

AGENDA

CAMPBELL COUNTY BOARD OF COMMISSIONERS

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

APRIL 20, 2021

09:00 MEETING CALLED TO ORDER PLEDGE OF ALLEGIANCE

CONSENT AGENDA

- A. [Consent Agenda](#)
-

PUBLIC COMMENT

- B. 9:05 For the Good of the County*

REGULAR BUSINESS

- | | |
|--|-------------------------|
| C. 9:15 Sole Source Purchase Request, Public Health | Jane Glaser/Matt Olsen |
| D. 9:20 Reclassifications of Positions/Job Descriptions | Brandy Elder |
| E. 9:25 Resolution for Special Prosecution | Mitch Damsky/Sean Brown |
| F. 9:30 Resolution Regarding Simulcasting with Campbell County | Carol Seeger |

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 Senior Citizens Board, March 31, 2021
Board of Commissioners Directors Workshop, April 5, 2021
Board of Commissioners Executive Session, April 5, 2021
Board of Commissioners Regular Meeting, April 6, 2021

MONTHLY REPORTS

County Clerk – March 2021
Sheriff's Office – March 2021
Sheriff's Office, Detention – March 2021
Treasurer's Office – March 2021
941 Tax Report – 1st Quarter 2021

PAYROLL PAYMENTS

April 3, 2021

CANCELLATION/REBATE OF TAXES

#4295

LINE ITEM TRANSFERS

Public Works

Transfer \$2,250.75 from 020.7085 District Support Grants to 020.7085.47 Benner Estates
Transfer \$2,410.75 from 020.7085 District Support Grants to 020.7085.52 Box N Ranch Rd
Transfer \$3,697.50 from 020.7085 District Support Grants to 020.7085.53 Fox Ridge
Transfer \$5,132.66 from 020.7085 District Support Grants to 020.7085.57 Pineview I&S
Transfer \$1,800.00 from 020.7085 District Support Grants to 020.7085.23 Prairieview
Champion
Transfer \$15,056.50 from 020.7085 District Support Grants to 020.7085.24 Stonegate

POSITION VACANCY JUSTIFICATIONS

CAM-PLEX – Performing Arts Manager
Children's Developmental Services – Administrative Assistant
Fire Department – Fire Engineer
Public Works/Facilities Maintenance – Custodian I
Public Works/Facilities Maintenance – Custodian II
Sheriff's Office – Detention Officer/Deputy Sheriff (3 Positions)

SICK LEAVE TRANSFERS

Request transfer of 40 hours from Employee #610301 to Employee #419541
Request transfer of 40 hours from Employee #621683 to Employee #419541

SOCIAL MEDIA REQUESTS

Children's Developmental Services – Facebook, Instagram, YouTube
Parks and Recreation – Facebook, Instagram, YouTube

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Rockpile Museum – Facebook, Instagram, YouTube

HAND WARRANTS

Campbell County Clerk Tax Account	\$20,053.89
Campbell County Treasurer - HSA/FLX	3,586.83
Campco Federal Credit Union	950.00
Great West Trust Company	4,635.00
Campbell County Clerk Tax Account	285,411.76
Campbell County Clerk Treasurer	46,027.21
Circuit Court of Campbell County	429.37
Campco Federal Credit Union	226.01
Great West Trust Company	34,954.16
Wyoming Child Support	1,688.38
Sanofi Pasteur	33,021.42
Combase USA Inc.	3,315.00
State of Wyoming Treasurer - Aging Division	100.00

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

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Office of County Commissioners
March 31, 2021
Gillette, WY

The Campbell County Board of Commissioners met with the Senior Citizens Board, Wednesday, March 31, 2021 at 12:00 PM.

Present were DG Reardon, Del Shelstad, Bob Maul, Rusty Bell, Commissioners; Susan F. Saunders, County Clerk; Carol Seeger, Commissioners Administrative Director; Mitch Damsky, County Attorney, Sean Brown, Deputy County Attorney and members of the Senior Center Board. Commissioner Colleen Faber was absent from the meeting.

Ann Rossi, Executive Director, provided updates on Senior Center activities, COVID, fundraising, in-home services and funding.

Discussion was held on the possibility of forming a Senior Center District.

Ann Rossi thanked the Board for the vehicle.

There being no further business to come before the Board, the Commissioners left the meeting at 1:00 PM.

Susan F. Saunders, Clerk
Board of County Commissioners

Bob Maul, Chairman
Board of County Commissioners

Office of County Commissioners
April 5, 2021
Gillette, WY

Directors Workshop

The Campbell County Board of Commissioners met for a Directors Workshop, Monday, April 5, 2021 at 1:30 PM.

Present were Rusty Bell, Del Shelstad, DG Reardon, Bob Maul, Colleen Faber, Commissioners; Susan F. Saunders, County Clerk; Carol Seeger, Commissioners Administrative Director, Matt Olson; Public Works Director; Kevin Geis, Road and Bridge Director; Jeff Bender, Fire Chief; Mitch Damsky, County Attorney and Brandy Elder, HR Director.

Years of Service Award was presented to Lonnie Lueck, Landfill Supervisor.

Discussion was held with Carol Seeger and Levi Jensen, with the City of Gillette, on the Centennial Section easement.

Discussion was held on position vacancy justifications for the County Clerk's Office, ITS, Parks and Recreation, Public Works and the Sheriff's Office.

Brandy Elder discussed the employee summer picnic, the upcoming budget and staffing levels, the Veteran's Preference Employer, and HR Leadership Training.

Fire Chief Bender discussed a position vacancy that will be brought before the Board during the next Director's meeting.

Kevin Geis provided updates on the Davis Pit crusher, crack sealing, OSHA inspections, the fueling system and CMAQ.

Matt Olson provided updates on the airport roof, the courthouse parking garage and the Wyoming Innovative Center.

Carol Seeger provided updates on the revised Social Media Policy and the Wyoming Department of Family Services - CARES Grant.

Discussion was held on the possibility of Weed and Pest becoming independent from the County.

Discussion was held on a groundbreaking, for Violet PR, in June.

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

Chairman Maul left the meeting at 3:35 PM.

The Commissioners reconvened into the Directors Workshop at 4:00 PM.

There being no further business to come before the Commissioners, the meeting was adjourned.
at 4:00 PM.

Susan F. Saunders, Clerk
Board of County Commissioners

Bob Maul, Chairman
Board of County Commissioners

Office of County Commissioners
April 6, 2021
Gillette, Wyoming

The Campbell County Board of Commissioners met in regular session, Tuesday, April 6, 2021. Chairman Maul called the meeting to order at 9:00 AM. Commissioner Shelstad led in prayer and Chairman Maul led the Pledge of Allegiance.

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

The following consent agenda was presented:

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 751.6758 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; 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:

Transfer 8 hours from Employee #146077 to Employee #620592
 Transfer 16 hours from Employee #533851 to Employee #620592
 Transfer 10 hours from Employee #314430 to Employee #620592
 Transfer 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

Commissioner Reardon moved to approve all items of the Consent Agenda as presented.

Commissioner Faber seconded the motion. All Voted-Aye. Carried.

Commissioner Shelstad moved to approve the vouchers as presented. Commissioner Reardon seconded the motion. All Voted-Aye. Carried.

A I Distributors	Landfill	1,298.96
A M Service Supply	County Clerk	645.00
Accushape	Capital Outlay-Sheriff	2,515.00
Action Entertainment	Fair-General Admin	1,800.00
Action Lock and Key	Various Departments	1,035.01
AdBay Com	Various Departments	85.00
Advanced Wear Coat	Landfill	1,470.96
Air Tech Heating	Maintenance/Custodial	2,122.00
Albin, Elizabeth A	Library-General Administration	305.76
Allen, Joye E.	County Attorney	51.00

Alsco	Various Departments	1,301.16
Alternative Propane	Various Departments	972.66
Amazon Courthouse	Various Departments	1,212.98
Amazon Library	Various Departments	655.30
Ameri Tech Equipment	Landfill	852.63
American Digital Memories	CCPL-Main Branch	413.00
American Family Life	Campbell County General Fund	32.38
American Millennium	Commissioner's-Gen Cnty Costs	51.40
American Shooters	County Sheriff	2,753.00
American Welding	Sheriff-Jail Facility	92.31
Anderson's Pest Pros	Maintenance/Custodial	100.00
Andrie, Paula J	Library-General Administration	21.50
Animal Medical Cntr	County Sheriff	51.00
Applied Concepts	Fleet Sales Tax Funds	3,097.50
Architectural Spec	Maintenance/Custodial	213.69
Arete Design Group	Various Departments	12,234.30
Arrow Printing Grap	Various Departments	2,209.00
Associated Glass	Maintenance/Custodial	974.56
Associated Supply Company	Maintenance/Custodial	1,873.30
ATT Airport	Northeast Wyoming Regional	210.32
ATT Assessor	County Assessor	103.17
ATT Children's Devel	Children's Dev Svc-Spec Ed	62.36
ATT Emergency Mgmt	Emergency Management	165.18
ATT Park Recreation	Various Departments	101.48
AV Tech	Fleet Sales Tax Funds	349.95
Axis Forensic Tox	County Coroner	490.00
Axon Enterprise	County Sheriff	80,496.00
Baby Talk Help	Children's Dev Svc-Spec Ed	270.00
Balboa Peaks	Payments In Lieu of Taxes Fund	18,630.00
Ball Chain Mfg	1% Optional Sales Tax Fund	772.00
Barcodes	County Clerk	351.72
Bargreen Ellingson	Various Departments	252.68
Barney Graham Lamb	Commissioner's-Gen Cnty Costs	1,800.00
Barry Jr., Clarence E.	Sheriff-Jail Facility	35.00
Basin Radio Network	Various Departments	1,838.75
Bears Naturally	County Sheriff	180.44
Big D Oil Company	Various Departments	65.54
Big Horn Tire	Various Departments	347.00
Big Sky Communication	E911 Enhanced Fees	596.00
Bighorn Hydraulics	Various Departments	166.08
Black Hills Chemical	Sheriff-Jail Facility	652.64
Black Hills Enrg Gas	Various Departments	65,865.66
Black Hills Pioneer	Various Departments	716.50
Blackstone Audio	Various Departments	793.52
BMC Software	Information Technology Service	1,385.74
Boller, Treasure L.	Extension Dept-Home Economist	16.00

Bomgaars	Various Departments	173.78
Boot Barn	Human Resources	150.00
Border States Elec	Various Departments	911.50
Boys Girls Club CC	1% Optional Sales Tax Fund	2,527.00
Breannas Bakery	Human Resources	12.00
Brown Kennedy Ranch	Road & Bridge	957.44
Brownells	County Sheriff	79.94
Buffalo Porta Potty	Road & Bridge	125.00
Burns McDonnell Eng	Various Departments	18,666.00
C F Repair	Various Departments	334.00
Caiti Jackson Photography	Library-General Administration	500.00
Capitol International Prod	Fair-General Admin	2,500.00
Case, Ty A.	Sheriff-Jail Facility	35.00
CBH Co Op	Various Departments	5,731.97
CC Conservation Dist	1% Optional Sales Tax Fund	67,500.00
CC Dist Crt Rev Wit	State & Fed Mandated Costs	3,799.44
CC Fire Dept	1% Municipal Sales Tax Fund	864,377.20
CC Four H Council	1% Optional Sales Tax Fund	4,200.00
CC Health Misc	County Coroner	195.00
CC Health Patient Acct	County Attorney	43,798.46
CC Predatory Animal	1% Optional Sales Tax Fund	2,843.64
CC Public Land Brd	P & R-Ice Skating	32,745.48
CC School Dist Coop	Various Departments	2,842.10
CC Senior Center	1% Optional Sales Tax Fund	17,580.00
CDW Government	Various Departments	2,139.11
CEM Aquatics	Jt Powers Rec Maint Reserve	11,938.00
CenturyLink Long Dis	Information Technology Service	649.39
CenturyLink Phone	Various Departments	16,577.01
Charter Comm Cable	Various Departments	1,731.60
Chichester	Rockpile Museum - Gen Admin	669.46
Children's Home Soc	County Sheriff	359.22
Choice Advertising	Various Departments	761.33
Chris Supply Co	Information Technology Service	782.33
City Gillette Misc	Various Departments	3,200.00
City Gillette Util	Various Departments	70,916.23
Civil Air Patrol Mag	Various Departments	245.00
Clear Creek Counsel	City of Gillette A Drug Court	510.00
Climb Wyoming	1% Optional Sales Tax Fund	4,714.16
Clinic Lab Blck Hill	County Coroner	1,961.00
Co WY Assn Museums	Rockpile Museum - Gen Admin	60.00
Coca Cola Bottling	P & R-Recreational Division	34.00
Collection Prof	Children's Dev Svc-Gen Admin	117.22
Collins Commun	Various Departments	3,154.50
Communication Tech	Various Departments	29,833.01
Concordance Health	County Health Nurse	527.46
Construction Exam	Public Works	995.00

Contractors Supply	Various Departments	4,179.31
Convergint Technologies	1% Optional Sales Tax Fund	50,283.25
Council Community Svc	CSBG	19,464.54
Counseling Connect	Various Departments	4,100.00
Cowboy State Games	1% Optional Sales Tax Fund	2,984.42
Cowboy Supply House	Sheriff-Jail Facility	2,322.00
Creative Information	Landfill	9,449.00
Crescent Electric	Maintenance/Custodial	754.81
Crum Electric Supply	Various Departments	9,730.78
CSS	Sheriff-24/7	3,097.97
Cummins Sales Svc	Road & Bridge	3,246.73
Cunningham, Michelle L.	State & Fed Mandated Costs	133.50
CuraLinc Healthcare	Human Resources	2,216.04
Curriculum Assoc	Children's Dev Svc-Spec Ed	1,144.00
Curtis, Carol L.	Children's Dev Svc-Gen Admin	42.22
Dads Truck and Auto	County Sheriff	161.00
Damian, Nicole L.	County Health Nurse	34.16
Damsky, Mitchell H.	County Attorney	69.44
Del City	Fleet Sales Tax Funds	104.80
Dell Marketing LP	Various Departments	1,223.60
Demco	CCPL-Wright Branch	506.00
Dennis Supply	Maintenance/Custodial	545.52
Dermatec Direct	Various Departments	2,819.49
Discount School	Library-General Administration	106.04
DMC Wear Parts	Road & Bridge	895.00
Dodge, Thomas L.	Sheriff-Jail Facility	35.00
Dog Waste Depot	P & R-Parks	144.83
Donald Nash Enter	Fair-General Admin	300.00
Donathan, Mara L.	Sheriff-Jail Facility	32.24
Douglas Budget	Various Departments	280.00
Dru Consulting	Commissioner's-Gen Cnty Costs	115.00
E Imagedata	Capital Outlay-Museum	6,085.00
Eaton Sales Service	Publ Work Capital Construction	12,943.06
Ecolab Pest Elimin	CCPL-Wright Branch	124.77
Edge Electric	Publ Work Capital Construction	1,270.33
Edible Prairie Proj	1% Optional Sales Tax Fund	3,325.38
Energy Chain Sling	Road & Bridge	319.50
Ewing, Dianna H.	State & Fed Mandated Costs	219.25
Espresso Lube	County Sheriff	807.64
Fairbanks Scales	Landfill	3,308.00
Family Health	Sheriff-Jail Facility	5,655.00
Farmer Bros Co	Commissioner's-Gen Cnty Costs	573.46
Fastenal Company	Various Departments	821.24
Federal Express	Various Departments	382.91
FIB Mstrcrd Airport	Northeast Wyoming Regional	693.97
FIB Mstrcrd Library	Various Departments	303.33

FIB Mstrcrd Park Rec	Various Departments	2,468.36
Firemaster	Various Departments	6,050.00
First Class Auto	Human Resources	1,000.00
First Natl Bnk Visa	Various Departments	19,145.50
Floyds Truck Center	Road & Bridge	374.93
Forensic Medicine	County Coroner	6,000.00
Fry, Kimberly D.	Various Departments	208.93
Furman, Craig M.	County Sheriff	100.00
Gale Cengage Learn	Various Departments	2,306.56
Games Galore Party	Fair-General Admin	1,875.00
Gaylord Bros	Rockpile Museum - Gen Admin	1,096.86
GCR Tire Service	Road & Bridge	6,400.00
Gillette Abuse Refug	Various Departments	8,230.00
Gillette College	Various Departments	3,001.50
Gillette Printing	Commissioner's-Gen Cnty Costs	1,644.00
Gillette Reprod Hlth	CSBG	4,300.00
Gillette Steel	Various Departments	520.40
Gillette Transport	County Sheriff	150.00
Gillette Winsupply	Various Departments	8,461.76
Gladstone	Fair-General Admin	550.00
Glaxosmithkline Phar	County Health Nurse	422.36
Global Vision Tech	Capital Outlay-Its	1,725.00
Govens Farm Ranch	Sheriff-Jail Facility	282.63
Grainger	Various Departments	1,524.78
Grease Kings	Maintenance/Custodial	2,475.00
Grouse Mountain Env	Road & Bridge	850.00
H G Maybeck Co	Various Departments	496.97
Hahn, Christopher D.	Sheriff-Jail Facility	29.09
Hakert, Richard J.	Road & Bridge	2,035.20
Hansen, Connie K.	Women, Infant and Child (WIC)	60.00
Harris Public Health	County Health Nurse	590.00
Hawkins	Various Departments	4,091.59
HDR Engineering	Various Departments	19,459.05
Heartland Kubota	P & R-Parks	349.29
Heartland Tanning	P & R-Recreational Division	375.92
Henning, Robert A.	Rockpile Museum - Gen Admin	19.94
Homax Oil Sales	Various Departments	110,695.77
Home Depot Airport	Northeast Wyoming Regional	2,104.16
Home Depot Extension	Various Departments	471.18
Home Depot Maint	Fleet Replacement Fund	99.88
Home Depot Parks Rec	Various Departments	35.95
Home Depot Sheriff	Sheriff-Jail Facility	290.42
Home Fire Foods	Various Departments	1,398.50
Hottell, Penny C.	Sheriff-Jail Facility	35.00
Hub International	Various Departments	150.00
Humphrey Law	State & Fed Mandated Costs	3,327.70

