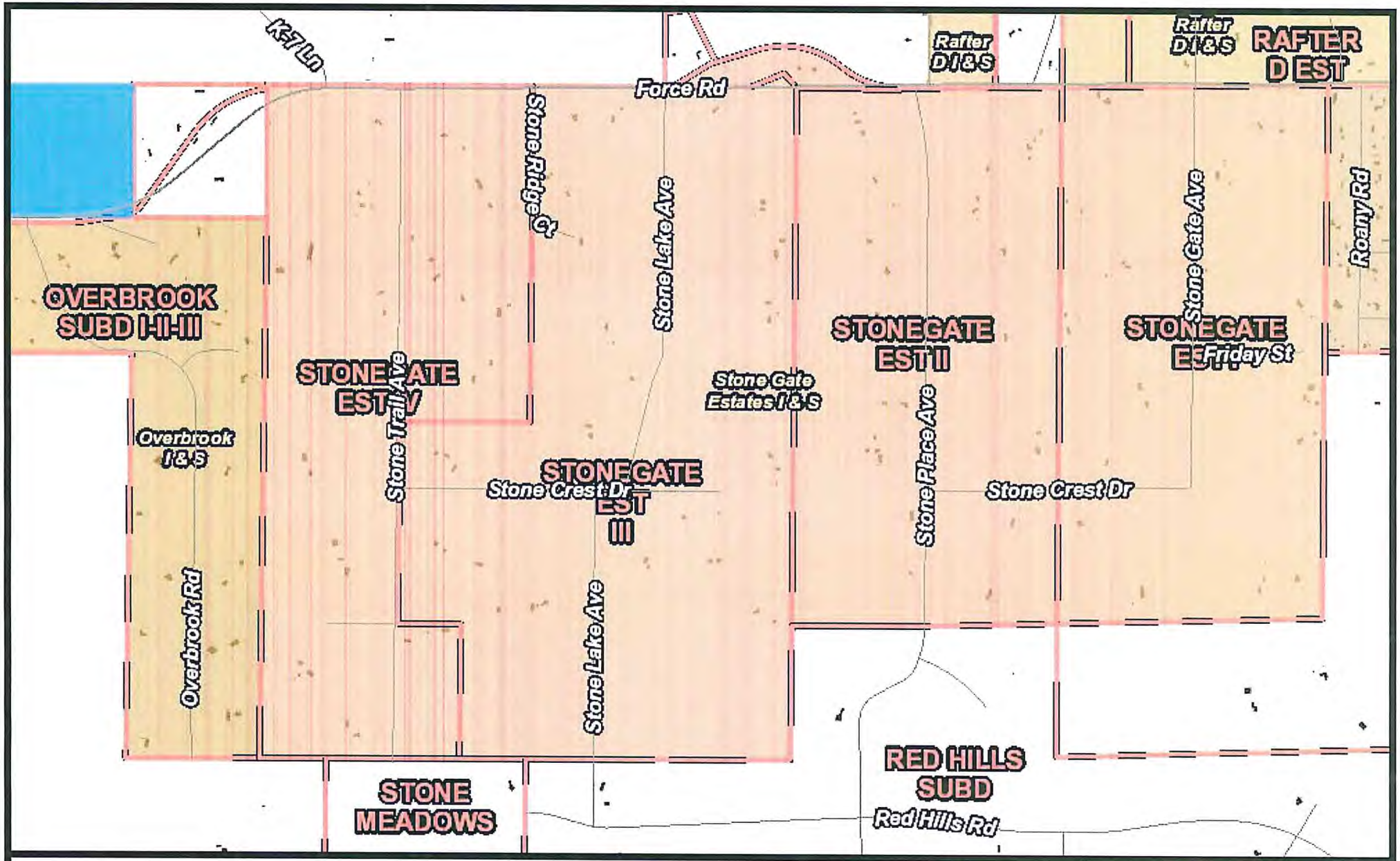
| | Mar 8, 21 | |
|---|---|---|
| **ASSETS** | | |
| **Current Assets** | | |
| **Checking/Savings** | | |
| **Checking** | | 8,385.21 |
| **Money Market** | | 99,227.95 |
| **WyoStar I 5732** | | 47,177.82 |
| **WyoStar II 7012** | | 193,530.74 |
| **Total Checking/Savings** | | 348,321.72 |
| **Accounts Receivable** | | |
| **Accounts Receivable** | | 32,768.43 |
| **Total Accounts Receivable** | | 32,768.43 |
| **Total Current Assets** | | 381,090.15 |
| **Fixed Assets** | | |
| **Furniture and Equipment** | | |
| **Chlorine Scales (9/20/10)** | 1,950.50 | |
| **Radio Read Meter Equipment** | 19,698.00 | |
| **Total Furniture and Equipment** | | 21,648.50 |
| **Total Fixed Assets** | | 21,648.50 |
| **TOTAL ASSETS** | | **402,738.65** |
| **LIABILITIES & EQUITY** | | |
| **Equity** | | |
| **Opening Bal Equity** | | 11,085.68 |
| **Unrestricted Net Assets** | | 313,306.90 |
| **Net Income** | | 78,346.07 |
| **Total Equity** | | 402,738.65 |
| **TOTAL LIABILITIES & EQUITY** | | **402,738.65** |

