



DIRECTORS MEETING AGENDA

Commissioners Chambers
November 20, 2023 | 1:30 PM

Chad Beeman, Adult Treatment Courts

Brandy Elder, Human Resources

Robert Henning, Museum

Todd Chatfield, Airport

Phil Harvey, ITS

Dwayne Dillinger, Parks & Recreation

Nathan Grotrian, Children's Developmental Services

Jeff Bender, Joint Powers Fire

Jane Glaser, Public Health

Denton Knapp, Commissioners

Aaron Lyles, Joint Powers Public Land

Matt Olsen, Public Works

Kim Fry, Extension

Jim Lyon, Juvenile Services

Kevin Geis, Road & Bridge

Liz Edwards, Fair

John Jackson, Library

INFORMATIONAL | DISCUSSION ITEMS

1. Introduction of Clerk's Office Finance Manager, Lanee' Rogers - *Cindy Lovelace*
2. Accounts Payable Procedural Change - *Cindy Lovelace/Kristen Verhelst*
3. Direct Deposit - *Brandy Elder*
4. Human Resources Updates - *Brandy Elder*
5. Board Training Follow-up - *Leslie Perkins*
6. CivicClerk Update - *Sandra Beeman*
7. Winter Weather Policies Refresher - *David King/Michael Phipps*

COMMISSIONERS | DISCUSSION ITEMS

8. Annex Building Progress Update - *Matt Olsen*
9. Emergency Operations Center (EOC) - *David King*
10. First Amendment to Lodging Tax Capital Construction Fund MOU Draft - *Kyle Ferris*

WORKSHOP

11. County Properties

UPCOMING MEETINGS

Directors Meeting 12/4/23 | Full Directors Meeting 12/18/23 | Managers Meeting 1/16/23

ADJOURN



Office of
COUNTY CLERK
500 S. Gillette Avenue, Suite 1600 – Gillette, WY 82716
Phone: 307.682.7285 – Fax 307.687.6455

November 20, 2023

Memorandum for Department Directors

Accounts Payable Procedural Change

Effective January 1, 2024, the Clerk's Office will begin processing payment vouchers two times per month. This procedural change will provide payments to our vendors in a timelier manner and will prevent the need for future hand warrants.

Payments will be processed the next business day following each Board of Commissioners meeting date. Unless otherwise posted, cutoff dates for departments to submit vouchers for approval and payment will be the Wednesday prior to each Board of Commissioners meeting.

Thank you in advance for your help with this procedural change.

Sincerely,

Cindy Lovelace
Campbell County Clerk

DRAFT

FIRST AMENDMENT TO LODGING TAX CAPITAL CONSTRUCTION FUND MEMORANDUM OF UNDERSTANDING

THIS AMENDMENT TO AGREEMENT is entered into by and between Campbell County (“County”), the City of Gillette (“City”), the Town of Wright (“Town”) and the Campbell County Lodging Tax Joint Powers Board d/b/a Campbell County Convention and Visitor’s Bureau (“Board”). The County, City, Town and Board may hereafter collectively refer to as “the Parties”.

RECITALS:

WHEREAS, Wyoming law leaves ten percent of lodging tax revenues to be utilized in the discretion of the taxing authorities, and

WHEREAS, the Parties entered into a Memorandum of Understanding (“MOU”) in 2016, attached as Exhibit A, which established a capital fund for the construction of a visitor’s center and continued use of the ten percent (10%) lodging tax revenues collected in Campbell County pursuant to Wyoming Statute 39-15-204(a)(ii), and

WHEREAS, the ten percent lodging tax funds have accumulated, pursuant to that MOU to a level that purchase of a building and funds for remodeling of the building are adequate, and

WHEREAS, the Board has located a suitable property to be utilized as a visitor’s center and headquarter for the Board,

NOW THEREFORE, ~~It is acknowledged~~~~It Is Agreed~~ by ~~and between~~ the Parties that a portion funds retained in the account created by the 2016 MOU ~~have been~~~~be~~ utilized to purchase, ~~and~~ remodel, ~~maintain and operate~~ a building located at 314 South Gillette Avenue, Gillette, Wyoming, to be used as a visitor center and headquarters for the Board. Funds shall continue to accumulate in the account, pursuant to the terms of the MOU, for the operation and maintenance of this facility until such time as the Board determines that additional or larger facilities are necessary for the accomplishment of the purposes set forth in the MOU.