IBM	Information Technology Service	35,600.90
Idemia Identity	County Sheriff	4,677.00
Imagination Gallery	Fair-General Admin	1,925.00
Inland Truck Parts	Various Departments	4,573.47
Insultab	P & R-Bell Nob Golf Course	105.00
Interstate Powersyst	Various Departments	3,852.60
IPTM	Capital Outlay-Sheriff	17,500.00
Janitors Closet	Maintenance/Custodial	1,295.00
Jims Heating AC Ref	Landfill	3,840.00
Jirawitayakhom, Wanathaya	Sheriff-Jail Facility	19.89
Just, Christopher R.	Sheriff-Jail Facility	29.98
K Two Technologies	Juvenile Drug Court Grants	2,500.90
Kanopy	CCPL-Main Branch	200.00
Kaplan Early Learn	Children's Dev Svc-Preschool	225.28
Keyhole Broadcasting	Various Departments	210.00
Kimball Midwest	Road & Bridge	1,152.65
KSLT KLMP KTPT	Various Departments	300.00
L N Curtis & Sons	Northeast Wyoming Regional	323.00
La Quinta Inn	Prevention Management Org	150.00
Laerie	Northeast Wyoming Regional	644.94
Landons Greenhouse	Sheriff-Jail Facility	196.65
Language Line Sol	County Sheriff	16.80
Lawrence Co Sheriff	County Attorney	74.00
Lawson Products	Landfill	346.32
Lesley, Douglas	State & Fed Mandated Costs	700.00
Levi Strohschein	Various Departments	1,138.50
Liberty Law Offices	State & Fed Mandated Costs	2,609.27
Library Foundation	Library-General Administration	97.44
Lightning Lube	Various Departments	96.00
Lindblom, Reba L.	Various Departments	11.20
Little Sprouts Pre	Children's Dev Svc-Spec Ed	250.00
Lowe Roofing	Various Departments	147,474.00
Lubben, Kurt M.	Sheriff-Jail Facility	20.98
Lubnau Law Office	State & Fed Mandated Costs	3,113.92
Lynn Peavey Company	County Sheriff	230.50
Lynns Auto Repair	County Sheriff	4,218.27
Mad Transportation	County Sheriff	290.00
Madrid, Anna J.	Sheriff-Jail Facility	26.24
Mainline Inform Sys	Payments In Lieu of Taxes Fund	24,538.00
Markee Escrow Serv	Wyoming Business Council	25,939.20
McKesson Med Surgic	Sheriff-Jail Facility	607.65
McKinnon Flooring	Maintenance/Custodial	1,674.37
McMahon, Pamela K.	State & Fed Mandated Costs	459.75
MDE	Capital Outlay-Its	895.00
Meadow Gold Dairy	Children's Dev Svc-Preschool	490.13
Means First Ext WS	Road & Bridge	145.55

Medical Arts Lab	Sheriff-Jail Facility	2,222.00
Medicap Pharmacy	County Health Nurse	287.79
Menards Airport	Northeast Wyoming Regional	69.21
Menards Extension	Extension Dept-Home Economist	17.91
Menards Fleet	Fleet Department	49.59
Menards Landfill	Landfill	50.02
Menards Maintenance	Maintenance/Custodial	340.15
Menards Park Rec	Various Departments	130.54
Menards Road Bridge	Road & Bridge	99.43
Menards Sheriff	County Sheriff	19.80
Merck Sharp Dohme	County Health Nurse	7,035.43
MFAC	P & R-Recreational Division	157.85
Midwest Tapes	CCPL-Main Branch	2,196.75
Miller Welding	Road & Bridge	5,920.00
Miller, Corinne A.	County Attorney	37.03
Montgomery Tech	1% Optional Sales Tax Fund	37,650.00
Moore, Irene	Library-General Administration	26.88
Morgan, Tobey J.	County Sheriff	250.00
Motorola Solut Maint	Commissioner's-Gen Cnty Costs	3,689.58
MSR West	Children's Dev Svc-Spec Ed	187.00
Mythics	Information Technology Service	226.01
Nannemann Bros Auto	County Sheriff	360.63
Naramore, James J MD	Sheriff-Jail Facility	1,000.00
National Assn For Interpretation	Rockpile Museum - Gen Admin	1,189.40
Nelson Auto Glass	Road & Bridge	675.00
Nevco Sports	P & R-Wright Center	212.30
News Record	Various Departments	3,509.73
Next Level Glass & Graphics	Human Resources	275.00
Nichols, Crystal A.	Human Resources	72.80
Norchem Drug Test	Various Departments	2,587.20
Norco	Various Departments	9,668.44
North Star Lighting	Fleet Sales Tax Funds	5,400.00
OAG Flightview	Various Departments	476.88
Office Depot	Various Departments	3,967.23
Optum	Human Resources	1,069.25
OReilly Auto Parts	County Sheriff	107.55
Oriental Trading Co	CCPL-Main Branch	250.56
Overdrive	Various Departments	4,166.67
Overhead Door Co	Maintenance/Custodial	138.00
Paintbrush Services	Various Departments	1,320.00
Papa Johns Pizza	P & R-Recreational Division	59.23
PB Global Airprt	Northeast Wyoming Regional	142.53
PB Global Attorney	County Attorney	173.04
PB Global Dist Crt	District Court	540.87
PB Global Sheriff	County Sheriff	173.04
Pearson	Children's Dev Svc-Spec Ed	2,897.42

Penny Newman Grain	Publ Work Capital Construction	21,072.90
Pepsi of Gillette	Fair-General Admin	54.00
Personal Frontiers	Various Departments	26,864.98
Peterbilt of Wyoming	Road & Bridge	86.55
PFC Products	County Clerk	302.77
PFM Asset Management	Commissioner's-Gen Cnty Costs	9,205.66
PharmChem	Sheriff-24/7	542.45
Plains Tire	County Sheriff	130.71
Playaway Library	Library-General Administration	19.99
Poole, Amy J.	County Health Nurse	48.72
Postage Phone Library	Library-General Administration	5,000.00
Powder River Ener Utl	Various Departments	24,622.16
Powder River Exam	Various Departments	120.00
Powder River Heating	Maintenance/Custodial	3,396.86
Powder River Worksafe	Human Resources	80.00
Power Equipment Co	Road & Bridge	1,628.52
Priority Dispatch	E911 Enhanced Fees	4,944.00
ProElectric	Road & Bridge	1,348.30
PSI Digital Imaging	County Assessor	372.88
Purvis Industries	Various Departments	1,040.06
Push Pedal Pull	P & R-Recreational Division	991.00
Quadient Leasing	Library-General Administration	236.52
Quadient Postage	County Health Nurse	139.73
Quality Floor	Landfill	1,937.14
Questys Solutions	Information Technology Service	13,622.03
Quick Lube One	Various Departments	215.47
R B Tire	County Sheriff	269.01
Rain Locker Car Wash	Various Departments	161.97
Rapid Fire Protect	Various Departments	1,870.00
Razor City Locksmith	Maintenance/Custodial	25.00
Record Supply	Various Departments	3,386.01
Recreation Supply	P & R-Recreational Division	1,342.09
Recycle Systems	Landfill	677.01
Reed Smith	Commissioner's-Gen Cnty Costs	7,541.41
Reeves Co	Various Departments	16.46
Reynolds, Mandy M.	Extension Dept-Horticulture	62.94
Riss, Steven Lee	Library-General Administration	400.00
Robinson, Celeste Renee	Extension Dept-Home Economist	133.05
Rocky Mtn Business	Various Departments	6,931.13
Ruff, Andrew R.	Sheriff-Jail Facility	28.32
Salvation Army Gill	1% Optional Sales Tax Fund	2,173.50
Sams Land	Road & Bridge	2,104.80
Sanofi Pasteur	Various Departments	34,324.49
Saunders, Susan F.	County Clerk	11.99
Schurtz, Jessica R.	County Health Nurse	28.56
Second Chance Minist	1% Optional Sales Tax Fund	467.02

SecurityMetrics	Information Technology Service	7,750.00
Sentinel Industries	Fleet Sales Tax Funds	90.00
Servall Uniform	Road & Bridge	957.40
Sherwin Williams	Various Departments	77.81
Shi International	County Sheriff	7,657.98
Sign Boss	Publ Work Capital Construction	883.50
Sir Speedy	Various Departments	1,553.28
Sitech Wyoming	Landfill	1,008.32
Skaggs Companies	County Sheriff	292.71
Smart Start	Adult Drug Court	288.00
Smiling Moose Deli	County Attorney	112.00
Snap On Tools K J	Road & Bridge	45.25
Source Office Tech	Various Departments	3,697.73
Spencer Fluid Power	Landfill	8,902.34
Sportsmith	Various Departments	79.57
Structural Dynamics	Various Departments	9,430.11
Stulken Law	State & Fed Mandated Costs	237.50
Successories	Human Resources	409.66
Summit Companies	Maintenance/Custodial	548.00
Summit Food Services	Sheriff-Jail Facility	50,865.23
Sundance Times	Various Departments	325.00
Super Duper Publicat	Children's Dev Svc-Spec Ed	75.97
Surf N Suds	County Health Nurse	18.90
Sylvestri Custom	Prevention Management Org	600.00
Sysco Food Services	Children's Dev Svc-Preschool	5,669.99
Temperature Tech	Maintenance/Custodial	2,131.02
That Embroidery Plac	Northeast Wyoming Regional	180.84
The Grease Barrel	Various Departments	386.35
The Range	P & R-Gen Adm	71.96
Therapro	Children's Dev Svc-Spec Ed	217.80
Thomas Y Pickett	County Assessor	14,300.00
Thomson Reuters West	County Attorney	760.78
Thunder Basin Ford	Road & Bridge	175.79
Thyssenkrupp Elevat	Maintenance/Custodial	2,465.34
Titan Machinery	Various Departments	5,946.00
Titan Solutions	County Health Nurse	542.48
Top Office Products	District Court	147.23
Total Construction	Road & Bridge	295.20
Tower Communication	Various Departments	691.00
Trinity Consultants	Various Departments	2,271.77
Tru Tech Products	Maintenance/Custodial	9.99
True West Publishing	Rockpile Museum - Gen Admin	475.00
Tyler Tech	Various Departments	83,450.70
U S Ice Rink Assn	P & R-Ice Skating	75.00
U S Post CDS	Children's Dev Svc-Gen Admin	100.00
U S Post Extension	Extension Department	165.00

Unique Management	Library-General Administration	8.95
United Parcel Serv	County Sheriff	53.24
Universal Athletic	Various Departments	3,071.25
Upholstery Ladonna	County Sheriff	375.00
Urbin Law Office	State & Fed Mandated Costs	5,052.40
UW Business Office	Extension Dept-4-H Program	19,670.25
Verizon Adult Drg Crt	Adult Drug Court	100.02
Verizon Emergcy Mgmt	Emergency Management	38.52
Verizon Juv Prob	Various Departments	270.71
Verizon Public Hlth	County Health Nurse	252.03
Verizon Public Works	Various Departments	599.86
Verizon Sheriff	Various Departments	9,874.77
Vernon Library	Library-General Administration	736.33
Veto Enterprises	Fleet Sales Tax Funds	24,860.77
Violet Communications	Various Departments	16,666.00
Visionary Broadband	Various Departments	6,866.34
Vista Leasing	Various Departments	4,773.04
Vital Records Cont	County Attorney	252.00
Wallem, Kelly J.	County Attorney	81.30
Walmart Children Dev	Various Departments	333.72
Walmart Clerk	County Clerk	69.87
Walmart Dist Crt	State & Fed Mandated Costs	34.98
Walmart Extension	Various Departments	574.66
Walmart Juv Prob	Juvenile Services	52.15
Walmart Juvenile Fam	Juvenile Drug Court Grants	61.94
Walmart Library	Various Departments	163.42
Walmart Museum	Various Departments	64.24
Walmart Park Rec	Various Departments	773.86
Walmart Sheriff	Sheriff-Jail Facility	17.89
Warne Chem Equip	P & R-Parks	442.00
Waste Connections	Various Departments	2,727.13
Water Guy	Northeast Wyoming Regional	762.25
Wells, Ryan P.	Sheriff-Jail Facility	28.64
Wesco Distribution	Maintenance/Custodial	19.92
Western Ecosystems	Commissioner's-Gen Cnty Costs	270.00
Western Stationers	Various Departments	409.21
Western Waste Sol	Various Departments	920.92
Weston Co Gazette	Various Departments	45.50
Westwood Pharmacy	Sheriff-Jail Facility	2,967.10
WEX	Fleet Department	35.86
Whites Energy Motors	Various Departments	2,551.44
World Class Flags	Various Departments	211.39
WPS Publish	Children's Dev Svc-Spec Ed	512.60
Wright Child Care	Children's Dev Svc-Spec Ed	810.00
Wright Water Sewer	Various Departments	823.50
WY Conf Bld Official	Public Works	300.00

WY Dept Health Prevt	Sheriff-Jail Facility	378.00
WY Dept Transport	County Sheriff	138.75
WY Public Def Adlitem	State & Fed Mandated Costs	55,977.71
WY Retirement Life	Campbell County General Fund	544.00
WY Retirement System	Campbell County General Fund	425,540.34
WY State Archives	CCPL-Main Branch	80.00
WY State Library	Various Departments	34,500.00
WY Workforce Unempl	Clerk-General County Costs	18,767.45
Wyoming Machinery	Various Departments	14,707.23
Wyoming Mechanical	Maintenance/Custodial	195.00
Wyoming Peace Office	Various Departments	1,080.00
Wyoming Rents	P & R-Parks	420.00
Wyoming State Bar	County Attorney	100.00
Wyoming Taxpayers	County Assessor	195.00
Wyoming Water Sol	Various Departments	1,031.94
Youth Emergency Serv	Various Departments	27,249.44

The following are the claims for Part-Time Employees summarized by department for March 2021: Clerk, 3,814.82; Treasurer, 2,283.75; Sheriff, 9,601.86; Coroner, 2,000.00; Extension, 899.25; District Clerk of Court, 913.13; Museum, 492.00; Public Health, 2,325.13; Public Works-Custodians, 1,205.60; Children's Center, 10,911.68; Library, 51,461.15; Fair, 260.00; Parks & Recreation, 62,736.51

Dave Allison provided public comment.

Commissioner Reardon moved to approve Resolution Number 2072 proclaiming April 10th through 16th, 2021 as the "Week of the Young Child," as presented. Commissioner Shelstad seconded the motion. All Voted-Aye. Carried.

Mike Elmore provided public comment.

Commissioner Reardon moved to approve Resolution Number 2073 proclaiming April 2021 as "Sexual Assault Awareness Month" and April 28, 2021 as "Denim Day", as presented. Commissioner Faber seconded the motion. All Voted-Aye. Carried.

Commissioner Faber moved to approve Resolution Number 2074 regulating the storage of fireworks from June 1, 2021 to May 31, 2022, as presented. Commissioner Shelstad seconded the motion. All Voted-Aye. Carried.

Commissioner Shelstad moved to approve Resolution Number 2075 governing the sale and use of fireworks from 12:01 a.m., June 25, 2021 to 12:01 a.m., July 6, 2021, as presented. Commissioner Faber seconded the motion. All Voted-Aye. Carried.

Commissioner Shelstad moved to approve the Capital Request from the Children's Developmental Services to purchase a new washer and dryer, in the amount of \$1,696.93, as presented. Commissioner Reardon seconded the motion. All Voted-Aye. Carried.

Commissioner Reardon moved to approve the Early Childhood Part B 619 Funding Application from the Children's Developmental Services, in the amount of \$16,531, as presented. Commissioner Faber seconded the motion. All Voted-Aye. Carried.

Commissioner Shelstad moved to approve the Early Head Start Cost of Living Adjustment (COLA) Funding Application from the Children's Developmental Services, in the amount of \$4,407, as presented. Commissioner Reardon seconded the motion. All Voted-Aye. Carried.

Commissioner Reardon moved to approve the Application for Federal Assistance – Airport Grant for CARES Act Funding from the Northeast Wyoming Regional Airport, in the amount of \$1,010,021, as presented. Commissioner Shelstad seconded the motion. All Voted-Aye. Carried.