# Stone Gate Estates Improvement & Service District
## Profit & Loss
### July 2020 through June 2021

| | Jul '20 - Jun 21 |
|---|---|
| **Ordinary Income/Expense** | |
| **Income** | |
| **Assessments** | 84,348.00 |
| **Donations** | 0.22 |
| **Insurance Claim** | 6,119.51 |
| **Interest Income** | |
| **Interest on Late Assessments** | 210.74 |
| **Money Market Interest** | 63.90 |
| **WyoStar I Interest** | 113.31 |
| **WyoStar II Interest** | 2,425.41 |
| **Total Interest Income** | 2,813.36 |
| **Regional Water Billed** | 1,282.28 |
| **Road Use Agreement** | 1,560.00 |
| **Water Overage Charges** | |
| **Water Overage Billed on Assessm** | |
| **Water Overages Assessed** | 386.00 |
| **Water Overage Billed on Assessm - Other** | -386.00 |
| **Total Water Overage Billed on Assessm** | 0.00 |
| **Water Overage Charges - Other** | 15,525.50 |
| **Total Water Overage Charges** | 15,525.50 |
| **Total Income** | 111,648.87 |
| **Expense** | |
| **Administration Expenses** | |
| **Advertising and Promotion** | 99.99 |
| **Bookkeeping / Clerical** | 5,300.00 |
| **Office Supplies** | 3.00 |
| **Photocopies** | 30.00 |
| **Postage and Mailing** | 186.70 |
| **Total Administration Expenses** | 5,619.69 |
| **Operations Expenses** | |
| **Roads** | |
| **Fencing** | 1,373.83 |
| **Roads - Other** | 2,520.00 |
| **Total Roads** | 3,893.83 |
| **Water System Management** | |
| **Chlorine** | 1,376.00 |
| **Locates** | 328.75 |
| **Meter Reading** | 1,984.00 |
| **Regional Water** | |
| **Regional Water - Base** | 3,380.00 |
| **Regional Water - Usage** | 1,282.26 |
| **Total Regional Water** | 4,662.26 |
| **Testing** | 1,534.00 |
| **Utilities** | 7,424.02 |
| **Water Management / Operator** | 5,524.00 |
| **Water Well Repairs and Maint.** | |
| **Well / Pump House Repairs** | 956.25 |
| **Total Water Well Repairs and Maint.** | 956.25 |
| **Total Water System Management** | 23,789.28 |
| **Total Operations Expenses** | 27,683.11 |
| **Total Expense** | 33,302.80 |
| **Net Ordinary Income** | 78,346.07 |