All other provisions of the MOU and the Joint Powers Board, not specifically amended, hereby shall remain in full force and effect.

CAMPBELL COUNTY

____ CITY OF GILLETTE

Colleen Faber, Chair

Dated: _____

Shay Lundvall, Mayor

Dated: _____

TOWN OF WRIGHT

CAMPBELL COUNTY LODGING TAX
JOINT POWERS BOARD

Ralph Kingan, Mayor

Kasi Wanke, Chair

LODGING TAX CAPITAL CONSTRUCTION FUND
MEMORANDUM OF UNDERSTANDING

THIS AGREEMENT is entered into by and between Campbell County (hereinafter referred to as "County") and the City of Gillette (hereinafter referred to as "City"), the Town of Wright (hereinafter referred to as "Town") and the Campbell County Lodging Tax Joint Powers Board d/b/a the Campbell County Convention and Visitor's Bureau (hereinafter referred to as "Board"). The County, City, Town and Board may hereafter be collectively referred to as "the Parties".

1. Purpose.

This agreement is to set forth the terms and understanding between the Parties for the establishment of a capital fund for the purpose of the construction of a visitor's center and continued use of ten percent (10%) of the lodging tax revenues collected in Campbell County pursuant to Wyoming Statute 39-15-204(a)(ii) .

2. Background.

At the primary election in August of 2008, the voters of Campbell County approved a proposition to establish a two percent (2%) excise tax upon the sales price paid for lodging services within Campbell County. Wyoming law requires that a joint powers board be established to oversee the spending of the lodging tax revenues when the imposition of the tax is county wide. A joint powers agreement was approved by the County, City, Town and Wyoming Attorney General on December 5, 2008. The seven member Board was established under the agreement, a majority of whom are from the travel and tourism industry as required by law.

3. Establishment of Fund

For a county wide lodging tax and pursuant to Wyoming Statute Section 39-15-211(a)(ii)(B)(II), an amount not to exceed ten percent (10%) of the total amount of lodging tax collected is to be distributed by the Board to the County, City and Town in the proportionate amount of the total amount collected to be used for general revenue purposes.

The Parties agree that it is for the mutual benefit of the County, City, Town and Board that a facility be built in a mutually agreeable location for the purpose of fostering travel and tourism within the county but that Wyoming law prohibits the use of lodging tax revenue for capital construction. The Parties agree that rather than distribute the ten percent (10%) to the County, City and Town in their proportionate share, ten percent (10%) of all lodging tax collected in Campbell County shall be withheld and held by the Board in a separately maintained fund and/or account for purposes of establishing a capital building fund for the purpose of construction of a facility in a mutually agreeable location to foster travel and tourism in Campbell County.

The Parties further agree that ten percent (10%) of all lodging tax collected in Campbell County following accumulation of an amount sufficient to build a facility shall continue to be withheld by the Board rather than distributed to City, County and Town for use by the Board to operate and maintain the facility and for such other use as it deems necessary until such time as

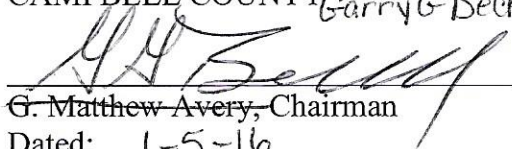
this agreement is terminated by the Parties or until any one Party notifies the Board that it no longer wants its proportionate share to be withheld. Upon such notice, the Board shall distribute to that Party its proportionate share.

4. Contingency.

In the event the lodging tax is defeated by the voters of Campbell County prior to the collection of the amount necessary to construct the facility or the ability to use the funds for such purpose is determined to violate state law or construction of the facility is otherwise rendered an impossibility, then this agreement shall terminate and the tax accumulated shall be returned to the Parties in their proportionate share or upon the consent of the County, City or Town, the Board may keep the proportionate share of the County, City or Town for use by the Board for continued operations of promoting travel and tourism within Campbell County.

CAMPBELL COUNTY

Garry G. Becker


G. Matthew Avery, Chairman

Dated: 1-5-16

CITY OF GILLETTE


Louise Carter King, Mayor

Dated: 1/19/2016

TOWN OF WRIGHT


Ralph Kingan, Mayor

Dated: 1-25-16

CAMPBELL COUNTY JOINT LODGING TAX
BOARD


Debby Zolnoski, Chair

Dated: 2/11/16