Commissioner Faber moved to approve the Application for Federal Assistance – Concessions for CARES Act Funding from the Northeast Wyoming Regional Airport, in the amount of \$6,317, as presented. Commissioner Reardon seconded the motion. All Voted-Aye. Carried.

Commissioner Shelstad moved to approve the Temporary Assistance for Needy Families (TANF) Community Partnership Initiative (CPI) grant application, in the amount of \$131,525, as presented. Commissioner Faber seconded the motion. All Voted-Aye. Carried.

Commissioner Shelstad moved to approve the Vending Service Agreement between Coca-Cola Bottling High Country and Campbell County to provide beverage vending and coffee services in the Campbell County Courthouse and George Amos Memorial Building, as presented. Commissioner Faber seconded the motion. All Voted-Aye. Carried.

Commissioner Reardon moved to approve the Vending Service Agreement between Cole's Vending and Campbell County to provide snack vending services in the Campbell County Courthouse and George Amos Memorial Building, as presented. Commissioner Shelstad seconded the motion. All Voted-Aye. Carried.

Commissioner Faber moved to approve the revised Social Media Use Policy, Personnel Guideline 508, effective April 6, 2021, as presented. Commissioner Reardon seconded the motion. All Voted-Aye. Carried.

Commissioner Faber moved to approve the Order Setting a Date for a Hearing on the Petition of Formation of the Piper Acres Improvement & Service District, with said public hearing to be held on May 4, 2021 at 10:15 AM in the Commissioners Chambers of the Campbell County Courthouse, as presented. Commissioner Shelstad seconded the motion. All Voted-Aye. Carried.

Commissioner Shelstad moved to award the Courthouse Reroof Project to Lowe Roofing of Gillette to repair the damaged roofing system in the amount of \$142,650 and authorize the execution of all documents to complete the project, as presented. Commissioner Faber seconded the motion. All Voted-Aye. Carried.

Commissioner Faber moved to approve the District Support Grant Application for Benner Estates Improvement and Service District in the amount of \$2,250.75 from the Optional One Percent Sales Tax fund for dust control on district roads. Commissioner Reardon seconded the motion. All Voted-Aye. Carried.

Commissioner Shelstad moved to approve the District Support Grant Application for Box N Ranch Road Improvement and Service District in the amount of \$2,410.75 from the Optional One Percent Sales Tax fund for limestone J base for gravel roads. Commissioner Faber seconded the motion. All Voted-Aye. Carried.

Commissioner Faber moved to approve the District Support Grant Application for Fox Ridge Subdivision Improvement and Service District in the amount of \$3,697.50 for scoria and crushed concrete road surfacing. Commissioner Shelstad seconded the motion. All Voted-Aye. Carried.

Commissioner Reardon moved to approve the District Support Grant Application for Pineview Improvement and Service District in the amount of \$5,132.66 for a water well pump replacement. Commissioner Shelstad seconded the motion. All Voted-Aye. Carried.

Commissioner Reardon moved to approve the District Support Grant Application for Prairieview Champion Ventures Improvement and Service District in the amount of \$1,800 for street sweeping. Commissioner Faber seconded the motion. All Voted-Aye. Carried.

Commissioner Shelstad moved to approve the District Support Grant Application for Stonegate Improvement and Service District in the amount of \$15,056.50 for road base, blading, and dust control. Commissioner Reardon seconded the motion. All Voted-Aye. Carried.

The Commissioners held a Workshop with Public Works on the proposed changes to Chapter 4 and Chapter 6 Rules.

There being no further business to come before the Commissioners the meeting was adjourned at 11:40 AM. The next regular meeting of the Commissioners will be held Tuesday, April 20, 2021, at 9:00 AM in the Commissioners Chambers in the Courthouse.

Susan F. Saunders, 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

COUNTY CLERK
MONTHLY STATEMENT
MARCH 2021

Approved by the Board of County
Commissioners this..... day of
..... A.D. 20.....
.....
.....
.....
.....
.....

The State of Wyoming } ss.
County of Campbell }

This instrument was filed
on the____ day of____
20____.

County Clerk

By_____
Deputy

COUNTY CLERK'S MONTHLY STATEMENT

Statement of the collections of Susan F. Saunders as Campbell County Clerk within and for the County of Campbell, State of Wyoming, for the month ending MARCH and filed with the County Clerk for presentation to the Board of County Commissioners of said County as required by Wyoming Statute 18-3-814.

45560-Recording Fees	<u>34,447.00</u>
45610-Marriage Licenses.....	<u>810.00</u>
45570-Chattel Mortgages.....	<u>13,560.00</u>
45580-Certificates of Titles.....	<u>32,505.00</u>
45560-Misc Receipts Vault	<u>7741.50</u>
45620-Misc Receipts Front	<u>20.00</u>
45600-VINS.....	<u>3860.00</u>
IDOC Market...Autodeposited in FNBClerk...	<u>2049.00</u> ////14694.1
TOTAL	<u>87,992.50</u>

Info for Treasurer's Office

WY Titles	<u>2167</u>	@ \$15.00	=	<u>32,505.00</u>
SO Vins	<u>142</u>	@ \$10.00	=	<u>1,420.00</u>
PD Vins	<u>226</u>	@ \$10.00	=	<u>2,260.00</u>
GF Vins	<u>18</u>	@ \$10.00	=	<u>180.00</u>
HP Vins		@ \$10.00	=	
WC Vins		@ \$10.00	=	

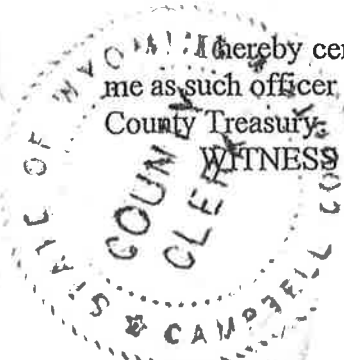
STATE OF WYOMING)
)ss.
COUNTY OF CAMPBELL)

I hereby certify that the above is a true and correct statement of the monies collected by me as such officer during the month above mentioned, and that the same has been paid into the County Treasury.

WITNESS my hand and seal the 1ST day of APRIL, 2021

Susan F. Saunders, Campbell County Clerk

BY: *[Signature]*, Deputy



SHERIFF'S OFFICE
MONTHLY STATEMENT
MARCH 2021

Approved by the Board of County
Commissioners this..... day of

.....A.D. 20.....
.....
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.....
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.....
.....

The State of Wyoming } ss.
County of Campbell }

This instrument was filed
on the____ day of _____
20_____

County Clerk

By _____
Deputy

MONTHLY SHERIFF'S STATEMENT

Statement of the collections of **Scott Matheny** as Sheriff within and for the County of Campbell, State of Wyoming, for the month ending **March 2021** and filed with the County Clerk for presentation of the Board of County Commissioners of said County as required by Wyoming State Statute 18-3-814.

	Service Fees	\$4,750.00
	Fingerprint Fees	\$355.00
	Background Fees	\$110.00
	Sex Offender Registration Fees	\$551.75
	Concealed Firearms Permit Fees	\$1,130.00
	Copy Fees	\$133.50
	Notary	\$2.00
COUNTY SHERIFF	Sheriff Sales/Certificates	\$87.50
	Executions	\$0.00
	Salvage Vehicle Sales	\$0.00
	Towing Fees	\$450.50
	Foreclosure Sales	\$0.00
	Misc. Refund	\$0.00
	General Fund	\$235.00
	E911	\$0.00
	Town of Wright Reimbursement	\$0.00
	Town of Wright 911	\$0.00
	Campbell County Fire Department 911	\$0.00
	Campbell County Health 911	\$0.00
	WASCOP Grant	\$0.00
	Campbell County School District SRO	\$0.00
	SRO For 1-3 Qtrs. 19/20	\$0.00
	Sheriff's Account Interest (May21-Dec. 21)	\$0.00
		\$7,805.25

STATE OF WYOMING

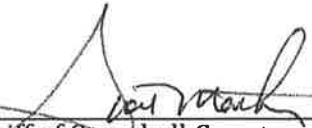
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COUNTY OF CAMPBELL

I hereby certify that the above is a true and correct statement of the monies collected by me as such officer during the month above mentioned and that the same has been paid into the County Treasury, the appropriate court or entity.

WITNESS my hand and seal this 6th day of April 2021.




Sheriff of Campbell County

Sheriff's Dept--Detention
Monthly Statement
March 2021

Approved by the Board of County
Commissioners this..... day of
.....A.D. 20.....
.....
.....
.....
.....
.....

The State of Wyoming } ss.
County of Campbell }

This instrument was filed
on the____ day of____
20_____.

County Clerk

By_____
Deputy



MONTHLY SHERIFF'S STATEMENT-*DETENTION CENTER*

Statement of the collection of **Scott D. Matheny** as Sheriff within and for the County of Campbell, State of Wyoming, for the month ending **March 2021** and filed with the County Clerk for presentation of the Board of County Commissioners of said County as required by Wyoming State Statute 18-3-814.

COUNTY SHERIFF

Restitution	\$25.00
City of Gillette Housing	\$9,575.00
Blood Draw	\$250.00
Medical Reimbursement	\$3,247.76
24/7 Program	\$267.20
10 Day Housing	\$41,665.00
Probation Sanctions	\$1,260.00
Split Sentence	\$22,140.00
Parolee Housing	9,230.00
U.S. Marshal Housing	\$4,095.00
24/7 Program	\$4,285.50
Bureau of Prisons Housing	\$3,120.00
Juvenile Housing	\$4,350.00
TOTAL	\$103,510.46

Direct Deposit

I hereby certify that the above is a true and correct statement of the monies collected by me as such officer during the month above mentioned and that the same has been paid into the County Treasury, the appropriate court, or entity.

Date: 4/8/21

Scott D. Matheny
Campbell County Sheriff

FISCAL YEAR 2020-2021

March 31, 2021

FIB	353153976	66,966.41	
FNB	007-8	18,887,103.98	
ACH	308-5	0.00	
FNB CCSD	086-8	2,760,567.63	
FNB Flex	568-1	26,230.41	
FNB Health Benefits	315-8	1,398,299.65	
FNB Special Escrow	74-4	14,391,907.22	
FNB Airport PFC Account	133-3	202,549.55	
FNB Library Credit Card Fees	862-1	434.24	
FNB Museum Credit Card Fees	11092301	571.30	
FNB North Landfill Credit Card Fees	864-8	9,398.24	
FNB Narcotics Federal Forfeitures	107-4	0.00	
FNB Recreation Credit Card Fees	139-2	22,539.66	
FNB State Drug Forfeiture Funds	132-5	17,672.60	
FNB Taxes Paid in Protest	2075305	10,726.96	
FNB-CDSCC-Region 13 Preschool Service	24-8	225,070.46	
FNB-CDSCC-Early Head Start	91-4	84.93	
NSF Checks		2,927.27	
Long & Short-Treasurer		2,100.00	
Clerk-Dist Crt-Sheriff-Engineer-Landfill-Public Health-Parks & Rec		8,639.50	
Cash & Currency		6,150.00	
TOTAL CASH ACCOUNTS	38,039,940.01		
TOTAL TDOA'S	235,542,405.04		
Premium & Discounts	22,538.91		
WGIF-Building Maintenance	39,882,687.17	176,608,085.71	
WGIF-Campus Maintenance	4,144,914.34		
WGIF-Campus Maintenance Tec	2,597,891.13		
WGIF-Capital Replacement Reserve	95,082,955.86		
WGIF-Fleet Management	6,319,956.12		
WGIF-Fleet Mgmt-PLB -City	762,353.63		
WGIF-Gillette College Activity & Education Center	0.00		
WGIF-Gillette College Rodeo	0.00		
WGIF-Jt Powers Rec Maint Fund	8,926,835.96		
WGIF-Road Equipment	3,034,931.84		
WGIF-1% Road Machinery Repl	500,279.53		
WGIF-Short Term Future Cap Const	15,355,280.13		
WYOSTAR-1% Municipalities	356,691.52	56,958,189.06	
WYOSTAR-1% Optional	7,842,732.97		
WYOSTAR-Cap Fac Excess	12,492.15		
WYOSTAR-CCSD Dist Fund	79.14		
WYOSTAR-Enhanced 911	238,373.64		
WYOSTAR-Fleet Management	0.00		
WYOSTAR-General	37,102,258.04		
WYOSTAR-General Held Revenues	0.00		
WYOSTAR-Health Benefits	333,683.56		
WYOSTAR-PILT	3,147,632.57		
WYOSTAR-Pronghorn Center Main Reserve	1,373,481.39		
WYOSTAR-SCFM	4,884,209.85		
WYOSTAR-Town of Wright Rec Maintenance	1,666,554.23		
WYOSTAR-Wyoming Lottery/Off Track Betting	1,976,130.27		
TOTAL	273,604,883.96		

Approved by the Board of County
Commissioners this _____
day of _____, 2021.

THE STATE OF WYOMING

ss.

County of Campbell

I, Rachael Knust, being first duly sworn according to law, on my oath
do depose and say that I am County Treasurer within and for the County
of Campbell in the State aforesaid; that the within and foregoing
represents a true and correct Trial Balance of my records at the close
of business 8th April, 2021; that my statement of
Cash is just, true and correct, so help me God.

Rachael Knust
County Treasurer

Subscribed and sworn to be before this 9 day of April, 2021.

Lysanne Brundage
County Clerk

3/31/2021		
Airport	278.14	278.14
American Road	0.00	0.00
Antelope Valley	0.00	0.00
Bennor Estates	(0.00)	0.00
BOCHES	79,572.94	79,572.94
Bond Disclosure	4,500.00	4,500.00
Box N Ranch Rd	0.00	0.00
Brunsen	300.00	300.00
Buckskin	240.00	240.00
Car Company Tax	0.00	0.00
Cash Reserve	15,000,000.00	15,000,000.00
Cemetery	131,458.66	131,458.66
Central Campbell County	1,279.93	1,279.93
Certificates of Purchase	(0.00)	0.00
City of Gillette	160,457.47	160,457.47
Collins Heights	0.00	0.00
Cottonwood I&S	0.00	0.00
County Sales Tax	2.14	2.14
Country Living Acres	0.00	0.00
Countryside I&S	105.57	105.57
Crestview I & S	0.00	0.00
Donkey Creek	0.00	0.00
Eight Mile I&S	2,924.38	2,924.38
Fair	141.84	141.84
Fire	0.00	0.00
Foundation	1,909,749.56	1,909,749.56
Fox Park	42.50	42.50
Fox Ridge	250.00	250.00
Freedom Hills	5,844.84	5,844.84
General County	35,242,054.63	35,242,054.63
Graceland	240.00	240.00
Green Valley Estates	0.00	0.00
Health Benefits Trust	1,731,983.21	1,731,983.21
Heritage Village	1,848.53	1,848.53
High Country Estates	0.00	0.00
Highway VIN Fees	0.00	0.00
Hospital	477,437.26	477,437.26
Hospital Bond	40.43	40.43
Hospital Bond Interest	5.02	5.02
Interstate Industrial	0.00	0.00
Investments-1% Muni Jt Powers	356,513.67	356,513.67
Investments-1% Optional	7,842,732.97	7,842,732.97
Investments-Building Maintenance	39,882,687.17	39,882,687.17
Investments-Campus Maintenance	4,144,914.34	4,144,914.34
Investments-Campus Tech Center- Fund 004/027	2,597,891.13	2,597,891.13
Investments-Cap Fac Excess	12,492.15	12,492.15
Investments-Capital Replace Reserve	95,082,955.86	95,082,955.86
Investments-Enhanced 911 Fees	276,264.89	276,264.89
Investments-Fleet Management	10,617,521.12	10,617,521.12
Investments-Gillette College	0.00	0.00
Investments-Jt Powers Rec Maintenance - Fund 028	8,926,835.96	8,926,835.96
Investments-PILT	3,147,632.57	3,147,632.57
Investments-Pronghorn Center Main Reserve	1,326,618.00	1,326,618.00
Investments-SCFM County Road Funds	4,931,073.24	4,931,073.24
Investments-Short Term Future Capital Construction-Fund 69	15,355,280.13	15,355,280.13
Investments-Town of Wright Rec Maintenance-Fund 695	1,666,554.23	1,666,554.23
Investments-Wyoming Lottery/Off Track Betting	1,976,130.27	1,976,130.27
Library	1,110.77	1,110.77
Lodging Tax	0.00	0.00
Los Caballos	0.00	0.00
McKenny	823.77	823.77
Meadow Springs I&S	0.00	0.00
Means	0.00	0.00
Means,Carter,N Hannum	1,011.24	1,011.24
Moon Ridge	771.91	771.91
Motor Vehicle County Fees	(0.00)	0.00
Motor Vehicle State Fees	62,581.41	62,581.41
Motor Vehicle Non Apportioned Fees	0.00	0.00
Motor Vehicle Temp Sticker/paper Fee	0.00	0.00
Mobile Machinery County Fees	0.00	0.00
Mobile Machinery Pro-Rate	0.00	0.00
Motor Vehicle Pro-Rate	0.00	0.00
Motor Vehicle In Transit Permit	40.00	40.00
Motor Vehicle Temp Worker Decals	0.00	0.00
Museum	138.15	138.15
North Rangeland	330.00	330.00
Organ Donor Donations	24.48	24.48
Oriva Hills	1,435.80	1,435.80
Overbrook I&S	2,433.14	2,433.14
Peoples	(5,584.20)	(5,584.20)
Pineview	476.00	476.00
Pinnacle Heights	308.73	308.73
Prairieview	64,361.62	64,361.62
Predatory	0.00	0.00
Premium & Discounts	22,538.91	22,538.91
Rafter D	150.00	150.00
Recreation	1,077.63	1,077.63
Rock Road I&S	0.00	0.00
Rocky Point	716.43	716.43
Rustic Hills	1,230.00	1,230.00
Sales & Use Tax	809,951.39	809,951.39
School--1 Mill Optional	0.00	0.00