# Stone Gate Estates Improvement & Service District
## Profit & Loss
### July 2020 through June 2021

| | Jul '20 - Jun 21 |
|---|---|
| Net Income | 78,346.07 |




Campbell County
wyoming

N

0 0.15 0.3 mi

CAMPBELL COUNTY, WYOMING

DEPARTMENT
OF PUBLIC WORKS

500 S. Gillette Ave.Gillette, Wyoming 82716
Phone # 307 685-8061
Fax # 307 687-6349

Date: 3/9/2021
Time: 9:27:52 AM

| | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 6/26/14 | pay ap 1-final | | | | | | | | | | | | | 8,706.09 | **51.91** | |
| **4/7/15** | **DSG 2014.18 Stone Lake rock/mag** | **8,688.00** | | | | | | 8,688.00 | | | | | | | 8,688.00 | |
| 9/14/15 | pay ap 1-final | | | | | | | | | | | | | 8,688.00 | **0.00** | |
| **8/4/15** | **DSG 2015.11 67 radio read water m** | **6,500.00** | | | 6,500.00 | | | | | | | | | | 6,500.00 | |
| 11/9/15 | pay ap 1-final | | | | | | | | | | | | | 6,500.00 | **0.00** | |
| **4/16/16** | **DSG 2015.30 Gravel/Mag chloride** | **8,745.00** | | | | | | 8,745.00 | | | | | | | 8,745.00 | |
| 9/13/19 | pay ap 1-final | | | | | | | | | | | | | 8,460.30 | **284.70** | |
| **4/18/17** | **DSG 2016.20 Dust supression** | **3,000.00** | | | | | | 3,000.00 | | | | | | | 3,000.00 | |
| 8/16/17 | Pay req 1-Final | | | | | | | | | | | | | 3,000.00 | **0.00** | $3,001.20 |
| **4/18/17** | **DSG 2016.21 Water Meter** | **2,891.00** | | | 2,891.00 | | | | | | | | | | 2,891.00 | |
| 6/12/17 | Pay req 1-Final | | | | | | | | | | | | | 2,890.80 | **0.20** | |
| **8/7/18** | **DSG 2018.04-Stone Place, Stone L** | **31,672.00** | | | | | | 4,803.00 | | 26,869.00 | | | | | 31,672.00 | |
| 11/13/18 | Pay req 1-Final | | | | | | | | | | | | | 24,927.75 | 6,744.25 | |
| **11/6/18** | **DSG 2018.08 Emergency Road Mai** | **5,972.00** | | | | | | 5,972.00 | | | | | | | 5,972.00 | |
| 11/13/18 | Pay Req 1-final | | | | | | | | | | | | | 5,971.88 | **0.12** | |
| **4/2/19** | **DSG 2018.13-Road Maintenance** | **15,097.00** | | | | | | 15,097.00 | | | | | | | 15,097.00 | |
| 6/30/19 | Pay req 1-Final | | | | | | | | | | | | | 15,097.00 | **0.00** | |
| 4/21/20 | DSG 2019.14 Road Maintenance | 5,448.00 | | | | | | 5,448.00 | | | | | | | **5,448.00** | |
| 6/17/20 | Pay Req 1 - Final | | | | | | | | | | | | | 5,048.13 | **399.87** | |
| | 5yr totals | 79,325.00 | 0.00 | 0.00 | 9,391.00 | 0.00 | 0.00 | 43,065.00 | 0.00 | 26,869.00 | 0.00 | 0.00 | 71,895.86 | | | |
| | 10yr totals | 122,742.87 | | | | | | | | | | | | | | |
| | Since Inception | 203,965.65 | | | | | | | | | | | | | | |

| | | |
|---|---|---|
| 67 lots | Eligible | 100,500.00 |
| | Awards | 79,325.00 |
| | Disbursments | 71,895.86 |
| | Subject to 1500. | 43,065.00 |
| | Not subject to 1500. | 36,260.00 |
| | Remaining current 5-yr period | 57,435.00 |

not subject to $1500/lot limitation

**Board ok'd one time 50% for stone place ave gravel.6/17/14 for future use. Board minutes in file
**This one-time 50% was used in the 2018.04 grant**
*picked up 1% sign 2018

