

AGENDA

CAMPBELL COUNTY BOARD OF COMMISSIONERS

COLLEEN FABER, Chairman
DEL SHELSTAD
JIM FORD
BUTCH KNUTSON
KELLEY MCCREERY

JANUARY 17, 2023

08:00 BOARD BRIEFING | 09:00 MEETING CALLED TO ORDER PLEDGE OF ALLEGIANCE

CONSENT AGENDA

- A. [Consent Agenda](#)

COMMISSION CALENDAR OF EVENTS/VETERANS UPDATE

- B. Commission Calendar
C. Veterans Update

REGULAR BUSINESS

- | | |
|---|----------------------|
| D. 9:10 EMPG-ARPA Grant Application, Public Health | Jane Glaser |
| E. 9:15 Adult Treatment Courts State Grant Application | Chad Beeman |
| F. 9:20 Board Appointments, Adult Treatment Courts | Chad Beeman |
| G. 9:25 Juvenile & Family Drug Court State Grant Application | Jim Lyon |
| H. 9:30 Fischer Simple Subdivision Request | Sam Proffer |
| I. 9:35 Amendment One Gillette Regional Water Agreement | Mike Cole/Matt Olsen |
| J. 9:40 First Amendment Cooperative Agreement for Bishop Road | Matt Olsen |
| K. 9:45 Cooperative Agreement for Barlow Road Bridge | Clark Melinkovich |
| L. 9:50 Revised Social Media Use Policy | Leslie Perkins |
| M. 9:55 Retitling of Community & Government Relations Coordinator | Brandy Elder |
| N. 10:00 Board Appointment, Corrections Board | Chairman Faber |
| O. 10:03 Public Servant Disclosures | Chairman Faber |
| P. 10:05 Budget Message & Calendar Fiscal Year 2023-2024 | Chairman Faber |

PUBLIC COMMENT

- Q. 10:10 For the Good of the County*

WORKSHOP

- R. [10:30 State & National Security Petition](#) Jacob Dalby

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 Executive Session, December 5, 2022

Board of Commissioners Regular Meeting, January 4, 2023

MONTHLY REPORTS

Clerk of District Court – December 2022

County Clerk – December 2022

Sheriff's Office – October 2022

Sheriff's Office – December 2022

Treasurer's Office – December 2022

CANCELLATION/REBATE OF TAXES

#177, 179, 180

AGREEMENTS

Amendment One to the Community Services Block Grant (CSBG) Contract between the Wyoming Department of Health, Public Health Division and Campbell County to increase the total contract amount by \$5,733 to \$230,023

COMMISSIONER DESIGNATED BOARD LIAISON LIST REVISED

Del Shelstad – Removed Local Revenue Estimating Group

Jim Ford – Added Community Juvenile Services Board

LINE ITEM TRANSFERS

Airport

Transfer \$40,000.00 from 100752-68120 Cap Outlay – Buildings to 100752-68200 Cap Outlay – Equip

Library

Transfer \$120.00 from 100711-64000 Supplies to 100711-65000 Vehicle/Equip/Repair/Maint

OFFICIAL BOND AND OATH

Board of Cooperative Higher Education Services – Joseph Lawrence

Campbell County – Public Official Bond – Colleen Faber

POSITION VACANCY JUSTIFICATIONS

County Clerk Office – Accounting Specialist

HAND WARRANTS

Campbell County Clerk Tax Account \$301,732.92

Campbell County Fire Department 984,871.50

Campbell County Public Land Board 268,228.25

Gillette Community College District 500.00

University of Wyoming 1,000.00

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

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

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

Office of County Commissioners
January 4, 2023
Gillette, Wyoming

The Campbell County Board of Commissioners met in regular session, Wednesday, January 4, 2023. Chairman Shelstad called the meeting to order at 9:00 AM. Father Bryce Lungren (St Matthew's Catholic Church) led in prayer and Chairman Shelstad led the Pledge of Allegiance.

Present were Commissioners Butch Knutson, Kelley McCreery, Del Shelstad, Colleen Faber, Jim Ford; Grace Davis, Chief Deputy County Clerk; Cindy Lovelace, County Clerk; Denton Knapp, Commissioners Executive Director and Kyle Ferris, Deputy County Attorney.

The following consent agenda was presented:

MINUTES

Board of Commissioners Executive Session, October 17, 2022
Board of Commissioners Executive Session, November 1, 2022
Board of Commissioners Directors Workshop, December 19, 2022
Board of Commissioners Regular Meeting, December 20, 2022
Board of Commissioners Executive Session, December 20, 2022
Board of Commissioners Special Meeting, December 22, 2022

PAYROLL PAYMENTS

December 10, 2022; December 24, 2022; December 31, 2022

CANCELLATION/REBATE OF TAXES

2021-175, 2021-176

CREDIT CARD REQUESTS

Clerk

Cindy Lovelace, County Clerk – Credit Limit \$5,000

COMMISSIONERS

Jim Ford, Commissioner – Credit Limit \$5,000
Butch Knutson, Commissioner – Credit Limit \$5,000
Kelley McCreery, Commissioner – Credit Limit \$5,000

DESIGNATION OF DEPOSITORIES

Approval of the financial institutions on the Certificate of Designation of Depositories as designated depositories of Campbell County's funds for calendar year 2023, pursuant to Wyoming Statute §9-4-818(a).

LINE ITEM TRANSFERS

Clerk

Transfer \$4,150.00 from 100023-60500 Election Judges to 100023-64000 Supplies

JUVENILE SERVICES

Transfer \$1,250.00 from 100454-64050 Office/Computer Supplies to 100454-63420 Special Event/Program Cost

OFFICIAL BOND AND OATH

Campbell County Hospital District – Public Official Bond – Alan E. Stuber
Green Valley Improvement & Service District – Elaine Becker

POSITION VACANCY JUSTIFICATIONS

Clerk of District Court – Clerk I (2 Positions)
County Clerk – Accounting Manager
Parks and Recreation – Parks Maintenance Tech
Public Health – Administrative Assistant

HAND WARRANTS

Wyoming Department of Review & Taxation	\$1,094.69
HM Life Insurance	169,985.34
WAG – Division of Criminal Investigations	15.00
Campco Federal Credit Union	1,100.00
Circuit Court of Campbell County	472.23
Campbell County Clerk Tax Account	340,652.61
Campbell County Treasurer – FLX/HSA	2,166.28
Great West Trust Company	33,925.00
Wyoming Child Support	991.37

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

Commissioner Ford moved to approve the vouchers as presented.
Commissioner Faber seconded the motion. All Voted – Aye. Carried.

Chairman Shelstad presented the Commissioners upcoming calendar of events.

Commissioner Knutson move the Board select Colleen Faber to serve as Chairwoman of the Campbell County Board of Commissioners for 2023.
Commissioner McCreery seconded the motion. All Voted – Aye. Carried.

Newly appointed Chairwoman Faber presided over the remainder of the meeting.

Commissioner Shelstad moved to approve Resolution Number 2038 authorizing other Commissioners to act in the absence of the Chairman, as presented.
Commissioner Ford seconded. All Voted – Aye. Carried.

Commissioner Shelstad moved to designate the Gillette News Record as the official newspaper of Campbell County for calendar year 2023, pursuant to W.S. §18-3-517.
Commissioner Knutson seconded. All Voted – Aye. Carried.

Commissioner Shelstad moved to approve the Commissioner Designated Board Liaisons for 2023, as presented.

Commissioner Ford seconded. All Voted – Aye. Carried.

Commissioner McCreery moved the Board appoint Butch Knutson and Matt Olsen to the Energy Capital Economic Development Board representing Campbell County, to serve a three-year term ending December 31, 2026.

Commissioner Ford seconded. All Voted – Aye. Carried.

Commissioner Shelstad moved the Board appoint Larry Smith, Representing Area 3, and Chuck Tweedy, Representing Area 4, to the Weed and Pest Board to each serve a four-year term, ending January 5, 2027.

Commissioner Knutson seconded. All Voted – Aye. Carried.

Denton Knapp recognized Kristin Young, Grant Specialist in the Office of Commissioners for completing the NACo High Performance Leadership Academy.

Commissioner Ford moved to approve the Resolution Number 2039 on the Intended Use of Revenue from Optional One Percent Sales Tax, for the period of January 1, 2023 through December 31, 2026, as presented.

Commissioner Knutson seconded. All Voted – Aye. Carried.

Commissioner Shelstad moved approve the Funding Agreement between Wyoming Energy Authority and Campbell County for the Bishop Road Reconstruction Project, in the amount up to \$5,000,000 with a local match of up to \$5,000,000 with the term ending on June 30, 2024, as presented.

Commissioner Knutson seconded. All Voted – Aye. Carried.

Public comment was received.

Meeting Adjourned 10:17 AM

Clerk of District Court
Monthly Statement
December 2022

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

Statement of the Earnings or Collections of Cheryl Chitwood as Clerk of District Court within and for the County of Campbell, State of Wyoming, for the month ending **December**, 2022, and reported to the Board of District Court within and for the County of Campbell, State of Wyoming, Cheyenne, WY.

Template	Org	Object	Full Acct	Description	Amount
DIST COURT	100111	43190	1000-10-110-111-0000-43190	MISC FEES	\$ 4,111.55
DIST COURT	100111	43200	1000-10-110-111-0000-43200	CIVIL FEE	\$ 4,900.00
DIST COURT	100111	43210	1000-10-110-111-0000-43210	PROBATE FEES	\$ 400.00
DIST COURT	100111	43220	1000-10-110-111-0000-43220	JURY FEES (Restitution of)	\$ 800.00
DIST COURT	500552	45000	5000-00-500-552-0000-45000	FINES / Forfeitures	\$ 12,510.64
DIST COURT	100000	46000	1000-00-000-000-0000-46000	Postage ACH / Other	
Total					\$ 22,722.19

Tender Summary:

Cash	Quantity	Total
Coin		
\$ 1s	x1	0
\$ 5s	x5	0
\$ 10s	x10	0
\$ 20s	x20	0
\$ 50s	x50	0
\$100S	x100	0
Other		0
Cash Total		0
Checks	1	52603
		22,722.19
Total		\$ 22,722.19
Difference		\$

STATE OF WYOMING)

)ss

County of Campbell)

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

WITNESS my hand and seal this 3rd day of December, 2022

Cheryl Chitwood, Clerk

Cheryl Chitwood, deputy

County Clerk
Monthly Statement
December 2022

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

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 December 2022, and filed with the County Clerk for presentation to the Board of County Commissioners of said County as required by WS 18-3-814.

CNTY CLERK					
Template	Org	Object	Full Acct	Description	Amount
CNTY CLERK	100021	43170	1000-10-020-021-0000-43170	County Abandon, Veh title & Fees	\$ 1,271.00
CNTY CLERK	100021	43140	1000-10-020-021-0000-43140	Recording Fees	17,271.00
CNTY CLERK	100021	43870	1000-10-020-021-0000-43870	Software Access Fees	1,761.00
CNTY CLERK	100021	43150	1000-10-020-021-0000-43150	Financing Fees	8,841.00
CNTY CLERK	100021	43160	1000-10-020-021-0000-43160	Vehicle Title Fees	17,794.00
CNTY CLERK	100021	41140	1000-10-020-021-0000-41140	Marriage License	450.00
CNTY CLERK	100021	43180	1000-10-020-021-0000-43180	Vin Fees, Sheriff & General	1,170.00
CNTY CLERK	100021	43190	1000-10-020-021-0000-43190	Misc Fees	334.00
CNTY CLERK	500566	43180	5000-00-500-566-0000-43180	Hwy Patrol Vins	
CNTY CLERK	500576	43180	5000-00-500-576-0000-43180	Police Vins	1,420.00
CNTY CLERK	100021	41100	1000-10-020-021-0000-41100	FULL/ LTD LIQUOR LICENSES	
CNTY CLERK	100021	41120	1000-10-020-021-0000-41120	MALT BEV/ CATERING PERMITS	-
CNTY CLERK	100023	43820	1000-10-020-023-0000-43820	REIMBURSEMENT INCOME	
CNTY CLERK	500569	43180	5000-00-500-569-0000-43180	Game & Fish Vins	-
Total					\$ 50,312.00

Tender Summary:

Cash	Quantity	Total
Coin		
\$ 1s	x1	0
\$ 5s	x5	0
\$ 10s	x10	0
\$ 20s	x20	0
Other		0
Cash Total		0
Checks	11482	50,312.00
Total		\$ 50,312.00
Difference		\$

State of Wyoming)
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 this 3 day of January, 2023

Susan F. Saunders, Campbell County Clerk

BY: Jane Carter, Deputy

Sheriff Dept
Monthly Statement
October 2022

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

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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 **October 31st, 2022** 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.

1000-20-050-051-0000-42280	LAW ENFORCEMENT FORFEITURES	\$	-
1000-20-050-051-0000-43115	E-911 FEES	\$	-
1000-20-050-051-0000-43190	MISC FEES	\$	6,659.80
1000-20-050-051-0000-43820	REIMBURSEMENT INCOME	\$	286,173.00
1000-20-050-051-0000-45060	ABANDON/SALVAGED VEHICLE FINES	\$	-
1000-20-050-051-0000-46000	MISCELLANEOUS	\$	-
1000-20-050-051-0000-49010	TRANSFERS IN FROM 1%	\$	-
1000-20-050-052-0000-43190	MISC FEES	\$	-
1000-20-050-052-0000-43820	REIMBURSEMENT INCOME	\$	19,322.55
1000-20-050-052-0000-46000	MISCELLANEOUS	\$	-
1000-20-050-053-0000-43090	SHERIFF 24/7 PROGRAM FEES	\$	72.88
1800-20-050-051-0000-43115	E-911 FEES	\$	-
3600-20-050-052-0000-43670	RESALE ITEMS	\$	-
3600-20-050-052-0000-43680	CONCESSIONS/REVENUE/REIMB	\$	3,397.13
COUNTY TREASURY DEPOSIT:		\$	315,625.36

ATTORNEY GENERAL'S OFFICE	SEX OFFENDER REGISTRATION FEES	\$	737.20
TOW COMPANIES	TOWING FEES	\$	125.00
CIRCUIT/DISTRICT COURTS	EXECUTIONS	\$	-
VARIOUS LAW FIRMS	FORECLOSURE SALES	\$	249,896.00
VARIOUS OUTSIDE ENTITIES	FORECLOSURE REDEMPTIONS	\$	-
INTERMEDIARY FUNDS:		\$	250,758.20

TOTAL: \$ 566,383.56

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 7th day of November, 2022.



Sheriff of Campbell County

Sheriff Dept
Monthly Statement
December 2022

Approved by the Board of County
Commissioners this..... day of
.....A.D. 20.....
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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 **December 31st, 2022** 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.

1000-20-050-051-0000-42280	LAW ENFORCEMENT FORFEITURES	\$	-
1000-20-050-051-0000-43115	E-911 FEES	\$	-
1000-20-050-051-0000-43190	MISC FEES	\$	5,525.75
1000-20-050-051-0000-43820	REIMBURSEMENT INCOME	\$	-
1000-20-050-051-0000-45060	ABANDON/SALVAGED VEHICLE FINES	\$	-
1000-20-050-051-0000-46000	MISCELLANEOUS	\$	-
1000-20-050-051-0000-49010	TRANSFERS IN FROM 1%	\$	-
1000-20-050-052-0000-43190	MISC FEES	\$	-
1000-20-050-052-0000-43820	REIMBURSEMENT INCOME	\$	26,619.00
1000-20-050-052-0000-46000	MISCELLANEOUS	\$	-
1000-20-050-053-0000-43090	SHERIFF 24/7 PROGRAM FEES	\$	323.00
1800-20-050-051-0000-43115	E-911 FEES	\$	-
3600-20-050-052-0000-43670	RESALE ITEMS	\$	-
3600-20-050-052-0000-43680	CONCESSIONS/REVENUE/REIMB	\$	4,098.77
COUNTY TREASURY DEPOSIT:		\$	36,566.52

ATTORNEY GENERAL'S OFFICE	SEX OFFENDER REGISTRATION FEES	\$	225.00
TOW COMPANIES	TOWING FEES	\$	259.00
CIRCUIT/DISTRICT COURTS	EXECUTIONS	\$	-
VARIOUS LAW FIRMS	FORECLOSURE SALES	\$	152,101.00
VARIOUS OUTSIDE ENTITIES	FORECLOSURE REDEMPTIONS	\$	-
INTERMEDIARY FUNDS:		\$	152,585.00

TOTAL: \$ **189,151.52**

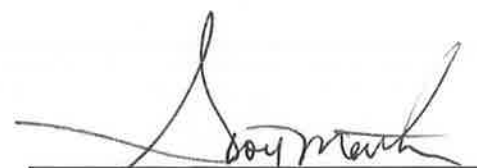
STATE OF WYOMING

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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 4th day of January, 2023.



Sheriff of Campbell County

FISCAL YEAR 2022-2023

December 31, 2022

FIB	353153976	54,001.47
FNB	007-8	26,991,339.37
ACH	308-5	5,617.24
FNB ARPA	11122009	4,500,598.00
FNB CCSD	086-8	1,773,624.89
FNB Flex	568-1	31,605.64
FNB Health Benefits	315-8	2,311,924.87
FNB Special Escrow	74-4	9,220,522.18
FNB Airport PFC Account	133-3	384,853.90
FNB CDS-CC Credit Card Fees	195-1	4,996.25
FNB Library Credit Card Fees	862-1	1,881.52
FNB Museum Credit Card Fees	11092301	576.73
FNB North Landfill Credit Card Fees	864-8	4,155.02
FNB Sheriff Inmate Account	41-8	404,556.78
FNB Recreation Credit Card Fees	139-2	38,875.10
FNB State Drug Forfeiture Funds	132-5	23,911.65
FNB Taxes Paid in Protest	2075305	0.73
FNB-CDSCC-Region 13 Preschool Service	24-8	0.00
FNB-CDSCC-Early Head Start	91-4	(0.00)
NSF Checks		3,475.76
Long & Short-Treasurer		2,100.00
Clerk-Dist Crt-Sheriff-Engineer-Landfill-Public Health-Parks & Rec-Muse		3,945.63
Cash & Currency		6,150.00
TOTAL CASH ACCOUNTS	45,768,712.73	
TOTAL TDOA'S	343,170,656.50	
Premium & Discounts		22,538.91
WGIF-Building Maintenance		35,095,392.68
WGIF-Campus Maintenance		4,218,051.77
WGIF-Campus Maintenance Tec		2,531,408.57
WGIF-Capital Replacement Reserve		97,634,612.97
WGIF-Fleet Management		7,427,439.98
WGIF-Fleet Mgmt-PLB -City		1,142,224.13
WGIF-Gillette College Activity & Education Center		0.00
WGIF-Gillette College Rodeo		0.00
WGIF-Jt Powers Rec Maint Fund		9,139,951.61
WGIF-Road Equipment		2,774,612.83
WGIF-1% Road Machinery Repl		2,530,565.71
WGIF-Short Term Future Cap Const		13,937,955.62
WYOSTAR-1% Municipalities		6,887,415.53
WYOSTAR-1% Optional		9,107,101.79
WYOSTAR-Cap Fac Excess		2,956.95
WYOSTAR-CCSD Dist Fund		24,599,000.00
WYOSTAR-Enhanced 911		493,913.46
WYOSTAR-Fleet Management		0.00
WYOSTAR-General		105,045,313.49
WYOSTAR-General Held Revenues		0.00
WYOSTAR-Health Benefits		5,022,883.60
WYOSTAR-PILT		3,204,859.51
WYOSTAR-Pronghorn Center Main Reserve		1,343,968.13
WYOSTAR-SCFM		6,325,443.67
WYOSTAR-Town of Wright Rec Maintenance		1,688,349.84
WYOSTAR-Wyoming Lottery/Off Track Betting		3,017,234.66
TOTAL		388,961,908.14

176,432,215.87

163,721,205.97

Approved by the Board of County
Commissioners this _____
day of _____, 2023.

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 January 6, 2023; that my statement of Cash is just, true and correct, so help me God.

Yvonne Wagner, Deputy
County Treasurer

Subscribed and sworn to be before this 6 day of January, 2023.

Cyfl
County Clerk

12/31/2022		
Airport	0.00	0.00
American Road	1,583.76	1,583.76
Antelope Valley	0.00	0.00
ARPA Funds	0.00	0.00
Bennor Estates	1,560.00	1,560.00
BOCHES	821,739.43	821,739.43
Bond Disclosure	4,500.00	4,500.00
Box N Ranch Rd	489.47	489.47
Brunsen	0.00	0.00
Buckskin	960.00	960.00
Car Company Tax	0.00	0.00
Cash Reserve	15,000,000.00	15,000,000.00
Cemetery	1,431,513.61	1,431,513.61
Central Campbell County	59,082.23	59,082.23
Certificates of Purchase	0.00	0.00
City of Gillette	287,611.46	287,611.46
Collins Heights	0.00	0.00
Cottonwood I&S	204.24	204.24
County Sales Tax	0.00	0.00
Country Living Acres	1,000.00	1,000.00
Countryside I&S	800.00	800.00
Crestview I & S	0.00	0.00
Donkey Creek	0.00	0.00
Eight Mile I&S	2,169.59	2,169.59
Fair	0.00	0.00
Fire	0.00	0.00
Foundation	19,721,744.89	19,721,744.89
Fox Park	0.00	0.00
Fox Ridge	750.00	750.00
Freedom Hills	5,686.03	5,686.03
General County	58,943,468.25	58,943,468.25
Gillette Community College Dist	207,370.94	207,370.94
Gillette Community College Recap	3,007,758.89	3,007,758.89
Graceland	0.00	0.00
Green Valley Estates	45.00	45.00
Health Benefits Trust	7,324,908.47	7,324,908.47
Heritage Village	1,159.09	1,159.09
High Country Estates	345.60	345.60
Highway VIN Fees	0.00	0.00
Hospital	4,930,436.25	4,930,436.25
Hospital Bond	40.43	40.43
Hospital Bond Interest	5.02	5.02
Interstate Industrial	0.00	0.00
Investments-1% Muni Jt Powers	5,925,318.29	5,925,318.29
Investments-1% Optional	9,016,936.79	9,016,936.79
Investments-Building Maintenance	41,043,735.98	41,043,735.98
Investments-Campus Maintenance	4,218,051.77	4,218,051.77
Investments-Campus Tech Center- Fund 004/027	2,531,408.57	2,531,408.57
Investments-Cap Fac Excess	2,956.95	2,956.95
Investments-Capital Replace Reserve	97,634,612.97	97,634,612.97
Investments-Enhanced 911 Fees	511,782.28	511,782.28
Investments-Fleet Management	13,874,842.65	13,874,842.65
Investments-Gillette College	0.00	0.00
Investments-Jt Powers Rec Maintenance - Fund 028	9,139,951.61	9,139,951.61
Investments-PILT	3,204,859.51	3,204,859.51
Investments-Pronghorn Center Main Reserve	1,343,968.13	1,343,968.13
Investments-SCFM County Road Funds	6,364,545.61	6,364,545.61
Investments-Short Term Future Capital Construction-Fund 696	13,937,955.62	13,937,955.62
Investments-Town of Wright Rec Maintenance-Fund 695	1,688,349.84	1,688,349.84
Investments-Wyoming Lottery/Off Track Betting	3,017,234.66	3,017,234.66
Library	0.00	0.00
Little Thunder I&S	2,732.17	2,732.17
Lodging Tax	83,530.63	83,530.63
Los Caballos	0.00	0.00
McKenny	400.00	400.00
Meadow Springs I&S	335.91	335.91
Means	0.00	0.00
Means, Carter, N Hannum	1,602.98	1,602.98

Moon Ridge	2,250.00	2,250.00
Motor Vehicle County Fees	158,160.62	158,160.62
Motor Vehicle State Fees	84,108.51	84,108.51
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	0.00	0.00
Motor Vehicle Temp Worker Decals	0.00	0.00
Museum	0.00	0.00
North Rangeland	0.00	0.00
Organ Donor Donations	5.00	5.00
Oriva Hills	6,004.64	6,004.64
Overbrook I&S	0.00	0.00
Peoples	4,118.66	4,118.66
Pineview	378.00	378.00
Pinnacle Heights	50.52	50.52
Prairieview	14,068.06	14,068.06
Predatory	0.00	0.00
Premium & Discounts	22,538.91	22,538.91
Rafter D	300.00	300.00
Recreation	0.00	0.00
Rock Road I&S	0.00	0.00
Rocky Point	1,493.77	1,493.77
Rustic Hills	3,696.47	3,696.47
Sales & Use Tax	674,820.81	674,820.81
School--1 Mill Optional	0.00	0.00
School--6 Mill County Wide	9,868,632.28	9,868,632.28
School--25 Mill Special School	41,119,302.06	41,119,302.06
School--BOCES	0.00	0.00
School--Cap Main	0.00	0.00
School--General School	55,656.96	55,656.96
School--Rec Mill	1,644,772.48	1,644,772.48
School Bond Redemption	0.00	0.00
School Bond Redemption Interest	0.00	0.00
Small Buttes	0.00	0.00
South Douglas Hwy	7,896.26	7,896.26
Southern Industrial	0.00	0.00
Southfork Estates	2,100.00	2,100.00
Southside	0.00	0.00
Special Escrow	9,216,022.18	9,216,022.18
Spring Hill Ranch I&S	0.00	0.00
Stonegate Estates	4,320.00	4,320.00
Sundog	300.00	300.00
Taxes-Transportable Homes	0.00	0.00
Taxes-2023	0.00	0.00
Taxes-Interest 2023	0.00	0.00
Taxes-2022	0.00	0.00
Taxes-Interest 2022	0.00	0.00
Taxes-2021	(0.00)	0.00
Taxes-Interest 2021	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	0.73	0.73
Town of Wright	10,736.82	10,736.82
Veterans Exemptions	0.00	0.00
Watercraft VIN Fees	0.00	0.00
Weed & Pest	742,995.38	742,995.38
Wessex Impr & Service	1,500.00	1,500.00
Wild Horse Creek I&S	903.70	903.70
Wildlife Conservation Donation	17.57	17.57
Wright Water & Sewer	12,712.18	12,712.18
	388,961,908.14	388,961,908.14
	388,961,908.14	Balance on Daily
	388,961,908.14	Balance on Trial B
	(0.00)	

PETITION FOR REBATE/CANCELLATION OF TAXES

STATE OF WYOMING

COUNTY OF CAMPBELL

No: 2021-177

NAME: PEAK POWDER RIVER RESOURCES LLC

NOTICE ISSUED FOR:

NOVC# 2022-0531

OTHER:

☒ **PARTIAL**
☐ **REBATE**
☒ **CANCELLATION**

YEAR: 2022

TAX NOTICE NO.

ACCOUNT/PARCEL# 50050665

DISTRICT NO. 0100

ASSESSED VALUATION: \$269,173

AMOUNT: \$ 16,837.58

 **COUNTY ASSESSOR**

APPROVED: ☐ **DENIED:** ☐

THIS _____ DAY OF _____, 20 ____

BOARD OF COUNTY COMMISSIONERS

FILED _____, 20 ____

COUNTY CLERK

ADMINNO: 14467

TAXROLL CORRECTION
Tax Year: 2022

To: CAMPBELL TREASURER

From: CAMPBELL ASSESSOR

Correction Type:

Name: PEAK POWDER RIVER RESOURCES LLC

Account #: C0050665

ATTN AMY SOLBERG

Map #:

Address: 3615 S HURON SUITE 200

Parcel #:

ENGLEWOOD, CO 80110-3494

Account Type State Assessed

Sub\Lot\Block

Legal Desc:

PLEASE MAKE THE FOLLOWING CHANGES TO THE TAX ROLL
FOR THE ABOVE MENTIONED YEAR

Tax District:	0100	Actual Value	Assessed Value	Mill Levy	Total Tax	Penalty \$
Prior Values		\$35,430,119.00	\$35,430,119.00	62.5530	\$2,216,260.23	\$0.00
Adjusted Values		\$35,160,946.00	\$35,160,946.00	62.5530	\$2,199,422.66	\$0.00
Difference	Decrease Tax Roll	-\$269,173.00	-\$269,173.00	0.0000	-\$16,837.57	\$0.00

Reason 12-13-22 PARTIAL CANCELLATION #2021-177 PER NOVC #2022-0531.

Appraiser **Date**

Reviewed By **Date**

Signature **Date**

12/08/2022



WYOMING DEPARTMENT OF REVENUE

**IN THE MATTER OF THE
ASSESSMENT OF**

**PEAK POWDER RIVER RESOURCES
LLC**

Operator ID: 02403

**NOTICE OF VALUATION CHANGE
2022-0531**

**ASSESSOR
Campbell**

Page 1 of 2

1. On September 21, 2022, Peak Powder River Resources LLC filed amended returns for the attached properties.
2. Peak Powder River Resources LLC filed the amended returns for the attached properties on their own initiative.

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. PEAK POWDER RIVER RESOURCES LLC address is:

PEAK POWDER RIVER RESOURCES LLC
AMY SOLBERG
C/O KE ANDREWS & COMPANY
3615 S HURON STREET SUITE 200
ENGLEWOOD, COLORADO 80110

**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.

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

**IN THE MATTER OF THE
ASSESSMENT OF**

**NOTICE OF VALUATION CHANGE
2022-0531**

**PEAK POWDER RIVER RESOURCES
LLC**

Operator ID: 02403

**ASSESSOR
Campbell**

Page 2 of 2

<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>
2022	2021	WC	010476	Campbell	0100	Natural Gas	(446,306)
2022	2021	WC	010475	Campbell	0100	Natural Gas	177,133

MADE AND ENTERED at Cheyenne, Wyoming, this 6th day of December, 2022

WYOMING DEPARTMENT OF REVENUE



**Brenda L. Henson
Director, Department of Revenue**



**Craig Grenvik
Administrator, Mineral Tax Division**

12/13/22

*Nov # 2,722-0531
(Partial)*

*(#269,173)
MLX 67.553
(#16,837.58)*

*Cancellation # 2021-177
see sch # 50665*

Campbell County
Rachael Knust, Treasurer
2022 STATE ASSESSED - MINERALS TAX BILL

(307) 682-7268
<https://www.campbellcountywy.gov>

PO. Box 1027
 Gillette, WY 82717

			Assessed Valuation	
District	Parcel Number	State Acct. No.	Assessed Value	35,160,946
0100	050050665	C0050665		
			Total Valuation	35,160,946
			Mill Levy	62.553
			General Taxes	2,199,422.66
			Special Taxes	0.00
			Total Tax	\$2,199,422.66
PEAK POWDER RIVER RESOURCES LLC ATTN AMY SOLBERG 3615 S HURON SUITE 200 ENGLEWOOD, CO 80110-3494				

(Payment Schedule is provided below)

Address changed? Notify the County Assessor at (307) 682-7266

Legal Description

If you have sold this property and are not responsible for payment, please forward this bill to the responsible party or to this office

TAX DOLLAR USE			12/13/2022 Partial Cancellation #2021-177 per NOVC 2022-0531. Decreased by \$16,837.57
TAXING AUTHORITY		LEVY AMOUNT	
CAMPBELL COUNTY GOVERNMENT	11.235	395,033.22	Payments may be mailed to: CAMPBELL COUNTY TREASURER PO. Box 1027 Gillette, WY 82717-1027
CNTY HOSPITAL DIST TRUST FUND	3.000	105,482.84	
CNTY SPEC CEMETERY BOARD TRUST	.862	30,308.74	
CNTY UNIFIED SPEC DIST TRST FD	25.000	879,023.66	
CNTY WEED & PEST BOARD TRUST	.411	14,451.14	
COLLEGE FOUNDATION PROGRAM	2.545	89,484.60	
COOPERATIVE HIGHER EDUC SERV	.500	17,580.48	
COUNTY WIDE SCHOOL TRUST FUND	6.000	210,965.68	
STATE OF WY FOUND PRG TRST FND	12.000	421,931.36	
UNIFIED SCHOOL - RECREATION	1.000	35,160.94	
TOTAL	62.553	2,199,422.66	

DUE DATES AND PAYMENT INFORMATION
All installments are delinquent after the dates shown below.
 Any delinquent installment will bear interest at 18%.

Parcel# : 050050665

<u>Install#</u>	<u>Due Date</u>	<u>Amount</u>
1	12/01/2023	175,953.81
2	12/01/2024	175,953.81
3	12/01/2025	175,953.81
4	12/01/2026	175,953.81
5	12/01/2027	175,953.81
6	12/01/2028	175,953.81
		1,055,722.86

Parcel# : 050050665

<u>#</u>	<u>Due Date</u>	<u>Amount</u>	<u>#</u>	<u>Due Date</u>	<u>Amount</u>
7	12/01/2029	175,953.81	13	12/01/2035	87,976.94
8	12/01/2030	175,953.81			
9	12/01/2031	175,953.81			
10	12/01/2032	175,953.81			
11	12/01/2033	175,953.81			
12	12/01/2034	175,953.81			
					1,143,699.80

JNL - 3023 - 12-13-22

PETITION FOR REBATE/CANCELLATION OF TAXES

12-13-22
date processed

STATE OF WYOMING
COUNTY OF CAMPBELL

No: 2021-179

NAME: VALKYRIE OPERATING LLC

NOTICE ISSUED FOR:

NOVC# 2022-0536

OTHER:

☒ **PARTIAL**
☐ **REBATE**
☒ **CANCELLATION**

YEAR: 2021

TAX NOTICE NO.

ACCOUNT/PARCEL# C0061817

DISTRICT NO. 0167

ASSESSED VALUATION: \$699

AMOUNT: \$ 42.10

Jerry A. Comento **COUNTY ASSESSOR**

APPROVED: ☐ **DENIED:** ☐

THIS _____ **DAY OF** _____, 20 ____

BOARD OF COUNTY COMMISSIONERS

FILED _____, 20 ____

COUNTY CLERK

Campbell County

Rachael Knust, Treasurer
2021 STATE ASSESSED - MINERALS TAX BILL

(307) 682-7268
<https://www.campbellcountywy.gov>

PO. Box 1027
Gillette, WY 82717

Assessed Valuation

District 0167 Parcel Number 0C0061817 State Acct. No. C0061817

Assessed Value 31,860

VALKYRIE OPERATING LLC
ATTN TORI DUPRE
1600 STOUT ST STE 1000
DENVER, CO 80202-3133

Total Valuation 31,860
Mill Levy 60.225
General Taxes 938.33
Special Taxes 0.00
Total Tax \$938.33

(Payment Schedule is provided below)

Address changed? Notify the County Assessor at (307) 682-7266

Legal Description

If you have sold this property and are not responsible for payment, please forward this bill to the responsible party or to this office

TAX DOLLAR USE

12/13/2022 Partial Cancellation per NOVC 2022-0536 2nd 1/2 amount only.
New amount for 2nd 1/2 is \$938.33

TAXING AUTHORITY

LEVY AMOUNT

CAMPBELL COUNTY GOVERNMENT	11.235	175.05
CNTY HOSPITAL DIST TRUST FUND	3.000	46.74
CNTY SPEC CEMETERY BOARD TRUST	.901	14.04
CNTY UNIFIED SPEC DIST TRST FD	25.000	389.51
CNTY WEED & PEST BOARD TRUST	.589	9.18
COOPERATIVE HIGHER EDUC SERV	.500	7.79
COUNTY WIDE SCHOOL TRUST FUND	6.000	93.48
STATE OF WY FOUND PRG TRST FND	12.000	186.96
UNIFIED SCHOOL - RECREATION	1.000	15.58

Payments may be mailed to:
CAMPBELL COUNTY TREASURER
PO. Box 1027
Gillette, WY 82717-1027

TOTAL

60.225 938.33

DUE DATES AND PAYMENT INFORMATION

All installments are delinquent after the dates shown below.
Any delinquent installment will bear interest at 18%.

Parcel# : 0C0061817

1st Half Installments

#	Due Date	Amount	#	Due Date	Amount
		0.00			

Parcel# : 0C0061817

2nd Half Installments

#	Due Date	Amount	#	Due Date	Amount
1	12/01/2023	75.07	7	12/01/2029	75.07
2	12/01/2024	75.07	8	12/01/2030	75.07
3	12/01/2025	75.07	9	12/01/2031	75.07
4	12/01/2026	75.07	10	12/01/2032	75.07
5	12/01/2027	75.07	11	12/01/2033	75.07
6	12/01/2028	75.07	12	12/01/2034	75.07
			13	12/01/2035	37.49

938.33



WYOMING DEPARTMENT OF REVENUE

**IN THE MATTER OF THE
ASSESSMENT OF
VALKYRIE OPERATING, LLC.**

**NOTICE OF VALUATION CHANGE
2022-0536**

Operator ID: 02676

**ASSESSOR
Campbell**

Page 1 of 2

1. On August 24, 2022, Valkyrie Operating, LLC (Valkyrie) filed amended returns for the attached properties.
2. Valkyrie filed the amended returns in response to a letter from the Mineral Tax Division of the Wyoming Department of Revenue informing Valkyrie of discrepancies discovered in an examination of Severance Tax and Gross Products Tax production reporting for the 2020 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. VALKYRIE OPERATING, LLC address is:

VALKYRIE OPERATING, LLC.
RHONDA ORTH
1670 BROADWAY STE2000
DENVER, COLORADO 80202

**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.

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

**IN THE MATTER OF THE
ASSESSMENT OF
VALKYRIE OPERATING, LLC.**

**NOTICE OF VALUATION CHANGE
2022-0536**

Operator ID: 02676

**ASSESSOR
Campbell**

Page 2 of 2

<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>
2021	2020	IBERLIN	004031	Campbell	0100	Oil	4,866
2021	2020	HALVERSON	010010	Campbell	0100	Oil	(12,608)
2021	2020	TRIANGLE U	005889	Campbell	0100	Oil	(14,434)
2021	2020	POWNALL RANCH	004319	Campbell	0100	Oil	(13,749)
2021	2020	RAVEN CREEK	010011	Campbell	0100	Oil	4,899
2021	2020	TRIANGLE U EAST	013854	Campbell	0100	Oil	15,380
2021	2020	LAZY B	010172	Campbell	0100	Oil	(6,342)
2021	2020	LAZY B	010172	Campbell	0167	Oil	(699)

MADE AND ENTERED at Cheyenne, Wyoming, this ____ day of _____, 20__.