School--6 Mill County Wide	954,889.39	954,889.39
School--25 Mill Special School	3,978,705.03	3,978,705.03
School--BOCES	0.00	0.00
School--Cap Main	0.00	0.00
School--General School	58,096.00	58,096.00
School--Rec Mill	159,148.20	159,148.20
School Bond Redemption	0.00	0.00
School Bond Redemption Interest	0.00	0.00
Small Buttes	0.00	0.00
South Douglas Hwy	8,032.96	8,032.96
Southern Industrial	0.00	0.00
Southfork Estates	2,119.08	2,119.08
Southside	0.00	0.00
Special Escrow	14,387,407.22	14,387,407.22
Stonegate Estates	1,917.00	1,917.00
Sundog	0.00	0.00
Taxes-Transportable Homes	(0.00)	0.00
Taxes-2020	(0.00)	0.00
Taxes-Interest 2020	0.00	0.00
Taxes-2019	0.00	0.00
Taxes-Interest 2019	(0.00)	0.00
Taxes-2018	0.00	0.00
Taxes-Interest 2018	0.00	0.00
Taxes-2017	(0.00)	0.00
Taxes-Interest 2017	(0.00)	0.00
Taxes-2016	0.00	0.00
Taxes-Interest 2016	0.00	0.00
Taxes-2015	(0.00)	0.00
Taxes-Interest 2015	0.00	0.00
Taxes-2014	0.00	0.00
Taxes-Interest 2014	0.00	0.00
Taxes-2013	0.00	0.00
Taxes-Interest 2013	0.00	0.00
Taxes-2012	0.00	0.00
Taxes-Interest 2012	0.00	0.00
Taxes-2011	0.00	0.00
Taxes-Interest 2011	0.00	0.00
Taxes-2010	0.00	0.00
Taxes-Interest 2010	0.00	0.00
Taxes-2009	0.00	0.00
Taxes-Interest 2009	0.00	0.00
Taxes-2008	0.00	0.00
Taxes-Interest 2008	0.00	0.00
Taxes-2007	0.00	0.00
Taxes-Interest 2007	0.00	0.00
Taxes-2006	0.00	0.00
Taxes-Interest 2006	0.00	0.00
Taxes-2005	0.00	0.00
Taxes-Interest 2005	0.00	0.00
Taxes-2004	0.00	0.00
Taxes-Interest 2004	0.00	0.00
Taxes-2003	0.00	0.00
Taxes-Interest 2003	0.00	0.00
Taxes-2002	0.00	0.00
Taxes-Interest 2002	0.00	0.00
Taxes-2001	0.00	0.00
Taxes-Interest 2001	0.00	0.00
Taxes-2000	0.00	0.00
Taxes-Interest 2000	0.00	0.00
Taxes-1999	0.00	0.00
Taxes-Interest 1999	0.00	0.00
Taxes-1998	0.00	0.00
Taxes-Interest 1998	0.00	0.00
Taxes-1997	0.00	0.00
Taxes-Interest 1997	0.00	0.00
Taxes-1996	0.00	0.00
Taxes-Interest 1996	0.00	0.00
Taxes-1995	0.00	0.00
Taxes-Interest 1995	0.00	0.00
Taxes-1994	0.00	0.00
Taxes-Interest 1994	0.00	0.00
Taxes-1993	0.00	0.00
Taxes-Interest 1993	0.00	0.00
Taxes-1992	0.00	0.00
Taxes-Interest 1992	0.00	0.00
Taxes-1991	0.00	0.00
Taxes-Interest 1991	0.00	0.00
Taxes-1990	0.00	0.00
Taxes-Interest 1990	0.00	0.00
Taxes Paid in Protest	105,070.85	105,070.85
Town of Wright	7,063.36	7,063.36
Veterans Exemptions	0.00	0.00
Watercraft VIN Fees	0.00	0.00
Weed & Pest	72,202.51	72,202.51
Wessex Impr & Service	0.00	0.00
Wild Horse Creek I&S	600.00	600.00
Wildlife Conservation Donation	30.65	30.65
Wright Water & Sewer	8,819.78	8,819.78
	273,604,883.96	273,604,883.96
	273,604,883.96	Balance on Daily
	273,604,883.96	Balance on Trial
	0.00	

SUMMARY

COUNTY TREASURER
of
Campbell County

3/31/2021

THE STATE OF WYOMING

ss.

County of Campbell

I, Rachael Knust, being first duly sworn according to law, on my oath do
depose and say that I am County Treasurer within and for the County of Campbell in the
State aforesaid; that the within and foregoing represents a true and correct Summary of
all my Receipts and Disbursements by me as such Treasurer, during the time herein
designated, so help me God.

Crystal Conley, Deputy
County Treasurer

Subscribed and sworn to before me this 9 day of April, A.D. 2021.

James Henderson
County Clerk

Filed in the office of the County Clerk

, A.D. 2021

County Clerk.

Approved by the Board of County
Commissioners this _ day of _ , A.D. 2021

941 TAX REPORT
1ST QTR 2021

Approved by the Board of County
Commissioners this day of
..... A.D. 20.....
.....
.....
.....
.....
.....

The State of Wyoming } ss.
County of Campbell

This instrument was filed
on the ____ day of ____
20 ____

County Clerk

By _____
Deputy

Form **941 for 2021: Employer's QUARTERLY Federal Tax Return**
(Rev. March 2021) Department of the Treasury — Internal Revenue Service

950121
OMB No. 1545-0029

Employer identification number (EIN)	8	3	-	6	0	0	0	1	0	3
Name (not your trade name)	County of Campbell									
Trade name (if any)	Office of County Clerk									
Address	500 S. Gillette Ave. 1600									
	Number				Street				Suite or room number	
	Gillette				WY		82716			
	City				State		ZIP code			
	Foreign country name				Foreign province/county				Foreign postal code	

Report for this Quarter of 2021
(Check one.)

☒ 1: January, February, March

☐ 2: April, May, June

☐ 3: July, August, September

☐ 4: October, November, December

Go to www.irs.gov/Form941 for instructions and the latest information.

Read the separate instructions before you complete Form 941. Type or print within the boxes.

Part 1: Answer these questions for this quarter.

1	Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3), or Dec. 12 (Quarter 4)	1	710
2	Wages, tips, and other compensation	2	7,008,713 71
3	Federal income tax withheld from wages, tips, and other compensation	3	712,435 92
4	If no wages, tips, and other compensation are subject to social security or Medicare tax	☐ Check and go to line 6.	

	Column 1		Column 2
5a	Taxable social security wages . . . 7,201,330 67	$\times 0.124 =$	892,965 00
5a	(i) Qualified sick leave wages . . .	$\times 0.062 =$	
5a	(ii) Qualified family leave wages . . .	$\times 0.062 =$	
5b	Taxable social security tips . . .	$\times 0.124 =$	
5c	Taxable Medicare wages & tips . . . 7,201,330 67	$\times 0.029 =$	208,838 59
5d	Taxable wages & tips subject to Additional Medicare Tax withholding	$\times 0.009 =$	
5e	Total social security and Medicare taxes. Add Column 2 from lines 5a, 5a(i), 5a(ii), 5b, 5c, and 5d	5e	1,101,803 59
5f	Section 3121(q) Notice and Demand—Tax due on unreported tips (see instructions)	5f	
6	Total taxes before adjustments. Add lines 3, 5e, and 5f	6	1,814,239 51
7	Current quarter's adjustment for fractions of cents	7	0 31
8	Current quarter's adjustment for sick pay	8	
9	Current quarter's adjustments for tips and group-term life insurance	9	
10	Total taxes after adjustments. Combine lines 6 through 9	10	1,814,239 82
11a	Qualified small business payroll tax credit for increasing research activities. Attach Form 8974	11a	
11b	Nonrefundable portion of credit for qualified sick and family leave wages from Worksheet 1	11b	
11c	Nonrefundable portion of employee retention credit from Worksheet 1	11c	

► You MUST complete all three pages of Form 941 and SIGN it.

Next ►

Name (not your trade name) County of Campbell	Employer identification number (EIN) 83-6000103
--	--

Part 1: Answer these questions for this quarter. (continued)

11d	Total nonrefundable credits. Add lines 11a, 11b, and 11c	11d	
12	Total taxes after adjustments and nonrefundable credits. Subtract line 11d from line 10	12	1,814,239 82
13a	Total deposits for this quarter, including overpayment applied from a prior quarter and overpayments applied from Form 941-X, 941-X (PR), 944-X, or 944-X (SP) filed in the current quarter	13a	1,814,239 82
13b	Reserved for future use	13b	
13c	Refundable portion of credit for qualified sick and family leave wages from Worksheet 1	13c	
13d	Refundable portion of employee retention credit from Worksheet 1	13d	
13e	Total deposits and refundable credits. Add lines 13a, 13c, and 13d	13e	1,814,239 82
13f	Total advances received from filing Form(s) 7200 for the quarter	13f	
13g	Total deposits and refundable credits less advances. Subtract line 13f from line 13e	13g	1,814,239 82
14	Balance due. If line 12 is more than line 13g, enter the difference and see instructions	14	0 00
15	Overpayment. If line 13g is more than line 12, enter the difference	Check one: ☐ Apply to next return. ☐ Send a refund.	

Part 2: Tell us about your deposit schedule and tax liability for this quarter.

If you're unsure about whether you're a monthly schedule depositor or a semiweekly schedule depositor, see section 11 of Pub. 15.

16 Check one: ☐ Line 12 on this return is less than \$2,500 or line 12 on the return for the prior quarter was less than \$2,500, and you didn't incur a \$100,000 next-day deposit obligation during the current quarter. If line 12 for the prior quarter was less than \$2,500 but line 12 on this return is \$100,000 or more, you must provide a record of your federal tax liability. If you're a monthly schedule depositor, complete the deposit schedule below; if you're a semiweekly schedule depositor, attach Schedule B (Form 941). Go to Part 3.

☐ You were a monthly schedule depositor for the entire quarter. Enter your tax liability for each month and total liability for the quarter, then go to Part 3.

Tax liability: Month 1	
Month 2	
Month 3	
Total liability for quarter	

Total must equal line 12.

☒ You were a semiweekly schedule depositor for any part of this quarter. Complete Schedule B (Form 941), Report of Tax Liability for Semiweekly Schedule Depositors, and attach it to Form 941. Go to Part 3.

► You MUST complete all three pages of Form 941 and SIGN it.

Next ►

Name (not your trade name)	Employer identification number (EIN)
County of Campbell	83-6000103

Part 3: Tell us about your business. If a question does NOT apply to your business, leave it blank.

17 If your business has closed or you stopped paying wages ☐ Check here, and enter the final date you paid wages / / ; also attach a statement to your return. See instructions.

18 If you're a seasonal employer and you don't have to file a return for every quarter of the year ☐ Check here.

19 Qualified health plan expenses allocable to qualified sick leave wages 19

20 Qualified health plan expenses allocable to qualified family leave wages 20

21 Qualified wages for the employee retention credit 21

22 Qualified health plan expenses allocable to wages reported on line 21 22

23 Credit from Form 5884-C, line 11, for this quarter 23

24 Reserved for future use 24

25 Reserved for future use 25

Part 4: May we speak with your third-party designee?

Do you want to allow an employee, a paid tax preparer, or another person to discuss this return with the IRS? See the instructions for details.

☒ Yes. Designee's name and phone number

Select a 5-digit personal identification number (PIN) to use when talking to the IRS.

☐ No.

Part 5: Sign here. You MUST complete all three pages of Form 941 and SIGN it.

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

X

Sign your name here

Susan F. Saunders

Print your name here

Susan F. Saunders

Print your title here

County Clerk

Date

4/6/21

Best daytime phone

307-682-7285

Paid Preparer Use Only

Check if you're self-employed ☐

Preparer's name

PTIN

Preparer's signature

Date

/ /

Firm's name (or yours if self-employed)

EIN

Address

Phone

City

State

ZIP code

Schedule B (Form 941):

Report of Tax Liability for Semiweekly Schedule Depositors

(Rev. January 2017)

Department of the Treasury — Internal Revenue Service

OMB No. 1545-0029

Employer identification number (EIN)

8 3 - 6 0 0 0 1 0 3

Name (not your trade name)

County of Campbell

Calendar year

2 0 2 1

(Also check quarter)

Report for this Quarter...

(Check one.)

- ☒ 1: January, February, March
☐ 2: April, May, June
☐ 3: July, August, September
☐ 4: October, November, December

Use this schedule to show your TAX LIABILITY for the quarter; don't use it to show your deposits. When you file this form with Form 941 or Form 941-SS, don't change your tax liability by adjustments reported on any Forms 941-X or 944-X. You must fill out this form and attach it to Form 941 or Form 941-SS if you're a semiweekly schedule depositor or became one because your accumulated tax liability on any day was \$100,000 or more. Write your daily tax liability on the numbered space that corresponds to the date wages were paid. See Section 11 in Pub. 15 for details.

Month 1

1		9		17		25	
2		10		18		26	
3		11		19		27	
4		12		20		28	292,587 73
5		13		21		29	20,075 27
6		14	297,308 12	22		30	
7		15		23		31	
8		16		24			

Tax liability for Month 1

609,971 12

Month 2

1		9		17		25	292,637 98
2		10		18		26	20,072 23
3		11	293,305 56	19		27	
4		12		20		28	
5		13		21		29	
6		14		22		30	
7		15		23		31	
8		16		24			

Tax liability for Month 2

606,015 77

Month 3

1		9		17		25	287,392 57
2		10		18		26	
3		11	290,806 47	19		27	
4		12		20		28	
5		13		21		29	
6		14		22		30	
7		15		23		31	20,053 89
8		16		24			

Tax liability for Month 3

598,252 93

Fill in your total liability for the quarter (Month 1 + Month 2 + Month 3) ▶

Total must equal line 12 on Form 941 or Form 941-SS.

Total liability for the quarter

1,814,239 82

PAYROLL PAYMENT

FOR THE PAY PERIOD (s) ENDING

april 3, 2021

_____, _____

_____, _____

We do hereby approve the County Payroll as presented this _____ day of _____, _____

Member

Member

Member

Member

Chairman

PETITION FOR REBATE/CANCELLATION OF TAXES

3-19-21
date processed

STATE OF WYOMING
COUNTY OF CAMPBELL

No: 4295

NAME: EOG RESOURCES INC

NOTICE ISSUED FOR:

NOVC# 2021-0062

OTHER:

☒ PARTIAL
☒ REBATE
☐ CANCELLATION

YEAR 2018

ACCOUNT/PARCEL# 50050399

TAX NOTICE NO. 1598

DISTRICT NO. 100

ASSESSED VALUATION: 2,460,123

AMOUNT:\$ 146,640.55



COUNTY ASSESSOR

APPROVED: _____ DENIED: _____

THIS _____ DAY OF _____, 20 ____

BOARD OF COUNTY COMMISSIONERS

FILED _____, 20 ____

COUNTY CLERK



WYOMING DEPARTMENT OF REVENUE

**IN THE MATTER OF THE
ASSESSMENT OF**

EOG RESOURCES INC

Operator ID: 00322

**NOTICE OF VALUATION CHANGE
2021-0062**

ASSESSOR

Campbell, Sublette

Page 1 of 3

1. On January 12, 2021, EOG Resources Inc. (EOG) filed an amended return for property number 008184 for gas. On January 13, 2021, EOG filed an amended return for property number 008185. On January 22, 2021, EOG filed an amended return for property number 007435. On January 27, 2021, EOG filed an original return for property number 008184 for Oil.

2. EOG filed the returns as the take in-kind interest owner, in response to a letter dated November 24, 2020, from the Mineral Tax Division of the Wyoming Department of Revenue. The letter informed EOG of discrepancies discovered in an examination of take in-kind production reporting for the 2017 production year.

In accordance with W.S. 39-14-208(b)(iii), the Department of Revenue is authorized to rely on final audit findings, taxpayer amended returns or department review, and to certify mine product valuation amendments to the county assessor of the county in which the property is located.

