

AGENDA

CAMPBELL COUNTY BOARD OF COMMISSIONERS

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

NOVEMBER 2, 2021

09:00 MEETING CALLED TO ORDER PLEDGE OF ALLEGIANCE

CONSENT AGENDA

- A. [Consent Agenda](#)
-

VOUCHERS

- B. Vouchers

OPEN GOVERNMENT

- C. Board Contact Form - County Website Justin Penning/Carol Seeger

REGULAR BUSINESS

- D. [9:10 COVID-19 Disease Surveillance & Testing Activities MOU](#) Jane Glaser
E. [9:15 IMLS Inspire! Grant for Small Museums Application](#) Robert Henning
F. [9:20 Emergency Management Performance Grant \(EMPG\) Agreement](#) David King
G. [9:25 District Support Grant, Sundog I&S](#) Clark Melinkovich
H. [9:30 District Support Grant, Small Buttes I&S](#) Clark Melinkovich
I. [9:35 American Legion Post #42 Roof Replacement, Funding Request](#) Carol Seeger
J. [9:40 Camporee Site Commitment](#) Carol Seeger

EXECUTIVE SESSION

- K. 9:45 Personnel

WORKSHOPS

- L. 10:00 Pronghorn Industrial Park/Alternatives
M. 10:30 Courthouse/Annex Remodel – Construction

ADJOURN

Consent Agenda

MINUTES

Board of Commissioners Managers Meeting, October 18, 2021
Board of Commissioners Regular Meeting, October 19, 2021
Board of Commissioners Executive Session, October 19, 2021
Board of Commissioners Fair Board Meeting, October 19, 2021
Board of Commissioners Airport Board Meeting, October 20, 2021
Board of Commissioners Museum Board Meeting, October 21, 2021

MONTHLY REPORTS

Sheriff's Office, Detention – September 2021
Treasurer's Office – September 2021

PAYROLL PAYMENTS

October 16, 2021

CREDIT CARDS

County Clerk – Cathryn Grace Davis, \$3,000 Credit Limit
County Clerk Elections – Michelle Leiker, \$3,000 Credit Limit

OFFICIAL BOND AND OATH

Central Campbell County Improvement & Service District – Robert L. Zabel

OFFICE OF STATE PUBLIC DEFENDER

Ty Jensen – Full Time Assistant Public Defender for Six Judicial District

POSITION VACANCY JUSTIFICATIONS

Airport – Director of Operations
CAM-PLEX – Administrative Assistant
CAM-PLEX – Event Custodian
Public Health – WIC Specialist

SICK LEAVE TRANSFERS

Transfer 40 hours from Employee #101901 to Employee #684490
Transfer 40 hours from Employee #102349 to Employee #684490

HAND WARRANTS

Campco Federal Credit Union	\$226.01
Campbell County Clerk Tax Account	276,822.95
Campbell County Treasurer – FLX/HSA	42,625.49
Circuit Court of Campbell County	80.30
Great West Trust Company	28,792.50
Wyoming Child Support	1,423.51
HM Life Insurance	177,780.87
IRS – Department of Treasury	227.87
Wyoming Department of Revenue & Taxation	2,576.54
Wyoming Department of Workforce Services – WC	76,250.11

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

Office of County Commissioners
October 18, 2021
Gillette, WY

The Campbell County Board of Commissioners met with the County Managers, Monday, October 18, 2021 at 1:30 PM.

Present were Bob Maul, DG Reardon, Del Shelstad, Colleen Faber, Rusty Bell, Commissioners; Susan F. Saunders, County Clerk; Carol Seeger, Commissioners Administrative Director; Sean Brown, Deputy County Attorney; Matt Olsen, Public Works Director; Jeff Esposito, CAM-PLEX Director; Bill Beastrom, Facilities Maintenance Manager; Tony Knievel, Chief Surveyor; Jane Glaser, Public Health Director; Brandy Elder, HR Director; Troy Clements, County Assessor; Kevin Geis, Road and Bridge Director; Kelly Wallem, County Attorney Office Manager; Paul Wallem, County Coroner; Dwayne Dillinger, Parks and Recreation Director; Phil Harvey, IT Manager; Bob Tranas, CDSCC Director; Chad Beeman, Adult Treatment Court Coordinator; Jim Lyon, Juvenile Probation Director; Robert Henning, Museum Director; Rachael Knust, County Treasurer; Scott Matheny, County Sheriff; Todd Chatfield, Airport Director; Tod Love, Air Traffic Controller; Pam Merchen, Deputy Clerk of District Court; Tracey Archer, Extension Office Administrative Assistant; David King, Emergency Manager and Liz Edwards, Fair Coordinator.

Brandy Elder provided updates on employee evaluations and open enrollment.

Jeff Esposito discussed the Event Technician position vacancy.

Discussion was held on the process of closing Campbell County Departments for inclement weather, public records request and County Board contact information being added to the County's website.

Discussion was held on a letter of support and workshop that were added to the Regular meeting on October 19th and the redistricting meeting in Moorcroft.

Dwayne Dillinger announced that Dan Barks and Rick Mansur were inducted into the Wyoming Recreation Hall of Fame.

It was announced the flu shot clinic will be held on Thursday.

A workshop was held on a potential fourth 6th Judicial District Judge and additional space needed.

It was the consensus of the Board to proceed with finding space for the additional Judge.

There being no further business to come before the Commissioners, the meeting was adjourned at 3:20 PM.

Susan F. Saunders, Clerk
Board of County Commissioners

Bob Maul, Commissioner
Board of County Commissioners

Office of County Commissioners
October 19, 2021
Gillette, Wyoming

The Campbell County Board of Commissioners met in regular session, Tuesday, October 19, 2021. Chairman Maul called the meeting to order at 9:00 AM. Commissioner Colleen Faber led in prayer and Chairman Maul led the Pledge of Allegiance.

Present were Rusty Bell, DG Reardon, Bob Maul, Del Shelstad, Colleen Faber, Commissioners; Kendra Anderson, Deputy County Clerk; Sean Brown, Deputy County Attorney; Mitch Damsky, County Attorney and Carol Seeger, Commissioners Administrative Director.

Commissioner Faber moved to permit the public to present oral comments at the Boards Regular meetings. Commissioner Shelstad seconded the motion. Commissioner Faber-Aye, Commissioner Reardon-Nay, Commissioner Shelstad-Aye, Commissioner Bell-Nay, Chairman Maul -Nay. Failed.

The following consent agenda was presented:

MINUTES:

Board of Commissioners Directors Workshop, October 4, 2021

Board of Commissioners Regular Meeting, October 5, 2021

MONTHLY REPORTS:

Clerk of District Court – September 2021

County Clerk – September 2021

Sheriff's Office – September 2021

Campbell County Clerk – 2021 Abstract Statement

Campbell County Treasurer – 2021 Abstract Statement

PAYROLL PAYMENTS:

September 18, 2021

September 30, 2021

October 2, 2021

CANCELLATION/REBATE OF TAXES:

#4324

AGREEMENTS:

Subaward Agreement between Campbell County and CLIMB Wyoming to receive funding from the Temporary Assistance for Needy Families Community Partnership Initiative (TANF/CPI) in the amount of \$23,930 for the period of October 1, 2021 to September 30, 2022.

Subaward Agreement between Campbell County and Council of Community Services to receive funding from the Temporary Assistance for Needy Families Community Partnership Initiative (TANF/CPI) in the amount of \$91,000 for the period of October 1, 2021 to September 30, 2022.

Subaward Agreement between Campbell County and Youth Emergency Services, Inc. (YES House) to receive funding from the Temporary Assistance for Needy Families Community Partnership Initiative (TANF/CPI) in the amount of \$33,670 for the period of October 1, 2021 to September 30, 2022.

LETTER OF SUPPORT:

Black Hills Energy's Carbon Capture, Utilization, and Storage Demonstration Project.

LINE-ITEM TRANSFERS:

Extension Office - Transfer \$350 from 103.6281 Automobile to 103.6283 Meals & Lodging

POSITION VACANCY JUSTIFICATIONS:

CAM-PLEX – Assistant Technical Director

CAM-PLEX – Event Technician

Children's Developmental Services – Early Interventionist

Sheriff's Office – Senior Administrative Assistant

HAND WARRANTS:

Campco Federal Credit Union	\$950.00
Campbell County Clerk Tax Account	20,487.74
Campbell County Treasurer – HSA/FLX	2,561.83
Great West Trust Company	4,595.00
Campco Federal Credit Union	226.01
Campbell County Clerk Tax Account	278,318.81
Campbell County Treasurer – HSA/FLX	42,902.15
Great West Trust Company	28,857.50
Wyoming Child Support	1,423.51
First National Bank Visa	345.00
MG Oil Company	21,939.75

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

Commissioner Reardon seconded the motion. All Voted – Aye. Carried.

Commissioner Bell moved to approve Resolution Number 2095 to rescind the Amended Open Burning Restriction, Resolution Number 2084.1, as presented. Commissioner Reardon seconded the motion. All Voted - Aye. Carried.

Commissioner Bell moved to approve Resolution Number 2096 for the display of fireworks at the Veterans Day Ceremony, at Lasting Legacy Park from 11:00 AM to 1:00 PM on Thursday, November 11, 2021, as presented. Commissioner Shelstad seconded the motion. All Voted - Aye. Carried.

Commissioner Bell moved to approve the Declaration of Election Results and Organizational Resolution for the Piper Acres Improvement and Service District, as presented. Commissioner Faber seconded the motion. All Voted - Aye. Carried.

Commissioner Faber moved to approve the Order and Notice of Public Hearing on the Petition for Enlargement of Means First Extension Water and Sewer District, setting the hearing date on December 7, 2021 at 10:15 AM in the Board of Commissioners Chambers, as presented.

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

Commissioner Bell moved to approve the purchase of one 2022 Ram 2500 Tradesman Crew Cab Short Box 4x4 Pick-up from White's Energy Motors for the Road & Bridge Department, in the amount of \$40,590, as presented. Commissioner Reardon seconded the motion. All Voted - Aye. Carried.

Commissioner Bell moved to approve the purchase of one 2021 Chrysler Pacifica AWD Minivan from White's Energy Motors for the Sheriff's Office, in the amount of \$35,000 with the trade-in of three Dodge Chargers, as presented. Commissioner Reardon seconded the motion. All Voted - Aye. Carried.

Jonathan Gallardo, with the Gillette News Record, explained the article regarding public comment article that was in the newspaper.

A workshop was held on the location of the Pathfinder Camporee event.

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

There being no further business to come before the Commissioners the meeting was adjourned at 10:35 AM. The next regular meeting of the Commissioners will be held Tuesday, November 2, 2021, at 9:00 AM in the Commissioners Chambers in the Courthouse.

Kendra Anderson, Deputy County Clerk
Board of County Commissioners

Bob Maul, Chairman
Board of County Commissioners

In accordance with W.S. 18-3-516(f) the required County Notices of Publication are available on the County's Website at: www.ccgov.net

Office of County Commissioners
October 19, 2021
Gillette, WY

The Campbell County Board of Commissioners attended the Fair Board meeting, Tuesday, October 19, 2021 at 6:00 PM.

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

Discussion was held on the amount of overtime the CAM-PLEX charged the Fair.

Discussion was held on the Fair Board vacancy.

Discussion was held on the best way to get feedback on Fair rules.

No action was taken by the Commissioners and they left the meeting at 6:40 PM.

Susan F. Saunders, Clerk
Board of County Commissioners

Bob Maul, Chairman
Board of County Commissioners

Office of County Commissioners
October 21, 2021
Gillette, WY

The Campbell County Board of Commissioners met with the Museum Board, Thursday, October 21, 2021 at 6:00 PM.

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

Commissioner Reardon moved to approve the purchase of self-contained breathing apparatuses in an amount not to exceed one million dollars from the equipment replacement account. Commissioner Faber seconded the motion. All Voted – Aye. Carried.

Discussion was held on a grant application for a compact storage equipment.

Discussion was held on the resignation of a Board member and advertising for the opening.

The Museum Board convened into executive session.

The Museum Board reconvened into their meeting at 6:50 PM.

No further action was taken by the Commissioners and they left the meeting at 6:50 PM.

Susan F. Saunders, Clerk
Board of County Commissioners

Bob Maul, Chairman
Board of County Commissioners

Office of County Commissioners
October 20, 2021
Gillette, WY

The Campbell County Board of Commissioners attended the Airport Board Meeting, Wednesday, October 20, 2021, at 4:00 PM.

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

Updates were provided on the FBO Terminal Construction project, the Airport by-laws and the fuel shortage.

Discussion was held on the effects that the larger airports staff shortages have on the smaller airports and on the agreement with SkyWest, State and Campbell County on air services.

Discussion was held on the water main break under the ramp area that needs repaired.

There being no further business to come before the Board, the Commissioners left the meeting at 4:35 PM.

Susan F. Saunders, Clerk
Board of County Commissioners

Bob Maul, Chairman
Board of County Commissioners

Sheriff's Dept--Detention
Monthly Statement
September 2021

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

The State of Wyoming } ss.
County of Campbell

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

County Clerk

By _____
Deputy



MONTHLY SHERIFF'S STATEMENT-*DETENTION CENTER*

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

COUNTY SHERIFF

City of Gillette Housing	\$8,775.00
10 Day Housing	\$130.00
Restitution	\$1,140.00
Parolee Housing	\$975.00
Probation Sanctions	\$660.00
U.A. Payments	\$28.00
Housing-Other Jurisdiction	\$520.00
24/7 Program	\$4,861.50
Juvenile Housing	\$3,000.00
TOTAL	\$20,089.50

Direct Deposit

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

Date: 10-18-2021


Scott D. Matheny
Campbell County Sheriff

FISCAL YEAR 2021-2022

September 30, 2021

FIB	353153976	66,695.86
FNB	007-8	7,777,339.60
ACH	308-5	0.00
FNB CCSD	086-8	1,020,918.84
FNB Flex	568-1	28,293.94
FNB Health Benefits	315-8	2,165,591.88
FNB Special Escrow	74-4	22,550,431.65
FNB Airport PFC Account	133-3	254,406.08
FNB Library Credit Card Fees	862-1	781.03
FNB Museum Credit Card Fees	11092301	177.10
FNB North Landfill Credit Card Fees	864-8	5,911.59
FNB Narcotics Federal Forfeitures	107-4	0.00
FNB Recreation Credit Card Fees	139-2	45,457.16
FNB State Drug Forfeiture Funds	132-5	21,778.07
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	88.62
NSF Checks		2,138.06
Long & Short-Treasurer		2,100.00
Clerk-Dist Crt-Sheriff-Engineer-Landfill-Public Health-Parks & Rec-Musei		3,945.63
Cash & Currency		6,150.00
TOTAL CASH ACCOUNTS	33,952,205.84	
TOTAL TDOA'S	246,541,349.94	
Premium & Discounts		22,538.91
WGIF-Building Maintenance		40,259,585.03
WGIF-Campus Maintenance		4,172,198.80
WGIF-Campus Maintenance Tec		2,625,631.97
WGIF-Capital Replacement Reserve		95,954,194.16
WGIF-Fleet Management		6,811,653.96
WGIF-Fleet Mgmt-PLB -City		766,599.42
WGIF-Gillette College Activity & Education Center		0.00
WGIF-Gillette College Rodeo		0.00
WGIF-Jt Powers Rec Maint Fund		8,972,455.74
WGIF-Road Equipment		2,257,873.19
WGIF-1% Road Machinery Repl		891,541.30
WGIF-Short Term Future Cap Const		15,361,145.61
WYOSTAR-1% Municipalities		975,369.46
WYOSTAR-1% Optional		6,590,396.86
WYOSTAR-Cap Fac Excess		11,912.55
WYOSTAR-CCSD Dist Fund		0.00
WYOSTAR-Enhanced 911		323,071.94
WYOSTAR-Fleet Management		0.00
WYOSTAR-General		42,453,107.89
WYOSTAR-General Held Revenues		0.00
WYOSTAR-Health Benefits		4,037,313.62
WYOSTAR-PILT		3,630,469.79
WYOSTAR-Pronghorn Center Main Reserve		1,328,243.34
WYOSTAR-SCFM		5,350,245.13
WYOSTAR-Town of Wright Rec Maintenance		1,668,595.72
WYOSTAR-Wyoming Lottery/Off Track Betting		2,099,744.46
TOTAL		280,516,094.69

178,072,879.18

66,368,726.30

Approved by the Board of County Commissioners this _____

day of _____, 2021.

THE STATE OF WYOMING

ss.

County of Campbell

I, Rachael Knust, being first duly sworn according to law, on my oath do depose and say that I am County Treasurer within and for the County of Campbell in the State aforesaid; that the within and foregoing represents a true and correct Trial Balance of my records at the close of business October 25, 2021; 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 25 day of Oct, 2021.

David Chundris
County Clerk

9/30/2021	
Airport	0.00
American Road	131.98
Antelope Valley	0.00
Bennor Estates	0.00
BOCHES	24,880.87
Bond Disclosure	4,500.00
Box N Ranch Rd	0.00
Brunsen	600.00
Buckskin	0.00
Car Company Tax	0.00
Cash Reserve	15,000,000.00
Cemetery	43,799.16
Central Campbell County	1,071.22
Certificates of Purchase	0.00
City of Gillette	111,555.67
Collins Heights	0.00
Cottonwood I&S	200.00
County Sales Tax	120.08
Country Living Acres	0.00
Countryside I&S	200.00
Crestview I & S	0.00
Donkey Creek	0.00
Eight Mile I&S	0.00
Fair	0.00
Fire	0.00
Foundation	597,136.94
Fox Park	85.00
Fox Ridge	250.00
Freedom Hills	1,134.52
General County	31,444,009.14
Graceland	0.00
Green Valley Estates	0.00
Health Benefits Trust	7,186,978.98
Heritage Village	1,598.02
High Country Estates	0.00
Highway VIN Fees	0.00
Hospital	149,284.29
Hospital Bond	40.43
Hospital Bond Interest	5.02
Interstate Industrial	0.00
Investments-1% Muni Jt Powers	975,369.46
Investments-1% Optional	6,590,396.86
Investments-Building Maintenance	40,259,585.03
Investments-Campus Maintenance	4,172,198.80
Investments-Campus Tech Center- Fund 004/027	2,625,631.97
Investments-Cap Fac Excess	70,453.22
Investments-Capital Replace Reserve	95,954,194.16
Investments-Enhanced 911 Fees	355,285.90
Investments-Fleet Management	10,727,667.87
Investments-Gillette College	0.00
Investments-Jt Powers Rec Maintenance - Fund 028	8,972,455.74
Investments-PILT	3,630,469.79
Investments-Pronghorn Center Main Reserve	1,328,243.34
Investments-SCFM County Road Funds	5,350,245.13
Investments-Short Term Future Capital Construction-Fund 69	15,361,145.61
Investments-Town of Wright Rec Maintenance-Fund 695	1,668,595.72
Investments-Wyoming Lottery/Off Track Betting	2,099,744.46
Library	0.00
Little Thunder I&S	0.00
Lodging Tax	0.00
Los Caballos	0.00
McKenny	0.00
Meadow Springs I&S	650.00
Means	0.00
Means, Carter, N Hannum	882.44
Moon Ridge	414.30
Motor Vehicle County Fees	0.00
Motor Vehicle State Fees	647,966.92
Motor Vehicle Non Apportioned Fees	0.00
Motor Vehicle Temp Sticker/paper Fee	0.00
Mobile Machinery County Fees	0.00
Mobile Machinery Pro-Rate	0.00
Motor Vehicle Pro-Rate	0.00
Motor Vehicle In Transit Permit	140.00
Motor Vehicle Temp Worker Decals	0.00
Museum	0.00
North Rangeland	0.00
Organ Donor Donations	12.00
Oriva Hills	1,937.76
Overbrook I&S	0.00
Peoples	0.00
Pineview	0.00
Pinnacle Heights	0.00
Prairieview	78,919.59
Predatory	0.00
Premium & Discounts	22,536.91
Rafter D	0.00
Recreation	0.00
Rock Road I&S	0.00
Rocky Point	530.79
Rustic Hills	0.00
Sales & Use Tax	1,671,354.16
School--1 Mill Optional	0.00
School--6 Mill County Wide	298,568.59

School--25 Mill Special School	1,244,035.54
School--BOCES	0.00
School--Cap Main	0.00
School--General School	84,186.44
School--Rec Mill	49,761.39
School Bond Redemption	0.00
School Bond Redemption Interest	0.00
Small Buttes	0.00
South Douglas Hwy	6,039.42
Southern Industrial	0.00
Southfork Estates	662.88
Southside	0.00
Special Escrow	21,662,051.65
Spring Hill Ranch I&S	0.00
Stonegate Estates	0.00
Sundog	0.00
Taxes-Transportable Homes	0.00
Taxes-2021	0.00
Taxes-Interest 2021	0.00
Taxes-2020	0.00
Taxes-Interest 2020	0.00
Taxes-2019	0.00
Taxes-Interest 2019	(0.50)
Taxes-2018	0.00
Taxes-Interest 2018	0.00
Taxes-2017	0.00
Taxes-Interest 2017	0.00
Taxes-2016	0.00
Taxes-Interest 2016	0.00
Taxes-2015	0.00
Taxes-Interest 2015	0.00
Taxes-2014	0.00
Taxes-Interest 2014	0.00
Taxes-2013	0.00
Taxes-Interest 2013	0.00
Taxes-2012	0.00
Taxes-Interest 2012	0.00
Taxes-2011	0.00
Taxes-Interest 2011	0.00
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Taxes-Interest 2010	0.00
Taxes-2009	0.00
Taxes-Interest 2009	0.00
Taxes-2008	0.00
Taxes-Interest 2008	0.00
Taxes-2007	0.00
Taxes-Interest 2007	0.00
Taxes-2006	0.00
Taxes-Interest 2006	0.00
Taxes-2005	0.00
Taxes-Interest 2005	0.00
Taxes-2004	0.00
Taxes-Interest 2004	0.00
Taxes-2003	0.00
Taxes-Interest 2003	0.00
Taxes-2002	0.00
Taxes-Interest 2002	0.00
Taxes-2001	0.00
Taxes-Interest 2001	0.00
Taxes-2000	0.00
Taxes-Interest 2000	0.00
Taxes-1999	0.00
Taxes-Interest 1999	0.00
Taxes-1998	0.00
Taxes-Interest 1998	0.00
Taxes-1997	0.00
Taxes-Interest 1997	0.00
Taxes-1996	0.00
Taxes-Interest 1996	0.00
Taxes-1995	0.00
Taxes-Interest 1995	0.00
Taxes-1994	0.00
Taxes-Interest 1994	0.00
Taxes-1993	0.00
Taxes-Interest 1993	0.00
Taxes-1992	0.00
Taxes-Interest 1992	0.00
Taxes-1991	0.00
Taxes-Interest 1991	0.00
Taxes-1990	0.00
Taxes-Interest 1990	0.00
Taxes Paid in Protest	0.73
Town of Wright	3,610.18
Veterans Exemptions	0.00
Watercraft VIN Fees	0.00
Weed & Pest	27,748.84
Wessex Impr & Service	0.00
Wild Horse Creek I&S	0.00
Wildlife Conservation Donation	33.00
Wright Water & Sewer	4,784.78
	280,516,094.69
	280,516,094.69
	280,516,094.69
	0.00

SUMMARY

COUNTY TREASURER
of
Campbell County

9/30/2021

THE STATE OF WYOMING

ss.

County of Campbell

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

Yvonne Wagner, Deputy
County Treasurer

Subscribed and sworn to before me this 15 day of Oct, A.D. 2021.

Susan Saunders

County Clerk

Filed in the office of the County Clerk

, A.D. 2021

County Clerk.

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

PAYROLL PAYMENT

FOR THE PAY PERIOD (s) ENDING

October 16, 2021

_____, _____

_____, _____

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

Member

Member

Member

Member

Chairman



CREDIT CARD REQUEST

Please complete the credit card request form and submit it to the Office of Commissioners.

First Name: Cathryn Grace Last Name: Davis

Department: County Clerk

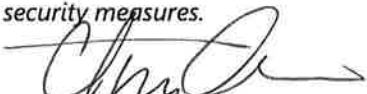
Mailing Address: PO Box 3010

City: Gillette State: WY Zip Code: 82717

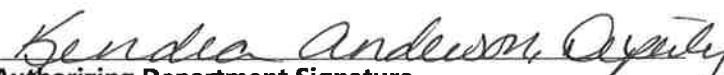
Business Phone: 307-682-7285 *Cell Phone: 307-680-3475

** If the bank detects suspicious charges on the card, the bank's fraudulent department will call the cell phone number on file to verify the charges.*

As an authorized cardholder, I understand that the card may be used for authorized Campbell County business and that no personal expenses are to be charged to the card. I am responsible for all charges made against the card and I am expected to submit itemized receipts/documentation for every transaction, resolve any discrepancies, and follow proper card security measures.


Employee Signature

10/27/2021
Date


Authorizing Department Signature

10/27/2021
Date

FOR COMMISSIONERS OFFICE USE ONLY

Credit Card Request: ☐ Approve ☐ Deny

Credit Limit Increase: ☐ Approve ☐ Deny

Date: _____ Chairman Signature: _____

Master Number: _____

1st Line on Card: _____

2nd Line on Card: _____

Credit Limit: \$3,000

Date Submitted to First National Bank: _____



CREDIT CARD REQUEST

Please complete the credit card request form and submit it to the Office of Commissioners.

First Name: Michelle Last Name: Leiker

Department: County Clerk Elections

Mailing Address: PO Box 3010

City: Gillette State: WY Zip Code: 82717

Business Phone: 307-682-7285 *Cell Phone: 307-257-1775

** If the bank detects suspicious charges on the card, the bank's fraudulent department will call the cell phone number on file to verify the charges.*

As an authorized cardholder, I understand that the card may be used for authorized Campbell County business and that no personal expenses are to be charged to the card. I am responsible for all charges made against the card and I am expected to submit itemized receipts/documentation for every transaction, resolve any discrepancies, and follow proper card security measures.

Michelle L Leiker
Employee Signature

10/27/2021
Date

Brenda Anderson, Deputy
Authorizing Department Signature

10/27/2021
Date

FOR COMMISSIONERS OFFICE USE ONLY

Credit Card Request: ☐ Approve ☐ Deny

Credit Limit Increase: ☐ Approve ☐ Deny

Date: _____ Chairman Signature: _____

Master Number: _____

1st Line on Card: _____

2nd Line on Card: _____

Credit Limit: \$3,000

Date Submitted to First National Bank: _____



CITY OF GILLETTE

Mayor's Office

201 E. 5th Street • Gillette, Wyoming 82716
Phone 307.686.5203 • Fax 307.686.1593
www.gillettewy.gov

Hyun Kim – hyunk@gillettewy.gov



BOARD OF COMMISSIONERS

Robert Maul, Rusty Bell, D.G. Reardon,
Del Shelstad, Colleen Faber

500 S. Gillette Ave • Gillette, WY 82716
Phone: (307) 682-7283 • www.campbellcountyyw.gov

Carol Seeger – carol.seeger@campbellcountyyw.gov

Ms. Betty Whitehead
630 S. Main St.
Berrien Springs, MI 49103
Bettyw7277@gmail.com

RE: Camporee Site/Gillette-Campbell County

Dear Ms. Whitehead:

Please accept this letter as the City of Gillette and Campbell County's commitment to hosting the Camporee event at the site illustrated on the enclosed map.

This commitment includes site preparation and installation of fiber and an electric transformer.

The City of Gillette and Campbell County commit to equally sharing the costs that will be incurred in the above referenced site preparation work. Once an agreement has been reached between the Campbell County Land Board and Pathfinder as evidenced by a signed contract, work will begin to ensure the site is ready for the 2024 event.

Thank you for considering our community for your event and the work your people have engaged in to make this possible. If you have questions or require further information, please do not hesitate to contact Carol Seeger, Campbell County's Executive Director of Administration or Hyun Kim, City of Gillette City Administrator.

Sincerely,

Campbell County Commission

By: Robert L. Maul, Chairman

City of Gillette

By: Louise Carter-King, Mayor

Cc: Jeff Esposito
Randy Griffin

Wyoming



Western Surety Company

OFFICIAL BOND AND OATH

KNOW ALL PERSONS BY THESE PRESENTS:

Bond No. 71020946

That we Robert L. Zabel

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

Central Campbell County Improvement & Service
unto District, the State of Wyoming, in the penal

sum of Ten Thousand and 00/100 DOLLARS (\$ 10,000.00), 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 13th day of September, 2021.

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 Central Campbell County Improvement & Service District,

and State aforesaid for the term beginning October 12, 2021, and ending

October 12, 2022.

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.....

.....

.....

.....

.....

.....

.....

[Signature]
Principal

WESTERN SURETY COMPANY

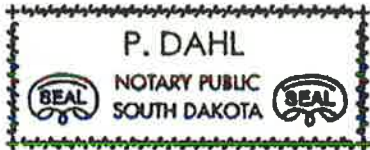
By [Signature]
Paul T. Brudat, Vice President

ACKNOWLEDGMENT OF SURETY
(Corporate Officer)

STATE OF SOUTH DAKOTA }
County of Minnehaha } ss

On this 13th day of September, 2021, 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

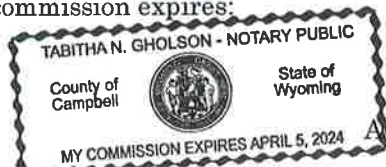
Notary Public

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.

Robert Zabel
State of Wyoming }
County of Campbell } ss

This Oath of Office was subscribed and sworn to before me by Robert Zabel
on this 20th day of September, 2021
My commission expires:



Tabitha N. Gholson
Notary Public, Wyoming

ACKNOWLEDGMENT OF PRINCIPAL

THE STATE OF WYOMING }
County of Campbell } ss

On this 20th day of September, 2021, before me, personally appeared

Robert Zabel, 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

April 5

2024



Tabitha N. Gholson

Notary Public, Wyoming

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 Central Campbell County Improvement & Service District

bond with bond number 71020946

for Robert L. Zabel

as Principal in the penalty amount not to exceed: \$10,000.00

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 13th day of September,
2021.

ATTEST

A. Viator

A. Viator, Assistant Secretary

WESTERN SURETY COMPANY

By

Paul T. Bruflat

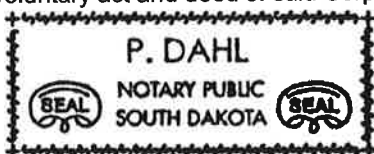
Paul T. Bruflat, Vice President

STATE OF SOUTH DAKOTA }
COUNTY OF MINNEHAHA } ss



On this 13th day of September, 2021, before me, a Notary Public, personally appeared
Paul T. Bruflat and A. Viator

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.



P. Dahl

Notary Public

My Commission Expires June 18, 2025



SF MW



PO Box 5077 Sioux Falls SD 57117-5077

September 10, 2021

1-800-331-6053

Fax 1-605-335-0357

www.cnasurety.com

Robert L. Zabel
6305 Tassel Ave.
Gillette, WY 82718

File # 71020946
Robert L. Zabel

\$10,000.00
Company Code: 0601
Written By: WESTERN SURETY COMPANY
Treasurer Central Campbell County Improvement & Service District

Enclosed is your bond. To continue your bond coverage and keep it in force, you must file this document with the obligee.

If you are no longer required to post this bond, please write the word "Cancel" directly on the document, and return it to CNA Surety.

If you have any questions, please contact your local agent.

Enclosure



OFFICE *of the* WYOMING STATE PUBLIC DEFENDER

Mark Gordon
GOVERNOR

Diane M. Lozano
STATE PUBLIC DEFENDER

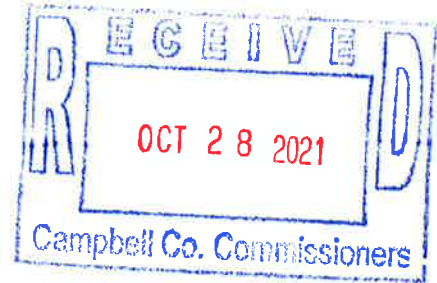
Ryan R. Roden
DEPUTY STATE
PUBLIC DEFENDER

ADMINISTRATION OFFICE

ROGERS BUILDING, 316 WEST 22ND STREET, CHEYENNE, WY 82002
PHONE: (307) 777-7519 | FAX: (307) 777-8742 | WEB: wyodefender.wyo.gov

October 25, 2021

Commissioner Rusty Bell, Chairman
Campbell County Commissioner
Campbell County Courthouse
500 South Gillette Avenue, Suite 1100
Gillette, WY 82716



Dear Chairman Bell:

I am writing to notify you that the Office of the State Public Defender intends to hire Ty Jensen, as a Full Time Assistant Public Defender for the 6th Judicial District. I am notifying you pursuant to Wyoming Statutes §7-6-103(f), which reads:

The governor may appoint full or part-time assistant public defenders in each judicial district with the advice of the state public defender, the district judge of the district and the boards of county commissioners in the district. In appointing assistant public defenders the governor shall consider the recommendations submitted to him, the demand for legal services, the criminal case load statistics, the population, the geographical characteristics and any other relevant factors.

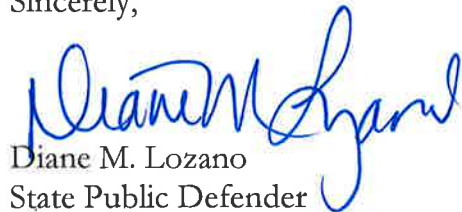
Mr. Jensen will share the criminal caseload with the other assistant public defenders in the 6th Judicial District. He may also be asked to assist with conflict cases or assignments in other Judicial Districts. Mr. Jensen is a 2021 graduate of the University of Wyoming College Of Law, Laramie, WY. He was admitted to the Wyoming State Bar in 2021. His résumé is enclosed for your perusal.

Please submit any input that you may have about this pending appointment to me prior to November 8, 2021. Upon that date, I will present Mr. Jensen to Governor Gordon for appointment as an Assistant Public Defender. I will forward your input to the Governor at that time.

If you wish to reply by phone or otherwise discuss the appointment, please feel free to give me a call at 777-7519. Also, my email address is diane.lozano@wyo.gov. I am available at your convenience to discuss this appointment.

Thank you for your time and consideration.

Sincerely,



Diane M. Lozano
State Public Defender

Enclosure
DML/gl

2021-086

Position Vacancy Justification

Department:	Airport	Date:	10/26/2021
Position Title:	Director of Operations		
Classification Grade:	EX	Current Salary of Incumbent:	\$82,490.84
Salary Range:	Min \$68,728.01	Mid \$85,910.02	Max \$103,092.02
Justification for Hiring Position:	Filling existing budgeted position due to voluntary termination		
Termed Incumbent:			
Position Originated:	08/08/2021		
Funding Source for Position:	County: Yes	State: No	Federal: No
			Other: No
	Explain Other:		
Status Code:	Full-Time Yes	Part-Time No	Number of Annual Hours:
Reason for Vacancy:	Replacement due to Termination: Yes	Replacement due to Retirement: No	New Position: No
Existing Budgeted Position:	Yes		
Benefit Eligible:	Yes		
Department Head Signature & Date	 10/26/2021		
Commissioner Approval & Date:			

 10/27/21

2021-085

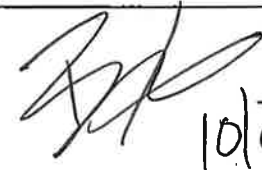
Position Vacancy Justification

Department:	CAM-PLEX			Date:	10/25/2021
Position Title:	Administrative Assistant				
Classification Band / Range:	104	Current Salary of Incumbent:	\$15.99		
Salary Range:	Min \$15.99	Mid \$19.98	Max \$23.98		
Justification for Hiring Position:	Filling existing budgeted position due to transfer to other position				
Termed Incumbent:					
Position Originated:	1985				
Funding Source for Position:	County: Yes	State: No	Federal: No	Other: Yes	Explain Other: City – 20%
Status Code:	Full-Time Yes	Part-Time	Number of Annual Hours:		2080
Reason for Vacancy:	Replacement due to Termination:		Replacement due to Retirement:		New Position:
Existing Budgeted Position:	Yes				
Benefit Eligible:	Yes				
Department Head Signature & Date					
Commissioner Approval & Date:					

BA
10/26/21

2021-083

Position Vacancy Justification

Department:	CAM-PLEX			Date:	10/19/2021
Position Title:	Event Custodian				
Classification Band / Range:	103	Current Salary of Incumbent:	\$14.85		
Salary Range:	Min \$14.67	Mid \$18.33	Max \$22.00		
Justification for Hiring Position:	Filling existing budgeted position due to promotion.				
Promoted Incumbent:	[REDACTED]				
Position Originated:	1985				
Funding Source for Position:	County: Yes	State: No	Federal: No	Other: Yes	Explain Other: City – 20%
Status Code:	Full-Time Yes	Part-Time	Number of Annual Hours:		2080
Reason for Vacancy:	Replacement due to Promotion: X		Replacement due to Retirement:		New Position:
Existing Budgeted Position:	Yes				
Benefit Eligible:	Yes				
Department Head Signature & Date					
Commissioner Approval & Date:	 10/22/21				



2021-084

Position Vacancy Justification

Department:	Public Health		Date:	10/25/2021	
Position Title:	WIC Specialist				
Classification Grade:	104	Current Salary of Incumbent:	\$33,255.01		
Salary Range:	Min \$33,255.01	Mid \$41,568.76	Max \$49,882.51		
Justification for Hiring Position:	This position screens program applications, prepares monthly reports along with the fiscal documents, maintains participant files, provides data entry of participants, and manages insurance of WYO WEST cards. Position also aids WIC Supervisor with other tasks as needed.				
Termed Incumbent:					
Position Originated:	Long Term WIC position				
Funding Source for Position:	County: No	State: Yes	Federal: No	Other: No	Explain Other:
Status Code:	Full-Time Yes	Part-Time No	Number of Annual Hours:		
Reason for Vacancy:	Replacement due to Termination: Resignation		Replacement due to Retirement:		New Position:
Existing Budgeted Position:	Yes				
Benefit Eligible:	Yes				
Department Head Signature & Date	<i>Jane Dase, MSN, RN, APHN-BC</i>				
Commissioner Approval & Date:					

[Signature]
10/25/21

SICK LEAVE TRANSFER REQUEST FORM

TO: Campbell County Board of Commissioners

Donating Department: Sheriff's Office Receiving Department: Sheriff's Office

DATE: 10/25/2021

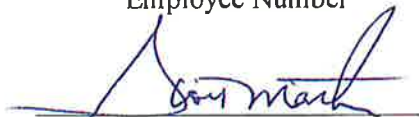
Please consider this request to transfer up to 40 hours of accrued sick leave. Note: No single donation should exceed 40 hrs.)

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

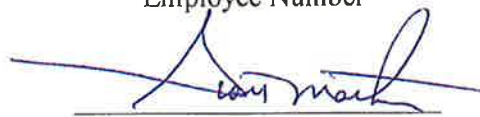
Dates of absence: Beginning: 11/3/2021

Anticipated return: unknown

From: 101901
Employee Number


Department Head Approval

To: 684490
Employee Number


Department Head Approval

FURTHER INFORMATION: (Please check applicable boxes)



Currently an FMLA Qualifying Leave



Was an FMLA Qualifying Leave

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

For Commission Office Use Only:

Date - Board of Commissioner Action: _____

Approved _____ Disapproved _____ Pending _____

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


10/25/21

SICK LEAVE TRANSFER REQUEST FORM

TO: Campbell County Board of Commissioners

Donating Department: Sheriff's Office Receiving Department: Sheriff's Office

DATE: 10/25/2021

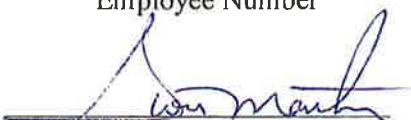
Please consider this request to transfer up to 40 hours of accrued sick leave. Note: No single donation should exceed 40 hrs.)

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

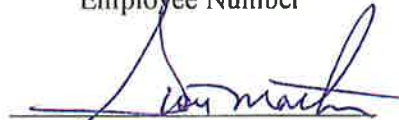
Dates of absence: Beginning: 11/3/2021

Anticipated return: unknown

From: 102349
Employee Number


Department Head Approval

To: 684490
Employee Number


Department Head Approval

FURTHER INFORMATION: (Please check applicable boxes)



Currently an FMLA Qualifying Leave



Was an FMLA Qualifying Leave

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

For Commission Office Use Only:

Date - Board of Commissioner Action: _____

Approved _____ Disapproved _____ Pending _____

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


10/26/21

The following page(s) contain the backup material for Agenda Item: [9:10 COVID-19 Disease Surveillance & Testing Activities MOU](#)

hsh

OFFICE

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



Carol J. Seeger, Commissioners
Administrative Director

BOARD OF COMMISSIONERS

Robert Maul, Chairman
Rusty Bell
Colleen Faber
D.G. Reardon
Del Shelstad

MEMORANDUM

TO: Campbell County Commissioners

FROM: Bethany Raab

RE: COVID-19 Disease Surveillance and Testing Activities Memorandum of Understanding FY 21/22

DATE: 10/22/2021

Attached you will find a Memorandum of Understanding for the COVID-19 Disease Surveillance and Testing Activities Program. The purpose of these funds is to set forth the terms and conditions that grant funds can be used for COVID-19 disease surveillance and testing activities. The award amount is \$572,496.00 and the funds are federal funds. No matching is required for these funds.

The document was reviewed by HR/Risk, County Attorney and Grants. There were no revisions were requested.

A representative from Public Health will present this contract.

Thank you!

**MEMORANDUM OF UNDERSTANDING BETWEEN
WYOMING DEPARTMENT OF HEALTH, PUBLIC HEALTH DIVISION
AND
CAMPBELL COUNTY**

1. **Parties.** The parties to this Memorandum of Understanding (Agreement) are Wyoming Department of Health, Public Health Division (Agency), whose address is: 122 West 25th Street, 3rd Floor West, Cheyenne, Wyoming 82002, and Campbell County (County), whose address is: 500 South Gillette Avenue, Suite 1600, Gillette, Wyoming 82716. This Agreement pertains to the Public Health Division.
2. **Purpose of Agreement.** The purpose of this Agreement is to set forth the terms and conditions by which the County shall utilize grant funds for COVID-19 disease surveillance and testing activities.
3. **Term of Agreement.** This Agreement is effective when all parties have executed it (Effective Date). The performance period of the Agreement is from July 1, 2021 through December 31, 2022. All services shall be completed during this term.

This Agreement may be extended twice by agreement of both parties in writing and subject to the required approvals. There is no right or expectation of extension and any extension will be determined at the discretion of the Agency.

4. **Payment.**
 - A. The Agency agrees to pay the County for the services described in Section 5, below, and in Attachment A, Statement of Work, which is attached to and incorporated into this Agreement by this reference. Total payment under this Agreement shall not exceed five hundred seventy-two thousand, four hundred ninety-six dollars (\$572,496.00). Payment shall be made within forty-five (45) days after submission of invoice pursuant to Wyo. Stat. § 16-6-602. County shall submit invoices in sufficient detail to ensure that payments may be made in conformance with this Agreement. Total federal funds provided under Catalog of Federal Domestic Assistance (CFDA) Number 93.323 shall not exceed five hundred seventy-two thousand, four hundred ninety-six dollars (\$572,496.00).
 - B. No payment shall be made for work performed prior to July 1, 2021. Should the County fail to perform in a manner consistent with the terms and conditions set forth in this Agreement, payment under this Agreement may be withheld until such time as the County performs its duties and responsibilities to the satisfaction of Agency.
 - C. When the County is working at a location requiring an overnight stay, the County shall be reimbursed at the rates set out in Wyo. Stats. §§ 9-3-102 and 9-3-103.

5. **Responsibilities of County.** The County agrees to:

- A. Provide the services and comply with the duties described in Attachment A.
- B. Abide by Attachment B, Business Associate Agreement, which is attached to and incorporated into this Agreement by this reference.

6. **Responsibilities of Agency.** The Agency agrees to:

- A. Pay County in accordance with Section 4 above.
- B. Provide support as described in Attachments A.
- C. Monitor and evaluate the County's compliance with the conditions set forth in this Agreement.

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. The Agency shall notify the County of any state or federal determination of noncompliance.
- B. **Environmental Policy Acts.** 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.
- C. **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.
- D. **Kickbacks.** 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 County breaches or violates this warranty, Agency may, at its discretion, terminate this Agreement without liability to Agency, or deduct from

the agreed upon price or consideration, or otherwise recover, the full amount of any commission, percentage, brokerage, or contingency fee.

- E. Limitations on Lobbying Activities.** By signing this Agreement, County certifies and agrees that, in accordance with P.L. 101-121, payments made from a federal grant shall not be utilized by County or its subrecipients in connection with lobbying member(s) of Congress, or any federal agency in connection with the award of a federal grant, MOU, cooperative agreement, or loan.
- F. Monitoring Activities.** Agency shall have the right to monitor all activities related to this Agreement that are performed by County or its subrecipients. 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.
- G. 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.
- H. 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.
- I. 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 the Agency as the sponsoring agency and shall not be released without prior written approval of Agency.
- J. Suspension and Debarment.** By signing this Agreement, 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, County agrees to notify Agency 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 Contract.

- K. Administration of Federal Funds.** County agrees its use of the funds awarded herein is subject to the Uniform Administrative Requirements of 2 C.F.R. Part 200, *et seq.*; any additional requirements set forth by the federal funding agency; all applicable regulations published in the Code of Federal Regulations; and other program guidance as provided to it by Agency.
- L. Copyright License and Patent Rights.** County acknowledges that federal grantor, the State of Wyoming, and Agency 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 County purchases ownership using funds awarded under this Agreement. County must consult with Agency regarding any patent rights that arise from, or are purchased with, funds awarded under this Agreement.
- M. Federal Audit Requirements.** County agrees that if it expends an aggregate amount of seven hundred fifty thousand dollars (\$750,000.00) or more in federal funds during its fiscal year, it must undergo an organization-wide financial and compliance single audit. County agrees to comply with the audit requirements of the U.S. General Accounting Office Government Auditing Standards and Audit Requirements of 2 C.F.R. Part 200, Subpart F. If findings are made which cover any part of this Agreement, County shall provide one (1) copy of the audit report to Agency and require the release of the audit report by its auditor be held until adjusting entries are disclosed and made to Agency's records.
- N. Non-Supplanting Certification.** County hereby affirms that federal grant funds shall be used to supplement existing funds, and shall not replace (supplant) funds that have been appropriated for the same purpose. County should be able to document that any reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds under this Agreement.
- O. Program Income.** County shall not deposit grant funds in an interest bearing account without prior approval of Agency. Any income attributable to the grant funds distributed under this Agreement must be used to increase the scope of the program or returned to Agency.
- P. Health Equity.** The County shall ensure that services are equitable to under-resourced, socially disadvantaged, and ethnically diverse groups; provide services that are culturally and linguistically appropriate; collect demographic information, to the extent practicable; and engage in partnerships with other public or private providers to eliminate health disparities and improve the health of all people.