WYOMING DEPARTMENT OF REVENUE

Brenda L. Henson

Craig Grenvik

**Brenda L. Henson
Director, Department of Revenue**

**Craig Grenvik
Administrator, Mineral Tax Division**

12-13-22

*Nov 2022-0536
100 (Partial)*

(#21,988)

Cancellation # 2021-178 see 502 #61816

MLX 60.225

(#1,324.23)

*162
(Partial)*

(#699)

MLX 60.225

(#42.10)

Cancellation # 2021-179 see 502 #61817

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

PETITION FOR REBATE/CANCELLATION OF TAXES

STATE OF WYOMING
COUNTY OF CAMPBELL

No: 2021-180

NAME: Key Lime Air Corp

NOTICE ISSUED FOR:

NOVC#

OTHER: Value Correction per DOR

☐ PARTIAL
☐ REBATE
☒ CANCELLATION

YEAR: 2022

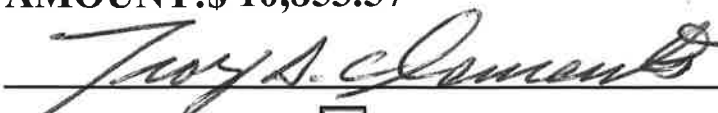
TAX NOTICE NO.

ACCOUNT/PARCEL# C0062760

DISTRICT NO. 0100

ASSESSED VALUATION: \$173,510

AMOUNT: \$ 10,853.57

 COUNTY ASSESSOR

APPROVED: ☐ DENIED: ☐

THIS _____ DAY OF _____, 20 ____

BOARD OF COUNTY COMMISSIONERS

FILED _____, 20 ____

COUNTY CLERK

ADMINNO: 14547

TAXROLL CORRECTION
Tax Year: 2022

To: CAMPBELL TREASURER

From: CAMPBELL ASSESSOR

Correction Type:

Name: KEY LIME AIR CORP

Account #: C0062760

ATTN MARCUS HESTING

Map #:

Address: 13252 E CONTROL TOWER RD

Parcel #:

ENGLEWOOD, CO 80112-4563

Account Type State Assessed

Sub\Lot\Block

Legal Desc:

PLEASE MAKE THE FOLLOWING CHANGES TO THE TAX ROLL
FOR THE ABOVE MENTIONED YEAR

Tax District:	0100	Actual Value	Assessed Value	Mill Levy	Total Tax	Penalty \$
Prior Values		\$173,510.00	\$173,510.00	62.5530	\$10,853.57	\$0.00
Adjusted Values		\$0.00	\$0.00	62.5530	\$0.00	\$0.00
Difference	Decrease Tax Roll	-\$173,510.00	-\$173,510.00	0.0000	-\$10,853.57	\$0.00

Reason 12-20-22 CANCELLATION #2021-180 VALUE CORRECTION PER DOR.

Appraiser

Date

Reviewed By

Date

Signature

Date

12/20/2022

The State



of Wyoming

DEPARTMENT OF REVENUE

122 West 25th Street, Suite E301
Herschler Building East
Cheyenne, WY 82002-0110
E-Mail: dor@wyo.gov
Web: <http://revenue@wyo.gov>

MARK GORDON, *Governor*
BRENDA HENSON, *Director*

DOR Director (307) 777-5287
Property Tax (307) 777-5235
Excise (307) 777-5200
Mineral (307) 777-5237
Liquor (307) 777-7231

MEMORANDUM (22-2)

TO: COUNTY ASSESSORS: CAMPBELL, NATRONA, PARK, FREMONT

FROM: JENNY FREIER, APPRAISER
PROPERTY TAX DIVISION

DATE: DECEMBER 20, 2022

SUBJECT: REVISED AIRLINE CERTIFICATION FOR TAX YEAR 2022, KEY LIME AIR

On December 20, 2022, errors in the certification of value for Key Lime Air (DOR Company #116) were discovered. This error was caused by the lack of annual report from the company and an incorrect reporting of arrival and departure information by the Northeast Regional Airport. The Airline Certification has been revised to correct this (please see attached). This change will result in no value being distributed to Campbell County and an increase in distributed value to Park, Fremont and Natrona counties. The original value was certified on May 26, 2022. The attachment provides a summary breakdown of the revised assessed value by county and tax district for your reference.

Please notify your County Treasurer and County Commissioners to amend any taxes due for this company. The following company address is provided for your records:

Key Lime Air
Attn: Brian Knudsen
13252 E Control Tower Rd
Englewood, CO 80112

Should you have any questions, please feel free to contact me at (307) 777-5299

Revised

County: **Campbell**

20-Dec-22

AIRLINE COMPANIES

<u>Company</u>	<u>Tax District</u>	<u>Assessed Value</u>	<u>Company Total</u>
Alpine Aviation, Inc. Attn: John Green 1177 Alpine Air Way Provo,, UT 84601	0100	<u>45,226</u>	
Total for Alpine Aviation, Inc.			45,226
Federal Express Corporation Attn: Shenie Lamaheewa Tax Department 3630 Hacks Cross Road, Building C, 3rd Floor Memphis, TN 38125	0150	<u>31,528</u>	
Total for Federal Express Corporation			31,528
SkyWest Airlines, Inc. Attn: Brett Koch, Property Tax Agent c/o Ryan, LLC 13155 Noel Road STE 100 Dallas, TX 75240	0100	<u>107,783</u>	
Total for SkyWest Airlines, Inc.			107,783
United AirLines, Inc. Attn: Andrea Campbell 233 S. Wacker Dr 14th Floor-HDQCT Chicago, IL 60606	0100	<u>5,646</u>	
Total for United AirLines, Inc.			<u>5,646</u>
COUNTY TOTAL			<u><u>190,183</u></u>

County: **Campbell**

26-May-22

AIRLINE COMPANIES

<u>Company</u>	<u>Tax District</u>	<u>Assessed Value</u>	<u>Company Total</u>
Alpine Aviation, Inc. Attn: Lewis Tippets 1177 Alpine Air Way Provo,, UT 84601	0100	✓ 45,226 <i>50623</i>	
Total for Alpine Aviation, Inc.			45,226
Federal Express Corporation Attn: Glen Lightner Tax Department 3630 Hacks Cross Road, Building C, 3rd Floor Memphis, TN 38125	0150	✓ 31,528 <i>61401</i>	
Total for Federal Express Corporation			31,528
Key Lime Air, Corp. <i>New</i> Attn: Marcus Hesting, Director of Finance 13252 E. Control Tower Road Englewood, CO 80112 - <i>4363</i>	0100	✓ 173,510 <i>62760 New</i>	
Total for Key Lime Air, Corp.			173,510
SkyWest Airlines, Inc. Attn: Brett Koch, Property Tax Agent c/o Ryan, LLC 13155 Noel Road STE 100 Dallas, TX 75240	0100	✓ 107,783 <i>50392</i>	
Total for SkyWest Airlines, Inc.			107,783
United AirLines, Inc. Attn: Andrea Campbell 233 S. Wacker Dr 14th Floor-HDQCT Chicago, IL 60606	0100	✓ 5,646 <i>50748</i>	
Total for United AirLines, Inc.			5,646
COUNTY TOTAL			363,693 ✓

Campbell County
Rachael Knust, Treasurer
2022 STATE ASSESSED TAX BILL

(307) 682-7268
<https://www.campbellcountywy.gov>

PO. Box 1027
Gillette, WY 82717

District 0100 **Parcel Number** 0C0062760 **State Acct. No.** C0062760

KEY LIME AIR CORP
ATTN MARCUS HESTING
13252 E CONTROL TOWER RD
ENGLEWOOD, CO 80112-4563

Assessed Valuation
Real Estate Value 0
Improvements/Buildings Value 0
Personal Property Value 173,510

Total Valuation 173,510
Mill Levy 62.553

General Taxes 10,853.57
Special Taxes 0.00

Total Tax \$10,853.57

First Installment \$5,426.79

Delinquent after November 10, 2022

Second Installment \$5,426.78

Delinquent after May 10, 2023

Address changed? Notify the County Assessor at (307) 682-7266

Legal Description

If you have sold this property and are not responsible for payment, please forward this bill to the responsible party or to this office

TAX DOLLAR USE

TAXING AUTHORITY	LEVY	AMOUNT
------------------	------	--------

CAMPBELL COUNTY GOVERNMENT	11.235	1,949.38
CNTY HOSPITAL DIST TRUST FUND	3.000	520.53
CNTY SPEC CEMETERY BOARD TRUST	.862	149.56
CNTY UNIFIED SPEC DIST TRST FD	25.000	4,337.75
CNTY WEED & PEST BOARD TRUST	.411	71.32
COLLEGE FOUNDATION PROGRAM	2.545	441.58
COOPERATIVE HIGHER EDUC SERV	.500	86.76
COUNTY WIDE SCHOOL TRUST FUND	6.000	1,041.06
STATE OF WY FOUND PRG TRST FND	12.000	2,082.12
UNIFIED SCHOOL - RECREATION	1.000	173.51

**Please detach and return the installment coupons
provided below with payment to:**
CAMPBELL COUNTY TREASURER
PO. Box 1027
Gillette, WY 82717-1027

OR

PAY YOUR 2022 TAX ONLINE AT:
<https://itax.tylertech.com/CampbellWY/>

TOTAL	62.553	10,853.57
-------	--------	-----------

DUE DATES AND PAYMENT INFORMATION

1st half installments are delinquent after November 10, 2022. 2nd half installments are delinquent after May 10, 2023.

Any delinquent installment will bear interest at 18%.

Interest on first installment will be forgiven if TOTAL TAX is paid ON OR BEFORE December 31, 2022

Tax bills are always sent directly to taxpayers. Mortgage companies are provided tax information electronically.

Please contact your mortgage company directly if in doubt about payment responsibility.

THIS IS THE ONLY BILL YOU WILL RECEIVE!

**2022 FIRST INSTALLMENT COUPON
OR TOTAL TAX DUE COUPON**

KEY LIME AIR CORP
ATTN MARCUS HESTING
13252 E CONTROL TOWER RD
ENGLEWOOD, CO 80112-4563



Parcel#: 0C0062760

Please Circle Which Amount You Are Paying:

First Installment (Due on or before 11/10/2022): \$5,426.79
Total Tax (Due on or before 12/31/2022): \$10,853.57

2022 SECOND INSTALLMENT COUPON

KEY LIME AIR CORP
ATTN MARCUS HESTING
13252 E CONTROL TOWER RD
ENGLEWOOD, CO 80112-4563



Parcel#: 0C0062760

Second Installment (Due on or before 05/10/2023): \$5,426.78

**OFFICE**

500 South Gillette Avenue
Suite 1100
Gillette, Wyoming 82716
(307) 682-7283
(307) 687-6325 FAX

Denton Knapp
Executive Director of Administration

BOARD OF COMMISSIONERS

Colleen Faber, Chairman
Roy Knutson
Jim Ford
Del Shelstad
Kelly McCreery

MEMORANDUM

TO: Board of Commissioners
FROM: Kristin Young, Grants Specialist
RE: Community Service Block Grant (CSBG) budget increase
DATE: January 17th, 2023

Attached you will find the amendment to the already approved Community Service Block Grant (CSBG) (CFDA 93.569). The amendment is for a budget increase of \$5,733.00 to \$230,023. The original contract was for \$224,290. There are no other changes.

Kind regards,

Kristin Young
Office of Commissioners, Grants Specialist

**AMENDMENT ONE TO THE CONTRACT BETWEEN
WYOMING DEPARTMENT OF HEALTH, PUBLIC HEALTH DIVISION
AND
CAMPBELL COUNTY**

1. **Parties.** This Amendment is made and entered into by and between the Wyoming Department of Health, Public Health Division (Agency), whose address is: 122 West 25th Street, Third Floor West, Cheyenne, Wyoming 82002 and Campbell County (Subrecipient), whose address is: 500 South Gillette Avenue, Suite 1100, Gillette, Wyoming 82716. This Amendment pertains to the Community Services Program.
2. **Purpose of Amendment.** This Amendment shall constitute the first amendment to the Contract between the Agency and the Subrecipient. The purpose of this Amendment is to: a) increase the total Contract dollar amount by five thousand, seven hundred thirty-three dollars (\$5,733.00) to two hundred thirty thousand, twenty-three dollars (\$230,023.00); and b) replace Attachment A, Statement of Work, with Attachment A-1, Revised Statement of Work, to reflect budgetary changes.

The original Contract, dated October 26, 2022, required the Subrecipient to provide funding and oversight of the Community Services Block Grant (CSBG) program in Campbell County, Wyoming, to assist low-income individuals and families with activities and supportive services that empower them to overcome the effects of poverty and to support their progress toward greater self-sufficiency for a total Contract amount of two hundred twenty-four thousand, two hundred ninety dollars (\$224,290.00) with an expiration date of November 15, 2023. The period of performance in which Subrecipient must spend grant funds runs through September 30, 2023.

3. **Term of the Amendment.** This Amendment shall commence upon the date the last required signature is affixed hereto (Effective Date), and shall remain in full force and effect through the term of the Contract, as amended, unless terminated at an earlier date pursuant to the provisions of the Contract, or pursuant to federal or state statute, rule, or regulation.
4. **Amendments.**
 - A. The second sentence of Section 4(A) of the original Contract is hereby amended to read as follows:

“The total payment under this Contract shall not exceed two hundred thirty thousand, twenty-three dollars (\$230,023.00).”
 - B. Section 4(B) of the original Contract is hereby amended to read as follows:

“The maximum amount of federal funds provided under CFDA# 93.569 shall not exceed two hundred thirty thousand, twenty-three dollars (\$230,023.00).”
5. **Amended Responsibilities of the Subrecipient.**

Responsibilities of the Subrecipient are hereby amended as follows:

- A. As of the Effective Date of this Amendment, Attachment A, Statement of Work, which was attached to the original Contract, is superseded and replaced by Attachment A-1, Revised Statement of Work, which is attached to this Amendment and incorporated into the original Contract by this reference. All references to "Attachment A, Statement of Work" in the original Contract, and in any amendments thereto, are amended to read: "Attachment A-1, Revised Statement of Work".

6. **Amended Responsibilities of the Agency.**

Responsibilities of the Agency have not changed.

7. **Special Provisions.**

- A. **Same Terms and Conditions.** With the exception of items explicitly delineated in this Amendment, all terms and conditions of the original Contract, and any previous amendments, between the Agency and the Subrecipient, including but not limited to sovereign immunity, shall remain unchanged and in full force and effect.
- B. **Counterparts.** This Amendment may be executed in counterparts. Each counterpart, when executed and delivered, shall be deemed an original and all counterparts together shall constitute one and the same Amendment. Delivery by the Subrecipient of an originally signed counterpart of this Amendment by facsimile or PDF shall be followed up immediately by delivery of the originally signed counterpart to the Agency. The Subrecipient's failure to deliver, either personally or via US Mail, postage prepaid, the originally signed counterpart to the Agency within five (5) business days shall be considered a material breach and may result in immediate termination of the original Contract by the Agency.

8. **General Provisions.**

- A. **Entirety of Contract.** The original Contract, consisting of thirteen (13) pages; Attachment A, Statement of Work, consisting of three (3) pages; this Amendment One, consisting of three (3) pages; and Attachment A-1, Revised Statement of Work, consisting of three (3) pages, represent the entire and integrated agreement between the parties and supersede all prior negotiations, representations, and agreements, whether written or oral.

THE REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK.

9. **Signatures.** The parties to this Amendment, through their duly authorized representatives, have executed this Amendment on the dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this Amendment.

This Amendment is not binding on either party until approved by A&I Procurement and the Governor of the State of Wyoming or his designee, if required by Wyo. Stat. § 9-2-3204(b)(iv).

AGENCY:

Wyoming Department of Health, Public Health Division

Stefan Johansson, Director

Date

Stephanie Pyle, MBA
Senior Administrator, Public Health Division

Date

SUBRECIPIENT:

Campbell County

Colleen Faber, Commission Chairman

Date

ATTORNEY GENERAL'S OFFICE: APPROVAL AS TO FORM

 # 228371

Cole R. White, Assistant Attorney General

01-09-2023

Date

REVISED ATTACHMENT A-1
STATEMENT OF WORK
Community Services Block Grant

General Description

This document is a Revised Statement of Work (SOW) to identify and describe the important milestones and deliverables for the Contract between the Wyoming Department of Health, Public Health Division (Agency) and Campbell County (Subrecipient).

Responsibilities of Subrecipient

The Subrecipient agrees to:

Task	Description
1.	Recognize this Contract is subject to the FFY 2023 Wyoming Community Service Block Grant (CSBG) State Management Plan and addendums and the Subrecipient's FFY 2023 CSBG Application, both of which shall be located for review at Agency.
2.	Collect, maintain, and compile the federally required demographic, programmatic, and financial data and submit in compiled format the Annual Report to the Agency by a date determined by the Office of Community Services and the Agency. This is generally between the months from December to March, typically with at least one (1) months' notice.
3.	Upload the most recent required documentation showing that the Organizational Standards have been met into the CSBG statewide database by January 31, 2023. For those Grantees below a seventy percent (70%) met rate, a Technical Assistance Plan (TAP) will be required to be turned in and approved by the State office by May 31, 2023. For those Grantees below a seventy percent (70%) met rate by July 1, 2023, a Quality Improvement Plan will be administered by the State office.
4.	Utilize the CSBG statewide database provided by the Agency.
5.	Abide by the federal eligibility requirements of the program through an application process which requires proof of income that indicates the applicant(s) is at or below the current Federal Poverty Guidelines and verify every ninety (90) days for clients with continued services.
6.	Return any unexpended grant funds from the FFY23 Grant to the Agency by November 15, 2023. CSBG funds cannot be carried over. The Agency shall also be entitled to recover from the Subrecipient any full or partial payment made under this Contract for any payments used for purposes not authorized, or performed outside the Contract, any payments for services the Subrecipient is unable to provide, and any payments for services the Subrecipient did not provide but was required to provide under the terms of this Contract.
7.	Monitor each sub-subrecipient on-site at least one (1) time every one (1) year period to assure compliance with federal requirements and performance goals. Monitoring reports should be completed after the visit and copies of the report should be provided to the sub-subrecipient and the Agency within sixty (60) days after the visit. Any findings should be noted and required follow-up should be explained in detail. Any sub-subrecipient with significant findings should be placed on a Corrective Action Plan (CAP) or Quality Improvement Plan (QIP) and provided training. A follow-up visit should be scheduled within one (1) year of the first visit to re-evaluate the findings. A

REVISED ATTACHMENT A-1
STATEMENT OF WORK
Community Services Block Grant

	follow-up report should be completed within sixty (60) days after the visit and copies of the report sent to the sub-subrecipient and the Agency. Any consistent noncompliance issues should be reported to the Agency as appropriate.
8.	Submit monthly expenditure reports by the tenth (10 th) day of each month for the preceding month. These reports should be completed by each service provider and a compiled report shall be completed by the Subrecipient. This report shall indicate the actual current month expenses, year-to-date expenses for the grant term, and percent expended by line item, as approved and submitted in the Subrecipient's application.
9.	Submit a Quarterly Performance Report (QPR) to the Agency on the tenth (10 th) day of the following month preceding the completion of a quarter. QPRs should be completed with input and guidance from the Tripartite Board, and will require a Board Chair signature upon submission to the Agency. Failure to complete a QPR in the timeframe listed above will result in a hold placed on your monthly reimbursement.
10.	Refer, as appropriate, income eligible clients to the Wyoming Department of Workforce Services, One-Stop Centers.
11.	Refer, as appropriate, custodial parents in single-parent families that participate in CSBG-funded programs, and eligible parents to the Wyoming Department of Health, Child Support Program.
12.	Maintain records, documents, and other evidence which sufficiently reflects all expenditures under this Contract for a period of three (3) years after the termination of this Contract. Such records shall be made available to the Agency or its designee, or the appropriate federal agency for review and audit.
13.	Sign a legally binding agreement or contract with any and all CSBG sub-subrecipients to include the provisions of this Contract, as applicable. Provide the Agency with a copy of the agreement(s) no later than October 31, 2022.
14.	Conduct a time allocation analysis for any position dually-funded from other sources of funds to account for apportioned time charged against this Contract.
15.	Meals and travel charged to CSBG are not to exceed the U.S. General Services Administration (GSA) meals and incidental expenses (M&IE) rates.
16.	Abide by the Wyoming Department of Health Financial Statements and Audit policy FS-2001.

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**REVISED ATTACHMENT A-1
STATEMENT OF WORK
Community Services Block Grant**

Budget Narrative

The following outline shows specific tasks, milestones, and completion dates for the Contract.

Deliverable		Completion Date	Cost
1.	Council of Community Services	September 30, 2023	\$111,419.00
	Food Pantry, Medical, Dental, Vision, Screening, Prescriptions		
2.	Gillette Abuse Refuge Foundation	September 30, 2023	\$30,752.00
	Housing and Utilities, Deposits and Payments		
3.	Gillette Reproductive Health	September 30, 2023	\$34,664.00
	Medical Services, Visits, Prevention, Screenings, Prescriptions		
4.	Personal Frontiers, Inc.	September 30, 2023	\$40,495.00
	Substance abuse screening, Coaching, Counseling Adults		
5.	Campbell County Administrative Direct Costs	September 30, 2023	\$11,193.00
6.	Discretionary	September 30, 2023	\$1,500.00
	T/TA- Agency Capacity Building		
TOTAL NOT TO EXCEED:			\$230,023.00

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BUDGET LINE-ITEM TRANSFER

TO: Grace Davis & Board of Commissioners

FROM: Shelly Besel - *Airport*

DATE: January 9, 2023

SUBJECT: Budget Line-Item Transfer Request

Please make the following Budget line-item transfers:

	Transfer From:			Transfer To:	
Date of Entry	Amount	Account #	Account Name	Account #	Account Name
1/9/22	\$40,000	100752.68120	Cap Outlay-Buildings	100752.68200	Cap Outlay - Equip

Department Head Signature:

 *vgd 1/9/23*

Commissioner Signature: _____

BUDGET LINE-ITEM TRANSFER

TO: Grace Davis
FROM: Terri Lesley - *Library*
DATE: January 10, 2023
SUBJECT: Line-Item Transfer Request

Please make the following Budget line-item transfers:

	Transfer From:			Transfer To:	
Date of Entry	Amount	Account #	Account Name	Account #	Account Name
01/10/2023	120.00	100711.64000	Supplies	100711.65000	Vehicle/Equip Repair/Maint

Department Head Signature: _____

Commissioner Signature: _____

Terri L. Lesley *1/10/23*



MEMORANDUM

...from H.R./Risk Management

TO: Board of Campbell County Commissioners
Colleen Faber, Chairman
Del Shelstad
Jim Ford
Kelley McCreery
Butch Knutson

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

DATE: January 17, 2023

SUBJECT: 2023 Mileage Rates

On December 29, 2022, the Internal Revenue Service released their mileage rates for 2023. In the past seven years Campbell County has mirrored these rates. For 2023 the changes are as follows:

Business Mileage	\$.655 (65.5¢ per mile)
Medical Mileage	\$.22 (22¢ per mile)

The business mileage reimbursement rate will increase .07¢ from the rate of 58.5¢ for 2022.
The rate for medical mileage will increase 4¢ from the 18¢ per mile for 2022.

If adopted the rate for business mileage would be used when submitting travel expense statements for reimbursable business miles driven in personal vehicles during 2023. If the miles were driven in 2022, the 2022 rate would still apply.

If adopted, the medical rate would be used when submitting mileage driven in 2023 that is eligible for reimbursement through medical FSA or HSA accounts.

I recommend the Board of County Commissioners adopt the new business mileage and medical mileage reimbursement rates for 2023 effective January 1, 2023.



Travelers Casualty and Surety Company of America
Hartford, CT 06183

**PUBLIC OFFICIAL BOND -
FOR DEFINITE TERM**

BOND NO. 107217955

KNOW ALL MEN BY THESE PRESENTS, That we Colleen Faber
of 500 S. Gillette Ave., Suite 1200 GILLETTE, WY 82716, as Principal, and
Travelers Casualty and Surety Company of America, a corporation of CT, as Surety are held
and firmly bound unto Campbell County in the
penal sum of Ten Thousand (\$10,000.00) Dollars, lawful money
of the United States of America, for the payment of which well and truly to be made, said principal binds
himself/herself, his/her heirs, executors, administrators and assigns, and said Surety binds itself, its
successors and assigns, jointly and severally, firmly by these presents.

SEALED and dated this 6th day of December, 2022.

WHEREAS, the said principal has been ☐ elected or ☒ appointed to the office of:
Commissioner for a definite term beginning February 07, 2021
and ending January 06, 2025 and is required to furnish a bond for the faithful performance of
the duties of the said office or position.

NOW, THEREFORE THE CONDITION OF THIS OBLIGATION is such that if the above bounden
Principal shall (except as hereinafter provided) faithfully perform the duties of his/her said office or
position during the said term, and shall pay over to the persons authorized by law to receive the same
all moneys that may come into his/her hands during the said term without fraud or delay, and at the
expiration of said term, or in case of his/her resignation or removal from office, shall turn over to
his/her successor all records and property which have come into his/her hands, then this obligation to
be null and void; otherwise to remain in full force and effect.

PROVIDED, HOWEVER, that the above named Surety shall not be liable hereunder for any loss of
any public fund resulting from the insolvency of any bank or banks in which said funds are deposited;
and, if this provision shall be held void, this entire bond shall be void.

AND PROVIDED FURTHER, that the Surety may cancel bond at any time during the said term by
giving to the obligee a written notice of its desire so to cancel and at the expiration of thirty (30) days
from the receipt of such notice by the obligee the surety shall be completely released as to all liability
thereafter accruing. If this provision shall be held void, this entire bond shall be void.

WITNESS:

Colleen Faber

(Seal)
(Principal)

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

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

S-2232-1 (07-97).....

Travelers Casualty and Surety Company of America

By:

Attorney-in-Fact

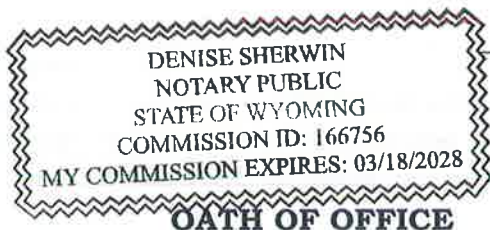
ACKNOWLEDGMENT OF SURETY

State of Wyoming

County of Natrona

On this 6th day of December, 2022, before me a Notary Public in and for the State of Wyoming personally appeared Janece L. Wilhelm known to me to be the Attorney-in-fact of the said Surety described in the within instrument and who executed the same and acknowledged to me that he/she executed the same for on behalf of the said Surety.

(Seal)



Denise Sherwin

NOTARY PUBLIC

My commission expires March 18, 2028

I do solemnly swear (or affirm) that I will support, obey and defend the constitution of the United States, and the constitution of the state of Wyoming that I have not knowingly violated any law related to my election or appointment, or caused it to be done by others; and that I will discharge the duties of my office with fidelity

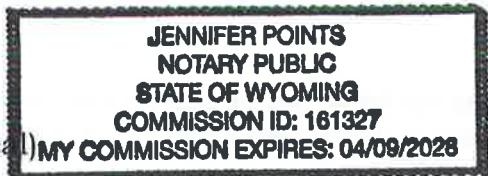
Colleen Faber

State of Wyoming

County of Campbell

This Oath of Office was subscribed and sworn to before me by Colleen Faber on this 20th day of December, 2022.

(Seal)



Jennifer Points

NOTARY PUBLIC

My commission expires 4/9/2028

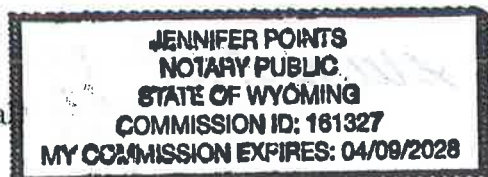
ACKNOWLEDGMENT OF PRINCIPAL

State of Wyoming

County of Campbell

On this 20th day of December, 2022, before me a Notary Public in and for the State of Wyoming personally appeared Colleen Faber known to me to be the person of the Principal described in the within instrument and who executed the same and acknowledged to me that he/she executed the same for on behalf of the said Principal.

(Seal)



Jennifer Points

NOTARY PUBLIC

My commission expires 4/9/2028



Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **Janece L. Wilhelm** of **CASPER, Wyoming**, their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **21st** day of **April**, 2021.



State of Connecticut

City of Hartford ss.

By: _____

Robert L. Raney
 Robert L. Raney, Senior Vice President

On this the **21st** day of **April**, 2021, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June**, 2026



Anna P. Nowik
 Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this 6th day of December, 2022



Kevin E. Hughes
 Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.

Wyoming



Western Surety Company

OFFICIAL BOND AND OATH

KNOW ALL PERSONS BY THESE PRESENTS:

Bond No. 64482888

That we Joseph Lawrence,

of Gillette, Wyoming, as Principal, and WESTERN SURETY COMPANY, a corporation duly licensed to do business in the State of Wyoming, as Surety, are held and firmly bound

unto Board of Cooperative Higher Education Services, the State of Wyoming, in the penal

sum of Fifty Thousand and 00/100 DOLLARS (\$ 50,000.00), to which payment well and truly to be made, we bind ourselves and our legal representatives, jointly and severally, firmly by these presents.

Dated this 17th day of December, 2022.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, That whereas, the above bounden

Appointed ☒

Principal was duly Elected ☐ to the office of Treasurer

in the Board of Cooperative Higher Education Services,

and State aforesaid for the term beginning January 1st, 2023, and ending

January 1st, 2024.

NOW THEREFORE, If the above bounden Principal and his deputies shall faithfully, honestly and impartially perform all the duties of his said office of Treasurer as is or may be prescribed by law, and shall with all reasonable skill, diligence, good faith and honesty safely keep and be responsible for all funds coming into the hands of such officer by virtue of his office; and pay over without delay to the person or persons authorized by law to receive the same, all moneys which may come into his hands by virtue of his said office; and shall well and truly deliver to his successor in office, or such other person or persons as are authorized by law to receive the same, all moneys, books, papers and things of every kind and nature held by him as such officer, the above obligation shall be void, otherwise to remain in full force and effect.

Approved by the Board of County

Commissioners this..... day of

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

WESTERN SURETY COMPANY

By

Paul T. Bruffat

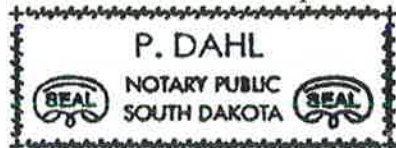
Paul T. Bruffat, Vice President

ACKNOWLEDGMENT OF SURETY
(Corporate Officer)

STATE OF SOUTH DAKOTA }
County of Minnehaha } ss

On this 17th day of December, 2022, before me, appeared

Paul T. Bruflat to me personally known, being by me sworn, and did say that he is the aforesaid officer of WESTERN SURETY COMPANY, and that the seal affixed to said instrument is the corporate seal of said corporation, and that said instrument was signed and sealed on behalf of said corporation by authority of its Board of Directors, and said officer acknowledged said instrument to be the free act and deed of said corporation.



My Commission Expires June 18, 2025

P. Dahl
Notary Public

OATH OF OFFICE

I do solemnly swear (or affirm) that I will support, obey and defend the constitution of the United States, and the constitution of the state of Wyoming; that I have not knowingly violated any law related to my election or appointment, or caused it to be done by others; and that I will discharge the duties of my office with fidelity.

[Signature]
State of Wyoming }
County of Campbell } ss

This Oath of Office was subscribed and sworn to before me by Joseph Lawrence
on this 5th day of January, 2023

My commission expires 8/27/2027
TRACY PETERSON
NOTARY PUBLIC
STATE OF WYOMING
COMMISSION ID: 165934
MY COMMISSION EXPIRES 08/27/2027

Tracy Peterson
Notary Public, Wyoming

ACKNOWLEDGMENT OF PRINCIPAL

THE STATE OF WYOMING }
County of Campbell } ss

On this 5th day of January, 2023, before me, personally appeared

Joseph Lawrence, to me known to be the person described in and who executed the foregoing instrument as Principal, and acknowledged that the same was executed as

his free act and deed.

My commission expires

August 27, 2027

Tracy Peterson
Notary Public, Wyoming

TRACY PETERSON
NOTARY PUBLIC
STATE OF WYOMING
COMMISSION ID: 165934
MY COMMISSION EXPIRES 08/27/2027

Western Surety Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That WESTERN SURETY COMPANY, a corporation organized and existing under the laws of the State of South Dakota, and authorized and licensed to do business in the States of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, and the United States of America, does hereby make, constitute and appoint

Paul T. Bruflat of Sioux Falls,
State of South Dakota, its regularly elected Vice President,
as Attorney-in-Fact, with full power and authority hereby conferred upon him to sign, execute, acknowledge and deliver for and on its behalf as Surety and as its act and deed, the following bond:

One Treasurer Board of Cooperative Higher Education Services
bond with bond number 64482888

for Joseph Lawrence
as Principal in the penalty amount not to exceed: \$ 50,000.00.

Western Surety Company further certifies that the following is a true and exact copy of Section 7 of the by-laws of Western Surety Company duly adopted and now in force, to-wit:

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys-in-Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

In Witness Whereof, the said WESTERN SURETY COMPANY has caused these presents to be executed by its
Vice President _____ with the corporate seal affixed this 17th day of December,
2022.

ATTEST

L. Bauder

L. Bauder, Assistant Secretary

WESTERN SURETY COMPANY

By

Paul T. Bruflat

Paul T. Bruflat, Vice President



STATE OF SOUTH DAKOTA }
COUNTY OF MINNEHAHA } ss

On this 17th day of December, 2022, before me, a Notary Public, personally appeared
Paul T. Bruflat and L. Bauder

who, being by me duly sworn, acknowledged that they signed the above Power of Attorney as Vice President
and Assistant Secretary, respectively, of the said WESTERN SURETY COMPANY, and acknowledged said instrument to be the
voluntary act and deed of said Corporation.



M. Bent

Notary Public

My Commission Expires March 2, 2026

To validate bond authenticity, go to www.cnasurety.com > Owner/Obligee Services > Validate Bond Coverage.



2023-004

Position Vacancy Justification

Department:	County Clerk Office	Date:	1/11/2023
Position Title:	Accounting Specialist		
Classification Grade:	106	Current Salary of Incumbent:	N/A
Salary Range:	Min \$41,974.40	Mid \$53,320.80	Max \$64,667.20
Justification for Hiring Position:	Backfilling Clerk I and succession planning/cross training.		
Termed Incumbent:			
Position Originated:	Budgeted went unfilled for many months		
Funding Source for Position:	County: X	State:	Federal:
			Other:
Status Code:	Full-Time X	Part-Time	Number of Annual Hours: 2080
Reason for Vacancy:	Replacement due to Termination: Voluntary	Replacement due to Retirement:	New Position:
Existing Budgeted Position:	Yes		
Benefit Eligible:	Yes		
Department Head Signature & Date	 1/11/2023		
H.R. Resources Director Approval & Date	 1/11/2023		
Commissioner Approval & Date			

The following page(s) contain the backup material for Agenda Item: [9:10 EMPG-ARPA Grant Application, 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.

**OFFICE**

500 South Gillette Avenue
Suite 1100
Gillette, Wyoming 82716
(307) 682-7283
(307) 687-6325 FAX

Denton Knapp
Executive Director of Administration

BOARD OF COMMISSIONERS

Colleen Faber, Chairman
Roy Knutson
Jim Ford
Del Shelstad
Kelly McCreery

MEMORANDUM

TO: Board of Commissioners
FROM: Kristin Young, Grants Specialist
RE: Emergency Management Performance Grant (ARPA) and WY Department of Health
DATE: January 17th, 2023

Attached you will find a grant proposal from Joseph Kuchler. The proposal is to apply for an EMPG ARPA grant (CFDA 97.042) in the amount of \$39,461.76. The EMPG ARPA funding requires a 50% match that the Wyoming Department of Health has agreed to provide in the amount of \$39,461.76. The total grant will be in the amount of \$78,923.52. The grant seeks to purchase a total of 18 Motorola APX800 radios to meet the Campbell County Public Health's security and safety needs for nurses.

Kind regards,

Kristin Young
Office of Commissioners, Grants Specialist

Radio Justification

After discussions with the state, they have decided to outfit all the counties with new radios and collecting our old ones. We were given Motorolas during the pandemic for communications among the staff here at public health. They are basic XTS5000 radios which are wyolink enabled giving public health staff the ability to communicate across the county or the state.

The one downfall of the current radios system was that they could not transmit protected health information due to them not being encrypted. I have been in constant contact with our state health department radio person and have found the new radios they are going with are encrypted. This means the streamlining of information across the state if need be.

With that said, not only will they be able to transmit PHI they will be able to take them out on home visits and utilize them in the event of an emergency to quickly get information to public health, who in turn will be able to notify the proper first responders. Thus, making it safer for the nurses and the persons in the home they are entering.

The state health department has agreed to meet Homeland security halfway with the assistance of purchasing the radios. The new radios will be the Motorola APX800's with a cost of \$4384.64 total purchase price is \$78,923.52. I will get 9 radios from Homeland Security and 9 from the state. This saves the county \$78,923.52 with all funding coming from the state health department and Homeland Security.

Our goal with this project is to promote a safe work environment not only for the nurses but other first responders. This will allow us to deploy resources directly to an incident and maintain communications which is vital in saving lives.