**Stonegate**
020.7085.24

| Date | Description | Award | Priority 1 | Priority 2 | Priority 3 | Priority 4 | Priority 5 | Priority 6 25% | Priority 6 33% | Priority 6 50% | Priority 7 | Priority 8 | Disburse | Balance | Project Cost |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 5/21/96 | Re-Scoria Roads | 2,750.00 | | | | | | | | | | | | 2,750.00 | |
| 6/17/96 | Pymt | | | | | | | | | | | | 2,750.00 | 0.00 | |
| **10/20/00** | **Water Storage Tank Project** | **20,000.00** | | | | | | | | | | | | | **contingent upon Mineral Royalty G** |
| **2/6/02** | **Oct. 2000 Mineral Royalty Grant not secured - Grant not executed.** | | | | | | | | | | | | | | |
| **1/10/03** | **Requested Grant funds in the amount of $11,472.78.** | | | | | | | | | | | | | | |
| 2/1/03 | Grant Approved 32-A | 11,472.78 | | | | | | | | | | | | 11,472.78 | |
| | Tank Project from Oct 2000 | | | | | | | | | | | | | | |
| 10/6/00 | Falcon Consulting Services | | | | | | | | | | | | 72.75 | 11,400.03 | |
| 11/6/00 | Falcon Consulting Services | | | | | | | | | | | | 25.75 | 11,374.28 | |
| 3/8/01 | Falcon Consulting Services | | | | | | | | | | | | 3.75 | 11,370.53 | |
| 3/8/01 | Falcon Consulting Services | | | | | | | | | | | | 370.63 | 10,999.90 | |
| 4/7/01 | Falcon Consulting Services | | | | | | | | | | | | 69.50 | 10,930.40 | |
| 7/11/01 | Powder River Energy | | | | | | | | | | | | 226.55 | 10,703.85 | |
| 11/30/01 | Empire Steel Co | | | | | | | | | | | | 5,722.08 | 4,981.77 | |
| 12/5/01 | Falcon Consulting Services | | | | | | | | | | | | 62.25 | 4,919.52 | |
| 12/15/01 | Falcon Consulting Services | | | | | | | | | | | | 156.25 | 4,763.27 | |
| 1/15/02 | Empire Steel Co | | | | | | | | | | | | 187.50 | 4,575.77 | |
| 1/30/02 | DRM Inc. | | | | | | | | | | | | 2,185.20 | 2,390.57 | |
| 2/6/02 | Falcon Consulting Services | | | | | | | | | | | | 69.38 | 2,321.19 | |
| 4/10/02 | Falcon Consulting Services | | | | | | | | | | | | 9.38 | 2,311.81 | |
| 4/29/02 | DRM Inc. | | | | | | | | | | | | 1,971.01 | 340.80 | |
| 5/10/02 | Falcon Consulting Services | | | | | | | | | | | | 296.45 | 44.35 | |
| 5/16/02 | Falcon Consulting Services | | | | | | | | | | | | 44.38 | -0.03 | |
| **5/16/06** | DSG - 32 - B Water Meter Install | 26,250.00 | | | | | | | | | | | | 26,250.00 | |
| **9/19/06** | Pay Req 1 - Final | | | | | | | | | | | | 26,250.00 | 0.00 | |
| **9/4/07** | DSG - 32 - C Gravel & Mag H2O | 8,750.00 | | | | | | | | | | | 8,061.71 | 688.29 | |
| **11/16/09** | DSG 32 C Final Draw | | | | | | | | | | | | 688.29 | 0.00 | |
| **10/2/07** | DSG 32-D Re-pipe well house | 5,000.00 | | | | | | | | | | | | 5,000.00 | |
| **6/19/08** | DSG 32-D Request #1 | | | | | | | | | | | | 4,757.45 | 242.55 | |
| **1/27/10** | DSG 32-D Req #2 Final | | | | | | | | | | | | 242.55 | 0.00 | |
| **10/2/07** | DSG 32-E Connect to City H20 | 1,075.00 | | | | | | | | | | | 1,075.00 | 0.00 | |
| **10/13/09** | 32E Project Completed Memo Received | | | | | | | | | | | | | 0.00 | |
| **5/6/08** | DSG 32-F Limestone/Mag H20 | 10,875.00 | | | | | | | | | | | | 10,875.00 | |
| **6/18/08** | DSG 32-F Request #1 | | | | | | | | | | | | 8,242.00 | 2,633.00 | |
| **8/11/08** | DSG 32-F Request #2 | | | | | | | | | | | | 440.00 | 2,193.00 | |
| **11/16/09** | DSG 32-F Request #3 Final | | | | | | | | | | | | 2,193.00 | **0.00** | |
| **2/17/09** | DSG 32-G WITH Air Develop | **8,000.00** | | | | | | | | | | | | **8,000.00** | |
| **7/28/09** | DSG 32G Req #1 | | | | | | | | | | | | 5,386.13 | 2,613.87 | |
| **9/15/09** | DSG 32-H Road Improvements | 7,050.00 | | | | | | | | | | | | 7,050.00 | |
| **11/16/09** | DSG 32 H Request #1 | | | | | | | | | | | | 5,439.21 | 1,610.79 | |
| | DSG 32-H Request #2 | | | | | | | | | | | | 1,610.79 | **0.00** | |
| **7/20/10** | **DSG 32-1 Mag Chloride** | **2,613.87** | | | | | | 2,613.87 | | | | | | 2,613.87 | |
| | DSG 32-1 Pay Request #1 | | | | | | | | | | | | 861.82 | 1,752.05 | |
| **1/17/12** | Req #2 Road Maintenance | | | | | | | | | | | | 1,752.05 | **0.00** | |
| **9/7/11** | **DSG 32-2 Road Maintenance** | **20,056.00** | | | | | | 20,056.00 | | | | | | 20,056.00 | |
| 1/17/12 | Req #1 | | | | | | | | | | | | 12,898.03 | 7,157.97 | |
| 2/22/12 | Req #2 | | | | | | | | | | | | 1,100.72 | 6,057.25 | |
| 8/13/12 | Req 3 | | | | | | | | | | | | 4,016.05 | 2,041.20 | |
| 6/25/13 | Req 4 -final | | | | | | | | | | | | 2,025.45 | **15.75** | |
| **8/6/13** | **DSG 2013.01 Road Maintenance** | **8,750.00** | | | | | | 8,750.00 | | | | | | 8,750.00 | |
| 9/16/13 | pay ap 1-final | | | | | | | | | | | | 8,596.50 | **153.50** | |
| **5/6/14** | **DSG 2013.22 Gravel/Mag** | **8,758.00** | | | | | | 8,758.00 | | | | | | 8,758.00 | |