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 the Agency.
- D. **Audit and Access to Records.** The Agency and its representatives shall have access to any books, documents, papers, electronic data, and records of the County which are pertinent to this Agreement. The County shall immediately, upon receiving written instruction from the Agency, provide to any independent auditor or accountant all books, documents, papers, electronic data, and records of the County which are pertinent to this Agreement. The County shall cooperate fully with any such independent auditor or accountant during the entire course of any audit authorized by the Agency.
- E. **Availability of Funds.** Each payment obligation of the Agency 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 the Agency at the end of the period for which the funds are available. The Agency 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 the Agency in the event this provision is exercised, and the Agency 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 Agreements.** The Agency may award supplemental or successor agreements for work related to this Agreement or may award agreements to other subrecipients for work related to this Agreement. The County shall cooperate fully with other subrecipients and the Agency 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, and all federal grant requirements and executive orders 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 the Agency for its release. If and when County receives a request for information subject to this Agreement, County shall notify Agency within ten (10) days of such request and shall not release such information to a third party unless directed to do so by Agency.
- I. Entirety of Agreement.** This Agreement, consisting of twelve (12) pages; Attachment A, Statement of Work, consisting of one (1) page; and Attachment B, Business Associate Agreement, consisting of six (6) pages, 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, with the exception of that contained in Attachment B, Business Associate Agreement.
- J. Ethics.** 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 the Agency 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 the Agency or to incur any obligation of any kind on behalf of the State of Wyoming or the Agency. 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. Notices.** All notices arising out of, or from, the provisions of this Agreement shall be in writing either by regular mail or delivery in person at the addresses provided under this Agreement.
- P. Ownership and Return of Documents and Information.** Agency 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. County is the official custodian and owns all data produced in the performance of any work outside the scope of this Agreement. Agency is not responsible for maintaining the privacy or security of County data produced and maintained in the performance of any work outside the scope of this Agreement. Upon termination of services, for any reason, County agrees to return all original and derivative information and documents owned by the Agency to the Agency 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.
- Q. 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. § 9-2-1016(b)(iv).

R. Insurance Requirements.

- (i) During the term of this Agreement, the County shall obtain and maintain, and ensure that each subrecipient 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 County or the State, its agencies, institutions, organizations, officers, agents, employees, and volunteers.
- (iii) The County shall provide Certificates of Insurance to the Agency 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 the Agency. 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, the Agency may, at the Agency's option, obtain and maintain, at the expense of the County, such insurance in the name of the County, or subrecipient, as the Agency 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) The Agency reserves the right to reject any policy issued by an insurance company that does not meet these requirements.

S. 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) Workers' Compensation and Employer's Liability Insurance. Employees hired in Wyoming to perform work under this Agreement shall be covered by workers' compensation coverage obtained through the Wyoming Department of Workforce Services' workers' compensation program, if statutorily required. Employees brought into Wyoming from County's home state to perform work under this Agreement shall be covered by workers' compensation coverage obtained through the Wyoming Department of Workforce Services' workers' compensation program or other state or private workers' compensation insurance approved by the Wyoming Department of Workforce Services, if statutorily required.

The County shall provide the Agency with a Certificate of Good Standing or other proof of workers' compensation coverage for all of its employees who are to perform work under this Agreement, if such coverage is required by law. If workers' compensation coverage is obtained by County through the Wyoming Department of Workforce Services' workers' compensation program, County shall also obtain Employer's Liability "Stop Gap" coverage through an endorsement to the CGL policy required by this Contract, with minimum limits as follows:

- (a) Bodily Injury by Accident: \$1,000,000.00 each accident;
 - (b) Bodily Injury by Disease: \$1,000,000.00 each employee; and
 - (c) Bodily Injury by Disease: \$1,000,000.00 policy limit.
- (iii) Unemployment Insurance. The County shall be duly registered with the Department of Workforce Services and obtain such unemployment insurance coverage as required. The County shall supply Agency with a Certificate of Good Standing or other proof of unemployment insurance coverage.
 - (iv) 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.
 - (v) 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.

- T. 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.
- U. Sovereign Immunity and Limitations.** Pursuant to Wyo. Stat. § 1-39-104(a), the State of Wyoming and Agency 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. The parties further acknowledge that there are constitutional and statutory limitations on the authority of the State of Wyoming and its agencies or instrumentalities to agree to certain terms and conditions supplied by the County, including, but not limited to, the following: liability for damages; choice of law; conflicts of law; venue and forum-selection clauses; defense or control of litigation or settlement; liability for acts or omissions of third parties; payment of attorneys' fees or costs; additional insured provisions; dispute resolution, including, but not limited to, arbitration; indemnification of another party; and confidentiality. Any such provisions in the Agreement, or in any attachments or documents incorporated by reference, will not be binding on the State of Wyoming. 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.
- V. 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.
- W. Termination of Agreement.** This Agreement may be terminated, without cause, by the Agency upon thirty (30) days written notice. This Agreement may be terminated by the Agency immediately for cause if the County fails to perform in accordance with the terms of this Agreement.
- X. 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.

- Y. Time is of the Essence.** Time is of the essence in all provisions of this Agreement.
- Z. Titles Not Controlling.** Titles of sections and subsections are for reference only and shall not be used to construe the language in this Agreement.
- AA. 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.
- BB. 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 the Agency. The County'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 this Agreement by the Agency.

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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.

AGENCY:

Wyoming Department of Health, Public Health Division

Stefan Johansson, Interim Director

Date

Stephanie Pyle, MBA
Senior Administrator, Public Health Division

Date

COUNTY:

Campbell County

Chairman, Campbell County Board of Commissioners

Date

COUNTY ATTORNEY: APPROVAL AS TO FORM

Campbell County Attorney

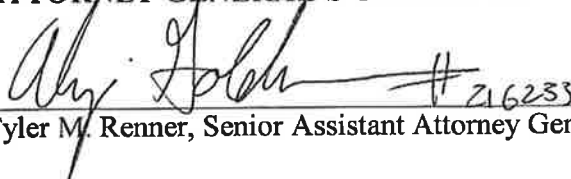
Date

COUNTY CLERK'S ATTESTATION

Campbell County Clerk

Date

ATTORNEY GENERAL'S OFFICE: APPROVAL AS TO FORM


for: Tyler M. Renner, Senior Assistant Attorney General

10/8/21

Date

**ATTACHMENT A
STATEMENT OF WORK
COVID Disease Surveillance**

General Description

This document is a Statement of Work (SOW) to define the use of funding from the Wyoming Department of Health, Public Health Division (Agency) for Campbell County's (County) COVID disease surveillance and testing activities.

Responsibilities of the County

The County agrees to:

- A. Utilize funding to pay COVID-related public health personnel expenses from July 1, 2021 through December 31, 2022. Personnel expenses must be related to disease surveillance, isolation and quarantine, and sample collection or laboratory testing.
 - 1. Public health personnel costs could include, but are not limited to: staff overtime, personnel costs for temporary staff (can include benefits if included by county protocol), and personnel costs for staff that are redirected from their normal duties.
 - 2. Other costs related to additional personnel. Can include, but is not limited to, cell phones and computers.
- B. COVID surveillance and laboratory testing:
 - 1. Costs can include: pay for personnel to implement and conduct expanded testing events, advertising costs for testing events, administration costs for sample collection and handling, supply costs, and other approved expenses. Funding shall only be used for molecular or antigen tests for the detection of SARS-CoV-2; this funding is not approved for serologic testing. This funding is available through December 31, 2022.

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ATTACHMENT B
BUSINESS ASSOCIATE AGREEMENT BETWEEN
THE WYOMING DEPARTMENT OF HEALTH, PUBLIC HEALTH DIVISION AND
CAMPBELL COUNTY

- 1. Purpose.** The Parties to this Contract agree that Contractor, Campbell County, is a Business Associate of the Wyoming Department of Health, Public Health Division (Agency), as defined by 45 CFR § 160.103; therefore, this attachment is mandatory for purposes of this Contract. This attachment seeks to satisfy the requirements for the privacy and security and transmission of protected health information found in 45 CFR Parts 160, 162, and 164 as well as applicable Wyoming state law. Applicable Wyoming state law may include, but is not limited to, Wyo. Stat. Ann. § 9-2-125 et seq., and applicable rules and regulations. These statutes, rules, and regulations are collectively referred to as the “Privacy and Security Rules.”
- 2. Definitions.** The Parties agree that the definitions in 45 CFR Parts 160, 162, and 164 shall apply to the terms used in this attachment. For the purpose of this attachment, Contractor shall be known as the “Business Associate.”
- 3. Responsibilities of Business Associate Pursuant to this Attachment.** Except as otherwise permitted or required by this attachment, the Business Associate may only create, receive, maintain, or transmit protected health information received from or on behalf of the Agency as necessary for COVID-19 disease surveillance and testing activities as set forth in the Contract, as required by law, or to carry out the proper management and administration or legal responsibilities of the Business Associate. Further, the Business Associate agrees:

 - A. To not create, receive, maintain, or transmit protected health information in a manner that would violate any provision of the Privacy and Security Rules, or other applicable federal, state, or local law.
 - B. To establish, use, and maintain administrative, physical, and technical safeguards to protect the confidentiality, integrity, and availability of all protected health information that the Business Associate creates, receives, maintains, or transmits on behalf of the Agency and to prevent any use or disclosure of protected health information as provided by this attachment.
 - C. To comply with Subpart C of 45 CFR Part 164 with respect to electronic protected health information. The Business Associate shall provide notice of its designated security officer to the Agency within thirty (30) days following execution of this attachment.

ATTACHMENT B
BUSINESS ASSOCIATE AGREEMENT BETWEEN
THE WYOMING DEPARTMENT OF HEALTH, PUBLIC HEALTH DIVISION (AGENCY)
AND CAMPBELL COUNTY (BUSINESS ASSOCIATE)

- D. To limit its use, disclosure, or requests for protected health information to the extent practicable to the minimum necessary to accomplish the intended purpose of such use, disclosure, or request.
- E. To secure all protected health information in its possession in accordance with the most current standards established by the Secretary of Health and Human Services under 13402(h)(2) of Public Law 111-5 on the Health and Human Services website.
- F. To notify the Agency of any use or disclosure of protected health information not provided for by this attachment, any security incident, or any breach of unsecured protected health information of which the Business Associate becomes aware.
 - i. Such notice shall include the identification of each individual whose protected health information has been, or is reasonably believed to have been subject to such use, disclosure, incident, or breach, a statement indicating whether the protected health information was secured or unsecured, and a description of any security measures used.
 - ii. A disclosure, incident, or breach shall be treated as discovered by the Business Associate as of the first day on which such breach is known to the Business Associate, or, by exercising reasonable diligence, would have been known to the Business Associate. The Business Associate shall be deemed to have knowledge of a disclosure, incident, or breach if the same is known, or, by exercising reasonable diligence, would have been known to any person (other than the person committing the disclosure, incident, or breach) who is an employee, officer, or other agent (determined in accordance with the federal common law of agency) of the Business Associate.
 - iii. All reports of breach involving unsecured protected health information by the Business Associate shall also include the most current contact information available for each individual whose protected health information has been, or is reasonably believed to have been accessed, acquired, or disclosed, and any other information required by 45 CFR § 164.404 for the notification of individuals.
- G. In accordance with 45 CFR §§ 164.502(e)(1)(ii) and 164.308(b)(2), to ensure that any subcontractor that the Business Associate uses to create, receive, maintain, or transmit protected health information on its behalf agrees to the same restrictions,

ATTACHMENT B
BUSINESS ASSOCIATE AGREEMENT BETWEEN
THE WYOMING DEPARTMENT OF HEALTH, PUBLIC HEALTH DIVISION (AGENCY)
AND CAMPBELL COUNTY (BUSINESS ASSOCIATE)

conditions, and requirements that apply to the Business Associate under the terms of this attachment.

- H. To conduct electronic transactions covered by 45 CFR Part 162 as a standard transaction as required by 45 CFR Part 162, and ensure that any agents, including subcontractors, also process electronic transactions as required therein.
- I. To make all protected health information received from the Agency or otherwise created, maintained, or transmitted on behalf of the Agency available to the Agency as necessary for the Agency to comply with an individual's request for access to protected health information under 45 CFR § 164.524, a public records request under Wyo. Stat. Ann. §§ 16-4-201 through 16-4-205, or any other request that may be required by law. If the Business Associate receives such request for protected health information directly, it shall notify the Agency within three (3) business days following its receipt of such request. Thereafter, the Parties agree to meet to promptly discuss and jointly resolve the request for protected health information. The Parties' failure to reach an agreement regarding any such request prior to the timeframes specified in 45 CFR § 164.524 and Wyo. Stat. Ann. §§ 16-4-201 through 16-4-205 shall be cause to terminate this Contract and all other contracts between the Parties.
- J. To make any amendments to protected health information in a designated record set held by the Business Associate or by any subcontractor or agent pursuant to 45 CFR § 164.526. Should the Business Associate receive such request directly, it shall notify the Agency prior to providing any response to the person requesting amendment. Thereafter, the Parties agree to meet to promptly discuss and jointly resolve the request for amendment to the protected health information. The Parties' failure to reach an agreement regarding any amendment prior to the timeframes specified in 45 CFR § 164.526 shall be cause to terminate this Contract and all other contracts between the Parties.
- K. To make internal practices, books and records relating to the use and disclosure of protected health information received from or created or received by the Business Associate on behalf of the Agency available to the Agency or to the Secretary of Health and Human Services for purposes of determining the Agency's or Business Associate's compliance with the Privacy and Security Rules. The Business Associate shall notify the Agency if it provides such information to the Secretary.
- L. To document such disclosures of protected health information and information related to such disclosures as would be required for the Agency to respond to a request by an individual for an accounting of disclosures under 45 CFR § 164.528.

ATTACHMENT B
BUSINESS ASSOCIATE AGREEMENT BETWEEN
THE WYOMING DEPARTMENT OF HEALTH, PUBLIC HEALTH DIVISION (AGENCY)
AND CAMPBELL COUNTY (BUSINESS ASSOCIATE)

The Business Associate shall comply with the Agency's request for such information within seven (7) business days following the Agency's request. Should the Business Associate receive such request directly, it will notify the Agency. Thereafter, the Parties agree to meet to promptly discuss and jointly resolve the request for an accounting of disclosures. The Parties' failure to reach an agreement regarding any accounting of disclosures prior to the timeframes specified in 45 CFR § 164.528 shall be cause to terminate this Contract and all other contracts between the Parties.

- M. Unless otherwise provided, to provide notice within seven (7) business days of any event that triggers the Business Associate's obligation to notify the Agency.
- N. That Business Associate may be subject to civil and criminal penalties enumerated at sections 1176 and 1177 of the Social Security Act (42 U.S.C. 1320d-5, 1320-6) with respect to violations of this attachment or the Privacy and Security Rules.
- O. To assume sole responsibility for its own compliance and the compliance of its workforce with the provisions of this section.

4. Responsibilities of Agency Pursuant to this Attachment. The Agency shall inform the Business Associate of the Agency's notice of privacy practices and restrictions on protected health information. The first such notice and restrictions shall be given to the Business Associate no later than the date of the last signature to the Contract. In addition, the Agency agrees to the following:

- A. To provide the Business Associate with the notice of privacy practices the Agency produces in accordance with 45 CFR § 164.520, as well as any changes to such notice.
- B. To provide the Business Associate with any changes in, or revocation of, permission by an individual to use or disclose protected health information, if such changes affect the Business Associate's permitted or required uses and disclosures.
- C. To notify the Business Associate of any restriction to the use or disclosure of protected health information to which the Agency has agreed and which are applicable to the Business Associate, in accordance with 45 CFR § 164.522 and section 13405(a) of Public Law 111-5.
- D. To not request that the Business Associate use or disclose protected health information in any manner that would not be permissible under the Privacy and Security Rules if done by the Agency.

ATTACHMENT B
BUSINESS ASSOCIATE AGREEMENT BETWEEN
THE WYOMING DEPARTMENT OF HEALTH, PUBLIC HEALTH DIVISION (AGENCY)
AND CAMPBELL COUNTY (BUSINESS ASSOCIATE)

- E. To timely notify the Business Associate of any material violation of this attachment or material Privacy or Security violation by the Business Associate of which the Agency becomes aware. The Agency shall specify a time for the Business Associate, within which the Business Associate must cure the violation, if cure is possible, or within which the Business Associate must end the violation.

5. Special Business Associate Provisions

- A. **Amendments.** If the Contract must be amended to ensure compliance with the Privacy and Security Rules, the Parties shall meet in good faith to agree upon such amendments. If the Parties cannot agree upon such amendments, then either party may terminate the Contract upon thirty (30) days' prior written notice to the other party.
- B. **Interpretation.** Any ambiguity in this attachment shall be resolved in favor of a meaning that permits the Parties to comply with the Privacy and Security Rules. Nothing in the Contract shall be construed to allow or require either Party to violate such rules.
- C. **Notices.** In addition to the notice provisions set forth in the Contract, notices arising out of or from the provisions of this attachment shall be in writing and shall be deemed provided to each respective party if by personal delivery or by, at least, first class United States mail, postage prepaid. Written notices to the Agency shall be provided to the attention of the Agency's designated representative for this Contract and, by separate mailing, to the WDH Compliance Office, 401 Hathaway Building, Cheyenne, Wyoming 82002.
- D. **Termination.** In addition to the termination provisions in the General Provisions section of this Contract, the Contract may be terminated for cause if the Business Associate materially violates the terms of this attachment.
- i. **Material Violation of Attachment.** Any violation by the Business Associate of any provision of this attachment or any other contract with the Agency which involves the use or disclosure of protected health information, as determined by the Agency, shall constitute a material violation and shall entitle the Agency to terminate this Contract immediately, seek related remedies, and to terminate all other contracts which involve the Business Associate in the use or disclosure of protected health information, by notifying the Business Associate of such termination.
- ii. **Cure.** If the Agency receives evidence of a material violation of the obligations set forth herein, or of the Business Associate's primary contracts

with the Agency, and the Agency does not terminate this Contract pursuant to subsection “i” above, then the Agency may provide an opportunity to cure or end such violation, as applicable, within a reasonable timeframe specified by the Agency. If the Business Associate’s efforts to cure or end such violation are unsuccessful within the time specified, the Agency may terminate this Contract, where feasible, or if termination is not feasible, may report the Business Associate’s violation to the Secretary of Health and Human Services or his designee.

- iii. Effect of Termination. Upon termination of this Contract for any reason, the Business Associate shall return or destroy all protected health information, regardless of form so that the Business Associate retains no copies of protected health information received or created on behalf of the Agency. If return or destruction of all protected health information is not feasible, the Business Associate shall notify the Agency of the conditions that make return or destruction infeasible. Upon agreement between the parties that the return or destruction of the protected health information is infeasible, the Business Associate shall extend the protections of this attachment to such information, and further limit the use and disclosure of such information only to those purposes that make its return or destruction infeasible, for so long as the Business Associate maintains the information.
- iv. This provision applies equally to the Business Associate and any of its agents or subcontractors in possession or control of protected health information subject to this attachment.

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The following page(s) contain the backup material for Agenda Item: [9:15 IMLS Inspire! Grant for Small Museums Application](#)



MEMORANDUM

... from the Rockpile Museum

RE: IMLS Inspire! Grant for Small Museums for FY2022
FROM: Rockpile Museum Board of Directors
Museum Director Robert Henning
DATE: 10/25/2021

The Rockpile Museum Board of Directors is requesting approval from the Campbell County Commissioners to apply for an Institute of Museum and Library Services Inspire! Grant for Small Museums for Fiscal Year 2021-2022 for the acquisition of a high-density, mobile storage shelving system for the museum's new collections storage space. The application for this grant is due November 15, 2021 with an anticipated award notification coming in August of 2022. The completed application is attached to this memo for review by the Commission.

The Rockpile Museum is requesting \$50,000.00 from IMLS with a local cost share of \$15,635.73. No cost share is required for application, but cost overruns due to the increase of the price of steel will require us to invest \$7,543.00 in capital funds to acquire the storage equipment. The remaining \$8,092.73 of the cost share consists of staff time to implement the project as well as archival supplies needed to outfit the new storage system correctly once it is installed. Both the staff time and the archival supplies will be budgeted for in the museum's regular FY22-23 operating budget.

This project is the next step in outfitting our new collections storage room that was constructed in 2020. This high-density shelving will allow us to make the most of this new space by increasing the capacity and projected lifespan of the new room. This equipment is also flexible enough to be uninstalled and used in another location should the museum storage move.

Please let us know if you have any questions or need any further information on this grant request. Thank you for your time and consideration of this matter.

Robert Henning
Director, Rockpile Museum

OK BUR

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OPPORTUNITY & PACKAGE DETAILS:

Opportunity Number:	IGSM-FY22
Opportunity Title:	Inspire! Grants for Small Museums (2022)
Opportunity Package ID:	PKG00268594
CFDA Number:	45.301
CFDA Description:	Museums for America
Competition ID:	IGSM-FY22
Competition Title:	Inspire! Grants for Small Museums (2022)
Opening Date:	08/16/2021
Closing Date:	11/15/2021
Agency:	Institute of Museum and Library Services
Contact Information:	Reagan Moore Senior Museum Program Officer rmoore@imls.gov Mark Feitl Senior Museum Program Officer mfeitl@imls.gov Laura Zamarripa Museum Program Specialist lzamarripa@imls.gov Jennifer Anstadt Museum Program Specialist janstadt@imls.gov Lola Clairmont Museum Program Specialist lclairmont@imls.gov

APPLICANT & WORKSPACE DETAILS:

Workspace ID:	WS00788152
Application Filing Name:	Campbell County Rockpile Museum 22
UEI:	W8QKYMHL4Z3
Organization:	CAMPBELL, COUNTY OF
Form Name:	Application for Federal Domestic Assistance-Short Organizational
Form Version:	3.0
Requirement:	Mandatory
Download Date/Time:	Oct 25, 2021 01:23:37 PM EDT
Form State:	No Errors

FORM ACTIONS:

APPLICATION FOR FEDERAL DOMESTIC ASSISTANCE - Short Organizational

*** 1. NAME OF FEDERAL AGENCY:**

Institute of Museum and Library Services

2. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:

45.301

CFDA TITLE:

Museums for America

*** 3. DATE RECEIVED:**

Completed Upon Submission to Grants.gov

SYSTEM USE ONLY

*** 4. FUNDING OPPORTUNITY NUMBER:**

IGSM-FY22

*** TITLE:**

Inspire! Grants for Small Museums (2022)

5. APPLICANT INFORMATION

*** a. Legal Name:**

Campbell County Wyoming Government

b. Address:

*** Street1:**

500 South Gillette Avenue

Street2:

Suite 1100

*** City:**

Gillette

County/Parish:

Campbell County

*** State:**

WY: Wyoming

Province:

*** Country:**

USA: UNITED STATES

*** Zip/Postal Code:**

82716-4211

c. Web Address:

http:// https://campbellcountwy.gov/

*** d. Type of Applicant: Select Applicant Type Code(s):**

B: County Government

Type of Applicant:

Type of Applicant:

*** Other (specify):**

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

83-6000-103

*** f. UEI:**

W8QKYMHL423

*** g. Congressional District of Applicant:**

WY-001

6. PROJECT INFORMATION

*** a. Project Title:**

High-Density Mobile Shelving for Collections Storage

*** b. Project Description:**

The Campbell County Rockpile Museum is undertaking a project to outfit our climate-controlled collections storage space with high-density mobile shelving to help preserve our growing collection of over 37,000 objects. This project will help us address deficiencies in collections storage space, a lack of home storage locations for exhibited items, unfit climate of current storage locations, and will help us fully utilize the limited climate controlled spaces that we do have. This project will benefit the citizens of Campbell County, Wyoming and anyone interested in the preservation of the history and culture of the Powder River Basin of Wyoming and Montana.

c. Proposed Project: * Start Date: 09/01/2022 * End Date: 08/31/2023

APPLICATION FOR FEDERAL DOMESTIC ASSISTANCE - Short Organizational

7. PROJECT DIRECTOR

Prefix: Mr.	* First Name: Robert	Middle Name: Alan
* Last Name: Henning		Suffix:
* Title: Museum Director		* Email: robert.henning@campbellcountywy.gov
* Telephone Number: (307) 682-5723		Fax Number: (307) 686-8528
* Street1: 900 W. 2nd Street		Street2:
* City: Gillette		County/Parish: Campbell County
* State: WY: Wyoming		Province:
* Country: USA: UNITED STATES		* Zip/Postal Code: 82716-3405

8. PRIMARY CONTACT/GRANTS ADMINISTRATOR

☐ Same as Project Director (skip to item 9):		
Prefix: Ms.	* First Name: Bethany	Middle Name: L.
* Last Name: Raab		Suffix:
* Title: Grants Specialist		* Email: bethany.raab@campbellcountywy.gov
* Telephone Number: (307) 687-6324		Fax Number: (307) 687-6325
* Street1: 500 South Gillette Avenue		Street2: Suite 1100
* City: Gillette		County/Parish: Campbell County
* State: WY: Wyoming		Province:
* Country: USA: UNITED STATES		* Zip/Postal Code: 82716-4211

APPLICATION FOR FEDERAL DOMESTIC ASSISTANCE - Short Organizational

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

** I Agree ☒

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

AUTHORIZED REPRESENTATIVE

Prefix: Mr.	* First Name: Robert	Middle Name: L.
* Last Name: Maul	Suffix: 	
* Title: Chairman, Board of County Commissioners	* Email: robert.maul@campbellcountyny.gov	
* Telephone Number: (307) 682-7283	Fax Number: (307) 687-6325	
* Signature of Authorized Representative: Completed by Grants.gov upon submission.	* Date Signed: Completed by Grants.gov upon submission.	

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APPLICANT & WORKSPACE DETAILS:

Workspace ID:	WS00788152
Application Filing Name:	Campbell County Rockpile Museum 22
UEI:	W8QKYMHV4Z3
Organization:	CAMPBELL, COUNTY OF
Form Name:	IMLS Supplementary Information Form
Form Version:	3.0
Requirement:	Mandatory
Download Date/Time:	Oct 25, 2021 01:24:41 PM EDT
Form State:	No Errors

FORM ACTIONS:

IMLS Supplementary Information Form

PLEASE NOTE: Information contained within this form may be made publicly available.

Applicant Information

Does the legal applicant identified on the SF-424S have an organizational unit that is performing the activities described in the application? ☒ Yes ☐ No

Provide the following information for the organizational unit performing the activities described in the application.

Organizational unit	Campbell County Rockpile Museum
Street1	900 W. 2nd Street
Street2	
City	Gillette
County/Parish	Campbell County
State	WY: Wyoming
Province	
Country	USA: UNITED STATES
ZIP / Postal Code	82716-3405

Select the institution type that most accurately describes the organizational unit:

History Museum

Funding Request

IMLS funds requested	50,000.00
Cost share/match amount*	15,635.73
Total costs	65,635.73

* Enter \$0 if the budget includes no cost share/match.

Indirect Costs

- ☐ Current indirect cost rate(s) have been negotiated with a federal agency.

Select from list:

Rate:

Expiration Date:

- ☐ Indirect cost proposal has been submitted to a federal agency but not yet finalized.

Select from list:

Rate:

Proposal Date:

- ☐ Applicant chooses a rate not to exceed 10% of modified total direct costs, and declares it is eligible for the 10% rate.

- ☒ Applicant chooses not to include indirect costs.

Audience(s) Served

Select the **primary** audience(s) to be served by the activities described in the application. **Choose no more than three.**

- ☒ General population (if you choose this option, do not choose any others)
- ☐ Early childhood/preschool (0-5 years)
- ☐ Middle childhood/primary school (6-12 years)
- ☐ Adolescents/High school (13-19 years)
- ☐ Adults
- ☐ Aging, elderly, senior citizens (65+ years)
- ☐ Ethnic, racial minority populations other than
- ☐ Native Americans, Native Hawaiians, or Native Alaskans
- ☐ Families/Intergenerational
- ☐ Immigrants/Refugees
- ☐ Military families
- ☐ Museum and/or Library professionals
- ☐ Native Americans, Native Hawaiians, or Native Alaskans
- ☐ People with mental/physical challenges or disabilities
- ☐ People who are low income or economically disadvantaged
- ☐ Rural populations
- ☐ Scholars/Researchers
- ☐ Unemployed
- ☐ Urban populations
- ☐ Other

Abstract

Enter or paste your abstract below (maximum 3000 characters).

PLEASE NOTE: Information contained within this form may be made publicly available.

Campbell County Government is applying for an IMLS Inspire! Grant for Small Museums for one of its departments, the Campbell County Rockpile Museum. Campbell County is in northeast Wyoming and is in the center of the Powder River Basin with Gillette, Wyoming as the county seat. The county has a population of 47,026, according to the 2020 census results. The Rockpile Museum opened in 1974 with a mandate to house and preserve articles of historical and archaeological significance as well as the pioneer memorabilia of the area. Today the museum collects and preserves the fossils, prehistoric artifacts, and historic material culture of the Powder River Basin. The museum's mission is as follows: "Collect. Preserve. Educate. The Campbell County Rockpile Museum tells the story of the Powder River Basin."

The Rockpile Museum needs high-quality collections storage space for its growing collection of 37,000 plus objects. This need was most recently identified in a 2017 Organizational Assessment awarded to the museum through the IMLS/AAM Museum Assessment Program. Finding a solution to this need was subsequently adopted by the Rockpile Museum Board of Directors in their organizational strategic plan dated April 16, 2019. The need became so great that in 2019 the Rockpile Museum Board passed a moratorium on new collections that lasted thirteen months. In addition to more space for growing collections, this project will also address the need for home storage locations for exhibited items as well as the need to provide clean, secure, climate-controlled space for the conservation of historic collections.

Construction of a new storage space was completed in the summer of 2020 and the next step is to acquire high-density, mobile storage to make the most of the new space. The storage equipment phase of this project will begin in September of 2022 with the goal of having the storage space fully outfitted and fully functional by August 2023. This project will benefit the citizens of Campbell County, Wyoming and anyone interested in the preservation of the history and culture of the Powder River Basin of Wyoming and Montana including students, researchers, authors, academics, and government officials. The project result we are working towards is clean, safe, reliable collections storage for the Rockpile Museum for the next decade and beyond. Storage that will help us better preserve the historical resources of this region, provide better access to the collections via increased accessibility, and ultimately help educate current and future generations of residents and visitors about the history of the Powder River Basin. An institutional Collections Plan is also in development and through the implementation of this plan we will be able to guide the development of our collections, properly utilize our storage spaces, and ultimately assess the effectiveness of this project and our high-density, mobile storage system.

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Workspace ID:	WS00788152
Application Filing Name:	Campbell County Rockpile Museum 22
UEI:	W8QKYMVHL4Z3
Organization:	CAMPBELL, COUNTY OF
Form Name:	IMLS Museum Program Information Form
Form Version:	2.0
Requirement:	Mandatory
Download Date/Time:	Oct 25, 2021 01:25:06 PM EDT
Form State:	No Errors

FORM ACTIONS:

IMLS MUSEUM PROGRAM INFORMATION FORM

PLEASE NOTE: Information contained within this form may be published online or otherwise shared by IMLS; therefore, please do not include any sensitive, proprietary, or confidential information.

Section 1. Organizational Financial Information

a. Please complete the following table for the Organizational Unit beginning with the most recently completed fiscal year.

Fiscal Year	Total Revenue*	Total Expenses**	Surplus or Deficit
2018	480,760.00	468,236.00	12,524.00
2019	502,568.00	477,707.00	24,861.00
2020	557,952.00	531,780.19	26,171.81

* For nonprofit tax filers, Total Revenue can be found on Line 12 of the IRS Form 990.

** For nonprofit tax filers, Total Expenses can be found on Line 18 of the IRS Form 990.

b. If the Total Revenue amounts declined by more than 15% for any year over year listed **OR** if there was a deficit of more than 10% of the Total Revenue for two or more years listed above, explain the circumstances in the box below.

c. Were there any **material weaknesses** identified in your prior year's audit report?

- ☐ Yes
☒ No
☐ Not applicable

d. Has your organization had a single or program-specific audit in the past three years?

- ☒ Yes
☐ No

Section 2. Agency-Level Goals and Objectives

Select the IMLS agency-level goal that best aligns with your proposed project. Once you have selected a goal, select an associated objective.

- ☐ **Goal 1: Champion Lifelong Learning**
- ☐ **Goal 2: Strengthen Community Engagement**
- ☒ **Goal 3: Advance Collections Stewardship and Access**
- ☒ Objective 3.1: Support collections care and management.
- ☐ Objective 3.2: Promote access to museum and library collections.

Section 3. Grant Program

Select the program to which you are applying.

☐ Museums for America

☐ Museums Empowered

☒ Inspire! Grants for Small Museums

Refer to the Notice of Funding Opportunity for descriptions of the subsequent options and instructions for how to make a selection.

Select one project category:

☐ Lifelong Learning

☐ Institutional Capacity

☒ Collections Stewardship and Access

☐ National Leadership Grants for Museums

☐ Museum Grants for African American History and Culture

☐ Native American/Native Hawaiian Museum Services

Section 4. Museum Profile (Museum Applicants only)

a. Is your organization a public, tribal, or private nonprofit agency or institution?

☒ Yes

☐ No

b. Is your organization organized on a permanent basis for essentially educational, cultural heritage, or aesthetic purposes?

☒ Yes

☐ No

c. Does your organization own or utilize tangible objects and care for such tangible objects?

☒ Yes

☐ No

d. Does your organization exhibit the tangible objects to the general public in a facility that you own or operate?

☒ Yes

☐ No

e. What was your institution's attendance for the 12-month period prior to the application?

☐ Fewer than 1,000

☒ 1,000 - 9,999

☐ 10,000 - 99,999

☐ 100,000 - 999,999

☐ 1,000,000 - 9,999,999

☐ 10,000,000 +

f. How many days was your institution open to the public during these 12 months?

- ☐ 0 - 119
☐ 120 - 249
☒ 250 - 365

g. Does your organization use a professional staff (i.e., does your organization employ at least one staff member, or the full-time equivalent, whether paid or unpaid, primarily engaged in the acquisition, care, or exhibition to the public of objects owned or used by the organization)?

- ☒ Yes
☐ No

h. Number of full-time paid institutional staff:

- ☐ 0
☐ 1
☐ 2
☒ 3
☐ 4 - 10
☐ 11 - 50
☐ 51+

i. Number of full-time unpaid institutional staff:

- ☐ 0
☒ 1
☐ 2
☐ 3
☐ 4 - 10
☐ 11 - 50
☐ 51+

j. Number of part-time paid institutional staff:

- ☐ 0
☐ 1
☒ 2
☐ 3
☐ 4 - 10
☐ 11 - 50
☐ 51+

k. Number of part-time unpaid institutional staff:

☐ 0

☐ 1

☒ 2

☐ 3

☐ 4 - 10

☐ 11 - 50

☐ 51+

Section 5. Project Elements

COLLECTIONS STEWARDSHIP AND ACCESS

If you are applying in the Collections Stewardship and Access Project Category, select the **primary** element that is core to your proposed project from the list below. Your response to this question will help us match your application to reviewers with appropriate experience. **Check only one.**

☐ Cataloguing, Inventorying, Registration

☐ Collections Information Management

☐ Collections Planning

☒ Conservation Environmental Improvement/Rehousing

☐ Conservation Survey

☐ Conservation Treatment

☐ Database Management

☐ Digital Asset Management

☐ Digitization

MATERIAL TYPES

Please identify the material type(s) that will be affected by your project:

- ☐ Animals, living
- ☒ Animals, preserved
- ☐ Architecture
- ☒ Books and Paper
- ☒ Electronic Media
- ☒ Objects
- ☒ Paintings
- ☒ Photographic Materials
- ☐ Plants, living
- ☐ Plants, preserved
- ☒ Sculpture
- ☒ Textiles
- ☒ Wooden Artifacts

The Campbell County Rockpile Museum opened on July 21, 1974 with a mandate to house and preserve articles of historical and archaeological significance as well as the pioneer memorabilia of the area. A community effort, the buildings, collections, and operations were funded by a mixture of private donors, the Campbell County Historical Society, and Campbell County Government. The museum is named for a natural sandstone rock formation that was an early day landmark for the community. Over the years, county government began to provide more financial support until the museum became a full department of local government. Counties may operate museums in Wyoming as authorized in state statutes (§18-10-101). The Campbell County Commissioners annually levy a tax on the taxable valuation of the property in the county for the construction, maintenance, and support of the museum. The proceeds from the collection of the levy are placed in a special fund by the county treasurer and used solely for the purpose of supporting the museum. The Campbell County Commissioners appoint a board of trustees for the museum composed of five electors of the county who serve three-year terms. According to state law, the Museum Board of Directors has the custody and control of the museum, employs such personnel as required, and makes rules and regulations as necessary for the preservation, maintenance, operation and display of the museum or collection of exhibits.

The mission of the Campbell County Rockpile Museum is as follows: *Collect. Preserve. Educate. The Campbell County Rockpile Museum tells the story of the Powder River Basin.* This statement was adopted by the Museum Board of Directors on January 8, 2018 and can be found in the minutes from that meeting. The mission statement is subsequently located in the Rockpile Museum Strategic Goals document adopted on April 16, 2019. This document also contains the museum's vision statement which is as follows: *The Campbell County Rockpile Museum will be an accredited regional history museum that is the go-to place for anyone wanting to learn about, study, or explore the Powder River Basin. We seek to be a leader in the museum field, to serve as a catalyst for cultural tourism, and to strengthen the economic and community development of Campbell County and Wyoming.* Today, the Rockpile Museum is a budgeted department of Campbell County Government and receives over 80% of its budget from the county general fund. The other 20% is revenue from gift shop and admissions as well as grants. Support is given to the Rockpile Museum by Campbell County including limited custodial and building maintenance, basic grounds maintenance, human resources support, information technology, financial systems, fleet management, legal services, and other general support as requested by the museum board.

The Rockpile Museum is focused on the history and culture of the greater Powder River Basin (PRB) with an emphasis on the people of Campbell County, Wyoming. The PRB is generally the region between the Big Horn Mountains of Wyoming and the Black Hills of South Dakota and Wyoming. Specifically, the PRB is a geologic structural basin about 120 miles east to west and 200 miles north to south in northeast Wyoming and southeast Montana. The communities the museum serves includes the two incorporated towns of Gillette and Wright as well as the smaller rural areas of our county. The population of Campbell County was calculated to be 47,026 in the 2020 census. We also serve much of the population in the surrounding rural counties with a total estimated regional population of around 120,000 people. Our county's population is largely homogeneous with 87% of our population identifying as white with 9% Hispanic or Latino, 2.2% two or more races, and 1.6% American Indian. The population has a median age of 34 and a median household income of \$82,659.

The Rockpile Museum currently operates with three full-time staff, two part-time substitute staff, five part-time volunteers, and a host of special event and “as needed” volunteers. We had five full-time staff last year but lost one due to budget cuts and another position is currently open and we are waiting for approval to re-hire a Curator. Total number of person-hours worked per week including volunteers is estimated at 288 hours (7.2 Full-Time Equivalent). The museum’s total operating budget for Fiscal Year 2021-2022 is set at \$549,332. Most of this budget is from the county general fund which is primarily funded through property taxes. A portion of the funds are allocated to the museum from an optional 1% sales tax. Due to budget cuts, the museum moved to an admission fee beginning July 1, 2021. Revenue for this fiscal year from admissions, gift shop, and services fees is estimated at \$33,600. Last year’s revenue was lower due to COVID-19 at \$9,645.32. Prior years revenue was higher at \$15,668 and \$12,897. The Rockpile Museum does receive the occasional grant and we budgeted \$49,800 in grants for this year but did not receive either of the competitive grants we applied for. A small amount of special project support is received through the Rockpile Museum Association, a non-profit membership organization dedicated to supporting the museum.

The collections of the Rockpile Museum consist mostly of historic and cultural items with smaller paleontology, prehistory, and taxidermy collections. The overall collection numbers at 37,229 objects. This breaks down into 13,235 objects, 13,170 photos, 8,965 archival documents, and 1,859 books. The Rockpile Museum consists of two main buildings on our 1.79-acre home site and several offsite locations for workspace and further storage. The main buildings total approximately 17,400 sq. ft of space for administration, exhibits, collections storage, restrooms, and workspace. We also utilize space in two county buildings across the street for general storage/workspace and large artifact storage. These two buildings are not conditioned and amount to 6,600 square feet of cold storage space and workspace. Our yearly visitation is driven by a two-season dichotomy between the summer tourist season and the winter local season. Overall visitation topped 13,000 from 2016 to 2019 and dipped to 5,899 in 2020 due to the pandemic. It looks like we have rebounded in 2021 and should reach 10,000 visits. More than half of our yearly visits typically come in a four-month span over the summer tourist season. We see visitors from nearly every state as well as many countries around the world that are traveling on their own or as part of large tour groups. During the winter most of our visitation is from this region. We also host school tours and provide programming to the local school district as well as outreach programs to local senior citizen facilities and the general community.

The growth of the Rockpile Museum into a strong regional history museum has been restricted by limitations in our location, buildings, and overall budget. Our number one challenge is our space limitations including our limited collections storage space, program space, workspace, office space, restrooms, and parking. Our focus recently has been on solving our collections storage space issue as our one main conditioned storage room is completely full and is home to 84% of our collections. Another problem we have is that much of our collection that is on exhibit has no home storage location. Currently, we estimate that nearly 3,000 artifacts are essentially on permanent display. We have constructed a new 637 square foot conditioned storage room in the annex building on our home site. This will relieve some of the pressure on collections space, but it was in exchange for general storage space which remains an issue.

The Rockpile Museum is similar in size to many of the history museums in the region including the museums in Buffalo, Sheridan, and Sundance, Wyoming.

I. Project Justification

Overview and Need

The Campbell County Rockpile Museum (CCRM) is undertaking a project to outfit a climate-controlled collections storage space that was built in 2020 to house and preserve our growing collection of nearly 40,000 objects. Our dedicated collections storage spaces have been bursting at the seams for many years and are insufficient for the proper care of the objects entrusted to us. This project will address the deficiency in space, lack of home storage locations for exhibited items, and unfit climate of current storage locations.

These needs were first identified in a 1994 MAP I assessment and a 1995 CAP assessment (Supportingdoc1.pdf). While new collections storage was constructed in 1995 and this solved some space issues, it did not solve the problem of exhibited items remaining on display for too long. Also, since 1995, the Rockpile Museum has continued to collect and has acquired another 27,000+ objects. The existing pre-1996 collections and the acquisitions from the next 25 years have filled up the 1995 collections storage and then some. The need for further collections storage and better-quality storage was also identified in a June 2017 MAP Organizational Assessment (Supportingdoc2.pdf). A new building was in development for the Rockpile Museum as recently as 2016, but that plan was put on hold due to local economic conditions. The decline in our economy has continued to this day and budget cuts have become common over the past few years. The assessed valuation of our county has dropped from \$5.8 billion in 2012 to \$3.4 billion in 2021. This has drastically cut the tax revenue for Campbell County Government and has essentially ended any capital construction projects in our county. There are no current plans for new Rockpile Museum buildings. Therefore, the Museum Board proceeded with other ideas for improving the facilities we currently have including building a new collections storage space.

Due to our storage problems, the Rockpile Museum Board implemented a temporary collecting moratorium in May of 2019. This moratorium was designed to give staff time to assess the collections, develop a collections plan, and make a recommendation for upgraded collections storage spaces. In the meantime, the Rockpile Museum Board expressed our dire need for further storage space to the Campbell County Commissioners and after lengthy discussions, the Commissioners allocated funds for the construction of a new climate-controlled storage room in the museum's annex building (Supportingdoc3.pdf). The Rockpile Museum Annex was originally cold storage for large farm and ranch equipment but has grown into exhibition space over the past three decades. It currently houses a historic blacksmith shop, an original homestead shack, a print shop exhibit, an auto garage exhibit, and a saloon exhibit. About a quarter of the building continued to be general storage and this is the space that was used for the new collections storage room. Construction was substantially completed in July 2020 with full completion occurring the week of September 7, 2020. This 637 square foot room will allow us to house current collections, items currently on exhibit, and new acquisitions for many years to come. The space was outfitted with art racks, saddle racks, rolled textile racks, and some freestanding shelving. The need for further shelving remains to fully utilize the space to the best of our abilities. Museum staff has begun to use the new storage with just over 300 total items being stored in the space including paintings, saddles, books, clothing, and medical instruments that were removed from exhibition for the first time in decades.

Project Benefits

This project will benefit the citizens of Campbell County, Wyoming and anyone interested in the preservation of the history and culture of the Powder River Basin (PRB) of Wyoming and Montana. The Rockpile Museum is one of the few collecting institutions in the PRB and the only museum focused on telling a regional story. We feel strongly that this is a story that is important to our nation and that we must continue to collect the objects, photos, and documents that will help tell this story in the future. The stories of this region are incredible and deserve to be recorded whether it is the

culture of Native American tribes that have called this region home for thousands of years, or the history of black and Hispanic cowboys and sheepherders that worked livestock in the Powder River country, or the boys of the Civilian Conservation Corps that put out naturally burning coal fires during the Great Depression, or the experiences of our women coal miners. The PRB has a story to tell, and the board and staff of the Rockpile Museum are working hard to do just that.