The following page(s) contain the backup material for Agenda Item: [9:15 Adult Treatment Courts State Grant Application](#)

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

**WYOMING COURT SUPERVISED TREATMENT
PROGRAM
STATE FISCAL YEAR 2024
GRANT APPLICATION**



Wyoming
Department
of Health

Behavioral Health Division

Behavioral Health Division
122 West 25th Street, Herschler Building West, Suite B
Cheyenne, WY 82002

Application Sections

Application Instructions – Page 3

1. Program Type, Mission, Goals
2. Funding Request
3. Program Data to Support Request
4. Funding Sources, Practices, Fiscal Agent
5. Projected Budget and Justification
6. Magistrates
7. Risks/Needs Assessment Practices
8. Substance Abuse Treatment Services, Practices, Certifications
9. Mental Health Services, Practices, Certifications
10. Training Summary
11. Recidivism, Retention, Sobriety
12. Community Outreach
13. Surcharge
14. Master Contact List
15. Assurances
16. List of Required Attachments

SFY2024 Wyoming Court Supervised Treatment (CST) Program Application Instructions

PLEASE READ ALL INSTRUCTIONS BEFORE COMPLETING THIS APPLICATION

These instructions are for SFY 2024 applications. Please read carefully so the application is completed accurately. If you have questions, contact Alicia Johnson: 307-777-6885, or email cstprogram@wyo.gov. The application contains three (3) documents. Please fill out every section completely.

- (I) Instructions
- (II) Application
- (III) Budget Justification Worksheet

This application and materials are not a guarantee of contract or funding. An incomplete application will result in no contract being awarded. Any program that has not met all contract deliverables from the current contract year will not be eligible for a contract in SFY24. **As a Court Supervised Treatment Program applying for State of Wyoming funds, you are required to adhere to requirements in the Court Supervised Treatment Programs Act (Wyo. Stat. § 7-13-1601 through Wyo. Stat. § 7-13-1616), all current State Rules and Regulations (Mental Health and Substance Use Disorder Services Rules Chapters 1-6), and any policies and procedures set by the Wyoming Department of Health, Behavioral Health Division.**

Special Instructions:

- If you are applying for funding for more than one (1) program, you must complete a separate application for each program.
- Do not put sections onto separate pages. Allow each section to utilize the same page if there is room in order to save space and printing costs. Use only the space provided.
- Budget and Budget Justification Spreadsheet: Fill in all projected dollar amounts by line item. Provide an explanation for each on the Justification spreadsheet, including surcharge. If you do not intend to utilize surcharge, please indicate that in the Justification spreadsheet next to the surcharge amount. Provide your best estimates and if an award is granted, we will collect a finalized budget by June 30, 2023. The total match must meet or exceed twenty-five (25) percent of the total amount awarded.
- Matching funds letters should be grouped together into one (1) scanned document rather than several separate documents.

Application Deadline: February 1, 2023 - 5pm MDT

Send all completed application documents via email to cstprogram@wyo.gov. All information and attachments included in the application must be submitted in the order they appear in the application. Applications that do not follow the format will be deemed to be “incomplete” and returned to the applicant.

Save the completed application and budget attachment using the file name: court-name grant app (or budget) FY24. (e.g. **AlbanyCountyCSTProgram grant app FY24**). Documents that do not follow the file naming convention will be deemed “incomplete” and returned to the applicant.

All applications should be sent electronically via email. If you are experiencing technical difficulties, please contact Alicia. All documents must arrive no later than 5:00 pm on February 1, 2023.

Section 1. Program Type, Mission, Goals

Official Program Name:

1. Program Type:

- ☒ Adult Drug Court
- ☐ Juvenile Drug Court
- ☒ DUI Court
- ☐ Tribal Healing to Wellness Court
- ☐ Reentry Drug Court
- ☐ Veterans Treatment Court
- ☐ Federal District Drug Court
- ☐ Family Dependency Treatment Court
- ☐ Back on TRAC
- ☐ Other (Please specify):

2. Use the following space for Program Mission Statement and Goals (see W.S. §7-13-1603(b))

The Mission of the Campbell County Adult Treatment Courts is to provide the judicial system a sentencing alternative for substance abusing offenders while enhancing community safety, reducing crime, and lowering criminal justice costs. We will empower substance abusing offenders to attain and maintain a drug and alcohol-free life while maintaining family, career and community ties.

Section 2. Funding Request

Please list number of slots requesting state funds to support in FY24.

	No. of Slots	Cost per Slot	Total
Adult	40	\$ 9,354.66	\$ 374,186.40
Juvenile	0	\$ 14,716.84	\$ 0
Total State Funding Request			\$ 374,186.40

Section 3. Program Data to Support Request

The CST Program will provide the number of unique participants served for FY20-FY23 (Dec. 31, 2023), amount of unspent funds for FY22, recidivism rates for FY22 and FY23 through Dec. 31, 2023, and retention rates for FY22 through Dec. 31, 2023.

OPTIONAL: Use the following space to share any important information/circumstances regarding unique participant numbers, retention, and recidivism rates:

Potential for increased participant numbers is likely in the upcoming fiscal year. The Campbell County Adult Treatment Courts would like to add a third court or modify the DUI track to misdemeanor court. A misdemeanor drug court is being requested due to a large number of misdemeanor possession or use cases processing through the circuit court in Campbell County. The first subcommittee meeting was held in January 2023 with expectations to take the first misdemeanor drug offender within the near upcoming weeks. There is also a likelihood of a fourth district court judge and courtroom in the upcoming year which would increase the frequency of referrals to the Campbell County Adult Treatment Courts. The CCATC will be relocating to another building as early as March 2023 to make room for the expansion in the courthouse. We significantly increased mental health services to all tracks to help identify and treat underlying issues leading to substance abuse. Program self evaluation is underway to determine necessary adjustments as the misdemeanor track is modified. We are considering length of program changes to increase success rates.

Section 4. Funding Sources, Practices, Fiscal Agent

Program Funding and Fees

1. Is the program currently receiving federal funds (for FY23)? ☒ Yes ☐ No
 - a. If yes, list the name of grant and amount received:
\$28,063.98 Department of Health covid emergency funding grant, almost fully expended approximatley \$300 remaining at time of this application.
2. Will the program apply for other federal funds in FY24? ☐ Yes ☒ No
3. Does the program intend to request funding to aid in CARF accreditation? ☐ Yes ☒ No
If the program contracts with a Community Mental Health Center who receives funding from the Behavioral Health Division, the program is not eligible to receive CARF funding.
4. If the program will receive other supplemental funds (gifts, contributions, donations, or grants) outside of the state grant and city/county match funds, list the funding source(s) and dollar amount(s) here:

Campbell County Adult Treatment Courts apply annually for 1% optional tax funds. In past years we have been granted a total of \$39,000. \$15,000 from C.A.R.E. board, \$13,500 from County 1%, and \$10,500 from the city of Gillette. Furthermore a 25.1% match is requested from the County in the amount of \$93,547

5. How much will program participants pay in CST Program fees (designate if per phase, per year, per month, other)?

Felony participants pay a minimum of \$2700 for the year or \$225 per month. The DWI court participants pay a minimum of \$1950 for the year or \$225 per month first 6 months, then \$100 per month for remainder of the the program.

6. What other expenses will participants be responsible for throughout the program (ex. SCRAM bracelets, drug testing, other)?

Participants may be required to pay for special drug testing such as Kratom, Spice, confirmation test, if positive results occur. If a participant misses an individual treatment session a late fee may be assessed through the court. A separate agreement or court order is produced, and the participant must provide a separate receipt for the cost.

7. If participants are required to pay CST-related expenses directly to any organization holding a contract or MOU with the program (treatment providers, drug testing services, etc.) how are those payments tracked and reported back to the program?

The participants are responsible to pay a missed appointment fee determined and tracked by the treatment provider. If the participant has health insurance, they must provide it to the treatment provider. If the insurance doesn't pay the Adult Treatment Court pays the difference not to exceed contract amount. Insurance credits are included in the invoice from the treatment provider.

8. Is the program's fiscal/fiduciary agent on the program's governing body or board?

☒ Yes ☐ No

If the fiscal/fiduciary agent is not on the governing body or board, email a signed copy of the resolution appointing the fiscal/fiduciary agent to cstprogram@wyo.gov for record keeping purposes.

9. Upon application submission, please submit the letters from the agency or agencies that committed in-kind contributions and local match funds for the upcoming year of FY24. These documents should be scanned and submitted as one (1) document.

Section 5. Projected Budget and Justification (Attachment A)

Fill out the Budget and Budget Justification Attachment A and submit with your application. (The Budget tab and Budget Justification tab are both on the same document.) Match funds must be at least 25% of your state funds request. Federal grants and any other state funds cannot be counted in your match funds.

Section 6. Magistrates

1. Pursuant to W.S. 7-13-1606(d), "The application shall identify participating judges and contain a plan for the participation of judges. The plan shall be consistent with rules adopted by the department and the Supreme Court." Use the following space to provide the plan for the participation of all judges/magistrates in the program:

Magistrate Ryan McGrath is the Felony treatment court judge and fills in for DWI court on the rare occasion that Judge Castano is unavailable.

Judge Matthew Castano oversees the DWI track on the first and third Thursday's monthly. He spends about 3 hours each week we meet. Judge Lynda Bush will slowly begin shadowing and filling in for Judge Castano and Judge Bush will eventually take over the Misdemeanor courts.

The judges substitute for each other when the other is unavailable. Judge Paul Phillips may fill in in the absence of other Judges..

2. To aid the Supreme Court in compiling data to build their projected CST magistrate budgets, what is the **average number of hours per week** that a magistrate is utilized in the program?

Magistrate McGrath averages 3 hours per week

Section 7. Risks/Needs Assessment Practices

1. What participant risks/needs screening and assessment processes does the program currently use? Explain the process and list all tools used.

The ORAS is used for Felony participants. The CARS is used for Misdemeanor participants. The IDA is used for DWI offenders. The ASI is used for all participants. The ORAS is used during the presentence investigation and results are provided along with the application to the treatment court. An ASI is completed by a treatment provider during the PSI process or prior to application to the treatment courts. If a 2.1 or higher treatment recommendation is determined the candidate will be interviewed by a case manager or coordinator and the team to determine acceptance to the program. A candidate cannot begin unless at a level 2.1 intensive outpatient. Campbell County does not have the ability to treat residential level substance abuse. There is currently no residential facility in Campbell County. Beginning in November of 2021 the Campbell County Adult Treatment Courts began using the ACES to identify trauma in candidates childhoods Scores range from 0-10 anyone scoring 2 or higher will be referred to additional mental health treatment or screenings. The Treatment provider also uses several screening tools to include; ADUIT, DAST-10, COWS, C-SSRS, DASS21, DES-II, DSM-5, MDQ, PHQ-w PHQ-9 PHQ-15, PROMIS, and ASI-MV

2. What is the job title of the individual(s) conducting the screening of participants?

The ASI is completed by a licensed treatment provider prior to entering the program. The ORAS is completed by a WDOC probation and parole agent prior to application. The CARS, IDA, and ACES is completed by the Case Manager- Kolby Matheny, Case Manager-Scott Appley or Coordinator- Chad Beeman. The Treatment provider Lori Dougherty Ph.D also uses several screening tools to include; ADUIT, DAST-10, COWS, C-SSRS, DASS21, DES-II, DSM-5, MDQ, PHQ-w PHQ-9 PHQ-15, PROMIS, and ASI-MV

3. Use the following space to explain if the program opts to serve individuals with risk/need levels different than the best practice population and summarize this policy including if and how the groups are separated.

High Risk and High needs candidates may be accepted. The team determines if the program is a good fit and can help the individual. In the DWI track we typically target third time offenders, unless there are aggravating circumstances such as an extremely high blood alcohol content during arrest, a child in the vehicle, or children involved in the case with an open DFS case. Non-violent felony drug related offenders are taken into the Felony track. This program is designed to help participants with mental health needs in addition to their substance abuse treatment needs. If it is determined by the screening process that the mental health needs exceed the limitations of this program they are referred to a program or agency specializing in mental health services. Coming soon the DWI court will be modified to accommodate all misdemeanor drug and alcohol offenders determined to be high risk high needs based on screening tools, interviews, and criminal history. The newly modified track will now be inclusive of second time drug possession cases in an effort to prevent felony possession cases.

Section 8. Substance Use Treatment Services, Practices, Certifications

1. Will the program hire in-house treatment providers? ☐ Yes ☒ No
 2. Will the program contract for treatment? ☒ Yes ☐ No
If yes, provide the name of the provider here: **Step Stone Counseling LLC. holds current contract, however this spring the request for proposal will open for counseling agencies to bid.**
 3. What is the expiration date of the in-house program or contracted treatment provider's STATE CERTIFICATION?
Step Stone Counseling LLC. September 15, 2024
 4. What is the expiration date of the treatment provider's NATIONAL ACCREDITATION?
February 28, 2025
-

Section 9. Mental Health Services, Practices, Certifications

1. Does the program have a contract (or MOU) for mental health services?
☒ Yes ☐ No
2. Does the program refer participants to local Community Mental Health Center(s)?
☒ Yes ☐ No

Use the following space to provide the name or names of the mental health treatment providers used by the program.

Clear Creek Counseling and New Horizons Psychiatry

3. Does the mental health provider keep the program team fully informed of all matters relevant to the treatment and program progress of all participants? ☒ Yes ☐ No

How is this information communicated?

Referrals for mental health services come from the substance abuse provider communication is had between providers then to be presented through staffing meetings.

Section 10. Training Summary

List every program team member and every treatment provider, the training hours they have acquired in the last fiscal year (July 1, 2021 - June 30, 2022), and the title of the training. If training hours are not entered, please provide an explanation on why required hours were not obtained and the plan for completion of the hours in the next contract year. Add rows as needed. *If the training was not from an organization listed in Rule or Guideline and was not preapproved, it will not be counted for completed hours.*

Member Position	Member Name	Title of Training	Hours Received	Member Start Date
Participating Judge	Matthew Castano	wy treatment court conference	8.5	Feb 2016
	Ryan McGrath	carry over/ Wyoming GCID conference	20	Jan 2021
Prosecuting Attorney	Greg Steward	prevention council	16	May 2021
	Corinne Miller			Aug 2022
Defense Attorney or <i>Guardian ad litem</i>	Chris Goetz (fel track)	No training yet just started getting set up for online and upcoming NADCP Def attorney training in March	0	October 2022
	Amber Beaverson (DUI track)		0	October 2022
Monitoring Officer/Probation Officer	Kolby Matheny	Prevention Council Nadcp webinar x2,	18.5	Sept 2018
	Scott Appley	preven council, nadcp webinar x5	24.25	Nov 2018
	Ashley King	no training due to just started, online and upcoming inperson when possible	0	Sept 2022

Treatment Provider Representative	Lori Dougherty	prevention council, wy GCID conf	20	sept 2020
Program Coordinator	Chad Beeman	Prevention Council, wy coordinator meeting	20	July 2015

Section 11. Recidivism, Retention, Sobriety

Court Supervised Treatment Programs contribute to the goals of reducing crime/reducing recidivism, retaining individuals for the full duration of the program, and increasing durations of sobriety prior to graduating a program. Goals for each of the three (3) target areas are set in annual contracts and in site visit reports, and the goals are based on the functionality of existing programs and averages reported in national or regional studies.

1. What method(s) does your program utilize to track recidivism?

Daily booking sheets are reviewed, and names are cross referenced to check if individuals and completed the Adult Treatment Court program in the last 3 years. Also, felony participants are often still on probation, so we stay in contact with WYDOC field services for updates on former participants

2. What does your program do to retain participants in the program?

No one is expelled without first having an expulsion hearing involving team discussion and defense counsel provided for the participant. We like to follow the idea that it is harder to leave the program than it is to enter the program. More than not if an expulsion hearing happens due to multiple violations often the participant is given a last chance and is retained.

Section 12. Community Outreach

Discuss community outreach activities completed by the program in FY23 to date:

- Vice-Chairman of the second chance ministries House of Hope (housing for felony offenders)— Chad Beeman Coordinator.
- City of Gillette Beautification program: Sponsor a flower bed at a local park.
- Gillette Area Leadership Institute –presenting to the entire class what Treatment Court is all about.
- Campbell County Commissioners – Updates throughout the year.
- Gillette News Record- media coverage of graduations and other special events and/or press releases about the program and community sponsors.
- Graduation Ceremonies- Submit personal invitations to our local Legislative representatives, elected officials, judiciary, law enforcement, and other key stake holders.

- Attendance and presentation at Inter-Agency meetings to share information about local resources.
Participants assisted at the Memory of the 8 run in Gillette
- Community Service: Participants are required to complete 40 hours.
- Presentation to newly elected officials' orientation meeting

Section 13. Surcharge

The amount of funding available to your county is **\$28,305.23**. Please note, this application is NOT a guarantee of funding and the amount may be subject to change. If your county serves more than one (1) program, please also include the surcharge amount desired for each program, not to exceed the total available to your county.

If granted, how will the surcharge funding be utilized?

Request for \$21,000 to be used for training for new team members and also to fund additional participant slots due to misdemeanor track and DUI court modification to meet needs of the community and local courts.

Section 14. Master Contact List

Legal Name of CST Program (name used for the IRS):	Campbell County Adult Treatment Courts
Organization Governing the Contract:	Campbell County Commissioners Office
Mailing Address	Physical Address for FedEx of Contract
500 S. Gillette Ave suite 2500 Gillette, WY 82716	500 S. Gillette Ave Suite 2500 Gillette, WY 82716

CST Program Coordinator Information: Provide contact information for the Program Coordinator.

Name	Title	Mailing Address	Telephone	E-mail	Specific requests
Chad Beeman	Adult Treatment Courts Coordinator	500 S. Gillette Av suite 2500 Gillette, Wy 82716	307 687-6472	chad.beeman@campbellcountywy.gov	

Contracting Agency and Contract Signatory Information: Provide information for the individual who will sign the state contract and the individual who will attest their signature, if applicable. Add rows as needed.

Name	Title	Mailing Address	Telephone	E-mail
------	-------	-----------------	-----------	--------

Campbell County Adult Treatment Courts

Del Shelstad	County Commissioner	500 S. Gillette Ave Suite 1100 Gillette, WY 82716	307-687-7283	del.shelstad@campbellcountywy.gov
Coleen Faber	Chairman County Commissioner	500 S. Gillette Ave Suite 1100 Gillette, WY 82716	307-687-7283	colleen.faber@campbellcountywy.gov
Kelly McCreery	County Commissioner	500 S. Gillette Ave Suite 1100 Gillette, WY 82716	307-687-7283	Kelly.McCreery@campbellcountywy.gov
Jim Ford	County Commissioner	500 S. Gillette Ave Suite 1100 Gillette, WY 82716	307-687-7283	Jim.Ford@campbellcountywy.gov
Butch Knutson	County Commissioner	500 S. Gillette Ave Suite 1100 Gillette, WY 82716	307-687-7283	Butch.Knutson@campbellcountywy.gov

The Attorney General and Wyoming Department of Health Director would like to limit the number of contracts with two signature pages. If you are required legally to provide an original signature to a department or attorney, list below:

☐ Yes, I need an Original Signature for:

Name	Purpose

☒ No, I do not need an Original Signature; an email copy will be fine.

Fiscal or Fiduciary Agent Information: Provide information for the individual for the fiduciary agent for this program. Add rows as needed.

Name	Title	Mailing Address	Telephone	E-mail
Del Shelstad	County Commissioner	500 S. Gillette Av suite 1100 Gillette, WY 82716	307-687-7283	del.shelstad@campbellcountyy.wy.gov
Colleen Faber				Colleen.Faber@campbellcountyy.wy.gov
Jim Ford				Jim.Ford@campbellcountyy.wy.gov
Butch Knutson				Butch.Knutson@campbellcountyy.wy.gov
Kelly McCreery				Kelly.McCreery@campbellcountyy.wy.gov

Governing Body: Provide information for the representatives of the governing body for this program. Add rows as needed.

General Governing Body Information			
Governing Body Members			
Name	Title	Telephone	E-mail
Hon. Paul Phillips	Chairman	307-682-2190	psp@courts.state.wy.us
TBD in upcoming board meeting	Vice Chairman		
Scott Mooney	board member		scott.mooney@campbellcountyy.wy.gov
Janeice Lynch			janeice.lynch@wyo.gov

Campbell County Adult Treatment Courts

Ryan McGrath			ryan@hhmattorneys.com
Rhonda Stryker			rhonda.stryker@gmail.com
Joe Bolton			jbolton@courts.state.wy.us
Greg Steward			greg.steward@campbellcountywy.gov

Program Team Member Contact Information (as required by W.S. 7-13-1609(a)): Provide the name and contact information for all Program Team Members. If their title is not what is described, add the title after their name. There must be someone for each position listed unless otherwise specified. If the program does not have all required team members, provide a plan for recruiting any missing members. Do not alter the member column titles. Add rows as needed.

Member	Name & Title	Mailing Address	Telephone	E-mail	% Weekly Staffings attended SFY 22
Participating Judge *	Hon. Ryan McGrath	400 S. Douglas Hwy, Gillette, Wy 82716	307-686-3736	ryan@hhmattorneys.com	95%
	Hon. Matthew Castano	500 S. Gillette Avenue 2400 Gillette, Wy 82716	307-686-8517	mfgc@courts.state.wy.us	95%
Substitute Judge * (who sits in for Participating Judge, not mandatory)	Hon. Paul Phillips	500S. Gillette Avenue 2200 Gillette, Wy 82716	307-682-2190	psp@courts.state.wy.us	N/A
Prosecuting Attorney	Greg Steward	500 S. Gillette Ave suite B200 Gillette, Wy 82716	307-6824310	greg.steward@campbellcountyywy.gov	85%
	Corinne Miller			corinne.miller@campbellcountywy.gov	80%

Campbell County Adult Treatment Courts

Defense Attorney or Guardian ad litem	Chris Goetz Amber Beaverson	500 S. Gillette Ave suite 2700 Gillette, WY 82716	307-686-1490	Chris.goetz@wyo.gov	75% 80%
Monitoring Officer/Probation Officer	Ashley King Kolby Matheny Scott Appley	724 commercial dr. gillette, wy 82716 500 S. Gillette av ste 2500 gillette, wy 82716 500 S. Gillette av ste 2500 gillette, wy 82716	307-696-1213 307-299-0578 307-622-2741	ashley.king1@wyo.gov kolby.matheny@campbellcountywy.gov scott.appley@campbellcountyywy.gov	90% 100% 100%
Treatment Provider Representative	Lori Dougherty	306 S. Gillette Ave suite B	307-222-7952	lori@stepstone WY.com	95%
Program Coordinator	Chad Beeman	500 s. gillette ave ste 2500 gillette wy 82716	307-687-6472	chad.beeman@campbellcountywy.gov	95%
Other (List Title, not mandatory)	Mary Padova CCSO	600 w. boxelder gillette, wy 82718	307-660-5165	mary.padova@campbellcountyywy.gov	95%

*Can be only a District Court Judge, Circuit Court Judge or Magistrate, Municipal Court Judge or Tribal Court Judge (W.S. 7-13-1602(vii)).

Treatment Provider(s) Organization Information: Add rows as needed.

Name	Title	Mailing Address	Telephone	E-mail
Lori Dougherty	Clinical Supervisor	306 S. Gillette Ave suite B	307-222-7952	lori@stepstoneWY.com

Ancillary and Community Services Information: List all ancillary and community service provider information including information on employment providers, subcontractors, and contractors. Add rows as needed.

Name of Provider(s) or Contractors	Address/Telephone	Duration of current contract (start/end dates)	Description of services provided
Division of Vocational Rehab	Running W. Dr. Gillette, Wy 82716/307-682-2672	N/A	Assists in fulfilling Employment goals and achieve independence.
Campbell County Public Health	2301 South 4J Road Gillette, WY 82716	N/A- All	Offers health care and health education classes.
Council of Community Services	307-682-7275		Provides clothes, housing assistance, weatherization, food and community service opportunities.
Campbell County Health (hospital)	115 Rohan Avenue Gillette, WY 82716		Provides health care to participants along with mental health services.
Gillette College	307- 682-2730		Helps participants with HiSET preparation, offers testing scholarships and tutoring sessions, and college advising.
Gillette Abuse Refuge Foundation	501 S. Burma Gillette, WY 82716		
Campbell County Parks and Recreation Center	307- 688-1000 300 W. Sinclair		
Second Chance Ministries	Gillette, WY 82716 307-686-0254		

Westwood High School	910 W. 3rd, Gillette, WY 82716		Provides classes on domestic violence and self-esteem building.
ABATE of Northeast Wyoming	307-686-8071		Provides housing assistance.
Gillette Movie Theatres	250 Shoshone Avenue Gillette, WY 82718		Offers facility passes used as incentives for participants. Provides community service opportunities to participants.
Walmart	307-682-8527		
Dr. Stroschein	706 Longmont		
Pronghorn Family Dentistry	Gillette, WY 82716		
Dr. John Naugle, DDS	307-682-3148		Offers re-entry services, transitional living, 12 step faith based recovery groups, and other supportive services.
Cam-Plex Heritage Center	7 Opportunity Spur Gillette, WY 82716		
Salvation Army Svc	307-682-9809		Engraving class makes graduations plaques at a discounted rate.
Campbell County Extension Office	PO Box 3676 Gillette, WY 82717		Provides Christmas gifts to low income families
Campbell County Government			Donates movie theatre passes used as incentives
From You to Me Clothes Swap	650 N. WYO 14/16 Gillette, WY 82716		Donates gift cards which are used as incentives
Kiwanis Club of Gillette	307-686-4060		
Holy Trinity Episcopal Church	2300 S. Douglas Hwy Gillette, WY 82716		Provides dental services at reduced fee or at no cost.
	307-686-4060		Offers oral surgery to participants at reduced cost.
	109 W. Lakeway, Suite B Gillette, WY 82718		

	307- 686-1605 805 4J Road, Suite A Gillette, WY 82716 307- 686-3147 1635 Reata Drive Gillette, WY 82716 307-682-0552 222 S. Gillette Suite 608 Gillette, WY 82716 307-682-6982 412 S. Gillette Avenue Gillette, WY 82716 307-682-7281 500 S. Gillette Avenue Gillette, WY 82716 307-687-6355 2000 West Lakeway Gillette, WY 82718 307-660-8265 P.O. Box 162 Gillette, WY 82717 5101 Tanner Dr Gillette, Wy 82718		Provides complimentary family passes to theater events. Provides social service assistance to individuals who are financially indigent. Provides nutrition and cooking classes to participants Provides prescription discount cards Provides clothing and shoes for families for free/provides community service opportunities Donates gift certificates to be used as incentives. One-time monetary donation to be used for anything but wages.

Mental health provider contact information: Add rows as needed.

Name of Treatment Provider(s) or Contractors	Address	Duration of current contract (start/end dates)	Total \$ Amount of Contract	Certification Expiration Date if Applicable	National Accreditation Expiration Date if Applicable
Clear Creek Counseling (mental health, EMDR)	801 E. 4th street	open ended	up to \$39,000	N/A	N/A
New Horizons psychiatry (psych meds)	2001 W Lakeway rd suite C Gillette, Wy 82718	open ended	up to \$39,000	N/A	N/A

Section 15. Assurances

Review all assurances and make sure the required attachments (Attachment A and match fund letters) are provided with this application. **Type initials in the boxes below.**

1. This application was reviewed and approved by the Program Team and the representative from the Governing Body: CB/GS
 2. All attachments (application, matching funds letters, Attachment A, Contracts or MOUs) were reviewed and approved by the Program Team and the representative from the Governing Body: CB/GS
 3. Indicate here if the program would like a 10 minute phone call with the funding panel that will be held in March 2023, between 9:00am and 1:00pm and who will be present for the call. Date to be determined and will be provided to programs via email. Specific times will be determined after all applications are submitted. This is optional and allows you an opportunity to highlight progress in your program or circumstances influencing your funding request. Yes, I'd like to request a funding panel call. Coordinator Beeman and any avialble member from the board of directors.
-

Section 15. List of Required Attachments

1. Letters from the agency or agencies that committed in-kind contributions and local match funds for the application year of FY24.
2. Attachment A, Budget and Budget Justification.

CST Program Budget Justification -- FY2024

Adjust the row height to make all wrapped text visible

1. Select the cell or range for which you want to adjust the row height.

2. On the **Home** tab, in the **Cells** group, click **Format**.3. Under **Cell Size**, do one of the following:

- To automatically adjust the row height, click **AutoFit Row Height**.

- To specify a row height, click **Row Height**, and then type the row height that you want in the **Row height** box.

Tip: You can also drag the bottom border of the row to the height that shows all wrapped text.

Date Last Updated:		Please set out what portion is state funds, match funds, and other funds; including federal grants. Justify what the budget will cover, including surcharge. If you do not intend to utilize surcharge, please indicate that in the justification box. Please explain the amount within each item as state funds, match funds, or any other funds. With applications due early this year, all budgets are estimates until finalized in June.
0		
0		
0		
Cost Description	Total Amount	Please only type in peach colored boxes.
Adminstrative	\$412,947.00	salaries and benefits for 1 full-time case manager and 1 full-time administrative assistant state grant, 1 case manager, 1 coordinator, phones, office supplies, travel costs.
Training Expenses	\$5,000.00	all training expenses will come from surcharge or local funds.
Treatment and Supervision	\$258,186.40	substance abuse and mental health costs for participants. Local funds used toward additional substanceabuse treatment and mental health treatment costs, Quality of life funding to assist participants.
National Accreditation		
Drug Testing		
Surcharge	\$21,000.00	training for new and existing team members and extra participant slots.
TOTALS	\$697,133.40	

CST Program Annual Budget -- FY2024

CST Program Name:				CST Program Contact Title:			
Remit Payment To:				CST Program Email:			
CST Program Address:				CST Program Contact Phone:			
CST Program City, State, Zip:				CST Program Contact Fax:			
CST Program Contact:							

Funding Sources & Amounts	Requested State Funds	Local Funds	In-Kind	City & County Funds	Federal Funds	Program Participant Fees	Other State Funds/Salaries	Total Match & Other Funds Available to the CST Program
		REQUIRED MATCH DOLLARS						
Administrative	\$155,000.00	\$93,547.00	\$36,900.00			\$127,500.00		\$257,947.00
Training Expenses						\$5,000.00		\$5,000.00
Treatment and Supervision	\$219,186.40			\$39,000.00				\$39,000.00
National Accreditation								\$0.00
Drug Testing								\$0.00
Surcharge	\$21,000.00							\$0.00
Line Totals	\$395,186.40	\$93,547.00	\$36,900.00	\$39,000.00	\$0.00	\$132,500.00	\$0.00	\$301,947.00

Total State Funds Request	\$	395,186.40	Total Budget	\$	697,133.40
TOTAL MATCH USED AGAINST GRANT		\$169,447.00	Match Fund Percentage	\$	0.43

Please only type in peach colored boxes.
 Do not include federal funds or other state funds as match in the Budget or Budget Justification tabs.



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

Denton Knapp
Executive Director of Administration

Board of Commissioners
Del Shelstad, Chairman
Colleen Faber
Rusty Bell
Bob Maul
Don Hamm

December 21, 2022

Court Supervised Treatment Program
Wyoming Department of Health
Behavioral Health Division
6101 Yellowstone Rd., Ste. 220
Cheyenne, WY 82002

RE: Campbell County Adult Treatment Court
Fiscal Year 2023/2024 Grant Application

Dear Sir or Madam:

This letter is written to confirm the Board of Campbell County Commission's continued support for the Adult Treatment Court program.

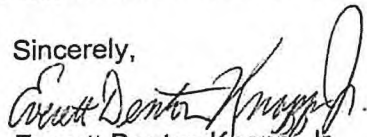
In addition to the cash match commitment as referenced in the grant application, Campbell County continues to support the program by providing in-kind services which includes office space within the Campbell County Courthouse of roughly 1,500 square feet of space. The current lease rate for downtown office space ranges anywhere from \$15 per square foot up to \$18 per square foot placing the value of the office space within the Courthouse at \$22,500.

General utilities are also supplied which includes heating, cooling, electricity, trash removal, cleaning, telephone, internet, computer software, IT support and general maintenance with an estimated value of \$14,400 per year.

Based upon the foregoing, the in-kind value of services provided to the Adult Treatment Court by Campbell County government is conservatively valued at \$36,900.

Thank you for your support of our program and if I can be of further assistance, please let me know.

Sincerely,



Everett Denton Knapp, Jr.
Executive Director of Administration

cc: Chad Beeman

The following page(s) contain the backup material for Agenda Item: [9:25 Juvenile & Family Drug Court State Grant Application](#)

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

Campbell County Juvenile Services

500 South Gillette Avenue, Suite B600, Gillette, Wyoming 82716
(307) 682-0746 · FAX (307) 687-6378

Director
Jim Lyon, Jr., M.S.

Probation Officers
Felice A. Acosta, B.A.
Rachel Materi, B.S.
Robert Anderson, B.A.
Nikki Neller-moe, B.S.
David R. Anderson
Cody Dobson, B.S.

Juvenile & Family Drug Court
JR Bailey, B.S.

Senior Diversion Officer
Erica Wood, MSW

Diversion Officer
Meghan Young, B.S.

Community Service Supervisor
Vacant

January 10, 2023

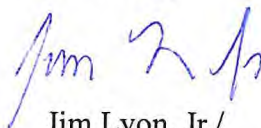
Sandra Beeman
Administrative Coordinator
Office of Commissioners

Dear Sandra,

I am requesting to be placed on the agenda during the Board of Commissioners January 17, 2023, meeting to present the State Fiscal Year 2024 Grant Application for the Wyoming Court Supervised Treatment Program through the Wyoming Department of Health, Behavioral Health Division and the Board of Campbell County Commissioners as governing body for the Campbell County Juvenile and Family Drug Court.

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jim Lyon, Jr.", with a stylized flourish at the end.

Jim Lyon, Jr./
Director, Campbell County Juvenile Services
Coordinator, Juvenile and Family Drug Court

JHL/

**WYOMING COURT SUPERVISED TREATMENT
PROGRAM
STATE FISCAL YEAR 2024
GRANT APPLICATION**



Wyoming
Department
of Health

Behavioral Health Division

Behavioral Health Division
122 West 25th Street, Herschler Building West, Suite B
Cheyenne, WY 82002

Application Sections

Application Instructions – Page 3

1. Program Type, Mission, Goals
2. Funding Request
3. Program Data to Support Request
4. Funding Sources, Practices, Fiscal Agent
5. Projected Budget and Justification
6. Magistrates
7. Risks/Needs Assessment Practices
8. Substance Abuse Treatment Services, Practices, Certifications
9. Mental Health Services, Practices, Certifications
10. Training Summary
11. Recidivism, Retention, Sobriety
12. Community Outreach
13. Surcharge
14. Master Contact List
15. Assurances
16. List of Required Attachments

SFY2024 Wyoming Court Supervised Treatment (CST) Program Application Instructions

PLEASE READ ALL INSTRUCTIONS BEFORE COMPLETING THIS APPLICATION

These instructions are for SFY 2024 applications. Please read carefully so the application is completed accurately. If you have questions, contact Alicia Johnson: 307-777-6885, or email cstprogram@wyo.gov. The application contains three (3) documents. Please fill out every section completely.

- (I) Instructions
- (II) Application
- (III) Budget Justification Worksheet

This application and materials are not a guarantee of contract or funding. An incomplete application will result in no contract being awarded. Any program that has not met all contract deliverables from the current contract year will not be eligible for a contract in SFY24. **As a Court Supervised Treatment Program applying for State of Wyoming funds, you are required to adhere to requirements in the Court Supervised Treatment Programs Act (Wyo. Stat. § 7-13-1601 through Wyo. Stat. § 7-13-1616), all current State Rules and Regulations (Mental Health and Substance Use Disorder Services Rules Chapters 1-6), and any policies and procedures set by the Wyoming Department of Health, Behavioral Health Division.**

Special Instructions:

- If you are applying for funding for more than one (1) program, you must complete a separate application for each program.
- Do not put sections onto separate pages. Allow each section to utilize the same page if there is room in order to save space and printing costs. Use only the space provided.
- Budget and Budget Justification Spreadsheet: Fill in all projected dollar amounts by line item. Provide an explanation for each on the Justification spreadsheet, including surcharge. If you do not intend to utilize surcharge, please indicate that in the Justification spreadsheet next to the surcharge amount. Provide your best estimates and if an award is granted, we will collect a finalized budget by June 30, 2023. The total match must meet or exceed twenty-five (25) percent of the total amount awarded.
- Matching funds letters should be grouped together into one (1) scanned document rather than several separate documents.

Application Deadline: February 1, 2023 - 5pm MDT

Send all completed application documents via email to cstprogram@wyo.gov. All information and attachments included in the application must be submitted in the order they appear in the application. Applications that do not follow the format will be deemed to be “incomplete” and returned to the applicant.

Save the completed application and budget attachment using the file name: court-name grant app (or budget) FY24. (e.g. **AlbanyCountyCSTProgram grant app FY24**). Documents that do not follow the file naming convention will be deemed “incomplete” and returned to the applicant.

All applications should be sent electronically via email. If you are experiencing technical difficulties, please contact Alicia. All documents must arrive no later than 5:00 pm on February 1, 2023.

Section 1. Program Type, Mission, Goals

Official Program Name: **Campbell County Juvenile and Family Drug Court**

1. Program Type:

- ☒ Adult Drug Court
- ☒ Juvenile Drug Court
- ☐ DUI Court
- ☐ Tribal Healing to Wellness Court
- ☐ Reentry Drug Court
- ☐ Veterans Treatment Court
- ☐ Federal District Drug Court
- ☐ Family Dependency Treatment Court
- ☐ Back on TRAC
- ☐ Other (Please specify):

2. Use the following space for Program Mission Statement and Goals (see W.S. §7-13-1603(b))

The mission of the Campbell County Juvenile & Family Drug Court, combined with the Youth Intervention Track, is to decrease the use of alcohol and other substances, as well as offenses related to these uses, and to improve the mental health, life skills and competencies of the program Participants.