Pursuant to W.S. 39-14-208(b)(i), you are hereby notified, without prejudice to any and all rights, powers, and defenses of the government entities involved, of changes in valuation for each year by the amounts indicated in this notice. EOG RESOURCES INC address is:

EOG RESOURCES INC
RAINA MCMILLON
PO BOX 4362
HOUSTON, TEXAS 77210-4362

**THIS NOTICE OF VALUATION CHANGE IS A FINAL ADMINISTRATIVE DECISION BY THE
DEPARTMENT OF REVENUE.**

Exceptions to this assessment and final administrative decision of the Department of Revenue may be instituted per W.S. 39-11-102(c) pursuant to Rules, Chapter 2, Section 5, Wyoming State Board of Equalization, by filing a written notice of appeal with the Board, in care of Executive Secretary/Legal Counsel, PO Box 448, Cheyenne, Wyoming 82003-0448 or by fax transmission to the State Board's fax number (307) 777-6363. The notice shall briefly state in ordinary and concise language the issues upon which the appeal is based, the contentions of the petitioner, the relief desired, and be accompanied by a copy of the decision at issue. The notice shall also contain the phone number, fax number if available, and mailing address of petitioner, representative or attorney.

Wyoming Department of Revenue, Mineral Tax Division, 122 West 25th Street, Suite E301, Herschler Building East
Cheyenne, WY 82002-0110

Phone (307) 777-5237 – Internet: <http://revenue.wyo.gov> – E-mail: directorofrevenue@wyo.gov

WYOMING DEPARTMENT OF REVENUE

**IN THE MATTER OF THE
ASSESSMENT OF
EOG RESOURCES INC**

**NOTICE OF VALUATION CHANGE
2021-0062**

Operator ID: 00322

**ASSESSOR
Campbell, Sublette**

Page 2 of 3

Unless otherwise required by law, the appeal notice must be postmarked or filed with the Board within thirty (30) days of the date of the final administrative decision at issue.

Wyoming Department of Revenue, Mineral Tax Division, 122 West 25th Street, Suite E301, Herschler Building East
Cheyenne, WY 82002-0110
Phone (307) 777-5237 – Internet: <http://revenue.wyo.gov> – E-mail: directorofrevenue@wyo.gov

WYOMING DEPARTMENT OF REVENUE

IN THE MATTER OF THE
ASSESSMENT OF
EOG RESOURCES INC

NOTICE OF VALUATION CHANGE
2021-0062

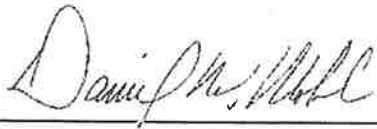
Operator ID: 00322

ASSESSOR
Campbell, Sublette

Page 3 of 3

<u>Tax Year</u>	<u>Prod Year</u>	<u>Group Name</u>	<u>Group Number</u>	<u>County</u>	<u>Tax District</u>	<u>Mineral</u>	<u>Taxable Value Change</u>
2018	2017	DRY PINEY	008184	Sublette	0900	Natural Gas	(524)
2018	2017	DRY PINEY	008184	Sublette	0900	Oil	15,487
2018	2017	DRY PINEY	008185	Sublette	0900	Natural Gas	189,031
2018	2017	WILDCAT	007435	Campbell	0100	Oil	(2,460,123) ✓

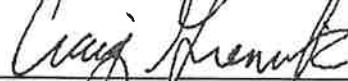
MADE AND ENTERED at Cheyenne, Wyoming, this 18 day of March, 2021.



Dan Noble
Director, Department of Revenue

3-19-21

WYOMING DEPARTMENT OF REVENUE



Craig Grenvik
Administrator, Mineral Tax Division

Nov 2021-0062 (#2,460,123)

MLX 59.607

(#146,640.55)

Rebate #4295

See Schl #50399

Wyoming Department of Revenue, Mineral Tax Division, 122 West 25th Street, Suite E301, Herschler Building East
Cheyenne, WY 82002-0110

Phone (307) 777-5237 – Internet: <http://revenue.wyo.gov> – E-mail: directorofrevenue@wyo.gov

**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: Wendy Balo, Public Works
DATE: 4/6/2021
SUBJECT: Line Item Transfer Request

Please make the following line item transfers:

Transfer From:			Transfer To:	
Amount	Account #	Account Name	Account #	Account Name
\$2,250.75	020.7085	District Support Grants	020.7085.47	Bennor Estates

Explanation: Dust control on District roads
Grant request approved 4/6/2021

**OFFICE**

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Suite 1100
Gillette, Wyoming 82716
(307) 682-7283
(307) 687-6325 FAX
www.ccgov.net

TO: Board of Commissioners
FROM: Wendy Balo, Public Works
DATE: 4/6/2021
SUBJECT: Line Item Transfer Request

Please make the following line item transfers:

Transfer From:			Transfer To:	
Amount	Account #	Account Name	Account #	Account Name
\$2,410.75	020.7085	District Support Grants	020.7085.52	Box N Ranch Rd

Explanation: Blading and applying limestone J Base to District roads
Grant request approved 4/6/2021

**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: Wendy Balo, Public Works
DATE: 4/6/2021
SUBJECT: Line Item Transfer Request

Please make the following line item transfers:

Transfer From:			Transfer To:	
Amount	Account #	Account Name	Account #	Account Name
\$3,697.50	020.7085	District Support Grants	020.7085.53	Fox Ridge

Explanation: Applying scoria and crushed concrete to District roads
Grant request approved 4/6/2021

**OFFICE**

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Suite 1100
Gillette, Wyoming 82716
(307) 682-7283
(307) 687-6325 FAX
www.ccgov.net

TO: Board of Commissioners
FROM: Wendy Balo, Public Works
DATE: 4/6/2021
SUBJECT: Line Item Transfer Request

Please make the following line item transfers:

Transfer From:			Transfer To:	
Amount	Account #	Account Name	Account #	Account Name
\$5,132.66	020.7085	District Support Grants	020.7085.57	Pineview I&S

Explanation: Emergency request for failed water pump during arctic cold snap
Grant request approved 4/6/2021

**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: Wendy Balo, Public Works
DATE: 4/6/2021
SUBJECT: Line Item Transfer Request

Please make the following line item transfers:

Transfer From:			Transfer To:	
Amount	Account #	Account Name	Account #	Account Name
\$1,800.00	020.7085	District Support Grants	020.7085.23	Prairieview Champion

Explanation: Street Sweeping
Grant request approved 4/6/2021

**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: Wendy Balo, Public Works
DATE: 4/6/2021
SUBJECT: Line Item Transfer Request

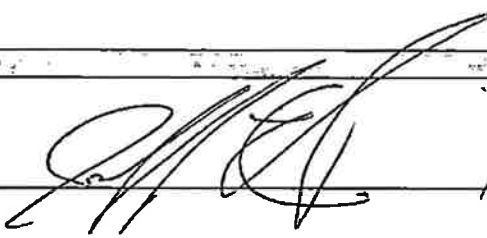
Please make the following line item transfers:

Transfer From:			Transfer To:	
Amount	Account #	Account Name	Account #	Account Name
\$15,056.50	020.7085	District Support Grants	020.7085.24	Stonegate

Explanation: Blading & soft spot repairs, applying MagChloride, and adding crushed limestone
Grant request approved 4/6/2021

2021-019.

Position Vacancy Justification

Department:	CAM-PLEX		Date:	4/14/2021	
Position Title:	Performing Arts Manager				
Classification Band / Range:	108	Current Salary of Incumbent:	\$50,000		
Salary Range:	Min \$22.57	Mid \$28.21	Max \$33.85		
Justification for Hiring Position:	Filling existing budgeted position due to involuntary separation.				
Promoted Incumbent:	[REDACTED]				
Position Originated:	1985				
Funding Source for Position:	County: Yes	State: No	Federal: No	Other: Yes	Explain Other: City – 20%
Status Code:	Full-Time Yes	Part-Time	Number of Annual Hours:		2080
Reason for Vacancy:	Replacement due to involuntary separation: X		Replacement due to Retirement:		New Position:
Existing Budgeted Position:	Yes				
Benefit Eligible:	Yes				
Department Head Signature & Date					
Commissioner Approval & Date:					

2021-015

POSITION VACANCY JUSTIFICATION

Department:	Children's Developmental Services			Date:	April 6, 2021		
Position Title: Administrative Assistant							
Grade:	104		Current Salary:	\$ 38,480.00			
Salary Range:							
Minimum:	\$33,259.20	Mid-Point:	\$41,568.76	Maximum:	\$49,882.51		
Position Justification: To perform a variety of highly responsible, complex, and confidential administrative support functions; assist and participate in organizing activities of the assigned office; provide information and assistance to department/division head and/or assigned staff, and the general public.							
Termed incumbent: [REDACTED] (Administrative Assistant)							
Position Originated: NA							
Funding Source for Position:	County	X		State			
	Federal			Other		(Please explain)	
Classification:	Full Time	X	Part Time		Number of Hours	40	
	Exempt		Non-Exempt	X			
Reason for Vacancy:	Resigned	X	Terminated		New Hire		
	New Position		Other				
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 a copy to send to requesting department.

RP
4/12/21

2021-020

Position Vacancy Justification

Department:	CCFD	Date:	4/21/2020
Position Title:	Fire – Engineer (1 Positions)		
Classification Band / Range:	FD2	Budgeted Salary of Incumbent:	\$63,828.96
Salary Range:	Step 1 \$63,830.79	Mid	Step 6 \$72,218.68
Justification for Hiring Position:	We will have open positions as of May 19 th .		
Termed Incumbent:			
Position Originated:			
Funding Source for Position:	County: Yes/No	State: Yes/No	Federal: Yes/No
			Other: Yes/No
			Explain Other: City of Gillette/Town of Wright
Status Code:	Full-Time Yes/No	Part-Time Yes/No	Number of Annual Hours: 2756
Reason for Vacancy:	Replacement due to Termination: x		Replacement due to Retirement: New Position:
Existing Budgeted Position:	Yes or No		
Benefit Eligible:	Yes or No		
Department Head Signature & Date			
Commissioner Approval & Date:	 4/15/20		

2021-021 POSITION VACANCY JUSTIFICATION

Department:	Public Works / Facilities Maintenance			Date:	04.15.21		
Position Title: Custodian I							
Classification Band:	101			Current Salary:	\$14.69/hr - \$30,555.20		
Salary Range: \$26,647.90 - \$39,971.85							
Minimum:	\$12.81	Mid-Point:	\$16.01	Maximum:	\$19.22		
Position Justification: Employee Voluntary Termination 4.28.21							
Termed incumbent: [REDACTED]							
Position Originated: Budgeted Position for fiscal year 20/21							
Funding Source for Position:	County	YES		State		WIC Program	
	Federal			Other		(Please explain)	
Classification:	Full Time	YES	Part Time		Number of Hours	2080	
	Exempt		Non-Exempt	x			
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.

S:\PLN_Shar\Pam Beck\Personnel-1\Vacancies paperwork\Facilities Maint\Custodial\Just. Form Cust I 7.31.20.docx

 4/15/21

2021-022

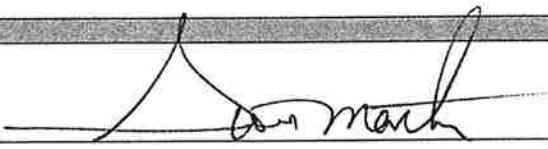
POSITION VACANCY JUSTIFICATION

Department:	Public Works / Facilities Maintenance			Date:	04.15.21		
Position Title: Custodian II							
Classification Band:	102			Current Salary:	\$18.11/hr - \$37,668.80		
Salary Range: \$28,513.25 - \$42,769.88							
Minimum:	\$13.71	Mid-Point:	\$17.14	Maximum:	\$20.56		
Position Justification: Employee Voluntary Termination 04.15.2021							
Termed incumbent: [REDACTED]							
Position Originated: Budgeted Position for fiscal year 20/21							
Funding Source for Position:	County	YES		State		WIC Program	
	Federal			Other		(Please explain)	
Classification:	Full Time	YES	Part Time		Number of Hours	2080	
	Exempt		Non-Exempt	x			
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.

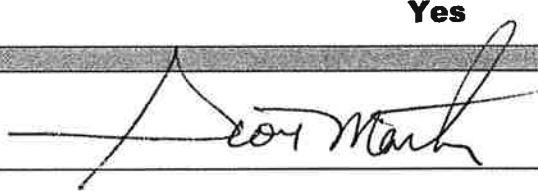
 9/16/21

Position Vacancy Justification 2021-016

Department:	Sheriff's Office			Date:	4/8/2021
Position Title:	Detention Officer / Deputy Sheriff				
Classification Band / Range:	S01	Current Salary of Incumbent:	\$33.74		
Salary Range:	Min \$24.48	Mid	Max \$30.57		
Justification for Hiring Position:	Filling existing budgeted position.				
Termed Incumbent:	Senior Deputy Sheriff [REDACTED] (Resigned 2/10/2021)				
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: X		Replacement due to Retirement:		New Position:
Existing Budgeted Position:	Yes				
Benefit Eligible:	Yes				
Department Head Signature & Date					4/8/2021
Commissioner Approval & Date:					

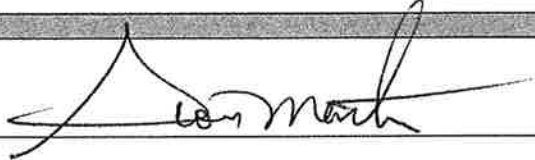

 4/12/21

Position Vacancy Justification 2021-017

Department:	Sheriff's Office			Date:	4/8/2021
Position Title:	Detention Officer / Deputy Sheriff				
Classification Band / Range:	S01	Current Salary of Incumbent:	\$29.82		
Salary Range:	Min \$24.48	Mid	Max \$30.57		
Justification for Hiring Position:	Filling existing budgeted position.				
Termed Incumbent:	Senior Deputy Sheriff [REDACTED] (Resigned 12/10/2020)				
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: X		Replacement due to Retirement:		New Position:
Existing Budgeted Position:	Yes				
Benefit Eligible:	Yes				
Department Head Signature & Date					4/8/2021
Commissioner Approval & Date:					


 4/12/21

Position Vacancy Justification 2021-018

Department:	Sheriff's Office			Date:	4/8/2021
Position Title:	Detention Officer / Deputy Sheriff				
Classification Band / Range:	S01	Current Salary of Incumbent:	\$32.92		
Salary Range:	Min \$24.48	Mid	Max \$30.57		
Justification for Hiring Position:	Filling existing budgeted position.				
Termed Incumbent:	Senior Deputy Sheriff [REDACTED] (Resigned 3/1/2021)				
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					4/8/2021
Commissioner Approval & Date:					

 4/12/21

SICK LEAVE TRANSFER REQUEST FORM

TO: Campbell County Board of Commissioners

Donating Department: R+B

Receiving Department: R+B

DATE: 4/8/2021

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 # 1 of # 2. (Numbers should indicate order of use as well as total submission.)

Dates of absence: Beginning: Through: unknown at this time

Anticipated return: 4 - 26 - 2021

From: 610301
Employee Number

To: 419541
Employee Number

Kevin D. Heis
Department Head Approval

Kevin D. Heis
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: A + B

Receiving Department: A + B

DATE: 4/8/2021

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 # 2 of # 2. (Numbers should indicate order of use as well as total submission.)

Dates of absence: Beginning: Through: unknown at this time

Anticipated return: 4 - 26 - 2021

From: 621683
Employee Number

To: 419541
Employee Number

Kenneth Heis
Department Head Approval

Kenneth Heis
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.

CAMPBELL COUNTY SOCIAL MEDIA AND NETWORKING APPROVAL & AGREEMENT FORM

Name: Darla Cotton

Title: Information Technology Specialist

Employee #: [REDACTED]

Department: Parks and Recreation

Justification:

Parks and Recreation would like to pursue it's own social media platform for Facebook, Instagram, and YouTube. I can provide a separate checklist of the things outlined in the new social media policy on how we plan to proceed with this process.

Authorized to access the following County websites, social media pages, and social networking sites:

Darla would be the administrator, we will identify 2 -4 other employees who will also be editors. Those people may include an employee from the Recreation/Aquatic Division, Wright, Bell Nob, and Ice/Parks.

I have received the Social Media Use Guideline, and I agree to use the County websites, County-approved social media pages and engage in social networking activities for County business only as appropriate and in compliance with this Guideline. I understand that I must have approval from my Department Director and the Office of the Commissioners to use County websites, social media pages, or engage in social networking on behalf of the County. I also understand I am responsible for all posting made by me on County websites, social media pages, or in the social networking activities including those made in the comments sections. I further understand that this guideline also applies to County-related postings made by me via personal (non-County) websites, social media pages, and social networking activities, and I agree to adhere to the guidelines in this guideline when so doing.

I acknowledge that all content on County websites, County-approved social media pages, or in social networking activities are considered to be County property and will be monitored by a designated official of the County. I understand that employees do not have privacy rights in the use of County websites, social media pages, or in social networking activities, and the postings, data, access to, or distribution of such materials is subject to all applicable laws.

I agree to abide by all procedures as set forth by the Social Media Use Guideline when accessing, posting, or publishing content on County websites, County-approved social media pages, or social networking activities. I acknowledge that any violation of the responsibilities, or guidelines outlined in this policy, or in any future modified policies, can be grounds for disciplinary action, up to and including termination of my employment.