So much of the material culture associated with these stories is just now being donated or collected. One great example of this is a collection of mining documents that has been offered to the museum. The commercial use of coal from this area dates to the late nineteenth century and that history grew tremendously in the 1970s when numerous large, open-pit coal mines opened. Since that time, the PRB has been the top coal producing region in the United States. The new mines began opening in Campbell County in 1972 and since that year Wyoming has produced 11.75 billion short tons of coal with the majority coming out of the PRB. It would not be a stretch to say that this region and the people of this region helped power our nation for the last fifty years. With coal declining, we need to work hard to collect the information important to telling this great national story. Part of that story is how these huge mines came to be and the thirty-three boxes of documents offered to the Rockpile Museum help tell that story. These documents are from two mines that never opened and therefore provide an important glimpse into the research, analysis, and permitting necessary for a large open pit coal mine to be opened in the PRB in the 1970s. This type of collection has tremendous value to researchers, authors, academics, government officials, and the public. That is only one example of the type of history and material culture we are hoping to collect and preserve moving forward. Our collections moratorium ended in June 2020 and during the thirteen-month timespan that we ceased collecting, we were offered a multitude of objects from no less than thirty-two donors. We are in the process of working through those offers and deciding what is most important for us to collect given our limited storage resources. This decision is greatly affected by the amount of storage space available. There is a great possibility that stories will be lost due to lack of storage for amazing objects.

Another important thing to note is that our new storage will allow us to better rotate items on exhibition and give segments of our collection the necessary rest that they deserve. We have installed twenty saddle racks in the new storage that will help us rest the thirty or more saddles that are constantly on exhibit. Gun racks built into the new compact storage will help us rotate out some of the hundred rifles that have essentially been on permanent display since we opened in 1974. Some of our art will no longer be stored in stacked shelving but on hooks on wire art storage panels. Clothing and textiles will have room to breathe instead of crammed into clothing boxes. Wildlife displays will also now have a home in storage where they can better be preserved, and any conservation treatment undertaken will be worth the time and investment. All of this can now be achieved and will help the museum provide better exhibit rotation, better interpretation, and ultimately a more educational experience for all guests. These changes should also encourage more frequent visitation with the potential for reaching a much broader audience.

How will this project advance our strategic plan and address the goals of Inspire! Grants for Small Museums

The Rockpile Museum's Strategic Plan adopted on April 16, 2019 (See Strategic Plan Summary) lists its number one goal as "Provide sustainable facilities for the Rockpile Museum for the next 50 years" and objective number two under that goal is "solve the immediate need for artifact storage by acquiring space, re-purposing an existing building, or building a new collections storage facility." The museum board of directors was keenly aware of our storage deficiencies when they wrote this plan and have worked hard for the past few years to find a solution. Re-purposing our existing building for collections storage was the solution that all parties agreed upon and now we are tasked with making the most of this space. Utilizing the high-density, mobile shelving funded through this grant will be the best way to do that and carry out our strategic plan. This new space and equipment will allow the museum to continue its mission to collect, preserve, and educate while telling the story of the Powder River Basin.

Campbell County Rockpile Museum

Project Narrative – Project: High-Density, Mobile Shelving for Collections Storage

This project also gives us time to better plan and utilize our new collections space more wisely than the last storage space was used. Our former Exhibitions and Collections Manager had begun a collections assessment and plan, a summary of which is attached (Supportingdoc4.pdf). This Collections Plan will lay out the projected lifespan of this space and provide goals to help us extend that lifespan and utilize all our collections storage to the best of our ability. This will allow the museum board and our local officials time to address the overall deficiencies in our buildings and grounds and come up with a long-range facility plan for the Rockpile Museum. Due to the departure of both our collections staff, we do feel it would be wise to hire an outside collections professional to do a collections and storage assessment to help inform a new Rockpile Museum Collections Plan. We do understand that we could benefit from an updated CAP and are currently looking into the RE-ORG method to see if this will assist us in our long-term management of our collections space.

This new storage room and high-density, mobile storage system will help the Rockpile Museum meet the needs of our community for many years to come. We are the only public history museum in our county and one of the few in this region. Building and maintaining high quality collections storage will help us strengthen our position within the community by showing residents that we are trusted stewards of the collections entrusted to us. New storage will also make sure that artifacts are correctly housed and therefore will help us better care for the collections, extend their lifespan, and increase access for residents, researchers, students, and anyone wishing to utilize the historic resources of the museum. The time and space afforded us by this new storage room also benefits our long-term plan to digitize our collections and again furthers public access to the great historical resources of the museum. Our goal is to scan, photograph, and list all new incoming items in our online catalog which is now connected to the Digital Public Library of America. All these efforts directly align with the goals of the Collections Stewardship and Access project category of the Inspire! Grants for Small Museums.

II. Project Work Plan

Specific Activities

The construction phase of our project was completed in 2020 and the new storage room is up and running with some storage equipment already installed (See photos in Supportingdoc3.pdf). Collections stored offsite at the County Courthouse and Courthouse Annex have been returned to the museum and are being stored in the new storage room. This includes 33 oil paintings that were stored in the Campbell County Courthouse Annex. New collections have also been housed in the new space once they have been cataloged. Current storage cabinets have been named and a location chart has been created. Our Collections Assessment and Plan has been delayed repeatedly due to COVID-19 as well as budget cuts and staff departures. That plan is currently on hold until new staff is hired, but it will be completed to help our museum collect wisely in the years to come. As stated above, we are also considering hiring an outside consultant to help us with this assessment and plan.

The next project activity will be the installation of the high-density, mobile storage (Supportingdoc5.pdf). This will require some collections to be moved out of this space during installation. We have a plan in place for temporary storage including using the secure workshop directly across from our new Museum Annex Storage, our Main Storage built in 1995, and an exhibition of artwork. We have a guest, community curator working on an exhibition of the 33 paintings currently in storage and are planning for that exhibit to be open during the time of installation. Some saddles may remain in place with dust covers for protection. We estimate that this compact storage system will give us up to 50% more space in the new room due to its compact nature. This unit will certainly keep the collections cleaner and safer than standard open shelving. Most of the shelving has been left as standard shelving to give us flexibility moving forward. Our collections are very diverse, and we need this flexibility to accommodate the wide variety of materials that

may be accessioned in future years. Regular compact shelving can also be modified in the future very economically. We have allocated some space for specific items including textiles, clothing, and firearms. The size of those collections justifies those types of cabinetry being installed immediately. We also have several units with drawers installed as this is much better storage for small items than boxes and trays which are used now. After installation we will clean the new furniture, label the cabinets, install archival padding or buffering to protect the objects, and begin movement of the collections back into the new storage space. During this process we will be collecting data on our collections and evaluating the space used and available for our storage space analysis.

Risks to the Project

The addition of high-density shelving equipment is a low-risk project for the Rockpile Museum. There is some risk that the project will be slowed by manufacturing delays, delivery problems, or other technical issues. We believe that we have mitigated this risk by designing the project in phases and installing some static shelving in the space right away. This will allow us to move collections in when necessary and utilize the storage room during any delays. Another risk we have identified is that if the space is not correctly managed, that we might come up against these same collections space problems in just a few years. We believe we are mitigating this risk with the development of our collections plan, actively engaging in deaccessioning, and being very selective with new acquisitions. This collections plan should allow us to better plan for any future storage space needs. There is always some risk to collections during moves, but the short distance to our workroom and proper preparation and training of staff and volunteers should mitigate some of that risk. Proper padding will also reduce the risk of damage to materials in the compact storage from vibration during cabinet movement.

Project Managers

This project will be led by Museum Director Robert Henning who is managing the construction, equipment, and grant process. We have recently lost both of our collections team members due to departures and are waiting for approval to hire a Curator. Budget cuts have reduced our full-time staff positions from five to four, so we will not be hiring one of the collections positions. Campbell County Public Works is assisting with construction management, bids, and maintenance while the Campbell County Commissioners Office is assisting with grant management. Bill Schuster, CRM, President of Certified Business Services, Inc. is helping with the design of the storage space and compact storage equipment.

Sequence of Project Activities, Progress Tracking, Sharing Results

Construction and Phase I of our storage equipment is complete. The next year will be dedicated to utilizing the new space to the best of our ability with the current equipment and developing a plan for collections in the space once high-density, mobile shelving is installed. This will require some staff time over the coming months and some financial investment in archival storage materials. Because this is a brand-new space, our staff will be able to fully track all collections stored in the new storage room using our collections management system. This will allow us to track the percentage of the space utilized and percentage still available. This data will be shared with the Museum Director and the Museum Board of Directors. Public engagement and donor development will also be sought via public educational tours, newsletter articles, and meeting updates with boards and elected officials. We will also share this project and its results with our state and regional museum associations so that they can continue to advocate with our elected officials for grant programs such as this. Our goal will be to continually remind our stakeholders of the value of proper collections care and storage.

III. Project Results

Intended Results and How They Address the Need

The project result we are working towards is clean, safe, reliable, and efficient collections storage for the Rockpile Museum for the next decade and beyond. Storage that will help us better preserve the historical resources of this region, provide better access to the collections via increased accessibility, and ultimately help educate current and future generations of residents and visitors about the history of the Powder River Basin. Completing this project will not only help us work towards our strategic goal of providing sustainable facilities for the next fifty years but assist our community in reaching all our strategic goals including becoming an essential community organization and becoming a center for the study of the Powder River Basin.

Improvement in the Collections

This project will greatly increase our ability to care for the collections entrusted to us by improving storage conditions, making management more efficient, providing greater access to the collections, and allowing interpretive staff to better utilize the collections in programming. This type of project really does provide a solid foundation for all museum activities to improve, grow, and become more sustainable. Clean, safe, and reliable storage saves staff time resources and allows our team to focus on telling the story of the Powder River Basin through exhibits and programs.

Data and Reporting

In addition to documenting and analyzing storage space statistics, we hope to document the process of re-housing collections that have been crowded, stored in less-than-ideal spaces, or have not been stored in decades. This type of information will help us to report on the impact of a new storage space and new storage shelving and ultimately to better make the case for why collections storage is so important for the preservation of our history and material culture. We will also continue our environmental monitoring of storage and exhibit spaces so that we have good data for explaining why items must not be on permanent display (Supportingdoc6.pdf). Pairing this environmental data with statistics on objects finally stored after many years will help show our stakeholders the value of this project. Furthermore, storing long-time exhibited collections will allow other objects to be displayed and again increase public access to those collections. We will be able to keep data on all these changes and share that data with our community.

Tangible Products

The most tangible result of this project will be the storage room and shelving itself. This grant will help make that possible and will have a lasting impact on this museum's ability to collect, preserve, and educate. We plan to utilize this high-density, mobile shelving system for many decades and make the most of each of our conditioned storage spaces. New storage equipment will help us prioritize which items need to be in which space and find the best storage possible for every one of our 40,000 items. This project is also sustainable in that should a new building be in the Rockpile Museum's future, there is no reason that this storage shelving system would not be able to be re-used in the collections storage of that new building. The ability to re-use this system is very important to us.

Sustaining this Project

New storage and proper equipment will help sustain the Rockpile Museum for many years to come and will help us carry out our mission to tell the rich history of this region to the world and collect the new history happening every day as our region and our nation change and evolve. An IMLS Inspire! Grant for Collections Stewardship and Access will help forward the mission of the Rockpile Museum beyond just new shelving, it will allow our collections to be preserved for generations to come and give us the space necessary to better tell the story of the Powder River Basin.

Campbell County Rockpile Museum

Schedule of Completion – Project: High-Density, Mobile Shelving for Collections Storage

TASK	2022 SEP	OCT	NOV	DEC	2023 JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
Order high-density, mobile storage system												
Move existing collections off new storage shelving; clear room for installation												
Take delivery of storage system, rails, and sub-floor												
Installation of high-density, mobile storage system (flexible due to weather, availability of installers)												
Prep storage units: cleaning, foam padding and archival supplies, I.D. and location labels												
Tours of new equipment with board, elected officials, public												
Re-housing of collections moved prior to installation and collections that will be at home in the new system												

Applicant Name: Campbell County Wyoming Government, Campbell County Rockpile Museum

Project Title: High-Density, Mobile Shelving for Collections Storage

Performance Measure	Data We Will Collect (e.g., counts, costs, weights, volumes, temperatures, percentages, hours, observations, opinions, feelings)	Source of Our Data (e.g., members of the target group, project staff, stakeholders, internal/external documents, recording devices, databases)	Method We Will Use (e.g., survey, questionnaire, interview, focus group, informal discussion, observation, assessment, document analysis)	Schedule (e.g., daily, weekly, monthly, quarterly, annually, beginning/end)
Effectiveness: The extent to which activities contribute to achieving the intended results	During the project, the Project Director will keep a document logging progress on the ordering, manufacturing, and installation of the equipment. Staff will collect data on the number of items moved to prepare for installation, the time spent on that move, and the archival supplies used in the process. Rockpile Museum Staff will then collect data on the number of items stored in the new equipment quarterly. That data will be collected from our museum catalog system and by in-person count if necessary. We will be able to break this down into new accessions stored on the equipment, items that have been on display for long periods that are able to rest, and items moved from other less desirable storage locations. This data will help us to measure the impact of the new collections storage equipment.			
Efficiency: How well resources (e.g., funds, expertise, time) are used and costs are minimized while generating maximum value for the target group	All project expenses and staff time will be tracked for this project by the Project Director. This tracking will be ongoing during the length of the project. This tracking can be done in the County's financial management software as well as a simple spreadsheet for easier reference. Notes will be made on any cost overruns or savings as well as changes in the amount of staff and volunteer time needed to complete the project.			
Quality: How well the activities meet the requirements and expectations of the target group	Once installation is complete, we will use photographs and potentially video to document our public tours and special tours with boards and elected officials. We will also collect written comments on the project that will hopefully give us a sense of how residents feel about this project.			

Timeliness: The extent to which each task/activity is completed within the proposed timeframe	We will use our Schedule of Completion as a tool to track ongoing progress of the project. Milestones, delays, problems, and other updates will be logged to compare progress with the expected schedule. This tracking will be ongoing as the project progresses. Due to the simple nature of our project, we feel that this type of timeline tracking will be the most efficient and informational way of evaluating the timeliness of the project.
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IMLS BUDGET FORM

a. Legal name (5a from SF-424S): Campbell County Wyoming Government

b.	Requested Grant Period From: (MM/DD/YYYY)	09/01/2022	Through: (MM/DD/YYYY)	08/31/2023
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c. If this is a revised budget, indicate application/grant number:

1. Salaries and Wages

Name/Title or Position	Year 1		Year 2		Year 3		Total		
	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grand Total
Robert Henning, Museum Director		\$2,948.00						\$2,948.00	\$2,948.00
Vacant Position, Curator		\$1,656.80						\$1,656.80	\$1,656.80
Brittney Elsasser, Museum Supervisor		\$720.00						\$720.00	\$720.00
Subtotal		\$5,324.80						\$5,324.80	\$5,324.80

2. Fringe Benefits

[illegible]

IMLS BUDGET FORM

a. Legal name (5a from SF-424S): Campbell County Wyoming Government

3. Travel

From/To and Purpose	Year 1		Year 2		Year 3		Total		
	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grand Total
Subtotal									

4. Supplies, Materials, and Equipment

Item	Year 1		Year 2		Year 3		Total		
	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grand Total
Archival Supplies		\$2,767.93						\$2,767.93	\$2,767.93
Subtotal		\$2,767.93						\$2,767.93	\$2,767.93

5. Subawards and Contracts

Item	Year 1		Year 2		Year 3		Total		
	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grand Total
Certified Businesses Contract	\$50,000.00	\$7,543.00					\$50,000.00	\$7,543.00	\$57,543.00
Contract									
Contract									
Subaward									
Subaward									
Subaward									
Subaward									
Subtotal	\$50,000.00	\$7,543.00					\$50,000.00	\$7,543.00	\$57,543.00

IMLS BUDGET FORM

a. Legal name (5a from SF-424S): Campbell County Wyoming Government

6. Student Support

Item	Year 1		Year 2		Year 3		Total		
	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grand Total
Subtotal									

7. Other Costs

Item	Year 1		Year 2		Year 3		Total		
	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grand Total
Subtotal									

8. Total Direct Costs

	Year 1		Year 2		Year 3		Total		
	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grand Total
Subtotals (Items 1-7)	\$50,000.00	\$15,635.73					\$50,000.00	\$15,635.73	\$65,635.73

IMLS BUDGET FORM

a. Legal name (5a from SF-424S): Campbell County Wyoming Government

9. Indirect Costs (Read the instructions about Indirect Costs before completing this section.)

- ☐ Current indirect cost rate(s) have been negotiated with a federal agency. Name of Agency: Expiration Date:
- ☐ Indirect cost proposal has been submitted to a federal agency but not yet finalized. Name of Agency: Proposal Date:
- ☐ Applicant chooses a rate not to exceed 10% of modified total direct costs, and declares it is eligible for the 10% rate.
- ☒ Applicant chooses not to include indirect costs.

Rate and Base	Year 1		Year 2		Year 3		Total		
	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grand Total
Indirect Costs Subtotal									

10. Total Project Costs

	Year 1		Year 2		Year 3		Total		
	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grand Total
Total Direct & Indirect Costs	\$50,000.00	\$15,635.73					\$50,000.00	\$15,635.73	\$65,635.73
Total Costs (excluding student support)	\$50,000.00	\$15,635.73					\$50,000.00	\$15,635.73	\$65,635.73

1. Salaries and Wages

No salaries or wages will be paid with IMLS funds.

Rockpile Museum staff working on the project will be paid by Campbell County Government and those hours spent on this project will be included in the cost share. We estimate those hours to be as follows:

Museum Director Robert Henning – 80 hours for management of the grant, bid process as required by Campbell County, preparation for installation, overseeing delivery and installation, project marketing, project evaluation, and financial and performance reporting. Hourly wage: \$36.85.

Museum Curator – Vacant Position – 80 hours for management and movement of the collections, preparing for installation, and prepping high-density mobile system for use. Hourly wage: \$20.71.

Museum Substitute Brittney Elsasser (Part-time) – 60 hours assisting Director Henning and Curator. Hourly wage: \$12.00.

We estimate that Mr. Henning and the Curator will each spend 80 hours on this project with the assistance of part-time staff for another 60 hours. Below is a breakdown of their tasks and the estimated time it will take to complete each task.

- Prepare temporary storage for collections. Move existing collections off current storage shelving and move to temporary locations. Drape saddles and any remaining collections with dust cloths/plastic and clear room for installation. Approximately 80 hours – 2 staff at 30 hours each, 1 staff member at 20 hours
- Take delivery of storage system, rails, and sub-floor. These items may arrive sporadically. All items will need to be opened and inspected. Approximately 6 hours.
- Installation of high-density, mobile storage system (flexible due to weather, availability of installers). Approximately 24 hours. Staff on site, providing access to storage area, answering questions about installation, assisting where necessary.
- Prep storage units: cleaning, foam padding and archival supplies, I.D. and location labels. Approximately 50 hours – 2 staff at 20 hours each, 1 staff member at 10 hours.
- Re-housing of collections moved prior to installation and collections that will be at home in the new system. Approximately 60 hours – 2 staff at 24 hours each, 1 staff member at 12 hours

Campbell County Rockpile Museum

Budget Justification – Project: High-Density, Mobile Shelving for Collections Storage

Based on these hours and wages, total cost share for salaries and wages is calculated at \$5,324.80.

2. Fringe Benefits

No fringe benefits are included in this grant proposal.

3. Travel

No travel is included in this grant proposal.

4. Supplies, Materials, and Equipment

No supplies, materials, and equipment will be paid with IMLS funds.

Some archival supplies will be needed to immediately utilize the new high-density, mobile shelving system and those supplies will be funded by the Rockpile Museum and are included in our cost share. We plan to use ¼" polyethylene foam on all of the flat shelves, drawers, and gun racks to pad the items stored there and help with cleanliness. This new system will require numerous rolls of foam that we estimate will cost \$679.40. Additionally, the clothing storage cabinets will require special padded archival hangers to be utilized and to acquire 70 hangers of various sizes will take an investment of \$1,814.30. Shipping for these supplies is estimated at \$274.23. Total supplies cost will be \$2,767.93. A large supply of other archival boxes, trays, tissue paper, etc. is already on hand and will be used in this project. Any other necessary supplies can be acquired out of our collections maintenance budget.

5. Contracts and Subawards

According to the Campbell County Purchasing and Procurement policy, contracts for goods and services over \$50,000 shall be purchased through a competitive formal bid or RFP process. At least three bids or proposals shall be solicited.

For the purposes of budgeting, Certified Business Services, Inc. of Centennial, Colorado has submitted a draft budget based on the equipment we believe will best suit the needs of our museum.

All IMLS funding in this grant will be used to purchase the high-density, mobile storage shelving system, ship the equipment to the Rockpile Museum, and hire factory trained/authorized installers. Total cost for this equipment is estimated at \$57,543.00. Campbell County will budget for and pay the balance of \$7,543.00. Below is a breakdown of those costs:

Campbell County Rockpile Museum

Budget Justification – Project: High-Density, Mobile Shelving for Collections Storage

ITEM	QTY.	DESCRIPTION	UNIT	PER	PRICE
A	1 Lot	Datum MobileTrak5 High Density Mechanically Assisted Mobile System. To include all features and accessories as detailed in the attached; layouts, elevations, detail, and support documentation. Quote is complete with all applicable discounts, shipping, and factory trained/authorized installation. Ship turnaround is currently 6-8 weeks ARO Phase II Breakdown of Pricing: Product Complete (Includes MPMA CO-OP applied discounts) Manufacturer's Current List Pricing \$78,244.00 Less -50% MPMA Discount \$39,122.00 Net Product Price \$39,122.00 Steel Surcharge (18%) \$7,041.00 Freight (F.O.B. Destination quoted as a NET Price) \$4,980.00 Installation (Includes; Product receipt, inside delivery, and factory trained/authorized installers. Quoted at a NET cost price) \$6,400.00 TOTAL PHASE II PRICE COMPLETE \$57,543.00			

6. Student Support

No student support costs are included in this grant proposal.

7. Other Costs

No other costs are included in this grant proposal.

8. Total Direct Costs

Direct costs amount to \$50,000 in grant funds and \$15,635.73 in cost share for a total of \$65,635.73.

9. Indirect Costs

No indirect costs are included in this grant proposal.

10. Total Project Costs

Total project costs equal \$65,635.73.

Campbell County Rockpile Museum
List of Key Project Staff and Consultants
Project: High-Density, Mobile Shelving for Collections Storage

Project Director: Rockpile Museum Director Robert Henning

Museum Curator – Open Position

Museum Substitute Brittney Elsasser

Campbell County Grant Specialist Bethany L. Raab

William Schuster, CRM, President of Certified Business Services, Inc.

Robert A. Henning

EDUCATION

Cooperstown Graduate Program, State University of New York College at Oneonta.
M.A. in History Museum Studies, May 2006.
Scriven Fellow 2004. Louis C. Jones Fellow 2005.
Thesis: *The Advertising of E. Remington & Sons: The Creation of a National Brand*

University of Iowa
B.A. History. May 2004.

PROFESSIONAL EXPERIENCE

Museum Director – Campbell County Rockpile Museum in Gillette, Wyoming. July 2015 – Present.

- Manage, supervise and provide leadership to conduct programs for Rockpile Museum.
- Provide educational information to community groups relative to the Museum's programs.
- Develop and administer annual capital and department budgets; review monthly requests for service, past spending and other monthly reports.
- Work cooperatively with other department administrators, Commissioners, and board to effectively achieve museum goals.
- Select, train, motivate, and evaluate assigned staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination guidelines; assign tasks, projects and monitor assigned personnel.
- Participate in grant application processes relating to assigned department.
- Prepare and update museum policy and procedure manuals.
- Direct, attend and participate in staff and board meetings and related activities; attend workshops, conferences, and classes to increase professional knowledge; serve on committees as assigned.

Registrar – Campbell County Rockpile Museum in Gillette, Wyoming. January 2007 – July 2015.

- Administration of collections and curatorial departments including supervision and training of staff and volunteers working with collections and exhibits
- Scheduling of temporary and traveling exhibits as well as administering the display of the Rockpile Museum's own traveling exhibit "The Unquiet Utes"
- Collaborate with other staff to plan, implement, and evaluate museum events and educational programs
- Fulfill research requests for scholars, authors, and the general public
- Completed first inventory of entire museum collection including the following duties: registration, cataloging, photographing, and storage
- Document incoming and outgoing loans and work with insurance and shipping companies during this process
- Created first comprehensive collection policy in museum's history
- Created and manage museum website
- Perform other duties as required including advertising, public relations, and newsletter

Collections Assistant at the New York State Historical Association, Iroquois Storage Facility in Cooperstown, New York. September 2004 – May 2006.

- Responsible for removal from and return to storage of all artifacts used in classes and any other artifact handling which was necessary and entering those movements into museum's Past Perfect database
- Provided assistance to curators when necessary including collections cleaning, labeling, and documentation

Curatorial Internship at the National Baseball Hall of Fame and Museum in Cooperstown, New York. September 2005 – December 2005.

- Researched and wrote exhibit script for re-designed 1930's New York Yankees exhibit case in museum's main timeline exhibit and prepared several other timeline cases for re-design

Curatorial/Collections Assistant at the Jekyll Island Museum and National Historic Landmark District in Jekyll Island, Georgia. June 2005 – August 2005.

- Undertook collections inventory of historic Indian Mound Cottage (Rockefeller Cottage) including description, measurements, and digital photos as well as dry dusting and cleaning
- Researched, wrote, fabricated, and installed two small exhibits entitled "The Shifting Sands of Jekyll Island" and "Keepers of the Jewell" in the Jekyll Island Convention Center
- Gave public tours of Indian Mound Cottage

Archival Assistant in the Special Collections Library in the Iowa City branch of the State Historical Society of Iowa. January 2003 – May 2004, Summer 2004

- Engaged in public service providing answers to reference inquiries
- Archival processing of historical documents, photos, maps and artifacts
- Digitized photographs and other archival collections for preservation and access
- Production assistant on *Meskwaki History*, an award-winning interactive CD of primary sources designed for classroom use
- Summer internship as a Research Assistant at State Historical Museum in Des Moines with Curator of Natural History William M. Johnson. Updated and enhanced catalogue of museum's firearms collection including photographing for archival documentation.

PUBLICATIONS

"The Advertising of E. Remington & Sons: the Creation of an Iconic Brand, 1854-1888." *Journal of Historical Research in Marketing*, Vol. 5, No. 4, 2013. Co-authored with Terrence H. Witkowski, Professor of Marketing, College of Business Administration, California State University, Long Beach.

"Catching a Piece of History...Twice!" *Memories and Dreams*, official magazine of the National Baseball Hall of Fame. Vol. 28, No. 1. March-April 2006.

"The Advertising of E. Remington & Sons: An Undirected Campaign." *Remington Society of America Journal*, Winter 2005.

MUSEUM PROFESSIONAL ACTIVITIES

- Local Arrangements Chair for 2019 CWAM Annual Meeting in Gillette, Wyoming
- Legislative and Tourism Chair for Colorado-Wyoming Association of Museums, 2019-present
- Colorado-Wyoming Representative at 2020, 2021 AAM Advocacy Day in Washington, D.C.
- Museum Representative on CARES Act Committee for Wyoming State Library, 2020
- Appointed by Governor Gordon to the Wyoming State Historical Records Advisory Board, 2021-present

COMMUNITY INVOLVEMENT

- Member of Campbell County Historical Society, 2007-present. Secretary 2010-2015.
- Board Member for Energy Capital Habitat for Humanity in Gillette, Wyoming, 2008-2016. Secretary 2012-2014. Vice-President 2014-2016.
- Member of Levis and Lace Square Dance Club, 2009-present. Secretary 2012-2015.
- Member of New Life Wesleyan Church, 2013-present
- Served on Steering Committee for Gillette Main Street Organization, 2011-2013
- Served on City of Gillette Committee for Gillette Avenue Reconstruction, 2011-2013
- Served on Committee that brought UW Saturday University to Gillette, 2011-2012
- Officer for Gillette Historic Preservation Commission for City of Gillette Certified Local Government Program, 2015 – Present.

BRITTNEY ELSASSER

Gillette, WY 82716 

belsasser@liberty.edu 

Willing to locate anywhere
Authorized to work in the US



OBJECTIVE

Graduate university student with studies in research, historical methodologies, and international relations. Currently looking for a position within the field of history, related to museum work, collections assistant, archival research, and/or historical data.



EDUCATION

Master of Arts in Interdisciplinary Studies | Liberty University

CURRENTLY ENROLLED

Emphases: History and Communications. Focuses include United States and World History, as well as Conflict Management and Grant Acquisition.

Bachelor's in History and International Studies | Liberty University

MARCH 2021

3.8 GPA. Dean's List. Courses include Historical Methodologies, Comparative Civilizations, and Biblical Archaeology.



EXPERIENCE

Museum Assistant | Rockpile Museum

OCTOBER 2020 – PRESENT

Duties include greeting incoming guests, conducting research for exhibits and interactive sites as needed, answer/direct calls to the proper person/department, and cataloging the museum collections into PastPerfect data software.

Substitute Teacher | Campbell County School District 1

AUGUST 2018 – AUGUST 2021

Perform the instructional and classroom management processes for teachers who are absent for a day or longer periods of time. Duties include taking attendance, explaining homework, maintaining classroom cleanliness, and observing and monitoring students.



SKILLS

- Clear communication
- Organization/detail-oriented
- Cataloging data
- Research



ACTIVITIES

As a Life Group Leader, I encourage and support a group of women through all walks of life. I organize and complete a Bible Study program within the allotted time given, as well as provide additional support as needed.

Objective

Seeking a position that will utilize my strong people skills, organizational abilities, and secretarial experience

Skills Summary

Interpersonal Communications; Office Systems and Procedures; Legal Knowledge; Multi-Line Phone Systems; Computer Savvy; Records Management; Written and Spoken Correspondence; Confidential; Friendly; Punctual; Quick Learner; Ability to work under pressure and without constant guidance.

Professional Experience

- Grant Writing
- Grants Management
- Calendaring.
- Drafted Correspondence.
- Answer Telephone Calls and Take Accurate Telephone Messages.
- Prepare Dictation.
- Contract Review and Revisions
- Organization of Files and Records Retention.
- Attend Court Hearings.
- Correspond with Customers; Employees; Regulating Agencies and Vendors.
- Read and Review of Wyoming Laws and Statutes.
- Read and Review Federal Guidelines and Regulations
- Greeting the Public and Assisting with Questions or Concerns.
- Accounts Receivable.
- Data Entry.
- Monetary Exchanges.
- Prepare Invoices.
- Accounts Payable and Receivable
- Create, Set-up and Maintain Inventory System.

Employment History

Campbell County Government- Gillette, Wyoming
Grants Specialist, 2015- Present

Campbell County Memorial Hospital- Gillette, Wyoming
Executive Assistant, 2014- 2015

Mining Electrical Services- Gillette, Wyoming
Receptionist and Parts/Shipping and Receiving, 2010- 2014

State of Wyoming Public Defender – Gillette, Wyoming
Legal Assistant, 2010 to 2012

Daly, Davidson and Sorenson, LLC–Gillette, Wyoming
Legal Assistant, 2006 to 2009

Northern Wyoming Community College District–Gillette, Wyoming
Administrative Assistant, 2000 to 2005

Education

Colorado Technical University- Online
Bachelors in Business Administration

Kaplan University- Online
Bachelors in Paralegal Studies

Gillette College- Gillette, Wyoming
Associate of Science- Business

REFERENCES AVAILABLE UPON REQUEST



CERTIFIED BUSINESS SERVICES, INC.

Organizational Chart – Museum Collections Storage Project Team

Certified Business Services Personnel located at: 6920 S. Jordan Rd. Suite K
Centennial, CO 80112

Certified Business Services, Inc. – Local Sales/Design/Installation/Service and Maintenance Team:



PROJECT MANAGER – Bill Schuster, CRM

Contact Info – O) 303.692.8700 C) 303.995.1775 bill@filingworld.com

Project Responsibilities; Overall Project Management/RFP Response
and implementation/Offsite Key Contact.

Background: 35 years Sales, Design, and Implementation for Custom Storage Solutions
30 years President of Certified Business Services, Inc.
Certified Records Manager
Multiple Professional Sales and Services Awards
Facilitator – MPMA CO-OP Collections Storage Equipment
Served the role of Project Manager including all tasks from design to
Implementation for all of the projects listed on the Certified Business Services, Inc.
Museum Projects Section



PROJECT MANAGEMENT FACILITATOR – Carol Schuster

Contact Info – O) 303.692.8700 C) 720.254.6531

carol@filingworld.com

Project Responsibilities; Bonding/Insurance/Transportation
Logistics/Background Checks/Staffing/Offsite Facilitator

Background: Masters Degree – University of Colorado in Business Finance
30 years Vice-President of Certified Business Services, Inc.
Administrative Project Coordination



INSTALLATION AND SERVICE PROJECT TEAM MANAGER – Barry Webber

Contact Info – O) 972-495-4044 C) 972-670-1710

cbs@filingworld.com

Project Responsibilities: Overall Onsite Installation & Service, Coordination/Team Manager

Onsite Key Contact

Background: 25 Years Installation and Service High Density Storage Equipment for Datum Storage Solutions and other manufacturers.

10 years I & S for Certified Business Services, Inc.

Note: Successfully Supervised and Installed Large Mobile Storage System (Aurora 1000 MA System) at the University of Arizona Tree Ring Storage Laboratory Building incorporating 35 mobile storage units in over 5,000 square feet of space. Second Phase of the Project nearly doubled this amount.

Datum Certified Installer

MAP I

A Museum Assessment Program Report

For

The Campbell County Rockpile Museum

Gillette, Wyoming

February, 1994

by

Robert D. Gant, Wyoming State Museum

Cheyenne, Wyoming

Introduction

This report is prepared and submitted as part of the requirements of the Museum Assessment Program, American Association of Museums, for the Campbell County Rockpile Museum located in Gillette, Wyoming. The survey and interviews were conducted on February 23 and 24, 1994. The on-site assessment began at 9:00 a.m. and was completed late the next day following a meeting with the Museum Board. The assessment followed the "Professional Concerns Checklist" and several issues outlined in the Pre-Visit Agreement (appendix A). Prior to the visit, the consultant reviewed copies of the Museum Board minutes and a large packet of support information including collection policy, "Teacher's Guide to Touring the Museum," and "Employee Orientation Manual," among others.

Gillette is located in Northeastern Wyoming along Interstate highway 90 and has a population of 12,300 people. Interstate 90 has a high volume of traffic year around with the Black Hills less than 75 miles to the east and intersecting Interstate 25, 70 miles to the west. Gillette's market area includes the northeast corner of Wyoming and parts of the southeast corner of Montana and northwest South Dakota. This includes one of the world's largest coal producing areas as well as a considerable amount of Wyoming's oil reserves. The population of Campbell County is affluent and well educated enjoying many of the benefits of one of the state's wealthiest counties.

The consultant met with the director and the staff both days. Individual appointments were made with the County Comptroller and the Campbell County Museum Board the second day.

The Museum was organized and opened to the public in 1974. Two large metal buildings and a wood frame historic school are situated on well landscaped grounds with an adjoining parking lot makes up one of Wyoming's largest museum facilities. The buildings are attractive, well maintained and, indeed, inviting to the average visitor. The Museum's name sake, large rock piles, are located nearby.

Scope and Purpose

"The purpose of the Rockpile Museum is to collect artifacts and objects relevant (but not limited) to Campbell County history and subsequently interpret these materials through public exhibits, thus educating visitors about the area's past and its people. The museum will take preservation measures to ensure the longevity of artifacts within its care. The museum strives to amass an encompassing collection of county historical objects and will actively seek to fill any historical or material gaps it determines. Finally, the museum will strive to maintain accurate records of its collections and thus fulfil the essential obligation of documentation."

In 1974 the museum opened its doors to the public in the present building and received tax support to maintain the facility. Ralph Kintz, trapper, rancher, motel owner, and collector played an important role in establishing the current museum. He donated the land, and a considerable sum of money to build the museum. From 1974 until his death in 1981, Mr. Kintz donated his time and energy to the museum. A group of dedicated volunteers managed the museum until July of 1992 when the County commissioners elected to hire a full-time paid administrator. By this time the museum needed the continuity and the accountability provided by a paid staff. The five person board remains advisory to the Campbell County Commissioners. Since 1992, support for the "new" museum has grown by leaps and bounds. The budget has grown from \$39,000 to \$78,000 in 1993 to a requested \$109,000 for 1994. The museum now ranks among the top five out of 55 departments providing the best service identified by the Campbell County Residents Survey in April of 1993. The Fire Department with a budget of \$879,000 is fourth while the Public Library with a budget of over a million dollars is number one! Only .3 percentage points separate the top five departments from the museums performance ratio. The museum staff and board are to be commended for such tremendous growth in such a short time.

Such rapid growth and popularity has not been without some difficulty. The museum has grown rapidly from a "volunteer institution" to a "paid-professional institution" at the loss of some "old time" support in the community. The consultant detected a "wait and see" attitude on the part of some and a feeling of "hurt and disappointment" expressed by others. This seems to be a typical reaction within the organizational growth process and can never be countered totally. The museum maintains close ties with the Historical Society and has formed the Rockpile Museum's Association in an attempt to broaden its base of support by encouraging the participation of a new audience.

Embracing professional museum standards, such as those outlined by American Association of Museums Accreditation, has been relatively easy for the museum staff and board. Accepting those standards as a standard operational procedures has not been easy. The museum continues to accept collections on loan while maintaining over 2,000 objects in this category since 1974. Interpretation and conservation are two more concepts that the board is struggling with as well as a part of the community as a whole. This is also normal within the developmental process of museums as institutions but the board must take a stand soon to establish policies with the best interests of their limited resources well in mind. In doing so, they must also consider the need for long term support in the years to come. The fine tuning of minimum professional standards to the needs of a community is not easy. The County Commissioners seem to have made the commitment to professionalism. It is now up to the museum board.

REFERENCES:

Naumer, Helmuth J.
1977

On Mutual Respect and Other
Things, A.A.M., Washington, D. C.
20007

Jennings and Hood
1987

The Non-Profit's Guide to
Creating and Effective Governing
Board, Jennings and Hood Associates,
Richmond, Virginia

Staff and Volunteers

Until recently the Rockpile Museum relied on volunteers to maintain and operate the museum. Two years ago, a Director/Curator was hired along with a Registrar, a part-time maintenance/custodian person and just recently an Educational Coordinator. Descriptions exist for each position and the county personnel office has provided the staff with a copy of their new "Personnel Handbook." The enthusiasm and commitment of the staff is a notable strength. The staff meets regularly each week to discuss the objective of the museum. Staff meetings are also used for information in-service training sessions when assigned readings are discussed. Books and articles on museum subjects are read and reported on, then discussed. This is an excellent method for energizing staff development and strengthening the "team" while expanding their knowledge on museology.

Volunteers are few right now, but the Rockpile Museum's Association is just getting started and promises to remedy the situation. As a membership organization dedicated to support the museum they are beginning to sponsor family based activities such as picnics and "hands-on" programming at the museum. The museum staff was encouraged to have job and task descriptions on hand for "walk-in" volunteers. A uniform job description for volunteers as a whole was also encouraged. Volunteers are an important resource for museums and should be taken seriously. As unpaid staff they have their own responsibilities and commitment to the museum. They must/should recognize their contributions on a regular basis and say "thank you" often.

References:

Richards, Audrey
1978

Managing Volunteers for Results
Institution for Fund Raising

Financial Planning

Within two short years the museums budget has almost tripled, going from \$39,000 in 1992, to proposed budget of \$109,000 for 1994. For the most part, this represents tax support which in Wyoming can be a dangerous position to be in. Campbell County is a wealthy county for now as long as there is a demand for coal. I have no idea as to the amount of coal that is in reserve, but, now is the time to consider diversifying the museum's resources and base of support.

The museum is rapidly on its way to becoming "essential" to the community. Keep up the good work, by all means. This too, will max out in time and should be dealt with now, during times of prosperity. Playing "catch-up" is time consuming and is essential to the development of an institutional foundation before a viable "Master Plan" can be set down. A "Statement of Purpose" must be agreed upon by the staff, board, commissioners and community to establish an institutional focus. As each integral part of the organization makes contributions to this foundation document they are in a very real sense "buying" into the Rockpile Museum. All interested parties must be given the opportunity to make that essential contribution or they will, forever, remain a weak link in your foundation. A weak foundation is bound to give out when you least expect it. So, as you make changes include everyone who you might consider interested in the development of your foundation documents. Involve past donors, for example, in the development of a new "collections policy." Include teachers and students with the folks who are helping you develop a new "interpretive plan" and "education/programming plan." Involve your board, the county commissioners and the business community to help you with your "strategic plan" and involve everyone in your "master plan." Use the media and "town meetings" as sounding boards on a regular basis. Do not be surprised with the level of participation early on! "Success begets Success", according to an old proverb and perseverance is the key. This is nothing more than "marketing" on a not-for-profit level, museums are selling themselves first and their services second. It is difficult to perceive exchange relationships in this example, let alone identify the freely-entered, invariable mutually beneficial transactions which are the essence of modern marketing in the for-profit sector. Plus, museum marketing literature lacks a political dimension. The above process accompanied by regular programmatic evaluation is the closest thing to "museum marketing" that works than anything I can think of.

Before actual financial planning can be considered, we shall consider a long range plan for the future growth and development of the museum. A written long range plan takes into consideration "where you have been, where you are now, and where you want to be in the future." Outlining a history of your resources will give you some realistic ideas as to your future needs and how long it may take you to realize your future. A plan outlines the goals and objectives relative to available resources. Your goals and objectives have been prioritized so that progress is ultimately

measured upon available funding. Now lets look a little closer at the museum planning process:

1. Plan Summary, an abstract statement of where you want to be in five to ten years.
2. Statement of purpose
3. Written objectives
4. Historical background of the museum, including a history of the organization - a program report
5. An identification of available resources, including a thorough inventory of your major collections, archival, photographic and objects
6. An evaluation of your resources; how significant are they? What are the strengths and weaknesses? How can they be used to greater advantage?
7. A written statement or statements of program needs
8. Physical plan needs for museum; how fast is the collections growing? are the exhibits doing the job? Do we need more exhibits?
9. Staffing needs; public demands for more programming, are more extension programs needed? Do we need to take the museum to the community?
10. Priorities, based upon need and on-going evaluations.
11. Costs
12. Financial resources and methods for resourcing
13. Schedules for attaining all that you have planned

From your written plan, you may prepare a flow chart of your operations which graphically illustrates the resources which you have available, the activities and programs that have taken place, the results you expect to achieve, and how you will evaluate what has occurred in order to improve in successive years. Such graphic presentations will come in helpful with your focus group sessions and town meetings.

Here are some suggestions that might help you: Under the first column, you might list all the resources you have available, collections, staff, volunteer services, buildings, services and materials not paid for directly. Next, list the dollar income from grants, donations, sales admissions, special gifts, year-end giving, and all other sources of cash. Try to make the list as complete as possible, and keep adding to it as you think of others. Assign dollar values to each of your services and to the property which you hold. When in doubt about evaluating a particular service, estimate how much it will cost you to do the job with a paid employee. For example, how much will it cost to have the grounds cared for every week; or to catalog a collection of photographs, conduct a tour, etc.

In the next activity column, list all of the things that you are doing with available resources; for example, providing guided tours, maintaining your buildings, publications, etc. Again, include everything such as how you plan to maintain a good public image in the community, and how you plan to inspire elementary and

high school students to become more knowledgeable in local history

Your next list will include specific goals, such as giving tours to 500 students this spring, delivering ten talks this month in county schools, conducting fifteen guided tours next week, raising \$1,000 net in your gift shop, and any other specific incentives.

Next, list the various ways you plan to evaluate your programs, services, activities and events. Will questionnaires be filled out at the end of the visit? Will you rely on letters from parents, students and teachers? Or, will media coverage of your programs suffice.

A master plan does not lock anything in place absolutely, instead it should be considered an organic, ever changing document that responds to different circumstances and needs. Do not develop your plan in a vacuum, consult with as many elements of your community as possible. Do not be afraid to share your ideals and inspirations, they may be shared by someone else - who has money.

References and Readings

Hartman and Schell

"Institutional Master Planning for
Historical Organizations and Museums,"
Technical Report #11 Technical Information
Service, A.A.S.L.H., Nashville

Buildings and Grounds

The Campbell County Rockpile Museum is housed in a large attractive metal building with stone trim. The initial contribution for the building was made by the museum's founder, Ralph Kintz in December of 1968. Opening ceremonies were attended by 340 visitors on July 21, 1974. Two years later an addition was completed followed by the implement storage building in 1990. A wood framed one-room schoolhouse is situated between the museums and the implement exhibit building. Landscaping around the buildings is minimal and the parking lot is adequate. The complex sits on a small peninsula of land bordered by a automotive dealership, a street (Hwy. 14 and 16) that takes you into downtown Gillette and the Burlington Northern Railroad tracks. Room for expansion may be possible down the hill from the museum toward the Burlington Northern tracks.

Public spaces are spacious while staff offices and work rooms are rather small. An expanded gift shop is proposed near the main entrance and reception desk. The staff is currently polling visitors for ideas, for possible merchandising in the shop. The registrar's office and storage for reserve collections is crowded and staff is reviewing space use needs for possible expansion. The work room, shop and maintenance space has been outgrown as well. A small addition is being considered on the east end of the of the top leg of an inverted L. A model has been constructed of the museum to help staff with their space use analysis.

The consultant found the total space adequate for the museum's current needs. However, some expansion may be desirable for staff offices, collections storage, and the shop facility. As the board and staff review space use needs I encourage you to take into consideration the increased growth and popularity experienced over the last two years. The museum is just beginning to take on a new identity that is still evolving. Space use needs are evolving rapidly and will continue to do so for a year or two longer. Until your new institutional identity solidifies let "flexibility" be your guide.