GOAL 1: Target youth, ages 14-20, who are substance users charged with offenses in Municipal, Circuit or Juvenile Court.

Objective 1: Screen 36 juvenile and young adult offenders per year.

Objective 2: Identify as program eligible 12 juvenile offenders and their families per year and 20 young adult offenders.

Objective 3: Enroll 5 juvenile offenders and their families (average 3 people/family) per year and 10 young adult offenders per year.

Objective 4: Graduate 60% of enrolled participants within 9 months of their enrollment.

GOAL 2: Reduce substance use and criminal behaviors among program participants.

Objective 1: 70% of active participants will have no new arrest while in the program.

Objective 2: Reduce by 30% the rate of alcohol/drug arrests by graduates within 12 months of program completion.

Objective 3: 100% of active participants will be alcohol/substance tested ranging from Phase I and II (2-5x's/wk) to Phase III (1-2x's/week).

GOAL 3: Improve the overall mental health of program participants.

Objective 1: 100% of active participants will receive a Mental Health Assessment.

Objective 2: 75% of graduated participants will show overall improved functioning, as measured by Adolescent Psychopathology Score (APS).

Objective 3: 100% of active participants will complete, or be participating in, mental health counseling, medication therapy, or other mental health services as identified by the mental health assessment.

Objective 4: Case management services will be offered to 100% of the active participants.

GOAL 4: Identify educational and vocational goals for Program Participants and improve performance toward those goals.

Objective 1: For participants attending high school or college, seventy percent (70%) of active participants will improve their academic performance.

Objective 2: For participants attending high school or college, seventy-five percent (75%) of active participants will show improvement in complying with school attendance policies, excluding tardies (i.e., no skipping, unexcused absences, etc.)

Objective 3: For participants attending high school or college, seventy-five percent (75%) of participants will show a decrease in school disciplinary referrals or out of school suspensions.

Objective 4: For participants attending high school or college, seventy-five percent (75%) of juvenile and young adult participants will participate in at least one extracurricular activity, i.e., academic clubs, sports, music, clubs, etc., community service or employment.

GOAL 5: Improve life skills of Program Participants through employment, pro-social activities, and referral to a broad continuum of related services that maximize self-sufficiency.

Objective 1: 80% of active participants with identified educational goals will complete, or be working toward, their academic goals (to include high school graduation, HiSet, trade school, college enrollment, etc.)

Objective 2: 80% of active participants will obtain and maintain appropriate employment.

Objective 3: 80% of active participants will comply with ancillary service referrals such as VOA, GARF (domestic violence), Workforce Services, Council of Community Services (housing), Public Health (medical needs), independent/transitional living classes, etc.

Objective 4: 80% of active participants will participate in at least one pro-social activity per week.

GOAL 6: Build on families' strengths and values and honor and support families through engagement in all aspects of the process.

Objective 1: 100% of the active participants will participate in family programming with the substance use treatment provider.

Objective 2: 100% of the active participants will participate in consolidated treatment planning.

Objective 3: 100% of the active participants and parents/guardians present in the courtroom will engage with the Judge during court sessions.

Objective 4: The Defense Counsel will offer consultation to 100% of the active clients.

GOAL 7: Meet State Performance measures.

Objective 1: Provide an average of 3 ancillary services or referrals per participant / month.

Objective 2: Provide an average of 4 supervision contacts per participant / month.

Objective 3: Provide an average of 5 substance abuse tests per participant / month.

Objective 4: Maintain an average retention rate equal to or greater than the national average of 67-71% (adult) or 48-59% (juvenile).

Objective 5: Maintain in-program recidivism rate of 15% or less using State-identified calculation.

Objective 6: Gather data on post-program recidivism to allow the Division to establish a baseline using State-identified calculation.

Objective 7: Require each participant to have a minimum of 120 consecutive sobriety days prior to program graduation.

GOAL 8: Increase community awareness of substance use and co-occurring mental health disorders and court supervised treatment programs as an alternative to incarceration and secure detention.

Objective 1: Hold at least two semi-public drug court graduations per year taking into account confidentiality issues.

Objective 2: Provide program information to government officials four times per year.

Objective 3: Provide program information to civic, religious or service organizations, or other types of community outreach four times per year.

Section 2. Funding Request

Please list number of slots requesting state funds to support in FY24.

	No. of Slots	Cost per Slot	Total
Adult	6	\$ 9,354.66	\$ 56,127.96
Juvenile	6	\$ 14,716.84	\$ 88,301.04
Total State Funding Request			\$ 144,429.00

Section 3. Program Data to Support Request

The CST Program will provide the number of unique participants served for FY20-FY23 (Dec. 31, 2023), amount of unspent funds for FY22, recidivism rates for FY22 and FY23 through Dec. 31, 2023, and retention rates for FY22 through Dec. 31, 2023.

OPTIONAL: Use the following space to share any important information/circumstances regarding unique participant numbers, retention, and recidivism rates:

Since January 1, 2022, the Campbell County Juvenile and Family Drug Court has screened twenty-two (22) potential participants. Based on their substance and/or alcohol related crime, the respective judge has ordered each of these individuals to obtain a substance use evaluation and screen for our Juvenile and Family Drug Court. Of the twenty-two (22) potential participants, eight (8) have accepted the invitation to join. The remaining fourteen (14) have either declined the voluntary invitation or have been administratively denied based upon willingness to change or meet program expectations and requirements, residency, or their desire to meet personal needs elsewhere.

The Campbell County Juvenile and Family Drug Court has continued in its efforts to identify potentially eligible participants to screen for both the juvenile and youth intervention tracks. To ensure that high needs youth are identified early in the juvenile and criminal court processes, we review detention center booking summaries each day, monitor Circuit Court arraignments each week, and maintain a continuing dialogue with Municipal Court probation, Juvenile Services Department, and Department of Family Services probation. Additionally, the judges and prosecutors in this district are very familiar with our program and its benefits for youth and their families. As turnover occurs in those offices, we will continue outreach efforts to ensure continuity.

Aiding in the retention of the participants is the amount of contact provided by the Intensive Supervision Probation Officer. Besides the CaseWorx, Five Points data collection system that is used exclusively by the Court Supervised Treatment programs, the Campbell County Juvenile and Family Drug Court, through the Campbell County Juvenile Services department, utilizes a data collection system from Global Vision Technologies called FamCare.

The following are the FamCare data points that demonstrate the Intensive Supervision Probation Officer's work with the drug court participants from January 1, 2022 to December 31, 2022: UA's- 1,097; Curfew Checks- 239; Check In's- 302 (227 at the Office, 56 at School, 11 at Home, 4 at the Treatment Provider, and 4 at Other); Contacts- 2,347 (Court-37, Home- 225, Job- 32, Office- 1,547, Work Site- 5, School- 185, Treatment Provider- 145, Community - 7, and Other- 164); Comprehensive Case Notes- 2,628.

The most recent recidivism rates for juvenile participants of the Campbell County Juvenile and Family Drug Court who completed the program from FY18-19 through FY21-22 are as follows: 3 out of 12 (25%) of our juvenile participants have had new substance related charges within three (3) years of completing the program and 3 out of 15 (20%) of our young adults (YITS) have had new substance related charges within three (3) years of completing the program.

Our recidivism rates continue to be lower than the national average compared to other treatment courts, however in the past three years the JDFC has seen an increase in our recidivism numbers. However our lower than the national average numbers continue to reflect the quality of substance use and mental health treatment the participants received along with the intense supervision provided.

Section 4. Funding Sources, Practices, Fiscal Agent

Program Funding and Fees

1. Is the program currently receiving federal funds (for FY23)? ☒ Yes ☐ No
 - a. If yes, list the name of grant and amount received:
Substance Abuse Block Grant COVID Emergency Funding Grant in the amount of \$14,716.84. The term of the funding is through March 25, 2023.
2. Will the program apply for other federal funds in FY24? ☐ Yes ☒ No
3. Does the program intend to request funding to aid in CARF accreditation? ☐ Yes ☒ No
If the program contracts with a Community Mental Health Center who receives funding from the Behavioral Health Division, the program is not eligible to receive CARF funding.
4. If the program will receive other supplemental funds (gifts, contributions, donations, or grants) outside of the state grant and city/county match funds, list the funding source(s) and dollar amount(s) here:

County Funds	\$15,000	To be requested in 2/23
City 1% Funds	\$10,000	To be requested in 2/23
Community Juvenile Service Board Funds	\$47,850	Received 7/22, Expires 6/30/24
5. How much will program participants pay in CST Program fees (designate if per phase, per year, per month, other)?
Each program participant will be responsible for paying \$150.00 per program phase, making it a total of \$450.00 in program fees. This fee is applied to the cost not covered by insurance for substance use treatment, family programming, individual mental health counseling, and/or family mental health counseling.

6. What other expenses will participants be responsible for throughout the program (ex. SCRAM bracelets, drug testing, other)?

In general, there are no other expenses that participants will be responsible for. However, if a participant damages a GPS monitor, they may be responsible for any charges resulting from the damage. If a participant requests an additional drug test to confirm or deny a positive result, they may be responsible for the cost of this additional testing. In addition, the participant may be responsible for the cost of a more specialized drug test for a substance that is not included on the standard 9-panel test. Participants in the Youth Intervention Track are held responsible for “no-show” fees for unexcused absences for individual sessions with the mental health and substance use providers.

7. If participants are required to pay CST-related expenses directly to any organization holding a contract or MOU with the program (treatment providers, drug testing services, etc.) how are those payments tracked and reported back to the program?

Program participants do not pay CST-related expenses directly to any Program contractor.

(a) Insurance – All participants, and/or participant families, are to inform treatment staff if they are covered by medical insurance, Medicaid, Medicare and/or Title 19, so that the cost of any treatment may be defrayed by private insurance, Medicaid, Medicare and/or Title 19. The JFDC / YIT Treatment Providers are required to submit all services for outside reimbursement before billing the JFDC / YIT Program.

(b) Adult/Parent/Guardian Participants in JFDC – should Adult/Parent/Guardian Participants be ordered to undergo evaluation or participate in their own substance use treatment; the adult participant bears the full responsibility for the costs of these services.

(c) Program participants may also be required to complete an in-patient rehabilitation program or some other additional service. These services shall be at the expense of the Participant.

The Campbell County Treasurer’s Office is responsible for collecting program fees from the participant.

8. Is the program’s fiscal/fiduciary agent on the program’s governing body or board?

☒ Yes ☐ No

If the fiscal/fiduciary agent is not on the governing body or board, email a signed copy of the resolution appointing the fiscal/fiduciary agent to cstprogram@wyo.gov for record keeping purposes.

9. Upon application submission, please submit the letters from the agency or agencies that committed in-kind contributions and local match funds for the upcoming year of FY24. These documents should be scanned and submitted as one (1) document.

Section 5. Projected Budget and Justification (Attachment A)

Fill out the Budget and Budget Justification Attachment A and submit with your application. (The Budget tab and Budget Justification tab are both on the same document.) Match funds must be at least 25% of your state funds request. Federal grants and any other state funds cannot be counted in your match funds.

Section 6. Magistrates

1. Pursuant to W.S. 7-13-1606(d), “The application shall identify participating judges and contain a plan for the participation of judges. The plan shall be consistent with rules adopted by the department and the Supreme Court.” Use the following space to provide the plan for the participation of all judges/magistrates in the program:

The Campbell County Board of Commissioners identifies Magistrate Kimberly Hoff, Sixth Judicial District Circuit Court, as the permanent participating judge for the Campbell County Juvenile & Family Drug Court and provides the following:

- (a). Magistrate Hoff holds Juvenile & Family Drug Court sessions weekly for one (1) to one and one-half (1 ½) hours per week and assumes the primary role to motivate and monitor the juveniles and their family members who appear before the Court. During these sessions, Magistrate Hoff provides positive reinforcement to participants and, as she deems necessary, imposes appropriate sanctions for failure to comply with Juvenile & Family Drug Court rules, keeping in mind the overall goal of recovery.
- (b). Magistrate Hoff participates for one (1) to one and one-half (1 ½) hours weekly in pre-court staffing with the Juvenile & Family Drug Court Program Team, to review cases for upcoming court, and implement any changes or sanctions the Team deems necessary. Magistrate Hoff also ensures a cooperative atmosphere for attorneys, clerks, probation officers, police officers and treatment providers to stay focused on the task of providing juveniles and their family members with appropriate treatment.
- (c). Magistrate Hoff ensures due process of law and conducts hearings requested by Juvenile & Family Drug Court participants for whom expulsion from the program has been recommended by the program team.
- (d). In Magistrate Hoff’s absence, Magistrate Richard Erb will act as the participating judge and will conduct weekly court sessions and staffing.
- (e). Magistrate Hoff participates as an active member of the Juvenile & Family Drug Court Program Team and Management Committee.
- (f). Magistrate Hoff participates in the required number of continuing education hours as established by the Department of Health and provide documentation of their attendance at such trainings.
- (g). Magistrate Hoff may take part in community outreach by accepting invitations to speak consistent with the Code of Judicial Conduct at various community functions.

2. To aid the Supreme Court in compiling data to build their projected CST magistrate budgets, what is the **average number of hours per week** that a magistrate is utilized in the program?

2.5-3.0 hours/week

Section 7. Risks/Needs Assessment Practices

1. What participant risks/needs screening and assessment processes does the program currently use? Explain the process and list all tools used.

The past year we have made researching assessment tools a priority. A validated, objective assessment will allow us to accurately screen potential participants. Assessments were received from three CST programs to review. These screenings included the C-CAT, Positive Achievement Change Tool (PACT) Pre-Screen Interview Guide, the Positive Achievement Change Tool (PACT) Full Interview Guide, the Juvenile Services Risk Assessment and the Juvenile Services Full Assessment.

Also, an additional three assessment tools were reviewed, those tools included The Youth Level of Service/Case Management Inventory 2.0 (YLS/CMI 2.0), the Juvenile Inventory for Functioning (JIFF) and the Child and Adolescent Functioning Assessment Scale (CAFAS) Assessments.

A representative from Noble, who oversees the PACT Pre-Screen Interview Guide and the PACT Full Interview Guide, was contacted and a demonstration was completed on December 16, 2022. The PACT Pre-Screen Interview Guide and PACT Full Interview Guide are researched-based, validated assessments that are appropriate for juveniles and young adults up to 21-years of age. These assessments can be customized and have the ability to determine the high risk/high needs of individuals. An additional benefit to this assessment is that the Adverse Childhood Experiences (ACES) is imbedded into it. In addition to the responses to the PACT assessment, the ACES results will allow our treatment providers to develop more accurate treatment plans to address mental health needs, including childhood trauma, of the participants. The Noble PACT Assessment was presented to the Juvenile and Family Drug Court Board during the monthly meeting on December 20, 2022, and they unanimously approved securing funding through the CST FY24 Grant Application. The funding request for the PACT assessment is included in the CST Program Annual Budget--FY2024 and the CST Program Budget Justification--2024. Once approved, the training and implementation of the PACT will begin after July 1, 2023.

The JFDC Intensive Supervision Probation Officer or the JFDC Program Coordinator conduct the screening interview and the PACT Full Interview Guide with the candidate to assess strengths and needs of substance use, mental health, employment, and living situation.

The ASI, for our YIT participants, and the TASI, for our juvenile participants, along with other instruments approved by the State are used by the substance use treatment providers to determine ASAM levels of care. The mental health provider uses those assessments that

are specifically relevant to determine an individual client's mental health diagnosis and needs.

The screening/assessment process is as follows for both the Juvenile Track and the Youth Intervention Track:

1. **Referral** - A potential participant is identified and referred for screening through the Courts, the County Attorney's Office, Juvenile Probation, Municipal Probation, Diversion and the Department of Family Services.
2. **Substance Abuse Evaluation** - Once the referral for screening is made, an evaluation is required either through the client's preferred provider or the JFDC provider.
3. **Initial Screening and Assessment** - If the potential participant meets the appropriate level of care through the ASAM criteria and are identified as having a substance use disorder, they are referred to JFDC for further screening.

The JFDC Program Coordinator or the JFDC Intensive Supervision Probation Officer administer the screening questionnaire which includes assessment of mental health, medical, educational, occupational, housing and criminogenic needs. Likewise, the PACT Assessment (funding has been requested), is administered to the potential participant to determine if they meet the high risk/high need criteria. Collateral information is also utilized in the screening process. This information may include the Social Summary completed in juvenile case, the Probation Referral Form, Law Enforcement Reports, Juvenile Risk Assessment, and other previous evaluations. If the screening process identifies particular needs in the area of mental health for example, the JFDC providers may be consulted for further assessment.

4. **Admissions Committee** – The Admissions Committee comprised of Management Committee Members meet to review the screening information to determine if the participant is a good fit for the program based upon the information provided, discussions regarding the participant and available resources.

A candidate may be administratively denied participation in the program based upon willingness to change or meet program expectations and requirements, residency, or desire to meet personal needs elsewhere.

5. **Invitation/Denial** – Based upon the Admissions Committee recommendation regarding the candidate's appropriateness for the program, the candidate is contacted verbally and in writing regarding an invitation to the program or a denial. The referral agency or court is also notified of the invitation or denial.

Details of the screening process follow:

The structure of the JFDC is post-adjudication for both the Juvenile Track and Youth Intervention Track. This includes post-conviction for youth and young adults referred from Circuit or Municipal Courts. Parents/guardians are not required to participate in cases referred from Municipal or Circuit Court. However, in certain circumstances the Juvenile Court may require parental participation. In these cases, the parents/guardians must also agree to actively participate in the program, including weekly court attendance, family therapy sessions, family substance use program, parenting classes, cooperation with home visits and searches, and must agree to abide by all terms of the JFDC and probation rules and requirements.

Later stages of assessment, which includes mental health, medical, educational, and occupational assessments, as indicated, occur after the candidate has been accepted in JFDC and has attended his/her first drug court session. These assessments are provided by the appropriately licensed and certified professionals in the respective disciplines and occur as the need arises and is based on team referral.

2. What is the job title of the individual(s) conducting the screening of participants?
Licensed substance use treatment providers conduct the substance use assessment on potential participants prior to program screening. the assessments utilized by the providers include the ASI for our YIT participants and the TASI for our juvenile participants.

Either Jim Lyon, Jr., JFDC Coordinator, or JR Bailey, Intensive Supervision Probation Officer, conduct the program screening.

3. Use the following space to explain if the program opts to serve individuals with risk/need levels different than the best practice population and summarize this policy including if and how the groups are separated.

The JFDC targets predominantly high need adolescents and young adults, 14-21. Each potential participant is considered on a case-by-case basis.

Once the PACT assessment is implemented, the high risk/high needs of the potential participants can be more accurately identified.

Presently, the Juvenile Risk Assessment ranks youth as low, medium, medium-high, or high risk. It is generally the case that those with medium-high to high risk are not able to maintain in the community on probation, require the structure of an out-of-home placement, and are placed under Department of Family Services supervision by Juvenile Court. It has been our experience that those high-risk youth who have been accepted are frequently unable to successfully complete the program. This leads to low retention and high recidivism.

Section 8. Substance Use Treatment Services, Practices, Certifications

1. Will the program hire in-house treatment providers? ☐ Yes ☒ No
2. Will the program contract for treatment? ☒ Yes ☐ No
If yes, provide the name of the provider here:
Youth Emergency Services, Inc. ("YES House") serves as the Substance Use Treatment Provider for the JFDC youth ages 14-17.

Step Stone Counseling serves as the Substance Use Treatment Provider for the Youth Intervention Track participants ages 18-21.

3. What is the expiration date of the in-house program or contracted treatment provider's STATE CERTIFICATION?

YES House

Current, Expires 10/31/2023

Step Stone Counseling

Current, Expires 9/15/2024

4. What is the expiration date of the treatment provider's NATIONAL ACCREDITATION?

YES House

**CARF accreditation awarded June 2021; 3-year period;
Expires June 2024**

Step Stone Counseling

**CARF accreditation awarded february 28, 2022; 3-year period;
Expires February 2025**

Section 9. Mental Health Services, Practices, Certifications

1. Does the program have a contract (or MOU) for mental health services?
☒ Yes ☐ No
2. Does the program refer participants to local Community Mental Health Center(s)?
☒ Yes ☐ No

Use the following space to provide the name or names of the mental health treatment providers used by the program.

Counseling Connections serves as the mental health treatment provider for the JFDC program participants.

3. Does the mental health provider keep the program team fully informed of all matters relevant to the treatment and program progress of all participants? ☒ Yes ☐ No

How is this information communicated?

Weekly progress reports, attendance at weekly staffing and court, interim calls and emails as necessary

Section 10. Training Summary

List every program team member and every treatment provider, the training hours they have acquired in the last fiscal year (July 1, 2021 - June 30, 2022), and the title of the training. If training hours are not entered, please provide an explanation on why required hours were not obtained and the plan for completion of the hours in the next contract year. Add rows as needed. *If the training was not from an organization listed in Rule or Guideline and was not preapproved, it will not be counted for completed hours.*

Member Position	Member Name	Title of Training	Hours Received	Member Start Date
Participating Judge	Kim Hoff	Wyoming Treatment Court Conference. Rocky Mountain Prevention & Traffic Safety Summit.	6.75 hours. 17 hours. 6 hours carryover	1/24/2019
Prosecuting Attorney	Charlene Edwards	Prevention Summit	7 hours	08/02/2005
Defense Attorney or <i>Guardian ad litem</i>	DaNece Day	Practioner Training: Defense Attorney. Rocky Mountain Prevention & Traffic Safety Summit.	14 hours. 17 hours.	08/04/2021
Monitoring Officer/Probation Officer	JR Bailey	Wyoming Treatment Court Conference.	8.5 hours 6 hours carryover	06/17/2013
Treatment Provider Representative	Jamie Hurich	Wyoming Treatment Court Conference.	4 hours 4 hours carryover	03/10/2010

Campbell County Juvenile and Family Drug Court

Program Coordinator	Jim Lyon, Jr.	Trauma Focused Cognitive Behavioral Therapy. Science Behind Trauma. Science Behind Trauma. JDTC Pandemic Response Part 2. Applying a Family Centered, Problem Solving App. Rocky Mountain Prevention & Traffic Safety Summit.	1 hour. 1.5 hours. 1 hour. 1 hour. 1.5 hours. 17 hours. 6 hours carryover	04/01/2019
Treatment Provider Representative	Lori Dougherty	Wyoming Treatment Court Conference. Prevention Summit.	8.5 hours 12 hours 6 hours carryover	06/01/2021
Treatment Provider Representative	Kristi Holum	Substance Abuse Counselor Ethics, Confidentiality, & Boundaries. Common Comorbidities with Substance use disorders. Assessing the Behavioral Health of Millennials. Classifying Drugs of Abuse. The Impact on Mental Health During a Pandemic.	9 hours. 2 hours. 2 hours. 4 hours. 2 hours. 2 hours.	07/01/2021

Campbell County Juvenile and Family Drug Court

		Personality Disorders. Research Based Principles of Drug Addiction Treatment. EMDR for Alcohol Use Disorder.	2 hours. 1 hour.	
Treatment Provider Representative	Erin Urbanoski	Trauma-Focused Cognitive Behavioral Therapy.	6 hours 6 hours carryover	03/29/2018
Law Enforcement Representative	Rita Jordan	Meth & SA Conference. Wyoming Treatment Court Conference. Prevention Summit.	8 hours. 14.5 hours 12 hours 6 hours carryover	07/01/2008
Law Enforcement Representative	Dawn Rech	Rocky Mountain Prevention & Traffic Safety Summit.	17 hours.	12/08/2021
DFS Representative	Jammie Walker	Interpretation of Drug Testing Results in medication for addiction. Complementary Treatment & Social Services. Target Population. Equity & Inclusion. Role & Responsibilities of the Judge. Drug & Alcohol Testing.	1 hour. 1.25 hours. 1.25 hours 1.25 hours 1 hour 1.25 hours 1.25 hours	09/01/2021

Campbell County Juvenile and Family Drug Court

		Multidisciplinary Team.	1 hour	
		Assessment & Treatment.	1 hour	
		Co-Occurring Disorders.	0.5 hour	
		Confidentiality & Ethics.	1.25 hour	
		Drug Testing.	1 hour	
		Assessment & Treatment.		
School District Representative	Heidi Phipps	Facing Addiction in America	1 hour	08/29/2019
		Surgeon General's Spotlight on Opioids.		
		Court Supported Recovery Services.	0.5 hour	
		Adopting a Trauma Informed Approach in Drug Treatment.	1.5 hours	
		Calming Practices During Trying Times.	1 hour	
			1.75 hours	
Treatment Provider Representative	Wendi Percifield	Prevention Summit.	12 hours.	02/09/2022
		Clinical Supervision & Professional Development of the Substance Abuse Counselor.	6 hours.	
		Assessment & Treatment.	1 hour	
		Confidentiality & Ethics.	0.5 hour	
		Co-Occurring Disorders.	1 hour	
			1 hour	

		Primary Components of Evidence Based Treatments for Addictions. Psychopharmacology. PTSD. Recurrence. What are Substance Use Disorders?	1 hour. 0.75 hour 1 hour 1 hour	

Section 11. Recidivism, Retention, Sobriety

Court Supervised Treatment Programs contribute to the goals of reducing crime/reducing recidivism, retaining individuals for the full duration of the program, and increasing durations of sobriety prior to graduating a program. Goals for each of the three (3) target areas are set in annual contracts and in site visit reports, and the goals are based on the functionality of existing programs and averages reported in national or regional studies.

1. What method(s) does your program utilize to track recidivism?

Contact sheets are requested from the local Sheriff's Office and Gillette Police Department quarterly. This information is analyzed by the program assistant and compiled in an Excel spreadsheet. Any citations referenced are then examined further, with additional information being gathered from the local courts. In addition, the Booking Summary provided by the Campbell County Detention Center is reviewed daily and this information is also analyzed by the program assistant and compiled in the same Excel spreadsheet.

2. What does your program do to retain participants in the program?

JFDC develops individualized treatment plans which are reviewed at each phase change to address each client's specific needs as they arise. In addition, during weekly staffing meetings and court, JFDC administers intermediate sanctions to address needs and issues before utilizing incarceration or termination. The JFDC program has a strong case management system established between the substance use providers, mental health provider and probation that increases the participants connection to the program. As needed, the Intensive Supervision Probation Officer will increase contact while the treatment providers increase treatment sessions. The consistent and predictable contacts provided by the Intensive Supervision Probation Officer, that are documented in Section 3.

Program Data to Support Request, reinforce participant accountability and the relationship building that occurs with the participants.

Section 12. Community Outreach

Discuss community outreach activities completed by the program in FY23 to date:

The coordinators and several members of the Management and Program Team participate in a variety of community coalitions which bring together a wide range of community members. The coalition meetings provide these members opportunities to share the success and challenges of the Juvenile Family Drug Court Program. Regarding graduation ceremonies, stakeholders are invited to attend with the understanding that confidentiality of the proceedings must be upheld. A local reporter from the newspaper has attended graduation ceremonies and has provided the community with published articles about the Juvenile Family Drug Court Program. In addition, County Commissioners and City Council members often attend court sessions and graduations. Presentations will be scheduled throughout the year to local service clubs and organizations such as Lions, Rotary, Kiwanis, Ministerial, etc. There are also presentations made to the City Council and County Commissioners. These presentations made to the City and County are video recorded and can be viewed by the members of the public on Gillette Public Access.

Section 13. Surcharge

The amount of funding available to your county is **\$28,305.23**. Please note, this application is NOT a guarantee of funding and the amount may be subject to change. If your county serves more than one (1) program, please also include the surcharge amount desired for each program, not to exceed the total available to your county.

If granted, how will the surcharge funding be utilized?

The Campbell County Juvenile and Family Drug Court is requesting \$7,076.30 of the available surcharge funding for Campbell County.

Funding will be used to provide financial support for drug court participants when emergent situations arise. In the past, we have utilized funds earmarked as "Quality of Life" for one-time events/situations that cost less than \$100.00. Quality of Life Funds may also be used to assist participants with the purchase of items necessary for daily living such as transportation vouchers, proper court attire, eyeglasses or repair, diapers, groceries, beds, bedding, and phone cards. The surcharge funds would be used to augment Quality of Life funds to provide for unplanned events like medication management, emergent medical copays, dental appointments, automobile repairs or utilities and deposits for participants who become unemployed and/or homeless while in the JFDC program.

Surcharge funding will also be used to supplement the treatment needs of the participants. When a participant or family is identified as needing additional individual and/or family therapy sessions beyond the regular one (1) individual session per week, this money will be used to pay the cost of the

extra weekly sessions. Often, one weekly therapy session is not enough to meet treatment needs due to a participant or family member experiencing crisis or relapse. Nearly all of our participants have histories and diagnoses of co-occurring disorders such as Childhood Trauma, PTSD, Major Depressive Disorder, General Anxiety disorder, etc. Further, participant families typically have long histories of dysfunction, abuse, and substance use and benefit greatly from additional family therapy sessions when appropriate and available. The Campbell County Juvenile and Family Drug Court works diligently to serve entire family systems for all of its participants – young adult and juvenile alike.

Section 14. Master Contact List

Legal Name of CST Program (name used for the IRS):	Campbell County Juvenile and Family Drug Court
Organization Governing the Contract:	Campbell County Juvenile Services
Mailing Address	Physical Address for FedEx of Contract
500 S Gillette Ave. Suite B600 Gillette, WY 82716	500 S Gillette Ave. Suite B600 Gillette, WY 82716

CST Program Coordinator Information: Provide contact information for the Program Coordinator.

Name	Title	Mailing Address	Telephone	E-mail	Specific requests
Jim Lyon, Jr.	Program Coordinator	500 S Gillette Ave. Suite B600 Gillette, WY 82716	(307) 682-0746	james.lyon@campbellcountywy.gov	Contact by email first and then call the number listed.

Contracting Agency and Contract Signatory Information: Provide information for the individual who will sign the state contract and the individual who will attest their signature, if applicable. Add rows as needed.

Name	Title	Mailing Address	Telephone	E-mail
Colleen Faber	Commission Chairwoman	500 S. Gillette Ave., Suite 1100 Gillette, WY 82716	(307) 682-7283	Colleen.Faber@campbellcountywy.gov

The Attorney General and Wyoming Department of Health Director would like to limit the number of contracts with two signature pages. If you are required legally to provide an original signature to a department or attorney, list below:

☐ Yes, I need an Original Signature for:

Name	Purpose

☒ No, I do not need an Original Signature; an email copy will be fine.

Fiscal or Fiduciary Agent Information: Provide information for the individual for the fiduciary agent for this program. Add rows as needed.

Name	Title	Mailing Address	Telephone	E-mail
Kristin Young	Grant Specialist. Office of Commissioners	500 S. Gillette Ave., Suite 1100 Gillette, WY 82716	(307) 687-6324	kristin.young@campbellcountywy.gov

Governing Body: Provide information for the representatives of the governing body for this program. Add rows as needed.

General Governing Body Information			
Governing Body Members			
Name	Title	Telephone	E-mail
Colleen Faber	Commission Chairwoman	(307) 682-7283	Colleen.Faber@campbellcountywy.gov
Del Shelstad	County Commissioner	(307) 682-7283	Del.Shelstad@campbellcountywy.gov
Jim Ford	County Commissioner	(307) 682-7283	Jim.Ford@campbellcountywy.gov
Kelley McCreery	County Commissioner	(307) 682-7283	Kelley.McCreery@campbellcountywy.gov

Campbell County Juvenile and Family Drug Court

Butch Knutson	County Commissioner	(307) 682-7283	Butch.Knutson@campbellcountywy.gov
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Program Team Member Contact Information (as required by W.S. 7-13-1609(a)): Provide the name and contact information for all Program Team Members. If their title is not what is described, add the title after their name. There must be someone for each position listed unless otherwise specified. If the program does not have all required team members, provide a plan for recruiting any missing members. Do not alter the member column titles. Add rows as needed.

Member	Name & Title	Mailing Address	Telephone	E-mail	% Weekly Staffings attended SFY 22
Participating Judge *	Kimberly Hoff, Magistrate	500 S. Gillette Ave., Ste 2400 Gillette, WY 82716	(307) 686-8517	khoff@courts.state.wy.us	94%
Substitute Judge * (who sits in for Participating Judge, not mandatory)	Richard A. Erb, Jr., PC, Magistrate	222 South Gillette Ave., Suite 310 PO Box 36 Gillette, WY 82717	(307) 682-0215	Rick@rickerb.com	6%
Prosecuting Attorney	Charlene Edwards, Deputy County Attorney	500 S. Gillette Ave., Ste B200 Gillette, WY 82716	(307) 682-4310	Charlene.Edwards@campbellcountywy.gov	84%
Defense Attorney or Guardian ad litem	DaNece Day	201 W. Lakeway Rd. Ste. 903 Gillette, WY 82718	(307) 682-7337	danece@daylawwyo.com	59%
Monitoring Officer/Probation Officer	JR Bailey, Intensive Supervision	500 S. Gillette Ave., Ste. B600	(307) 682-0746	JR.Bailey@campbellcountywy.gov	86%

Campbell County Juvenile and Family Drug Court

	Probation Officer	Gillette, WY 82716			
Treatment Provider Representative	Jamie Hurich, LPC	707 W 8th Street Gillette, WY 82716	(307) 685-8255	hurich@counseling-connections.net	88%
Program Coordinator	Jim Lyon, Jr.	500 S. Gillette Ave., Ste. B600 Gillette, WY 82716	(307) 682-0746	james.lyon@campbellcountywy.gov	94%
Other (List Title, not mandatory)	Lori Dougherty, DMFT, LMFT, LPC LAT, Step Stone Counseling	306 S Gillette Ave, Ste B Gillette, WY 82716	(307) 222-7952	lori@stepstonewy.com	100%
Treatment Provider Representative	Wendi Percifield; LCSW; YES House	905 N Gurley Ave Gillette, WY 82716	(307) 686-0669	wpercifield@yeshouse.org	2%
Law Enforcement Representative	Dawn Rech	600 W Boxelder Rd. Gillette, WY 82718	(307) 682-7271	Dawn.Rech@campbellcountywy.gov	20%
DFS Representative	Jammie Walker	551 Running W Dr. Ste 200. Gillette, WY 82718	(307) 682-7277	jammie.walker@wyo.gov	53%
Educational Representative	Heidi Phipps	800 S Butler Spaeth Rd. Gillette, WY 82716	(307) 660-0126	hhipps@ccsd.k12.wy.us	90%

Campbell County Juvenile and Family Drug Court

Drug Court Assistant	Siobahn Gonzalez	500 S Gillette Ave. Ste B600. Gillette, WY 82716	(307) 682-0746	siobahn.gonzalez@campbellcountywy.gov	12%
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*Can be only a District Court Judge, Circuit Court Judge or Magistrate, Municipal Court Judge or Tribal Court Judge (W.S. 7-13-1602(vii)).

Treatment Provider(s) Organization Information: Add rows as needed.

Name	Title	Mailing Address	Telephone	E-mail
Counseling Connections- Jamie Hurich, LPC	Partner	707 W 8th Street Gillette, WY 82716	(307) 685-8255	hurich@counseling-connections.net
Youth Emergency Services-Ryan Anderson	Director	905 N. Gurley Avenue Gillette, WY 82716	(307) 686-0669	randerson@yeshouse.org
Step Stone Counseling, LLC-Lori Dougherty	Director	306 S. Gillette Ave Suite B Gillette, WY 82716	(307) 222-7952	lori@stepstonewy.com

Ancillary and Community Services Information: List all ancillary and community service provider information including information on employment providers, subcontractors, and contractors. Add rows as needed.