Darla Cotton

Printed Name

(Signature)

(Date)

Approved by Department Director:

(Signature)

(Date)

Public Information Coordinator Recommendation: ☐ Approve ☐ Deny

(Signature)

(Date)

Approved by Commissioners:

(Signature)

(Date)

Route director approved copy to Public Information Coordinator. PIC will route to Commissioners.



MEMORANDUM

... from the Rockpile Museum

RE: Revised Social Media Policy 508
FROM: Rockpile Museum Board of Directors
TO: Campbell County Commissioners
DATE: 4/9/2021

We have received and reviewed the revised social media policy that was approved at your last regular meeting on April 6th. In accordance with your request to report any social media sites that predate this policy, we are reporting that the Rockpile Museum Board has established the following sites:

Facebook - <https://www.facebook.com/RockpileMuseum> - @RockpileMuseum

Instagram - <https://www.instagram.com/rockpilemuseum/> - @RockpileMuseum

YouTube - <https://www.youtube.com/rockpilemuseum>

Twitter - @RockpileMuseum

We have had great success on all the above platforms since creating these pages. Viewership is up, engagement is up, and overall interest in the Rockpile Museum is up. We have been able to acquire the @RockpileMuseum tag on all the platforms which allows them to be connected and allows residents and visitors to do one search and find us on their social media of choice.

The Twitter page is the newest platform that we really would like to utilize as Twitter is a great way to connect to the museum world and people outside of Wyoming that we would like to attract to our museum. The plan for the use of this was in development at the passage of your policy. We respectfully request that the Commissioners allow us to try Twitter and see how it works over the coming year.

Thank you for your time and attention to this matter. We appreciate the opportunity to utilize social media to highlight the events and programs of the museum and share the great historic content we have collected over the past 47 years.


Vice President
4-12-21

Appendix F

Campbell County Social Media and Networking Approval/Agreement Form

Name: Robert Tranas

Position/Title: Director

Department: CDS-CC

Authorized to access the following County websites, social media pages, and social networking sites:

1. CDS-CC Instagram profile	4.
2. CDS-CC Facebook Page	5.
3. Campbell Co YouTube Channel	6.

Approved by Department Director: 

Signature

4/16/2021

Date

Approved by: _____

Signature

Date

I have received the Social Media Use Guideline and I agree to use the County websites, County-approved social media pages, and engage in social networking activities for County business only as appropriate and in compliance with this Guideline. I understand that I must have approval from my Department Director and the Office of the Commissioners to use County websites, social media pages, or engage in social networking on behalf of the County. I also understand I am responsible for all posting(s) made by me on County websites, social media pages, or in the social networking activities including those made in the comments sections. I further understand that this guideline also applies to County-related postings made by me via personal (non-County) websites, social media pages, and social networking activities, and I agree to adhere to the guidelines in this manual when so doing.

I acknowledge that all content on County websites, County-approved social media pages, or in social networking activities are considered to be County property and will be monitored by the designated official of the County. I understand that employees do not have privacy rights in the use of County websites, social media pages, or in social networking activities, and the postings, data, access to, or distribution of such materials is subject to all applicable laws.

I agree to abide by all procedures as set forth by the Social Media Use Guideline when accessing, posting, or publishing content on County websites, County-approved social media pages, or social networking activities. I acknowledge that any violation of the responsibilities, or guidelines set forth in this policy, or in any future modified policies, can be grounds for disciplinary action, up to and including termination of my employment.

Signature: 

Date: 4/16/2021

Appendix H

Campbell County Social Media Application

Applicant: Robert Tranas

Host Site: Instagram, Facebook, YouTube

Department: CDS-CC

Reason for establishing new site:

The name of the account: Childrens Developmental Services of Campbell County
The content and images that will be posted will be those appropriate to preschool, childcare, and the services we provide. Facebook and instagram will be monitored daily. The sites will not be monitored after hours, weekends, or during crisis. No other sites cover our information. We anticipate to post twice a week. Staff time should be less than an hour a week. A link to the County will be posted.

Alternatives Considered (i.e., What existing websites or pages may be appropriated for hosting this information?):

Which employees will be authorized to post, have access to the password and act as moderators:

Name	Post	Password Access	Act as Moderator
Miranda Johnson	yes	yes	yes
Melissa Kline	yes	yes	yes
Bob Tranas	yes	yes	yes

How often do you expect employees to post content?

Minimum of 2 times weekly and as often as multiple times daily.

How often will employees moderate content posted by the public?

Currently comments on Instagram are turned off, in the event we decide to allow comments they will be reviewed daily. Facebook comments are reviewed daily.

Approved by:

Signature

Date

Appendix F

Campbell County Social Media and Networking Approval/Agreement Form

Name: Miranda Johnson

Position/Title: ECSE

Department: CDS-CC

Authorized to access the following County websites, social media pages, and social networking sites:

1. CDS-CC Instagram profile	4.
2. CDS-CC Facebook Page	5.
3. Campbell Co YouTube Channel	6.

Approved by Department Director: _____

Signature

Date

Approved by: _____

Signature

Date

I have received the Social Media Use Guideline and I agree to use the County websites, County-approved social media pages, and engage in social networking activities for County business only as appropriate and in compliance with this Guideline. I understand that I must have approval from my Department Director and the Office of the Commissioners to use County websites, social media pages, or engage in social networking on behalf of the County. I also understand I am responsible for all posting(s) made by me on County websites, social media pages, or in the social networking activities including those made in the comments sections. I further understand that this guideline also applies to County-related postings made by me via personal (non-County) websites, social media pages, and social networking activities, and I agree to adhere to the guidelines in this manual when so doing.

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Signature: _____

Date: _____

Appendix H

Campbell County Social Media Application

Applicant: Miranda Johnson

Host Site: Instagram, Facebook, YouTube

Department: CDS-CC

Reason for establishing new site:

The name of the account: Childrens Developmental Services of Campbell County
 The content and images that will be posted will be those appropriate to preschool, childcare, and the services we provide. Facebook and instagram will be monitored daily. The sites will not be monitored after hours, weekends, or during crisis. No other sites cover our information. We anticipate to post twice a week. Staff time should be less than an hour a week. A link to the County will be posted.

Alternatives Considered (i.e., What existing websites or pages may be appropriated for hosting this information?):

Which employees will be authorized to post, have access to the password and act as moderators:

Name	Post	Password Access	Act as Moderator
Miranda Johnson	yes	yes	yes
Melissa Kline	yes	yes	yes
Bob Tranas	yes	yes	yes

How often do you expect employees to post content?

Minimum of 2 times weekly and as often as multiple times daily.

How often will employees moderate content posted by the public?

Currently comments on Instagram are turned off, in the event we decide to allow comments they will be reviewed daily. Facebook comments are reviewed daily.

Approved by:

Signature

Date

Appendix F

Campbell County Social Media and Networking Approval/Agreement Form

Name: Melissa Kline Position/Title: Senior Administrative Asst.
Department: CDS-CC

Authorized to access the following County websites, social media pages, and social networking sites:

1. CDS-CC Instagram profile	4.
2. CDS-CC Facebook Page	5.
3. Campbell Co YouTube Channel	6.

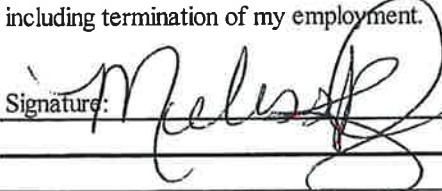
Approved by Department Director:  4/14/2021
Signature Date

Approved by: _____
Signature Date

I have received the Social Media Use Guideline and I agree to use the County websites, County-approved social media pages, and engage in social networking activities for County business only as appropriate and in compliance with this Guideline. I understand that I must have approval from my Department Director and the Office of the Commissioners to use County websites, social media pages, or engage in social networking on behalf of the County. I also understand I am responsible for all posting(s) made by me on County websites, social media pages, or in the social networking activities including those made in the comments sections. I further understand that this guideline also applies to County-related postings made by me via personal (non-County) websites, social media pages, and social networking activities, and I agree to adhere to the guidelines in this manual when so doing.

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Signature:  Date: 4/14/2021

Appendix H

Campbell County Social Media Application

Applicant: Melissa Kline

Host Site: Instagram, Facebook, YouTube

Department: CDS-CC

Reason for establishing new site:

The name of the account: Childrens Developmental Services of Campbell County
 The content and images that will be posted will be those appropriate to preschool, childcare, and the services we provide. Facebook and Instagram will be monitored daily. The sites will not be monitored after hours, weekends, or during crisis. No other sites cover our information. We anticipate to post twice a week. Staff time should be less than an hour a week. A link to the County will be posted.

Alternatives Considered (i.e., What existing websites or pages may be appropriated for hosting this information?):

Which employees will be authorized to post, have access to the password and act as moderators:

Name	Post	Password Access	Act as Moderator
Miranda Johnson	yes	yes	yes
Melissa Kline	yes	yes	yes
Bob Tranas	yes	yes	yes

How often do you expect employees to post content?

Minimum of 2 times weekly and as often as multiple times daily.

How often will employees moderate content posted by the public?

Currently comments on Instagram are turned off, in the event we decide to allow comments they will be reviewed daily. Facebook comments are reviewed daily.

Approved by:

Signature

Date

The following page(s) contain the backup material for Agenda Item: [9:15 Sole Source Purchase Request, Public Health](#)

*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.

MEMORANDUM

TO: Campbell County Board of Commissioners

FROM: Matt Olsen, MS, PE – Executive Director of Public Works
Jane Glaser, MSN, RN, APHN-BC – Executive Director of Public Health

DATE: April 20, 2021

SUBJECT: Daktronics Digital Messaging Sign for Public Health

Throughout the COVID-19 outbreak, Public Health has constantly needed to convey messaging to the public regarding CDC, state, and local guidelines, and other various statistics and information regarding vaccination clinics. Much of this messaging has been done through the County Website (ccgov.net). However, for members of the public that do not access the Website, they are having to phone Public Health and/or drive by and look for any messaging placed on an easel outside the front doors.

While these efforts have been minimally effective (information is reaching some people), it is noted that the proximity to a major thoroughfare (4-J Road) lends itself to being an ideal location to put up a digital sign to assist in reaching more people more rapidly. As we continue to work our way through the COVID-19 outbreak, messaging to the public is still a very high priority and will continue to be for the foreseeable future.

Public Health has received CARES funds that can be used towards combatting COVID-19. Public Works and Public Health recommend that a portion of these dollars be spent on constructing a new digital sign along 4-J Road adjacent to the Public Health parking lot. To remain consistent with other digital signs in use within the County (Library, Landfill, Camplex, CCSD) we propose selecting a Daktronics sign which allows for web-based messaging control through Daktronics Venus program. By keeping with the same manufacturer, simplicity and efficiency will be achieved with less cross training across different interfaces. To our knowledge, there are no local digital sign manufacturers. SignBoss will be the local vendor that will assist in procuring and installing the sign.

The following page(s) contain the backup material for Agenda Item: [9:20 Reclassifications of Positions/Job Descriptions](#)

*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.



MEMORANDUM

... from H.R./Risk Management

TO: Board of Campbell County Commissioners
Bob Maul, Chairman
Rusty Bell
DG Reardon
Del Shelstad
Colleen Faber

FROM: Brandy Elder 
Executive Director of Human Resources & Risk Management

DATE: April 15, 2021

SUBJECT: Reclassification of Positions

While preparing the new job descriptions for approval, it has come to my attention that we have multiple positions that are classified as Non-Exempt that when tested against the FLSA standards, qualify for exemption.

On April 5th, 2021 the Personnel Committee reviewed five positions for FLSA exemption. All five positions qualify for exempt status under the Supervisory or Administrative categories. More positions will be tested in the near future for your consideration.

The positions reviewed are as follows:
Office Manager
Landfill Supervisor
HR/Risk Generalist
Financial Services Manager
Financial Analyst

My recommendation is to convert these positions to Exempt status effective July 1, 2021. I also recommend the attached job descriptions be approved effective April 20, 2021.

Thank you for your consideration.



Campbell County Gillette, Wyoming

**Job Classification Title:
Landfill Supervisor**

FLSA Status: Exempt	Job Type: 1822	Pay Grade: 110
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Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job and/or department.

DEFINITION

Supervises, directs, and performs the full range of landfill activities dealing with the planning, operation, and maintenance of buildings, lands, and equipment utilized in solid waste disposal. Supervises employees. Ensures rules and regulations are followed. Schedules the daily operations and special projects.

REPORTS TO

Executive Director of Public Works

SUPERVISION EXERCISED AND RECEIVED

Receive direction from the Executive Director of Public Works

As necessary, exercise technical and functional supervision of the fiscal policies and procedures, oversee the operations and functions of assigned staff members.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Important and essential duties may include, but are not limited to, the following:

- Supervises the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.
- Ensures compliance with Department of Environmental Quality (DEQ) rules and regulations according to Landfill permit.
- Maintains appropriate records and paperwork of Landfill operation.
- Directs the allocation of equipment manpower resources to various repairs and operations. Sets priorities to deal with emergencies or unanticipated needs.
- Participates in the preparation and administration of the Landfill budget. Submits recommendations. Monitors assigned line items.
- Assesses light, medium, and heavy equipment daily in order to ensure proper and safe operation.
- Anticipates and schedules material supply and disbursement.
- Schedules and reviews current and upcoming projects.

- Verifies daily cash deposits. Transports deposits and mail, as needed.
- Performs Spill Prevention Containment and Control (SPCC) inspections of bulk storage tanks according to EPA guidelines.

OTHER JOB RELATED DUTIES

1. Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- English grammar, spelling, and punctuation
- Principles and practices of basic bookkeeping
- Modern office procedures, methods and computer equipment
- Landfill permits
- Principles and practices of employee supervision
- Landfill operation industry, equipment, tools, methods, techniques, and terminology
- Practices of budget preparation and administration

Skill to:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Communication, both oral and written.
- Operating light, medium, and heavy construction equipment
- Leadership

Ability to:

- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Apply standard practices in Landfill operations
- Maintain accurate and complete records
- Implement proper safety protocols

EXPERIENCE AND TRAINING GUIDELINES:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

- High school diploma (or GED equivalent)
- Three (3) to five (5) years of landfill experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

LICENSES, CERTIFICATES, OR REGISTRATIONS:

Must be current or obtained within a specified time frame as defined upon employment

- Class A driver's license
- Wyoming Solid Waste Managers exam

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Campbell County is an Equal Opportunity Employer*

Original Effective Date: 10/19/2019	
Last Revision Date: 4/15/2021	
Approval:	
Signature	Date



Campbell County Job Description

Classification Title	Landfill Supervisor
Job Code	110
FLSA Status	Exempt

GENERAL SUMMARY

Supervises, directs, and performs the full range of landfill activities dealing with the planning, operation, and maintenance of buildings, lands, and equipment utilized in solid waste disposal. Supervises employees. Ensures rules and regulations are followed. Schedules the daily operations and special projects.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Supervises the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.
- Ensures compliance with Department of Environmental Quality (DEQ) rules and regulations according to Landfill permit.
- Maintains appropriate records and paperwork of Landfill operation.
- Directs the allocation of equipment manpower resources to various repairs and operations. Sets priorities to deal with emergencies or unanticipated needs.
- Participates in the preparation and administration of the Landfill budget. Submits recommendations. Monitors assigned line items.
- Assesses light, medium, and heavy equipment daily in order to ensure proper and safe operation.
- Anticipates and schedules material supply and disbursement.
- Schedules and reviews current and upcoming projects.
- Verifies daily cash deposits. Transports deposits and mail, as needed.
- Performs Spill Prevention Containment and Control (SPCC) inspections of bulk storage tanks according to EPA guidelines.
- Performs related duties as required.



Campbell County Job Description

Classification Title	Landfill Supervisor
Job Code	110
FLSA Status	Exempt

MINIMUM QUALIFICATIONS

Required Education and Experience:

- High school diploma (or GED equivalent)
- Three (3) to five (5) years of landfill experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Required Licenses or Certifications:

- Class A driver's license
- Wyoming Solid Waste Managers exam

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- English grammar, spelling, and punctuation
- Principles and practices of basic bookkeeping
- Modern office procedures, methods and computer equipment
- Landfill permits
- Principles and practices of employee supervision
- Landfill operation industry, equipment, tools, methods, techniques, and terminology
- Practices of budget preparation and administration
- Record keeping and report preparation

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Communication, both oral and written



Campbell County Job Description

Classification Title	Landfill Supervisor
Job Code	110
FLSA Status	Exempt

- Operating light, medium, and heavy construction equipment
- Leadership

Ability to:

- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Apply standard practices in Landfill operations
- Maintain accurate and complete records
- Implement proper safety protocols

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment			X
Outdoor environment			X
Street environment (near moving traffic)			X
Construction site			X
Confined space	X		
Vehicle			X
Warehouse environment	X		
Shop environment			X
Other: Active Pit Area			X
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are hostile or irate		X	



Campbell County Job Description

Classification Title	Landfill Supervisor
Job Code	110
FLSA Status	Exempt

Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)			X
Extreme heat (<i>above 100 degrees</i>)		X	
Communicable diseases			X
Moving mechanical parts			X
Fumes or airborne particles			X
Toxic or caustic chemicals, substances or waste			X
Loud noises (<i>85+ decibels</i>)			X
Other	X		

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The position involves heavy physical demands, such as exerting up to 100 lbs. of force occasionally, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects.