As you re-evaluate your space needs, outline them in terms of area, function to be performed in that space, a description of the mechanical and structural requirements and aesthetic considerations for each space, and the physical relationship that space should have to other areas of the museum complex. Take into consideration the impact that new philosophy may have on available space. New exhibits may require fewer artifacts leading to a need for more storage space. More programming may require a multi-purpose room that could be set up for a grade school class one day and a slide-lecture the next. Do not forget the possibility for outdoor events that may require some outdoor electrical connections for sound, lights and other equipment.

Collections Storage

Whether or not an object will be preserved for the future is most dependent on the kind of storage provided for it. Conservation treatments are a waste of time and money if the objects treated are subsequently returned to damaging environments. By providing the best storage possible, we are taking the first and most important step toward preserving our cultural heritage.

Ideal museum storage space has climate controls and monitors for relative humidity, temperature, fire, and theft. The space should be closed and accessible only to a limited number of staff members. Within this space, objects should be accessioned, inventoried, and arranged according to a system of organization such as Chennall. In planning storage no matter how small or large the budget, it is important to keep an optimum system in mind. The primary consideration in planning for storage is the nature of your collection. Flat works on paper requires one type of storage, clothing another, and agricultural compliments yet another.

Ideally, storage areas should be located in a central space away from heating plants, motor mains, and daylight. The facility should be designed to exclude the ambient environment. Rapid fluctuations in temperature and relative humidity are particularly harmful to most objects. Generally acceptable temperature and relative humidity standards for most museum objects and artifacts are 65 degrees to 70 degrees at 47% to 55% RH.

The best method of controlling the environment is centralized climate control: a system in which incoming air is washed, cleaned, heated or cooled, adjusted to specific conditions, and then injected into the storage space. The installations of such a system is extremely expensive. An alternative is localized climate; air conditioners cool the air and absorb some of its moisture while filtering out gross particles; they do not condition the air, nor do they filter air pollutants. Air filtering systems and humidity controls be added on. To adjust levels of relative humidity and heat, one can use humidifiers coupled with fans and or heaters. If no funds are available for the purchase of equipment, all vents, doors, windows, and passages that allow an exchange of air between controls should be used. The environment should be monitored continually and appropriate measures taken to counter extremes. A constant environment cannot be maintained if the equipment is turned on and off cyclically.

The museum staff is considering several alternatives for collections storage including a new addition mentioned earlier. In view of the available space for the new addition and the subsequent loss of the historic one room school, the consultant would consider the adaptive use of a portion of the equipment storage building for general collections storage. Retrofitting a third to half of that building with an appropriate HVAC system may be more economical. The consultant didn't measure the available space for the proposed addition but, half the equipment building appeared considerably

larger. Registration and conservation activities could be combined in this space as well.

The small crowded storage space in the main museum building could easily be adapted to the needed library and office space. A multi-purpose meeting/program space seems a viable alternative in view of the rooms close proximity to the exhibits space.

The museum staff and board may want to consider the SWOT analysis as they examine their future. SWOT stands for strengths, weaknesses, opportunities and threats. Try analyzing each of the points in a topical checklist by this method, or consider an analysis of the museum as a whole using this approach. By involving outside observers, you can build up valuable understanding of what will need to be done in the museum. An assessment and appraisal of your current position including present policies or lack thereof.

(Checklists) Examples

Topics

- Exhibits - interpretive - visual storage
- Education programs - k-5, 6-8, 9-12, adult
- Outreach - extension services
- Temporary exhibitions
- Gift shop
- Publications
- Volunteer programs
- Public relations
- Preventive conservation measures
- Storage
- Communications systems

Collections

The collections held by the Rockpile Museum are diverse and significant. A large gun collection, archaeological lethics, ranching related collections, housewares, clothing, and blacksmith collections were evident on display. A fine collection of horse drawn and early motor vehicles are also on display. As noted earlier, the reserve collections are stored in a small room adjacent to the main exhibit room. Generally, the collections show a lack of adequate care and preventive conservation.

Collection's policies, transmittal documents, and the Museum's "Criteria for Collecting," were found to be excellent examples. A full-time registrar is using the Museum Collections Management System, a computer data base management system used by many Wyoming and Colorado museums. Historically, the museums collections records are spotty and incomplete. A large percentage of the collections is on loan or have questionable ownership. The new collections policy includes criteria for long-term loan contract. For many of Wyoming's smaller museums, this is a standard practice.

I do, however, try to encourage some guidelines to minimize the impact upon the museums limited resources. Need and documented association with the museums mission is essential. Time limits and a disclaimer relative to or defining the museum's liability in explicit detail is important. The owner should also help with insurance and care for the collection for as long as it is stored with the museum. Too often we see collections loaned to a museum for a period of time, withdrawn, and then sold as "Museum Quality" items! It is important for the museum to develop and maintain a base of support within their respective communities. Providing special interest considerations is one way of presenting elitersum which in turn erodes the very base of support they are trying to sustain. Policies and procedures provide consistency in the museums relationships with their constituency. Fairness and equality are essential for presenting professionalism to your community.

Reading List

Bachman, Konstanze
Ed.
1992

Conservation Concerns, "A Guide
for Collections and Curators,"
Smithsonian Institution Press,
Washington.

MacLeish, A.B.

The Care of Antique and Historical
Collections, 2nd Ed., A.A.S.L.H.
Nashville.

Graham-Bell, M.

Preventative Conservation "A Manual,"
British Columbia Museums Asso. 609
Superior Victoria, B.C. V8V 1V1

Security

The placement of intrusion devices in the museum are adequate. Fire detection devices were evident in the museum as well. Fire extinguishers were noted, but were insufficient in number. Depending upon the size of the space and extinguisher, a minimum of one per room should meet Wyoming Code for public buildings. Oil base paints, petroleum distillates and other flammable should be stored in metal flammable storage units, especially in view of the shops nearness to public areas.

Reading List:

Schur, S.E.
1985

"Security Survey: Report on Programs
and Problems in Cultural/Historic
Facilities," Technology and
Conservation 2/85 pp. 18-21 and
39-41 and 47.

Tillotson, R.G.

Museum Security
International Council of Museums
Paris, (Available A.A.M. Publications)

Exhibits

Interpretation usually means translating from one language to another. In the museum world, though, it has a special meaning: "explaining an object and its significance." Museums interpret things all the time. Taking an object out of its storage box and showing it to a visitor, you are interpreting it. In the modern museum, interpretation is done in a huge number of different ways, some more complicated or more sophisticated than others. Spending time with teachers, interested parents, seniors, and local historians will give you a wealth of ideas or different ways your museum may interpret the objects in your collections. Planning and such consideration is important when defining the best techniques for interpreting different things to different people.

The National Park Service develops site specific "interpretive plans." Many history museums have developed this concept to assist them with the interpretation of their mission. Often this takes the form of a "county history," or the role and significance of the county/region in the state's history. Knowing your communities needs and interests will help you identify specific methods of interpretation. Support your local school systems history curriculum may be a high priority--especially if the district is paying you to serve their students. Museums are educational institutions and the methods you use should not lose sight of that objective. How you go about accomplishing that objective depends alot upon available resources. Imagination and credibility play no small part in this process.

Some museums use their collections to define the contents of their interpretive plan. Others write their "story" line first and then develop a "collection's plan" based upon needs assessed from its strengths and weaknesses. Most museums cannot afford to maintain a large collections of duplicates as they impact storage space, insurance costs, and staff time for their care. Unfortunately, exhibit planning is not this easy and the museum's past has a way of haunting the staff and board for years to come.

In the developmental history of almost every volunteer museum there has been an era of "memorial building." For some museums such memorials formed their foundations and for many there collections have remained on loan for forty or fifty years, even longer in some cases. As the new "enlightened" staff and board consider change, they are faced with what appears to be almost insurmountable obstacles to proposed change and professionalization. Next to new collections policies, new exhibit philosophies are the most difficult to deal with. How can we deal with this form of change and still maintain community support? The answer to this question is difficult and almost as varied as there are museum asking it! Time is an important ally, as is a strong committed board. As noted earlier, catering of special interest groups dilutes your community support. Diversification of your base of support is an investment in your future. Do not contemplate major change without first obtaining the support of your board, county commissioners,

and your community at large. The needs of the majority should over-ride those in the minority but, by no means overlook the "political factor." Naming a new gallery after a major donor, a new program series--"The Smith Lectures" or "Mrs. Jone's Education Series," etc. has worked for some. It is a quirk of the human psychic that philanthropy is ego based and it is the successful museum that can put together acceptable compromises for all concerned. The key is your ability to say, "thank you," and the donor knows that it comes from the entire community.

It is the responsibility of the museum to interpret its mission to the community defined in that statement. Providing a meaningful educational experience to that community is equally important. How a museum meets this responsibility may include a guide telling the story, a written tour guide, exhibits that interpret the story or a combination of all three. All are labor and resource intensive and much depends upon the availability of a sizable volunteer pool. For planning purposes, I have seen exhibit construction figures ranging from \$250.00 to \$400.00 per unit. Armenta Neal's books discussing exhibits for small museums are the best available today. Find an architect willing to read Neal's books and working with your floor plan and proposed "interpretive plan/story line" mold all into some concepts on paper.

In the meantime you will need acceptable storage space for your reserve collections. This, of course, is dependent on the development of new interpretive/educational exhibits policy. You may very well end up with a core of educational exhibits interpreting the history of Campbell County with "memorial rooms" interspersed throughout the museum, a compromise not entirely unacceptable for the time being. It took the museum twenty years to evolve its current personality, it will take some time less to implement the change you want, patience is always a virtue in a situation like this.

Conclusion

The summary to the exhibits section of this report may sound anticlimactic, but I think some praise is due and I should tie all of this together. I have tried to address all of your expectations outlined in the "Pre-Visit Agreement Form." Experience has shown me that an institution can change too quickly before it begins to have a negative impact. Successful change requires that a major part of your constituency has "brought" into your program. The progress made in less than two years is commendable but, it has not come without some hard feelings, as we all know. We must accept the fact that we can never please everyone all of the time or even half the time.

The museum has made remarkable progress and enjoys enormous popularity and support in Gillette. This is partly due to the infectious enthusiasm of the new museum director and his ability to communicate the museum's needs to anyone who will listen. He has brought an excellent staff together and enjoys the support of the

Campbell County Commissioners. His board is a bit more cautious, but this is not a negative relationship, in that they are an excellent sounding board for the community. The board has supported the new staff from the outset and continues to serve as a leveling agent between the museum and community, if anything a very healthy situation indeed. Sharing the burden of change with the staff is most commendable, and I think it will continue.

Self-study, such as the Museum Assessment Program, should be a candid evaluation of the past and present of an institution. The essence of self-study is institutional self-awareness, and its purpose is to enable the organization to plan for both internal and external change. Self-study serves as the first part of the long-range planning because you need to first define what you have been before it can think about what it wants to be in the future.

During the course of self-study, involve everyone you can in the process, and do not be afraid to ask fundamental questions. Why was the Rock Pile Museum established and what is its present purpose? What are your new goals and objectives? Are they appropriate to your contemporary audience? What are your resources, and are these sufficient to sustain growth for the future? If not, what do we have to do to assure this future? It is easy to lose sight of these essential questions under the pressure of day-to-day business. Self-study is an opportunity for the museum to step back and examine such questions. In doing so, be honest, the motives for change must be clearly understood by all involved in it or affected by it.

Before closing, I wish to extend my thanks and appreciation to the staff and board of the Rock Pile Museum. I especially do not want to forget the Campbell County Comptroller for his insight and support for the MAP I visit. Should you have any questions or wish more detail please feel free to call me at 777-6000.



American
Association
of
Museums

date rec'd _____
ID# _____

PRE-VISIT AGREEMENT FORM
INSTITUTIONAL ASSESSMENT (MAP I)
MUSEUM ASSESSMENT PROGRAMS (MAP)

Name of Museum Campbell County Rockpile Museum
Street 900 West 2nd
City Gillette State WY Zip 82716
Telephone (307) 682-5723 Fax() _____
Director Brandon Case
Head of Governing Authority Steve Anderson
Surveyor Bob Gant
Visit Date February 23 and 24

1. What expectations do the staff and board have of the Institutional Assessment?

Through the MAP I process, the museum plans to devise a realistic three to five year plan, outlining a list of goals and objectives that can be accomplished based upon the facility's current staff and funding. Essentially, the MAP I report will provide the museum

2. What are the three primary objectives you would most like with to accomplish through an Institutional Assessment?

1) To devise a plan for building the museum's collections; 2) To create a plan for redesigning the exhibit program (for better use of floor space); 3) To develop a response to deal with anticipated and continuing decrease in revenue; 4) To assess the museum's current services and programs and determine which areas the museum staff might devote more energy (and vice versa).

3. What is the agreed-upon agenda for the on-site visit to achieve these expectations?

The MAP consultant and museum director will meet on the morning of the first day's visit to establish an agenda of items to be covered. In general, the visit will include a tour of the facility, discussion of budget (as well as budgetary history) considerations, private, as well as group, visits with key staff members, and a wrap-up visit with the museum board on the second day of the visit.

1225 Eye Street
Northwest
Washington DC
20005

Telephone
(202) 289-1818
FAX (202) 289-6578

10. Explain special arrangements or agreements, if any, that have been made between the museum, the surveyor and AAM (ie. schedule for submitting the report, additional services).

Comments: The Campbell County Rockpile Museum hired its first paid director in July, 1992, 18 years after it first opened its doors. The museum intends to rely heavily upon this Institutional Assessment as it charts its course into the future and strives to meet professional museum standards.

PLEASE SIGN AGREEMENT AND THEN FORWARD TO YOUR ASSIGNED SURVEYOR FOR HIS/HER REVIEW AND SIGNATURE. THEY WILL FORWARD THE FORM TO US UPON COMPLETION.

We have examined this agreement and hereby certify that the information provided is true and correct.

Brandon Case

2-12-94

Signature of Museum Director

date

Stephen R. Anderson

2-12-94

Signature of Authorizing Official

date

Signature of MAP Surveyor

date

return to:

Museum Assessment Programs (MAP)
American Association of Museums
1225 Eye Street, NW, Suite 200
Washington, DC 20005
(202) 289-9118

"previsit.doc"

CAMPBELL COUNTY ROCKPILE MUSEUM
900 W. 2nd Street
Gillette, Wyoming 82716

General/Facilities Survey
Conservation Assessment Program
Institute of Museum Services
June 27-28, 1995

Submitted by:

Terri Schindel
Museum Conservator
Buffalo Bill Historical Center, Cody Wyoming

Campbell County Rockpile Museum
900 W. 2nd Street
Gillette, Wyoming 82716

EXECUTIVE SUMMARY

A General/Facilities Survey was conducted at the Campbell County Rockpile Museum, Gillette, Wyoming by Terri Schindel, Conservator. The project was funded by a Conservation Assessment Program grant through the Institute of Museum Services (IMS). The on-site assessment and subsequent report follow the Guidelines of the Conservation Assessment Program, although modified to meet the needs and complexity of the Museum. The survey was performed on site June 27-28, 1995. Below is a summary of observations and recommendations to be used to create a Long-range Conservation Plan.

There is a great deal of concern for preservation of collections among the staff of the Campbell County Rockpile Museum, board members and the Campbell County administrators. For many museums, upgrading of preservation efforts requires an enormous additional commitment of staff and financial resources. In the case of Campbell County Rockpile Museum, many of these improvements can be accomplished within the existing resources. Others require modifications of existing HVAC systems and the cooperation of the County to allocate funds for the purchase of exhibition cases, storage furniture and staff time to accomplish the short term goals of cataloguing and rehousing the artifacts in the new storage.

1. The Museum was built in 1974 with additions in 1976, 1990 and 1995 (storage). The existing building is adequate to store, exhibit and protect the collections. The quality of construction materials on the inside of the Campbell County Room is a concern. It was constructed from painted steel and two interior walls are covered with unsealed barnwood. The interior walls should be constructed from stable materials with a moisture barrier layer between the steel and dry wall. **Priority - short-term.**

2. There are three HVAC systems that require careful consideration and upgrades to two systems. The environment in the Main Building requires the addition of humidity to the HVAC system. The four blast heaters in the Campbell County room are not adequate for a museum environment and should be removed. It may be possible to extend the new storage HVAC system to include the Campbell County room. The HVAC system in the New Storage provides an excellent

environment with steady temperature and humidity controls. This new storage space has been monitored for six months and appears to be operating at optimum conditions. **Campbell County Room - Priority - Short-term.** HVAC upgrades to Main - Mid-term. Investigation of the New Storage HVAC system and extension to Campbell County room - **Priority - Short-term.**

3. The Museum is fortunate to have large, adequate spaces for all museum functions however a reorganization of designated spaces in the museum was reviewed and discussed. Since the new storage facility was completed in June, 1995 the staff has set a priority to reorganize areas in the buildings. The rehousing of collections from Old Storage room to New Storage will free the Old Storage room for a meeting/staff room. This will eliminate the present practice to use the exhibits area for museum functions that are not conducive to maintaining a museum environment (meetings in exhibit areas and food at public functions). **Priority, Short-term.**

4. An artifact processing area should be designated and secured. The ideal area would be outside the new storage and workshop if the area can be secured from the public. Work tables, temporary storage shelves and a clean artifact handling area should be installed. **Priority - Short-term.**

5. Non-artifact storage and exhibit preparation (office supplies, exhibit material storage, non-accessioned items) inside the artifact processing area endangers the artifacts and should be moved to the workshop. **Priority - Short-term.**

6. To protect and preserve the collections, as stated in the mission statement, it is necessary to upgrade existing museum exhibition cases and construct or purchase new exhibition cases. Upgrade to cases - **Priority - Short-Term** - New exhibition cases - **Priority - Mid-term.**

7. A more in-depth plan should be devised for the New Storage which includes the entire archival collection as well as the material culture collections. This planning stage must take into consideration the resources to complete the cataloguing of the collections. A grant has been written to complete the rehousing and cataloguing of the collections. **Priority - Short -Term.**

8. An additional staff or contract person should be hired to assist the Registrar in cataloguing and rehousing the collections. **Priority - Short-Term.**

9. The staff at the Museum has accomplished much in their goal to maintain professional museum practices with existing resources. The staff wears many hats as do most personnel in small museums. Each additional duty should be accompanied by the proper training. The staff should continue to receive funding for conservation and preservation workshops and to attend conferences. **Priority - On-going.**

A handwritten signature in cursive script that reads "Terri Schindel". The signature is written in dark ink and is positioned above the typed name and title.

Terri Schindel
Conservator
July 3, 1995

continued:

Campbell County Rockpile Museum
900 2nd Street
Gillette, Wyoming 82716

SCOPE OF THE PROJECT:

A General/Facilities Survey was conducted of the Campbell County Rockpile Museum, Gillette, Wyoming by Terri Schindel, Conservator. The project was funded by a Conservation Assessment Program grant through the Institute of Museum Services (IMS). The on-site assessment and subsequent report follow the Guidelines of the Conservation Assessment Program, although modified to meet the needs and complexity of the Museum. The survey was performed on site June 27-28, 1995.

The General/Facilities Survey is meant to give a general overview of major collections care issues facing the Museum. Specific observations are often too numerous to include and are limited to those which illustrate certain points. Museum staff are present throughout the process to take detailed notes about specific suggestions and observations.

The Survey Report will identify a number of needs and steps that should be taken to correct existing problems. It can suggest but not dictate priorities, order, or set a firm time-frame. Only the Museum itself can really understand and predict its own funding, staffing and future programs development. However, the report should be extremely useful in developing a Long-range Conservation Plan.

The on-site survey included meetings with Brandon Case, Director, Kathleen Roberts, Registrar, Penny Schrader, Education Coordinator. Also present were Delbert Kormendey, Maintenance Worker, Rita Farrow, President, Rockpile Museum Association and six board members. A workshop was conducted by Terri Schindel to give an over-view on preventive conservation methods.

GENERAL INFORMATION:

The mission of the Campbell County Rockpile Museum is to collect, preserve and protect, for the education and benefit of the public,

the historic objects associated with Campbell County. The Museum is located in a building that was designed and built for a small museum and was added to in 1976, 1990 and 1995. The 1974 structure is painted steel, 24 gauge sandwich panel. The 1976 addition is 26 gauge standing seam, pre-engineered and the 1990 Implement Building is 26 gage standing seam, pre-engineered. The 1995 Storage and Workshop is 24 gauge standing seam on the front and 26 standing seam pre-engineered on the reverse. The interior of the walls in the new storage and workshop is Latex, painted drywall. The interior of the other walls are precoated enamel on steel of modified silicone finish. Vinyl Vapor Barrier at interior face of insulation is a laminated 0.0015 inch white metalized polypropylene with fiberglass scrim reinforcement and 12 pound Kraft paper laminated together. The buildings are insulated with varying thicknesses of fiberglass insulation material. The interior of the Campbell County Room on two walls is unsealed barn wood.

The museum has a permanent staff of three and a part-time maintenance person. The Campbell County employees facilitate the grant writing, facilities management and act as a resource for the museum employees. As in most small museums, the staff's responsibilities cross over into many disciplines. Care of the collections, including preventive conservation measures is the responsibility of the Registrar and Director.

RECOMMENDATIONS

1. Develop a Long-range Conservation Plan for Collections:
The Long-range Conservation Plan will be used in future applications for grants. A conservation plan enables a museum to build important programs in affordable stages and often avoids costly mistakes or repetition.

2. The staff is committed to non-treatment oriented preservation activities. Brandon Case and Kathleen Roberts have attended several workshops and conferences where they have learned collections care techniques. Staff and volunteers will attend in November, 1995 a Preventive Conservation and Collections Care course to learn current preventive conservation techniques. The conservation budget is presently used for conservation materials and should be expanded to include artifacts that require immediate stabilization by a Conservator.

3. It is important to plan the storage and rehousing to correspond with the goals and objectives of the Museum. This is an opportunity to plan a rehousing storage project that includes cataloguing,

surface cleaning, packing and rehousing artifacts using conservation sound methods and materials.

STAFFING:

As previously stated the staff wears many hats. There are written job descriptions but the large collections and small staff dictate the cooperation of the entire paid and unpaid staff.

The projects to date have been preservation in orientation. Brandon Case and Kathleen Roberts are responsible for the daily collections care. They are assisted by Penny and a core group of volunteers. The present Museum staff inherited a collection that was 15% catalogued with no location or finding aids. They have accomplished much in a short time with a completed computerized, catalogued system with approximately 35% of the 50,000 artifacts entered in the computer data base, MCMS ---Lite. The remaining computerization of inventory records, cataloguing might be best addressed by adding part-time or full-time staff trained in preventative conservation and collections care. This position could be a grant funded position for the rehousing/move project.

RECOMMENDATIONS:

1. Additional staff should be identified to solve problems and backlogs in cataloguing, photo and paper archives. This staff should be encouraged to develop collections management and preventative conservation skills through additional training.
2. Develop a plan to train the core volunteer group to assist in the cataloguing, rehouse and store the artifacts in the new storage facility.

GENERAL BUILDING/FACILITIES:

There are three HVAC systems in operation at the Museum. Temperature and humidity range from 74F to 84F 15%RH to 60%RH. The Campbell County room is presently heated with four gas forced air heater overhead. It is difficult to control fluctuating humidity and temperature. A short term priority is to add humidity to the existing HVAC system.

Care should be given to moving artifacts from the climate/humidity controlled storage unit to the uncontrolled museum environment. Moving artifacts from 55-60%RH to 15-20%RH can cause severe damage.

RECOMMENDATIONS

To provide a proper museum climate control system, within the existing structure, a plan must be devised in consultation with a local company such as Powder River Heating and Air Conditioning company, Campbell County engineering office as well as an engineering consultant familiar with museum climate control.

The staff is currently using environmental monitoring equipment; monitoring and collecting temperature and humidity data. This data will be used to assess the efficiency of the new system in storage and in regards to professional museum standards.

CLIMATE CONTROL AND ENVIRONMENT:

A. Temperature and Relative Humidity:

Relative humidity (RH) is a measurement of the amount of moisture in the air that is available for interaction with museum materials. It considers the relationship between temperature and the amount of moisture that the air can hold at a given temperature.

Relative humidity and temperature are inversely related, so simple changes in temperature can be used to modify RH conditions. If the actual moisture in the air is kept constant, raising the temperature, lowers the RH (makes the air drier) and lowering the temperature raises the RH (makes conditions damper). Since humidity is normally so low, temperature adjustments can be dangerous and must be done in conjunction with monitoring.

Museums with climate control usually set temperatures for the comfort of the staff and visitors at 68 - 72 degrees F. with an RH of 40-45%.

The winter setting can be as low as 30-35% but should not go below 25%. Desiccation and embrittlement of organic materials may result in a low RH. The fall setting (gradually) may be raised to 40-45% for the mixed material collection. It is essential to establish a good environmental monitoring program before and after setting the humidity and temperature controls.

Gillette, Wyoming has low relative humidity throughout the year, but spring and fall storms can cause considerable variation in humidity levels. Standard values of 40% RH with minimum fluctuations, and temperature levels within the human comfort range have been used as an approximate target. This is not achievable,

given the inadequacies of the present HVAC system. It is important to try and hold a lower RH limit of 30% - 35% for the varied holdings of organic materials. As a consequence of maintaining an average low RH range through most of the year, it is crucial to avoid wide swings toward the high RH level, even for short periods, since short term wide ranging shifts in RH cause a great deal of damage to composite organic materials or materials that are under physical stress.

RECOMMENDATIONS

Short-term:

1. The Museum should continue to monitor and record the seasonal changes inside the museum and storage rooms.
2. The addition of humidity is crucial to the preservation of the artifacts. Through discussions with the cooling and heating specialist an overall plan should be formulated with operating and installation costs factored by a mechanical engineer.

Mid-term:

1. Upgrade exhibition cases (see Exhibition) with conservation sound materials that will help to buffer the outside fluctuating temperature and humidity. The sealed cases require areas that can be used to set up micro-climates (silica gel) to help stabilize the case environment.
2. Place sensitive organic materials (textiles, costume, some paper artifacts) in an enclosed environmentally sound storage cabinets to maintain controlled storage conditions.
3. Consideration should be given to an overall energy management system with automated data logging capability. If this is prohibitively expensive, individual direct digital controls (DDC) should be considered as replacements for the present pneumatic system.

POLLUTANTS AND PARTICULATES:

Pollution that concerns museums takes two forms that can seriously harm collections. The first is particulate pollution and is seen as dust. Dust can soil an object, changing its appearance to the point that it is no longer useful. Dust is also often abrasive, and can physically degrade the surface of an artifact through

simple handling. When the dust manages to work its way into the fibers of such objects as a textiles or carpeting, the abrasive destruction can occur from within.

Dust can be highly acidic or alkaline. Dust can be absorbent and take on acidic fumes from the atmosphere or from degrading materials found in the exhibit cases. Dust is hygroscopic, absorbing moisture from the air. Polished metal surfaces that are allowed to become dusty are likely to corrode more quickly than similar objects kept dust-free. Dust encourages pest problems. All sources of dust should be identified and their effect reduced as much as possible.

The other type of pollution that causes problems in museum collections is gaseous in form. Given the location of the Museum, adjacent to a railroad and within a productive mining center, gas phase filtration is desirable.

RECOMMENDATIONS

Short-term:

1. The present HVAC systems have low efficiency particulate filters. As part of the overall review, fan and filtration upgrades should be investigated and acted upon as soon as possible. For museum environments, particularly those using open storage units, 85% efficiency is recommended.

2. All areas containing collections should be kept as clean as possible following a rigorous cleaning plan. To facilitate this process, all non-museum materials should be put away correctly in the workshop area. This would be supply materials used in processing artifacts/collections care or non-artifact items.

3. Barriers should be installed between artifacts and unstable materials that cannot be removed such as wood storage and exhibition cases.

Mid-term:

1. Non-archival materials should be replaced with more stable alternatives.

2. Organic vapor monitoring should be part of the regular housekeeping routine.

Long-term:

1. The upgrades to the HVAC systems should fully climatize the main exhibition room and the Campbell County Room. This should include good filtration to remove particulate and gaseous pollutants.

LIGHT/ILLUMINATION/BRIGHTNESS**Illumination:**

The present lighting system in the Campbell County (fluorescent) was designed for office work stations. It is not an appropriate lighting system for the museum and long term preservation issues.

The spots in the Main Exhibition room are not replicable and are outdated. Consideration should be given to upgrade the track lighting.

All light is energy and can damage museum material on exhibit or that is exposed to light in storage or in work places. Light can fade dyed textiles, painted surfaces, water colors, and many materials of animal origin. With materials such as basketry and paper, "photodeterioration" can have the opposite effect and can lead to darkening. Less obvious physical deterioration can lead to weakened fibers in fabrics, papers, and basketry. Generally, the brighter the light, the more energy is present and the greater the damage. Certain light sources have different energy levels and potentials for damage.

Brightness:

In museums, the brightness of light is monitored by light meters that read in "foot candles" or "lux". The following levels of "illuminance" or brightness of light are usually "recommended" as for materials commonly found in Museum collections. These are the maximum levels that permit comfortable viewing for light sensitive materials. Any exposure to light can cause some level of permanent damage. The effects of light damage are cumulative, so especially sensitive material should be periodically retired from exhibition. If in doubt, ask a conservator.

The following table should be useful in setting light levels to meet normally accepted illuminance.

Highly light sensitive materials:

Recommended light levels not to exceed 5 ft.c. or 50 lux.

Water colors, dyed materials including baskets, textiles, rugs and carpets, leathers, quillwork, feathers, archives and works of-art-on-paper, photographic materials, and many natural history materials including feathers, insects, some minerals, and shells.

Moderately light sensitive materials:

Recommended light levels not to exceed 15-20 ft.c. or 150-200 lux.

Paintings, polychromed objects or architectural elements, undyed basketry, leather, wood, and most natural history materials.

Materials with low/little sensitivity to light:

There are no strict limitations on light level.

Most stone, metal, glass, beadwork, mosaics, ceramics, and enamels.
(there are exceptions to each category)

Lights in collection storage areas should be kept off as much as possible. Multiple uses of space for work areas, cataloguing and visitation make this difficult.

RECOMMENDATIONS:

Short-term:

1. The Museum must purchase a good UV light meter and begin to solve its light problems as soon as possible. Office lighting systems are not appropriate for Museums.
2. Install track lighting system. Prolonged exposure at low light levels can be a problem for light sensitive objects and dyes. This is because light damage is cumulative and is based on total exposure over time. Under the current lighting system all artifacts receive the same damaging exposure. It is essential that a system where the exposure time of each exhibit and storage area can be individually controlled.
3. Lighting within the cases should be taken into account when placing light sensitive materials in these cases. Light levels are significantly higher at the top of cases than at the bottom.
4. Works of art and artifacts should be rotated to minimize total

length of time of exposure.

Mid-term:

1. A storage light system should be dedicated to that purpose alone so that all areas can remain in the dark except when monitoring or accessing collections.
2. Add switches for each section in the storage room. Limit use to artifact related activities. All other areas of storage should remain in the dark.

Long-term:

1. When planning the new exhibit cases and exhibit areas, a museum light specialist should be consulted regarding state-of-the art museum, exhibition and storage light systems.

PEST CONTROL:

The Museum does not have a written policy but an Integrated Pest Management (IPM) should be written into the "Collections Management Policy".

An Integrated Pest Management program replaces dangerous chemical pesticides and fumigants that can damage the collection and pose a health and safety threat to the staff and visitors. IPM usually includes three major components.

1. **Prevention:** There are several ways in which the risk of infestations can be reduced if not prevented altogether. All material coming into the collection and the various Mission buildings should be pest-free. Many museums isolate in-coming material in a separate room for a period of time to allow adequate observation. Temporarily enclosing this material in polythene bags can contain any problem. Enclosure tends to make the insects more active and usually assists in the observation process.

Plants and flowers can introduce insects. These should be avoided. Dried flowers and greens from private sources are risky. High risk activities such as food storage, preparation, consumption/disposal should all take place well away from areas where artifacts are exhibited or stored.

Vegetation should be kept away from the foundations and walls of the structure. Dust and dirt encourages insects, so all areas

containing collections should be routinely cleaned. Water and damp conditions are usually followed by increased insect activity. Should any flooding, leaks, or spills occur, staff should be especially vigilant for pests in the days and weeks that follow.

Dead pests should be kept cleaned away so that they do not serve as food for others.

2. Detection/Monitoring: Collections on exhibit and in storage should be constantly monitored for any sign of pest activity. A weekly/monthly inspection of all the cases is recommended. A problem caught in the early stages can usually be contained and treated before significant damage can occur. Lining shelves and drawers in storage with white materials such as acid-free papers or ethafoam can simplify the monitoring process. Light fixtures and window sills should always be inspected for dead insects that might indicate the presence of an infestation in the collection. Many museums are using sticky traps to sample pest populations. All frasse and insects collected should be identified so that the appropriate action can be taken.

3. Eradication: Options available for dealing with an infestation should be identified before a crisis has developed. It is important to be able to act quickly, efficiently, and using the correct method. Non-chemical methods are currently favored for treating artifacts in the collection when possible. Freezing is one option that many museums are now using since it can often be done at little cost on site. The use of various gases such as Carbon dioxide and nitrogen are also under consideration and should be considered. Where chemical fumigants are to be used, a conservator should be consulted to assure that the correct fumigant is being used and that the technique of application is appropriate. There has been no pest activity in the Museum although insect damages to the artifacts may have occurred prior to the collections accession. The risk of infestation and damage to the collection could be significantly reduced through an active program of prevention. All food and beverages should be banned from the Museum.

RECOMMENDATIONS:

Short-term:

1. All areas of the Museum and its properties should be kept as clean as possible to assist prevention and detection of infestations. Place sticky traps in the Museum and storage areas.

2. When rehousing the sensitive organic materials, examine each artifact for signs of insect activity and surface clean.

3. The staff should be trained in identification of insect problems and monitoring methods.

4. Food and beverages should be removed from the Museum.

Mid-term:

1. With any renovation and space reallocations, an isolation area for in-coming material should be identified.

2. A blast freezer should be available for pest control. Contact local taxidermy businesses to determine if a freezer is available.

Long-term:

1. Write and implement an Integrated Pest Management Program.

COLLECTIONS AND COLLECTIONS POLICIES:

Policy:

There is currently a written Collections Management Policy. This policy was written within the last three years and implementation has progressed at an astonishing rate given the small staff and the back-log of work. A Deaccessioning Policy exists.

Collections:

The collections are in fair condition with overcrowding and inadequate storage and exhibition furniture (see EXHIBITIONS) as the primary concerns.

Approximately 35% of the collection is catalogued with approximately 50,000 items in the collection. It is entered in the computer data base, MCMS - Lite. The data base system allows for conservation reports to be entered in the same file. It is important to keep conservation reports and notes with other information on each artifact.

Even though the Collections Care guidelines calls for collection rotation on a periodic basis, this does not occur with sufficient frequency, particularly for some of the more at risk materials.

The photographs and photo-archival materials (negatives) are housed throughout the artifact storage room in non-archival materials.

These photo archives are historically significant and should be placed on a high priority list.

RECOMMENDATIONS:

Short-term:

1. Collections require conservation sound storage furniture and additional space to alleviate overcrowding. Reorganize and rehouse sensitive organic materials: textiles, costumes and archival paper artifacts.

2. The Photo archives (primarily the negatives) should be put into useable order and correctly housed to permit safe access. This is a large project that require more staff than currently is available.

3. Rotate sensitive organic materials from the exhibition area to storage every 6 to 12 months.

Mid-term:

1. Additional conservation survey of each artifact will be needed to further assess the conservation needs.

2. Collections cataloguing should be completed and a duplicate set of collections records should be stored in a secure place off-site.

Long-term:

1. Conservation treatments should proceed based on curatorial and conservation priority.

EXHIBITIONS:

As discussed in the environmental section on lighting, office lighting systems are not adequate for museum exhibits. It is difficult to control the aesthetic quality of existing light and amount of light falling on the artifacts. Rotation of artifacts has been discussed in collections. A number of other points of concern were discussed during the survey. A few are listed here:

The manner in which some of the artifacts are supported for display is of concern. The costumes require a fully supportive mannequin

custom built for each item. Materials used for the purpose built mounts should be conservation sound.

The cases in which the artifacts are displayed are constructed of wood and glass. It is difficult to control the interior environment of these cases.

A collection priority is exhibition cases and lighting. Collections should be exhibited in accordance with good museum procedures and conservation sound materials. The lack of full environmental control remain a limiting factor in providing optimal exhibition conditions. The organic materials are very susceptible to off gassing of wood products and degradation products from old sealants and paint.

RECOMMENDATIONS:

Short-term:

1. Noted problems of light levels, mounts, access (doors), etc. in the Museum exhibits should be corrected as soon as possible.
2. A new museum lighting system is needed in the Campbell County Room and an upgrade to the system in Main.
3. To control the humidity and temperature inside exhibition cases they must be sealed and constructed from conservation materials. It may be possible to upgrade existing cases for the short term using barrier materials and fabrics per our discussion.
4. Environmental conditions inside and out of the cases should be monitored at all times. Organic vapor monitors, humidity strips and temperature gages inside the cases are needed.

Mid-term:

1. The case materials need to be upgraded case by case with stable materials. All new exhibition cases should be constructed using conservation sound materials. A cost estimate is needed for new, environmentally sound exhibition cases.
2. Remove organic, fragile artifacts from exhibit and place in storage. Establish a rotation system so that these materials are exhibited for 6 to 12 months or less with six months in storage.

Long-term:

1. Exhibit cases in the Museum should be replaced with new equipment that uses only stable materials and that is also attractive and flexible in use.

2. The museum Long-range Conservation plan should include specific museum lighting systems and dates for the replacement of existing systems.

STORAGE

Storage needs should be a high priority and must be the driving force behind future expansion and development. The New Storage facility is an excellent structure with adequate space for existing collections. Since the Museum has created a good storage facility with full climate control and sufficient space, it is now a high priority to catalogue and rehouse the artifacts in this facility.

The archival and photo-archival collections need archival folders, boxes for storage, sleeves for negatives and prints, etc.

In the present storage there are two offices, artifact processing and conservation supplies. The research files are also located in this area. People are turning the lights on and accessing this area when it is not artifact related.

RECOMMENDATIONS:

Short-term:

1. Remove all non-artifact materials, research materials and keep the lights off as much as possible.

2. Establish areas within the storage for specific media types and large oversize objects. Begin reorganizing existing space outside this storage unit.

3. Replace old storage furniture with sealed, gasketed, conservation sound cabinets. Begin with sensitive organic materials and rehouse in new storage cabinets. Utilize the Space Saver units for materials stored in boxes. Small items can be placed on ethafoam lined shelves.

4. Replace all acidic and unstable storage materials for the archives and photo-archives.

Mid-term:

1. Move work stations and offices to appropriate office space and artifact handling area. Once the rehousing in new storage is complete offices and work areas will be the priority.

Long-term:

1. Once the cataloguing and rehousing project is complete, collections will be housed under optimal conditions in a climate controlled facility with state-of-the-art conservation storage furniture.

SECURITY

There are no security cameras or motion detectors. Security consists of the Hostess or employees sitting at the front desk watching the visitors as they tour the museum. While this person can see the visitor enter the museum he/she cannot view the entire space from his/her desk. Artifacts outside her viewing distance are placed in locked exhibition cases or on security mounts.

This type of security seriously limits the possible exhibit flow patterns and curtails the amount of items that can be placed on exhibit.

The night time alarm system is an intrusion/motion alarm with a police response time of 2 mins.

Fire detection consists of smoke and heat detectors placed near the ceiling in the storage rooms and in the public spaces. Fire response time is 2 mins. A fire hose is located at the entrance of the Museum and trained personnel work throughout the county building. All Museum staff are trained once a year to operate fire extinguisher located in the Museum and alternate storage. There are no standing water alarms.

RECOMMENDATIONS

1. Hire a security guard to monitor the Museum. If this is not financially feasible, place a Museum employee in an advantageous area to monitor all visitors.

2. Lock the storage and alternate storage areas with limited, monitored access.

3. Place standing water alarms in storage and alternate storage where sewer and water pipes are located.

EMERGENCY PREPAREDNESS:

The Museum has no Disaster Plan in place. The Museum's needs are specialized and require a specific plan. There should be resource people and supplies identified to handle salvage, decisions in place regarding priorities for salvage, places to temporarily store collections, etc.

RECOMMENDATIONS:

Short-term:

1. A Disaster Plan must be written as soon as possible. An in-house plan should address methods of reducing the risks of emergencies and damage to the collections.

2. Fire detection, suppression, and preparedness should be evaluated and upgraded as needed.

In conclusion I would like to note that the staff of the Campbell County Rockpile Museum is a dedicated, staff that have accomplished much with limited resources. I found them to be open to suggestions and a willingness to implement the short term priorities. They are instrumental in planning and implementing professional museum practices. They are very insightful about the priorities and means to accomplish them. I believe the short and mid-term goals can be accomplished in a timely manner with the support of the Museum Board and Campbell County Commissioners.

Terri Schindel, Conservator





Museum Assessment Program

Organizational Assessment Final Report



The Museum Assessment Program (MAP) is supported by a cooperative agreement between the Institute of Museum and Library Services and the American Alliance of Museums.



**Museum Assessment Program
Organizational Assessment
American Alliance of Museums
Campbell County Rockpile Museum
June 2017
Gillette, Wyoming
Reviewer: Barbara Taylor, Retired Museum Director**

The site visit to review the Campbell County Rockpile Museum took place from June 25, 2017 to June 28, 2017. Two full days were spent for the MAP.

The Museum Assessment Program (MAP) is a national, voluntary program which helps museums strengthen operations, plan for the future and meet standards through self-study and a consultative site visit from an expert peer reviewer. The program offers several assessment types that focus on multiple aspects of museum operations, allowing participants to work on various methods of self-improvement. Museums from across the country in all disciplines apply to be selected into MAP. Since 1981 over 5,000 museums have participated in over 6,500 assessments. MAP is supported through a cooperative agreement between the Institute of Museum and Library Services and the American Alliance of Museums.

History: Gillette is in northeastern Wyoming along I-90 and has a population of approximately 30,000. I-90 goes through Gillette and has a high volume of traffic year-round, peaking in the summer months when many tourists are heading to the Tetons and Yellowstone Park. Approximately half of the museum visitors are tourists. Campbell County is the largest coal producing area in the country supplying approximately 30% of the nation's coal. It also has reserves of oil, methane, and uranium making it the "Energy Capital of the Nation". The population of Campbell County is affluent and well-educated enjoying many of the benefits of the state's wealthiest county.

The museum was organized and opened to the public in 1974. Today, it consists of two large metal buildings and two historic one-room school houses. Across Highway 14/16 are two more support buildings for collection storage and heavy exhibit construction. Additionally, there are several large artifacts on site such as a caboose and farming equipment. The first full time Director was hired in 1992. A staff of five keeps the museum open 6 days a week.

The museum takes its name from the "rock pile," a geological anomaly, adjacent to the museum. At Gillette's beginning the Rockpile was used as a landmark for travelers. The museum focuses on the history of Campbell County from Native Americans to the present. The staff would like to tell the story of energy in the area, but the artifacts associated with this story are very large. There is no space in the museum to tell the story.

The museum itself has outgrown its space. There are no dedicated spaces for private meetings, workshops, lectures, etc. The parking lot is woefully small, often deterring large audiences from attending programs. Some people park across the street and have to cross the highway. Several times the county has proposed to build a new museum, most recently in 2014, when the project reached design development before being postponed due to an economic downturn. The project led the museum to recognize it needed to update its mission statement. Currently, the museum is attempting to adopt a new mission statement and conduct a strategic plan for its future growth. Direction of the strategic plan will vary greatly dependent on the timeline of construction of the new building.

Executive Summary:

- The museum should use the immediate future to complete its discussion of the mission statement, and adopt it.
- The County Commissioners and Board need to strengthen and increase communication, immediately. The Board and staff thought that the future building was on hold for 3 to 5 more years. However, the County Commissioners revealed in a meeting with the MAP reviewer that discussion of the museum could resume the following year. A strategic plan would be vastly different for each scenario. The County Commissioners **need** to share their timeline with the museum as soon as possible.
- The County Commissioners meet at the museum 4 times a year. This would be a good time to educate the commissioners on the museum's needs, and scope of staff's duties, particularly the behind-the-scenes operations. There is much that goes on at a museum that most people don't consider.
- The museum needs to embark on a strategic plan based on the timeline of a new building, inclusive of stakeholders and community members. The museum staff, the Board and the Rockpile Museum Association need to know the interests of the community, particularly if there is an opportunity to grow the museum.
- Concerted efforts need to be given to continuing work on deaccessioning and getting collection documentation in shape. If the new building moves forward soon, money for conservation and restoration of artifacts needs to be available.
- The museum has been reaching out to the community in new ways. Strong educational programs, complementing exhibits will continue to grow the audience. However, if the new museum is closer on the horizon, without expansion of the staff, this increase in programming will have to take a back seat. It would be best to continue strong programs to continue building community support and enthusiasm, and add to the staff to prepare for the expansion.
- Hiring a curator, and other positions, several years before a move to the new museum is also critical to future research and exhibit development.

- Consider a review of the current plans for the new museum based on the outcome of the strategic plan and input by the community. The stakeholders in the community are not convinced locating the museum at the current site is in the best interest for the museum. It is unfortunate that this message wasn't clearly conveyed to the commissioners before design of the museum took place.
- The museum has only one time to get an expansion right. All stakeholders need to be on the same page for wide community support.
- Continue surveying public audiences on exhibits, programs, etc. This will be helpful in planning the new museum.

The museum is at a critical point. Either it plans for programming at the current location without expansion or it prepares for the expansion that a new facility could potentially bring. The museum either would continue to be a small local/county museum, or it could potentially be a critical regional museum telling the story of the "new West." A good strategic plan needs to be developed for either scenario.