## FY 20-21 District Support Grant Master List

| Meeting Date | District Name | Project Cost | Grant Award | Budget Remaining | Project Description |
|---|---|---|---|---|---|
| | **Beginning Approved Budget** | | | **$ 225,000.00** | |
| 07/07/20 | Rocky Point | $ 1,800.00 | $ 594.00 | **$ 224,406.00** | Road Maintenance |
| 07/07/20 | Overbrook | $ 8,075.00 | $ 2,019.00 | **$ 222,387.00** | Road Maintenance |
| 07/07/20 | Oriva Hills | $ 24,123.00 | $ 6,031.00 | **$ 216,356.00** | Road Maintenance |
| 08/04/20 | Rocky Point | $ 1,800.00 | $ 594.00 | **$ 215,762.00** | Road Maintenance |
| 10/06/20 | Pinnacle Heights | $ 6,600.00 | $ 1,650.00 | **$ 214,112.00** | Road Maintenance |
| 01/05/21 | Little Thunder | $ 1,487.50 | $ 1,487.50 | **$ 212,624.50** | District Formation |
| 02/06/21 | Freedom Hills | $ 330,000.00 | $ 50,000.00 | **$ 162,624.50** | Water Tank |
| 03/03/21 | Means, Carter & North Hannum | $ 12,119.10 | $ 3,029.78 | **$ 159,594.72** | Road Maintenance |
| 03/03/21 | American Road | $ 207,125.00 | $ 50,000.00 | **$ 109,594.72** | Water Tank |
| 03/03/21 | Wild Horse Creek | $ 37,929.00 | $ 15,475.00 | **$ 94,119.72** | Road Maintenance |
| | **Total FY20-21 Awards** | **$ 631,058.60** | **$ 130,880.28** | 20.74% | |
| | **Budget Remaining** | | **$ 94,119.72** | 42% | Budget Remaining |

| Breakdown of FY20-21 District Support Grant Awards | | |
|---|---|---|
| **Grant Type** | **Total** | **Percentage** |
| Meters/water | $ 100,000.00 | 76.4% |
| Road Maintenance | $ 29,392.78 | 22.5% |
| Street Sweeping | $ - | 0.0% |
| Sewer Jetting | $ - | 0.0% |
| Engineering/grant requests | $ - | 0.0% |
| District Formation | $ 1,487.50 | 1.1% |
| Total | $ 130,880.28 | 100.0% |

Campbell County CENTENNIAL 1911 100 2011 YEARS

Office of
COUNTY CLERK

500 S. Gillette Avenue, Suite 1600 · P.O. Box 3010 · Gillette, WY 82717
Phone: 307.682.7285 · Fax 307.687.6455

March 18, 2021

To: Helenanne Cathey
RE: Stone Gate Improvement and Service District

The requirements below have been met by the Stone Gate Improvement and Service District. Having met the requirements, Stone Gate Improvement and Service District is currently in compliance with the Campbell County Elections Office.

Notice of Board – 01/20/2021

Proposed Budget – 05/28/2020

Final Budget – 07/13/2020

Public Records – 07/13/2020

Map - YES

Department of Audit - YES

Department of Revenue - YES

Sincerely,

Kendra Anderson

Kendra Anderson
Deputy County Clerk

# District Support Grant Roadway Cost Estimate Template

## ROADWAY PROJECT INFORMATION

| District | 2021 Stone Gate I&S District | | | | | | | | Submit one form for each road | |
|---|---|---|---|---|---|---|---|---|---|---|
| | Surfacing | | | Blading | | Drainage/Ditch | | | Dust Control | |
| Road Name | Len (Ft) | Wide (Ft) | Thick (In) | Len (Ft) | Wide (Ft) | Len (Ft) | Deep (Ft) | Culverts? | Len (Ft) | Wide (Ft) |
| Stone Gate Estates | | | | 25608 | 20 | | | | 25608 | 18 |