Name of Provider(s) or Contractors	Address/Telephone	Duration of current contract (start/end dates)	Description of services provided
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Step Stone Counseling	306 S Gillette Ave, Suite B Gillette, WY 82716 (307) 222-7952	7/01/2022 to 6/30/2023	Provide Intensive Outpatient Substance Use Treatment and Outpatient Substance Use Treatment to YIT Program Participants
Counseling Connections, LLC	707 W. 8th Street Gillette, WY 82716 (307) 685-8255	7/01/2021 – 6/30/2022	Provide comprehensive Mental Health assessments and treatment to JFDC and YIT Participants
Youth Emergency Services, Inc.	905 North Gurley Avenue Gillette, WY 82716 (307) 686-0669	7/01/2021 – 6/30/2022	Provide Intensive Outpatient Substance Use Treatment and Outpatient Substance Use Treatment to JFDC Participants
Department of Family Services	551 Running W. Drive Gillette, WY 82718 (307) 682-7277	No Contract	Supervision of youth in DFS custody, assistance in locating inpatient facilities, and availability.
AVA Community Art Center	509 W. 2nd Street Gillette, WY 82716 (307) 682-9133	No Contract	Pro-social activities
Boys & Girls Club of Campbell County	410 Lakeside Dr. Gillette, WY 82716 (307) 685-1050	No Contract	Pro-social activities
Campbell County Recreation Center	250 W Shoshone Ave Gillette, WY 82718 (307) 682-8527	No Contract	Pro-social activities
Department of Vocational Rehabilitation	551 Running W Drive Gillette, WY 82718 (307) 682-2672	No Contract	Eligibility Assessment, Counseling and Guidance, Referral Services, Job Search and Placement

Campbell County Juvenile and Family Drug Court

			Assistance, Job Retention and Career Follow-Up, Vocation and Other Training Services, Facilitation of diagnosis and treatment of physical and mental impairments, transportation services, transition services (from school-to-work); and Supported Employment services.
Campbell County Children's Developmental Center	1801 South 4J Road Gillette, WY 82718 (307) 682-2392	No Contract	Referrals as necessary
Department of Workforce Services	551 Running W Drive Gillette, WY 82718 (307) 682-9313	No Contract	Job & post-secondary education assistance
Council of Community Services	114 4J Road Gillette, WY 82716 (307) 686-2730	No Contract	Low cost clothing, grocery assistance, free lunch, temporary shelter
Salvation Army	620 N Hwy 14-16 N Gillette, WY 82716 (307) 682-6982	No Contract	Provides information and referrals, emergency housing, food, and transportation
Campbell County School District	1000 W 8 th Street; P.O. Box 3033 Gillette, WY 82716 (307) 682-5171	No Contract	Education

Gillette College	300 Sinclair Street Gillette, WY 82718 (307) 686-0254	No Contract	HiSet Preparation, HiSet Completion, College Preparedness
Local Employers	Multiple	No Contract	Collaboration with Juvenile Services Office
Campbell County Public Health	2301 South 4J Road Gillette, WY 82718 (307) 682-7275	No Contract	Referrals as necessary
Gillette Abuse Refue Foundation (GARF)	910 E 3 rd Street; Ste #1 Gillette, WY 82716 (307) 686-8070	No Contract	Domestic violence services. Referrals as neccesary.
Campbell County Health	501 S. Burma Ave. Gillette, WY 82716 (307) 688-1000	No Contract	Walk-In Clinic, Emergency Department, Behavioral Health, and medication consultants
CCSD-Kid Clinic	702 S Kendrick Ave. Gillette, WY 82716 (307) 688-8700	No Contract	Provides substance use evaluations and counseling; provides mental health evaluations and counseling; referrals as necessary
University of Wyoming- Extension Office	412 S Gillette Ave Gillette, WY 82716 (307) 682-7281	No Contract	Sensible Nutrition, budgeting, and other classes and training.
Woman's Resource Center	706 W 8 th Street Gillette, WY 82716 (307) 685-2211	No Contract	Medical
Youth Emergency Services; Inc.	905 North Gurley Ave Gillette, WY 82716 (307) 686-0669	No Contract	Crisis Shelter, Group Home, Independent Living, HOPE, parenting classes,

Campbell County Juvenile and Family Drug Court

			Transitional Living Program
Campbell County Sheriff's Office	600 W Boxelder Rd Gillette, WY 82718 (307) 682-7271	No Contract	Provides emergency & law enforcement services to the community
Gillette Police Department	201 E 5 th St Gillette, WY 82716 (307) 686-5250	No Contract	Provides emergency & law enforcement services, victim services
CLIMB Wyoming	405 W Boxelder Rd #B4 Gillette, WY 82718 (307) 685-0450	No Contract	Provides low-income single mothers to discover self-sufficiency through career training and placement
Recovery Meetings	Multiple	No Contract	NA and AA services in the community
Faith Based Services	Multiple	No Contract	Can provide emergency assistance for rent, utilities, food, clothing
Campbell County Suicide Prevention	2301 S 4J Road Gillette, WY 82716 (307) 687-6490	No Contract	Provides training and education on suicide prevention and resources for those needing mental health help.

Mental health provider contact information: Add rows as needed.

Name of Treatment Provider(s) or Contractors	Address	Duration of current contract (start/end dates)	Total \$ Amount of Contract	Certification Expiration Date if Applicable	National Accreditation Expiration Date if Applicable
---	----------------	---	------------------------------------	--	---

Counseling Connections	707 W. 8th Street Gillette, WY 82716	7/1/2022 through 6/30/2023	FY24 \$44,247.0 0	Wyoming License #1007 Expires- 9/24/2023	NBCC Accreditation Expires- 9/30/2026

Section 15. Assurances

Review all assurances and make sure the required attachments (Attachment A and match fund letters) are provided with this application. **Type initials in the boxes below.**

1. This application was reviewed and approved by the Program Team and the representative from the Governing Body: JL Jr.
 2. All attachments (application, matching funds letters, Attachment A, Contracts or MOUs) were reviewed and approved by the Program Team and the representative from the Governing Body: JL Jr.
 3. Indicate here if the program would like a 10 minute phone call with the funding panel that will be held in March 2023, between 9:00am and 1:00pm and who will be present for the call. Date to be determined and will be provided to programs via email. Specific times will be determined after all applications are submitted. This is optional and allows you an opportunity to highlight progress in your program or circumstances influencing your funding request. JL Jr.
-

Section 15. List of Required Attachments

1. Letters from the agency or agencies that committed in-kind contributions and local match funds for the application year of FY24.
2. Attachment A, Budget and Budget Justification.

Campbell County
Wyoming

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

Denton Knapp
Executive Director of Administration

Board of Commissioners
Del Shelstad, Chairman
Rusty Bell
Colleen Faber
Robert Maul
Don Hamm

December 19, 2022

Court Supervised Treatment Program
Wyoming Department of Health
Behavioral Health Division
6101 Yellowstone Rd., Ste. 220
Cheyenne, WY 82002

RE: Campbell County Juvenile & Family Treatment Court
Fiscal Year 2023/2024 Grant Application

Dear Sir or Madam:

This letter is written to confirm the Board of Campbell County Commission's continued support for the Juvenile & Family Treatment Court program.

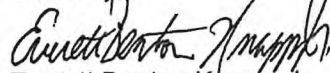
In addition to the cash match commitment as referenced in the grant application, Campbell County continues to support the program by providing in-kind services which includes office space within the Campbell County Courthouse of roughly 4,500 square feet of space. The current lease rate for downtown office space ranges anywhere from \$15 per square foot up to \$18 per square foot placing the value of the office space within the Courthouse at a minimum of \$67,500.

General utilities are also supplied which includes heating, cooling, electricity, trash removal, cleaning, telephone, internet, computer software, IT support and general maintenance with an estimated value of \$14,400 per year.

Based upon the foregoing, the in-kind value of services provided to the Juvenile & Family Treatment Court by Campbell County government is conservatively valued at \$81,900.

Thank you for your support of our program and if I can be of further assistance, please let me know.

Sincerely,



Everett Denton Knapp, Jr.
Executive Director of Administration

cc: James Lyon

Campbell County
Juvenile & Family Drug Court

500 South Gillette Avenue, Suite B600
Gillette, Wyoming 82716
(307) 682-0746 FAX: (307) 687-6378

Kimberly Hoff, Magistrate

November 29, 2022

Alicia Johnson, CST Program Manager
Morgan Dougan, Treatment Services Specialist
Dani Sullivan, Community Treatment Services Unit Manager
Behavioral Health Division
Wyoming Department of Health
CSTProgram@wyo.gov

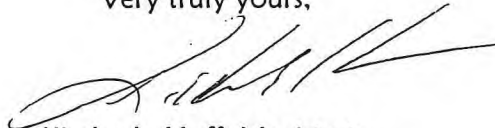
Dear Mses. Johnson, Dougan, and Sullivan,

As the Juvenile & Family Drug Court ("JFDC") judge, I anticipate that in FY 2024 (July 1, 2023 – June 30, 2024) I will dedicate approximately 172 hours to the operation of the JFDC program. According to the current JFDC program manual, my responsibilities as judge are to:

- Participate as an active member of the JFDC program team and as member and chairperson of the management committee.
- Preside over weekly court sessions.
- Assume the primary role to motivate and monitor the juvenile and young adult participants and their family members who appear before the JFDC.
- Provide individualized positive reinforcement to participants as warranted, given the overall goal of recovery.
- Impose appropriate individualized sanctions for failure to comply with program rules, given the overall goal of recovery.
- Participate in weekly staffing with the program team, review cases prior to court, and consider incentives and sanctions as recommended by the team.
- Ensure a cooperative atmosphere for the program team.
- Make final determination as to the incentive, sanction, or therapeutic intervention to be imposed during weekly court session.
- Complete required continuing education as established by the Department of Health and provide documentation of attendance.
- Be available for any emergencies which may arise or have an accessible substitute.

If you should have any questions, you may contact me at 307-686-8517.

Very truly yours,



Kimberly Hoff, Magistrate

**Campbell County
Juvenile & Family Drug Court**

500 South Gillette Avenue, Suite B600
Gillette, Wyoming 82716
(307) 682-0746 FAX: (307) 687-6378

Kimberly Hoff, Magistrate
State of Wyoming, Sixth Judicial District

Drug Court Coordinator
Jim Lyon Jr.

Deputy County Attorney
Charlene Edwards

Intensive Supervision Probation Officer
JR Bailey

November 30, 2022

Alicia Johnson, CST Program Manager
Morgan Dougan, Treatment Services Specialist
Dani Sullivan, Community Treatment Services Unit Manager
Court Supervised Treatment Programs
Behavior Health Division
Wyoming Department of Health
6101 Yellowstone, Ste 220
Cheyenne, WY 82002

RE: In-Kind Contributions for FY24 Grant Application

Dear Ms. Johnson, Ms. Dougan and Ms. Sullivan:

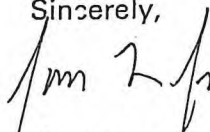
As the Director of Campbell County Juvenile Services, as well as the Coordinator of the Juvenile & Family Drug Court, I anticipate that I will dedicate 65% of my total time to the operation of the Campbell County Juvenile and Family Drug Court, that includes both treatment tracks for the participants in the juvenile program and the Youth Intervention Track (YIT).

My responsibilities as Coordinator are to:

- Be the point of contact between the Wyoming Department of Health, Court Supervised Treatment Program and the Campbell County Juvenile and Family Drug Court Team and Board.
- Attend and participate in all monthly Coordinator calls, along with all required trainings and meetings facilitated by the Court Supervised Treatment Program.
- Assist the Juvenile & Family Drug Court / YIT Team with the monitoring and evaluation of the program and its participants.

- Serve as the fiscal contact and will be responsible for the submission of all reports. Assist in seeking funding sources, respond to grant applications, implement and monitor grant funds and provide fiscal, narrative and statistical information as required by the funding source to ensure the ongoing operation of the Juvenile & Family Drug Court program.
- Provide quality assurance and oversight by conducting individual meetings with members of the Juvenile & Family Drug Court /YIT Team and Board.
- Be responsible for the preparation of an annual report to include number of participants, graduates, recidivism rates, changes in the Program, etc.
- Actively represent the Juvenile & Family Drug Court / YIT program in the community and appear before governmental agencies, public commissions, legislative hearings, public forums, and the media.
- Provide direct supervision of the Intensive Supervision Probation Officer and the Drug Court Assistant through weekly consultation.
- Assume the duties and responsibilities of the Intensive Supervision Probation Officer in his absence.
- Utilize, along with the Drug Court Assistant, the integrated network for collecting data and reporting on all participants in the Juvenile & Family Drug Court Program.
- As member of the Admissions Team, assist in the assessment of suitability for potential participants entering the Drug Court Treatment Program and make specific recommendations relating to case management needs.
- Participate as an active member of the Juvenile & Family Drug Court /YIT Team and Board. Chair the Board meetings in the absence of the Magistrate.

Sincerely,



Jim Lyon, Jr., M.S.
Director, Campbell County Juvenile Services
and
Coordinator, Campbell County
Juvenile & Family Drug Court

Campbell County and Prosecuting Attorney's Office
500 South Gillette Avenue, Suite B200
Gillette, WY 82716
Phone: (307) 682-4310
Fax: (307) 687-6441

County Attorney
Mitch Damsky

Chief Deputy Attorney
Nathan J. Henkes

Deputy Attorneys
Charlene Edwards
Daniel E. Reade
Corrinne Miller
Greg Steward
Nicole Ginger
Kyle Ferris

December 8, 2022

Alicia Johnson, CST Program Manager
Morgan Dougan, Treatment Services Specialist
Dani Sullivan, Community Treatment Services Unit Manager

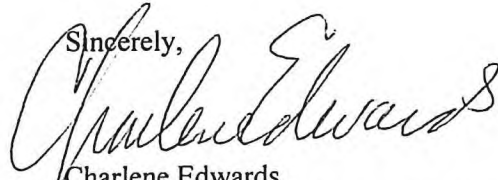
RE: In-kind Contributions for FY 2023

Ladies:

As the prosecuting attorney for Juvenile & Family Drug Court (JFDC), I anticipate I will dedicate 11% of my total time to the operation of the JFDC Program for fiscal year 2023. My responsibilities as Prosecutor are to:

1. Assist in identifying potential participants using the Campbell County Juvenile & Family Drug Court eligibility requirements.
2. In the event the potential participant has a serious violation while in the Juvenile and Family Drug Court, which could result in further criminal prosecution, notify the Court and participant whether additional criminal charges are forthcoming or whether prosecution will be waived, to determine whether disclosure by participant is appropriate in the Juvenile & Family Drug Court.
3. Provide leadership and direction to ensure compliance with all statutory and contractual obligations.
4. Participate in weekly staffing with the Juvenile & Family Drug Court Coordinator, Probation Officer and/or Drug Court Team, to review cases for upcoming court and implement any changes or sanctions the Team deems necessary.
5. Participate as an active member of the Juvenile & Family Drug Court Team and Management Committee.
6. Draft contracts, policy and other documents necessary for the operation of the JFDC Program.

Sincerely,



Charlene Edwards
Deputy County and Prosecuting Attorney
Juvenile & Family Drug Court

DAY LAW, LLC

Office Address

201 W. Lakeway Road, Suite 903
Gillette, WY 82718



Mailing Address

Post Office Box 2864
Gillette, WY 82717-2864

Voice (307) 682-7337 • **Fax** (307) 363-7868

E-Mail: info@daylawwyo.com • **Web:** www.daylawwyo.com

November 30, 2022

Campbell County Board of Commissioners
500 South Gillette Avenue
Gillette, WY 82716

Re: Campbell County Juvenile & Family Drug Court

To Whom It May Concern:

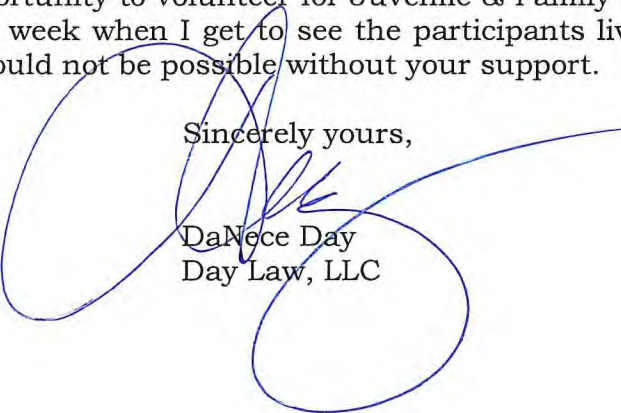
I have served as Defense Counsel for the Campbell County Juvenile & Family Drug Court for nearly two years. I continue to be amazed at the support shown to our court by the Campbell County Commission and City of Gillette. There is not another program that changes the lives of youth so dramatically in our community and that could not happen without your continued support.

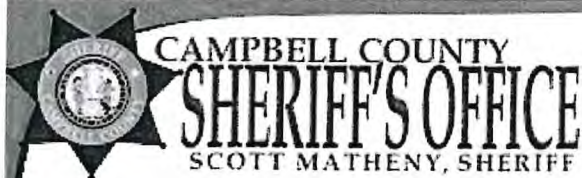
I bill \$300.00 per hour for legal services. I rarely ask my assistants to take on duties related to drug court. I also do not track copies, postage, etc. I continue to spend at least two (2) hours per week engaged with the court. There have been weeks where, because of participants' actions I can spend many more hours with participants and in ancillary court proceedings. I continue to meet with each new participant and their parents (for juveniles) to review the rights and waivers they must sign to participate in the program. I also attend the monthly board meeting and admissions meetings when new participants apply to the program.

In May I had the opportunity to attend the Rocky Mountain Summit Treatment Court Training where I obtained 15 hours of drug court training. I also attended the Wyoming Joint Symposium on Children and Youth in June where I obtained an additional 9.75 hours of training that applies to my work in drug court. As a court we are working to bring one of the dynamic speakers from the May training to our community.

I appreciate the opportunity to volunteer for Juvenile & Family Drug Court. It truly is the best hour of my week when I get to see the participants lives change in so many ways. Again, this would not be possible without your support.

Sincerely yours,


DaNece Day
Day Law, LLC



Alicia Johnson, CST Program Manager
Morgan Dougan, Treatment Services Specialist
Dani Sullivan, Community Treatment Services Specialist
Court Supervised Treatment Programs
Wyoming Department of Health

Dear Alicia Johnson,

As a volunteer from the Campbell County Sheriff's Office, I anticipate that in the FY23, I will dedicate 95% of my total time to the operation of the Juvenile and Family Court/Youth Intervention Track Program. My responsibilities as a JFDC staff member are to:

- Assist the Juvenile and Family Drug Court Team with the monitoring and evaluation of Juvenile and Family Drug Court when appropriate.
- Assist the Bailiff services by transporting the Juvenile and Family Drug Court/Youth Intervention Track participant, who are incarcerated, to the court hearings.
- Assist the Juvenile Probation Officer with drug screen, home visits, as necessary and provide a private room in which the treatment provider can conduct clinical assessments, while a participant is incarcerated.
- Assist in maintaining order within the court and serve bench warrants for participants who violate agreements.

During FY23 I anticipate, I will dedicate 95% of my total time to the operation of the Juvenile and Family Drug Court/Youth Intervention Track.

Sincerely,

Dawn Rech 17-98

Officer Dawn Rech 17-98
Campbell County Sheriff's Office
307-687-6138

Serving Campbell County Since 1911



P.O. Box 2151
905 North Gurley Ave.
Gillette, WY 82716



307-686-0669
Fax: 307-686-2121

November 30, 2022

Alicia Johnson, CST Program Manager
Court Supervised Treatment Programs
Behavioral Health Division
Wyoming Department of Health
CSTPrograms@wyo.gov

RE: In-kind Contributions for FY23

Dear Alicia:

As the Juvenile & Family Drug Court Community Representative Board Member, from 7/1/2023 to June 30, 2024 I anticipate I will dedicate .75% of my hours to the operation of the JFDC Program.

I will participate as an active member of the Juvenile & Family Drug Court Board and as a board member I will:

- * Participate in establishing eligibility criteria and treatment levels for clients.
- * Provide leadership and guidance to ensure compliance with all statutory guidelines.
- * Ensure expedited treatment progress and facilitates prompt reporting to JFDC.
- * Provide Public Relations/Promotions of program.

The Y.E.S. House also provides H.O.P.E. Nurturing parenting classes for any Juvenile & Family Drug Court Participants.

Respectfully Submitted,

Ryan Anderson
Executive Director
Y.E.S. House

December 23, 2022

Alicia Johnson, CST Program Manager
Ashley Gregorio, Treatment Services Specialist
Joy Segal, Community Treatment Services Unit Manager
Court Supervised Treatment Programs
Behavioral Health Division
Wyoming Department of Health

Re: In Kind Contributions Fiscal Year 2023

To: Whom It May Concern:

As a Youth Advocate Representative to the YFDC Board I will dedicate approximately 30 hours to fulfill my job responsibilities and training for fiscal year 2023.

Thank you,


Sherilyn England

Sally Craig, LPC

December 5, 2022

Court Supervised Treatment Programs
Behavioral Health Division Wyoming Department of Health

RE: In-Kind Contributions FY23

To: Whom It May Concern

As a representative to the JFDC Board, for the FY22/23, I will dedicate approximately 20 hours to the operation of the Board. My responsibilities as a Substance Use Treatment Representative include the following:

- Serve on the Management Committee
- Serve on the Admissions Committee
- Provide input and information relating to best practices
- Assist in the assessment of a potential participant's suitability for the program and make case management recommendations

Respectfully,



Sally Craig, LPC
Whole Life Counseling



1000 W Eighth Street; PO Box 3033; Gillette, WY 82717-3033
Phone (307) 687-4566 - Fax (307) 682-6619

December 1, 2022

Alicia Johnson, CST Program Manager
Morgan Dougan, Treatment Services Specialist
Dani Sullivan, Community Treatment Services Unit Manager
Court Supervised Treatment Programs
Behavioral Health Division
Wyoming Department of Health
CSTProgram@wyo.gov

RE: In Kind Contributions for FY24

To Whom It May Concern:

As the Campbell County School District representative to the Juvenile & Family Drug Court Board and Treatment Team, I anticipate I will dedicate approximately 90 hours with the team for the fiscal year 202/2024. My responsibilities as a representative of the Campbell County School District are as follows:

- Facilitate dissemination of educational student data and provide information to the Team regarding a student's academic progress.
- Coordinate ancillary, educational, training service between Juvenile & Family Drug Court and school representatives.
- Participate as an active member of the Juvenile & Family Drug Court Team and Board, as well as, the Admissions Committee.
- Assist in the assessment of potential participants for the program and make case management recommendations when needed.

Respectfully,

Heidi Phipps



WYOMING DEPARTMENT OF FAMILY SERVICES

Safe at home • Supporting the people who support the families • Opportunities for success

November 30, 2022

Alicia Johnson, CST Program Manager
Court Supervised Treatment Programs
Behavioral Health Services
Wyoming Department of Health

RE: In-kind Contributions for FY24

To Whom It May Concern,

As a Juvenile Family Drug Court (JFDC) Board Member, I anticipate that in FY24 I will dedicate 2% of my total time to the operations of the JFDC program. My responsibilities as a JFDC Board Member are:

1. Promote and improve public relations for the program.
2. Participate as an active member of the Juvenile Family Drug Court/Youth Management Committee.
3. Participate on the Admissions Committee for Juvenile Family Drug Court/Youth Management Intervention Track.

Sincerely,

Bonnie H. Volk
District 6 Manager
Department of Family Services

CST Program Annual Budget -- FY2024

CST Program Name:	Campbell County Juvenile and Family Drug Court		
Remit Payment To:	Campbell County Treasurer	CST Program Contact Title:	Coordinator
CST Program Address:	500 S. Gillette Ave, Ste B600	CST Program Email:	james.lyon@campbellcountyny.gov
CST Program City, State, Zip:	Gillette, WY 82716	CST Program Contact Phone:	307-682-0746
CST Program Contact:	Jim Lyon, Jr.	CST Program Contact Fax:	307-687-6378

Funding Sources & Amounts	Requested State Funds	Local Funds	In-Kind	City & County Funds	Federal Funds	Program Participant Fees	Other State Funds/Salaries	Total Match & Other Funds Available to the CST Program
		REQUIRED MATCH DOLLARS						
Adminstrative	\$21,915.08	\$24,865.08	\$81,900.00					\$106,765.08
Training Expenses	\$9,400.00							\$0.00
Treatment and Supervision	\$113,113.92	\$11,386.92		\$25,000.00		\$2,350.00	\$37,850.00	\$76,586.92
National Accreditation								\$0.00
Drug Testing								\$0.00
Surcharge	\$7,076.30							\$0.00
Line Totals	\$151,505.30	\$36,252.00	\$81,900.00	\$25,000.00	\$0.00	\$2,350.00	\$37,850.00	\$183,352.00

Total State Funds Request	\$	151,505.30
TOTAL MATCH USED AGAINST GRANT		\$143,152.00

Total Budget	\$	334,857.30
Match Fund Percentage	\$	0.94

CST Program Budget Justification -- FY2024

Date Last Updated:	1/6/2023	Please set out what portion is state funds, match funds, and other funds; including federal grants.
Campbell County Juvenile and Family Drug Court		Justify what the budget will cover, including surcharge. If you do not intend to utilize surcharge, please indicate that in the justification box. Please explain the amount within each item as state funds, match funds, or any other funds. With applications due early this year, all budgets are estimates until finalized
Campbell County Treasurer		
500 S. Gillette Ave, Ste B600		

Cost Description	Total Amount	<i>Please only type in peach colored boxes.</i>
Adminstrative	\$128,680.16	The Drug Court Assistant (DCA) is a full-time position working forty (40) hours per week, fifty-two (52) weeks per year. Half of the salary and benefits covered by the county. The amount requested in the state application for the DCA is \$18,709.60. \$9,354.80 of this amount will come from State funds and \$9,354.80 will come from County Match funds. The DCA is provided with regular County benefits, to include Social Security at a rate of 6.2%, State Retirement at 18.62%, Worker's Compensation, Dental, & Medical premiums. These amounts will be taken out of the State grant and County Match. The amount for the DCA is \$19,020.56, with \$9,510.28 coming from State Funds and \$9,510.28 coming from County Match. \$1050 from State funds will be set aside for professional services to pay substitute judge from. \$2000 from State funds will be used to fund office supplies. Local Cash Match of \$5,000 is provided in this year's budget for Auditing costs. The County uses Bennett, Weber, and Hermstad, LLP to perform their financial audits. They are located at 319 S Gillette Ave, Floor 2, Gillette, WY 82716. Phone: 307-682-5250. Local Cash Match of \$1000 is provided in this year's budget for cellphone service costs. This cost is based on the group rate provided to the Juvenile Services Office through Verizon Wireless.
Training Expenses	\$9,400.00	\$5,000 will be covered for county traveling to do field visits plus sending 1 person to National Conference. \$4,400 will be used to pay for the 2-day PACT Assessment training.
Treatment and Supervision	\$189,700.84	Substance Abuse Treatment: Substance abuse treatment covers all treatment tracks for the program participants (juvenile & young adults 18-21). The total requested in the State application is \$127,309.12. \$105,102.12 of this amount will come from State funds, \$2,350 from the Program Participant Fees, and \$19,857 from CJSB funding. Mental Health Treatment: Mental health treatment covers all treatment tracks for the program participants (juvenile and young adults 18-21). The total budgeted is \$46,386.92 with \$11,386.92 coming from County Match funds, \$15,000 from County 1% funds, \$10,000 coming from City 1% funds, and \$10,000 from CJSB funds. Other funding lines: The total budgeted for GPS monitoring is \$2,000.00 with the full amount covered by State Funds. GPS Monitoring services are provided by Sentinel Services, Inc. Their mailing address is 1290 N Hancock St. Suite 103, Anaheim, CA 92807. Phone: (949)453-1550. The total budgeted for graduation and incentives is \$2,000.00, with the full amount covered by State funds. Graduation supplies include a graduation plaque, a gift ranging from \$30-\$50, cake, beverages, and utensils. It is anticipated that 5 participants will graduate this year. Both intangible and tangible incentives are given. Tangible incentives include fuel vouchers, movie theater passes, entertainment vouchers, food certificates, etc., ranging from \$10-\$40. The total amount requested in the State application for Quality of Life is \$2,000.00. These monies will be utilized for psychological evaluations, medical services, Rec Center passes, gas cards, emergency food and/or housing, or other one-time emergency provisions. \$7,993 is budgeted from CJSB funds for case management. The total budgeted amount for the annual hosting for 3 users for the Noble Case Managers (PACT Assessment) is \$2,011.80.
National Accreditation		
Drug Testing		
Surcharge	\$7,076.30	Surcharge funding will be used to provide financial support for drug court participants when emergent situations arise. The surcharge funds will be used to augment the Quality of Life funds to provide for unplanned events like medication management, emergent medical copays, dental appointments, automobile repairs or utilities and deposits for participants who become unemployed and/or homeless while in the JFDC program. Surcharge funding will also be used to supplement the treatment needs of the participants. When a participant or family is identified as needing additional individual and/or family therapy sessions beyond the regular one (1) individual session per week, this money will be used to pay the cost of the extra weekly sessions.
TOTALS	\$334,857.30	

The following page(s) contain the backup material for Agenda Item: [9:30 Fischer Simple Subdivision Request](#)

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



Memorandum Department of Public Works

TO: Campbell County Board of Commissioners
FROM: Sam Proffer, Planner and Zoning Administrator
DATE: January 17th, 2023
SUBJECT: Fischer Simple Subdivision Request

Case Number: 22.06.CRSD / Fischer Simple Subdivision

Summary:

The applicant proposes to subdivide a 40.182-acre tract of land into two parcels: Parcel '1' to be 10.017 acres and Parcel '2' to be 30.165 acres. The subdivision meets all County Chapter 6 Subdivision standards and has access available off Breen Road, at the intersection of Breen Road and Hilight Road. No zoning is required, and none has been requested.

Planning Commission Recommendation:

On January 5th, 2023 the Planning Commission unanimously approved the Fischer Simple Subdivision as requested by the applicant.

Exhibits:

- Exhibit 'A' January 5th, 2023 Planning Commission Case Sheet

Staff Recommendation:

Staff recommends approval of the Fischer Simple Subdivision request, Case Number 22.06.CRSD.

ENCLOSURE 1

22.06.CRSD

FISCHER SIMPLE SUBDIVISION

500 South Gillette Avenue
Suite 1500
Gillette, Wyoming 82716
(307) 682-1970
(307) 687-6468 Fax



Bud Z. Fischer
Simple Subdivision Request

Planning Commission Meeting
January 5th, 2023

Board of Commissioners Meeting
January 17th, 2023

Applicant: Bud Fischer

Case Number: 22.06.CRSD

Agent: Sheila Slocum, PCA Engineering

Summary: The applicant proposes to subdivide a 40.182-acre tract of land into two parcels: Parcel '1' to be 10.017 acres and Parcel '2' to be 30.165 acres.

Legal Description: The NE $\frac{1}{4}$, NE $\frac{1}{4}$ of Section 27, T45N, R71W of the 6th PM, Campbell County Wyoming.

Location: The proposed subdivision is located off Breen Road, at the intersection of Breen Road and Hilight Road: Situs address 1555 Hilight Road.

Current Zoning: Unzoned

Proposed Zoning: None

Existing Land Use: Large acreage rural/commercial/residence

Adjacent Land Use: North: Agricultural Unzoned
South: Agricultural Unzoned
East: Agricultural Unzoned
West: Agricultural Unzoned

Findings of Fact:

The proposed subdivision meets all the following Campbell County Chapter 6 Subdivision Regulations Section 6.8 for Simple Subdivision requirements.

- **Zoning:** The area is not within the Gillette Joint Planning Boundary Area; therefore, no zoning is required.
- **Lot size:** The Simple Subdivision meets the minimum size standards of a parcel at least 35 acres in size being split into 2 parcels, neither less than 10 acres.
- **Compatibility:** The subdivision is compatible to the surrounding area and is consistent with surrounding uses.
- **Comprehensive Plan:** The proposed subdivision lies outside of the Future Land Use Map and is situated away from existing coal mine expansion. Reference Exhibit 'B'
- **Title Report No More Than 3-months Old:** Provided.
- **Mortgage Lien:** None.
- **Site Plan:** Provided.
- **Public Notice:** Provided.
- **Access:** Provided.

Planning Considerations:

None.

Exhibits:

- 'A' Application and Record of Survey / Legal Descriptions / Site Plan (Pgs. 4-9)
 - 'B' Project Locator Map (Pg. 10)
 - 'C' Neighbor Notice (Pgs. 11-14)
 - 'D' Publisher Affidavit (Pgs. 15-16)
 - 'E' Title Report (Pgs. 17-24)
-

Staff Recommendation:

Staff recommends approval of the Fischer Simple Subdivision as submitted.

SIMPLE SUBDIVISION APPLICATION
ISOLATED PARCEL (35+ ACRES) RECORD OF SURVEY DIVISION
SUBDIVISION PERMIT

Applicant Information

Name of Applicant: Bud Z Fischer	
Applicant Phone Number:	Applicant Fax Number:
Applicant Mailing Address: 1555 Hilight Road, Gillette, WY 82718	
Applicant Email Address:	
Relationship of Applicant to Property:	☒ Owner ☐ Tenant ☐ Lessee ☐ Other

Agent Information

Name of Authorized Agent (if applicable): PCA Engineering, Inc. - Sheila Slocum	
Agent Phone Number: 307-687-0600	Agent Fax Number: 307-687-7022
Agent Mailing Address: P.O. Box 2185, Gillette, WY 82717	
Agent Email Address: slocums@pcaengsur.com	

The applicant requests to receive correspondence from the Planning Department regarding any submittals received or changes made regarding this application.

, agent 11-07-22
Applicant Date

INFORMATION REQUIRED FOR REVIEW:

1. Legal Description of Area: NE1/4NE1/4 of Section 27, T45N, R71W of the 6th P.M.,
Campbell County, WY

2. Parcel to be divided is a quarter of a quarter section, or, if larger than a quarter of a quarter section, is less than seventy acres.

Total Proposed Area for this Subdivision: 40.182 Acres

3. Parcel is surrounded by land owned by other than the applicant.

4. Parcel is being divided into two (2) tracts

5. Parcel sizes both exceed ten (10) acres in size:

Parcel 1: 10.017 acres

Parcel 2: 30.165 acres

Landowner's Certification:

The above or foregoing subdivision of the NE1/4NE1/4 of Section 27, T45N, R71W of the 6th P.M., Campbell County, Wyoming as appears on the attached Record of Survey, is made with the free consent, and in accordance with the desire of the undersigned owners and proprietors, and that this is a correct survey of the area as it is divided into two parcels;

That ingress and egress and utility easements have been provided to each parcel by binding and recordable easements of not less than forty (40).

There will be no proposed domestic water source, public sewage disposal system or public maintenance of streets or roads. Maintenance of streets or roads will be the responsibility of the lot owners.

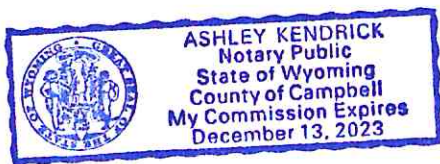
Landowner acknowledges that parcel created under this section shall not be eligible for further subdivision under the reduced minimum requirements provided by this section.

Executed this 1 day of December A.D., 2022 by

Bud Fischer
Owner

STATE OF WYOMING)
)ss.
COUNTY OF CAMPBELL)

The foregoing Subdivision Application was acknowledged before me by Bud Z Fischer this 1 day of December, 2022.



Ashley Kendrick
Notary Public
My Commission Expires: 12-13-2023

CERTIFICATE OF APPROVAL - CAMPBELL COUNTY PLANNING COMMISSION:

The foregoing Subdivision Application dated _____, 20 ____, by _____ and the attached Record of Survey dated _____, 20 ____, is approved by the Campbell County Planning Commission this _____ day of _____, 20 ____, A.D.

Chairman of the Planning Commission

Attest:

Clerk of the Planning Commission

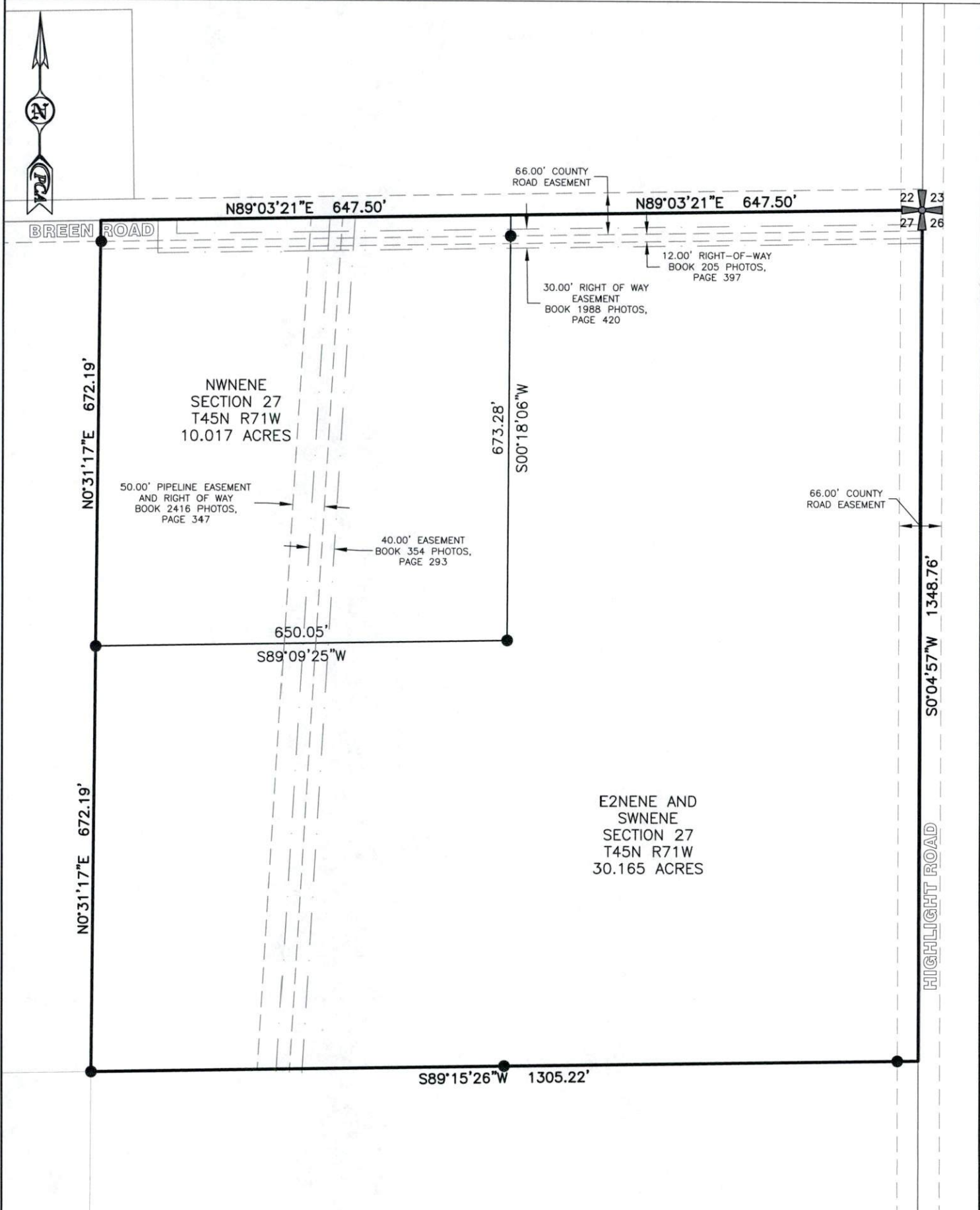
SUBDIVISION PERMIT APPROVAL - CAMPBELL COUNTY BOARD OF COMMISSIONERS

The foregoing Subdivision Application dated _____, 20 ____, by _____ and the attached Record of Survey dated _____, 20 ____, is approved by the Board of Commissioners in and for the County of Campbell, State of Wyoming, this _____ day of _____, 20 ____, A.D.