Date created:	10/14/2019
Dates revised	



Campbell County Gillette, Wyoming

Job Classification Title: Office Manager

FLSA Status: Exempt	Job Type: 2050	Pay Grade: 109
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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job and/or department.*

DEFINITION

Performs a variety of highly responsible, complex, and confidential administrative support functions. Organizes and oversees the operations and functions of the assigned office. Provides information, assistance, and high-level administrative support to department/division head, assigned staff, and/or the general public. Provides customer service. Performs financial duties involving accounts payable, accounts receivable, budgets, payroll, and/or grant applications. Manages personnel and human resource-related functions involving workers' compensation, medical leave management, reasonable accommodations, light duty, performance appraisals, recruitment, onboarding and the termination process. Oversees the operations and functions of assigned office. May exercise supervision over administrative support staff.

REPORTS TO

Director or Elected Official of assigned department

SUPERVISION EXERCISED AND RECEIVED

Receive direction from the Director or Elected Official of assigned department

As necessary, exercise technical and functional supervision of the fiscal policies and procedures, oversee the operations and functions of assigned staff members.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Important and essential duties may include, but are not limited to, the following:

- Manages personnel/human resources-related functions. Administers and supports tasks related to medical leave management and requests such as Family and Medical Leave, workers' compensation, reasonable accommodations, light duty, etc. Assists new and terminating employees with paperwork.
- Advises and interprets human resource policies and procedures. Manages the performance appraisal process.
- Coordinates the recruitment and selection process for procuring new personnel. Administers, coordinates, and develops testing instruments. Assists in interviewing potential employees and drafts interview questions.

- Manages payroll related functions. Processes payroll by verifying the accuracy of employee timecards and making changes when required. Prepares payroll reports and monitors payroll budget.
- Provides advice and assistance to supervisors and employees regarding personnel guidelines and policies and procedures. Assists command staff with the research, preparation, maintenance, and dissemination of policies.
- Submits grant applications, coordinates and submits reports, tracks reimbursements, and drafts annual grant budgets.
- Researches, compiles, and analyzes periodic statistical data/reports and supporting materials regarding recruitment procedures and other personnel practices.
- Analyzes, evaluates, and makes recommendations on internal classifications/salary relations.
- Organizes and maintains personnel records. Establishes and updates the contents of employee folders. Ensures accuracy and completeness of confidential personnel files and documents.
- Performs complex bookkeeping duties, including the management and coordination accounts payable, receivable, and billing.
- Assists in the preparation of annual operating and capital budgets. Collects and organizes budget information from staff. Monitors assigned budget line item. Provides status reports as required
- Performs a variety of highly responsible, complex, and confidential administrative support functions of the assigned office.
- Supervises the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.

OTHER JOB RELATED DUTIES

1. Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- English grammar, spelling, and punctuation
- Principles and practices of basic bookkeeping
- Modern office procedures, methods and computer equipment
- Human resources management
- FMLA and worker's compensation
- Federal and state employment laws, regulations, and guidelines, including wage and hour and the Fair Labor Standards Act
- Grant writing and management
- Policies and procedures of assigned department
- Principles and practices of employee supervision, as assigned
- Principles and practices of budget preparation and administration

- Techniques of recruiting, interviewing, and selecting applicants for employment
- Principles of job evaluation and analysis
- Pertinent federal, state, and local laws, codes and regulations

Skill to:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Communication, both oral and written.

Ability to:

- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Update and monitor databases, files, and reports
- Maintain accurate and complete records
- Monitor and review payroll expenditures
- Prepare clear and concise administrative and financial reports
- Interpret, apply, and ensure adherence to various personnel/salary rules, regulations, laws, and ordinances
- Interpret and apply pertinent federal, state and local laws, codes and regulations including administrative and departmental policies and procedures
- Analyze problems, identify alternative solutions, and implement recommendations

EXPERIENCE AND TRAINING GUIDELINES:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

- At least two years or relevant college-level course work or an associate's degree from an accredited school in Accounting or a related field
- Three (3) to five (5) years of experience in human resources administration
- Any equivalent combination of training, education and experience that provides the required skills, knowledge and abilities

LICENSES, CERTIFICATES, OR REGISTRATIONS:

Must be current or obtained within a specified time frame as defined upon employment

- Valid driver's license.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Campbell County is an Equal Opportunity Employer*

Original Effective Date: <u>10/19/2019</u>	
Last Revision Date: <u>4/15/2021</u>	
Approval: 	
Signature _____	Date _____



Campbell County Job Description

Classification Title	Office Manager
Job Code	109
FLSA Status	Exempt

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job and/or department.*

GENERAL SUMMARY

Performs a variety of highly responsible, complex, and confidential administrative support functions. Organizes and oversees the operations and functions of the assigned office. Provides information, assistance, and high-level administrative support to department/division head, assigned staff, and/or the general public. Provides customer service. Performs financial duties involving accounts payable, accounts receivable, budgets, payroll, and/or grant applications. Manages personnel and human resource-related functions involving workers' compensation, medical leave management, reasonable accommodations, light duty, performance appraisals, recruitment, onboarding and the termination process. Oversees the operations and functions of assigned office. May exercise supervision over administrative support staff.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Manages personnel/human resources-related functions. Administers and supports tasks related to medical leave management and requests such as Family and Medical Leave, workers' compensation, reasonable accommodations, light duty, etc. Assists new and terminating employees with paperwork.
- Advises and interprets human resource policies and procedures. Manages the performance appraisal process.
- Coordinates the recruitment and selection process for procuring new personnel. Administers, coordinates, and develops testing instruments. Assists in interviewing potential employees and drafts interview questions.
- Manages payroll related functions. Processes payroll by verifying the accuracy of employee timecards and making changes when required. Prepares payroll reports and monitors payroll budget.



Campbell County Job Description

Classification Title	Office Manager
Job Code	109
FLSA Status	Exempt

- Provides advice and assistance to supervisors and employees regarding personnel guidelines and policies and procedures. Assists command staff with the research, preparation, maintenance, and dissemination of policies.
- Submits grant applications, coordinates and submits reports, tracks reimbursements, and drafts annual grant budgets.
- Researches, compiles, and analyzes periodic statistical data/reports and supporting materials regarding recruitment procedures and other personnel practices.
- Analyzes, evaluates, and makes recommendations on internal classifications/salary relations.
- Organizes and maintains personnel records. Establishes and updates the contents of employee folders. Ensures accuracy and completeness of confidential personnel files and documents.
- Performs complex bookkeeping duties, including the management and coordination accounts payable, receivable, and billing.
- Assists in the preparation of annual operating and capital budgets. Collects and organizes budget information from staff. Monitors assigned budget line item. Provides status reports as required
- Performs a variety of highly responsible, complex, and confidential administrative support functions of the assigned office.
- Supervises the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Required Education and Experience:

- At least two years or relevant college-level course work or an associate degree from an accredited school
- Three (3) to five (5) years of experience in human resources administration



Campbell County Job Description

Classification Title	Office Manager
Job Code	109
FLSA Status	Exempt

- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Required Licenses or Certifications:

- Class C driver's license

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- English grammar, spelling, and punctuation
- Principles and practices of basic bookkeeping
- Modern office procedures, methods and computer equipment
- Human resources management
- FMLA and worker's compensation
- Federal and state employment laws, regulations, and guidelines, including wage and hour and the Fair Labor Standards Act
- Grant writing and management
- Policies and procedures of assigned department
- Principles and practices of employee supervision, as assigned
- Principles and practices of budget preparation and administration
- Techniques of recruiting, interviewing, and selecting applicants for employment
- Principles of job evaluation and analysis
- Pertinent federal, state, and local laws, codes and regulations

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Communication, both oral and written



Campbell County Job Description

Classification Title	Office Manager
Job Code	109
FLSA Status	Exempt

- Customer service

Ability to:

- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Update and monitor databases, files, and reports
- Maintain accurate and complete records
- Monitor and review payroll expenditures
- Prepare clear and concise administrative and financial reports
- Interpret, apply, and ensure adherence to various personnel/salary rules, regulations, laws, and ordinances
- Interpret and apply pertinent federal, state and local laws, codes and regulations including administrative and departmental policies and procedures
- Analyze problems, identify alternative solutions, and implement recommendations

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The position is generally sedentary. Employees sit most of the time but may walk or stand for brief periods of time.

These requirements are representative but not all-inclusive of the knowledge, skill, and ability required to perform this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Campbell County is an Equal Opportunity Employer.



Campbell County Job Description

Classification Title	Office Manager
Job Code	109
FLSA Status	Exempt

Date created:	10/17/2019
Dates revised	



Campbell County Gillette, Wyoming

Job Classification Title: Financial Analyst

FLSA Status: Exempt	Job Type: 2464	Pay Grade: 109
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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job and/or department.*

DEFINITION

Plans, directs, develops, coordinates, organizes, and interprets financial and office operations of the Children's Developmental Services of Campbell County with emphasis on overseeing internal controls by developing and implementing comprehensive fiscal policies and fiscal procedures in accordance with county, state and federal regulations for grant administration. Prepares audit files and reporting for budget and serves as liaison to independent auditors for State and Federal Grants.

REPORTS TO

Director or Elected Official of assigned department

SUPERVISION EXERCISED AND RECEIVED

Receive direction from the Director or Elected Official of assigned department

As necessary, exercise technical and functional supervision of the fiscal policies and procedures, oversee the operations and functions of assigned staff members.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Important and essential duties may include, but are not limited to, the following:

- Oversees financial activities, including accounts payable/receivable and general ledger financial and variance reporting.
- Ensures the administration of grant revenue and expenses are compliant with state and federal regulations and works independently with state and federal auditors.
- Assists in the development, planning, implementation, and management of the annual budget. Monitors cost centers of CDS to ensure proper spending and reports any line item discrepancies.
- Processes payroll and maintains payroll and related records.
- Prepares and analyzes a variety of fiscal reports, statements, and schedules. Prepares quarterly State and Federal reports. Ensures timely preparation and submission of various reports.
- Performs month end, fiscal year end, and calendar year end, accounting system processing.

- Serves as primary liaison with the independent auditors. Responds to auditors' findings and recommendations.
- Maintains a variety of records. Monitors records retention and disposition according to accepted guidelines.

OTHER JOB RELATED DUTIES

1. Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- English grammar, spelling, and punctuation
- Modern office procedures, methods and computer equipment
- Generally Accepted Accounting Procedures (GAAP)
- Purchasing policies and procedures
- Governmental Accounting Standards Board (GASB)
- Principles and practices of governmental accounting, financial planning and management, analysis, and auditing
- State and federal grant contracts development
- Principles and practices of budget preparation and administration

Skill to:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Communication, both oral and written.

Ability to:

- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Oversee and participate in the financial management of the assigned department.
- Establish and maintain internal accounting controls in accordance with accounting operations
- Maintain accurate and complete records
- Prepare clear and concise administrative and financial reports

- Interpret and apply pertinent federal, state and local laws, codes and regulations including administrative and departmental policies and procedures
- Analyze problems, identify alternative solutions and implement recommendations

EXPERIENCE AND TRAINING GUIDELINES:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

- At least two years or relevant college-level course work or an associate's degree from an accredited school in Accounting or a related field
- Three (3) to five (5) years of experience in governmental accounting
- Any equivalent combination of training, education and experience that provides the required skills, knowledge and abilities

LICENSES, CERTIFICATES, OR REGISTRATIONS:

Must be current or obtained within a specified time frame as defined upon employment

- Valid driver's license.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Campbell County is an Equal Opportunity Employer*

Original Effective Date: <u>10/19/2019</u>	
Last Revision Date: <u>4/15/2021</u>	
Approval:	
Signature	Date



Campbell County Job Description

Classification Title	Financial Analyst
Job Code	109
FLSA Status	Exempt

GENERAL SUMMARY

Plans, directs, develops, coordinates, organizes, and interprets financial and office operations of the Children's Developmental Services of Campbell County with emphasis on overseeing internal controls by developing and implementing comprehensive fiscal policies and fiscal procedures in accordance with county, state and federal regulations for grant administration. Prepares audit files and reporting for budget and serves as liaison to independent auditors for State and Federal Grants.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Oversees financial activities, including accounts payable/receivable and general ledger financial and variance reporting.
- Ensures the administration of grant revenue and expenses are compliant with state and federal regulations and works independently with state and federal auditors.
- Assists in the development, planning, implementation, and management of the annual budget. Monitors cost centers of CDS to ensure proper spending and reports any line item discrepancies.
- Processes payroll and maintains payroll and related records.
- Prepares and analyzes a variety of fiscal reports, statements, and schedules. Prepares quarterly State and Federal reports. Ensures timely preparation and submission of various reports.
- Performs month end, fiscal year end, and calendar year end, accounting system processing.
- Serves as primary liaison with the independent auditors. Responds to auditors' findings and recommendations.
- Maintains a variety of records. Monitors records retention and disposition according to accepted guidelines.



Campbell County Job Description

Classification Title	Financial Analyst
Job Code	109
FLSA Status	Exempt

- Performs related work as required.

MINIMUM QUALIFICATIONS

Required Education and Experience:

- At least two years of relevant college-level course work or an Associate's degree from an accredited college or university in Accounting or a related field
- Three (3) to five (5) years of experience in governmental accounting
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Required Licenses or Certifications:

- None

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- English grammar, spelling, and punctuation
- Principles and practices of basic bookkeeping
- Modern office procedures, methods and computer equipment
- Generally Accepted Accounting Procedures (GAAP)
- Governmental Accounts Standards Board (GASB)
- Principles and practices of governmental accounting, financial planning and management, analysis, and auditing
- State and federal grant contracts development
- Principles and practices of budget preparation and administration

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships



Campbell County Job Description

Classification Title	Financial Analyst
Job Code	109
FLSA Status	Exempt

- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Communication, both oral and written

Ability to:

- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Prepare clear, concise and informative administrative and financial reports
- Analyze financial issues and identify alternative solutions
- Establish and maintain internal accounting controls in accordance with accounting operations
- Interpret and apply federal regulations

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The position is generally sedentary. Employees sit most of the time but may walk or stand for brief periods of time.

Date created:	10/09/2019
Dates revised	



Campbell County Gillette, Wyoming

Job Classification Title: Financial Service Manager

FLSA Status: Exempt	Job Type: 2464	Pay Grade: 109
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Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job and/or department.

DEFINITION

Performs a variety of highly responsible, complex and confidential administrative and financial functions. Organizes and oversees the fiscal operations and functions of the assigned office. Provides information, assistance and high-level administrative and financial support to department/division head, assigned staff and/or the general public. Provides customer service. Performs financial duties involving accounts payable, accounts receivable, budget, contract management, procurement, capital assets and grant applications. Serves as liaison to independent auditors. Oversees fiscal policies and procedures in accordance with county, state and federal regulations. Oversees the operations and functions of assigned office. May exercise supervision over administrative support staff.

REPORTS TO

Director or Elected Official of assigned department

SUPERVISION EXERCISED AND RECEIVED

Receive direction from the Director or Elected Official of assigned department

As necessary, exercise technical and functional supervision of the fiscal policies and procedures, oversee the operations and functions of assigned staff members.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Important and essential duties may include, but are not limited to, the following:

- Oversees financial activities, including accounts payable/receivable, revenue/billing, budget, RFP/Bid process, contract negotiation, general ledger financial and variance reporting.
- Develops, implements and manages the annual budget with input from supervisors. Monitor budget performance to include Operating, Capital, County-Wide Communications and E-911. Recommend budget amendments. Approve some expenditures.
- Assists management with state and federal grant preparation, administration and monitoring; ensure financial compliance; submit fiscal and program reports; and maintain files.

- Maintains, updates and tracks capital assets and schedule of depreciated assets.
- Serves as primary liaison with independent auditors. Responds to audit findings and recommendations.
- Performs a variety of highly responsible, complex and confidential administrative support functions of the assigned office.
- Prepares and analyzes a variety of fiscal reports, statements and schedules.
- Performs month end, fiscal year end and calendar year end accounting system processes.
- Supervises the work of assigned personnel, including assigning and reviewing work, providing guidance and conducting performance evaluations.

OTHER JOB RELATED DUTIES

1. Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- English grammar, spelling, and punctuation
- Modern office procedures, methods and computer equipment
- Generally Accepted Accounting Procedures (GAAP)
- Purchasing policies and procedures
- Governmental Accounting Standards Board (GASB)
- Pertinent Federal, State and local codes, laws and regulations
- Principles and practices of budget preparation and administration
- State and federal grant contract development
- Policies and procedures of assigned department
- Principles and practices of employee supervision, as assigned
- Pertinent federal, state and local laws, codes and regulations

Skill to:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Communication, both oral and written.