## CONTRACTOR PRICING

| Check if Apply | Surfacing | Tons | $/Ton * | Total $ | |
|---|---|---|---|---|---|
| X | Crushed Limestone ? Meeting (J, W, L) Base Gradation | 1956 | $21.00 | $41,076 | *includes aggregate and delivery of aggregate only. If mixing two aggregates (ie concrete/asphalt), fill out both rows. If cost does not include placement of aggregate, please state and then include it under blading below. |
| X Soft Spot Repairs | Other (Specify) | 50 | $21.00 | $1,050 | Melgaard |
| | Scoria (2" max) | | | | |
| | Crushed Concrete | | | | |
| X | "W" base material testing | | | $500 | * W base material to be provided an engineering gradations test to insure product quality. |
| | Other (Specify) | | | | |
| | | | Surfacing Subtotal | $42,626 | |

| Check if Apply | Blading | Hrs | $/Hr * | Total $ | |
|---|---|---|---|---|---|
| X | Road System Blading | 40 | 140 | $5,600 | * Assumes blading to provide a minimum 3% crown for 4.75 miles of I&S roads and placement of 2,000 tons of "W" base aggregate. |
| | | | | | Melgaard |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | Blading Subtotal | $5,600 | |

| Check if Apply | Drainage | LF | $/LF * | Total $ | |
|---|---|---|---|---|---|
| | Install 12" culvert | | | | * includes materials and installation of culverts. For ditches, cost includes cutting ditches, disposing of excess material if applicable, and any erosion protection measures necessary |
| | Install 18" culvert | | | | |
| | Install 24" culvert | | | | |
| | Cut Ditches | | | | |
| | | | Drainage Subtotal | $0 | |

| Check if Apply | Dust Control | Tons | $/Ton * | Total $ | |
|---|---|---|---|---|---|
| Dustbusters X | Mag Chloride 4.85 miles | 74.6 | 160.96 | $12,000 | * includes product and application of product to roadway . * includes cost of water and application of water to road surface. |
| | | | | | |
| | | | Dust Control Subtotal | $12,000 | |
| | | | Total Cost Estimate | $60,226 | |

Amount of cost estimate eligible for 2021 Stone Crest 25% grant:

Grant Amount
$15,056.39

**Curt Betcher**

**From:** BOBBY SCHMITZ <blschmitz@msn.com>
**Sent:** Monday, March 1, 2021 4:26 PM
**To:** Curt Betcher
**Subject:** 2021 Stone Gate Road Improvement Project

External Sender:

Curt,
I'm trying to schedule the Stone Gate Improvement and Service District 2021 road upgrade effort. Our budget this year will allow for the lay down of approximately 2,000 tons of a crushed "W" base material. Please provide the name of the quarry and location of material being offered. The material will be field tested to establish the requested "W" base grading.
The delivered material will be windrowed along the edge of the road. This years' project is planned for Stone Crest. Campbell County Road and Bridge will provide a blade and spread the material. As a reminder the Stone Gate District is tax exempt.

Would you please provide 2021 prices for this scope of work. If possible, I'd like to have all proposals returned by March 8th.

Option 1 21.00 $/ton delivered of a crushed limestone "W" Base material

Option 2 23.50 $/ton delivered of a crushed river rock "W" Base material

Option 3 27.00 $/ton delivered of a pre-mixed 50 / 50 blend of recycled asphalt and crushed "W" Base material

After approval of the Campbell County grant applications I am planning to complete this work mid-May to mid-June.

Thanks

Looking forward to your response.

Any questions please feel free to contact me.

Bobby Schmitz
Stone Gate Improvement and Service District
President
307-680-4920

Curtis J Betcher

Bobby Schmitz
RAS Services
307-680-4920

**hlcathey@collinscom.net**

**From:** Kuhbacher Trucking <ktrucking99@gmail.com>
**Sent:** Monday, March 8, 2021 7:16 AM
**To:** blschmitz@msn.com
**Subject:** Re: 2021 Stone Gate Road Improvement Project

**Hi Bobby,**
**Our bid for the project is for Option 1....$24/ton delivered of crushed limestone W Base material.**
**We don't have access to the materials referenced in Option 2 and Option 3. If you know a source for those materials, we can work up a bid for that.**
**Thank you for the opportunity!**
**Diane Kuhbacher**

Kuhbacher Trucking Inc
4101 N Garner Lake Rd
Gillette, WY 82716
307.680.5538
On 3/1/2021 4:25 PM, BOBBY SCHMITZ wrote:

> Diane,
> I'm trying to schedule the Stone Gate Improvement and Service District 2021 road upgrade effort. Our budget this year will allow for the lay down of approximately 2,000 tons of a crushed "W" base material. Please provide the name of the quarry and location of material being offered. The material will be field tested to establish the requested "W" base grading.
> The delivered material will be windrowed along the edge of the road. This years' project is planned for Stone Crest. Campbell County Road and Bridge will provide a blade and spread the material. As a reminder the Stone Gate District is tax exempt.
>
> Would you please provide 2021 prices for this scope of work. If possible, I'd like to have all proposals returned by March 8th.
>
> Option 1 __24.00___ $/ton delivered of a crushed limestone "W" Base material
>
> Option 2 _____ $/ton delivered of a crushed river rock "W" Base material
>
> Option 3 _____ $/ton delivered of a pre-mixed 50 / 50 blend of recycled asphalt and crushed "W" Base material
>
> After approval of the Campbell County grant applications I am planning to complete this work mid-May to mid-June.
>
> Thanks
>
> Looking forward to your response.

Simon North Region
209 Limestone Avenue
PO Box 2469
Gillette, WY 82717
Phone: 307.682.8407
Fax: 307.686.6433

SIMON

A COLAS COMPANY

Date:3/3/21

Bobby Schmitz

2021 Stone Gate Road Improvement Project

Bobby

Thank you for the opportunity to quote Materials for Your project included in the email is our pricing per delivered tons to you project with Belly dumps

Thank you

Ken Starrett

SIMON

A COLAS COMPANY

KEN STARRETT

*Wyoming Asphalt- Ready mix- Precast*

And Stone Yard Operations Supervisor

NORTH REGION

209 N. Limestone Ave. Gillette, WY 82716

PO Box 2469 Gillette, WY 82717
OFFICE 307.682.8407 MOBILE 307.680.7708

simonteam.com

## STARRETT, Kenneth (SIMON - North WY)

**From:** BOBBY SCHMITZ <blschmitz@msn.com>
**Sent:** Tuesday, March 2, 2021 9:16 AM
**To:** STARRETT, Kenneth (SIMON - North WY)
**Subject:** Fwd: 2021 Stone Gate Road Improvement Project

Message sent from Internet with blschmitz@msn.com email address
**Security warning** : Do not click on the links or attachments contained in this message unless you are sure of the sender's address.

---

Sent from my iPhone

Begin forwarded message:

> **From:** BOBBY SCHMITZ <blschmitz@msn.com>
> **Date:** March 1, 2021 at 4:25:00 PM MST
> **To:** larno@simonteam.com
> **Subject: 2021 Stone Gate Road Improvement Project**
>
> Leslie,
> (Would you please forward this inquiry to your road group, James Taylor possibly, as I don't have his email information.)
> I'm trying to schedule the Stone Gate Improvement and Service District 2021 road upgrade effort. Our budget this year will allow for the lay down of approximately 2,000 tons of a crushed "W" base material. Please provide the name of the quarry and location of material being offered. The material will be field tested to establish the requested "W" base grading.
> The delivered material will be windrowed along the edge of the road. This years' project is planned for Stone Crest. Campbell County Road and Bridge will provide a blade and spread the material. As a reminder the Stone Gate District is tax exempt.
>
> Would you please provide 2021 prices for this scope of work. If possible, I'd like to have all proposals returned by March 8th.
>
> Option 1 $28.50 $/ton delivered of a crushed limestone "W" Base material QUALITY A995 Sundance
>
> Option 2 $31.65 $/ton delivered of a crushed river rock "W" Base material TA PIT Simon Buffalo
>
> Option 3 NA $/ton delivered of a pre-mixed 50 / 50 blend of recycled asphalt and crushed ~~"W"~~ Base material
>
> After approval of the Campbell County grant applications I am planning to complete this work mid-May to mid-June.
>
> Thanks

**hlcathey@collinscom.net**

**From:** Evan Reiber <evan.reiber@earthwork.us.com>
**Sent:** Tuesday, March 2, 2021 8:41 AM
**To:** blschmitz@msn.com
**Subject:** RE: 2021 Stone Gate Road Improvement Project

Bobby,

Option 1 looks to be the best option to price. I called around and most of the 50/50 will not meet a grading W.

Option 1 $21.10/ton Limestone W-base delivered from Quality Aggregates McInerney pit in Sundance.

Thanks,

**Evan Reiber**
Cell: 307-257-0564 | Office: 307-682-4346
designbuildcomplete
EARTH WORK solutions
**Earth Work Solutions**
PO Box 1007,Gillette, WY 82717

---

**From:** BOBBY SCHMITZ <blschmitz@msn.com>
**Sent:** Tuesday, March 2, 2021 7:50 AM
**To:** Evan Reiber <evan.reiber@earthwork.us.com>
**Subject:** Fwd: 2021 Stone Gate Road Improvement Project

Evan,
I'm trying to schedule the Stone Gate Improvement and Service District 2021 road upgrade effort. Our budget this year will allow for the lay down of approximately 2,000 tons of a crushed "W" base material. Please provide the name of the quarry and location of material being offered. The material will be field tested to establish the requested "W" base grading.
The delivered material will be windrowed along the edge of the road. This years' project is planned for Stone Crest. Campbell County Road and Bridge will provide a blade and spread the material. As a reminder the Stone Gate District is tax exempt.