Chairman of the Board

Attest:

Clerk of the Board



LEGEND



CALCULATED POSITION FROM
REFERENCE MONUMENTS



SET ALUMINUM CAP PLS 15542

BASIS OF BEARING: WYOMING STATE PLANE GRID,
NAD83, EAST ZONE (4901)

PARCEL LOCATED IN THE
NE1/4NE1/4 SECTION 27,
T45N, R71W
OF THE 6TH P.M.,
CAMPBELL COUNTY,
WYOMING

FOR:

BUD Z. FISCHER
1555 HILIGHT ROAD
GILLETTE, WY 82718

Project No. 223919.029

Scale: 1" = 200'

Drawn By: SMS

Date: NOVEMBER, 2022

Legal Description
E1/2NE1/4NE1/4 and SWNENEN
November 7, 2022

A parcel being the E2NENE and SWNENE of Section 27, T45N, R71W of the 6th P.M., Campbell County, Wyoming, being more particularly described as follows:

Commencing at the northeast section corner of said Section 27, being monumented by 2 reference monuments, the northerly one being a 1970 brass cap stamped LS 150 and the southerly one being an iron pipe and being the point of beginning;

Thence along the east line of said Section 27, S00°04'57"W, 1348.76 feet to the southeast corner of the NENE of Section 27;

Thence along the south line of said NENE, S89°15'26"W, 1305.22 feet to the southwest corner of said NENE;

Thence along the west boundary of said NENE, N00°31'17"E, 672.19 feet to the northwest corner of aforementioned SWNENE;

Thence along the north boundary of said SWNENE, N89°09'25"E, 650.05 feet to the northeast corner of said SWNENE;

Thence along the east boundary of aforementioned E2NENE, N00°18'06"E, 673.28 feet to the northwest corner of said E2NENE;

Thence along the north line of aforementioned Section 27, N89°03'21"E, 647.50 feet point of beginning.

Said parcel contains 30.165 acres more or less.

The basis of bearing for this legal description and for the attached "Record of Survey" is Wyoming State Plane Grid, NAD83, East Zone (4901).

Legal Description
NW1/4NE1/4NE1/4
November 7, 2022

A parcel being the NWNENE of Section 27, T45N, R71W of the 6th P.M., Campbell County, Wyoming, being more particularly described as follows:

Commencing at the northeast section corner of said Section 27, being monumented by 2 reference monuments, the northerly one being a 1970 brass cap stamped LS 150 and the southerly one being an iron pipe;

Thence along the north line of said Section 27, S89°03'21"W, 647.50 feet to the northeast corner of aforementioned NWNENE and being the point of beginning;

Thence continuing along the north line of said Section 27, S89°03'21"W, 647.50 feet to the northwest corner of said NWNENE;

Thence along the west boundary of said NWNENE, S00°31'17"W, 672.19 feet to the southwest corner of said NWNENE;

Thence along the south boundary of said NWNENE, N89°09'25"E, 650.05 feet to the southeast corner of said NWNENE;

Thence along the east boundary of said NWNENE, N00°18'06"E, 673.28 feet to the point of beginning.

Said parcel contains 10.017 acres more or less.

The basis of bearing for this legal description and for the attached "Record of Survey" is Wyoming State Plane Grid, NAD83, East Zone (4901).



BASIS OF BEARING: WYOMING STATE PLANE GRID,
NAD83, EAST ZONE (4901)

PARCEL LOCATED IN THE
NE1/4NE1/4 SECTION 27,
T45N, R71W
OF THE 6TH P.M.,
CAMPBELL COUNTY,
WYOMING

FOR:

BUD Z. FISCHER
1555 HILIGHT ROAD
GILLETTE, WY 82718

Project No. 223919.029

Scale: 1" = 200'

Drawn By: SMS

Date: AUGUST, 2022

Coal Mines

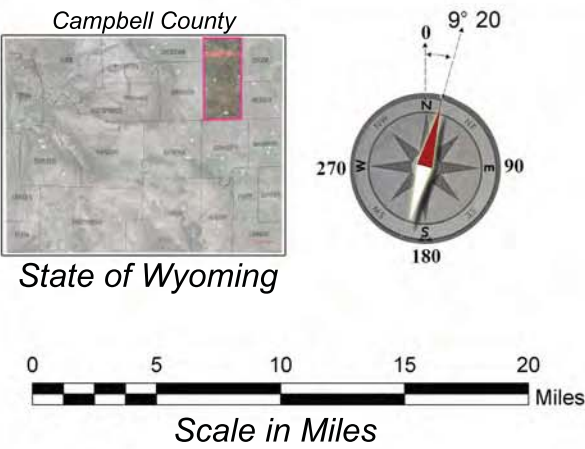


Coal Mine Map

There are 13 active coal mines in the Wyoming portion of the Powder River Basin. These mines produced 426 million short tons in 2011. Coal mines in the Powder River Basin in Wyoming employed over 6,800 personnel in 2008.

Name	Acres
ANTELOPE MINE	920
CABALLO	19976
CABALLO-BELLE AYR	1092
JACOBS RANCH MINE	16188
BLACK THUNDER MINE	27224
NORTH ROCHELLE MINE	5092
BLACK THUNDER-NORTH ROCHELLE	1974
BLACK THUNDER - JACOBS RANCH	2724
BUCKSKIN MINE	8284
NORTH ANTELOPE ROCHELLE MINE	46016
COAL CREEK MINE	6854
DRY FORK MINE	3810
EAGLE BUTTE MINE	10344
SCHOOL CREEK MINE	23040
*WYODAK - ESTIMATE ONLY	3874
*CORDERO ROJO - ESTIMATE ONLY	15606
BELLE AYR	11896
RAWHIDE MINE	8890

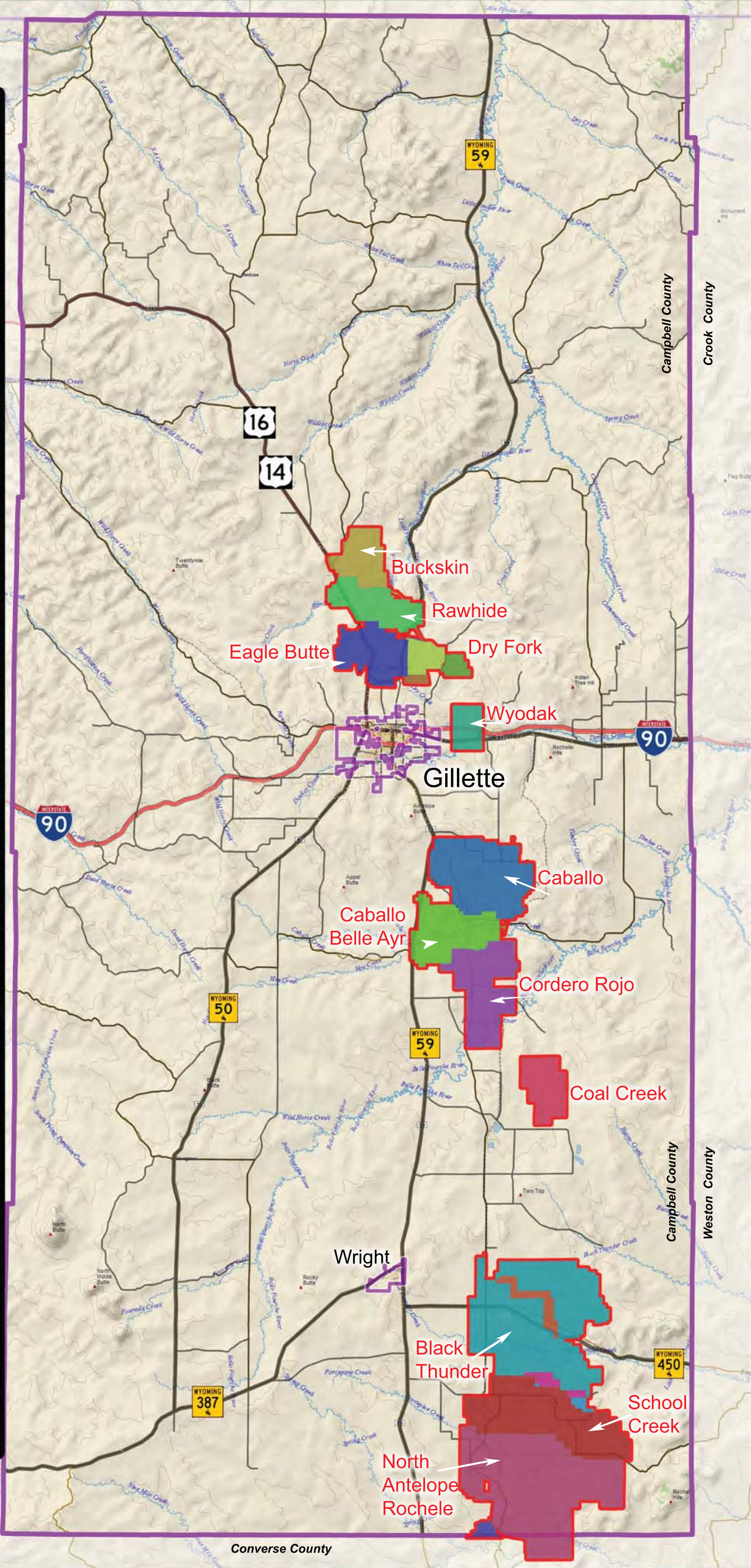
* Estimate Only. No Map Provided



Campbell County's future...today



COMPREHENSIVE PLAN 2013



DEPARTMENT OF PUBLIC WORKS

Building & Planning Division

500 S. Gillette Avenue, Suite 1500
Gillette Wyoming 82716
Phone 307-682-1970 Fax 307-687-6468

11/16/2022

RE: Fischer Simple Subdivision

Legal Description: NE ¼ NE ¼ of Section 27, T45N, R71W of the 6th P.M.

Situs Address: 1555 Hilight Road

Dear Neighboring Landowner:

I would like to inform you of a proposed subdivision request in your area. If you should have any concerns or comments, you are invited to attend the following public hearing:

The County Planning Commission will review the Fischer Simple Subdivision request at their regular meeting on Thursday, December 15, 2022, at 7 p.m. in the Commissioners' Chambers of the Courthouse, 500 South Gillette Avenue, Gillette, Wyoming.

The owner proposes to divide an existing 40-acre parcel into two parcels. The attached aerial photo and site plan shows the proposed project location highlighted in yellow.

If you are unable to attend the meeting and have any comments regarding this proposal, you may send a signed letter or fax to this office, and it will be forwarded to the Commissioners on your behalf.

Please do not hesitate to contact us at 687-1970 if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Sam Proffer". The signature is fluid and cursive, with the first name "Sam" written in a larger, more prominent script.

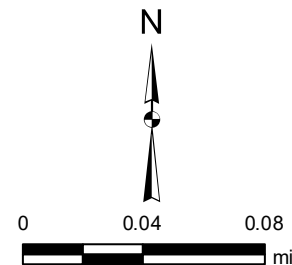
Sam Proffer
Planner and Zoning Administrator

Cc: File

Enclosures: Aerial map, site plan



Date: 11/14/2022
Time: 12:31:07 PM



CAMPBELL COUNTY, WYOMING

DEPARTMENT
OF PUBLIC WORKS

500 S. Gillette Ave. Gillette, Wyoming 82716
Phone # 307 685-8061
Fax # 307 687-6349

Page 12 of 24



BASIS OF BEARING: WYOMING STATE PLANE GRID,
NAD83, EAST ZONE (4901)

PARCEL LOCATED IN THE
NE1/4NE1/4 SECTION 27,
T45N, R71W
OF THE 6TH P.M.,
CAMPBELL COUNTY,
WYOMING

FOR:

BUD Z. FISCHER
1555 HILIGHT ROAD
GILLETTE, WY 82718

Project No. 223919.029

Scale: 1" = 200'

Drawn By: SMS

Date: AUGUST, 2022

Name	Address1	City	St	Zip
Powder River Energy Corporation	PO Box 930	Sundance	WY	82729
Loree Mcmanus Family Trust	32664 N 70th St	Scottsdale	AZ	85266
Peggy K Gilson & Johnny V Thylur	3857 Fairview Ave	Ketchikan	AK	99901
Bud Z Fischer	1555 Hilight Rd Unit Main	Gillette	WY	82718

Publisher's Affidavit

Notice is hereby given that Bud Z. Fischer, Campbell County, WY has applied for a permit to subdivide the NENE of Section 27, T45N, R71W of the 6th P.M., Campbell County, WY. A Record of Survey will be reviewed at the December 15, 2022, Campbell County Planning Commission meeting at 7:00 p.m. in the Campbell County Commissioner's Chambers, 500 S. Gillette Avenue, Gillette, WY. The record of survey can be reviewed at the office of the Campbell County Planning Division, 500 S. Gillette Avenue, Suite 1500, Gillette, WY.

November 29, 2022

December 6, 2022

Sheila Slocum

From: Gillette News Record Legals <legals@gillettenewsrecord.net>
Sent: Monday, November 7, 2022 11:54 AM
To: Sheila Slocum
Subject: Re: Newspaper Notice

External Sender:

I received your notice and will schedule it to publish the dates you requested.

Thank you!

Shawna Glasser
Gillette News Record Legals
legals@gillettenewsrecord.net

On Nov 7, 2022, at 11:41 AM, Sheila Slocum <slocums@pcaengsur.com> wrote:

Please see attached.

Let me know if you have any questions.

Thanks,
Sheila

Sheila Slocum, PLS

PCA Engineering, Inc.
4506 Wigwam Blvd.
P.O. Box 2185
Gillette, WY 82717
Phone: (307) 687-0600
Cell: (307) 299-1976
Fax: (307) 687-7022

CONFIDENTIAL information of PCA Engineering Inc. All rights reserved. This work contains information that is confidential, privileged and proprietary to PCA Engineering, Inc. Any files contained within are to be used for information ONLY. Accuracy and/or design information to be verified from approved original plans. Use of electronic media is at the sole risk of the user. Removal of this notice, transfer, republication, disclosure and/or copying of all or part of this message, or its attachments, is strictly prohibited, except with the express, written permission of PCA Engineering, Inc.

<image001.jpg>

<Newspaper Notice 110722.pdf>



First American

Guarantee

Condition of Title Guarantee

ISSUED BY

First American Title Insurance Company

GUARANTEE NUMBER

50036956-4011047

SUBJECT TO THE EXCLUSIONS FROM COVERAGE, THE GUARANTEE CONDITIONS ATTACHED HERETO AND MADE A PART OF THIS GUARANTEE.

FIRST AMERICAN TITLE INSURANCE COMPANY

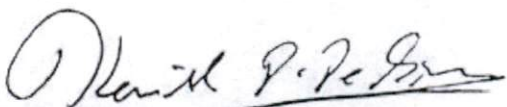
a Nebraska corporation, herein called the Company

GUARANTEES

the Assured named in Schedule A of this Guarantee

against loss or damage not exceeding the Amount of Liability stated in Schedule A sustained by the Assured by reason of any incorrectness in the Assurances set forth in Schedule A

FIRST AMERICAN TITLE INSURANCE COMPANY

By: 
Kenneth D. DeGiorgio, President

By: 
Lisa W. Cornehl, Secretary

This jacket was created electronically and constitutes an original document

EXCLUSIONS FROM COVERAGE

Except as expressly provided by the assurances in Schedule A, the Company assumes no liability for loss or damage by reason of the following:

- (a) Defects, liens, encumbrances, adverse claims or other matters against the title to any property beyond the lines of the Land.
- (b) Defects, liens, encumbrances, adverse claims or other matters, whether or not shown by the Public Records (1) that are created, suffered, assumed or agreed to by one or more of the Assureds; or, (2) that result in no loss to the Assured.
- (c) Defects, liens, encumbrances, adverse claims or other matters not shown by the Public Records.
- (d) The identity of any party shown or referred to in any of the schedules of this Guarantee.

- (e) The validity, legal effect or priority of any matter shown or referred to in any of the schedules of this Guarantee.
- (f) (1) Taxes or assessments of any taxing authority that levies taxes or assessments on real property; or, (2) proceedings by a public agency which may result in taxes or assessments, or notices of such proceedings, whether or not the matters excluded under (1) or (2) are shown by the records of the taxing authority or by the Public Records.
- (g) (1) Unpatented mining claims; (2) reservations or exceptions in patents or in Acts authorizing the issuance thereof; (3) water rights, claims or title to water, whether or not the matters excluded under (1), (2) or (3) are shown by the Public Records.

GUARANTEE CONDITIONS

1. Definition of Terms.

The following terms when used in the Guarantee mean:

- a. the "Assured": the party or parties named as the Assured in Schedule A, or on a supplemental writing executed by the Company.
- b. "Land": the Land described or referred to in Schedule A, and improvements affixed thereto which by law constitute real property. The term "Land" does not include any property beyond the lines of the area described or referred to in Schedule A, nor any right, title, interest, estate or easement in abutting streets, roads, avenues, alleys, lanes, ways or waterways.
- c. "Mortgage": mortgage, deed of trust, trust deed, or other security instrument.
- d. "Public Records": those records established under Wyoming statutes at Date of Guarantee for the purpose of imparting constructive notice of matters relating to real property to purchasers for value and without knowledge.
- e. "Date of Guarantee": the Date of Guarantee set forth in Schedule A.
- f. "Amount of Liability": the Amount of Liability as stated in Schedule A.

2. Notice of Claim to be Given by Assured.

The Assured shall notify the Company promptly in writing in case knowledge shall come to an Assured of any assertion of facts, or claim of title or interest that is contrary to the assurances set forth in Schedule A and that might cause loss or damage for which the Company may be liable under this Guarantee. If prompt notice shall not be given to the Company, then all liability of the Company shall terminate with regard to the matter or matters for which prompt notice is required; provided, however, that failure to notify the Company shall in no case prejudice by the failure and then only to the extent of the prejudice.

3. No Duty to Defend or Prosecute.

The Company shall have no duty to defend or prosecute any action or proceeding to which the Assured is a party, notwithstanding the nature of any allegation in such action or proceeding.

4. Company's Option to Defend or Prosecute Actions; Duty of Assured to Cooperate.

Even though the Company has no duty to defend or prosecute as set forth in Paragraph 3 above:

- a. The Company shall have the right, at its sole option and cost, to institute and prosecute any action or proceeding, interpose a defense, as limited in Paragraph 4 (b), or to do any other act which in its opinion may be necessary or desirable to establish the correctness of the assurances set forth in Schedule A or to prevent or reduce loss or damage to the Assured. The Company may take any appropriate action under the terms of this Guarantee, whether or not it shall be liable hereunder, and shall not thereby concede liability or waive any provision of this Guarantee. If the Company shall exercise its rights under this paragraph, it shall do so diligently.
- b. If the Company elects to exercise its options as stated in Paragraph 4(a) the Company shall have the right to select counsel of its choice (subject to the right of the Assured to object for reasonable cause) to represent the Assured and shall not be liable for and will not pay the fees of any other counsel, nor will the Company pay any fees, costs or expenses incurred by an Assured in the defense of those causes of action which allege matters not covered by this Guarantee.
- c. Whenever the Company shall have brought an action or interposed a defense as permitted by the provisions of this Guarantee, the Company may pursue any litigation to final determination by a court of competent jurisdiction and expressly reserves the right, in its sole discretion, to appeal from an adverse judgment or order.
- d. In all cases where this Guarantee permits the Company to prosecute or provide for the defense of any action or proceeding, the Assured shall secure to the Company the right to so prosecute or provide for the defense of any action or proceeding, and all appeals therein, and permit the Company to use, at its option, the name of such Assured for this purpose. Whenever requested by

GUARANTEE CONDITIONS (Continued)

the Company, the Assured, at the Company's expense, shall give the Company all reasonable aid in any action or proceeding, securing evidence, obtaining witnesses, prosecuting or defending the action or lawful act which in the opinion of the Company may be necessary or desirable to establish the correctness of the assurances set forth in Schedule A to prevent or reduce loss or damage to the Assured. If the Company is prejudiced by the failure of the Assured to furnish the required cooperation, the Company's obligations to the Assured under the Guarantee shall terminate.

5. Proof of Loss or Damage.

- a. In the event the Company is unable to determine the amount of loss or damage, the Company may, at its option, require as a condition of payment that the Assured furnish a signed proof of loss. The proof of loss must describe the defect, lien, encumbrance, or other matter that constitutes the basis of loss or damage and shall state, to the extent possible, the basis of calculating the amount of the loss or damage.
- b. In addition, the Assured may reasonably be required to submit to examination under oath by any authorized representative of the Company and shall produce for examination, inspection and copying, at such reasonable times and places as may be designated by any authorized representative of the Company, all records, books, ledgers, checks, correspondence and memoranda, whether bearing a date before or after Date of Guarantee, which reasonably pertain to the loss or damage. Further, if requested by any authorized representative of the Company, the Assured shall grant its permission, in writing, for any authorized representative of the Company to examine, inspect and copy all records, books, ledgers, checks, correspondence and memoranda in the custody or control of a third party, which reasonably pertain to the loss or damage. All information designated as confidential by the Assured provided to the Company pursuant to this paragraph shall not be disclosed to others unless, in the reasonable judgment of the Company, it is necessary in the administration of the claim. Failure of the Assured to submit for examination under oath, produce other reasonably requested information or grant permission to secure reasonable necessary information from third parties, as required in the above paragraph, unless prohibited by law or governmental regulation, shall terminate any liability of the Company under this Guarantee to the Assured for that claim.

6. Options to Pay or Otherwise Settle Claims:

Termination of Liability.

In case of a claim under this Guarantee, the Company shall have the following additional options:

- a. To pay or tender payment of the Amount of Liability together with any costs, attorneys' fees, and expenses incurred by the Assured that were authorized by the Company up to the time of payment or tender of payment and that the Company is obligated to pay.

- b. To pay or otherwise settle with the Assured any claim assured against under this Guarantee. In addition, the Company will pay any costs, attorneys' fees, and expenses incurred by the Assured that were authorized by the Company up to the time of payment or tender of payment and that the Company is obligated to pay; or
- c. To pay or otherwise settle with other parties for the loss or damage provided for under this Guarantee, together with any costs, attorneys' fees, and expenses incurred by the Assured that were authorized by the Company up to the time of payment and that the Company is obligated to pay.

Upon the exercise by the Company of either of the options provided for in 6 (a), (b) or (c) of this paragraph the Company's obligations to the Assured under this Guarantee for the claimed loss or damage, other than the payments required to be made, shall terminate, including any duty to continue any and all litigation initiated by the Company pursuant to Paragraph 4.

7. Limitation Liability.

- a. This Guarantee is a contract of Indemnity against actual monetary loss or damage sustained or incurred by the Assured claimant who has suffered loss or damage by reason of reliance upon the assurances set forth in Schedule A and only to the extent herein described, and subject to the Exclusions From Coverage of This Guarantee.
- b. If the Company, or the Assured under the direction of the Company at the Company's expense, removes the alleged defect, lien, or encumbrance or cures any other matter assured against by this Guarantee in a reasonably diligent manner by any method, including litigation and the completion of any appeals therefrom, it shall have fully performed its obligations with respect to that matter and shall not be liable for any loss or damage caused thereby.
- c. In the event of any litigation by the Company or with the Company's consent, the Company shall have no liability for loss or damage until there has been a final determination by a court of competent jurisdiction, and disposition of all appeals therefrom.
- d. The Company shall not be liable for loss or damage to the Assured for liability voluntarily assumed by the Assured in settling any claim or suit without the prior written consent of the Company.

8. Reduction of Liability or Termination of Liability.

All payments under this Guarantee, except payments made for costs, attorneys' fees and expenses pursuant to Paragraph 4 shall reduce the Amount of Liability under this Guarantee pro tanto.

9. Payment of Loss.

- a. No payment shall be made without producing this Guarantee for endorsement of the payment unless the Guarantee has been lost or destroyed, in which case proof of loss or destruction shall be furnished to the satisfaction of the Company.
- b. When liability and the extent of loss or damage has been definitely fixed in accordance with these Conditions, the loss or damage shall be payable within thirty (30) days thereafter.

GUARANTEE CONDITIONS (Continued)

10. Subrogation Upon Payment or Settlement.

Whenever the Company shall have settled and paid a claim under this Guarantee, all right of subrogation shall vest in the Company unaffected by any act of the Assured claimant.

The Company shall be subrogated to and be entitled to all rights and remedies which the Assured would have had against any person or property in respect to the claim had this Guarantee not been issued. If requested by the Company, the Assured shall transfer to the Company all rights and remedies against any person or property necessary in order to perfect this right of subrogation. The Assured shall permit the Company to sue, compromise or settle in the name of the Assured and to use the name of the Assured in any transaction or litigation involving these rights or remedies.

If a payment on account of a claim does not fully cover the loss of the Assured the Company shall be subrogated to all rights and remedies of the Assured after the Assured shall have recovered its principal, interest, and costs of collection.

11. Arbitration.

Provision intentionally deleted.

12. Liability Limited to This Guarantee; Guarantee Entire Contract.

- a. This Guarantee together with all endorsements, if any, attached hereto by the Company is the entire Guarantee and contract between the Assured and the Company. In interpreting any provision of this Guarantee, this Guarantee shall be construed as a whole.
- b. Any claim of loss or damage, whether or not based on negligence, or any action asserting such claim, shall be restricted to this Guarantee.
- c. No amendment of or endorsement to this Guarantee can be made except by a writing endorsed hereon or attached hereto signed by either the President, a Vice President, the Secretary, an Assistant Secretary, or validating officer or authorized signatory of the Company.

13. Severability.

In the event any provision of this Guarantee, in whole or in part, is held invalid or unenforceable under applicable law, the Guarantee shall be deemed not to include that provision or such part held to be invalid, but all other provisions shall remain in full force and effect.

14. Choice of Law; Forum.

- a. Choice of Law: The Assured acknowledges the Company has underwritten the risks covered by this Guarantee and determined the premium charged therefor in reliance upon the law affecting interests in real property and applicable to the interpretation, rights, remedies, or enforcement of Guaranties of the jurisdiction where the Land is located. Therefore, the court or an arbitrator shall apply the law of the jurisdiction where the Land is located to determine the validity of claims that are adverse to the Assured and to interpret and enforce the terms of this Guarantee. In neither case shall the court or arbitrator apply its conflicts of law principles to determine the applicable law.
- b. Choice of Forum: Any litigation or other proceeding brought by the Assured against the Company must be filed only in a state or federal court within the United State of America or its territories having appropriate jurisdiction.

15. Notices, Where Sent.

All notices required to be given the Company and any statement in writing required to be furnished the Company shall include the number of this Guarantee and shall be addressed to the Company at **First American Title Insurance Company, Attn: Claims National Intake Center, 5 First American Way, Santa Ana, California 92707. Phone: 888-632-1642 (claims.nic@firstam.com)**



First American

Schedule A

Condition of Title Guarantee

ISSUED BY

First American Title Insurance Company

GUARANTEE NUMBER

4011047

File No.: 4539-4011047

Guarantee No. 4011047

Amount of Liability: \$300.00

Date of Guarantee: October 20, 2022 at 5:00 P.M.

Fee: \$250.00

1. Name of Assured:

PCA Engineering Inc.

2. The estate or interest in the Land which is covered by this Guarantee is:

Fee Simple

3. The Land referred to in this Guarantee is described as follows:

Real property in the City of Gillette, County of Campbell, State of Wyoming, described as follows:

TOWNSHIP 45 NORTH, RANGE 71 WEST, 6TH P.M., CAMPBELL COUNTY, WYOMING

Section 27: NE $\frac{1}{4}$ NE $\frac{1}{4}$

Account No. (for reference only): 22899

4. ASSURANCES:

According to the Public Records as of the Date of Guarantee,

a. Title to the estate or interest in the Land is vested in:

Bud Z. Fischer

- b. Except for the matters shown in Schedule B, there are no defects, liens, encumbrances or other matters affecting title to the estate or interest in the land shown in Schedule A, which matters are not necessarily shown in the order of their priority



First American

Schedule B

Condition of Title Guarantee

ISSUED BY

First American Title Insurance Company

GUARANTEE NUMBER

4011047

File No.: 4539-4011047

1. Documents, liens or other matters that are indexed by name only but which, if any exist, may affect title or impose liens or encumbrances on the Land.
2. Right of way, including terms and conditions contained therein:
Granted To: Phillips Petroleum Company
For: Pipelines
Recorded: May 4, 1970
Recording Information: Book 193 of Photos, Page 12
Assigned To: Panhandle Eastern Pipe Line Company by Assignment recorded December 29, 1977 in Book 402 of Photos, Page 327; Notice of General Description of Area recorded June 10, 1986 in Book 889 of Photos, Page 196; Further assigned to K N Gas Gathering, Inc., by Assignment recorded October 23, 1992 in Book 1211 of Photos, Page 162 and Partial Assignment recorded October 23, 1992 in Book 1211 of Photos, page 390; Further assigned to Kinder Morgan Operating L.P. "A" by Assignment and Conveyance recorded December 13, 2001 in Book 1716 of Photos, Page 83 and Conveyance recorded March 31, 2005 in Book 2045 of Photos, Page 333; Further assigned to MEG Wyoming Gas Service, LLC by General Conveyance, Assignment, and Bill of Sale recorded June 7, 2006 in Book 2160 of Photos, Page 18 and Memorandum of Rights recorded June 16, 2006 in Book 2163 of Photos, Page 76

3. Right of way, including terms and conditions contained therein:
Granted To: Phillips Petroleum Company
For: Pipelines
Recorded: May 25, 1970
Recording Information: Book 195 of Photos, Page 32
Assigned To: Panhandle Eastern Pipe Line Company by Assignment recorded December 29, 1977 in Book 402 of Photos, Page 327; Notice of General Description of Area recorded June 10, 1986 in Book 889 of Photos, Page 196; Further assigned to K N Gas Gathering, Inc., by Assignment recorded October 23, 1992 in Book 1211 of Photos, Page 162 and Partial Assignment recorded October 23, 1992 in Book 1211 of Photos, page 390; Further assigned to Kinder Morgan Operating L.P. "A" by Assignment and Conveyance recorded December 13, 2001 in Book 1716 of Photos, Page 83 and Conveyance recorded March 31, 2005 in Book 2045 of Photos, Page 333; Further assigned to MEG Wyoming Gas Service, LLC by General Conveyance, Assignment, and Bill of Sale recorded June 7, 2006 in Book 2160 of Photos, Page 18 and Memorandum of Rights recorded June 16, 2006 in Book 2163 of Photos, Page 76
4. Right of Way, including terms and conditions contained therein:
Granted To: The Mountain States Telephone and Telegraph Company
For: Communication and other facilities
Recorded: September 29, 1970
Recording Information: Book 205 of Photos, Page 397
5. Right of Way, including terms and conditions contained therein:
Granted To: Belle Fourche Pipeline Company
For: Pipelines
Recorded: February 9, 1971
Recording Information: Book 214 of Photos, Page 359
6. Easement, including terms and conditions contained therein:
Granted to: Inexco Oil Company
For: Pipeline
Recorded: August 20, 1976
Recording Information: Book 354 of Photos, Page 293
7. Right of Way, including terms and conditions contained therein:
Granted To: Powder River Energy Corporation
For: Electric lines
Recorded: August 5, 2004
Recording Information: Book 1988 of Photos, Page 420
8. Easement, including terms and conditions contained therein:
Granted to: DCP Douglas, LLC
For: Pipeline
Recorded: January 9, 2009
Recording Information: Book 2416 of Photos, Page 347 and Supplement recorded September 17, 2012 in Book 2735 of Photos, Page 212

9. Right of Way, including terms and conditions contained therein:
Granted To: Powder River Energy Corporation
For: Electric lines
Recorded: May 6, 2009
Recording Information: Book 2443 of Photos, page 78
10. Note: The term Land when used herein shall not include trailers, manufactured homes, or other personal property.
11. Hilight Road and Breen Road as they may cross the Land.

The following page(s) contain the backup material for Agenda Item: [9:35 Amendment One Gillette Regional Water Agreement](#)

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

AMENDMENT ONE
to
GILLETTE REGIONAL WATER SUPPLY SYSTEM
JOINT POWERS AGREEMENT

City of Gillette, Wyoming
County of Campbell, Wyoming

THIS AMENDMENT ONE to the Gillette Regional Water Supply System Joint Powers Agreement is made and entered into by the duly authorized representatives of Campbell County, herein after referred to as the “County”, and the City of Gillette, herein after referred to as the “City”, both of which are located in the State of Wyoming and are both “agencies” as defined by W.S. 16-1-103(a)(i) and for the purposes of this Amendment shall be referred to as “Participating Agencies”.

WHEREAS, the Participating Agencies entered into a Gillette Regional Water Supply System Joint Powers Agreement (“JPA”) to define the ownership, management, operations, administration and financing of the Gillette Regional Water Supply System. The JPA had an Effective Date of January 4, 2011, which is the date the JPA was approved by the Wyoming Attorney General; and

WHEREAS, Section 7.1 of the JPA defines a Designated Service Area (“DSA”) as identified within Exhibit C of the JPA which encompasses areas within Campbell County for which water service can be provided; and

WHEREAS, Section 5 of the JPA established a Regional Water Panel (“Panel”) and Section 5.4 e) enables the Panel to provide recommendation to the Participating Agencies regarding requests for water from potential Wholesale Customers outside the DSA and the corresponding expansion of the DSA; and

WHEREAS, Section 7.2 c) of the JPA provides a process for potential wholesale customers to petition the Regional Water Panel for changes to the DSA to accommodate an expanded service area; and

WHEREAS, Matt Olsen, Executive Director of Public Works on behalf of Campbell County, Wyoming (“County”), by virtue of a letter dated December 7, 2022, provided a formal request to the Panel to expand the DSA to include the land depicted within Exhibit A attached to and incorporated in this Amendment; and

WHEREAS, Doug Carlton, Managing Partner of Carlton Construction (“Developer”) on behalf of Michael J. Barlow, Trustee of the Robert F. Barlow Revocable Trust dated February 21, 1992 and Officer of Barlow Brothers, LLC (“Property Owner”), by virtue of a letter dated November 28, 2022, has petitioned the Panel for the DSA to be expanded to include the land depicted within Exhibit B attached to and incorporated in this Amendment; and

WHEREAS, the Panel approved Resolution 22-01, attached and incorporated within this Amendment, during their regular meeting on December 15, 2022; and

WHEREAS, Resolution 22-01 recommends the Participating Agencies expand the DSA to include the land depicted within Exhibit A and Exhibit B; and

WHEREAS, Resolution 22-01 also recommends the Participating Agencies approve Amendment One to the Gillette Regional Water Supply System Joint Powers Agreement to remove Exhibit C and replace with Exhibit C attached to and incorporated in this Amendment, depicting the expanded Designated Service Area.

THEREFORE, THE PARTIES HEREBY MUTUALLY AGREE TO AMEND THE JPA AS FOLLOWS:

1. The Designated Service Area is hereby expanded to include the land depicted within Exhibit A and Exhibit B; and
2. Exhibit C to the JPA shall be removed and replaced with the Exhibit C attached to and incorporated within this Amendment, depicting the expanded Designated Service Area.
3. All other aspects of the Gillette Regional Water Supply System Joint Powers Agreement shall remain unchanged.

CITY OF GILLETTE, WYOMING



Shay Lundvall, Mayor

(S E A L)
ATTEST:



Alicia Allen, City Clerk

CAMPBELL COUNTY, WYOMING

Colleen Faber, Chair

(S E A L)
ATTEST:

Cindy Lovelace, County Clerk

APPROVAL BY ATTORNEY GENERAL

In accordance with Wyo. Stat. 16-1-105(a)(ii), the Wyoming Attorney General has reviewed this Amendment One to the Gillette Regional Water Supply System Joint Powers Agreement and determined that the Amendment is compatible with the laws and constitution of the State of Wyoming.

Approved this _____ day of _____, 20__.

Attorney General, State of Wyoming

**GILLETTE REGIONAL WATER PANEL
RESOLUTION 22-01**

A Resolution Recommending Approval of Amendment One to the Gillette Regional Water Supply System Joint Powers Agreement to Expand the Designated Service Area and replace the Exhibit C Map.

WHEREAS, Campbell County (“County”) and the City of Gillette (“City”), collectively known as the “Participating Agencies” entered into a Joint Powers Agreement (“JPA”) to define the ownership, management, operations, administration and financing of the Gillette Regional Water Supply System with an Effective Date of January 4, 2011 which is the date the JPA was approved by the Wyoming Attorney General; and

WHEREAS, Section 7.1 of the JPA defines a Designated Service Area (“DSA”) as identified within Exhibit C of the JPA which encompasses areas within Campbell County for which water service can be provided; and

WHEREAS, Section V. of the JPA established a Regional Water Panel (“Panel”) and Section 5.4 e) enables the Panel to provide recommendation to the Participating Agencies regarding requests from water from potential Wholesale Customers outside the DSA and the corresponding expansion of the DSA; and

WHEREAS, Section 7.2 c) of the JPA provides a process for potential wholesale customers to petition the Regional Water Panel for changes to the DSA to accommodate an expanded service area; and

WHEREAS, Matt Olsen, Executive Director of Public Works on behalf of Campbell County, Wyoming (“County”) has provided a formal request to the Panel to expand the DSA to include the land depicted within Exhibit A; and

WHEREAS, Doug Carlton, Managing Partner of Carlton Construction (“Developer”) on behalf of Michael J. Barlow, Trustee of the Robert F. Barlow Revocable Trust dated February 21, 1992 and Officer of Barlow Brothers, LLC (“Property Owner”) have petitioned the Panel for the DSA to be expanded to include the land depicted within Exhibit B.