The Campbell County Rockpile Museum requested an Organizational MAP to help them with:

- 1) Engagement of the Community. "The Board and staff understand the importance of self-assessment, but we want our community to be a part of this process. Community buy-in is very important for the institution's long-term viability." The Board began a strategic plan, but it has faltered. Barbara Taylor, peer reviewer noted that no group of stakeholders, i.e., teachers, college professors, the library, visitor center and other cultural institutions has been a part of this process up till now. She recommended that groups of stakeholders be convened, preferably with a facilitator to learn from the community their interests for the museum and how it can best serve the community, both now and in the future.
- 2) Assess Facilities Management Needs: The report stated that the facility is a weak spot in the operations. The Board and staff need assistance in setting out a plan for improvement and eventual construction of a new structure. Before Ms. Taylor went to Wyoming, she was informed that several years before the museum was in a building program, and had met with architects and exhibit designers, with a resulting design.

The Board and staff assumed that the project was possibly 5 years out, and they needed to plan ways to accommodate growth of programs and collection in the meantime. During the visitation, she learned that this timeline might change, dramatically changing the focus of the MAP and future strategic planning. When she met with the County Commissioners on the first day, they stated that the project would probably be discussed in 2018 with implementation of existing plans over the following 12 – 18 months. The adoption of a timeline for a new

facility needs to be made soon, so that the Board can conduct the strategic plan accordingly.

- 3) Prepare for Accreditation: The goal of AAM Accreditation was one of the biggest reasons that the museum wanted to go through the MAP Assessment. They recognize that "the steps necessary to become accredited would be beneficial for the preservation of our culture and history for generations to come." Ms. Taylor shared her feeling that the steps to become accredited were of themselves the greater immediate goal, such as working with the collections to deaccession duplicate items, or items without provenance. Exhibits that have been on display for years need to be upgraded perhaps serving as a test for exhibits in the new museum. Stronger educational programming needs to continue. These are the immediate goals ... stepping stones to prepare for accreditation. These steps need to be the focus.

Furthermore, the AAM would not allow a museum that was soon to undertake a new facility to begin the Accreditation process. They would want to do it after the new museum was finished. The museum should first participate in getting all its core documents including Mission Statement, and Strategic Institutional Plan in order. They have completed a Code of Ethics, Disaster Preparedness Emergency Response plan, and the Collections Management Policy. The last two are due for review this year.

The Museum has a very good, professional staff that work hard and have begun new programs over the last two years under the direction of Robert Henning the new director. The Board members seem very dedicated and anxious to help the museum achieve what is best for its future. The Association (met only a few people) have been challenged by the County Commissioners to raise \$5 million dollars to help fund the exhibits and interior building needs. They are unsure how to accomplish this. There is a strong group of dedicated people who love the museum and wish to help it grow.

The County Commissioners are concerned about the future of the museum and started a building program several years ago, as mentioned. They have set aside some funding for this project, even though it was put on hold due to an economic turndown. They purchased land adjacent to the current property, behind the museum. It is at a significantly lower level than the front part of the property. Additionally, a "ditch" which is an historical feature, runs through the property, dividing the current museum site and the new property. The ditch was built to bring water into the area. The commissioners are committed to building the new museum on the current site, with the current design, even though this reviewer heard many citizens argue against this approach.

Barbara Taylor met with the following:

Day One

Robert Henning, Director, for a preliminary discussion and tour of the museum property. (2 hours). Barbara inquired of Robert his three biggest challenges. They include :

1) Facilities: their age, maintenance, separation of buildings (need to rely on county maintenance crews to transfer artifacts who are not trained how to handle artifacts). Artifacts are subjected to changing environments when moved. There is a lack of interior walls or panels for exhibits. The parking and restrooms are very limited. There is no event space, no private meeting rooms. There are 4 separate museum buildings, two of which are located across Highway 14/16, a busy thoroughfare. There are two one-room school houses on the property. Also, outside are several large artifacts such as a caboose, and large farm machinery.

2) Funding: The area has experienced a recession due to lower demand for energy. The staff is paid well, but the budget was decreased by 3%. There is only \$25,000 in the budget to pay for educational programs, collection management and conservation, and exhibits, the primary reasons the museum exists.

3) Mission, Vision and Planning: Henning explained that the Board and County Commissioners have grappled with the museum's future, debating what the museum is and should be. At the beginning of the building program in 2014 several groups tried to persuade the museum to become a science or energy museum, reflective that the county produces over 30% of America's coal along with methane, uranium and oil. The Board feels that it can be a very strong regional museum interpreting the lifestyles of the region, including the Native Americans, the geology, paleontology, ranching, and the energy story.

I asked Robert to focus on positive things about the museum. He replied that the museum is extremely busy. That the staff has been able to switch out old exhibits, as well as bringing changing exhibits to the museum. The collections and education departments are coordinating their efforts to provide interesting programs to support the exhibits. The result is an increase in attendance, primarily from the local community. They hope to continue this trend, however, the focus will change and programming will slow down, if a new building is on the horizon.

Following the meeting with Director Henning I met with the staff, which included: Angela Beenken, Registrar who has been with the museum for two years; Penny Schroder, Education Coordinator, with the museum for 24 years; Kim Roesser, Asst. Registrar, with the museum for 3 years, and Wendy Legerski, Asst. in Education, at the

museum for nine years. The input at this and the following meetings will be addressed in the general report.

Lunch: with Board and staff. After lunch discussions were held with the Board, including: Tami Bishop, Secretary/Treasurer, on board for 2 years, former teacher; Sherry Lowell, one year on board, 10 years on Rockpile Museum Association, retired dietician and tool maker; John Daly, lawyer, rancher, on board for 3 + years. Can fill one more term; Nola Wallace, former Board member, retired health nurse who worked for County and helped in the construction of two health buildings. Rita Cossitt-Mueller, new Board member, retired elementary education teacher, rancher; and Robert Henning, Director, 2 years; Registrar for 10 years.

In the afternoon, I met with the County Commissioners which included: Rusty Bell, Chair; Matt Avery, Rancher; Susan Saunders, County Clerk; Robert Palmer, Commissioner's Admin. Director; Mark Christensen, Real Estate and Family Rancher; and Ivy McGowan-Castleberry, County Public Information Officer.

Day Two:

Meeting with Robert Henning to discuss aspects of the first day, and plan for the next meetings.

Meeting with Angela Beenken, 1 hour

Meeting with Penny Schroder, (20 min), and with Penny and Wendy Legerski, half hour.

Meeting with Board:

Present: Tami Bishop, John Daly, Sherry Lowell, Nola Wallace and Kelcie Hughes, a new Board member. The Director and Taylor updated the Board on the meeting with the County Commissioners, and their timetable for the new museum.

Lunch with members of Board and community stakeholders. This included: Robert Henning – Museum Director; Barbara Taylor – MAP Peer Reviewer; Kim Roesser – Museum Staff; Terri Lesley – Campbell County Public Library Director; Peggy Fraser – Retired School Teacher and Museum Volunteer; Mary Silvernell – Director of the Campbell County Convention and Visitors' Bureau; Charlene Busk – Campbell County Historical Society; Norman Grams – Volunteer at the Rockpile Museum for 25 years; Sandra Stewart Holyoak – Rockpile Museum Association (RMA) Board; Myrna Sharp – Past RMA Board Member; Tom Butler – RMA Board; Ken Geer – Lifelong Resident and Local Business Owner; Diane Hackett – RMA Board; John Daly – Campbell County Rockpile Museum Board; Gregg Blikre – Retired Banker, Former State Legislator; Sherry Lowell – Campbell County Rockpile Museum Board; Regina Herringshaw – Gillette Main Street and Gillette Historic Preservation Commission; Lisa Marquiss – Museum Volunteer. Others were invited but could not attend.* (see end of document)

The meeting was held after lunch.

Tour of the Gillette area with Robert Henning: Viewed AVA, Library, CAM-plex, Gillette College, coal mining operation, County Rec Center, etc.

Meeting with Kim Roesser for 45 minutes.

MAP Review:

Mission and Planning:

The Museum selected the Mission and Planning activity in its self-study. During their discussion, no one could paraphrase the entire mission statement. During the time when the new museum was being planned there was much discussion as to what the new museum would be. Some thought it should be based on interpreting the “energy capital”, others thought it should interpret the cultural lifestyles of the area. The cultural lifestyles of the area prevailed for the direction of the museum, interpreting the geological influences, the Native Americans, the early settlers, ranching, and the development of energy resources among other topics.

The Board and staff had begun in 2016 a review of the mission statement and done some strategic planning but with the new building on hold, progress on both stalled. In reality this should have been done before beginning the design of the new building. The mission statement is now the most critical item on the table. It will direct the future of the museum. The as-yet unapproved mission statement states: “Campbell County Rockpile Museum preserves and interprets the cultural and energy history of Campbell County and the Powder River Basin through educational exhibits, programs and events.”

There are several key problems with the current proposed statement, as I see it. It does not address collections or their preservation which is a KEY function of any museum that owns artifacts. I understand their interest in including the term energy, but it seems awkward. Furthermore, several VERY crucial aspects of the museum aren't really represented in the mission statement. I suggested that perhaps they might want to establish a time frame in the mission statement such as from “prehistoric to the present”. This implies, without stating the Native Americans, geology, archaeology, etc., which allows discussion of each, as well as energy. The geography of the region very much influences the Gillette of today. I might suggest that the mission statement read the “Campbell County Rockpile Museum preserves and interprets the history of Campbell County (and the Powder River Basin) from prehistoric times to the present through exhibits, educational programs and collections.”

I questioned Robert about the inclusion of the Powder River Basin as I did not know the scope of this area. The Powder River Basin is a geologic structural basin in southeast Montana and northeast Wyoming, about 120 miles east to west and 200 miles north to south, known for its coal deposits. The staff is concerned that this means they have to

collect for the entire region. Henning felt that the cultural lifestyle in this area was virtually the same throughout, and that collecting should remain in the county. However, he did feel strongly that the term helps to reference the coal's importance to the region. I think if the Collection Policy addresses limiting the collecting area, there should be no confusion.

Allocation of resources are somewhat lacking in fulfilling the museum mission. I stated above that the County funds the staff positions fairly well, though there are two positions that are probably underfunded for the work that is done by each person. Unfortunately, government and museum titles often don't mesh. Currently there are two "museum technicians" on the staff, who do much more than what is described in the job description. Both descriptions should be reviewed. Neither is doing "administrative assistant tasks." (One is under review as Kim Roesser is leaving her position.) Also, the funding of the programming side of the budget should be reviewed and increased. \$25,000 for all educational programs, exhibits, collection management and conservation is low for an institution of this size. (Compare other local museums to understand allocation of budget.) Budgeting for a future museum would mean more programming dollars, as well as an increase in staff.

Future museum planning is critical now. While interviewing the County Commissioners it was revealed that talking about the new museum could resume in 2018, with the implementation of construction to follow over the next two years. This was very surprising to the Board and staff, who were under the opinion that the plans for the new museum was probably 5 years away before being resumed. This disparity of views is troubling. The County Commissioners and Board need to discuss this immediately. The Board will soon resume conducting strategic planning and the outcome would be totally different based on the timeline of the new building. The County has charged the Rockpile Museum Association (RMA) with raising \$5 million for exhibits and interior furnishings. They need to know the time-frame in which they have to accomplish that task.

When the new museum project was first undertaken a committee of approximately 30 stakeholders and donors was appointed by the County Commissioners. It included County Commissioners, county staff, museum staff, museum Board, RMA, architects, City Parks, former Commissioners, and invited guests that were representatives of business, ranching, City of Gillette, etc. They met several times but no final report of their thoughts and recommendations was produced. I met with a similar group which included 6 of the original committee members. I heard that there was a great deal of frustration that their input had not been considered by the Commissioners. There was a feeling that the Commissioners had already made certain decisions before convening the group. One person stated that at least two donors he had been cultivating were put off entirely on the project and said they would not contribute to the new museum.

I felt from meeting with this group, that the museum needs to immediately resume its strategic planning. Once the museum has adopted its mission statement, it needs to convene a few groups of stakeholders to find out what the community wants from the new museum. One of the stated goals of this MAP is to broaden community involvement, yet the museum's beginning efforts of strategic planning were limited to people already engaged in the museum. The museum should hire a facilitator to help conduct strategic planning, include several groups of stakeholders, and then the Board and staff can refine its strategic plan for the future. It might be a blessing that the building was put on hold, so that the museum staff and board could reach out to stakeholders through a strategic planning process. A much stronger museum will be the result. If the stakeholders feel that they have been heard there will be much greater buy-in from the community. If dollars need to be raised by the community for the new museum, the process will be much easier.

Interpretation and Education:

Audiences and Visitors:

The museum has two major audiences. Attendance figures totaled about 13,000 in 2016, up from the previous year. The museum serves the local population including school children and adults through specific programming. Third graders come to the museum to spend half a day in the one-room schoolhouse, or Pioneer School, learning as children of the area once did. A second program for sixth graders has recently been revised. It used to focus on the Civil War. Last year the education department shifted the topic to WWII and not only provided relevant programming for the students, but actively engaged those senior citizens who participated in the war. This program gathers all the sixth graders into one meeting. I understand that Skype was used to interview a veteran. Hearing the personal experiences of a WWII veteran is far more impactful than reading a book on the topic. This program was coupled with an exhibit on WWII which attracted much community attention.

The museum has also developed Family Days which are highly popular. They are held three times in the winter. In order to accommodate these activities, the staff often have to move collections on exhibit, which is not an ideal situation as artifacts could be damaged.

The secondary audience is tourists to the area. Highway signage on I-90 and directional signs in town pulls in about 6,000 tourists annually. People traveling from east to west are frequently traveling to the Tetons and Yellowstone Park. There is the opportunity with better signage and description of the museum to increase that number. A new museum focusing on regional history and energy production will probably ensure that the museum becomes a strong player in the area and state.

As planning for the new museum restarts, it might be a good time to consider a possible name change. The Campbell County Rockpile Museum name is rather long. Also it is not the most interesting name. Obviously, the museum could become the Campbell County museum which would basically reflect the preferred mission of the museum, which is to interpret the local region. The "Rockpile" Museum is somewhat misleading. As we were conducting a meeting in the gallery (there is no private space to hold a meeting), a guest stated that her family expected to see a museum of rocks. Henning agreed that this is often a misconception. As mentioned in the history section, the Rockpile Museum takes its name from the "Rockpile", a geological anomaly that is located next to the museum. Historically, it was a landmark that helped early citizens to know when they had reached Gillette. In recent years, the general public has little or no connection to the "rockpile", particularly since it was fenced off. Early citizens recall climbing it, and having picnics there. But a survey of the stakeholders group revealed that they have no real association with the landmark, particularly people under 50. The vegetation that has grown up around the Rockpile makes it difficult to see. In fact, on the second day of the MAP, I drove past the museum.

There has been much discussion of this museum being a regional museum that would interpret the "old west" and its lifestyles and culture, as well as celebrating the importance of this area throughout the country with its energy production, and projecting the future of this region as the production of energy changes. Perhaps a more comprehensive name such as the "Museum of the New West" would begin to suggest a museum that has a unique story to tell that continues to evolve.

Community:

The museum listed "the engagement of the community" as one of the objectives of this MAP. They also selected the public experience activity to complete the self-study. In the past two years the museum has been engaged in developing more community programs. However, the staff is concerned about what they consider a new deterrent in planning programs. They have been told that any speaker for the museum must carry their own insurance. As speakers often are not paid, or not professional, it will limit the individuals who might share their talents with the museum. The Director intimated that the museum might have to take out insurance for some speakers, but it would be costly.

I have never heard of such a policy from any governing authority, private or public. I have worked at the city, county, state and federal level and in all cases I was always told that the government was self-insured. I hope this new policy is quickly reversed as it would severely limit what the museum can offer the public in programming.

The museum has approximately 50 to 75 volunteers that help with the Pioneer School and special events. No guided tours are given to the general public in the museum. A small directional handout is a guide to the museum galleries and additional buildings. However, staff has observed that signage is somewhat lacking or confusing. The staff

notes that sometimes visitors are not sure where the entrance to the museum is, or that they miss the other buildings. Since the MAP Self-Study activities, new signs have been ordered. Hopefully this problem will be eliminated.

The staff has conducted surveys of their programs for teachers and the general public. Response to the family days was overwhelmingly positive, with the exception of parking. Continuing surveys will help them to plan well for the new museum.

Exhibits:

The museum presents two types of exhibits: permanent and changing. There is no one person on the staff designated to handle exhibits. It is a group effort on the part of the staff to select upcoming exhibits. Angela Beenken, the Registrar, has been charged to oversee exhibits in addition to her full-time job of collections management. Often they make use of traveling exhibits for the temporary gallery. Several recent exhibits on WWII and Firefighting have been very well received by the community. These exhibits enjoyed high visitation and supporting educational programs were well attended. The staff recognizes that through changing exhibits they can keep the local community coming back to the museum. By pairing good programs to their exhibits, they continue to grow their community reach.

Permanent exhibits are more problematic. Some have been on display for 20 or more years. Kim Roesser and an intern were given the opportunity to change out some cases. Artifacts are being used to tell a story in these newer exhibits, rather than the older approach of displaying a large number of saddles or stirrups for comparison. This new interpretation gives the museum a fresher feel.

The staff recognizes it can't tell the story of energy in the area, as the pieces of equipment used to mine coal or pump oil are very large. They are hoping a new space/museum will accommodate a few of these pieces. In the meantime, there are videos available to the public on aspects of the industries important to the area.

Throughout the exhibits are some hands-on activities for the children. These help to keep younger visitors entertained and learning.

Collections Stewardship:

The museum staff has done a good job developing and adopting collection policies for collections, care, and disaster planning. The County has responded to the need for more storage space by contributing two buildings across the street. When large artifacts need to be moved, the staff can call on county employees to help with a large vehicle and man-power. This definitely helps the staff, who don't have the capability to move these larger objects. However, the trade-off is that the museum generally has to do it when convenient for the maintenance department, and the workers have little or no training on how to move objects carefully. With artifacts stored in different buildings,

objects are subjected to a change in temperature and humidity when moving them from one location to another. The future museum should be planned with all artifacts under one roof, whether on exhibit or in storage. The exception would be artifacts too large to be housed indoors.

For many years the staff has focused on collection management, rehousing artifacts in acid free boxes, and other proper environments. It is estimated that 90% of the collection has been accessioned and catalogued. However, an effort needs to be made to photograph the early donations to the collection to add to the artifact's record. Now with digital photography, this documentation is no longer a financial expense, but does take staff time, which takes away from other programs. It is a good way to identify an object and also monitor its condition. An effort to put images of collection items and photographs on line has been started. Approximately 1% of the collection is available online.

In 2016, a cleaning of the exhibits and storage area in the Annex building located a number of undocumented artifacts. These items need to be researched and hopefully recorded information on them can be found. They need to be accessioned into the collection if selected for keeping.

An area for concern is conservation. Items that might be used in a new museum need conservation and restoration. This is an expensive process, and money and time need to be set aside to accomplish this successfully. Also, if a new museum is in the near future, a complete inventory should be undertaken before the move. This is a time consuming project. The last inventory was conducted in 2009 – 2010 and items were discovered missing. It is important to know what you have before moving to the new museum. Accurate records can be used to track the move of artifacts from one location to the next.

The current Registrar has done substantial work in identifying items that need to be deaccessioned. This work needs to continue, though she is called to help with exhibits when necessary. It is critical for her to concentrate her effort on the collection, especially if a move is within 3 to 4 years.

Currently, there is no designated space for incoming items to be segregated from the collection. This is important if the incoming item needs to be treated for mold or infestation. The Registrar is concerned about lack of space for future collecting. She noted that the new plans do not expand the collections storage area, rather it was made clear that the existing support structures across Highway 14/16 would continue to be needed and used, rather than planning for one collection storage facility. Additionally, she was concerned that plans for the new museum don't include spaces within the permanent exhibits to change out artifacts periodically, making it more interesting for return local visitors, as well as for the preservation of fragile items.

Administration and Finance:

The administration of the museum is led by Robert Henning, who reports to the County Commissioners and the Board. The staff is composed of five individuals of a variety of ages. As a department of the county, they come under the standard policies put forth by government. However, I noted that two of the museum staff does not have job descriptions, other than the generic descriptions for the grade level as set by the county. I would encourage that job descriptions (in-house) be developed as soon as possible. The Assistant Registrar and the Education Assistant are both classified as Administrative Assistants with Campbell County government. This classification would prohibit hiring new individuals with the museum experience necessary for the position. With the resignation of Kim Roesser this situation has become an issue. Meetings with HR should stress the level of expertise needed within the museum. Otherwise, the museum might have to spend time and money training a new person in basic museum practices for their job.

With a potential new museum on the horizon the conversation of increasing the staff needs to be held. Apparently, during the planning of the new building, the governing authority did not address this need. With a bigger program and physical footprint, additional staff is critical, and **not** only after the building is built. To get the museum into a new building new staff such as Curator, Historian and Exhibit Designer are critical **now** to help with the planning.

The staff has been working on more programs and changing exhibits at a greater intensity than previously in order to better serve the community. This has occurred without increase of staff. There is concern on the part of the Director that staff burnout is a distinct possibility. The governing bodies need to spend more time understanding the day-to-day jobs of their museum staff, and the larger projects that are also being tackled. Continued extensive programming will have to take a back seat to work on planning for the new building, particularly without additional staff.

Financial resources have decreased by 3% over last year at the request of the County Commissioners, due to the economic turndown. When the MAP report was submitted there was an anticipated budget reduction for 2018, totaling a 12% decrease in the budget over the two years. If the new building will be discussed beginning in 2018, the museum can't afford a reduction in budget.

There is a concern among the Board and staff, as well as the Commissioners, that more dollars for repair of the current facility should be limited. However, a certain level of maintenance needs to keep up the infrastructure of the building. During the MAP visit, a chronic problem with the toilets was finally addressed. For the next week or more the toilets will be out of commission, and port-a-potties are being used. Unfortunately, this

comes at the busiest time of year for the museum... summer and the 4th of July. As one Board member stated, "you may WANT to build a new museum, but when do we HAVE to build a new museum." The facility is inadequate on many levels as stated above. The systems are old, and will require attention if a new facility is not forthcoming.

Because of the economic downturn, two planned capital construction projects have been put on hold: an IT closet and a permanent display wall. Each would improve programming and operation for the museum. It is unclear if the projects will go forward in 2018 if there continues to be cutbacks.

Financially the museum is reliant on the County for approximately 97% of its income. While it is laudable for the County to support the museum at this level, it is also dangerous. The old saying is true... "Don't put all your eggs in one basket." The recent economic downturn is a perfect example. The museum should strive through the Rockpile Museum Association to add dollars to the operation. The County Commissioners do not wish the museum to charge for admission. However, they should consider modest charges for programs to help defray costs. This would extend the budget a bit further. Most people understand that. Sometimes people consider something more valuable if they pay for it. If the county revenues from energy industries drop off significantly there is a concern that the museum would be seen as non-essential. They need to take steps to diversify their income.

The museum store adds a small amount of revenue. Most museums are encouraged to diversify their income by charging for lectures, workshops, a special exhibit, membership, or other such activities. Establishing an endowment can help sustain a museum through a downturn in the economy.

An area of income that should be pursued is grant writing. Funds could be forthcoming for building construction, digitization of collections, programs, etc. The County would be agreeable to the museum securing grants as long as the income is sufficient to defray the cost of administration (over \$2500). Henning felt that the museum might be eligible for some larger grants, though for the foreseeable future I expect it would be his role to write them unless someone in the Rockpile Museum Association has some expertise.

The Rockpile Museum Association was recently challenged by the County Commissioners to raise \$5 million for interior furnishings of the museum. The County has never asked a support group of a county department to assist in this manner. This is a volunteer organization that recruits membership and volunteers for the museum. They have not been a strong fundraising arm for the museum. However, they have agreed to take on this new role. I know recently they held a fundraiser, but I am not aware of how they plan to raise the \$5 million. If the Board or Association is expected to raise additional funds, the County Commissioners offered their assistance with identifying possible donors, but because of their governmental position could not

actually solicit on behalf of the museum. The County has made known that it has set aside some money for the new museum project. All need to understand the **timing** of the new building in order to succeed in raising funds in a timely fashion.

Governance:

In meeting with the Board members I found them to be very dedicated to the museum. Many have a long-term relationship with the museum, though at least one admitted while she had a 10-year relationship with the Association she was unaware of the role of the Board. The Board is comprised of 5 individuals appointed by the county commission. This year there are two new Board members, both showing great enthusiasm for their roles. However, there is always a learning curve to get up to speed on the needs and programs of the museum. It is helpful to have new Board members attend training that includes a thorough tour of the facility, explanation of various groups that support the museum, jobs of the various staff, bylaws, budget, relationship with the County Government, etc.

As mentioned above, the Board struggled with the direction of the museum with the undertaking of the new building project. So many outside ideas as to what the museum should be complicated their vision. However, I believe all are now in agreement that the museum has the potential, through its collections and new facility to become a leading museum in the state of Wyoming, interpreting the settling of this area by the Native American, cowboy and rancher. Furthermore, while looking back at the old west, Campbell County is uniquely poised to tell the story of the present, through the development of minerals to become the energy capital. Yet, the museum can also go beyond and be poised to tell the future of this region as it unfolds. Beginning with the geology of the area, the museum can tell the "why" and "how" the area is the way it is. With the proper vision the museum can transform itself from a "community closet" to a leading regional museum.

The County Commissioners need to work closely in the development and growth of the museum, listening to the needs of the staff for the future success of the museum. When I met with the Commissioners, they agreed that the profile of the museum has grown over the last two years through increased changing exhibits and complementary programs. We discussed what a membership in the museum gave to the local community. They felt that local citizens might struggle with the value they receive from supporting the museum. Membership is often difficult to feel of value when there is no entrance fee. They spoke of other museums and their benefits. The Museum of Modern Art was cited for its excellent newsletter. The local newsletter was found somewhat lacking. However, if the local museum had similar funds and staff to work on the newsletter as MOMA the outcome might be significantly different. The Association, a volunteer group, puts the newsletter together. Perhaps the Association should review the benefits of membership.

The Commissioners agreed that the museum was a good repository of history and education was seen as a number one priority. Telling the Campbell County story needs to include the energy heritage, from geology, to industry, to the people who make the story come alive.

When asked what they see as the general purpose of a museum I was glad that they recognized that all 4 functions of the museum, as stated by the AAM, including collections, education, exhibition and preservation are "equally important." If a new facility is on the horizon, I urge them to revisit the current plans and make sure there is enough square footage to accommodate the collections not only for today, but for tomorrow as well. There was concern from the Board and staff that some areas in the new building are lacking, including storage. The Board expressed that they were not sure what the Commissioners wanted for the museum. Is this museum for the local population or for the tourist or for both? Do they want the museum to become a leading museum in the state? If they are interested in having a regional or national museum, it needs funding at that appropriate level. The "program" of the museum should dictate the size of the building, not the other way around.

Summary:

The Goals for this MAP as stated before were to:

1) Build Engagement of the Community.

The MAP visit seemed very timely to help the Board and staff come to grips with plans for the future. A building project for a new museum that was put on hold led to questions of how do we operate while "treading water." Their answer was to work on programs, coordinating interesting exhibits with additional learning opportunities bringing the local populations into the museum. The Firefighting exhibit and the WWII exhibit were met with particular enthusiasm.

Their vision when I started the MAP was to build on this strategy. They also have been working on updating small exhibits within the permanent space, replacing worn and tired exhibits with newer, fresher labels and content. This is good practice to experiment with new subject matter for a future museum. Finally, they have been working on collection management. Storage areas have been gone thru. A "pile of rags" that had been over zealously accessioned into the collection have been deaccessioned along with duplicate items, artifacts in poor condition, and inappropriate materials. For several years the staff has been upgrading the storage of its collections, which are approximately 85% behind the scenes.

I agree with this strategy. The one area that they need to improve is to include the public into their strategic plan which had stalled. The museum articulated in the MAP that they want to engage the public. However, while trying to develop their strategic plan they worked only within the parameters of the Board, staff and Association. I

explained that they should convene a few groups of stakeholders to ask them what they would like to see at the museum, either currently, or in a new museum. The development of a strategic plan became urgent when the commissioners surprised the museum Director with an accelerated time frame for the new museum to occur. This "timeline" needs to be pinned down, so year-by-year goals can be set forth.

2) The second goal was to assess the Facilities Management Needs.

This goal also was affected by the possible shortened timeline into a new building. Commissioners, Board and staff were all equally adamant that they didn't want to put any more money than absolutely necessary into the current facility. However, certain systems are over 40 years old and could age out before a new structure is built. I think a modest amount of money may need to be invested to stabilize certain systems for short term use. I think the County and staff need to address each need as it comes along, while focusing on the new building.

The Board and Commissioners need to agree on the timeline of the museum going forward. They do not need to be going in two different directions. Close cooperation is necessary.

3) The third goal of the MAP was to prepare for accreditation.

As mentioned above, I believe this goal to be premature. Accreditation is a lengthy examination of all the museum's departments and operations. The basic step of adopting a mission statement has not been addressed, much less a strong 3 to 5-year plan, which is required.

NEW BUILDING – RESUMPTION OF PLANS

As mentioned above, new information forthcoming during the visit substantially changed the direction of the visit. Discussions included:

- 1) The difference in time tables as viewed by the Board and Commissioners and subsequent direction of strategic plan.
- 2) Concern as to the correct location for the new museum. This included a concern that the square footage inside was not enough for current storage, much less future storage. I strongly urge the Board, staff and Commissioners to visit other museums, particularly if any changes will be made to the current museum plans. Go to known regional museums that have strong support and similar budgets such as the Buffalo Bill Center of the West or the Littleton Historical Museum. It is important to understand the operations of similar museums: the cost and staffing needs.
- 3) The stakeholders reported feeling frustrated that their ideas were not heard, nor acted upon regarding a new museum. They felt that their opinions were not valued. A general feeling was expressed that the commissioners had pre-

decided the location of the new facility despite some sound rationale for alternative locations, and some difficulties with the current location.

I would like to briefly outline the two plans as articulated to me: one to locate the museum on the current site, and one to locate it near the first I-90 interchange, near the new Visitor Center and CAM-PLEX, which is a large multi-event center.

Location on Current Site:

Pros:

- Retention of association to Rockpile, and early history of area
- Design of facility complete, though may not be adequate
- Own property
- Can resume discussion of new building in 2018 and be in construction within short timeframe.

Cons:

- WYDOT has said that a necessary left-hand turn for a new road into the parking lot will not be approved for safety reasons.
- The turn must be taken at Rohan Road past the fire station, entering the facility from First Street. Unfortunately, this route takes people by an unsightly scrap yard. This route may be confusing for the tourist. A museum needs to be visible and easy to get to.
- The museum, as drawn, will not be very visible from Hwy. 14/16 as it will be built on property that is at a substantially lower level.
- The current design of two stories is more costly than one story. Approximately \$500,000 would be needed for a freight elevator to move artifacts between floors
- The design needs to accommodate two historic landmarks, the Burlington Ditch and the Rockpile.
- Currently trees substantially reduce the visibility of the Rockpile and the museum entrance.
- Present site cannot accommodate new, larger pieces of equipment to tell the energy story of the county.
- Tourists generally only stop at one exit per town. If the new Visitor Center is located off the first exit on the eastern approach into town, visitors will be encouraged to stop there. The CAM-PLEX is located at that exit. Eventually gas and food will be available, making it a perfect stop. Few visitors will travel through town to the museum, nor will they get off the last exit of I-90 to get to the museum. Current attendance is 13,000. If the museum is located at the same location, I can see attendance diminishing from tourist traffic particularly as the Visitor Center will no longer be located nearby.

Location near I-90

Pros

- Opportunity to have a close relationship between the new Visitor Center and CAM-PLEX can bring visitors to museum.
- One stop will be favorable to visiting the museum. Traffic on I-90 is almost 900,000 annually. Visitor Center will be able to easily direct visitors to the museum.
- Based on Beulah and Sheridan Visitor Center attendance (between 75,000 and 100,000 annually), the museum could easily see 50,000 visitors in the first year, and probably greater.
- Museum could be located adjacent to the large equipment from the mining industry that has been located near CAM-PLEX. The museum could take care of these items (currently under no ownership) and keep them in good shape. It is a perfect extension of the museum's mission.
- People participating in events at CAM-PLEX can easily visit the museum during breaks in their activities.
- Joint programming could be very cost productive, mutually beneficial and interesting. I.e., a Rodeo competition at the CAM-PLEX and a rodeo exhibit at the museum.

Cons

- Museum would need to be redesigned, however, information from the strategic plan could be included, or considered.
- Property might need to be purchased.
- Traffic would not be brought into downtown Gillette.

In conclusion, I believe that though the museum building was put on hold, it might have been a blessing in disguise. The museum staff and Board are committed to working out a strategic plan with input from community stakeholders. Hopefully, they will entertain what the new museum could and should be. There is an opportunity to look at similarly budgeted museums to see what is possible. There is no reason to compare large museums (Smithsonian) if you can't fund the museum at that level. Build what the community needs and can afford.

The museum, having gone thru the MAP, has come to understand more about itself and what it wants. The reviewer helped the museum to see that they must have a working mission statement, and a clear strategic plan to move them forward. The timing is excellent for the potential of what the new museum can become, and can be planned for in the museum design.

Recommended Resources for the Museum:

Secrets of Institutional Planning, Edited by Elizabeth E. Merritt and Victoria Garvin

Museum Mission Statements: Building a Distinct Identity, Edited by Gail Anderson

AAM Museum Junction Online Forum for museum professionals: <http://community.aam-us.org/home>

AAM Information Center: <http://www.aam-us.org/resources/information-center>

Raising Money:

Case Statement Preparation: Critical to develop when raising funds for a future museum. <http://grantspace.org/tools/knowledge-base/Funding-Research/proposal-writing/case-statements>

To Give and To Receive: A Handbook on Gifts and Donations for Museums and Donors, Edited by Laurette E. McCarthy and Sharon Smith Theobald

Slaying the Financial Dragon: Strategies for Museums by American Alliance of Museums

Education and Evaluation:

Education and Interpretation standards <http://aam-us.org/resources/ethics-standards-and-best-practices/education-and-interpretation>

Introduction to Museum Evaluation, by American Alliance of Museums

Excellence and Equity: Education and the Public Dimension of Museums
Edited by Ellen Cochran Hirzy

Marketing the Museum:

Marketing and Public Relations <http://aam-us.org/resources/resource-library/mpr>
(log in required)

Accreditation Process:

Steps needed to work towards Accreditation, which is part of the Continuum of Excellence <http://aam-us.org/resources/assessment-programs>

The museum may have completed some of these steps.

- Take the Pledge of Excellence: <http://www.aam-us.org/resources/assessment-programs/pledge-of-excellence>

- Core Documents Verification: the following website explains how to have your 5 core documents reviewed and approved. <http://www.aam-us.org/resources/assessment-programs/core-documents/process>
- Read up on the accreditation process, costs, and requirements. <http://www.aam-us.org/resources/assessment-programs/accreditation>, including:
 - a. Standards and Best Practices: <http://www.aam-us.org/resources/ethics-standards-and-best-practices/standards>
 - b. Memorandum of understanding for joint governance - - <http://aam-us.org/docs/default-source/continuum/management-agreements-ac-policy.pdf?sfvrsn=2>

And, don't forget that as a MAP museum, you are the proud owner of a MAP Bookshelf which contains:

- *The AAM National Standards and Best Practices for U.S. Museums*
- *Recruiting and Managing Volunteers in Museums*
- *Museum Administration 2.0*
- *Covering your Assets*
- *A Practical Guide to Museum Ethics*
- *Museums 101*
- *Secrets of Institutional Planning*
- *Magnetic: The Art and Science of Engagement*
- *The Best of the Board Cafe*
- *Exhibit Labels*

Characteristics of Excellence for Museums

1. PUBLIC TRUST & ACCOUNTABILITY

- 1.1 The museum is a good steward of its resources held in the public trust.
- 1.2 The museum identifies the communities it serves, and makes appropriate decisions in how it serves them.
- 1.3 Regardless of its self-identified communities, the museum strives to be a good neighbor in its geographic area.
- 1.4 The museum strives to be inclusive and offers opportunities for diverse participation.
- 1.5 The museum asserts its public service role and places education at the center of that role.
- 1.6 The museum demonstrates a commitment to providing the public with physical and intellectual access to the museum and its resources.
- 1.7 The museum is committed to public accountability and is transparent in its mission and its operations.
- 1.8 The museum complies with local, state, and federal laws, codes, and regulations applicable to its facilities, operations, and administration.

2. MISSION & PLANNING

- 2.1 The museum has a clear understanding of its mission and communicates why it exists and who benefits as a result of its efforts.
- 2.2 All aspects of the museum's operations are integrated and focused on meeting its mission.
- 2.3 The museum's governing authority and staff think and act strategically to acquire, develop, and allocate resources to advance the mission of the museum.
- 2.4 The museum engages in ongoing and reflective institutional planning that includes involvement of its audiences and community.
- 2.5 The museum establishes measures of success and uses them to evaluate and adjust its activities.

3. LEADERSHIP & ORGANIZATIONAL STRUCTURE

- 3.1 The governance, staff, and volunteer structures and processes effectively advance the museum's mission.
- 3.2 The governing authority, staff, and volunteers have a clear and shared understanding of their roles and responsibilities.
- 3.3 The governing authority, staff, and volunteers legally, ethically, and effectively carry out their responsibilities.
- 3.4 The composition, qualifications, and diversity of the museum's leadership, staff, and volunteers enable it to carry out the museum's mission and goals.
- 3.5 There is a clear and formal division of responsibilities between the governing authority and any group that supports the museum, whether separately incorporated or operating within the museum or its parent organization.

4. COLLECTIONS STEWARDSHIP

- 4.1 The museum owns, exhibits, or uses collections that are appropriate to its mission.
- 4.2 The museum legally, ethically, and effectively manages, documents, cares for, and uses the collections.
- 4.3 The museum's collections-related research is conducted according to appropriate scholarly standards.
- 4.4 The museum strategically plans for the use and development of its collections.
- 4.5 Guided by its mission, the museum provides public access to its collections while ensuring their preservation.

5. EDUCATION & INTERPRETATION

- 5.1 The museum clearly states its overall educational goals, philosophy, and messages, and demonstrates that its activities are in alignment with them.
- 5.2 The museum understands the characteristics and needs of its existing and potential audiences and uses this understanding to inform its interpretation.
- 5.3 The museum's interpretive content is based on appropriate research.
- 5.4 Museums conducting primary research do so according to scholarly standards.
- 5.5 The museum uses techniques, technologies, and methods appropriate to its educational goals, content, audiences, and resources.
- 5.6 The museum presents accurate and appropriate content for each of its audiences.
- 5.7 The museum demonstrates consistent high quality in its interpretive activities.
- 5.8 The museum assesses the effectiveness of its interpretive activities and uses those results to plan and improve its activities.

6. FINANCIAL STABILITY

- 6.1 The museum legally, ethically, and responsibly acquires, manages, and allocates its financial resources in a way that advances its mission.
- 6.2 The museum operates in a fiscally responsible manner that promotes its long-term sustainability.

7. FACILITIES & RISK MANAGEMENT

- 7.1 The museum allocates its space and uses its facilities to meet the needs of the collections, audience, and staff.
- 7.2 The museum has appropriate measures to ensure the safety and security of people, its collections and/or objects, and the facilities it owns or uses.
- 7.3 The museum has an effective program for the care and long-term maintenance of its facilities.
- 7.4 The museum is clean and well-maintained, and provides for the visitors' needs.
- 7.5 The museum takes appropriate measures to protect itself against potential risk and loss.