Ability to:

- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries

- Oversee and participate in the financial management of the assigned department.
- Establish and maintain internal accounting controls in accordance with accounting operations
- Maintain accurate and complete records
- Prepare clear and concise administrative and financial reports
- Interpret and apply pertinent federal, state and local laws, codes and regulations including administrative and departmental policies and procedures
- Analyze problems, identify alternative solutions and implement recommendations

EXPERIENCE AND TRAINING GUIDELINES:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

- At least two years or relevant college-level course work or an associate's degree from an accredited school in Accounting or a related field
- Three (3) to five (5) years of experience in governmental accounting
- Any equivalent combination of training, education and experience that provides the required skills, knowledge and abilities

LICENSES, CERTIFICATES, OR REGISTRATIONS:

Must be current or obtained within a specified time frame as defined upon employment

- Valid driver's license.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Campbell County is an Equal Opportunity Employer*

Original Effective Date: <u>10/19/2019</u>	
Last Revision Date: <u>4/15/2021</u>	
Approval:	
Signature	Date



Campbell County Job Description

Classification Title	Financial Services Manager
Job Code	109
FLSA Status	Exempt

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job and/or department.*

GENERAL SUMMARY

Performs a variety of highly responsible, complex and confidential administrative and financial functions. Organizes and oversees the fiscal operations and functions of the assigned office. Provides information, assistance and high-level administrative and financial support to department/division head, assigned staff and/or the general public. Provides customer service. Performs financial duties involving accounts payable, accounts receivable, budget, contract management, procurement, capital assets and grant applications. Serves as liaison to independent auditors. Oversees fiscal policies and procedures in accordance with county, state and federal regulations. Oversee the operations and functions of assigned office. May exercise supervision over administrative support staff.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Oversees financial activities, including accounts payable/receivable, revenue/billing, budget, RFP/Bid process, contract negotiation, general ledger financial and variance reporting.
- Develops, implements and manages the annual budget with input from supervisors. Monitor budget performance to include Operating, Capital, County-Wide Communications and E-911. Recommend budget amendments. Approve some expenditures.
- Assists management with state and federal grant preparation, administration and monitoring; ensure financial compliance; submit fiscal and program reports; and maintain files.
- Maintains, updates and tracks capital assets and schedule of depreciated assets.
- Serves as primary liaison with independent auditors. Responds to audit findings and recommendations.



Campbell County Job Description

Classification Title	Financial Services Manager
Job Code	109
FLSA Status	Exempt

- Performs a variety of highly responsible, complex and confidential administrative support functions of the assigned office.
- Prepares and analyzes a variety of fiscal reports, statements and schedules.
- Performs month end, fiscal year end and calendar year end accounting system processes.
- Supervises the work of assigned personnel, including assigning and reviewing work, providing guidance and conducting performance evaluations.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Required Education and Experience:

- At least two years or relevant college-level course work or an associate's degree from an accredited school in Accounting or a related field
- Three (3) to five (5) years of experience in governmental accounting
- Any equivalent combination of training, education and experience that provides the required skills, knowledge and abilities

Required Licenses or Certifications:

- Class C driver's license

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- English grammar, spelling and punctuation
- Principles and practices of basic bookkeeping
- Modern office procedures, methods and computer equipment
- Generally Accepted Accounting Procedures (GAAP)
- Principles and practices of governmental accounting, financial planning/management, analysis and auditing



Campbell County Job Description

Classification Title	Financial Services Manager
Job Code	109
FLSA Status	Exempt

- Principles and practices of budget preparation and administration
- State and federal grant contract development
- Policies and procedures of assigned department
- Principles and practices of employee supervision, as assigned
- Pertinent federal, state and local laws, codes and regulations

Skill in:

- Interpersonal and leadership skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages and ratios
- Communication, both oral and written
- Customer service

Ability to:

- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Oversee and participate in the financial management of the assigned department.
- Establish and maintain internal accounting controls in accordance with accounting operations
- Maintain accurate and complete records
- Prepare clear and concise administrative and financial reports
- Interpret and apply pertinent federal, state and local laws, codes and regulations including administrative and departmental policies and procedures
- Analyze problems, identify alternative solutions and implement recommendations



Campbell County Job Description

Classification Title	Financial Services Manager
Job Code	109
FLSA Status	Exempt

- The position is generally sedentary. Employees sit most of the time but may walk or stand for brief periods of time.

These requirements are representative but not all-inclusive of the knowledge, skill and ability required to perform this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Campbell County is an Equal Opportunity Employer.

Date created:	10/17/2019
Dates revised	



Campbell County Gillette, Wyoming

Job Classification Title: Human Resources/Risk Management Generalist

FLSA Status: Exempt	Job Type: 1468	Pay Grade: 109
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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job and/or department.*

DEFINITION

Assists in all areas of Human Resources and Risk Management as well as providing the necessary financial and accounting support to assigned departments. Assists employees with their compensation and coordinates the compensation system, maintaining documentation, ensures records are up to date, and assists departments with organizational changes. Identifies risk or potential harm to the organization so that losses can be avoided, controlled, or properly financed. Handles OSHA, worker's compensation, county insurance claims, and maintains required documentation. Provides backup for all HR department functions.

REPORTS TO

Executive Director Human Resources/Risk Management

SUPERVISION EXERCISED AND RECEIVED

Receive direction from the Executive Director Human Resources/Risk Management.

As necessary, exercise technical and functional supervision of the Human Resources/Risk Management processes for all County Departments. Make independent judgement decisions as needed in the administration of policies, procedures, and benefits.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Important and essential duties may include, but are not limited to, the following:

1. Assume the responsibilities of the HR/Risk Director and have the official authority to take action in his/her absence.
2. Develops and maintains an effective risk management program with activities that prevent and minimize risk, protecting the county's assets, and ensuring a safe environment for employees, customers, and the public.
3. Promotes overall workplace safety by developing and coordinating activities for the safety committee and county employees. Implements written safety plans, training, interactive safety website, safety incentives program, fiscally responsible budget, facility inspections, and monthly meetings.

4. Oversees and handles OSHA, Workers Compensation, and county insurance claims. Provides corrective action recommendations developed from incident reports, interviews, and investigations. Maintains required documents and confidential records.
5. Provides HR support to county departments and backup for all functions in the HR department, including recruiting, employment references and background checks, compensation, benefit administration, and annual open enrollment.
6. Provides accounting support to assigned departments by processing accounts payable, accounts receivable, and payroll. Works with external auditors to facilitate audits.
7. Acts as point of contact for employees regarding County benefits. Coordinates with the provider to resolve problems and makes necessary recommendations regarding benefit plan changes.
8. Assists with preparation, analysis, and incorporation of salary surveys data into a comprehensive program.
9. Prepares and composes applicable correspondence. Maintains applicable files. Compiles and organizes reference material.
10. Performs related duties as required.

OTHER JOB RELATED DUTIES

1. Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- English grammar, spelling, and punctuation
- Modern office procedures, methods and computer equipment
- Compensation systems and methods
- Purchasing policies and procedures
- Governmental Accounting Standards Board (GASB)
- Pertinent Federal, State and local codes, laws and regulations
- Principles and procedures of recruitment and selection
- Principles and methods of training and instruction

Skill to:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Communication, both oral and written.

Ability to:

- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Perform statistical analysis
- Maintain appropriate financial records and reports
- Administer and coordinate contracts
- Interpret, apply, and coordinate adherence to safety programs

EXPERIENCE AND TRAINING GUIDELINES:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

- Bachelor's degree from an accredited college or university in Public or Business Administration or a related field (Preferred)
- Three (3) to five (5) years of experience in a Human Resources support position
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

LICENSES, CERTIFICATES, OR REGISTRATIONS:

Must be current or obtained within a specified time frame as defined upon employment

- Valid driver's license.
- PHR or SHRM-CP Professional Certification (Preferred)

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Campbell County is an Equal Opportunity Employer*

Original Effective Date: 10/18/2011	
Last Revision Date: 4/15/2021	
Approval:	
Signature	Date



Campbell County Job Description

Classification Title	HR/Risk Management Generalist
Job Code	109
FLSA Status	Exempt

GENERAL SUMMARY

Assists in all areas of Human Resources and Risk Management as well as providing the necessary financial and accounting support to assigned departments. Assists employees with their compensation and coordinates the compensation system, maintaining documentation, ensures records are up to date, and assists departments with organizational changes. Identifies risk or potential harm to the organization so that losses can be avoided, controlled, or properly financed. Handles OSHA, worker's compensation, county insurance claims, and maintains required documentation. Provides backup for all HR department functions.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Develops and maintains an effective risk management program with activities that prevent and minimize risk, protecting the county's assets, and ensuring a safe environment for employees, customers, and the public.
- Promotes overall workplace safety by developing and coordinating activities for the safety committee and county employees. Implements written safety plans, training, interactive safety website, safety incentives program, fiscally responsible budget, facility inspections, and monthly meetings.
- Oversees and handles OSHA, Workers Compensation, and county insurance claims. Provides corrective action recommendations developed from incident reports, interviews, and investigations. Maintains required documents and confidential records.
- Provides HR support to county departments and backup for all functions in the HR department, including recruiting, employment references and background checks, compensation, benefit administration, and annual open enrollment.
- Provides accounting support to assigned departments by processing accounts payable, accounts receivable, and payroll. Works with external auditors to facilitate audits.



Campbell County Job Description

Classification Title	HR/Risk Management Generalist
Job Code	109
FLSA Status	Exempt

- Acts as point of contact for employees regarding County benefits. Coordinates with the provider to resolve problems and makes necessary recommendations regarding benefit plan changes.
- Assists with preparation, analysis, and incorporation of salary surveys data into a comprehensive program.
- Prepares and composes applicable correspondence. Maintains applicable files. Compiles and organizes reference material.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Required Education and Experience:

- Bachelor's degree from an accredited college or university in Public or Business Administration or a related field (Preferred)
- Three (3) to five (5) years of experience in a Human Resources support position
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Required Licenses or Certifications:

- PHR or SHRM-CP Professional Certification (Preferred)

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- English grammar, spelling, and punctuation
- Modern office procedures, methods and computer equipment
- Compensation systems and methods
- Purchasing policies and procedures
- Governmental Accounting Standards Board (GASB)
- Pertinent Federal, State and local codes, laws and regulations
- Principles and procedures of recruitment and selection
- Principles and methods of training and instruction



Campbell County Job Description

Classification Title	HR/Risk Management Generalist
Job Code	109
FLSA Status	Exempt

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Communication, both oral and written

Ability to:

- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Perform statistical analysis
- Maintain appropriate financial records and reports
- Administer and coordinate contracts
- Interpret, apply, and coordinate adherence to safety programs

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The position is generally sedentary. Employees sit most of the time but may walk or stand for brief periods of time.

Date created:	10/12/2019
Dates revised	

The following page(s) contain the backup material for Agenda Item: [9:25 Resolution for Special Prosecution](#)

*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.

Resolution # _____
RESOLUTION FOR SPECIAL PROSECUTION

WHEREAS, the Campbell County and Prosecuting Attorney has entered into an agreement with Shawn Wilde, Converse County Attorney, in and for Converse County, Wyoming, or other designee of the Converse County Attorney's Office, to represent Campbell County and to make, in their sole discretion, a proper disposition of all potential criminal matters involving the State of Wyoming vs. Raymond Cisneros, DC-9086, which the Campbell County Attorney's Office has a conflict of interest;

WHEREAS, Shawn Wilde or other designee of the Converse County Attorney's Office will provide their services free of charge to Campbell County, however the Campbell County Attorney's Office shall reimburse for all costs and expenses.

WHEREAS, Wyoming Statute §18-3-302 authorizes said action and its benefits Campbell County.

THEREFORE, be it resolved that Shawn Wilde or other designee of the Converse County Attorney's Office be authorized to act as a Special Deputy County Attorney to make proper disposition of all potential criminal matters involving the State of Wyoming vs. Raymond Cisneros, DC-9086, as set forth above on behalf of Campbell County, Wyoming

DATED this _____ day of April, 2021.

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

Bob Maul, Chairman

Rusty Bell, Commissioner

Colleen Faber, Commissioner

Del Shelstad, Commissioner

DG Reardon, Commissioner

ATTEST: _____
Susan Saunders, Campbell County Clerk

STATE OF WYOMING

COUNTY OF CAMPBELL

**APPOINTMENT OF SPECIAL DEPUTY
CAMPBELL COUNTY AND PROSECUTING ATTORNEY**

KNOW ALL PERSONS BY THESE PRESENT:

That I, Mitchell H. Damsky, County and Prosecuting Attorney in and for Campbell County, State of Wyoming, pursuant to the authority granted me by the Board of Commissioners of Campbell County by Resolution No. _____, dated the ____ day of April, 2021, does hereby appoint Shawn Wilde, Converse County Attorney or other designee of the Converse County Attorney's Office as Special Deputy County Attorney, in and for Campbell County, Wyoming, to proceed to make, in their sole discretion, a proper disposition of all potential criminal matters involving the State of Wyoming vs. Raymond Cisneros, DC-9086, which occurred in Campbell County, Wyoming.

It is understood that said Special Deputy County Attorney shall not receive any fee for the services performed pursuant to this appointment; however, said Special Deputy County Attorney shall be reimbursed for all costs and expenses such Special Deputy County Attorney may incur in the course of performing such services.

DATED this _____ day of April, 2021.

MITCHELL H. DAMSKY – WSB No. 6-2737
County and Prosecuting Attorney
in and for Campbell County, Wyoming
500 South Gillette Avenue, Suite B200
Gillette, Wyoming 82716
Phone: (307) 682-4310 Fax: (307) 687-6441

The following page(s) contain the backup material for Agenda Item: [9:30 Resolution Regarding Simulcasting with Campbell County](#)

*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.

RESOLUTION NO. _____

OF

CAMPBELL COUNTY, WYOMING

A RESOLUTION REGARDING SIMULCASTING WITHIN CAMPBELL COUNTY, WYOMING
PURSUANT TO W.S. 11-25-102(a)(vii)(B)

WHEREAS, the Campbell County Board of Commissioners recognizes the economic and community benefits to Campbell County through live horse racing within Campbell County;

WHEREAS, the Campbell County Board of Commissioners recognizes the benefit to the horse industry of Campbell County through live horse racing within Campbell County;

WHEREAS the Campbell County Board of Commissioners recognizes that it is through revenue derived from simulcasting at locations off the permitted live horse racetrack premises in Campbell County that allows a live horse racing operator to conduct the minimum live racing days required under W.S. 11-25-104(m) and WY Rules and Regulations 038.0001.10 § 3 within Campbell County;

WHEREAS, W.S. 11-25-102(a)(vii)(B) provides that “Simulcasting may be conducted off the permitted premises only if the board of county commissioners of the county in which such simulcasting will be conducted grant [grants] its approval;”

WHEREAS, the Campbell County Board of Commissioners desires to foster the development of live horse racing in Campbell County by requiring simulcasting operators to be both: (i) licensed to conduct the minimum number of live horse racing days under W.S. 11-25-104(m) and WY Rules and Regulations 038.0001.10 § 3 and (ii) conducting said live horse racing consistent with the aforementioned statute and regulation (excepting days that are cancelled for good cause due to weather or other uncontrollable circumstances);

NOW THEREFORE BE IT RESOLVED by the Campbell County Board of Commissioners:

Pursuant to its authority set forth in W.S. 11-25-102(a)(vii)(B), the Campbell County Board of Commissioners will only approve simulcasting to be conducted off of a permitted live horse race track premises within Campbell County under one of the following conditions:

- (1) the simulcasting operator is a live horse racing operator that is both (i) licensed to conduct the minimum live race days required under W.S. 11-25-104(m) and WY Rules and Regulations 038.0001.10 § 3 within Campbell County on an annual basis and (ii) conducting said live horse racing consistent with the aforementioned statute and regulation (excepting days that are cancelled for good cause due to weather or other uncontrollable circumstances); or

- (2) if the simulcasting operator does not satisfy the first requirement, then such simulcasting operator may conduct simulcasting off of a permitted live horse racetrack premises within Campbell County only if written approval is given by any simulcasting operator that is licensed to conduct the minimum live race days required under W.S. 11-25-104(m) and WY Rules and Regulations 038.0001.10 § 3 within Campbell County on an annual basis and conducts said live horse racing consistent with the aforementioned statute and regulation (excepting days that are cancelled for good cause due to weather or other uncontrollable circumstances).

If there is no other such simulcasting operator that is both licensed to conduct the minimum live race days required under W.S. 11-25-104(m) and WY Rules and Regulations 038.0001.10 § 3 and conducting the said live horse racing consistent with the aforementioned statute and regulation within Campbell County, then no simulcasting operations will be allowed within Campbell County.

The previous resolutions of the Campbell County Board of Commissioners concerning approval of simulcasting off of permitted live horse racetrack premises are hereby revoked and superseded by this Resolution. The effective date of aforementioned revocation is the date of the first live horse race day of the year which is being conducted by the licensed live horse racing operator conducting the minimum live race days required under W.S. 11-25-104(m) and WY Rules and Regulations 038.0001.10 § 3 in Campbell County. This resolution does not grant any simulcast operator the authority to simulcast at any particular location off of permitted live horse racetrack premises. Simulcast operators must still seek approval from the Campbell County Board of Commissioners for each location such operator wishes to simulcast.

Resolved this ____ day of _____ 2021.

Board of County Commissioners
Campbell County, Wyoming

Robert Maul, Chairman

Rusty Bell

D.G. Reardon

Del Shelstad

Colleen Faber

ATTEST: _____
Susan F. Saunders, County Clerk