NOW THEREFORE BE IT RESOLVED BY THE REGIONAL WATER PANEL:

1. The Panel recommends the Participating Agencies expand the Designated Service Area to include the land depicted within Exhibit A and Exhibit B attached and incorporated within this Resolution; and
2. The Panel recommends the Participating Agencies approve Amendment One to the Gillette Regional Water Supply System Joint Powers Agreement to remove the Exhibit C Map and replace with the attached Exhibit C Map, incorporated within this Resolution, depicting the expanded Designated Service Area.

PASSED, APPROVED, AND ADOPTED this 15th day of December 2022.

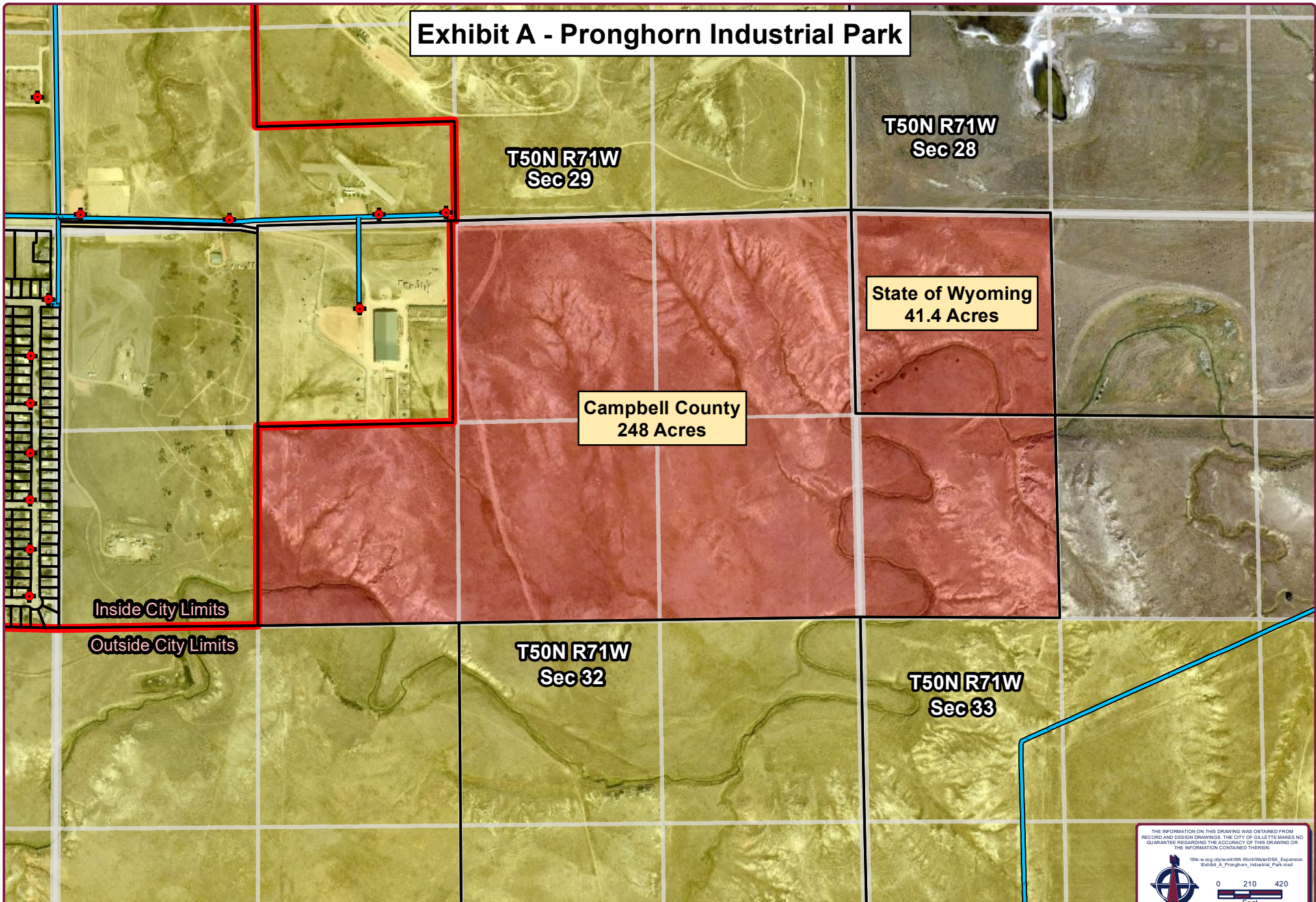

E. Loren Crain, Chairman

ATTEST:


Ralph Kingan, Vice Chairman

Exhibit A

Exhibit A - Pronghorn Industrial Park



- Fire Hydrants
- County Tax Parcels
- PLSS Sections
- PLSS Quarter Sections
- DSA Expansion Area
- Existing DSA Area
- City Water Lines
- City Limits



THE INFORMATION ON THIS DRAWING WAS OBTAINED FROM RECORD AND DESIGN DRAWINGS. THE CITY OF GILLETTE MAKES NO GUARANTEE REGARDING THE ACCURACY OF THIS DRAWING OR THE INFORMATION CONTAINED THEREIN.

0 210 420 Feet

Exhibit A
Pronghorn Industrial Park

December 07, 2022

Service With P.R.I.D.E.
 Productivity Responsibility Integrity Dedication

Exhibit B

Exhibit B - Barlow Ranch

T50N R73W
Sec 29

T50N R73W
Sec 28

Robert F Barlow
Revocable Trust
329.1 Acres

T50N R73W
Sec 32

T50N R73W
Sec 33

- Fire Hydrants
- City Water Lines
- County Tax Parcels
- PLSS Sections
- PLSS Quarter Sections
- DSA Expansion Area
- Existing DSA Area

CITY OF GILLETTE
Information Technology GIS
P.O. Box 3003
Gillette, Wyoming 82717-3003
Phone (307) 686-5364
www.gillettewy.gov

THE INFORMATION ON THIS DRAWING WAS OBTAINED FROM RECORD AND DESIGN DRAWINGS. THE CITY OF GILLETTE MAKES NO GUARANTEE REGARDING THE ACCURACY OF THIS DRAWING OR THE INFORMATION CONTAINED THEREIN.

186-w-cog.dty\work\WMA Work\Water\DSA_Expansion\Exhibit_B_Barlow_Ranch.mxd

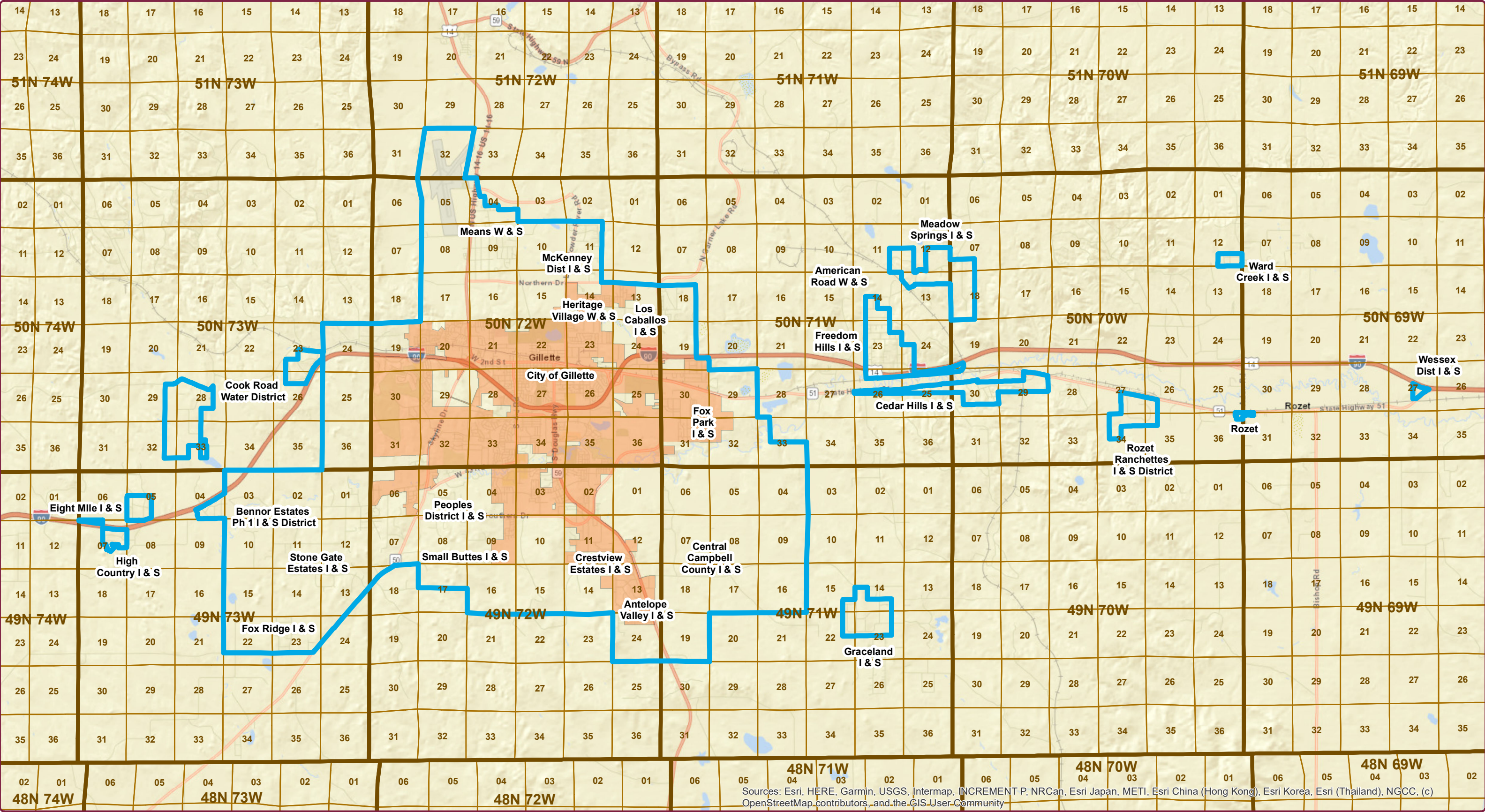
0 250 500 Feet

**Exhibit B
Barlow Ranch**

December 07, 2022

Service With P.R.I.D.E.
Productivity Responsibility Integrity Dedication

Exhibit C



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community

Legend

-  Designated Service Area (DSA)
-  Township
-  Sections
-  City Limits

Exhibit C
Amendment One
Gillette Regional Water Supply System Joint Powers Agreement
Designated Service Area
January 2023



1 in = 1.87 miles

\\file-w.org.dty\work\WA\Work\WaterDSA_Expansion\Exhibit_C_Updated_DSA.mxd

The following page(s) contain the backup material for Agenda Item: [9:40 First Amendment Cooperative Agreement for Bishop Road](#)

*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.

**FIRST AMENDMENT OF COOPERATIVE AGREEMENT BETWEEN THE CAMPBELL COUNTY
COMMISSION AND PRAIRIE EAGLE MINING, LLC**

This FIRST AMENDMENT OF COOPERATIVE AGREEMENT BETWEEN THE CAMPBELL COUNTY COMMISSION AND PRAIRIE EAGLE MINING, LLC (this "Amendment") is made this January ____, 2023, by and between, the **Campbell County Commission**, hereinafter referred to a "County", whose address is 500 South Gillette Avenue, Suite 1100, Gillette, Wyoming 82716; and **Eagle Specialty Materials, LLC, dba. Prairie Eagle Mining, LLC** hereinafter referred to as "PEM", whose address is PO Box 3039, Gillette, Wyoming 82717; all collectively referred to as "Parties."

WHEREAS, County and PEM are parties to that certain unrecorded Cooperative Agreement, dated July 29, 2022 and August 2, 2022 (the "Agreement").

WHEREAS, County and PEM have agreed to amend the Agreement pursuant to the terms set forth herein.

NOW THEREFORE, County and PEM agree as follows:

1. Section 7 of the Agreement is hereby deleted in its entirety and replaced with the following:

"PEM shall use all commercially reasonable efforts to complete the project, however if PEM is required to abandon the project due to circumstances out of its control, or if the project is not let to construction within two years of the completion of the design or prior to the completion due to circumstances out of its control, the County shall utilize unspent contribution dollars to first reimburse the State any monies owed it, second to replenish any County monies expended upon the project and third to reimburse PEM with any remainder for its expenditures upon the project."

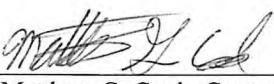
2. The terms and provisions of the Agreement remain in effect and the undersigned do hereby amend the Agreement as aforesaid, and do hereby ratify, adopt and confirm the Agreement as so amended by this Amendment. Capitalized terms used herein and not otherwise defined shall have the meanings set forth in the Agreement.
3. This Amendment may be executed in any number of counterparts to the same effect as though all parties had executed the same instrument. This Amendment shall be binding upon and inure to the benefit of the parties hereto, their respective successors and assigns.

IN WITNESS WHEREOF, the undersigned have executed this Amendment as of the date first written above.

CAMPBELL COUNTY COMMISSION

PRAIRIE EAGLE MINING, LLC

By: _____
Colleen Faber, Chairwoman

By:  _____
Matthew G. Cook, General Manager

Date: _____

Date: 1/5/23

The following page(s) contain the backup material for Agenda Item: [9:45 Cooperative Agreement for Barlow Road Bridge](#)

*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.



Department of Public Works

Matt Olsen, P.E., Director

500 S. Gillette Avenue, Suite 1400, Gillette, WY 82716 • 307-685-8061 • Building 307-682-1970 • Solid Waste/Recycle 307-682-9499

MEMORANDUM

TO: Board of Commissioners

FROM: Clark Melinkovich

DATE: January 17, 2023

SUBJECT: Barlow Road Bridge

As part of a Federal Bipartisan Infrastructure Law, WYDOT will receive \$45 million per year for 5 years to replace and rehabilitate bridges. The intent is to replace at least one bridge in each county. WYDOT has selected Barlow Road bridge to be replaced as part of this program. WYDOT will be responsible for planning, design, construction, and cover the entire cost of the project.

Public Works and Road and Bridge have discussed the selection of this specific bridge and agree with WYDOT's recommendation that this be the one to be replaced.

Public Works recommends the Board approve the attached agreement with WYDOT for this project.

**COOPERATIVE AGREEMENT
BETWEEN THE
WYOMING DEPARTMENT OF TRANSPORTATION
AND THE
CAMPBELL COUNTY COMMISSIONERS**

Federal Project HI-BFP CN17055
Bridge Over N Fork Dead Horse Creek
Structure No. DVX
Barlow Road
Campbell County

1. **Parties.** The parties to this Cooperative Agreement (Agreement) are the Wyoming Department of Transportation (WYDOT), whose address is 5300 Bishop Blvd., Cheyenne, Wyoming 82009, and the Campbell County Commissioners (County) whose address is 500 S. Gillette Ave, Suite 1100, Gillette, Wyoming, 82716.
2. **Purpose of Agreement.** The purpose of this agreement is to outline the terms and conditions by which the County and WYDOT will evaluate Structure No. DVX over the N Fork Dead Horse Creek (ML5330I) at RM 1.4 in Campbell County, as shown on Exhibit A, Location Map, which is attached to and incorporated into this Agreement by this reference, and remove, remove and replace, or rehabilitate the structure in accordance with the evaluation and Reconnaissance Report completed under this Agreement (Project). This Project will be completed as part of the federally funded and WYDOT-administered Bridge Formula Program.
3. **Term of Agreement.** This Agreement is effective when all parties have executed it (Effective Date). The term of the Agreement is from Effective Date through completion of the Project. All services shall be completed during this term. However, the parties agree that maintenance requirements described in Section 5 Subsection E are indefinite.
4. **Participation of Project Costs.** Except as otherwise provided in this Agreement, no payment shall be made by one party to the other party as a result of this Agreement.
5. **Responsibilities of County.**
 - A. Should the County abandon the Project at any time, the County shall reimburse WYDOT for the entire cost, including any federal aid portion of the work completed at the time of abandonment.
 - B. If Structure No. DVX is listed as a historical structure, the County will provide the WYDOT Bridge Program a certified letter describing the County's intent for the structure's disposition no later than ninety (90) days after the Effective Date.

Should the County choose to repurpose the structure, the superstructure will be removed from the substructure and stockpiled at the site. The County shall be responsible for all associated costs, including hauling, storage, and placement.

- C. The County shall submit a letter to WYDOT designating a qualified Project representative, at no cost to WYDOT, capable of making timely decisions and authorized to sign documents concerning the construction of the Project.
- D. Upon completion and acceptance of the Project by WYDOT and the County, the County shall return, within thirty (30) days of WYDOT Resident Engineer's request, WYDOT's Acceptance Certificate, or any other required WYDOT documents. Once this Acceptance Certificate has been completed, all National Pollutant Discharge Elimination System (NPDES) General Permits related to the Project will be transferred to the County. The County shall then be responsible for all storm water runoff on the Project and storm water monitoring until a Notice of Termination (NOT) can be submitted for the Project by the County. In the event petroleum contaminated soil or water is encountered on this Project, the required work associated with mitigation of the contamination will become part of this Project.
- E. Upon completion and acceptance of this Project, the County shall maintain, at its sole expense, all features in compliance with all applicable federal and state standards and regulations. Maintenance shall include all repairs necessary to keep the improvement in its functional constructed condition.
- F. Assist in Right-of-Way Acquisition if required, as described in Section 6 below.

6. Responsibilities of WYDOT.

- A. WYDOT will prepare a Reconnaissance Report which will describe the work necessary for the development of contract plans, work activities schedule, anticipated costs including construction, as well as preliminary and construction engineering. The report will be submitted to the County and WYDOT's Bridge Program and District Engineers for their review, comments and approval.
- B. WYDOT will be responsible for the survey work.
- C. WYDOT will be responsible for the preliminary engineering, which includes completing engineering investigations, NEPA compliance, developing design plans, specifications and compiling final cost estimates in accordance with the current edition of the American Association of State Highway and Transportation Officials (AASHTO) Load and Resistance Factor Design (LRFD) Bridge Design Specifications, which will be included in the final design plans. All work covered by this Agreement shall comply with the standards of the Americans with Disabilities Act of 1990 (ADA). Design plans will be based on the approved Reconnaissance Report completed under this Agreement.
- D. WYDOT will be responsible for the Right-of-Way Acquisition. WYDOT will acquire all necessary rights-of-way and provide any relocation assistance necessary to construct the work shown on Exhibit A. However, in the event condemnation proceedings are necessary, in accordance with Wyo. Stat. § 1-26-801(a), the County

shall be responsible for acquiring rights-of-way by condemnation proceedings with the understanding any settlements reached out of court must be justified and supported. WYDOT will assist the County in condemnation proceedings by preparing exhibits and displays. At its request, the County shall be provided a copy of the right-of-way plans and cost estimates when federal acquisition approval is requested. The County agrees to reimburse WYDOT for the total cost needed to clear the right-of-way not paid with federal aid funds. Under the terms of this Agreement, if right-of-way acquisition is not required for this Project, all references to such acquisition herein are considered null and void.

- E. WYDOT will perform utility adjustments. If any adjustments are needed, arrangements will be made by separate agreement(s) with the affected utility owner(s) and are not covered by this Agreement. Under the terms of this Agreement, if utility adjustments are not required for this Project, all references to such adjustments herein are considered null and void.
- F. WYDOT will perform the letting of this Project. The County shall be given the opportunity to approve final design plans prior to the advertisement for bids by WYDOT.
- G. WYDOT will be responsible for the construction engineering for this Project by and in accordance with the plans and specifications.
- H. WYDOT may provide pedestrian or bicyclist accommodation on the bridge in accordance with Bridge Formula Program regulations.

7. **Special Provisions.**

- A. **Assumption of Risk.** The County shall assume the risk of any loss of state or federal funding, either administrative or program dollars, due to the County's failure to comply with state or federal requirements. WYDOT shall notify the County of any state or federal determination of noncompliance.
- B. **Conflict of Interest.** Per 2 CFR 200.112, the County must disclose in writing any potential conflict of interest to WYDOT including financial or other personal interests.
- C. **Environmental Policy Acts.** The County agrees all activities under this Agreement will comply with the Clean Air Act, the Clean Water Act, the National Environmental Policy Act, and other related provisions of federal environmental protection laws, rules or regulations.
- D. **Human Trafficking.** As required by 22 U.S.C. § 7104(g) and 2 CFR Part 175, this Agreement may be terminated without penalty if a private entity that receives funds under this Agreement:
 - (i) Engages in severe forms of trafficking in persons during the period of time that the award is in effect;

- (ii) Procures a commercial sex act during the period of time that the award is in effect; or
- (iii) Uses forced labor in the performance of the award or subawards under the award.

E. Kickbacks. The County certifies and warrants that no gratuities, kickbacks, or contingency fees were paid in connection with this Agreement, nor were any fees, commissions, gifts, or other considerations made contingent upon the award of this Agreement. If the County breaches or violates this warranty, WYDOT may, at its discretion, terminate this Agreement without liability to WYDOT, or deduct from the agreed upon price or consideration, or otherwise recover, the full amount of any commission, percentage, brokerage, or contingency fee.

The County shall comply with the Copeland Anti-Kickback Act (18 U.S.C. § 874) as supplemented in the Department of Labor Regulations (29 CFR, Part 3). This Act provides that the County is prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public works to give up any part of the compensation to which he or she is otherwise entitled.

F. Limitations on Lobbying Activities. By signing this Agreement, the County certifies and agrees that, in accordance with P.L. 101-121, payments made from a federal grant shall not be utilized by the County or its subcontractors in connection with lobbying member(s) of Congress, or any federal agency in connection with the award of a federal grant, contract, cooperative agreement, or loan.

The County and subcontractors may also be required to submit an additional certification statement and disclosure form acceptable to WYDOT before commencement of the work.

G. Mandatory Disclosures. Per 2 CFR 200.113, the County must disclose, in a timely manner, in writing to WYDOT all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting this award.

Failure to make required disclosures can result in remedies for noncompliance including suspension or debarment.

H. Monitoring Activities. WYDOT shall have the right to monitor all activities related to this Agreement that are performed by the County or its subcontractors. This shall include, but not be limited to, the right to make site inspections at any time and with reasonable notice; to bring experts and consultants on site to examine or evaluate completed work or work in progress; to examine the books, ledgers, documents, papers, and records pertinent to this Agreement; and to observe personnel in every phase of performance of Agreement related work.

I. Nondiscrimination. The County shall comply with the Civil Rights Act of 1964, the Wyoming Fair Employment Practices Act (Wyo. Stat. § 27-9-105, et seq.), the Americans with Disabilities Act (ADA), 42 U.S.C. § 12101, et seq., and the Age Discrimination Act of 1975 and any properly promulgated rules and regulations

thereto and shall not discriminate against any individual on the grounds of age, sex, color, race, religion, national origin, or disability in connection with the performance under this Agreement.

Federal law requires the County to include all relevant special provisions of this Agreement in every subcontract awarded over ten thousand dollars (\$10,000.00) so that such provisions are binding on each subcontractor.

- J. No Finder's Fees:** No finder's fee, employment agency fee, or other such fee related to the procurement of this Agreement, shall be paid by either party.
- K. Publicity.** Any publicity given to the projects, programs, or services provided herein, including, but not limited to, notices, information, pamphlets, press releases, research, reports, signs, and similar public notices in whatever form, prepared by or for the County and related to the services and work to be performed under this Agreement, shall identify WYDOT as the sponsoring agency and shall not be released without prior written approval of WYDOT.
- L. Suspension and Debarment.** By signing this Agreement, the County certifies that neither it nor its principals/agents are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction or from receiving federal financial or nonfinancial assistance, nor are any of the participants involved in the execution of this Agreement suspended, debarred, or voluntarily excluded by any federal department or agency in accordance with Executive Order 12549 (Debarment and Suspension), 44 CFR Part 17, or 2 CFR Part 180, or are on the debarred, or otherwise ineligible, vendors lists maintained by the federal government. Further, the County agrees to notify WYDOT by certified mail should it or any of its principals/agents become ineligible for payment, debarred, suspended, or voluntarily excluded from receiving federal funds during the term of this Agreement.
- M. Copyright License and Patent Rights.** The County acknowledges that federal grantor, the State of Wyoming, and WYDOT reserve a royalty-free, nonexclusive, unlimited, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for federal and state government purposes: (1) the copyright in any work developed under this Agreement; and (2) any rights of copyright to which the County purchases ownership using funds awarded under this Agreement. The County must consult with WYDOT regarding any patent rights that arise from, or are purchased with, funds awarded under this Agreement.

8. General Provisions.

- A. Amendments.** Any changes, modifications, revisions, or amendments to this Agreement which are mutually agreed upon by the parties to this Agreement shall be incorporated by written instrument, executed by all parties to this Agreement.
- B. Applicable Law, Rules of Construction, and Venue.** The construction, interpretation, and enforcement of this Agreement shall be governed by the laws of the State of Wyoming, without regard to conflicts of law principles. The terms

“hereof,” “hereunder,” “herein,” and words of similar import, are intended to refer to this Agreement as a whole and not to any particular provision or part. The Courts of the State of Wyoming shall have jurisdiction over this Agreement and the parties. The venue shall be the First Judicial District, Laramie County, Wyoming.

- C. Assignment Prohibited and Agreement Shall Not be Used as Collateral.** Neither party shall assign or otherwise transfer any of the rights or delegate any of the duties set out in this Agreement without the prior written consent of the other party. The County shall not use this Agreement, or any portion thereof, for collateral for any financial obligation without the prior written permission of WYDOT.
- D. Audit and Access to Records.** WYDOT and its representatives shall have access to any books, documents, papers, electronic data, and records of the County which are pertinent to this Agreement.
- E. Availability of Funds.** Each payment obligation of WYDOT is conditioned upon the availability of government funds which are appropriated or allocated for the payment of this obligation and which may be limited for any reason including, but not limited to, congressional, legislative, gubernatorial, or administrative action. If funds are not allocated and available for continued performance of the Agreement, the Agreement may be terminated by WYDOT at the end of the period for which the funds are available. WYDOT shall notify the County at the earliest possible time of the services which will or may be affected by a shortage of funds. No penalty shall accrue to WYDOT in the event this provision is exercised, and WYDOT shall not be obligated or liable for any future payments due or for any damages as a result of termination under this section.
- F. Award of Related Contracts.** WYDOT may award supplemental or successor contracts for work related to this Agreement or may award contracts to other contractors for work related to this Agreement. The County shall cooperate fully with other contractors and WYDOT in all such cases.
- G. Compliance with Laws.** The County shall keep informed of and comply with all applicable federal, state, and local laws and regulations in the performance of this Agreement.
- H. Confidentiality of Information.** Except when disclosure is required by the Wyoming Public Records Act or court order, all documents, data compilations, reports, computer programs, photographs, data, and other work provided to or produced by the County in the performance of this Agreement shall be kept confidential by the County unless written permission is granted by WYDOT for its release. If and when County receives a request for information subject to this Agreement, County shall notify WYDOT within ten (10) days of such request and shall not release such information to a third party unless directed to do so by WYDOT.
- I. Entirety of Agreement.** This Agreement, consisting of eleven (11) pages, and Exhibit A, Location Map, consisting of one (1) page, represent the entire and

integrated Agreement between the parties and supersede all prior negotiations, representations, and agreements, whether written or oral. In the event of a conflict or inconsistency between the language of this Agreement and the language of any attachment or document incorporated by reference, the language of this Agreement shall control.

- J. Ethics.** The County shall keep informed of and comply with the Wyoming Ethics and Disclosure Act (Wyo. Stat. § 9-13-101, *et seq.*) and any and all ethical standards governing County's profession.
- K. Extensions.** Nothing in this Agreement shall be interpreted or deemed to create an expectation that this Agreement will be extended beyond the term described herein. Any extension of this Agreement shall be initiated by WYDOT and shall be accomplished through a written amendment between the parties entered into before the expiration of the original Agreement or any valid amendment thereto, and shall be effective only after it is reduced to writing and executed by all parties to the Agreement.
- L. Force Majeure.** Neither party shall be liable for failure to perform under this Agreement if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in performance to that required by the event, and takes all reasonable steps to minimize delays.
- M. Indemnification.** Each party to this Agreement shall assume the risk of any liability arising from its own conduct. Neither party agrees to insure, defend, or indemnify the other.
- N. Independent Contractor.** The County shall function as an independent contractor for the purposes of this Agreement and shall not be considered an employee of the State of Wyoming for any purpose. Consistent with the express terms of this Agreement, the County shall be free from control or direction over the details of the performance of services under this Agreement. The County shall assume sole responsibility for any debts or liabilities that may be incurred by the County in fulfilling the terms of this Agreement and shall be solely responsible for the payment of all federal, state, and local taxes which may accrue because of this Agreement. Nothing in this Agreement shall be interpreted as authorizing the County or its agents or employees to act as an agent or representative for or on behalf of the State of Wyoming or WYDOT or to incur any obligation of any kind on behalf of the State of Wyoming or WYDOT. The County agrees that no health or hospitalization benefits, workers' compensation, unemployment insurance or similar benefits available to State of Wyoming employees will inure to the benefit of the County or the County's agents or employees as a result of this Agreement.

O. Insurance Requirements.

- (i) During the term of this Agreement, the County shall obtain and maintain, and ensure that each subcontractor obtains and maintains, each type of insurance coverage specified in Insurance Coverage, below.
- (ii) All policies shall be primary over any insurance or self-insurance program carried by the County or the State of Wyoming. All policies shall include clauses stating that each insurance carrier shall waive all rights of recovery under subrogation or otherwise against the County or the State, its agencies, institutions, organizations, officers, agents, employees, and volunteers.
- (iii) The County shall provide Certificates of Insurance to WYDOT verifying each type of coverage required herein. If the policy is a "claims made" policy instead of an "occurrence" policy, the information provided shall include, but is not limited to, retroactive dates and extended reporting periods or tails.
- (iv) All policies shall be endorsed to provide at least thirty (30) days advance written notice of cancellation to WYDOT. A copy of the policy endorsement shall be provided with the Certificate of Insurance.
- (v) In case of a breach of any provision relating to Insurance Requirements or Insurance Coverage, WYDOT may, at WYDOT's option, obtain and maintain, at the expense of the County, such insurance in the name of the County, or subcontractor, as WYDOT may deem proper and may deduct the cost of obtaining and maintaining such insurance from any sums which may be due or become due to the County under this Agreement.
- (vi) All policies required by this Agreement shall be issued by an insurance company with an A.M. Best rating of A- VIII or better.
- (vii) WYDOT reserves the right to reject any policy issued by an insurance company that does not meet these requirements.

P. Insurance Coverage. The County shall obtain and maintain the following insurance in accordance with the Insurance Requirements set forth above:

- (i) Commercial General Liability Insurance. Commercial general liability insurance (CGL) coverage, occurrence form, covering liability claims for bodily injury and property damage arising out of premises, operations, products and completed operations, and personal and advertising injury, with minimum limits as follows:
 - (a) \$1,000,000.00 each occurrence;
 - (b) \$1,000,000.00 personal injury and advertising injury;
 - (c) \$2,000,000.00 general aggregate; and
 - (d) \$2,000,000.00 products and completed operations.

The CGL policy shall include coverage for Explosion, Collapse and Underground property damage. This coverage may not be excluded by endorsement.

- (ii) Automobile Liability Insurance. Automobile liability insurance covering any auto (including owned, hired, and non-owned) with minimum limits of \$1,000,000.00 each accident combined single limit.
- (iii) Professional Liability or Errors and Omissions Liability Insurance. Professional liability insurance or errors and omissions liability insurance protecting against any and all claims arising from the County's alleged or real professional errors, omissions, or mistakes in the performance of professional duties under this Agreement, with minimum limits as follows:
 - (a) \$1,000,000.00 each occurrence; and
 - (b) \$1,000,000.00 general aggregate.

The policy shall have an extended reporting period of two (2) years.

- Q. Ownership and Return of Documents and Information.** WYDOT is the official custodian and owns all documents, data compilations, reports, computer programs, photographs, data, and other work provided to or produced by the County in the performance of this Agreement. Upon termination of services, for any reason, the County agrees to return all such original and derivative information and documents to WYDOT in a useable format. In the case of electronic transmission, such transmission shall be secured. The return of information by any other means shall be by a parcel service that utilizes tracking numbers.
- R. Prior Approval.** This Agreement shall not be binding upon either party, no services shall be performed, and the Wyoming State Auditor shall not draw warrants for payment, until this Agreement has been fully executed, approved as to form by the Office of the Attorney General, filed with and approved by A&I Procurement, and approved by the Governor of the State of Wyoming, or his designee, if required by Wyo. Stat. § 9-2- 3204(b)(iv).
- S. Severability.** Should any portion of this Agreement be judicially determined to be illegal or unenforceable, the remainder of the Agreement shall continue in full force and effect, and the parties may renegotiate the terms affected by the severance.
- T. Sovereign Immunity and Limitations.** Pursuant to Wyo. Stat. § 1-39-104(a), the State of Wyoming and WYDOT expressly reserve sovereign immunity by entering into this Agreement and the County expressly reserves governmental immunity. Each of them specifically retains all immunities and defenses available to them as sovereign or governmental entities pursuant to Wyo. Stat. § 1-39-101, *et seq.*, and all other applicable law. The parties acknowledge that the State of Wyoming has sovereign immunity and only the Wyoming Legislature has the power to waive sovereign immunity. Designations of venue, choice of law, enforcement actions,

and similar provisions shall not be construed as a waiver of sovereign immunity. The parties agree that any ambiguity in this Agreement shall not be strictly construed, either against or for either party, except that any ambiguity as to immunity shall be construed in favor of immunity.

- U. **Taxes.** The County shall pay all taxes and other such amounts required by federal, state, and local law, including, but not limited to, federal and social security taxes, workers' compensation, unemployment insurance, and sales taxes.
- V. **Termination of Agreement.** This Agreement may be terminated, without cause, by WYDOT upon thirty (30) days written notice. This Agreement may be terminated by WYDOT immediately for cause if the County fails to perform in accordance with the terms of this Agreement.
- W. **Third-Party Beneficiary Rights.** The parties do not intend to create in any other individual or entity the status of third-party beneficiary, and this Agreement shall not be construed so as to create such status. The rights, duties, and obligations contained in this Agreement shall operate only between the parties to this Agreement and shall inure solely to the benefit of the parties to this Agreement. The provisions of this Agreement are intended only to assist the parties in determining and performing their obligations under this Agreement.
- X. **Time is of the Essence.** Time is of the essence in all provisions of this Agreement.
- Y. **Titles Not Controlling.** Titles of sections and subsections are for reference only and shall not be used to construe the language in this Agreement.
- Z. **Waiver.** The waiver of any breach of any term or condition in this Agreement shall not be deemed a waiver of any prior or subsequent breach. Failure to object to a breach shall not constitute a waiver.
- AA. **Counterparts.** This Agreement may be executed in counterparts. Each counterpart, when executed and delivered, shall be deemed an original and all counterparts together shall constitute one and the same Agreement. Delivery by the County of an originally signed counterpart of this Agreement by facsimile or PDF shall be followed up immediately by delivery of the originally signed counterpart to WYDOT.

9. **Signatures.** The parties to this Agreement, either personally or through their duly authorized representatives, have executed this Agreement on the dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this Agreement.

The Effective Date of this Agreement is the date of the signature last affixed to this page.

ATTEST:

COUNTY:
CAMPBELL COUNTY COMMISSIONERS

Susan Saunders, County Clerk

Del Shelstad, Chairman

Print Name

Print Name

Date

Date

ATTEST:

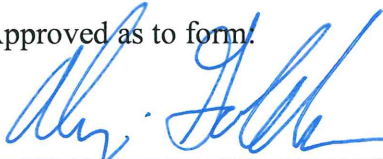
WYDOT:
WYOMING DEPARTMENT
OF TRANSPORTATION

Caitlin Casner, Secretary
Transportation Commission of Wyoming

Mark J. Gillett, P.E., Chief Engineer

Date

Approved as to form:

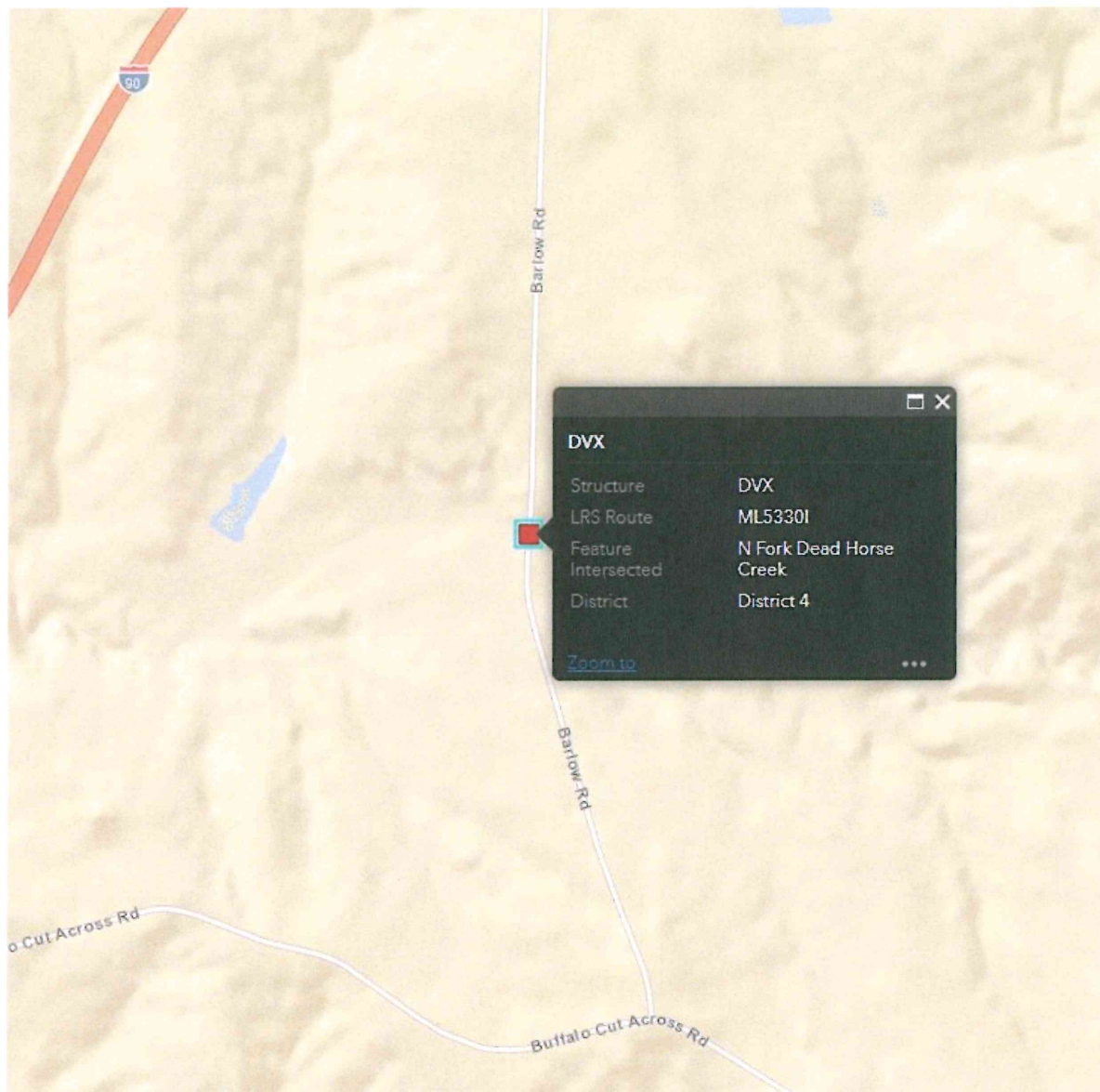


Alysia Goldman, Assistant Attorney General

Date agreement prepared: 11-16-2022

#226454

11/18/22



The following page(s) contain the backup material for Agenda Item: [9:50 Revised Social Media Use Policy](#)

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

**OFFICE**

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Suite 1100
Gillette, Wyoming 82716
(307) 682-7283
(307) 687-6325 FAX

Denton Knapp
Executive Director of Administration

BOARD OF COMMISSIONERS

Colleen Faber, Chair
Jim Ford
Del Shelstad
Butch Knutson
Kelley McCreery

MEMORANDUM

TO: County Commissioners
FROM: Leslie Perkins
RE: Social Media Policy Update
DATE: January 11, 2023

The Campbell County policy for Social Media Use Policy was last updated in April 2021. Changes in the social media landscape and the needs of the Campbell County warrant review of the policy.