Characteristics of Excellence for Museums In Plain English

Public Trust & Accountability

- » Be good
- » No really—not only be legal, but be ethical
- » Show everyone how good and ethical you are
- » (don't wait for them to ask)
- » Do good for people
- » Know which people
- » And to be on the safe side
- » Be nice to everyone else, too
- » Especially if they live next door
- » Avoid cloning
- » Look something like the people you are doing good for
- » And maybe a bit like your neighbors
- » Let other people help decide what games to play
- » And what the rules are
- » Share your toys

Mission and Planning

- » Know what you want to do
- » And why it makes a difference to anyone
- » Then put it in writing
- » Stick to it
- » Decide what you want to do next
- » When you are deciding what to do, ask lots of people
- » for their opinion
- » Put it in writing
- » Then do it
- » If it didn't work, don't do it again
- » If it did work, do

Leadership and Organizational Structure

- » Make sure everyone is clear about who is doing what
- » The board knows it is governing
- » The director knows she is directing (and the board knows it too)
- » The staff know they are doing everything else
- » And have it in writing

Collections Stewardship

- » Know what stuff you have
- » Know what stuff you need
- » Know where it is
- » Take good care of it
- » Make sure someone gets some good out of it
- » Especially people you care about
- » And your neighbors

Education and Interpretation

- » Know who you are talking to
- » Ask them what they want to know
- » Know what you want to say
- » (and what you are talking about)
- » Use appropriate language (or images, or music)
- » Make sure people understood you
- » And ask them if they liked it
- » If not, change it

Financial Stability

- » Put your money where your mission is
- » Is it enough money?
- » Will it be there next year, too?
- » Know when you will need more \$
- » Know where you are going to get it from
- » Don't diddle the books

Facilities and Risk Management

- » Don't crowd people
- » Or things
- » Make it safe to visit your museum
- » Or work there
- » Keep it clean
- » Keep the toilet paper stocked
- » And if all else fails, know where the exit is
- » (and make sure it is clearly marked)

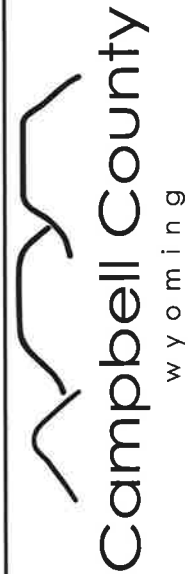
CAMPBELL COUNTY WYOMING MUSEUM ANNEX CONDITIONED STORAGE



VICINITY MAP

INDEX OF SHEETS:

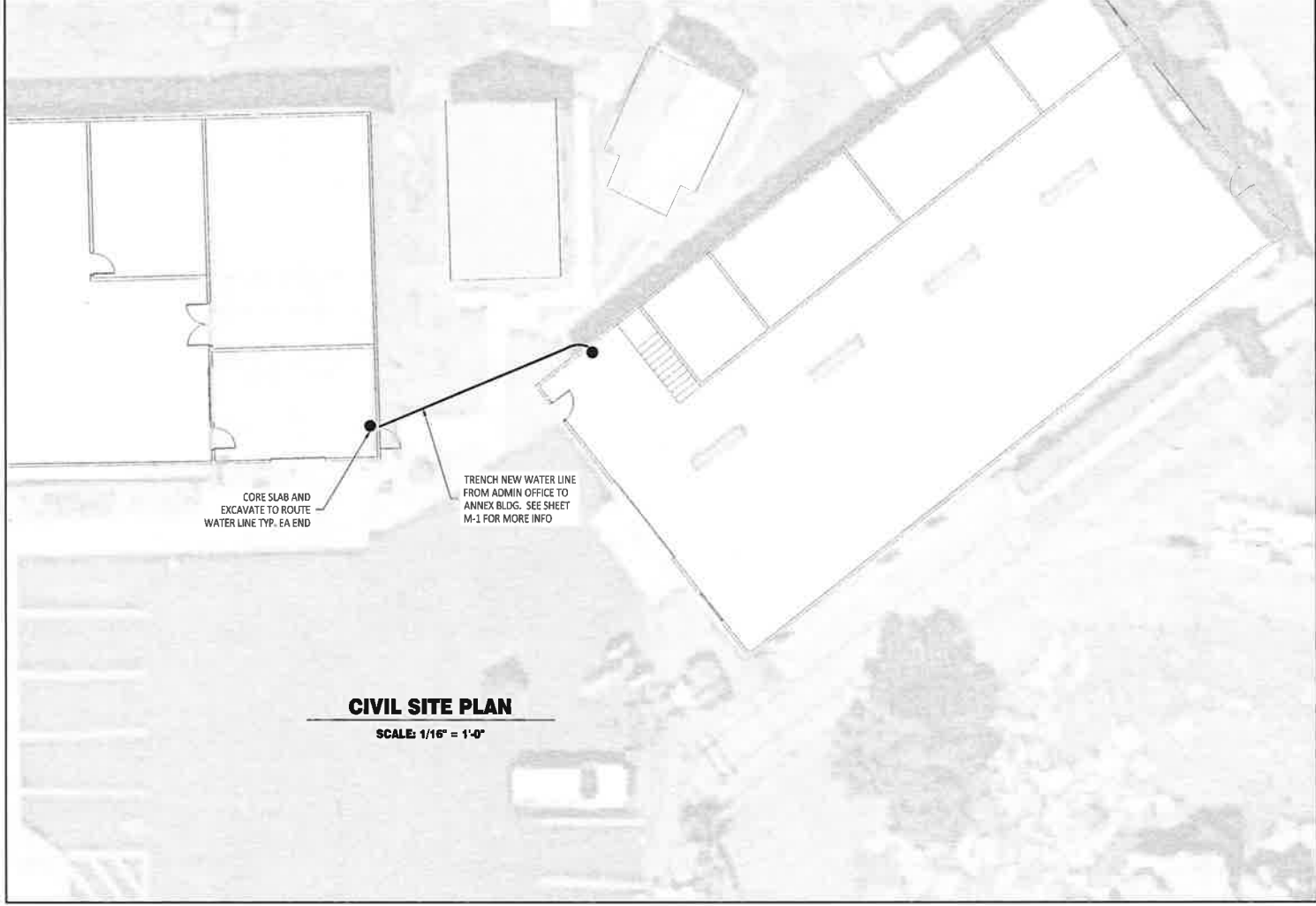
COVER SHEET	G-1
CIVIL SITE PLAN	C-1
STRUCTURAL PLAN/GENERAL NOTES	S-1
FRAMING DETAILS	S-2
MECHANICAL PLUMBING/HVAC	M-1
<u>ELECTRICAL</u> PLAN	E-1



CAMPBELL COUNTY DEPARTMENT OF
PUBLIC WORKS ENGINEERING
500 S GILLETTE AVE. GILLETTE, WYOMING 82716 307-685-8061

MUSEUM STORAGE
COVER SHEET

DATE: APRIL XX, 2020
DRAWN BY: MDO
SCALE: N/A
CHECKED BY: MDO
DWG: G-1
APPROVED BY: MDO

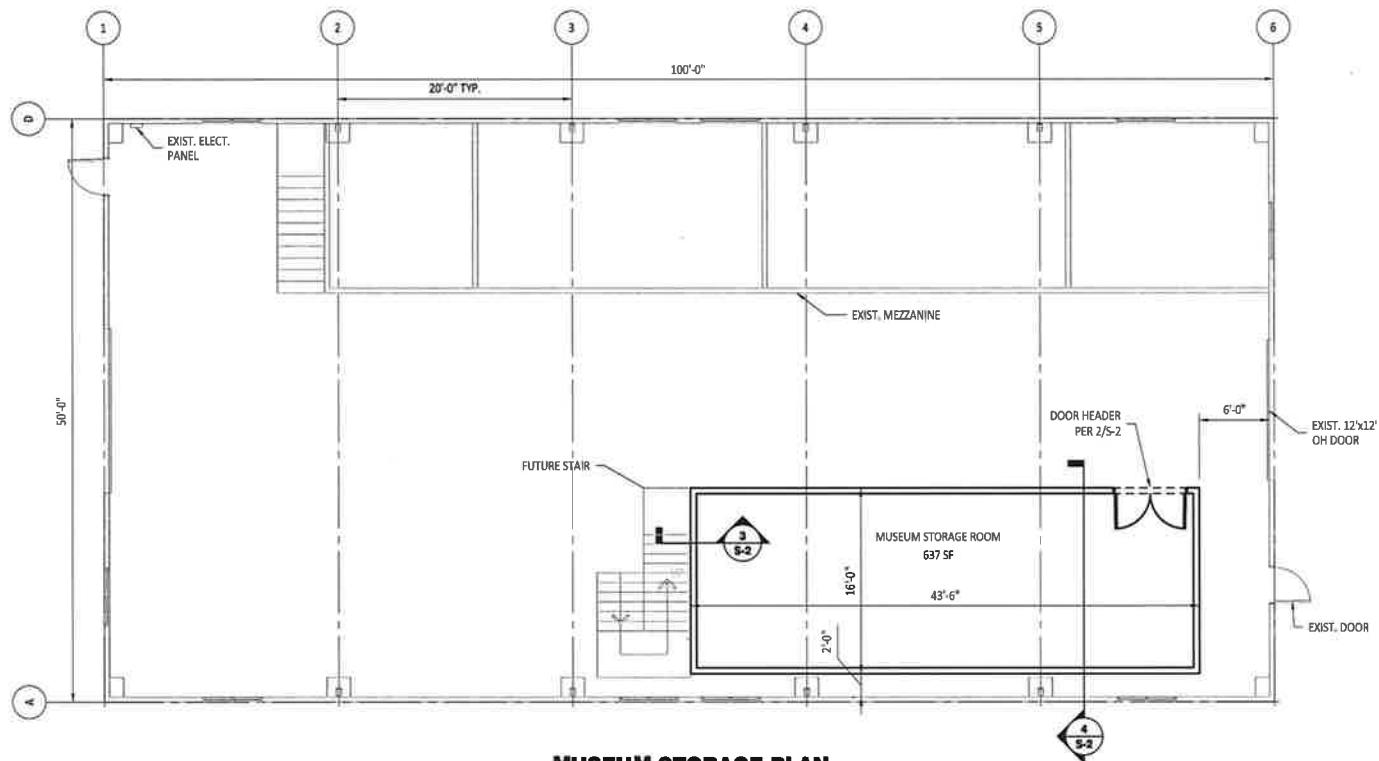


Campbell County
w y o m i n g

CAMPBELL COUNTY DEPARTMENT OF
PUBLIC WORKS ENGINEERING
500 S. GILLETTE AVE., GILLETTE, WYOMING 82716 307-695-8061

MUSEUM STORAGE
SITE PLAN

DATE: APRIL XX, 2020 SCALE: N/A DWG: C-1
DRAWN BY: MDO CHECKED BY: MDO APPROVED BY: MDO



MUSEUM STORAGE PLAN

SCALE: 3/32" = 1'-0"

STRUCTURAL - GENERAL NOTES

GOVERNING CODES

- 2018 International Building Code
- ASCE 7-16 Minimum Design Loads for Buildings
- 2018 National Design Specification (NDS) for Wood Construction

DESIGN LOADS

- Floor Live Load: 125 psf
 - Lateral Load Criteria: $S_s = 0.224$; $S_1 = 0.060$
 - Seismic Design Criteria: $S_{DS} = 0.179$; $S_{D1} = 0.068$
- 5 psf horizontal load
Site Class: C
 $I_e = 1.0$
Seismic Use Group: I
Seismic Design Category: B

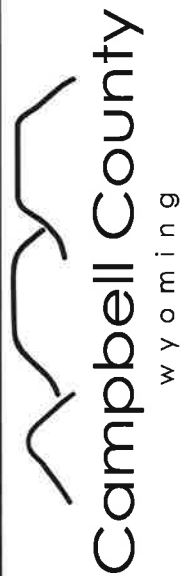
SUBMITTALS

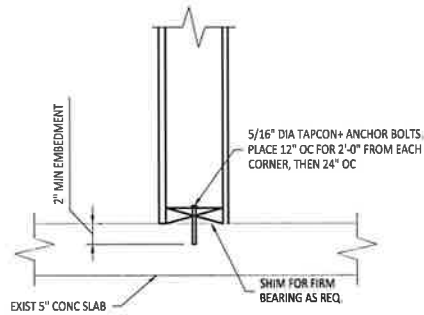
- Submittals shall be made in time to allow a minimum of one calendar week for review by Owner prior to start of fabrication.
- The Contractor shall submit the following information to the Owner for review and approval prior to construction:
 - Wood Grades and Species
 - Nail Specs to be used
 - Bottom plate anchor bolts/screws

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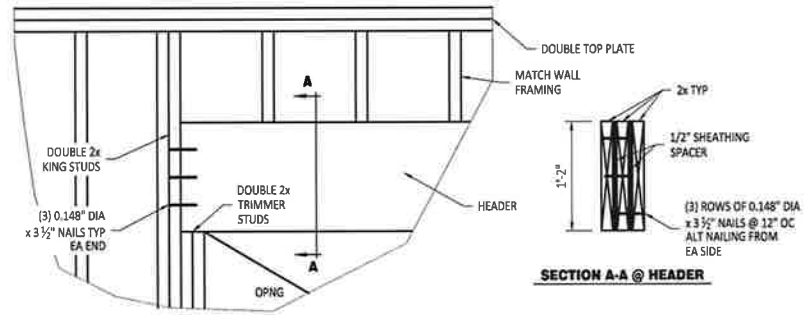
**MUSEUM STORAGE
PLAN**

DATE: APRIL XX, 2020 SCALE: N/A DWG: S-1
DRAWN BY: MDO CHECKED BY: MDO APPROVED BY: MDO

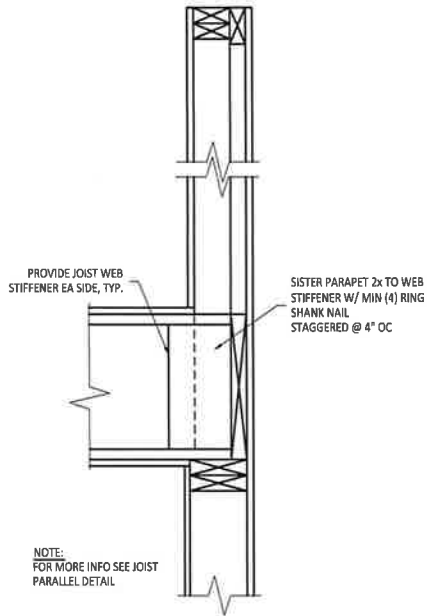




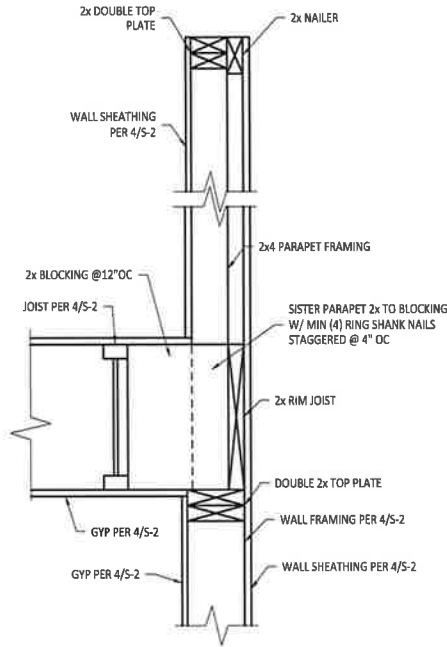
1 TYPICAL WALL BASE DETAIL
SCALE: 1" = 1'-0"



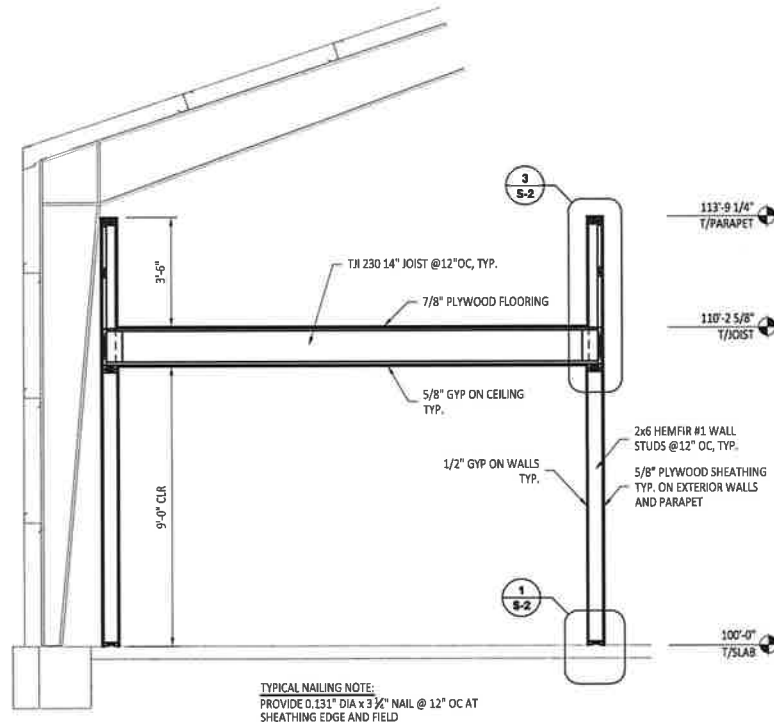
2 TYPICAL HEADER DETAIL
SCALE: 3/4" = 1'-0"



JOIST PERPENDICULAR TO WALL



JOIST PARALLEL TO WALL



TYPICAL NAILING NOTE:
PROVIDE 0.131" DIA x 3 1/2" NAIL @ 12" OC AT SHEATHING EDGE AND FIELD

4 SECTION
SCALE: 1/4" = 1'-0"

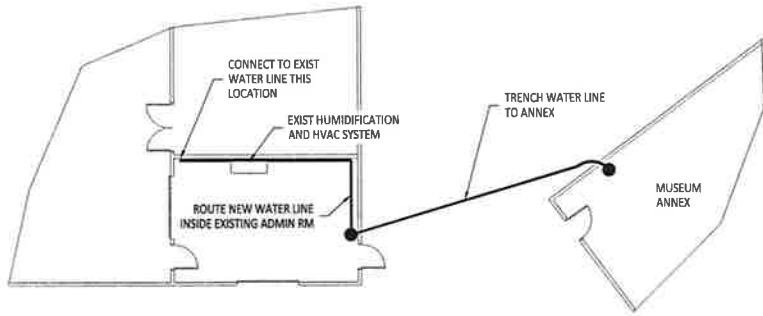
3 TYPICAL JOIST-WALL CONNECTIONS
SCALE: 1" = 1'-0"

CAMPBELL COUNTY DEPARTMENT OF
PUBLIC WORKS ENGINEERING
500 S. GILLETTE AVE. GILLETTE, WYOMING 82716 307-685-8061

MUSEUM STORAGE
PLAN

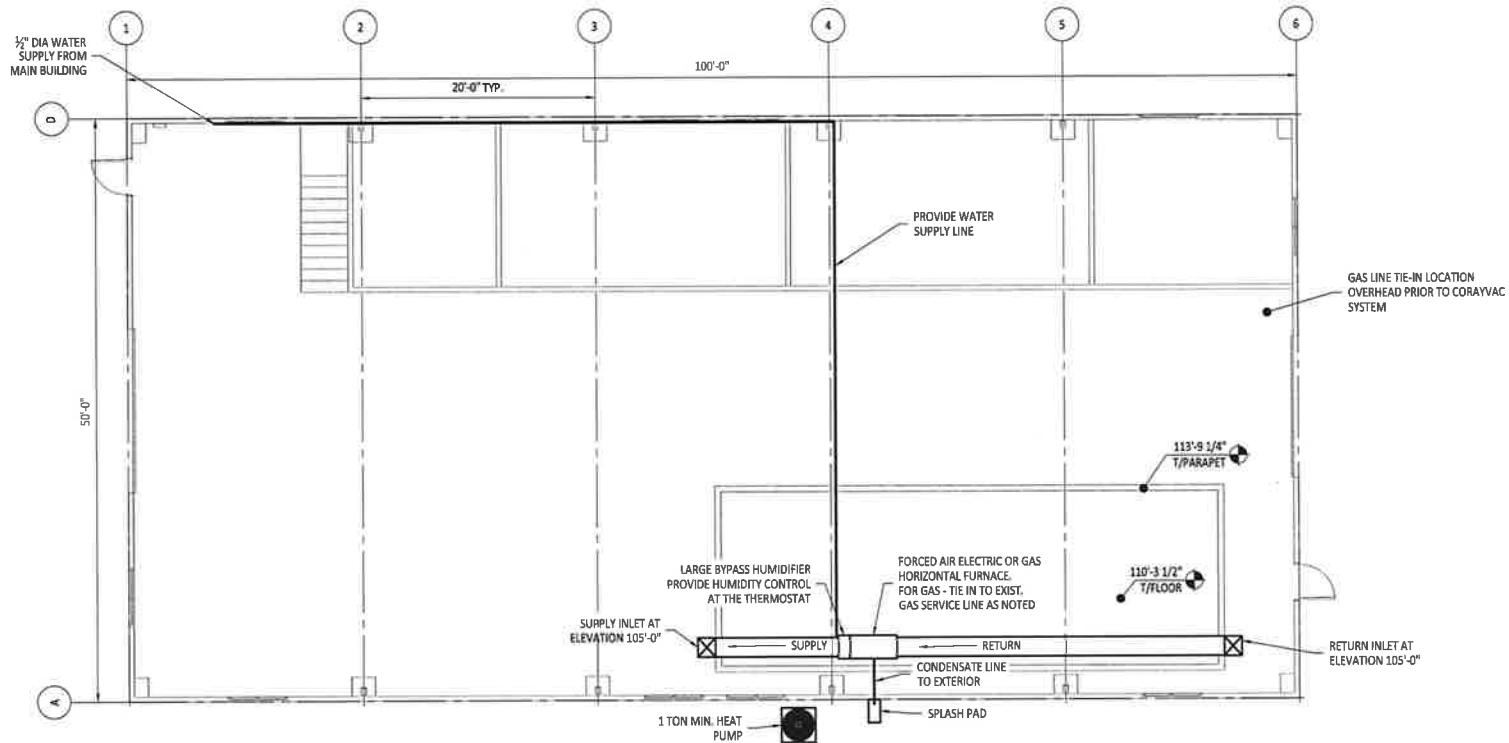
DATE: APRIL XX, 2020
DRAWN BY: MDO
CHECKED BY: MDO
APPROVED BY: MDO
DWG: S-2

Campbell County
w y o m i n g



1 WATER LINE SUPPLY DETAIL

SCALE: 1/16" = 1'-0"



MUSEUM STORAGE - ELECTRICAL PLAN

SCALE: 3/32" = 1'-0"

CAMPBELL COUNTY DEPARTMENT OF
PUBLIC WORKS ENGINEERING
500 S. GILLETTE AVE. GILLETTE, WYOMING 82716 307-685-8061

MUSEUM STORAGE MECHANICAL PLAN

DATE: APRIL XX, 2020
DRAWN BY: MDO
CHECKED BY: MDO
SCALE: N/A
DWG: M-1
APPROVED BY: MDO

Campbell County
w y o m i n g



Campbell County
wyoming

Campbell County Rockpile Museum
Supportingdoc3 – Plans and Photos of New Collections Storage Room
Project: High-Density, Mobile Shelving for Collections Storage



Figures 1 and 2. Rockpile Museum Annex and construction of a new climate-controlled collections storage room in 2020.

Campbell County Rockpile Museum
Supportingdoc3 – Plans and Photos of New Collections Storage Room
Project: High-Density, Mobile Shelving for Collections Storage



Figures 3 and 4. Interior and exterior of the completed storage room constructed in 2020.

Campbell County Rockpile Museum
Supportingdoc3 – Plans and Photos of New Collections Storage Room
Project: High-Density, Mobile Shelving for Collections Storage



Figures 5 and 6. New collections storage room at the Rockpile Museum showing freestanding shelving, art racks, rolled textile racks, and saddle racks.



Figure 7. Twenty wall-mounted saddle storage racks for the saddle collection of the Rockpile Museum.



Figure 8. Wall-mounted wire racks designed for use with art or odd-shaped, oversized three-dimensional objects at the Rockpile Museum.



Figure 9. Two sets of rolled textile racks recently installed in the new collections storage room at the Rockpile Museum.

Campbell County Rockpile Museum
Supportingdoc3 – Plans and Photos of New Collections Storage Room
Project: High-Density, Mobile Shelving for Collections Storage



Figures 10 and 11. Wall racks in the Rockpile Museum's new collections storage being utilized to store a recently donated art collection. Before construction of this room this art was stored in an old office building across town that had limited environmental controls.



Figure 12. Saddle utilizing one of 20 new saddle racks in the Rockpile Museum's new collections storage space.



Figure 13. Large banners from local community are the first items to be stored on the rolled textile storage.



Figure 14. Freestanding storage is being used for new donations as well as items being removed from exhibitions for the first time in many years. These taller storage racks will be used as part of the high-density, mobile storage we hope to acquire.



Figure 15. Freestanding storage is being used for new donations as well as items being removed from exhibitions for the first time in many years. This new space has also allowed us to unframe some of the artwork for cleaning and conservation.

Collections Assessment New Storage Summary

The following summary is based on an ongoing assessment of the Campbell County Rockpile Museum collections. This assessment includes evaluation of the storage areas of the museum, highlighting both strengths and needs. The following information outlines the proposed use of the recently constructed storage area with the addition of the requested compact storage system. This document is only a small portion of the current Collections Assessment and is part of the process leading to an overall Collections Plan. The completion of this plan has been delayed by staff reductions and staff departures. Our hope is to complete this plan once a Curator is brought on board and we can re-focus on this task.

The primary collections types that have been chosen for this storage area are textiles, which include hats, shoes, coats, and a variety of clothing items and accessories; leather items from the collection including saddles, horse collars, harnesses, chaps, and strops; and finally, dedicated firearm storage is included so that these items can be rotated from display.

Within these collections, priority will be given to those with known provenance when allocating storage space. This is an opportunity for the museum to evaluate these collections and ensure that the artifacts are meeting the goals of the museum. For example, of the 205 hats and caps currently in the collection, only 95 of these have known donors. This can be broken down further by rating the significance of provenance of these objects.

During initial evaluation of the textiles, it was found that there are approximately 79 pairs of boots and shoes in the collection, 393 various textile pieces from military uniforms to children's clothing, including an additional 225 dresses and 212 pairs of gloves. Of the 225 dresses, only 106 have a known donor. Within the known donor part of the collection, significant provenance was found with a dress simply noted as a wedding dress. Upon further review it was found that this dress was worn by Harriet Selby Gillette when she wed William Lember Kleitz on August 23, 1917. Harriet Selby Gillette was the daughter of Edward Gillette, the namesake of the community the museum resides in. This is an excellent example of the opportunity to establish significance of provenance. Additionally, most of the gloves that are currently in the collection are oil-field gloves that document the many different businesses that operated in the local oil fields.

There are approximately forty saddles in the collection. Each of these tells a unique story, whether it relates to the person who owned it or the style or maker of the piece. Stories that are part of this incredible collection include a stock saddle owned and used by May Oline Fox, who received it as a gift from John Fox before they were married. Silver work on the saddle was done by John in 1940-41, when he first started silversmithing. John P. Fox moved to Rozet, Wyoming in 1929 and worked as a ranch hand. He became acquainted with Vincent Thar, son of Henry Thar whom he learned bit and spur making from during the 1930s. By 1947 he began marking pieces with his name, date, and place.

Another example includes a stock saddle made by Olzer-Egland, Gillette, Wyoming, owned by Allie Means. He was shot and killed while riding it from Burlington Lake toward town. Purportedly, a jealous husband, standing at the Montgomery Bar, shot Allie off his horse as he rode into town.

There are approximately 206 firearms in the museum collection. Of these, 106 are currently on display. Within this collection are excellent early examples such as, an 1830 US Army model cap and ball musket. Or those with amazing stories such as the history of an early Leman rifle found in 1910 by Bill Black and O.W. Drew on Pumpkin Creek near the Pumpkin Buttes. At the time this rifle was found, Bill Black and O.W. Drew were working for the T7 Ranch making fence. According to 1924 Gillette News articles, only the end of the barrel was sticking above ground and the rest was buried very deeply. A piece of flint was clamped on the trigger above the powder pan and the walnut stock was very decayed. On the rifle was the inscription "Leman, Lancaster, Pennsylvania." This rifle was displayed in the window of the B.H. McCarthy store in 1924 and drew a considerable amount of attention. Mr. McCarthy decided to find out more about the rifle's history and wrote a letter to a local historian in Lancaster, Pennsylvania, Mr. Eshleman, and received a remarkable reply.

It is noted that Leman's rifles were the first to supply the Pacific Coast and the far west. "In approximately 1835 he received an order from John N. Lane for 50 rifles that were shipped to St. Louis for the Indian Trade." Based on Mr. Eshleman's letter, it appears that this may have been one of those 50 rifles. In addition to this incredible history, the personal side of this story includes that Bill Black was actually David Drew. He worked as a cowboy and ranch hand for the Ogallala ranch, the T7 ranch, the 4J ranch, and the O Bar ranch. At the age of 14 he ran away from his home in Texas to become a cowboy. He went by the name of Bill Black so that his mother could not find him and helped trail cattle to Trinidad, Colorado then came to Gillette, Wyoming. In later life, he, along with his wife, operated the Savageton store for four years.

The volume of museum artifacts, 25,253, including the chosen objects, are stored in the Main Building conditioned storage. It is important to note that this storage area is approximately 600 square feet total. This has led to inappropriate and sometimes damaging storage methods or as is the case for many artifacts, their home location is on exhibit.

The textiles are in large archival boxes with items stacked upon each other until the box is filled. This has led to crushing of delicate fabrics, boxes packed full of hats on top of each other, and bleeding of dyes. In addition, due to the difficulty in pulling these artifacts from storage, they are not used for display and educational opportunities as often as they have the potential to be.

Only a small number of the over 200 firearms in the museum collections are stored in a gun cabinet or on shelving in the existing Main Storage room, which is at maximum capacity. The remaining firearms have been on display for over forty years. Prior to obtaining the gun cabinet, the stored firearms were laid horizontally on shelving, often overlapping each other or other artifacts.

Campbell County Rockpile Museum
Supportingdoc4 – Collections Assessment Summary
Project: High-Density, Mobile Shelving for Collections Storage

The saddles are currently stored “on exhibit” as a permanent display as there is no room in the Main Storage room to place these. There are a few examples of saddles that have been stored in the Main Storage room on shelving but have become crushed due to improper storage and limited space. These will need to be evaluated for deaccession and potential stories will be lost.

Based on the storage design presented, there will be room for hanging textiles as well as drawers and shelving for hats, shoes, and additional accessories. These objects will be easily accessible and allow for better display use. In addition, with twenty saddle racks already installed plus shelving for leather items, the collection can be rotated frequently both better preserving the artifacts and increasing their educational potential.

The firearms are in desperate need of a break from display. Decades of display on an exterior wall with various lighting and environmental exposure have certainly committed some level of damage which will be identified when rotation can begin. This will maximize their lifespan as well as allow staff to rotate the display at a much better frequency.

The cabinetry proposed here will maximize the storage space of the room and allow for the unique and historically significant objects from this collection to have a safe and permanent storage location that is not the current exhibit areas. This storage space also allows the museum the opportunity to evaluate the current collection and more closely align it to the museum strategic goals. Finally, the storage space will allow the museum the chance to continue collecting important objects from the community, gather these unique local stories and preserve regional history. The stories that will be saved through the preservation of these objects are crucial to retaining the often-elusive history of the Powder River Basin and way of life in the American West.

Submitted by:

Angela Beenken
Former Exhibitions and Collections Manager
Rockpile Museum
2015-2021



CERTIFIED BUSINESS SERVICES, INC.

Project: Rockpile Museum Phase II
Gillette, Wyoming

Description: Datum MobileTrak 5 Mechanically Assisted System

Features:

- MobileTrak 5 Triple Reduction Drives
- Aisle Lock w/Red Pop-up Lock Indicator
- Full Height Steel End Panels
- 3-Spoke Handle Design
- Canopy Tops/Closed Ends
- Overhead dust seals
- Fully Adjustable Standard Duty Shelves
- Garment Rods (4)
- V Groove Rifle Storage (4)
- 200lb Capacity Full Suspension Drawers (78)
- Adjustable Rail w/Vinyl Flooring (Low VOC)

Configurations:

Drawer Units –

14 Drawers (R4) 48"w x 24"d x 6"h inside – 43.75" x 23.255" x 5.125"
21 Drawers (R5) 42"w x 24"d x 6"h inside – 37.75" x 23.555" x 5.125"
14 Drawers (R7) 48"w x 15"d x 6"h inside – 43.50" x 13.50" x 5.125"
29 Drawers (R8/R11) 42"w x 15"d x 6"h inside - 37.50" x 13.50" x 5.125"
78 Total Drawers

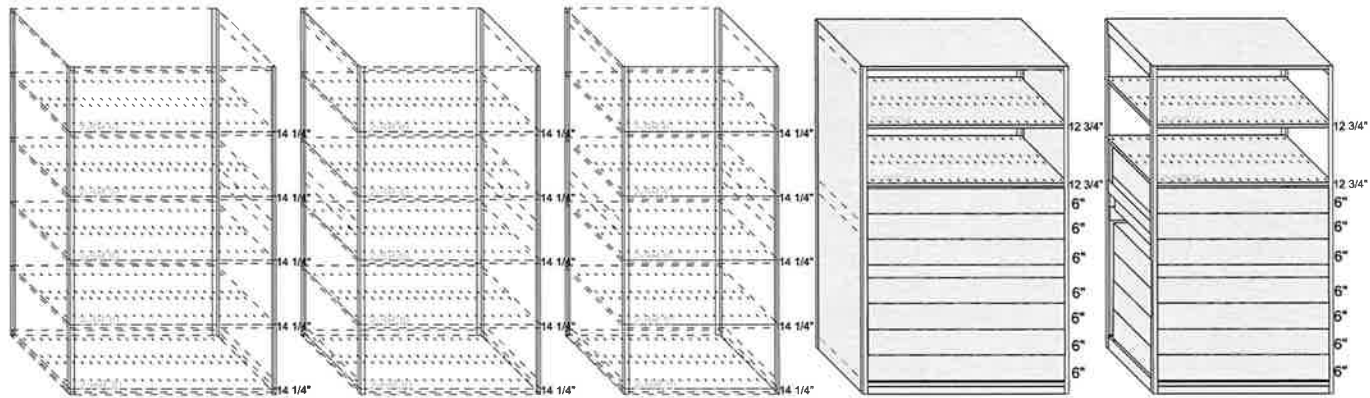
Specialty Units –

4 Gun Rack Units (R11) each 42"w x 15"d x 54.5"h Capacity =
4 Wardrobe Hanger Openings each 42"w x 24"d x 64"h

Open Shelf Units –

Each – 6 shelves/5 adjustable openings

3 Units (R1/R9) each 48"w x 30"d x 76.25"h
10 Units (R2/R10) each 42"w x 30"d x 76.25"h
5 Units (R3) each 36"w x 30"d x 76.25"h
18 Total Open Shelf Units



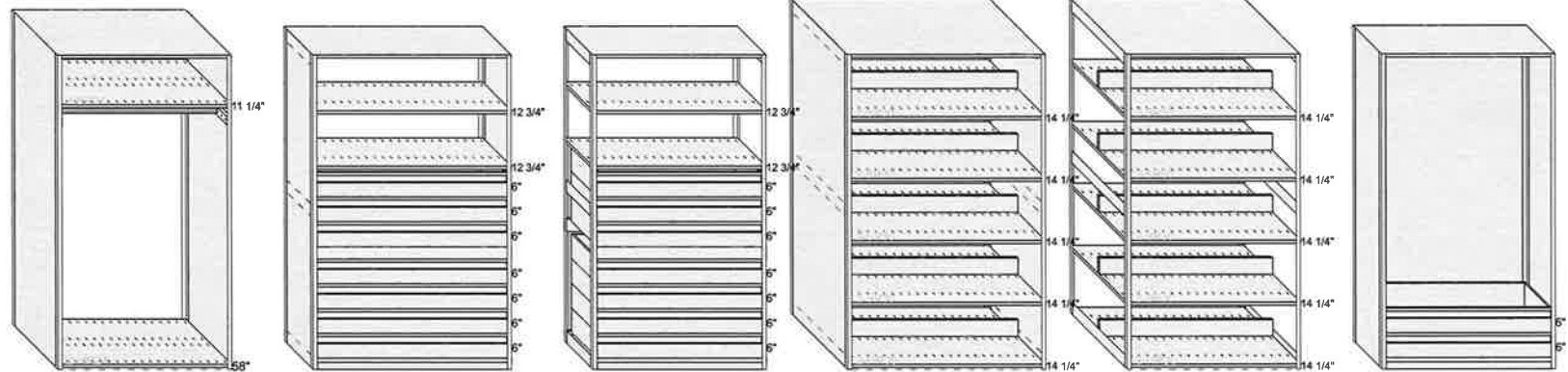
R1
48"W x 30"D
H=76 1/4"
SysH=83 1/2"

R2
42"W x 30"D
H=76 1/4"
SysH=83 1/2"

R3
36"W x 30"D
H=76 1/4"
SysH=83 1/2"

R4
48"W x 24"D
H=76 1/4"
SysH=83 1/2"

R5
42"W x 24"D
H=76 1/4"
SysH=83 1/2"



R6
42"W x 24"D
H=76 1/4"
SysH=83 1/2"

R7
48"W x 15"D
H=76 1/4"
SysH=83 1/2"

R8
42"W x 15"D
H=76 1/4"
SysH=83 1/2"

R9
48"W x 30"D
H=76 1/4"
SysH=83 1/2"

R10
42"W x 30"D
H=76 1/4"
SysH=83 1/2"

R11
42"W x 15"D
H=76 1/4"
SysH=83 1/2"

DEALER
Certified Business Services, Inc.
Bill Schuster

CUSTOMER
Rockpile Museum

AREA REFERENCE

IT IS THE RESPONSIBILITY OF THE SELLING DEALER TO VERIFY ANY & ALL DIMENSIONS SHOWN ON THIS DRAWING, ESPECIALLY THOSE SUPPLIED BY THE CUSTOMER. ANY ORDER PLACED FROM THIS DRAWING INDICATES THAT THE DIMENSIONS SHOWN HERE ARE CORRECT. PLEASE SIGN THIS DRAWING BELOW TO VERIFY ALL ITEMS ARE CORRECT. DATE IT AND SEND ALONG WITH YOUR ORDER.

APPROVED BY

DATE



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AZE

DRAWN BY
PAF

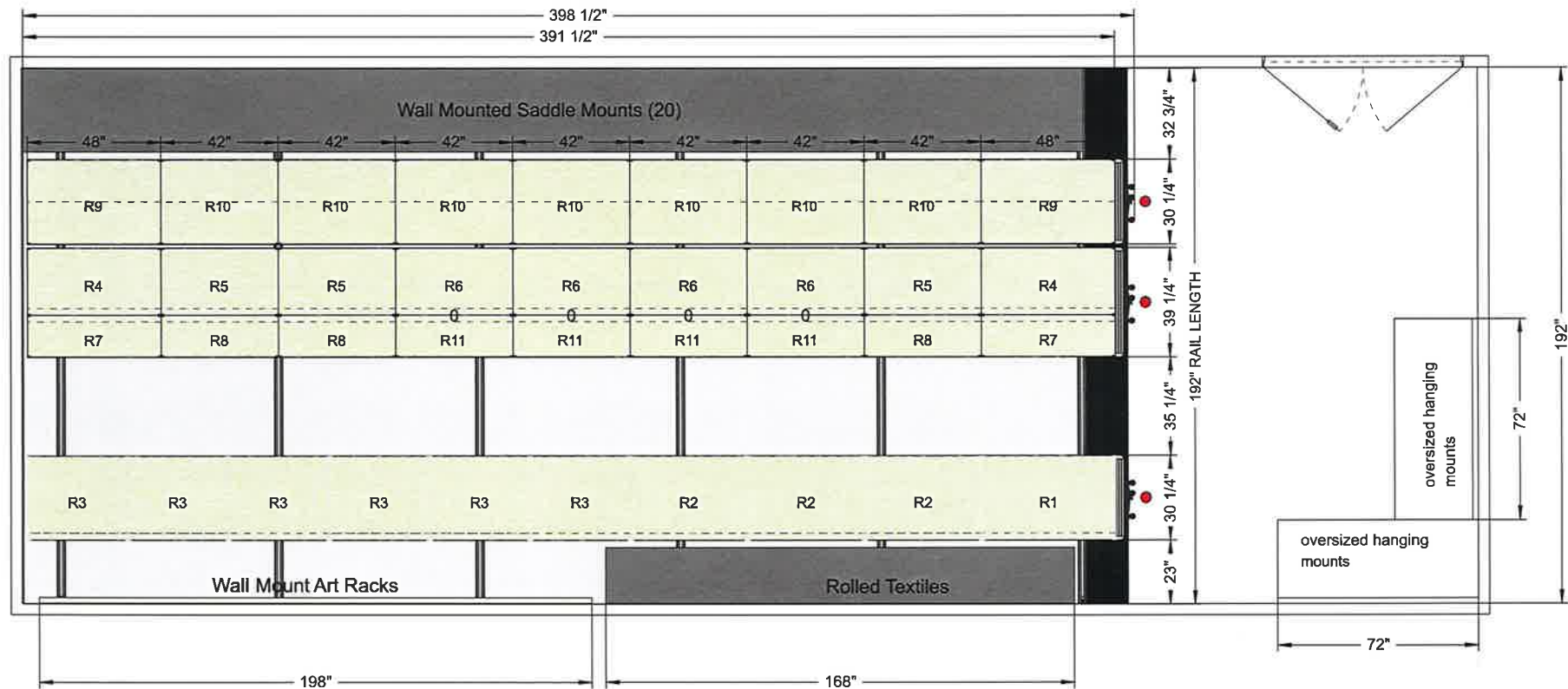
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DATE
10.7.2020

REP CODE
SRF

DATE
5/28/20

DRAWING NUMBER
SRF51984PAFr4



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Bill Schuster

CUSTOMER
Rockpile Museum

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APPROVED BY

DATE

 **DATUM**
storage solutions

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REVISED BY
AZE

DRAWN BY
PAF

TITLE
MT5 4 P

DATE
10.7.2020

REP CODE
SRF

DATE
5/28/20

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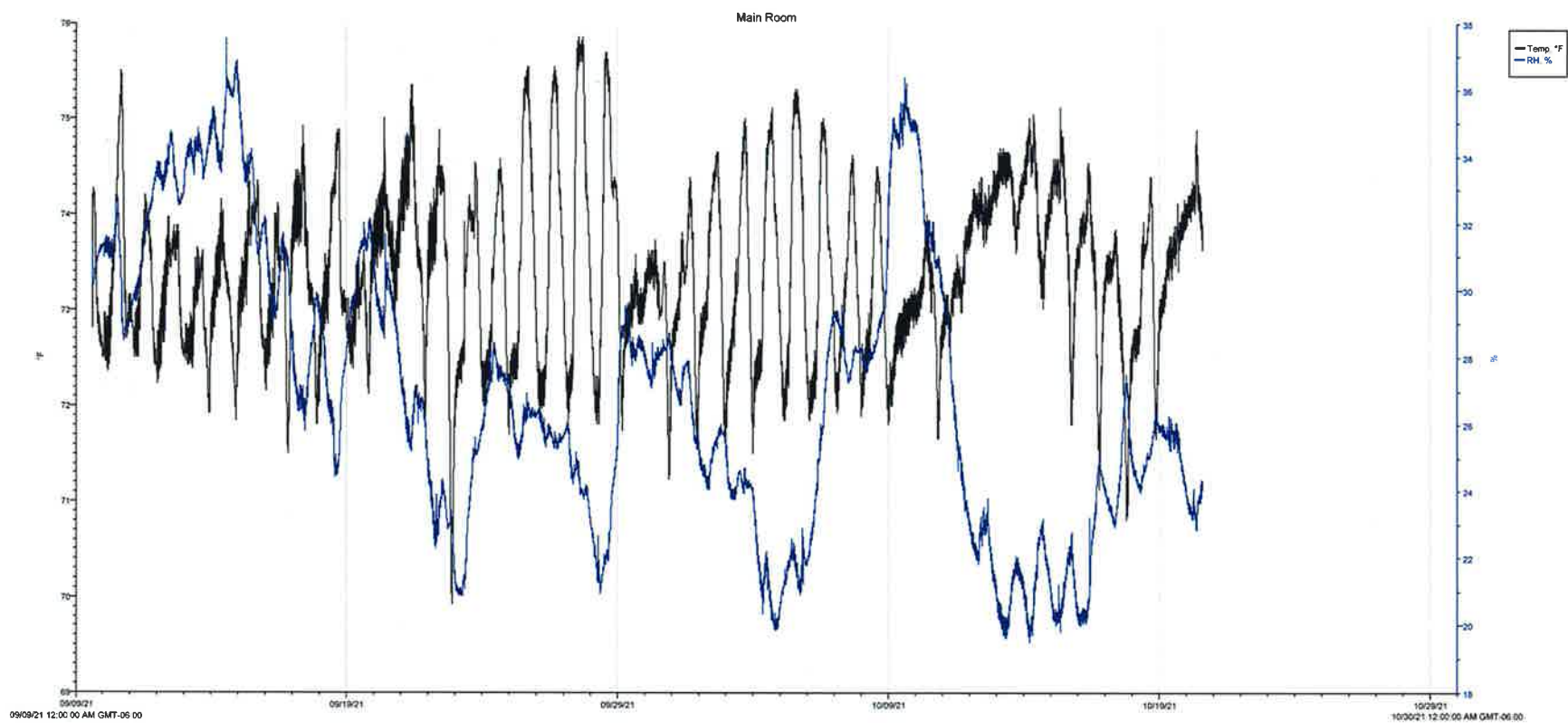
The Campbell County Rockpile Museum has actively monitored our storage and display environments since 2007. We have data for multiple locations including our main storage as well as the new collections storage that was constructed in 2020. Both of our storage rooms have heating, cooling, and humidification. They do not have permanent de-humidification which is a rare need in this part of the country. We do have the ability to install temporary de-humidifiers in those spaces if necessary.

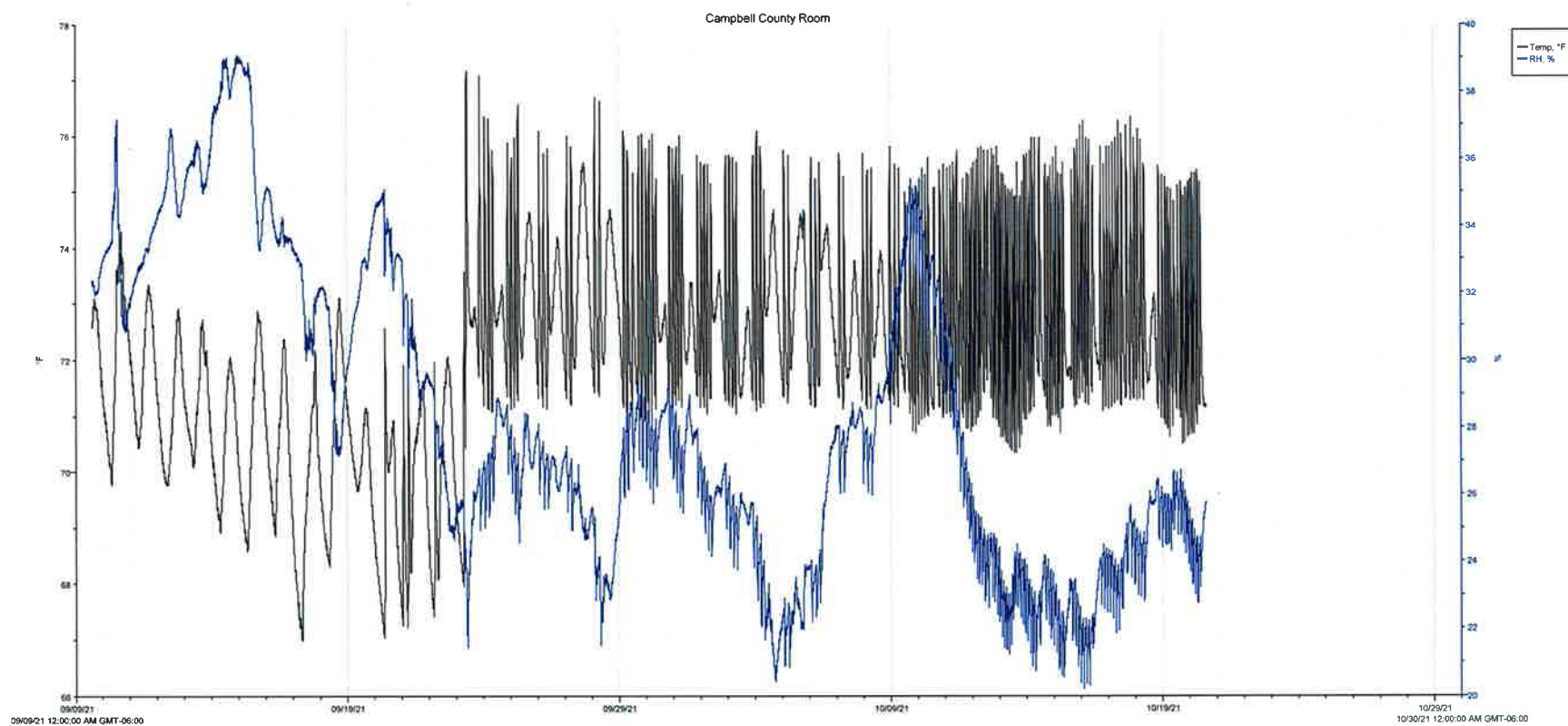
The following graphs are the most recent environmental data from six different locations at the Rockpile Museum including:

1. Main Room – Exhibition Gallery
2. Campbell County Room – West End of Exhibition Gallery
3. CCR Taxidermy – East End of Exhibition Gallery in our Wildlife Exhibit
4. Main Storage – Conditioned Storage Built in 1995
5. ANNEX Bar Exhibit – Exhibit Space in the Museum's Annex Building
6. ANNEX Storage – New Conditioned Storage Built in 2020

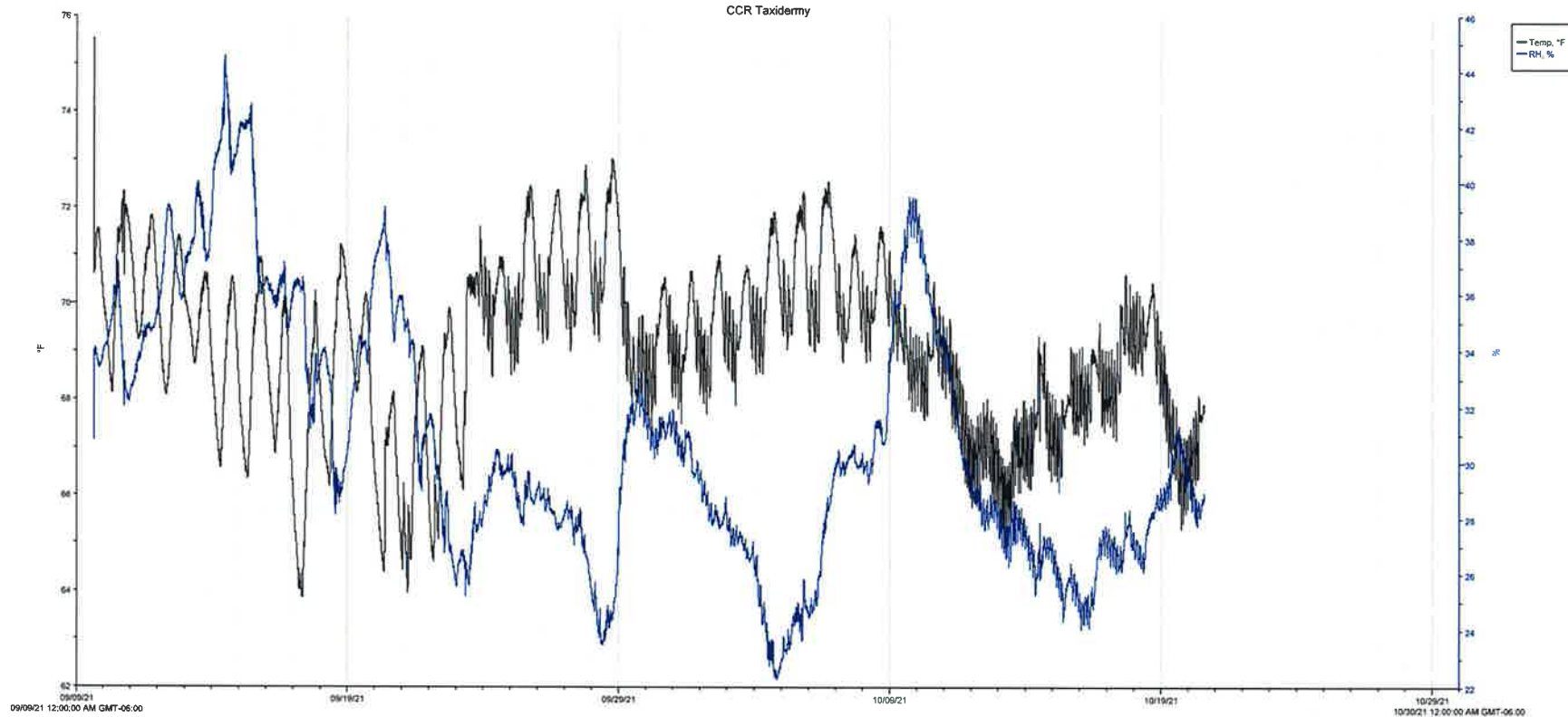
These graphs show the temperature and relative humidity in these spaces from September 9, 2021 to October 20, 2021. You can clearly see the difference between the climate in the two storage rooms and the climate in the exhibition spaces. First, the storage rooms are humidified spaces and are more resistant to the extreme dry conditions we see in Gillette, Wyoming. Second, the spaces are better insulated and are less susceptible to the quick weather changes that are visible in the exhibition spaces. For example, the storm system and blizzard conditions that closed the museum on October 13th are visible beginning on October 11th. The storage rooms dipped four to six degrees and relative humidity swung around 6%. It appears that our HVAC units may also have lost power at some point during the storm. On the other hand, the exhibition spaces saw as much as a 16% relative humidity change over just a few days. As you know, this is incredibly hard on our collections that are exhibited. This is an important reason to try and find a home for all our exhibited collections and especially those that have been on display for years or decades. High-density, mobile storage will also create another barrier to rapid change that open shelving will not.