Would you please provide 2021 prices for this scope of work. If possible, I'd like to have all proposals returned by March 8th.

Option 1 _____ $/ton delivered of a crushed limestone "W" Base material

**hlcathey@collinscom.net**

**From:** Todd Pendleton <todd@dustbustersinc.com>
**Sent:** Wednesday, February 3, 2021 3:43 PM
**To:** hlcathey@collinscom.net
**Cc:** Craig Prete; Nathan Prete; Sue Jones
**Subject:** Re: MEANS CARTER AND NORTH HANNUM MAG CHLORIDE

Good afternoon Helenanne,

I pulled up last years invoice and it looks like you used 13,930 gallons (2 truckloads). The price for the 2021 season is $0.87 / gallon. $.87 / GALLON EQUATES TO $160.96 / TON

Thank you for reaching out and please let me know if you have any questions or concerns.

Thank you,

Todd Pendleton
todd@dustbustersinc.com
(307) 789-3878

Dustbusters Inc.

On Jan 27, 2021, at 5:15 PM, <hlcathey@collinscom.net> <hlcathey@collinscom.net> wrote:

No problem. Thank you for the reply!

*Helenanne Cathey*
*Cathey Consulting, LLC*
*PO Box 471*
*400 South Gillette Avenue, Suite 106*
*(K2 Technologies Building - office entrance is on 4th Street across from Arrow Printing)*
*Gillette, WY 82717*
*307-685-8235 (phone)*
*307-682-1187 (fax)*
*hlcathey@collinscom.net*
*www.catheyconsulting.net*

---

**From:** Todd Pendleton <todd@dustbustersinc.com>
**Sent:** Wednesday, January 27, 2021 5:04 PM
**To:** hlcathey@collinscom.net
**Subject:** Re: MEANS CARTER AND NORTH HANNUM MAG CHLORIDE

Dust Control - Road & Soil Stabilization - Ice Melts - Pothole Patch

Desert Mountain® Corporation

Innovative Mining Haul Road & Tailings Solutions

# Quote

**Date: 3/5/2021**

| | | | | | | |
|---|---|---|---|---|---|---|
| **Bill To:** | | **Ship To:** | **Stonegate HOA**<br>**3 miles W of Gillette Wyoming**<br>Bobby Schmitz/307-680-4920<br>blschmitz@msn.com | **1** | | |
| | | | | **2** | | |
| | | | | **3** | | |
| | | | | **4** | | |
| | | | | **5** | | |

| **Sales Rep.**<br>**Dalton Alton**<br>**Cell: 208-521-1275** | FUEL SURCHARGE<br>May Apply | **Yes** | **No** | **Terms Net 30** | **Tax ID:** | |
|---|---|---|---|---|---|---|
| | | | | | **P.O. #** | |

| **Quantity (Gallons, hours, etc...)** | **Item** | **Units** | **Description** | **Unit Price** | **Total** |
|---|---|---|---|---|---|
| 100 | Mag Chloride | tons | Mag Chloride delivered and applied | *$204.61 | $20,461.00 |
| 100 | Blended | tons | Our Premium Blended product delivered and applied | *$204.61 | $20,461.00 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | *Fuel Sur Charge already added. | | |

*The mag chloride quoted is on average 30% mag chloride, and no less than 28%.
*100 tons is equal to 18,433 gallons.
*On a road 24' wide (average) x 5280 ft long (1 mile) we will apply 7040 gallons per mile at ½ a gallon per sq yd. using a topical application.
*Standby....anything over a 2 hr. wait will be charged at $110.00 an hour per truck.

| | |
|---|---|
| **Subtotal** | $ |
| **Tax** | Will apply |
| **Shipping** | Included |
| **Misc.** | |
| **Balance Due** | |

**This Quote is good for 30 days only.**

**When placing an ORDER, please sign and return:**

**Signature** **Date**


**Corporate Headquarters:**
**877 N 8th W**
**Riverton Wyoming**

**Toll Free: 800-375-9264**
**Fax: 505-598-0436**
**Cell: 208-521-1275**
**E-mail: dalton@desertmtncorp.com**
**Web Site: desertmtncorp.com**