Changes include:

1. Addition of LinkedIn as approved Social Media Platform (reasons listed below):
 - a. Use of LinkedIn to build business brand is an effective tool in business communication and recruitment
 - b. LinkedIn has over 722 million users and is the flagship social media platform for professional networking and recruiting.
 - c. Approval of the use of LinkedIn would allow job posting and recruitment to be linked to an official county page instead of employees.
2. Removal of YouTube ONLY for department programming.
 - a. There could be benefit to departments such as CDS to utilize Youtube Shorts to reach younger demographic of followers.
3. Updating website address in policy from ccgov.net to campbellcountywy.gov
4. Including HR designee and commissioners office designee as administrators on all approved accounts
5. Change verbiage around Instagram account. All approved Instagram accounts should be linked to corresponding Facebook page and all posting can be done through Meta Business Suite, eliminating the need for approved mobile devices unless needed.
6. Removing the direction for users not to create new content. Republished content does not build a brand voice or help generate followers. Revise to "aware all content is archived and take every measure to insure information posted is accurate and informational."

508. SOCIAL MEDIA USE

Purpose

Campbell county officials, agents, and employees use social media and networking sites to communicate with stakeholders, media, employees, constituents, citizens, and visitors. Social media sites provide an avenue to disseminate timely information to the public and enables Campbell County to easily receive feedback. The purpose of this policy is to:

- Provide uniform guidelines by which information regarding County activities, issues, initiatives, and policies will be disseminated using social media.
- Give direction on the rights and responsibilities for using social media.
- Provide guidance for employee private use of social media.
- Outline the County's policy for assessing and managing comments and replies posted on Campbell County's social media.
- Provide guidance on the use of linked websites; and,
- Describe the procedures for retaining records of social media posts.

Any Campbell County social media site that predates this policy needs to be reported to the Office of Campbell County Commissioners within five (5) business days of this policy's adoption.

Permitted Social Media Platforms

County departments may utilize only the following social media platforms:

1. Facebook
2. Instagram, and
3. YouTube
4. LinkedIn

No other social media platform may be utilized other than the approved platforms.

Establishing Social Media Platform Accounts

All county departments proposing to develop a Campbell County social media site must:

1. Complete the Campbell County Social Media and Networking Approval and Agreement Form to include a written proposal that contains the information identified below for the establishment of an account to the Office of Campbell County Commissioners for approval by the Board of Campbell County Commissioners.
2. Have been approved by the department director.
3. Must be approved by the Board of County Commissioners before a site goes live.
4. Monitored at least once per day.
5. Posted to at least twice per month.
6. Content developed for approved social media uses shall be located and linked to the County's official website (www.campbellcountywy.gov) and must be identified with the name "Campbell County" and incorporate the County logo as part of the identifying image.

7. Any changes from the initial approved proposal must be approved by the Board of County Commissioners in accordance with this Policy.

Although county departments are encouraged to develop accounts specific to such department's needs, goals, and target audience, Campbell County will work with departments to ensure county-wide brand consistency and that this policy is followed. Both the Office of Campbell County Commissioners and the Board of Campbell County Commissioners have the authority to require each department to adjust department social media accounts and content as needed or to remove any account or site entirely.

Proposal/Social Media & Networking Approval Agreement

Before submitting the initial written proposal referenced above, county departments should consider their capacity to adequately monitor its social media sites. The proposal must contain the following information:

- Identify the social media platform(s).
- Identify the staff member(s) in the department responsible for developing the platform's content and design.
- Identify the staff members who will be responsible for administering the site and content management.
- Proposed account's official name.
- Type of information and images that will be included.
- Estimate of staff time dedicated to the site.
- Will the site be monitored after hours, during weekends, over holidays, and during crisis events.
- Are there other sites/blogs that cover the same topic.
- How often are posts anticipated.
- How will a link back to the County's official website (ccgov.net) be provided.

Guidelines for Content Generation

Officials, agents, and employees administering Campbell County Social media and networking sites do so as a representative of and on behalf of Campbell County. Therefore, such officials, agents, and employees should use their professional judgment before posting or commenting. When developing content and design of the County approved site, the following should be considered:

- Post only within one's area of expertise.
- Post only useful information.
- Keep it professional and avoid confrontation.
- Be accurate.
- Correct errors, and, if modifying an earlier post, identify changes.
- Be responsive to interest parties' concerns.

What Not to Do:

- Post or link to information about actual or potential claims or litigation involving the county or any department.
- Post or link to the intellectual property of others, without written permission.
- Post or link to photographs of members of the public without written permission.

- Post or link to defamatory material.
- Post or link to any personal, sensitive, or confidential information about anyone.
- Post or link to obscene, pornographic, or other offensive/illegal materials or links.
- Post or link to racist, sexist, and other disparaging language.
- Post or link to sexual comments about, or directed to, anyone.
- Post or link to political campaign materials or comments.
- Post or link to threatening or harassing comments.
- Post or link to any other information that is not public in nature.
- Delete or erase comments. Only comments that violate the terms outlined in this Policy should be deleted. A comment may not be deleted simply because it is deemed to be negative or inaccurate. If the comment is a complaint about County services, a response may be given on the page to illustrate to Followers that County social media channels may be used for answers and assistance. Negative or "trolling" comments for which we cannot offer solutions or provide answers should be ignored.

When in doubt, any social media administrator or content generator should check with the relevant department authority and/or the Office of the Campbell County Commissioners before posting content or "liking" other pages, etc.

Required Content

The following information must be posted on each site:

1. This site is moderated and comments are reviewed.
2. Campbell County reserves the right to delete unacceptable submissions. We may remove the following:
 - a. Comments that use inappropriate or offensive language.
 - b. Comments that discriminate or are derogatory based on race, color, national origin, religion, gender, age, disability, sexual orientation, or veteran's status.
 - c. Comments that harass or personally attack other users.
 - d. Profiles that appears to violate any terms of the hosting site will be reported to site administrators.
 - e. Comments that appear to be spam or advertising solicitation.
 - f. Comments or content that infringes on copyrights or trademarks.
 - g. Comments violating any local, state, or federal law.
3. Campbell County social media sites are subject to applicable Wyoming Public Records Law and can be disclosed to third parties.
4. The appearance of external links or advertisements on this site does not constitute official endorsement.
5. The public comments expressed on these sites do not reflect the opinions and position of Campbell County or its officers and employees.

Platform Security

The department responsible for the social media site must secure (or set privacy settings for) each social media site so that only authorized County employees can post to the site. Site administrators should take appropriate steps to minimize security risks to prevent fraud or unauthorized access to social media sites.

Administrators are required to use different passwords for different accounts (both social media and existing work accounts) and change passwords on a quarterly basis.

Security measures include making use of the verification processes offered by the social media platforms:

Facebook:

- a. All approved county department Facebook pages shall be administered under the Campbell County Government's Facebook Business Manager account and include a designee from Human Resources and Commissioners Office in an administrator management role on the page.
- b. All approved editors and administrators shall use two-factor authentication and routinely check "Where you're logged in" under Facebook security settings.
- c. All approved county department Facebook pages shall be identified as government pages and be "verified" by Facebook.
- d. Each page is recommended to set up a login notification to receive an email or text message whenever a Facebook account is accessed or login approvals that require a security code to access the account from an unfamiliar browser.
- e. Facebook's Terms of Service requires each user to have a personal account, which must be used for access.
- f. Third party apps may not be logged into using County Social Media credentials.

YouTube:

- a. All approved county department YouTube channels shall be established and administered under the Campbell County primary channel, Campbell County, Wyoming (Government).
- b. All approved county department YouTube channels shall be identified as government channels.

Instagram:

- a. Approved Instagram editors and administrators will be linked to the matching Facebook page and managed through Meta Business Suite.
- b. Posting to Instagram is encouraged through Meta Business Suite. If utilizing mobile device, a Mobile Computing Device Request must be submitted and approved.

LinkedIn

- a. Only one Campbell County Government Facebook Page will be created.

- b. LinkedIn requires personal accounts to be linked to the existing business page.
- c. Page access will be limited to Human Resource designee(s) and Commissioners Office designee(s).

Crisis Management

If a County-related social media account is hacked, county departments must take the following steps:

- a. Immediately notify the Office of Campbell County Commissioners and the ITS department.
- b. Immediately try to regain access to the account.
- c. Once access to the account is obtained, change the password.
- d. Delete messages posted by hackers.
- e. Let Followers know that the account was hacked and what is being done to fix the issue.
- f. Review third-party applications. Hackers could use these to gain access to accounts.

Records Retention and Archiving

All content distributed on social media by Campbell County is to be archived using the County's approved archiving vendor.

Approved Users should be aware all content is archived and take every measure to insure information posted is accurate and informational.

When deleting comments or posts, staff should save a screen capture of the content as a jpeg or other universally accessible file format and send it to the Office of County Commissioners for archiving.

Complying with Federal and State Laws

Departments that use social media are responsible for complying with applicable federal, state, and local laws, regulations, and policies. This includes adherence to laws and policies regarding copyright, use of photographs, records retention, personnel privacy, public records, HIPAA, the Americans with Disabilities Act and policies established by Campbell County.

Other Considerations

Communication on County social media platforms is considered a public record. Posts made by the account administrator and responses will become part of the public record. Always provide links to the County's official website for more information, forms, documents, or online services necessary to conduct business with Campbell County. Information or updates shall be posted on both the County's website and the department social media site. All departmental social media sites are required to be linked to the County's Archive Social account for records retention and must also comply with applicable portions of the records retention schedule <https://wyoarchives.wyo.gov/index.php/record-retention-schedules/363-localgovernment>.

Once departmental or divisional social media platforms are created and operational, administrators should seek page verification from the platform, if available. The respective platforms provide steps for verification requirements.

Employees administering social media platforms should be aware of each social media site's Terms of Service (TOS) and are responsible for complying.

Departments are responsible for the removal and reassignment of social media management duties when an administrator's employment with the department ends. Administrator privileges are to be revoked on the employee's last day of employment and immediately re-assigned to other staff.

Use of Social Media by Employees

Use of Social Media as an Authorized County Representative

Employees representing Campbell County on social media platform shall act, communicate, and always execute their duties professionally.

As a representative of the County or one of its departments, each employee engaged in social media should take responsibility for what they write, identify themselves as the author, and exercise good judgment and common sense.

County employees should not post or respond as a County representative from personal accounts.

Private Use of Social Media

Employees shall ensure that personal accounts remain personal in nature to help ensure a distinction between sharing personal and organizational views.

1. Employees may list their County position in their personal social media accounts, but they are not authorized to speak or comment on behalf of the County.
2. If an employee chooses to share/retweet posts from official County social media platforms, they should be mindful that any statements made to accompany the shared post could be construed as being made on behalf of the organization if the platform also clearly identifies the sharing party as an employee of Campbell County.
3. Confidential, proprietary and non-public County information shall not be included in an employee's personal social media activity. Private and personal information, pictures, and video about or depicting County employees, contractors, customers and constituents gathered through the employee's professional activities must never appear online or be distributed by email or through SMS messaging.
4. An employee's public image in social media, which can be associated with the County, should meet the workplace rules of conduct. Offensiveness, disparaging comments, untruthful statements, demeaning behavior, nude or obscene pictures and/or video, and illegal substance use are all examples of behavior that is considered inappropriate by representatives of Campbell County.

5. If an employee has a personal profile on a social media site or has a personal weblog, they should not work on them during their scheduled work time, excluding breaks.
6. For employees with personal blogs and profiles:
 - a. If an employee can easily be identified with or identifies themselves as a Campbell County employee on their blog or other social media profile, they should make it clear to their readers that the views expressed in their blog entries do not necessarily reflect the County's views. To help reduce the potential for confusion, the following notice should be put in a reasonably prominent place on their site: "The views expressed on this blog are mine alone and do not necessarily reflect the views of my employer, Campbell County."
 - b. Employees should work with their direct supervisor if they have any questions about what is appropriate to include in their blog.
 - c. Employees are encouraged to be respectful to the organization, fellow employees, residents, and other agencies.
 - d. Employees not acting in their official capacity shall not represent or give the impression that they are acting in their official capacity.
2. Monitoring personal social media, including microblogging, SMS, text messaging, or instant messaging accounts, should not interfere with an employee's work for the County.
3. In the event a County employee is contacted by a resident or elected official on their personal social media account asking for the employee to respond as a County official from their personal account, the employee should not respond since this contact did not come through official channels.

Violations

Violating this policy could jeopardize the integrity of the Campbell County government brand and work against the goals established by the County. In some cases, a violation of this policy is a matter of legal concern. In addition to terminating the privilege of operating and maintaining a County social media account, anyone violating this Policy may be subject to disciplinary action up to and including termination.

Effective Date: 04-06-2021	Guideline Number: 508
Adoption Date: 10-4-2011	Approved By:
Revision Dates: 05-20-2014; 2-17-2015; 04-06-2021	

The following page(s) contain the backup material for Agenda Item: [9:55 Retitling of Community & Government Relations Coordinator](#)

*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
Colleen Faber, Chairman
Del Shelstad
Kelley McCreery
Jim Ford
Butch Knutson

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

DATE: January 17, 2023

SUBJECT: Retitling of Information Community and Government Relations Coordinator Position

In an effort to bring continuity to the title structure, I would like to recommend that the title of Community and Government Relation Coordinator be returned to the original title of Public Information Officer along with the original job description for the position. The position was changed as an attempt to consolidate positions within the office of Commissioners. Due to the hiring of a grant specialist and a new Executive Administrative Director. I would recommend bringing the position back to its former title, description, and paygrade (current).

This position would continue to report to the Administrative Director, Office of the Commissioners as it currently is but would alleviate confusion on the structure of the titling nomenclature outside of our organization.

As always, thank you for your consideration.



Campbell County Job Description

Classification Title	Public Information Officer
Pay Grade	109
FLSA Status	Exempt

GENERAL SUMMARY

This position develops and implements comprehensive communication systems and programs that effectively promote all aspects of Campbell County Government and is responsible for the dissemination of information to the public. This position designs, writes and produces informational material, develops, and monitors County website content and promotes a positive culture between the community and Campbell County Government. This position acts as a spokesperson for Campbell County and ensures the day-to-day flow of information is accurate and timely. This position provides support and receives direction from the Executive Director of Administration.

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.

- Serve as the County point of contact for public information and communications.
- Facilitate the development and implementation of internal and external communications plan.
- Responsible for providing information, resources, and direction to the media.
- Reviews and authorizes information releases about Campbell County.
- Coordinates media interviews and activities with other consultants and agencies.
- Prepares regular updates to the County's web home page relative to current events, programs and services.
- Work to ensure positive coverage of current events/issues, department programs and activities.
- Assist with the television production of meetings, including coordination of equipment.
- Develops schedules for print articles, web and social media postings and other interviews.
- Coordinate communication strategies throughout the organization.
- Monitors internet and media coverage related to the department and other areas of interest.
- Coordinate communications and serve as the primary point of contact in event of an emergency.
- Develop press packets on topics of interest for public meeting attendees.
- Prepare and distribute Campbell County Annual Report.
- Provide training and technical assistance to elected officials and department directors in media interactions.
- Assist with the coordination of events and conferences.
- Attend workshops, conferences, and classes to increase knowledge.
- Attend and participate in staff meetings and related activities.
- Develop and maintain County policy and procedure structure.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Required Education and Experience:

- Knowledge and level of competency commonly associated with the completion of a bachelor's degree in a course of study related to the occupational field.



- Three (3) to five (5) years of experience sufficient to understand and perform the diverse objectives and functions of the position.
- 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
- Public communication trends and social media platforms
- Federal, State, and local policies, laws, regulations, and ethics governing public information
- National and State Association legislative and regulatory developments
- Principles and practices of journalism, public relations, marketing, technical, and creative writing
- Event planning and coordination

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
- Delivering presentations and public speaking

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
- Analyze, interpret, and communicate complex information to the media and public
- Prepare and maintain accurate administrative, financial, and budgetary records and reports
- Understand trends in marketing, public relations, and communication strategies for governments
- Prepare County leaders for public speaking events
- Conduct research



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 qualified 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.

Campbell County is an Equal Opportunity Employer.

Date created:	08/10/2021
Dates revised:	10/14/2021, 04/27/2022, 08/03/2022, 1/10/2023
Commission Approval	

Signature

Date

The following page(s) contain the backup material for Agenda Item: [10:03 Public Servant Disclosures](#)

*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.

PUBLIC SERVANT DISCLOSURE OF BENEFIT OR INTEREST

"No public servant who invests public funds for a unit of government, or who has authority to decide how public funds are invested, shall transact any personal business with, receive any pecuniary benefit from or have any financial interest in any entity, other than a governmental entity, unless he has disclosed the benefit or interest in writing to the body of which he is a member or entity for which he is working. Disclosures shall be made annually in a public meeting and shall be made part of the record of proceedings."

Wyoming Statute §6-5-118

Name: Nathan Henkes

Position: County + Prosecuting Attorney

Benefit/Interest Disclosed:

None

DATED THIS 10th DAY OF January, 2023.


Signature

PUBLIC SERVANT DISCLOSURE OF BENEFIT OR INTEREST

"No public servant who invests public funds for a unit of government, or who has authority to decide how public funds are invested, shall transact any personal business with, receive any pecuniary benefit from or have any financial interest in any entity, other than a governmental entity, unless he has disclosed the benefit or interest in writing to the body of which he is a member or entity for which he is working. Disclosures shall be made annually in a public meeting and shall be made part of the record of proceedings."

Wyoming Statute §6-5-118

Name: Pam Merchen

Position: Clerk of District Court

Benefit/Interest Disclosed:

None

DATED THIS 10 DAY OF January, 2023.

Pam Merchen
Signature

PUBLIC SERVANT DISCLOSURE OF BENEFIT OR INTEREST

"No public servant who invests public funds for a unit of government, or who has authority to decide how public funds are invested, shall transact any personal business with, receive any pecuniary benefit from or have any financial interest in any entity, other than a governmental entity, unless he has disclosed the benefit or interest in writing to the body of which he is a member or entity for which he is working. Disclosures shall be made annually in a public meeting and shall be made part of the record of proceedings."

Wyoming Statute §6-5-118

Name: Tianna Stilson

Position: Chief Deputy Clerk

Benefit/Interest Disclosed:

None

DATED THIS 10th DAY OF January, 2023.

Tianna Stilson
Signature

PUBLIC SERVANT DISCLOSURE OF BENEFIT OR INTEREST

"No public servant who invests public funds for a unit of government, or who has authority to decide how public funds are invested, shall transact any personal business with, receive any pecuniary benefit from or have any financial interest in any entity, other than a governmental entity, unless he has disclosed the benefit or interest in writing to the body of which he is a member or entity for which he is working. Disclosures shall be made annually in a public meeting and shall be made part of the record of proceedings."

Wyoming Statute §6-5-118

Name: Cindy Lovelace

Position: County Clerk

Benefit/Interest Disclosed:

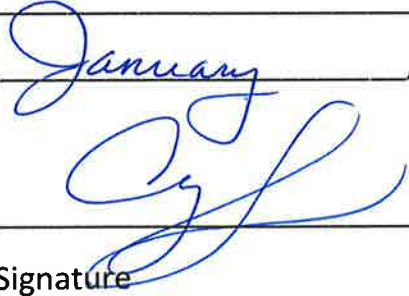
Licensed Insurance Agent - Farmers Insurance

Registered Representative - Farmers Financial Solutions LLC

Principal/Owner - Daisy Jane Holdings, LLC

Partner - Family Tree Investments, LLC

DATED THIS 10 DAY OF January, 2023.



Signature

PUBLIC SERVANT DISCLOSURE OF BENEFIT OR INTEREST

"No public servant who invests public funds for a unit of government, or who has authority to decide how public funds are invested, shall transact any personal business with, receive any pecuniary benefit from or have any financial interest in any entity, other than a governmental entity, unless he has disclosed the benefit or interest in writing to the body of which he is a member or entity for which he is working. Disclosures shall be made annually in a public meeting and shall be made part of the record of proceedings."

Wyoming Statute §6-5-118

Name: Grace Davis

Position: Chief Deputy County Clerk

Benefit/Interest Disclosed:

First National Bank of Gillette

DATED THIS 10th DAY OF January, 2023.

Grace Davis

Signature

PUBLIC SERVANT DISCLOSURE OF BENEFIT OR INTEREST

"No public servant who invests public funds for a unit of government, or who has authority to decide how public funds are invested, shall transact any personal business with, receive any pecuniary benefit from or have any financial interest in any entity, other than a governmental entity, unless he has disclosed the benefit or interest in writing to the body of which he is a member or entity for which he is working. Disclosures shall be made annually in a public meeting and shall be made part of the record of proceedings."

Wyoming Statute §6-5-118

Name: Linda Grose

Position: deputy

Benefit/Interest Disclosed:

Bank of Gillette
Campco

DATED THIS 10 DAY OF January, 20 23.

Linda Grose

Signature

PUBLIC SERVANT DISCLOSURE OF BENEFIT OR INTEREST

"No public servant who invests public funds for a unit of government, or who has authority to decide how public funds are invested, shall transact any personal business with, receive any pecuniary benefit from or have any financial interest in any entity, other than a governmental entity, unless he has disclosed the benefit or interest in writing to the body of which he is a member or entity for which he is working. Disclosures shall be made annually in a public meeting and shall be made part of the record of proceedings."

Wyoming Statute §6-5-118

Name: Colleen Faber

Position: Campbell County Commissioner

Benefit/Interest Disclosed:

First National Bank - Gillette

First Interstate Bank

DATED THIS 11 DAY OF January, 2023.



Signature

PUBLIC SERVANT DISCLOSURE OF BENEFIT OR INTEREST

"No public servant who invests public funds for a unit of government, or who has authority to decide how public funds are invested, shall transact any personal business with, receive any pecuniary benefit from or have any financial interest in any entity, other than a governmental entity, unless he has disclosed the benefit or interest in writing to the body of which he is a member or entity for which he is working. Disclosures shall be made annually in a public meeting and shall be made part of the record of proceedings."

Wyoming Statute §6-5-118

Name: Kelley McCreery

Position: commissioner

Benefit/Interest Disclosed:

None

DATED THIS 10 DAY OF January, 2023.

Patrick Kelley McCreery
Signature

PUBLIC SERVANT DISCLOSURE OF BENEFIT OR INTEREST

"No public servant who invests public funds for a unit of government, or who has authority to decide how public funds are invested, shall transact any personal business with, receive any pecuniary benefit from or have any financial interest in any entity, other than a governmental entity, unless he has disclosed the benefit or interest in writing to the body of which he is a member or entity for which he is working. Disclosures shall be made annually in a public meeting and shall be made part of the record of proceedings."

Wyoming Statute §6-5-118

Name: Paul Wallen

Position: coroner

Benefit/Interest Disclosed:

NA

DATED THIS 13 DAY OF Jan, 2023.



Signature

PUBLIC SERVANT DISCLOSURE OF BENEFIT OR INTEREST

"No public servant who invests public funds for a unit of government, or who has authority to decide how public funds are invested, shall transact any personal business with, receive any pecuniary benefit from or have any financial interest in any entity, other than a governmental entity, unless he has disclosed the benefit or interest in writing to the body of which he is a member or entity for which he is working. Disclosures shall be made annually in a public meeting and shall be made part of the record of proceedings."

Wyoming Statute §6-5-118

Name: Rachael Knust

Position: County Treasurer

Benefit/Interest Disclosed:

First Interstate Bank

Campro

DATED THIS 10th DAY OF January, 20 23.

Rachael Knust

Signature

PUBLIC SERVANT DISCLOSURE OF BENEFIT OR INTEREST

"No public servant who invests public funds for a unit of government, or who has authority to decide how public funds are invested, shall transact any personal business with, receive any pecuniary benefit from or have any financial interest in any entity, other than a governmental entity, unless he has disclosed the benefit or interest in writing to the body of which he is a member or entity for which he is working. Disclosures shall be made annually in a public meeting and shall be made part of the record of proceedings."

Wyoming Statute §6-5-118

Name: Crystal Conley

Position: Chief Deputy Treasurer

Benefit/Interest Disclosed:

First Interstate Bank Checking

First National Bank Checking/Savings

Pinnacle Bank Savings

Black Hills FCU Checking/Savings

DATED THIS 10th DAY OF January, 2023.


Signature

PUBLIC SERVANT DISCLOSURE OF BENEFIT OR INTEREST

"No public servant who invests public funds for a unit of government, or who has authority to decide how public funds are invested, shall transact any personal business with, receive any pecuniary benefit from or have any financial interest in any entity, other than a governmental entity, unless he has disclosed the benefit or interest in writing to the body of which he is a member or entity for which he is working. Disclosures shall be made annually in a public meeting and shall be made part of the record of proceedings."

Wyoming Statute §6-5-118

Name: _____

Position: _____

Benefit/Interest Disclosed: _____

Campco Federal Credit Union

DATED THIS

10th

DAY OF

January

, 20

23.

Signature

Yvonne Wagner, Deputy

The following page(s) contain the backup material for Agenda Item: [10:05 Budget Message & Calendar Fiscal Year 2023-2024](#)

*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.

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(307) 687-6325 FAX
www.campbellcountywy.gov



Denton Knapp
Executive Director of Administration

BOARD OF COMMISSIONERS

Colleen Faber, Chairman
Del Shelstad
Jim Ford
Butch Knutson
Kelley McCreery

Fiscal Year 2023-2024 Budget Preparation Message

This Budget Preparation Message from the Campbell County Board of Commissioners gives focused guidance from which departments and staff prepare their proposed budgets. Although premature to project the assessed valuation for Campbell County for FY 2023-2024, the outlook suggests the valuation may come in slightly higher than the current fiscal year. As the County works on its Strategic Plan this year, it will guide future budgets, synchronize Departments' Master Plans, and look deep into a 20-year projection. With the County's move from J.D. Edwards to Tyler, departments have the ability to enforce fiscal accountability and leverage the new system in order to remain consistent with the prior year's budget. This year's preliminary budget submissions will include Board of Commissioners review of departments and special districts in accordance with Wyoming Statute §16-12-408.

PERSONNEL: The Fiscal Year 2023-2024 budget will continue to place focus and priority on our employees. Annually, the Compensation Committee provides its recommendation to the Board of Commissioners for employee pay and benefits. Currently, the significant increase in the national inflation rate and cost of living for Campbell County residents justifies a consideration for a Cost-of-Living increase for all employees (Rate TBD). The Compensation Committee will also review the capability and process to have an awards merit program to provide recognition of their efforts, retention, and incentive to perform to the best of one's capabilities. This merit system will be based on performance documented through a future revised annual assessment on employee performance. Departments must strive to provide adequate service levels with their current approved staffing levels.

CAPITAL CONSTRUCTION: For capital construction, departments will focus on maintenance of facilities, and completion of construction projects approved for the coming year. Our consistent goal is to maintain and improve the conditions of our county facilities. Priorities for construction include the partial remodel of the Courthouse to create a fourth courtroom for a Sixth Judicial District Court Judge, and remodel of the County Annex facility for attorney office space. The Board will also review county-owned property, and in accordance with the Public Works Master Plan, determine what land to develop, lease, sell, or purchase. Other projects include the advancement of the Pronghorn Industrial Park and improvements to Bicentennial Park.

GRANTS: Federal, State, and other grants provide direct funds, as well as matching funds that provide personnel, as well as program capabilities and operations to many departments. Each department should include applicable grants in their budget projections. The Optional 1% Sales Tax was approved by voters for another four years in Campbell County. The County will review all requests from internal and external agencies with an eye on keeping grant amounts steady. There continues to be an increased number of requests by outside entities for these funds. The commission will remain open to all requests while keeping in mind the priorities identified by citizens in the most recent 1% survey.

FLEET: Until vehicles and equipment become more readily available, departments should continue to budget for fuel, parts, and service. Fleet will continue to try and keep replacement of vehicles and equipment near 10% annually, provided vehicles and equipment meet replacement rules and replacements are available. Please take the time before budget to inspect your departments vehicles and equipment and budget accordingly for the 2023-2024 budget year.

Departments should present budgets consistent with the present fiscal year, with continued focus on resources for employees pay and benefits, deferred maintenance and necessary construction for the betterment of the community. The Board commends the continued work of everyone in the transition to Tyler, newly elected officials, and a difficult year of inflation. We must work together to accomplish our mission to provide County services through sound decisions of fiscal responsibility.

January 17, 2023
Board of Campbell County Commissioners

Colleen Faber, Chairman

Del Shelstad

Jim Ford

Butch Knutson

Kelly McCreery



**FISCAL YEAR 2023-2024
BUDGET PREPARATION & ADOPTION CALENDAR**

**ELECTED OFFICIALS, APPOINTED BOARDS, DEPARTMENTS
JOINT POWERS BOARDS & EXTERNAL AGENCIES**

January 17, 2023

Board of Commissioners Budget Message and Handbook distributed during Managers Meeting.

Wednesday – February 1, 2023

County Clerk will distribute budget packets to human service organizations (Human Service) and agencies not affiliated with Campbell County government (External Agencies) requesting funding from the County. (To include Energy Capital Economic Development (ECED), Conservation District & Predatory Management)

Friday – February 24, 2023

Deadline for Human Service/External Agencies to submit completed funding requests forms to the County Clerk. (To include ECED, Conservation District & Predatory Management)

Wednesday – March 1, 2023

Deadline for all county departments to submit requests for fleet, IT hardware & software and capital construction on forms provided in the Budget Handbook with submission to Fleet Management, Information Technology and Public Works, respectively. Deadline for submission of approval of salary spreadsheet/payroll to County Clerk.

Thursday – March 16, 2023

CARE Board will review Human Service agency requests for recommendations to the Board of Commissioners.

Friday – March 31, 2023

CARE Board shall submit recommendations to the County Commissioners (via the Clerk) on Human Service agency funding requests.

Monday - April 10, 2023

Deadline for county departments to submit funding requests and projected revenue (you will enter your revenue into Tyler) to the Clerk's Office. Please submit one copy of supporting documentation and narrative according to the template provided in the Budget Handbook; individualized notebooks should not be prepared.

Deadline for the Land Board and Fire Board to submit funding requests. An original and ten (10) copies of their requested budget shall be submitted to the County Clerk's Office. Copies to each of the other governing bodies shall be provided as requested by them.

Wednesday – April 19, 2023

The Campbell County Board of Commissioners, Gillette City Council and Wright Town Council will meet to review and discuss the Joint Powers Board requests. Fire Board at 5:15 PM and Public Land Board at 6:30 PM in the Commission Chambers

Wednesday - April 19, 2023

Clerk's Office will distribute requested budgets to the Board of Commissioners.

Monday – Friday, April 24-28, 2023

Board of Commissioners review budget requests of county departments, External Agencies, Land Board, Fire Board and Human Service Agencies.

Wednesday – May 10, 2022

Office of the Commissioners will begin its notification to all departments and agencies of **provisionally approved** funding.

Tuesday - June 5, 2023

The Board of County Commissioners will review the proposed special district budgets for Campbell County Cemetery District, Campbell County Community Public Recreation District, Campbell County Weed and Pest District, and Gillette Community College District at 9:00 AM in the Commission Chambers.

Tuesday - June 6, 2023

The Board of County Commissioners will approve the proposed budget for publication as prepared by the County Clerk.

Monday - June 19, 2023

A Public Hearing will be held at 6:00 PM, **Commission Chambers, Courthouse**, on the Fiscal Year 2023-2024 Budget.

Tuesday - June 20, 2023

Date of adoption of the Fiscal Year 2023-2024 budget in the Commission Chambers in the Campbell County Courthouse regular meeting of the Board at 10:15 AM.

Wednesday - June 21, 2023

The Office of the Commissioners will begin written notification to agencies on approved budgets for Fiscal Year 2023-2024, after budget adoption.

The following page(s) contain the backup material for Agenda Item: [10:30 State & National Security Petition](#)

*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.

State & National Security Petition

Pursuant to the Constitution of the United States of America Amendment I (1) and to the Constitution of the State of Wyoming Article I (1) Section XXI (21) as citizens of the United States, residents of the State of Wyoming and residents of the County of Campbell hereby exercise our constitutionally protected "right" to petition our government for redress of violations of the Constitution for the United States of America on 01/04/2023.

Therefore; The State of Wyoming by virtue of her governing bodies are and have been in collusion with the Federal Government and Judicial System to usurp the rights reserved to the people [Amendment IX (9)] of the United States of America via enforcement of powers not enumerated to the United States nor to the States [Amendment X (10)].

Whereas; HB0095 Wyoming Firearms Freedom Act (2010) & SF0102 Second Amendment Protection Act (2022) are unconstitutional per the Constitution of the United States of America Article IV (4) Section II (2), Amendment II (2), Amendment IX (9), Amendment XIV (14) Section I (1) and blatant in contradiction to the intentions established by the Founding Fathers. [Quote] "On every question of construction (of the Constitution) let us carry ourselves back to the time when the Constitution was adopted, recollect the spirit manifested in the debates, and instead of trying what meaning may be squeezed out of the text, or invented against it, conform to the probable one in which it was passed." (Thomas Jefferson, letter to William Johnson, June 12, 1823). [Court Precedent] New York State Rifle & Pistol Association Inc v. Bruen (2022) that under the Second Amendment of the U.S. Constitution, the government cannot restrict the right to possess firearms unless the restriction is consistent with historical tradition.

Whereas: The Founding Fathers intentions and the Constitution of the United States of America has been misconstrued and/or blatantly distorted to disarm the people and disband the militia of the several states of a force capable of projecting military force against standing armies foreign or domestic. [Quote] "Before a standing army can rule, the people must be disarmed; as they are in almost every kingdom of Europe. The supreme power in America cannot enforce unjust laws by the sword; because the whole body of the people are armed, and constitute a force superior to any bands of regular troops that can be, on any pretense, raised in the United States. A military force, at the command of Congress, can execute no laws, but such as the people perceive to be just and constitutional; for they will possess the power, and jealousy will instantly inspire the inclination, to resist the execution of a law which appears to them unjust and oppressive." (Noah Webster, "An Examination into the Leading Principles of the Federal Constitution," 1787)

Whereas; HB0095 restricts the weapons and ammunition required to support a functional militia and/or defense against standing armies [Court Precedent] United States v. Miller (1939) whether the arm "at this time" is "ordinary military equipment" or its use "could" potentially assist in the common defense. SF0102 willingly surrenders Amendment X (10) directly in conflict with Amendment IX (9) stripping the power of the people, expanding beyond enumeration the power of the Federal Government. Although SF0102 cites Printz v. United States there is no evidence the State of Wyoming has been coerced nor commandeered in her acceptance of federal funding or willingness to assist federal agencies. This endangers the rights of the citizens of Wyoming to the Bi-Partisan Safer Communities Act, HR1808 as well as any current or future unconstitutional acts, executive orders, rules or laws that infringe on the Constitution of the United States Amendment II (2).

Thus; We the people demand the Commissioners of Campbell County uphold their oath to the Constitution of the United States of America by delivering this petition within 21 days to the State of Wyoming, Governor Mark Gordon & the 67th Legislature for the repeal of the unconstitutional laws; HB0095, SF0102 and all referenced unconstitutional statutes.

Signed [Citizens of the United States of America]



Bill Haggart

Jacob Dalbey
Larry Williams
Printz Hixson
Bill Fortner