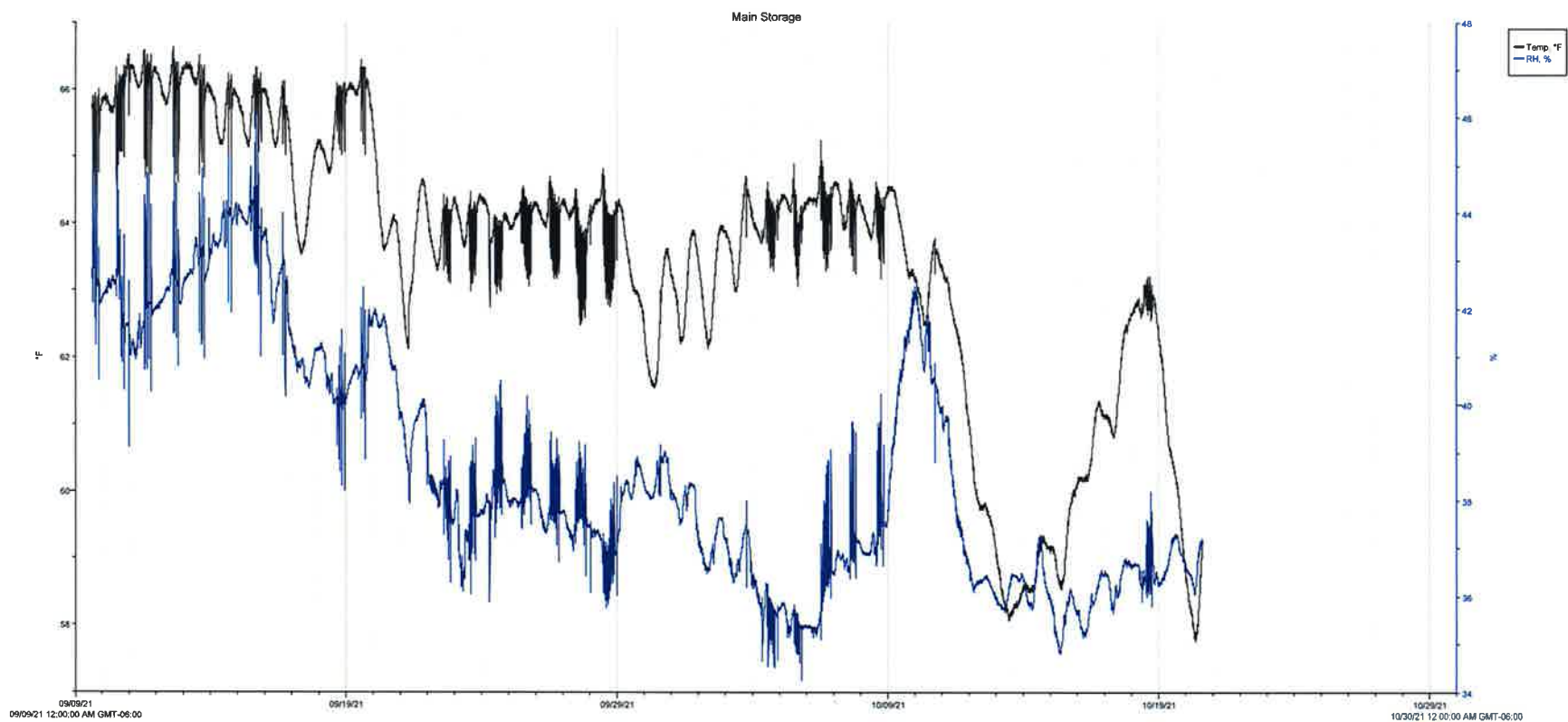
Our goal will be to continue to monitor the climate in these spaces so that we have good data on the importance of climate-controlled collections storage, the importance of maximizing the usable space in these storage rooms, the value of collections conservation, and ultimately the importance of funding projects such as this. We believe we can use this data to better educate our community about why these spaces and this equipment are so important for the preservation of our history and culture.



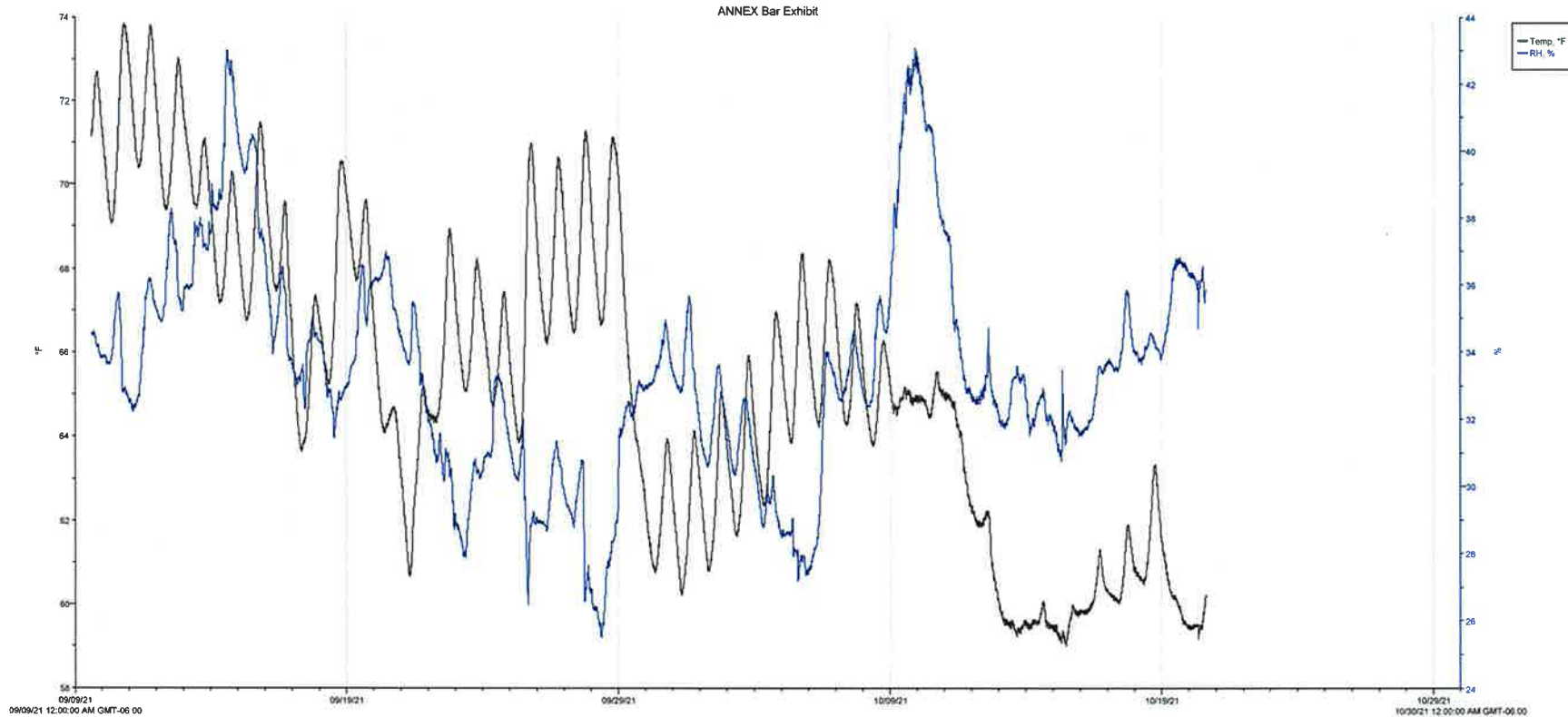


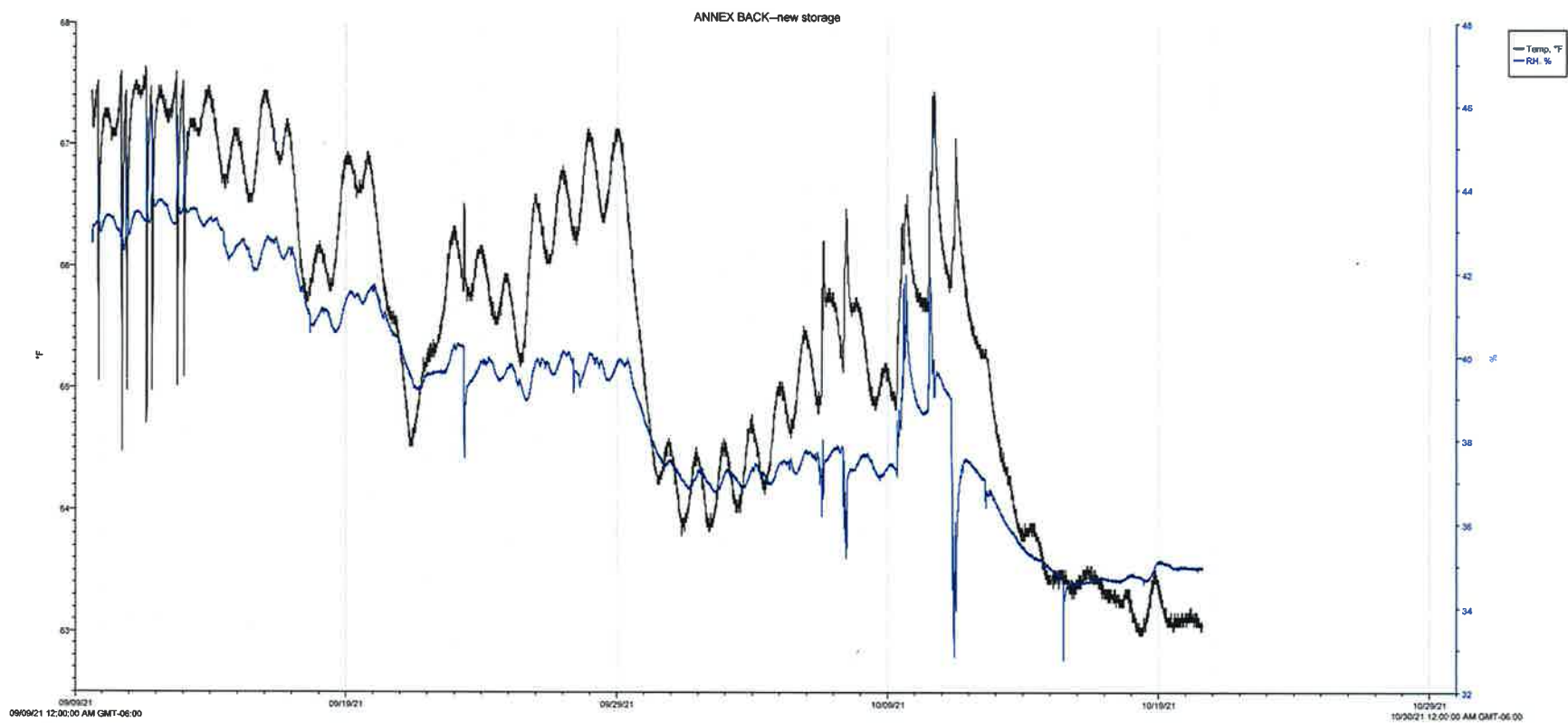
CCR Taxidermy





ANNEX Bar Exhibit







CITY OF GILLETTE

Mayor's Office

201 E. 5th Street • Gillette, Wyoming 82716
Phone 307.686.5203 • Fax 307.686.1593
www.gillettewy.gov

October 22, 2021

Office of Museum Services
Institute of Museum and Library Services
955 L'Enfant Plaza North, SW, Suite 4000
Washington, DC 20024-2135

RE: Letter of Support: Inspire! Grant for Small Museums Application by Campbell County Rockpile Museum

To Whom It May Concern:

On behalf of the City of Gillette, please accept this letter of support for the Campbell County Rockpile Museum's application for Inspire! Grant funds for Small Museums.

Though the Rockpile Museum is owned and operated by Campbell County government, the City of Gillette fully recognizes what an outstanding asset this facility is to our community. As the premier destination for local and regional history, the Rockpile Museum provides a wealth of information and exhibits for both residents and visitors to our community.

We understand that the Rockpile Museum Board of Directors has been working hard to expand their collections storage capacity. The City fully supports these efforts to increase the Museum's ability to procure and properly preserve additional important artifacts and documentation related to our community.

Respectfully, we request your favorable consideration of the Campbell County Rockpile Museum's application. Please contact the City at 307.686.5203 if we can provide any additional information.

Sincerely,

Mayor Louise Carter-King



Board of Directors

President

Jessica Brunecky
CU Art Museum, CO

Vice President

Laura Browarny
Town of Windsor Museums, CO

Treasurer

Caitlin Rumery
Denver Art Museum, CO

Secretary

Alexis Grieve
Nicolaysen Art Museum, WY

Advocacy

Stefani Pendergast
Denver Art Museum, CO

CO State Representative Open Position

WY State Representative
Tina Hill
Wyoming Frontier Prison Museum

**CO State Legislature and
Tourism**
Amy Nilius
History Colorado Center, CO

**WY State Legislature and
Tourism**
Robert Henning
Campbell County Rockpile
Museum, WY

For a complete board listing
of elected and appointed
members, visit us online at
www.cwam-us.org/
Governance

October 14, 2021

Office of Museum Services
Institute of Museum and Library Services
955 L'Enfant Plaza North, SW, Suite 4000
Washington DC 20024-2135

To Whom it May Concern:

We are writing to express our support for the Campbell County Rockpile Museum's application for an IMLS Inspire! Grant for Small Museums for their project "High-Density, Mobile Shelving for Collections Storage."

The Colorado-Wyoming Association of Museums is a service organization which educates and unites its membership and the larger museum community. CWAM advocates and promotes museum interests in Colorado and Wyoming and encourages excellence and professionalism in the museum field. The Campbell County Rockpile Museum has been an institutional member of CWAM for many decades and was most recently the host museum for our 2019 annual meeting in Gillette. While in Gillette we were able to tour the museum and see first-hand the great work the museum staff is undertaking to better care for their collections and improve their exhibits and programs. Limited space is certainly one of the first things we noticed during our visit. That is why we are very excited for their new storage and fully in support of their request for funding for high-density shelving.

If asked what the overall deficiencies for museums across the state are, our Wyoming members would be nearly unanimous in saying collections storage. Wyoming has the lowest population of any state yet is the 10th largest state by area. This makes centralized collections challenging for the state and prevents one statewide organization from operating or assisting museums from across the diverse landscapes of Wyoming. This is a big reason that we support the construction and outfitting of new collections storage at the Rockpile Museum. This helps Gillette become a hub of historical, archaeological, and cultural collections for northeast Wyoming and the Powder River Basin.

The board and staff of the Rockpile Museum have already invested in this project with the construction of their new storage room and the acquisition of free-standing shelving, art racks, textile racks, and saddle racks. This high-density shelving system will maximize this new collections storage space and will benefit the residents of the Powder River Basin and all of Wyoming for many years to come.

We full support the Rockpile Museum's application for an Inspire! Grant for Small Museums and urge you to fund this project for Fiscal Year 2022.

Thank you for your consideration.

Jessica Brunecky
CWAM President
Director of Visitor Experience and Finance
University of Colorado Art Museum



WYOMING STATE MUSEUM

Office of Museum Services
Institute of Museum and Library Services
955 L'Enfant Plaza North, SW, Suite 4000
Washington DC 20024-2135

To whom it may concern:

The Wyoming State Museum is pleased to write this letter of support for the Campbell County Rockpile Museum. It is evident that the Campbell County Commissioners, the Rockpile Museum Board, and the staff at the Rockpile Museum continually demonstrate a high level of pride and professionalism as they work to preserve the history of the Powder River Basin. This grant will allow the work that they have completed for their facility to continue to move forward and will support the needs of their community for many years to come.

As one of the few collecting institutions in the Powder River Basin and the only museum which is focused on telling the entirety of the regional story, the Rockpile Museum is an integral part of the Wyoming community. It is important that they have the resources to collect artifacts and preserve them for future generations. With the recent addition of a climate controlled space, the funding for these storage modules will allow the Museum to improve the artifact exhibits and help them tell the story of the region. The storage modules will also help the museum follow best practices of rotating the pieces in order to let them rest and be preserved.

The Rockpile Museum staff and Board have been working diligently to create a new collections assessment program and plan which will take into account the projected lifespan of this collection space. The storage solutions they hope to implement through this grant will allow them to use this space and their impressive collection to the best of their ability. The care and thought put into this project will help build trust in the local community to show that this museum is capable of caring for their memories and stories. By completing this project, they will also be increasing access to their collection for members of the public, which is what all museums should strive for. A project such as this has so many benefits for the museum as well as the people who live in and visit Campbell County.

Sincerely,
Mark Brammer
Director
Wyoming State Museum

Mark Gordon Governor
Darin J. Worthing, PE, Director
Sara Needles, Deputy Director
Mark Brammer, Manager



ARTS, PARKS,
HISTORY.

Matthews Heritage Museum
232 N. Trade Street Matthews, NC 28105
704-708-4996
Mailing: PO Box 1117 Matthews, NC 28106
www.matthewsheritagemuseum.org

Office of Museum Services
Institute of Museum and Library Services
955 L'Enfant Plaza North, SW, Suite 4000
Washington DC 20024-2135

Dear Sir:

I am writing on behalf of the Campbell County Rockpile Museum's request for funding for mobile shelving. In 2017 I was the MAP reviewer for the museum and saw first-hand some of the problematic issues that the museum faced in reference to its storage. At that time, they were trying to inventory and catalog many items they were finding in different storage areas. In the three years since, they have continued this process and have been rehousing items in proper acid-free boxes.

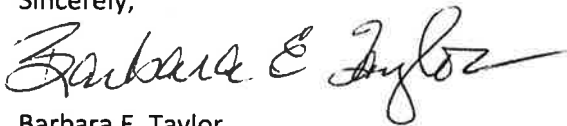
They have also started deaccessioning items that are outside the scope of their collections, or duplicates. I have just completed a virtual follow-up MAP with them, and am impressed with the progress that has been made, in the physical space, documentation and policy development. I did recommend that they consider a collections committee to review items, rather than bring it before the board at monthly meetings. This might allow for more critical review of what should be accepted into the collection.

I was delighted to hear that they were successful in showing the County their need for quality climate-controlled storage and gaining financial assistance in providing new space. With the funding of this grant to purchase compact storage units, it appears that despite remaining for the time being at the current location, the artifacts will be well cared for into the future. As mentioned in the grant, this also gives opportunity to retire artifacts that have been on display far longer than intended, and replace them with new artifacts in new exhibits. Hopefully, there will be a new museum in the future, and this compact storage can be used in a new facility.

I hope you will strongly consider this application. The staff is working hard to find good solutions to problems. The funding and creation of climate-controlled storage shows the determination of the staff and board to persevere in their quest for best practices. Convincing a governmental unit of this type of need is often difficult. With the funding of this high-density, mobile shelving system, they will be able to provide state of the art storage for their collections, preserving the Powder River Basin history for future generations.

Thank you for your consideration.

Sincerely,



Barbara E. Taylor
Director



CAMPBELL COUNTY ROCKPILE MUSEUM

900 W. 2nd Street o Gillette, WY 82716
Phone: (307) 682-5723 o Fax: (307) 686-8528
Email: rockpile@vcn.com

October 21, 2021

Office of Museum Services
Institute of Museum and Library Services
955 L'Enfant Plaza North, SW, Suite 4000
Washington DC 20024-2135

Re: Inspire! Grants for Small Museums Application for the Rockpile Museum for FY22

To Whom it May Concern:

The Rockpile Museum Board of Directors strongly supports our museum's application for an IMLS Inspire! Grant for Small Museums for our project "High-Density, Mobile Shelving for Collections Storage."

The new collections storage room at the Rockpile Museum has been many years in the making and the addition of a high-density storage system will drastically improve our ability to collect and care for this community's heritage. Increased collections storage has been a serious need for this museum for decades. Therefore, one of our main strategic goals for the past few years has been to find a solution to that need. We were ever so close to a brand-new museum building in 2015 when our local economy began its downward trend and the project was put on the shelf. Years of work were lost and so were our hopes of adequate storage space for this collection. After many years of advocating with local elected officials, we have finally been able to succeed in building expanded climate-controlled storage space. New storage equipment is the next step in this goal.

This new space and new storage system mean so much more to this museum than meets the eye. The benefits go beyond the improved storage and extend into every aspect of our operations. No longer will exhibits be left on display due to lack of storage. No longer will valuable history walk back out our door and be lost forever. No longer will stakeholders wonder why their family's history is stored in a barn. More storage equals new stories, new exhibits, new interpretation, and better education for all.

This project will allow us to take a great new space and maximize its potential and help this museum grow for the next decade or more. Our sincere hope is that this storage equipment and this investment by IMLS will be a part of this museum and this community for many decades to come.

Thank you for this opportunity and we ask that you please consider approving funding for high-density, mobile shelving for the Campbell County Rockpile Museum.

Thank you.

Lucas Fralick
Board President

Rocky Marquiss
Secretary/Treasurer

Jane Gebhart
Member

October 21, 2021

Office of Museum Services
Institute of Museum and Library Services
955 L'Enfant Plaza North, SW, Suite 4000
Washington DC 20024-2135

Re: Inspire! Grants for Small Museums Application
for the Rockpile Museum for FY22



To Whom it May Concern:

We are writing to express our support for the Campbell County Rockpile Museum's application for an IMLS Inspire! Grant for Small Museums for their project "High-Density, Mobile Shelving for Collections Storage."

Our organization was formed in 1993 as a non-profit dedicated to supporting, promoting, and assisting the Rockpile Museum. We have helped to solve numerous problems over the past 27 years and helped fundraise for many special projects at the museum. Most of us grew up in this community and have deep roots that bind us to the great history and culture of our region. For us, the Rockpile Museum is much more than a museum. It is a community center and a place that is instrumental in preserving the story of who we are.

Our board and membership are mostly made up of residents of Campbell County, Wyoming, and all of us are keenly aware of the space problems our museum has faced over the years. That is why we are so very excited about the new collections storage room at the museum. This is the first new collections space for the museum since a small addition was built in 1995. Since that time our community has grown tremendously but the floorplan for our museum has not. This new space and the high-density, mobile storage that we hope to acquire through this IMLS grant will allow our museum to collect and preserve the photos, objects, books, and documents important in the history of this place and this region we call home.

We admit that storage shelving is not the most exciting project we hope the museum will undertake in the coming years, but it is one of the most vital. This shelving and this storage room will make all programming better. It will allow exhibits to be overhauled, collections to be preserved, better research to take place, and it will improve all the great educational programming at the museum.

Our entire board and membership support this grant request and ask that you please consider approving funding for high-density, mobile shelving for the Campbell County Rockpile Museum.

Thank you,



Lisa Marquiss
RMA President

900 West 2nd Street
Gillette, WY 82716

Rockpile Museum Association is a tax-exempt, nonprofit 501(c)(3) organization

The following page(s) contain the backup material for Agenda Item: [9:20 Emergency Management Performance Grant \(EMPG\) Agreement](#)

hkh

OFFICE

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Carol J. Seeger, Commissioners
Administrative Director

BOARD OF COMMISSIONERS

Robert Maul, Chairman

Rusty Bell

Colleen Faber

D.G. Reardon

Del Shelstad

MEMORANDUM

TO: Campbell County Commissioners

FROM: Bethany Raab

RE: Emergency Management Performance Grant Award Agreement (EMPG) FY2021

DATE: 10/22/2021

Attached you will find the EMPG FY 2021 Grant Award Agreement. The purpose of this agreement is to provide funding to prepare for all hazards in the community. The award amount is \$35,000 and these funds are federal funds. The grant is a 50/50 match, in which these funds are included in a prior approved budget. The period of performance is October 1, 2020 through September 30, 2022.

The document was reviewed by HR/Risk, County Attorney and Grants. There were no revisions were requested.

A representative from Emergency Management will present this contract.

Thank you!

**GRANT AWARD AGREEMENT BETWEEN
WYOMING OFFICE OF HOMELAND SECURITY
AND
COUNTY OF CAMPBELL**

**Subrecipient Grant Award Agreement for U.S. Department of Homeland Security (DHS)
Federal Emergency Management Agency (FEMA), Grant Programs Directorate,
Emergency Management Performance Grant (EMPG) Fiscal Year 2021**

Subrecipient:	County of Campbell
DUNS #	071413140
Federal Award Amount:	\$35,000.00
Local Match Amount:	\$35,000.00
Period of Performance:	October 1, 2020 through September 30, 2022
CFDA #:	97.042
DHS Grant Code:	EMD-2021-EP-00007
Project ID:	21-EMPG-CAM-GCF21

1. **Parties.** The parties to this Grant Award Agreement (Agreement) are the **Wyoming Office of Homeland Security** (Agency), whose address is: 5500 Bishop Boulevard, Cheyenne Wyoming 82002, and **County of Campbell** (Subrecipient), whose address is: 500 S Gillette Ave, Suite 1600, Gillette, WY 82716.
2. **Purpose of Agreement.** The purpose of this Agreement is to provide federal funds to assist state, local, territorial, and tribal governments in preparing for all hazards. The FY 2021 EMPG Program will provide federal funds to assist state, local, territorial, and tribal emergency management agencies to obtain the resources required to support the implementation of the National Preparedness System and the National Preparedness Goal of a secure and resilient Nation. DHS encourages EMPG recipients and subrecipients to prioritize grant funding toward investments that address capability targets and gaps identified through the annual Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR) process. Recipients and subrecipients should use grant funds to increase capability for high-priority core capabilities with low capability levels, validate capability levels, and maintain or sustain current capabilities.

Project expenditures must align with the approved scope of work described in Attachment A, Project Description, which is attached to and incorporated into this Agreement by this reference. This award is not for the purposes of Research & Development (R&D) as defined in 2 CFR 200.87.

3. **Funding Authority.** The funds the Agency will distribute to Subrecipient under this Agreement are drawn from grant funds distributed to the State of Wyoming by the Fiscal Year 2021 U.S. Department of Homeland Security, Federal Emergency Management Agency Grant Program Directorate, and Emergency Management Performance Grant Program. The program is authorized by Section 662 of the Post-Katrina Emergency

Management Reform Act of 2006 (PKEMRA), as amended, (Pub. L. No. 109-295) (6 U.S.C. § 762); the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (Pub. L. No. 93-288) (42 U.S.C. § 5121, *et seq.*); the Earthquake Hazards Reduction Act of 1977, as amended (Pub. L. No. 95-124) (42 U.S.C. § 7701, *et seq.*); and the National Flood Insurance Act of 1968, as amended (Pub. L. No. 90-448) (42 U.S.C. § 4001, *et seq.*).

4. **Term of Agreement.** This Agreement is effective when all parties have executed it (Effective Date). The Period of Performance of the Agreement is from October 1, 2020 through September 30, 2022. All services shall be completed during this Period of Performance.

This Agreement may be extended once by agreement of both parties in writing and subject to the required approvals. There is no right or expectation of extension, and any extension will be determined at the discretion of the Agency.

5. **Payment.**

- A. The Agency agrees to pay the Subrecipient for the services described in Attachment A, Project Description. Total payment under this Agreement shall not exceed thirty-five thousand dollars and zero cents (\$35,000.00). Payment shall be made within forty-five (45) days after receipt and approval of invoice pursuant to Wyo. Stat. § 16-6-602. Invoices shall be consistent with the current versions of the Reimbursement Request Form and the Expense Claim Form, each of which is incorporated herein by this reference; other applicable invoices and proof of payment, including relevant personnel paycheck stubs; and time and record keeping reports. Subrecipient shall submit invoices in sufficient detail to ensure that payments may be made in conformance with this Agreement. Subrecipient shall submit all invoices within forty-five (45) days before the end of the Period of Performance of this Agreement.
- B. No payment shall be made for services rendered outside the Period of Performance of this Agreement or for activities commenced without prior approval, if prior approval is required. Should the Subrecipient fail to perform in a manner consistent with the terms and conditions set forth in this Agreement, payment under this Agreement may be withheld until such time as the Subrecipient performs its duties and responsibilities to the satisfaction of Agency.
- C. **Travel.** The payment of travel expenses related to the performance of this Agreement shall be allowed with prior approval from Agency and as set forth below. Subrecipient is expected to procure the most cost-efficient travel arrangements.
- (i) **Air Travel.** The Agency agrees to reimburse the Subrecipient's approved air travel expenses related to the performance of this Agreement. Air travel shall be reimbursed based on actual costs, supported by a copy of the

original receipt with the invoice. Subrecipient must select the lowest airfare (fares available in the market at the time of booking, preferably well in advance of trip to attain the lowest possible airfare). Subrecipient shall book economy class fares for all domestic travel. First class bookings are not reimbursable.

- (ii) Personal Vehicle. The Agency agrees to reimburse the Subrecipient's approved use of personal vehicle. Mileage shall be reimbursed at the current State rate per mile based on standard map mileage. Fuel will not be reimbursed.
- (iii) Car Rental. The Agency agrees to reimburse the Subrecipient's approved car rental expenses related to the performance of this Agreement. Car rental expenses shall be reimbursed at actual costs, supported by a copy of the original receipt with the invoice. Subrecipient must select the lowest rental rates for an appropriate vehicle.

- D. **Lodging**. The Agency agrees to reimburse Subrecipient's approved lodging expenses related to the performance of this Agreement. Lodging expenses shall be reimbursed at actual costs, supported by a copy of the original receipt with the invoice. The Subrecipient shall only invoice the Agency for the basic room rate, taxes, and lodging fees. The Agency is not responsible for incidental or miscellaneous expenses charged to the room. Incidental and miscellaneous expenses for which the Agency shall not be responsible include charges such as alcohol, internet, telephone charges, mini-bar, and movies.
- E. **Meals**. The Agency agrees to reimburse Subrecipient's approved meal expenses related to the performance of this Agreement. Unless otherwise agreed upon, the Subrecipient shall be reimbursed for meals in accordance with the current U.S. General Services Administration rate per day. This reimbursement amount includes all meal, beverage, and refreshment expenses incurred during the day. Requests for reimbursement shall state the amount allowable for meals and list the actual number of travel days on the invoice.

6. Responsibilities of Subrecipient.

- A. Subrecipient shall provide the project described in Attachment A.
- B. **Point of Contact**. Subrecipient shall complete the Point of Contact Form, which is incorporated herein by this reference. Subrecipient agrees to keep the Agency up-to-date as to the name of the person acting as Subrecipient's primary contact person for this Agreement, including any change of contact person, address, or telephone information utilizing the Point of Contact Form. Subrecipient's primary contact person shall cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within

this Agreement. An email address must be provided for the contact person and that email account must be checked regularly for new messages.

- C. Notice of Funding Opportunity (NOFO) and FEMA Preparedness Grants Manual.** Subrecipient agrees to comply with all of the requirements, instructions, guidance, limitations, and other conditions set forth in the FY 2021 EMPG Notice of Funding Opportunity (NOFO), incorporated herein by this reference, and the FEMA Preparedness Grants Manual, incorporated herein by this reference. Subrecipient shall read and ensure the necessary personnel are familiar with and adhere to the objectives, priorities, requirements, and restrictions of the EMPG Program. Subrecipient agrees that all allocations and use of funds under this Agreement will be in accordance with the FY 2021 EMPG NOFO and the FEMA Preparedness Grants Manual.
- D. Environmental and Historic Preservation (EHP).** DHS/FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by DHS/FEMA grant funds, through its Environmental and Historic Preservation (EHP) review process, as mandated by the National Environmental Policy Act; National Historic Preservation Act of 1966, as amended; National Flood Insurance Program regulations; and any other applicable laws and Executive Orders. DHS/FEMA funded activities that may require an EHP review are subject to FEMA's EHP review process. This review does not address all federal, state, and local requirements. Subrecipient shall comply with all applicable federal, state, and local laws and shall provide any information requested by the Agency to ensure compliance with applicable requirements. Failure of subrecipient to obtain all appropriate federal, state, and local environmental permits and clearances may jeopardize federal funding. Projects that have potential to impact the environment, including but not limited to the construction of communication towers, modification or renovation of existing buildings, structures and facilities, or new construction including replacement of facilities, must participate in DHS/FEMA/EHP review process prior to work being started. To access the FEMA's EHP screening form and instructions, go to the DHS/FEMA website at <https://www.fema.gov/media-library/assets/documents/90195>. All relevant sections of this form must be completed. Subrecipient will submit the completed EHP screening form to the Agency for submission to FEMA. Subrecipient must comply with all conditions placed on the project as the result of the EHP review. Any change to the approved project description will require re-evaluation for compliance with these EHP requirements. If ground disturbing activities occur during project implementation, Subrecipient must ensure monitoring of ground disturbance, and if any potential archeological resources are discovered, Subrecipient will immediately cease construction in that area and notify FEMA and the appropriate State Historic Preservation Office.
- E. THIRA/SPR.** Subrecipient agrees to complete a whole community Threat and Hazard Identification Risk Assessment (THIRA) or Stakeholder Preparedness Report (SPR) or both, as required, by the deadline determined by the Agency during

the entire period of performance of this Agreement. Failure to meet this requirement may result in the withholding of payment or future funding allocations or both.

- F. NIMS.** Subrecipient shall ensure and maintain adoption and implementation of the National Incident Management System (NIMS). Subrecipient must use standardized resource management concepts for resource typing, credentialing, and inventory in order to facilitate the effective identification, dispatch, deployment, tracking, and recovery of resources. Subrecipient shall update or modify their operational plans, and training and exercise activities, as necessary, to achieve conformance with the National Response Framework and NIMS implementation guidelines.
- G. Procurement.** Subrecipient shall use its own documented procurement procedures that reflect applicable state, local, territorial, and tribal laws and regulations, provided that the procurements conform to applicable federal law and the standards identified in 2 Code of Federal Regulations (C.F.R.) Part 200. These standards include, but are not limited to, providing for full and open competition consistent with the standards of 2 C.F.R. Part 200.319. All procurement activity must be conducted in accordance with Federal Procurement Standards 2 C.F.R. Part 200.317-200.326.
- H. Equipment.**
- (i) Subrecipient may not use the funding provided under this Agreement to purchase equipment not specifically authorized in the Authorized Equipment List (AEL), which is incorporated into this Agreement by this reference, unless the proposed acquisition is reviewed by the Agency and approved by the U.S. Department of Homeland Security in writing prior to purchase. Unless otherwise stated, equipment must meet all mandatory regulatory or DHS/FEMA-adopted standards or both to be eligible for purchase using this Agreement. In addition, Subrecipient will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment.
 - (ii) Subrecipient agrees that, when practicable, any equipment or supplies purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by the U.S. Department of Homeland Security and administered by the Wyoming Office of Homeland Security."
 - (iii) Subrecipient shall maintain property records for all equipment purchased with EMPG funds in accordance with 2 C.F.R. 200.313(d)(1) to include: a description of the property, a serial number or other identification number, the source of funding for the property, who holds title, the acquisition date, and cost of the property, percentage of federal participation in the project costs for the federal award under which the property was acquired, the location, use and condition of the property, and any ultimate disposition

data including the date of disposal and sale price of the property. Subrecipient shall provide Agency with updated property records during the close-out of the Agreement.

- (iv) If EMPG funding is being used to provide emergency communications equipment and its related activities, Subrecipient shall comply with the SAFECOM Guidance for Emergency Communications Grants (SAFECOM Guidance), including provisions on technical standards that ensure and enhance interoperable communications.

I. Training.

- (i) Training conducted using EMPG funds should align to a current, multi-year Training and Exercise Plan (TEP) developed through an annual Training and Exercise Plan Workshop (TEPW) and build from training gaps identified in the THIRA/SPR process, exercises and real-world events. EMPG funds used for training should support the nationwide implementation of NIMS. Subrecipient agrees to complete and update a local TEP in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP) requirements and submit it to the Agency annually.
- (ii) In addition to training activities aligned to and addressed in the TEP, Subrecipient shall ensure that all EMPG funded personnel (full- and part-time) shall complete the following training requirements and provide Agency with proof of completion:
 - (a) IS-100 (any version), IS-200 (any version), IS-700 (any version), and IS-800 (any version); AND
 - (b) Professional Development Series (PDS) or the Emergency Management Professionals Program (EMPP) Basic Academy. These requirements can be found at: <https://training.fema.gov> as well as the EMPG Appendix of the FEMA Preparedness Grants Manual.
- (iii) Per DHS/FEMA GPD Information Bulletin No. 432, July 19, 2018, Subrecipient is no longer required to request approval from FEMA for personnel to attend non-FEMA training as long as the training is coordinated with and approved by the SAA State Training Point of Contact, and falls within the FEMA mission scope and the jurisdiction's Emergency Operations Plan. All other requirements listed in this section still apply.

- J. Exercises.** Subrecipient shall participate in and/or conduct a minimum of five (5) exercises, including at least one (1) full-scale exercise, during a one (1) year period beginning October 1, 2020 and ending September 30, 2021. Subrecipient agrees to

submit an After Action Report (AAR) to the Agency following each exercise. Exercises conducted with this Agreement should be managed and conducted consistent with the HSEEP.

- K. Emergency Operations Plan (EOP).** Subrecipient agrees to complete an Emergency Operations Plan (EOP) aligning with the requirements and guidelines of the Comprehensive Preparedness Guide (CPG) 101 Version 2.0. EOP should be updated no less than once every two (2) years. Subrecipient agrees to provide the Agency with a current or updated copy of the EOP no later than September 1, 2021.
- L. Distribution Management Plan.** Subrecipient agrees to develop and maintain a Distribution Management Plan (DM Plan) as an annex to the EOP. Subrecipient agrees to provide the Agency with a current copy of the DM Plan no later than September 30, 2021.
- M. Reporting.** Subrecipient agrees to submit quarterly progress reports on forms provided by the Agency for the entirety of the performance period regardless of expenditure(s). Quarterly reports will be due the 20th of the month following the end of each quarter (April 20, July 20, October 20 and January 20). Failure to submit quarterly reports may jeopardize future funding.
- N. Closeout.** Subrecipient must maintain and retain the following: backup documentation such as bids and quotes, cost/price analyses, and other documents required by federal regulations applicable at the time of this Agreement award. Subrecipient must also maintain the following documentation for federal funded purchases: specifications, solicitations, competitive quotes or proposals, basis for selection decisions, purchase orders, contracts, invoices and cancelled checks. Subrecipients should keep detailed records of all transactions involving this Agreement. Failure to fully document all purchases will result in expenditures being questioned and subsequently disallowed. Records must be maintained for at least three (3) years after the close of the federal award.

7. Responsibilities of Agency. The Agency agrees to:

- A.** Pay Subrecipient in accordance with Section 5 above.
- B.** Be available to provide necessary and feasible technical advice as requested by Subrecipient.
- C.** Notify Subrecipient of information and updates received from FEMA or other federal agencies, which may affect or otherwise restrict the availability of funds awarded to Subrecipient herein.

8. Special Provisions.

- A. Acknowledgement of Federal Funding from DHS.** Subrecipient agrees to

acknowledge their use of federal funding when issuing statements, press releases, requests for proposal, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

- B. Activities Conducted Abroad.** Subrecipients must ensure that project activities carried on outside of the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.
- C. Administration of Federal Funds.** Subrecipient agrees its use of the funds awarded herein is subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal awards located at 2 C.F.R. Part 200 and adopted by DHS at 2 C.F.R. Part 3002, and any additional requirements set forth by the federal funding agency; all applicable regulations published in the Code of Federal Regulations; and other program guidance as provided to it by Agency. DHS financial assistance recipients must complete either the Office of Management and Budget (OMB) Standard Form 424B Assurances - Non-Construction Programs, or OMB Standard Form 424D Assurances - Construction Programs, as applicable. Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances applicable to their program as instructed by the awarding agency. Please contact the DHS FAO if you have any questions.
- D. Assumption of Risk.** The Subrecipient shall assume the risk of any loss of state or federal funding, either administrative or program dollars, due to the Subrecipient's failure to comply with state or federal requirements. The Agency shall notify the Subrecipient of any state or federal determination of noncompliance. The Agency will provide Subrecipient written notice of intent to impose immediate measures and will make reasonable efforts to resolve the problem informally.
- E. Best Practices for Collection and Use of Personally Identifiable Information (PII).** Subrecipients who collect PII are required to have a publicly available privacy policy that describes standards on the usage and maintenance of the PII they collect. DHS defines personally identifiable information (PII) as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Subrecipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy Template as useful resources respectively.
- F. Copyright License and Patent Rights.** Subrecipient acknowledges that federal grantor, the State of Wyoming, and Agency 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 Subrecipient purchases ownership using funds awarded under this Agreement. Subrecipient must consult with Agency regarding any patent rights that arise from, or are purchased with, funds awarded under this Agreement.

- G. Debarment and Suspension.** Executive Orders (E.O.) 12549 and 12689, which are at 2 C.F.R. Part 180, restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities. By signing this Agreement, Subrecipient 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 E.O. 12549 and 12689, or are on the debarred, or otherwise ineligible, vendors lists maintained by the federal government. Further, Subrecipient agrees to notify Agency 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.
- H. DHS Specific Acknowledgements and Assurances.** Subrecipient acknowledges and agrees to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.
- I. Disposition of Equipment Acquired Under the Federal Award.** When original or replacement equipment acquired under this award by the Subrecipient is no longer needed for the original project or program or for other activities currently or previously supported by DHS/FEMA, Subrecipient must notify Agency and request instructions from DHS/FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. Section 200.313.
- J. Drug-Free Workplace.** Subrecipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the Subrecipient is an individual) of 2 C.F.R. Part 3001, which adopts the Government-wide implementation (2 C.F.R. Part 182) of Sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (41 U.S.C. sections 8101-8106).
- K. Duplication of Benefits:** Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies; to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions; or for other reasons. However, these prohibitions would not preclude subrecipients from shifting costs that are allowable under two (2) or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.

- L. Energy Policy and Conservation Act:** Subrecipient agrees to comply with the requirements of The Energy Policy and Conservation Act, Pub. L. No. 94-163 (1975) (codified as amended at 42 U.S.C. § 6201 *et seq.*) which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.
- M. Environmental Policy Acts.** Subrecipient agrees to comply with the requirements of the National Environmental Policy Act of 1969, Pub. L. No. 91-190 (1970) (codified as amended at 42 U.S.C. § 4321 *et seq.*) (NEPA) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which requires subrecipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans. Subrecipient further agrees all activities under this Agreement will comply with the Clean Air Act, the Clean Water Act, and other related provisions of federal environmental protection laws, rules or regulations.
- N. False Claims Act and Program Fraud Civil Remedies.** Subrecipient agrees to comply with the requirements of The False Claims Act, 31 U.S.C. § 3729-3733, which prohibits the submission of false or fraudulent claims for payment to the federal government. See 31 U.S.C. § 3801-3812, which details the administrative remedies for false claims and statements made.
- O. Federal Audit Requirements.** Subrecipient agrees that if it expends an aggregate amount of seven hundred fifty thousand dollars (\$750,000.00) or more in federal funds during its fiscal year, it must undergo an organization-wide financial and compliance single audit. Subrecipient agrees to comply with the audit requirements of the U.S. General Accounting Office Government Auditing Standards and Audit Requirements of 2 C.F.R. Part 200, Subpart F. Subrecipient shall provide one (1) copy of the audit report to Agency and require the release of the audit report by its auditor be held until adjusting entries are disclosed and made to Agency's records. Subrecipients agrees that if it expends less than seven hundred fifty thousand dollars (\$750,000.00) in federal funds during its fiscal year, it must send the Agency a letter stating they do not meet the threshold to undergo an organization-wide financial and compliance single audit.
- P. Federal Debt Status:** Subrecipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. See OMB Circular A-129.
- Q. Federal Leadership on Reducing Text Messaging while Driving:** Subrecipient agrees to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work

for or on behalf of the federal government.

- R. Fly America Act of 1974.** Subrecipient agrees to comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under 49 U.S.C. § 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974, 49 U.S.C. § 40118, and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981 amendment to Comptroller General Decision B-138942.
- S. Hotel and Motel Fire Safety Act of 1990.** Subrecipient agrees to comply with Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. § 2225a, by ensuring that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of the Federal Fire Prevention and Control Act of 1974, codified as amended at 15 U.S.C. § 2225.
- T. Human Trafficking.** As required by 22 U.S.C. § 7104(g) and 2 C.F.R. Part 175, this Agreement may be terminated without penalty if an 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.

Subrecipient agrees to comply with the requirements of the government-wide financial assistance award term which implements Section 106(g) of the Trafficking Victims Protection Act of 2000, (TVPA), codified as amended at 22 U.S.C. § 7104. The award term is located at 2 C.F.R. Part 175.15, the full text of which is incorporated here by reference.

- U. Kickbacks.** Subrecipient 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 Subrecipient breaches or violates this warranty, Agency may, at its discretion, terminate this Agreement without liability to Agency, or deduct from the agreed upon price or consideration, or otherwise recover, the full amount of any commission, percentage, brokerage, or contingency fee.
- V. Limited English Proficiency.** Subrecipient agrees to comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d, *et seq.*) prohibition against

discrimination on the basis of national origin, which requires that subrecipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance and additional resources on <http://www.lep.gov>.

- W. Lobbying Prohibitions.** Subrecipient agrees to comply with 31 U.S.C. § 1352, which provides that none of the funds provided under this Agreement may be expended by the Subrecipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification.
- X. Monitoring Activities.** Agency shall have the right to monitor all activities related to this Agreement that are performed by Subrecipient or its subrecipients. 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.
- Y. Nondiscrimination.** The Subrecipient shall comply with Title VI of the Civil Rights Act of 1964 (codified as amended at 42 U.S.C. § 2000d, *et seq.*); Title VIII of the Civil Rights Act of 1968, Pub. L. No. 90-284, as amended through Pub. L. 113-4 (see 42 U.S.C. § 3601, *et seq.*); the Wyoming Fair Employment Practices Act (Wyo. Stat. § 27-9-105, *et seq.*); Titles I, II, and III of the Americans with Disabilities Act, Pub. L. No. 101-336 (1990) (codified as amended at 42 U.S.C. § 12101-12213, *et seq.*); Section 504 of the Rehabilitation Act of 1973, Pub. L. No. 93-112 (1973) (codified as amended at 29 U.S.C. § 794); Title IX of the Education Amendments of 1972, Pub. L. No. 92-318 (1972) (codified as amended at 20 U.S.C. § 1681, *et seq.*); and the Age Discrimination Act of 1975, Pub. L. No. 94-135 (1975) (codified as amended at 42 U.S.C. § 6101, *et seq.*); and 6 C.F.R. Part 19, Nondiscrimination in Matters Pertaining To Faith-Based Organizations, and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs. Subrecipient shall not discriminate against any individual on the grounds of age, sex, color, race, religion, national origin, or disability in connection with the performance of this Agreement.
- Z. Non-Supplanting Requirement.** Subrecipient hereby affirms that federal grant funds shall be used to supplement existing funds, and shall not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources. Subrecipient should be able to document that any reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds under this Agreement.

- AA. 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.
- BB. Procurement of Recovered Materials.** Subrecipient agrees to comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. No. 89-272 (1965) (codified as amended by the Resource Conservation and Recovery Act, 42 U.S.C. § 6962). The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.
- CC. Program Income.** Subrecipient shall not deposit grant funds in an interest bearing account without prior approval of Agency. Any income attributable to the grant funds distributed under this Agreement must be used to increase the scope of the program or returned to Agency.
- DD. 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 Subrecipient and related to the services and work to be performed under this Agreement, shall identify the Agency as the sponsoring agency and shall not be released without prior written approval of Agency.
- EE. Reporting of Matters Related to Recipient Integrity and Performance.** Subrecipient agrees that if the total value of the Subrecipient's currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies exceeds ten million dollars (\$10,000,000.00) for any period of time during the period of performance of this federal award, then the Subrecipient must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.
- FF. Reporting Subawards and Executive Compensation.** Subrecipient agrees to comply with the requirements set forth in the government-wide award term on Reporting Subawards and Executive Compensation located at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated here by reference in the award terms and conditions.
- GG. Terrorist Financing.** Subrecipient agrees to comply with E.O. 13224 and U.S. laws that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Subrecipient to ensure compliance with the Order and laws.
- HH. Universal Identifier and System of Award Management (SAM).** Subrecipient

agrees to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated here by reference.

- II. USA Patriot Act of 2001.** Subrecipient agrees to comply with requirements of Section 817 of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act), Pub. L. No. 107-56, which amends 18 U.S.C. sections 175-175c.
- JJ. Use of DHS Seal, Logo and Flags.** Subrecipient agrees to obtain permission from DHS prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials. The Subrecipient will utilize the Agency as the liaison between the Subrecipient and DHS when obtaining DHS permission for the use of seal(s), logos, crests or reproductions of flags or likenesses.
- KK. Whistleblower Protection Act.** Subrecipient agrees to comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C. § 2409, 41 U.S.C. § 4712, and 10 U.S.C. § 2324, 41 U.S.C. § 4304 and 4310.
- LL. Americans with Disabilities Act of 1990.** Recipients must comply with the requirements of Titles I, II, and III of the Americans with Disabilities Act, Pub. L. No. 101-336 (1990) (codified as amended at 42 U.S.C. sections 12101-12213), which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities.
- MM. Indirect Facilities & Administrative (F&A) Costs.** Indirect costs are allowable under this program as described in 2 C.F.R. Part 200, including 2 C.F.R. § 200.414. Applicants with a negotiated indirect cost rate agreement that desire to charge indirect costs to an award must provide a copy of their negotiated indirect cost rate agreement at the time of application. Applicants that are not required by 2 C.F.R. Part 200 to have a negotiated indirect cost rate agreement but are required by 2 C.F.R. Part 200 to develop an indirect cost rate proposal must provide a copy of their proposal at the time of application. Post-award requests to charge indirect costs will be considered on a case-by-case basis and based upon the submission of an agreement or proposal as discussed above.

9. General Provisions.

- A. Amendments.** Any changes, modifications, revisions, or amendments to this Agreement, including changes FEMA determines are necessary to the Agency's award document after an award has been made such as changes to Period of Performance or terms and conditions, 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 Subrecipient shall not use this Agreement, or any portion thereof, for collateral for any financial obligation without the prior written permission of the Agency.
- D. Audit and Access to Records.** The Agency and its representatives shall have access to any books, documents, papers, electronic data, and records of the Subrecipient which are pertinent to this Agreement. The Subrecipient shall immediately, upon receiving written instruction from the Agency, provide to any independent auditor or accountant all books, documents, papers, electronic data, and records of the Subrecipient which are pertinent to this Agreement. The Subrecipient shall cooperate fully with any such independent auditor or accountant during the entire course of any audit authorized by the Agency.
- E. Availability of Funds.** Each payment obligation of the Agency 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 the Agency at the end of the period for which the funds are available. The Agency shall notify the Subrecipient at the earliest possible time of the services which will or may be affected by a shortage of funds. No penalty shall accrue to the Agency in the event this provision is exercised, and the Agency 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 Agreements.** The Agency may award supplemental or successor grants for work related to this Agreement or may award grants to other subrecipients for work related to this Agreement. The Subrecipient shall cooperate fully with other subrecipients and the Agency in all such cases.

- G. Compliance with Laws.** The Subrecipient shall keep informed of and comply with all applicable federal, state, and local laws and regulations, and all federal grant requirements and executive orders 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 Subrecipient in the performance of this Agreement shall be kept confidential by the Subrecipient unless written permission is granted by the Agency for its release. If and when Subrecipient receives a request for information subject to this Agreement, Subrecipient shall notify Agency within ten (10) days of such request and shall not release such information to a third party unless directed to do so by Agency.
- I. Entirety of Agreement.** This Agreement, consisting of twenty (20) pages; and Attachment A, Project Description, 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.** Subrecipient 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 Subrecipient'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 the Agency 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 Subrecipient 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 Subrecipient shall be free from control or direction over the details of the performance of services under this Agreement. The Subrecipient shall assume sole responsibility for any debts or liabilities that may be incurred by the Subrecipient 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 Subrecipient or its agents or employees to act as an agent or representative for or on behalf of the State of Wyoming or the Agency or to incur any obligation of any kind on behalf of the State of Wyoming or the Agency. The Subrecipient 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 Subrecipient or the Subrecipient's agents or employees as a result of this Agreement.
- O. Notices.** All notices arising out of, or from, the provisions of this Agreement shall be in writing either by regular mail or delivery in person at the addresses provided under this Agreement.
- P. Ownership and Return of Documents and Information.** Agency is the official custodian and owns all documents, data compilations, reports, computer programs, photographs, data, and other work provided to or produced by the Subrecipient in the performance of this Agreement. Upon termination of services, for any reason, Subrecipient agrees to return all such original and derivative information and documents to the Agency 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.
- Q. Patent or Copyright Protection.** The Subrecipient recognizes that certain proprietary matters or techniques may be subject to patent, trademark, copyright, license, or other similar restrictions, and warrants that no work performed by the Subrecipient or its subrecipients will violate any such restriction. Subrecipient agrees to affix the applicable copyright notices of 17 U.S.C. § 401 or 402 and an acknowledgement of U.S. Government sponsorship (including the award number) to any work first produced under federal financial assistance awards. The Subrecipient shall defend and indemnify the Agency for any infringement or alleged infringement of such patent, trademark, copyright, license, or other restrictions. Unless otherwise provided by law, the Subrecipient is subject to the Bayh-Doyle Act, 35 U.S.C. § 200 *et seq.* The Subrecipient is subject to the specific

requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from federal financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. § 401.14.

- R. **Prior Approval.** This Agreement shall not be binding upon either party, 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. § 9-2-1016(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 Agency expressly reserve sovereign immunity by entering into this Agreement and the Subrecipient expressly reserves governmental immunity. Each of them specifically retains all immunities and defenses available to them as sovereigns 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. The parties further acknowledge that there are constitutional and statutory limitations on the authority of the State of Wyoming and its agencies or instrumentalities to agree to certain terms and conditions supplied by the Subrecipient, including, but not limited to, the following: liability for damages; choice of law; conflicts of law; venue and forum-selection clauses; defense or control of litigation or settlement; liability for acts or omissions of third parties; payment of attorneys' fees or costs; additional insured provisions; dispute resolution, including, but not limited to, arbitration; indemnification of another party; and confidentiality. Any such provisions in the Agreement, or in any attachments or documents incorporated by reference, will not be binding on the State of Wyoming. 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 Subrecipient 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 the Agency upon thirty (30) days written notice. This Agreement may be terminated by the Agency immediately for cause if the Subrecipient 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 Subrecipient 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 the Agency.

THE REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK.

10. **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.

AGENCY: WYOMING OFFICE OF HOMELAND SECURITY

Lynn Budd, Director

Date

SUBRECIPIENT: COUNTY OF CAMPBELL

Subrecipient Designee Signature

Date

Printed Name and Title of Designee

Attested by:

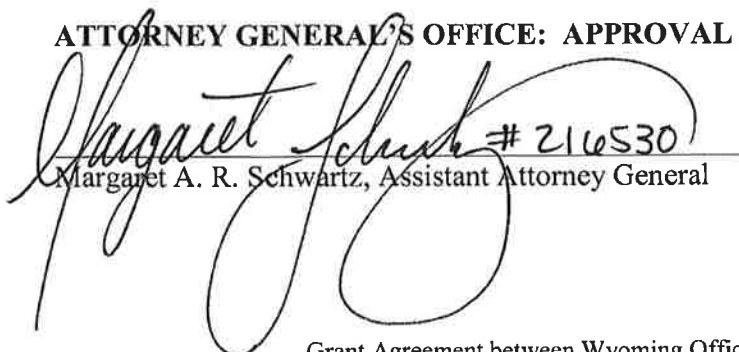
Date

COUNTY ATTORNEY: APPROVAL AS TO FORM

County Attorney

Date

ATTORNEY GENERAL'S OFFICE: APPROVAL AS TO FORM

 # 216530
Margaret A. R. Schwartz, Assistant Attorney General

9/28/21

Date



2021 Emergency Management Performance Grant (EMPG) POINT OF CONTACT INFORMATION FORM

Jurisdiction:	Campbell County
Grant Project ID:	21-EMPG-CAM-GCF21
Mailing Address:	500 South Gillette Avenue, Suite 1100
City, ST ZIP	Gillette, WY 82716

Grant Administrator	David King
Title:	Emergency Management Coordinator
Phone Number:	307-686-7477
Email:	Dak41@ccgov.net
Gmail Address for access to WOHS Team Website*:	Dak41@ccgov.net (Preferred) WY7DK55@gmail.com (Personal)

Authorized Point of Contact	David King
Title:	Emergency Management Coordinator
Phone Number:	307-686-7477
Email:	Dak41@ccgov.net
Gmail Address for access to WOHS Team Website*:	Dak41@ccgov.net (Preferred) WY7DK55@gmail.com (Personal)

**A Gmail address is required to access this site which contains helpful links, announcements, forms and reporting.*

Signature _____ **Date** _____

Printed Name _____ **Title** _____

This form must be signed by the same signing authority required by the 2021 EMPG Grant Award Agreement. Please complete and return along with signed Grant Award Agreement to:

Chérie Schlumpf
Wyoming Office of Homeland Security
5500 Bishop Boulevard, Cheyenne, WY 82002
cherie.schlumpf2@wyo.gov

Attachment A: Project Description

County of Campbell

Project ID: 21-EMPG-CAM-GCF21

Award Amount: \$35,000.00

The following submitted project(s) have been approved for the Federal Fiscal Year 2021 U.S. Department of Homeland Security, Emergency Management Performance Grant (EMPG). Only expenditures within the scope of the below projects will be reimbursed by the Wyoming Office of Homeland Security. Any changes to the scope of work must be approved through the Wyoming Office of Homeland Security prior to implementation.

REMINDER: Fuel, oil and routine maintenance charges are **NOT** covered under this grant.

Description	Amount
Eligible Expenses as follows: • Planning • Salary and Benefits • Organization Expenses - Eligible expenses including but not limited to: office supplies, utilities and office space • Training and Exercise	\$35,000.00

For questions regarding individual project allowability, the scope of an approved project, or the 2021 EMPG, please contact:

Chérie Schlumpf
Grant Program Manager
Wyoming Office of Homeland Security
307-777-4917

Ashley Paulsrud
Grants/Finance Section Chief
Wyoming Office of Homeland Security
307-777-4907

Attachment A: Project Description

County of Campbell

Project ID: 21-EMPG-CAM-GCF21

Award Amount: \$35,000.00

The following submitted project(s) have been approved for the Federal Fiscal Year 2021 U.S. Department of Homeland Security, Emergency Management Performance Grant (EMPG). Only expenditures within the scope of the below projects will be reimbursed by the Wyoming Office of Homeland Security. Any changes to the scope of work must be approved through the Wyoming Office of Homeland Security prior to implementation.

REMINDER: Fuel, oil and routine maintenance charges are **NOT** covered under this grant.

Description	Amount
Eligible Expenses as follows: • Planning • Salary and Benefits • Organization Expenses - Eligible expenses including but not limited to: office supplies, utilities and office space • Training and Exercise	\$35,000.00

For questions regarding individual project allowability, the scope of an approved project, or the 2021 EMPG, please contact:

Chérie Schlumpf
Grant Program Manager
Wyoming Office of Homeland Security
307-777-4917

Ashley Paulsrud
Grants/Finance Section Chief
Wyoming Office of Homeland Security
307-777-4907

The following page(s) contain the backup material for Agenda Item: [9:25 District Support Grant, Sundog I&S](#)



Department of Public Works - Engineering Division

500 S. Gillette Avenue, Suite 1400 Gillette, WY 82716 | 307-685-8061 Office | 307-687-6468 Fax

DISTRICT SUPPORT GRANT MEMORANDUM

SECTION 1 - General

FROM: Clark Melinkovich, P.E., Public Works Senior Engineer *CM*
TO: Board of County Commissioners
SUBJECT: District Support Grant Application From: **Sundog I&S**
DATE: 11/2/2021

Sundog I&S has submitted a District Support Grant application in the amount of \$11,250.38 for grading and road base on Blue Tick Drive

SECTION 2 - Grant Type and Priority **Priority 6, Gravel Road**

SECTION 3 - Costs and Eligibility **Enlargement Eligible? No**

Total Number of District Lots:	31				
Total allowable grant over a 5-yr period:	31	lots	@	\$1,500	\$ 46,500
Total amount of Grants approved over current 5-yr period:					\$ -
Total amount not subject to \$1500/lot limitation					\$ -
Remaining Grant eligibility this current 5-yr period:					\$ 46,500
Current Fiscal Year Awards	\$	-			O.K.
Remaining Eligibility this Fiscal Year	\$	50,000	O.K.		

SECTION 4 - Compliance

Sundog I&S District is compliant with the elections office per a 10/25/2021 memo

SECTION 5 - Analysis

Total Estimated Project Cost: \$31,276.75
 Priority 6, Gravel Road (PR-6) 50% up to \$50,000 drainage, 33% up to \$50,000 connecting roads, 25% up to \$50,000 gravel

%	Total	Grant	Item
100		0.00	
50	5,465.00	2,732.50	drainage
33	25,811.75	8,517.88	blading and crushed base
25		0.00	
Totals	\$31,276.75	\$11,250.38	

SECTION 6 -Quotes Received

	Company	Total	Were only able to get one bid that could guarantee delivery within their timeline. Price is competitive compared to others.
1	B.S. services	\$23,811.75	
2			
3			
4			

SECTION 7 - Recommendation

I recommend the Board approve the District Support Grant request from Sundog I&S Improvement and Service District in an amount not to exceed \$11,250.38 for grading and road base on Blue Tick Drive	Funding History	
	5 year	\$0
	10 year	\$7,171
	Since Incept	\$89,571
Approved? Y or N	\$	Date Approved



DISTRICT SUPPORT GRANT APPLICATION

District Name: Sunday Improvement: Sunday Dist Requested Amount: ~~\$8,418~~ ³⁸ \$11,250

Mailing Address: 4314 Quaker Horse Ave * Gillette, WY 82718

Contact Person: Rebecca Vondrak

Day Time Phone: (307) 257-3839 257-3839

Is applicant requesting financial assistance to form a District? Yes _____ No X

Is Applicant requesting financial assistance for connection to regional water? Yes _____ No X

Is the project anticipated to be complete in the next 18 months? Yes X No _____

Description of proposed project: (Include engineering reports, portion to be funded by grant, etc.)
Road & Drainage work including Grading & Road Base on Blue Tick Dr.

Total project cost (estimated) (itemize on separate sheet): ~~\$25,161.00~~ ²⁵ \$31,276

Projected start date: as soon as possible Projected completion date: Before Dec 1, 2021

Briefly describe why the project is needed:

To repair and improve the road ways in Sunday Subdivision for the homeowners in the area.

Governing Board members: Tina Wigger, Michelle Kretz, & Jacob Strider

Acreage (approximate) of district or proposed district: approximately 40 acres

Date of district formation (if applicable) N/A

Number of lots: 31

Population of District: N/A

Ratio of developed and undeveloped land: none undeveloped

Is area legally platted? yes

District boundary map included? Township 49 range 72 west section 16

Is District zoned? yes If so, what is it zoned? residential

Is District in compliance with the Elections Office? (Submit letter of compliance). yes - letter attached

Revised November 2013

numbers modified based on conversation
with John Hespen, Rebecca Vondrak, and Mark Wagner

CM 10-27-21

FINANCIAL INFORMATION

Current Mill Levy for the Subdivision

\$,300.00 per resident for the year

Current Assessed Valuation (County Assessor's Office)

\$ 1,116,140

Current Indebtedness

\$ None

Current Income Statement and Balance Sheet

Avg. yearly income: 12,000.00
\$ Account Balance - 48,418.41 2021 FY

Water and sewer rates, tap fees, plant investment fees, association or district dues (Describe)

\$ 70.00 per month Base Rate - reduced water assessment

Will project generate user fees, charges, other revenues or income revenue?

Yes _____ No X

List and describe other potential funding sources:

None

Other pending applications for funding:

None

Land developers or others whose business ventures will directly benefit from project and funding or other assistance requested, received, or pledged from these sources:

None

Respectfully submitted,

Vinodh Ligger

Title: Board Member

Attest:

Jacob H. Wolf

Secretary

District Support Grant Roadway Cost Estimate Template

District

ROADWAY PROJECT INFORMATION

Submit one form for each road

Road Name	Surfacing			Blading		Drainage/Ditch			Dust Control	
	Len (Ft)	Wid (Ft)	Thick (In)	Len (Ft)	Wid (Ft)	Len (Ft)	Deep (Ft)	Culverts?	Len (Ft)	Wid (Ft)
Blue Tick Rd	230	24	6							

CONTRACTOR PRICING

B.S. Services

Check if Apply	Surfacing	Tons	\$/Ton *	Total \$	
	Limestone (1" W, L)	821	24.80	20196.80	* includes aggregate, delivery and placement of aggregate. If mixing two aggregates (ie concrete/asphalt), fill out both rows. If cost does not include placement of aggregate, please state and then include it under blading below. Scoria is often in cubic yards instead of tons. If this is the case, mark out tons and put in CY
	Scoria (2" max)			0	
☒	Crushed Concrete	711	27.85	19801.35	
	Crushed Asphalt	855		23811.75	
	Other (Specify)				
Surfacing Subtotal					<i>Limestone if crushed concrete is not available</i>

Check if Apply	Blading	Hrs	\$/Hr *	Total \$	
	Crowning/Surfacing			2000	* includes cost of water and application of water to road surface. May also include blading shoulders for drainage to ditches
	Water Truck				
Blading Subtotal					

Check if Apply	Drainage	LF	\$/LF *	Total \$	
	Install 12" culvert				* includes materials and installation of culverts. For ditches, cost includes cutting ditches, disposing of excess material if applicable, and any erosion protection measures necessary
	Install 18" culvert				
	Install 24" culvert				
	Cut Ditches			5465	
Drainage Subtotal					

Check if Apply	Dust Control	Gallons	\$/Gallon *	Total \$	
	Mag Chloride				* includes product and application of product to roadway
	Other (Specify)				
Dust Control Subtotal					
Total Cost Estimate					

Hespen Excavating

129 Simmons Cutoff Rd
Alva, Wy 82711 US
(307) 680-7430
rhesperan@outlook.com

Estimate

ADDRESS
Sundog Estates
Gillette Wy

ESTIMATE 1004
DATE 09/30/2021

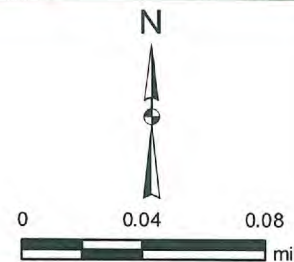
SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Gradework on Blue Tick Rd	Deepen ditches and clear ends of culverts. Tighten up width of roads and replace main culvert across road.	1	5,465.00	5,465.00
TOTAL				\$5,465.00

Accepted By

Accepted Date



Date: 10/26/2021
Time: 9:13:20 AM



CAMPBELL COUNTY, WYOMING

DEPARTMENT
OF PUBLIC WORKS

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



Office of
COUNTY CLERK

500 S. Gillette Avenue, Suite 1600 • P.O. Box 3010 • Gillette, WY 82717
Phone: 307.682.7285 • Fax 307.687.6455

October 25, 2021

To: Rebecca Vondrak
RE: Sundog Improvement and Service District

The requirements below have been met by the Sundog Improvement and Service District. Having met the requirements, Sundog Improvement and Service District is currently in compliance with the Campbell County Elections Office.

Notice of Board – 01/21/2021

Proposed Budget – 06/01/2021

Final Budget – 09/20/2021

Public Records – 09/20/2021

Map - YES

Department of Audit - YES

Department of Revenue - YES

Sincerely,

Michelle L. Leiker
Campbell County Elections Coordinator

Sundog Improvement and Service District

4314 Quarter Horse Ave. Gillette, WYOMING 82718 rebecca.vondrak@sundogwy.com
Tel 257-3839 Fax 686-1511

October 25, 2021

To whom it may concern:

The Sundog Improvement and Service District is requesting a District Support Grant in the amount of \$8,468.33. This is 33% of our bided project amount, which is \$25,661.60 for grading, drainage, and road base along Blue Tick Drive. The board is asking for 33% due to usage on the road from traffic of those that are not from Sundog subdivision - I have included a map attached showing how it is a thru access road for other subdivisions.

The board members have also had difficulty finding contractors to give bids for this road work project and have not been successful at being able to get multiple bids.

If any other information is required or needed to further assist in the progress of this grant please contact me at 307-257-3839, and I'll be happy to help!

Sincerely,



Rebecca Vondrak
Administrative Manager

Sundog Improvement & Service District
020.7085.18

Date	Description	Award	Priority 1	Priority 2	Priority 3	Priority 4	Priority 5	Priority 6	Priority 6	Priority 6	Priority 7	Priority 8	Disburse	Balance
								25%	33%	50%				
4/18/1989	Establish & Eng	12,500.00						12,500.00						
4/20/1989	Pynt							9,537.43					2,962.57	
4/30/1989	Pynt							9,117.68					419.75	
6/1/1989	Pynt							8,875.18					242.50	
6/30/1989	Pynt							8,617.68					257.50	
6/30/1989	Pynt							8,537.68					80.00	
11/8/1989	Pynt							7,267.68					1,270.00	
11/20/1989	Pynt							6,036.48					1,231.20	
12/5/1989	Design Enlarged System DSG-5B	10,000.00						16,036.48						
1/15/1990	Pynt							15,908.53					127.95	
1/29/1990	Pynt							13,626.03					2,282.50	
4/16/1990	Pynt							12,103.53					1,522.50	
7/10/1990	Pynt							10,927.32					1,176.21	
7/20/1990	Pynt							10,321.93					605.39	
7/31/1990	Pynt							7,034.56					3,287.37	
10/10/1990	Pynt							0.00					7,034.56	
12/18/1990	Water Constr. DSG-5C	42,400.00						42,400.00						
12/19/1990	Pynt							2,515.37					39,884.63	
1/31/1991	Pynt							0.00					2,515.37	
	1991 to 1992							0.00						
6/1/1993	Street Constr. DSG-5D	15,000.00						15,000.00						
6/1/1993	Street Constr. FLB Appl DSG-5E	2,500.00						17,500.00						
8/31/1993	Pynt DSG-5D&5E							1,944.47					15,555.53	
	1994 to 1995							1,944.47						
	1995 to 1996							1,944.47						
10/17/1997	Return to Account				1,944.47			0.00						
6/14/2010	Application submitted then withdrawn - Tonya Obermire													
2/3/2015	DSG 2014.15 Meters/Readers	5,433.00				0.00								0.00
	VOIDED													0.00
5/5/2015	DSG 2014.27 Madison Connectio	7,171.00			7,171.00									7,171.00
5/27/2015	Pay ap 1-Final												7,171.00	0.00

0.00	0.00	0.00	0.00	0.00
------	------	------	------	------

31 lots	Eligible	46,500.00
	Awards	0.00
	Disbursements	0.00
	Subject to 1500.	0.00
	Not subject to 1500.	0.00
	Remaining current 5-yr period	46,500.00

not subject to \$1500/lot limitation

The following page(s) contain the backup material for Agenda Item: [9:30 District Support Grant, Small Buttes I&S](#)



Department of Public Works - Engineering Division

500 S. Gillette Avenue, Suite 1400 Gillette, WY 82716 | 307-685-8061 Office | 307-687-6468 Fax

DISTRICT SUPPORT GRANT MEMORANDUM

SECTION 1 - General

FROM: Clark Melinkovich, P.E., Public Works Senior Engineer *CM*
TO: Board of County Commissioners
SUBJECT: District Support Grant Application From: **Small Buttes I&S**
DATE: 10/20/2021

Small Buttes I&S has submitted a District Support Grant application in the amount of \$2,400.00 for applying crushed asphalt to portions of Antelope Valley Street

SECTION 2 - Grant Type and Priority **Priority 6, Gravel Road**

SECTION 3 - Costs and Eligibility **Enlargement Eligible? No**

Total Number of District Lots:	17				
Total allowable grant over a 5-yr period:	17	lots	@	\$1,500	\$ 25,500
Total amount of Grants approved over current 5-yr period:					\$ 4,240
Total amount not subject to \$1500/lot limitation					\$ -
Remaining Grant eligibility this current 5-yr period:					\$ 21,260
Current Fiscal Year Awards	\$	-			O.K.
Remaining Eligibility this Fiscal Year	\$	50,000	O.K.		

SECTION 4 - Compliance

Small Buttes I&S District is compliant with the elections office per a 10/20/2021 memo

SECTION 5 - Analysis

Total Estimated Project Cost: \$9,600.00

Priority 6, Gravel Road (PR-6) 50% up to \$50,000 drainage, 33% up to \$50,000 connecting roads, 25% up to \$50,000 gravel

%	Total	Grant	Item
100		0.00	
50		0.00	
33		0.00	
25	9,600.00	2,400.00	
Totals	\$ 9,600	\$ 2,400	

SECTION 6 -Quotes Received

	Company	Total	Notes: They requested three quotes but only two responded
1	DRM	\$9,600.00	
2	Melgaard	\$12,000.00	
3			
4			

SECTION 7 - Recommendation

I recommend the Board approve the District Support Grant request from Small Buttes I&S Improvement and Service District in an amount not to exceed \$2,400.00 for applying crushed asphalt to portions of Antelope Valley Street	Funding History	
	5 year	\$4,240
	10 year	\$20,402
	Since Incept	\$20,402
Approved? Y or N	\$	Date Approved



DISTRICT SUPPORT GRANT APPLICATION

District Name: Small Buttes Improvement & Service District Requested Amount: \$2,400.00

Mailing Address: PO Box 4128, Gillette, WY 82717

Contact Person: Gavin Sneathen, President

Day Time Phone: 307-399-4860

Application is requesting financial assistance to form a District? Yes ☐ No ☒

Applicant is requesting financial assistance for connection to regional water? Yes ☐ No ☒

Is the project anticipated to be complete in the next 18 months? Yes ☒ No ☐

Description of proposed project: (Include engineering reports, portion to be funded by grant, etc.)
Furnish and deliver approximately 400 tons of crushed asphalt or crushed concrete/asphalt on the spots that need it most on Antelope Valley Street within one mile of the intersection of Antelope Valley Street and Southern Drive. District will spread the material. Material will need to be hauled in on a Friday in one 10-hour shift between 7 a.m. and 5 p.m.

Bids: DRM, Inc. \$9,600.00
Melgaard Construction \$12,000.00

Bids were requested from 3 other contractors, but none of them responded with bids.

Total project cost (estimated) (itemize on separate sheet): \$9,600.00

Projected start date: October 20, 2021 Projected completion date: June 30, 2022

Briefly describe why the project is needed:

Material is needed for spots on Antelope Valley Street. The District prefers crushed asphalt or crushed concrete/asphalt mix as it sets up well and lasts longer.

Governing Board members: Gavin Sneathen, President / Justin Hillius, Vice President / John Melgaard, Jr., Secretary/Treasurer

Acreage (approximate) of district or proposed district: 561.35 +/- acres

Date of district formation (if applicable) June 5, 2012

Number of lots: 17

Population of District: 51 (approximately)

Ratio of Developed and undeveloped land: 16 developed / 1 undeveloped lot

Is area legally platted? Yes

District boundary map included? Yes

Is District Zoned? No If so, what is it zoned? _____

Is District in compliance with the Elections Office? (Submit letter of compliance). Yes

FINANCIAL INFORMATION

Current Mill Levy for the Subdivision \$ 10,200.99 (assessments)

Current Assessed Valuation (County Assessor's Office) \$ 455,664.99

Current Indebtedness \$ 0

Current Income statement and balance sheet \$ 12,037.81

Water and sewer rates, tap fees, plant investment fees, association or district dues (Describe)
\$600 per lot assessment per year.

Will project generate user fees, charges, other revenues or income revenue? Yes _____ No X

List and describe other potential funding sources:

None

Other pending applications for funding:

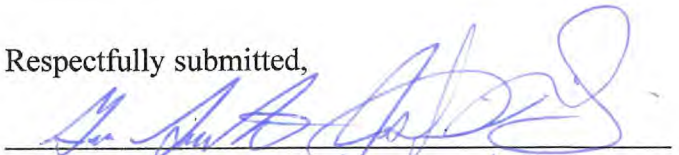
None

Land developers or others whose business ventures will directly benefit from project and funding or other assistance requested, received, or pledged from these sources:

None

Respectfully submitted,

(SEAL)



Title: President Vice Presiden

Attest:


Secretary VP

District Support Grant Roadway Cost Estimate Template

ROADWAY PROJECT INFORMATION										
District	Small Buttes Improvement & Service District								Submit one form for each road	
Road Name	Surfacing			Blading		Drainage/Ditch			Dust Control	
	Len (Ft)	Wid (Ft)	Thick (In)	Len (Ft)	Wid (Ft)	Len (Ft)	Deep (Ft)	Culverts?	Len (Ft)	Wid (Ft)
Furnish and deliver approx. 400 tons of crushed asphalt or crushed concrete/asphalt on the spots that need it most on Antelope Valley Street within one mile of the intersection of Antelope Valley Street and Southern Drive. District will spread the material. Material will need to be hauled in on a Friday in one 10-hour shift between 7 a.m. and 5 p.m.										

Contractor Name/Address: <u>DRM, Inc</u>				
CONTRACTOR PRICING				
Check if Apply	Surfacing	Tons	\$/Ton *	Total \$
	Limestone (J, W, L)			
	Scoria (2" max)			
X	Crushed Concrete/Asphalt Mix	400	\$24	\$9,600
OR				
X	Crushed Asphalt	400		\$0

Contractor Comments: DRM, Inc. Proposal Contact Don McKillop @ 307-682-0328 or 307-660-5019. The material is a blend of concrete and asphalt and meets WYDOT Grade W specification. We plan on hauling the material with end dump trucks.

Don McKillop
 E-mailed 9-22-21
 4:02 PM

7/16/21

District Support Grant Roadway Cost Estimate Template

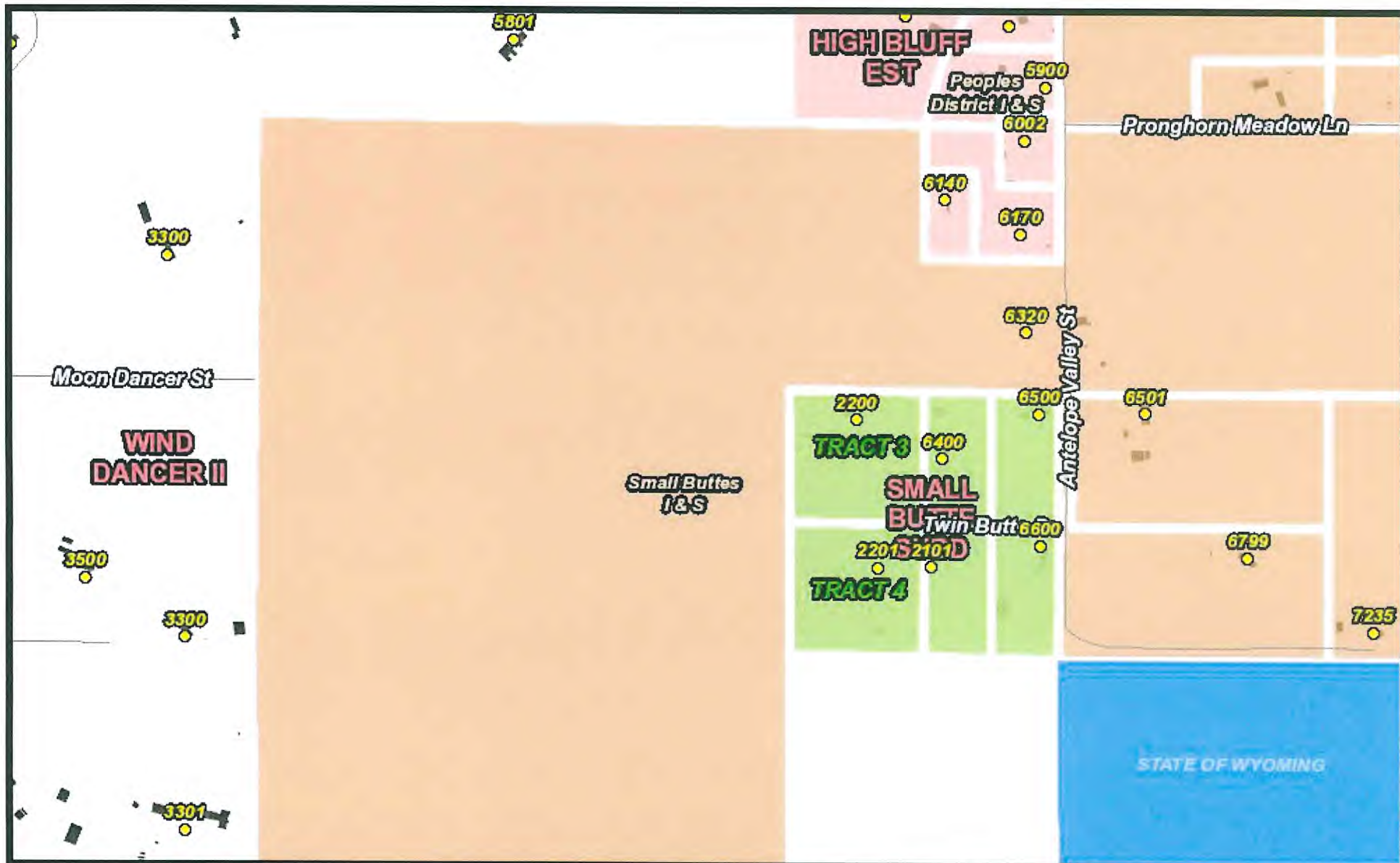
ROADWAY PROJECT INFORMATION										
District	Small Buttes Improvement & Service District							Submit one form for each road		
Road Name	Surfacing			Blading		Drainage/Ditch			Dust Control	
	Len (Ft)	Wid (Ft)	Thick (In)	Len (Ft)	Wid (Ft)	Len (Ft)	Deep (Ft)	Culverts?	Len (Ft)	Wid (Ft)
Furnish and deliver approx. 400 tons of crushed asphalt or crushed concrete/asphalt on the spots that need it most on Antelope Valley Street within one mile of the intersection of Antelope Valley Street and Southern Drive. District will spread the material. Material will need to be hauled in on a Friday in one 10-hour shift between 7 a.m. and 5 p.m.										

Contractor Name/Address:				
CONTRACTOR PRICING				
Check if Apply	Surfacing	Tons	\$/Ton *	Total \$
	Limestone (J, W, L)			
	Scoria (2" max)			
X	Crushed Concrete/Asphalt Mix	400	30.00	12,000.00
OR				
X	Crushed Asphalt	400		\$0

Contractor Comments:

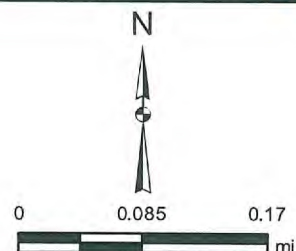
any Friday should work but need 1 week lead time

Melgood Construction
 C. J. Betheer




Campbell County
wyoming

Date: 10/20/2021
Time: 8:55:24 AM



CAMPBELL COUNTY, WYOMING

DEPARTMENT
OF PUBLIC WORKS

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



Office of
COUNTY CLERK

500 S. Gillette Avenue, Suite 1600 • P.O. Box 3010 • Gillette, WY 82717
Phone: 307.682.7285 • Fax 307.687.6455

October 20, 2021

To: Helenanne Cathey
RE: Small Buttes Improvement and Service District

The requirements below have been met by the Small Buttes Improvement and Service District. Having met the requirements, Small Buttes Improvement and Service District is currently in compliance with the Campbell County Elections Office.

Notice of Board – 01/20/2021

Proposed Budget – 05/20/2021

Final Budget – 07/26/2021

Public Records – 09/07/21

Map - YES

Department of Audit - YES

Department of Revenue - YES

Sincerely,

Michelle L. Leiker
Campbell County Election Coordinator

Small Buttes

020.7085.49

Date	Description	Award	Priority 1	Priority 2	Priority 3	Priority 4	Priority 5	Priority 6 25%	Priority 6 33%	Priority 6 50%	Priority 7	Priority 8	Disburse	Balance
11/15/2011	DSG 01-2011 District Formation	4,500.00	4,500.00											4,500.00
7/24/2012	Pay request 1												2,718.84	1,781.16
9/27/2012	Pay request 2												533.57	1,247.59
12/6/2012	Pay ap 3-Final												600.00	647.59
3/2/2013	DSG 2012.21 Road Maintenance	475.00						475.00						475.00
4/30/2013	Pay Ap 1-Final												435.35	39.65
4/16/2013	DSG 2012.24 Dust Suppression	1,125.00						1,125.00						1,125.00
8/22/2013	Pay Ap 1-Final												675.00	450.00
5/6/2014	DSG 2013.25 Crushed Concrete	1,779.00							1,779.00					1,779.00
6/24/2014	Pay Ap 1-Final												1,779.00	0.00
9/16/2014	DSG 2014.01 Engineering payme	7,500.00		7,500.00										7,500.00
9/15/2014	Pay Ap-1												2,625.00	4,875.00
10/29/2014	Pay Ap-2												3,375.00	1,500.00
12/15/2014	Pay Ap-3												750.00	750.00
2/12/2015	pay ap-4-Final												750.00	0.00
10/6/2015	DSG 2015.16 Road Maintenance	783.00						783.00						783.00
5/12/2016	Pay ap 1-Final												783.00	0.00
2/21/2017	DSG 2016.13 Roadwork	4,240.00						4,240.00						4,240.00
6/30/2017	pay req 1												2,590.25	1,649.75
6/25/2018	pay req 2-final												1,264.25	385.50
														0.00
		4,240.00	0.00	0.00	0.00	0.00	0.00	4,240.00	0.00	0.00	0.00	0.00	3,854.50	

not subject to \$1500/lot limitation

Lots

17	Eligible	25,500.00
	Awards	4,240.00
	Disbursements	3,854.50
	Subject to 1500.	4,240.00
	Not subject to 1500.	0.00
	Remaining current 5-yr period	21,260.00

The following page(s) contain the backup material for Agenda Item: [9:35 American Legion Post #42 Roof Replacement, Funding Request](#)



Bud Langone <kusstumbuds@gmail.com>

**FW: CHE20013530 Campbell County American Legion
Post #42 AXFO-6361A9**

1 message

Roberson, Kendal <Kendal.Roberson@sedgwick.com>

Fri, Sep 3, 2021
at 1:24 PM

To: Bud Langone <kusstumbuds@gmail.com>

Buddy,

All payments were issued. See below.

At your service,

Kendal Roberson AIC, PTC 2 & HAAG Certified Multiline Sr. Adjuster

CELL 307.277.3518 | FAX 720.346.7326

301 Thelma Drive # 122 | Casper, WY 82609

EMAIL Kendal.Roberson@sedgwick.com



From: Casey, Michael <Michael.Casey@Sedgwick.com>

Sent: Thursday, September 2, 2021 8:28 AM

To: Roberson, Kendal <Kendal.Roberson@sedgwick.com>

Subject: FW: CHE20013530 Campbell County American Legion Post #42 AXFO-6361A9

Mr. Roberson,

This is what insurance paid us

The replacement cost value was \$56,606.16 less the depreciation of \$10,390.90 and the deductible of \$2,500.00 the net claim paid was \$37,268.91.

The coverage on the Building is Actual Cash Value which mean that the depreciation applied is non recoverable. No additional payments can be issued.

If you have any questions, please let me know.

Thank you

Michael F. Casey | Account Consultant

Sedgwick

Orlando, FL

MAILING ADDRESS: PO Box 14841 Lexington, KY 40512-4841

OFFICE ADDRESS: 12650 Ingenuity Drive Suite 200 Orlando, FL 32826

DIRECT 321.578.5060

EMAIL michael.casey@sedgwick.com

ORIGINAL ESTIMATE

1430



ELKHORN EXTERIORS

GENERAL CONTRACTOR

45 Cedar Hill Drive • Rozet, WY 82727

307-660-5469

DATE 4-27-20

☐ INVOICE☒ ESTIMATE

SOLD TO American Legion Post #42

ADDRESS 200 Rockpile, Gillette, Wyo 82716

PHONE 1660-4180 Buddy

DESCRIPTION	TOTAL PRICE	
Tear off 1 layer shingles		
Install Ice & Water shield to code		
Install Titanium underlayment		
Install 30 year shingles Including shed.		
Remove TPO membrane from Top section		
Cover all with Ice & Water shield and		
Install 30 year shingles.		
Remove & Replace style D flashing	59,500	01
Remove & Replace Gutters (6") and downspouts	3,300	01
* Include haul away, dump fees, equipment		
rental, all material & Labor, and 3 rd Party Inspection		
Report		
Total Ticket Amount	62,800	00

Approved

For Customer

Approved

For Contractor

Thank You
for your business!

The following page(s) contain the backup material for Agenda Item: [9:40 Camporee Site Commitment](#)



CITY OF GILLETTE

Mayor's Office

201 E. 5th Street • Gillette, Wyoming 82716
Phone 307.686.5203 • Fax 307.686.1593
www.gillettewy.gov

Hyun Kim – hyunk@gillettewy.gov



BOARD OF COMMISSIONERS

Robert Maul, Rusty Bell, D.G. Reardon,
Del Shelstad, Colleen Faber

500 S. Gillette Ave • Gillette, WY 82716
Phone: (307) 682-7283 • www.campbellcountyyw.gov
Carol Seeger – carol.seeger@campbellcountyyw.gov

Ms. Betty Whitehead
630 S. Main St.
Berrien Springs, MI 49103
Bettyw7277@gmail.com

RE: Camporee Site/Gillette-Campbell County

Dear Ms. Whitehead:

Please accept this letter as the City of Gillette and Campbell County's commitment to hosting the Camporee event at the site illustrated on the accompanying map. Your acknowledgement below will confirm all party's agreement to this location.

This commitment includes site preparation and installation of fiber and an electric transformer. Site work can begin once an agreement has been reached between the Campbell County Land Board and Pathfinder as evidenced by a signed contract.

Thank you for considering our community for your event and the work your people have engaged in to make this possible. If you have questions or require further information, please do not hesitate to contact Carol Seeger, Campbell County's Executive Director of Administration or Hyun Kim, City of Gillette City Administrator.

Sincerely,

Campbell County Commission

Agreed:

By: Robert L. Maul, Chairman

Betty Whitehead
Pathfinder/Camporee

City of Gillette

By: Louise Carter-King, Mayor

Cc: Jeff Esposito
Randy Griffin