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Denton Knapp  
Executive Director of Administration

**BOARD OF COMMISSIONERS**

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

**SPECIAL MEETING OF THE  
BOARD OF CAMPBELL COUNTY COMMISSIONERS  
June 28, 2022 | 10:00 AM**

**AGENDA**

CONSENT AGENDA

- A. Consent Agenda
  - 2022 Mileage Update
  - Line Item Transfers
- B. Vouchers

REGULAR BUSINESS

- C. Wildland Fire Update
- D. Public Records Policy

Chief Jeff Bender  
Leslie Perkins

ADJOURN

Consent Agenda – June 28, 2022

**MILEAGE RATES**

Adoption of the revised Internal Revenue Service 2022 Mileage Rates, effective July 1, 2022:

Business Mileage	\$ .585 (58.5¢ per mile) to \$.625 (62.5¢ per mile)
Medical Mileage	\$.18 (18¢ per mile) to \$.22 (22¢ per mile)

**LINE ITEM TRANSFERS**

**Airport**

- Transfer \$446.00 from 751.6102 Assoc, Comm, Dues & Fee to 751.6116 Garbage Collection
- Transfer \$500.00 from 751.6763 Radio Equipment Office Equip to 751.6116 Garbage Collection
- Transfer \$500.00 from 751.6752 Tires and Chains to 751.6751 Vehicle Parts Not Capital
- Transfer \$15.00 from 751.6777.1 Terminal Maint to 751.6777 Building
- Transfer \$242.00 from 751.6531 General Supplies to 751.6118 Satellite TV Music
- Transfer \$11,000.00 from 751.6022 Fulltime Regular to 751.6112 Electricity
- Transfer \$6,000.00 from 751.6022 Fulltime Regular to 751.6114 Propane, Natural Gas

**Assessor**

- Transfer \$15.00 from 041.6101 Periodicals to 041.6751 Vehicle/Equip

**Attorney**

Transfer \$5,000.00 from 061.6131 Medical Services to 061.6140 Legal and Crt Costs

**Children's Developmental Services**

Transfer \$94.30 from 703.6111 Utilities to 701.6114 Propane & Natural Gas

Transfer \$223.20 from 703.6111 Utilities to 704.6111 Utilities

**Clerk of District Court**

Transfer \$6,400.75 from 113.6140 State/Fed Costs to 113.6322 State/Fed Costs

**Commissioners Office**

Transfer \$340.00 from 013.6145 Consulting-General to 013.6144 Auditing

Transfer \$171.00 from 013.6145 Consulting-General to 013.6791.01 Communication System Lines

**Fair**

Transfer \$875.00 from 731.6228 Other Professional Services to 731.6071 Printing/Special Forms

**Library**

Transfer \$125.00 from 711.6751 Vehicle Parts to 711.6673 Gasoline

**Parks & Recreation**

Transfer \$1,619.00 from 7711.6024.442 JH Basketball to 7711.7385.11 Special Events

Transfer \$4,104.00 from 7711.6024.443 HS Basketball to 7711.7385.11 Special Events

Transfer \$402.00 from 7711.6024.429 Hockey to 7711.7385.11 Special Events

Transfer \$400.00 from 7705.6024.303 Pool Staff Instructor to 7705.6053 Communication

Transfer \$400.00 from 7705.6024.303 Pool Staff Instructor to 7705.6118 Satellite/TV/Music

Transfer \$10.00 from 7710.6531 General Supplies to 7710.6166 Professional Fees

Transfer \$12.00 from 7710.6531 General Supplies to 7710.6783 Golf Cart Parts & Repair

**Sheriff**

Transfer \$4,400.00 from 051.6555.1 S.R.U. Expenses to 051.6555.2 Hazardous Devices Unit

Transfer \$5,000.00 from 052.6663 Jail Supplies to 051.6673 Gasoline

Transfer \$5,000.00 from 052.6663 Jail Supplies to 052.6777 Building Maintenance

Transfer \$2,000.00 from 052.6665 Food to 052.6661 Prisoner Laundry

Transfer \$5,000.00 from 052.6665 Food to 052.6117 Heat, Lights & Water

Transfer \$1,050.00 from 052.6663 Jail Supplies to 051.6555.1 S.R.U. Expenses

Transfer \$1,000.00 from 052.6665 Food to 051.6326 Towing Services



## MEMORANDUM

*...from H.R./Risk Management*

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**TO:** Board of Campbell County Commissioners  
Del Shelstad, Chairman  
Robert Maul  
Rusty Bell  
Colleen Faber  
Don Hamm

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

**DATE:** June 28, 2022

**SUBJECT:** 2022 Mileage Rates UPDATE

On June 9, 2022, the Internal Revenue Service announce a change to the standard mileage rates for the final 6 months of 2022. The changes are as follows:

Business Mileage	\$.585 (58.5¢ per mile) to \$.625
Medical Mileage	\$.18 (18¢ per mile) to \$.22

If adopted the rate for business mileage would be used when submitting travel expense statements for reimbursable business miles driven in personal vehicles during the remaining months of 2022.

If adopted, the medical rate would be used when submitting mileage driven in 2022 that is eligible for reimbursement through medical FSA or HSA accounts.

I recommend the Board of County Commissioners adopt the new business mileage and medical mileage reimbursement rates effective July 1, 2022.

## BUDGET LINE-ITEM TRANSFER

**TO:** Grace Davis & Board of Commissioners  
**FROM:** Shelly Besel, Northeast Wyoming Regional Airport  
**DATE:** June 23, 2022  
**SUBJECT:** Budget Line-Item Transfer Request

Please make the following Budget line-item transfers:

	Transfer From:			Transfer To:	
Date of Entry	Amount	Account #	Account Name	Account #	Account Name
6/23/22	\$446 ✓	751.6102 ✓ 100751.62200	Assoc, Comm, Dues &Fee Assn Dues, Fees	751.6116 ✓ 100751.62220	Garbage Collection Utilities
6/23/22	\$500 ✓	751.6763 100751.63040	Radio Equipment Office Equip, Computer/Tech Lease	751.6116 ✓ 100751.62220	Garbage Collection Utilities
6/23/22	\$500 ✓	751.6752 ✓ 100751.65180	Tires and Chains Tires	751.6751 ✓ 100751.65000	Vehicle Parts Not Capital Vehicle/Equip Repair/Maintenance
6/23/22	\$15 ✓	751.6777.1 100751.65080	Terminal Maint. Maintenance	751.6777 ✓ 100751.65080	Building Maintenance

6/23/22	\$242 ✓	751.6531 ✓ 100751.64000	General Supplies Supplies	751.6118 ✓ 100751.62180	Satellite TV Music Media/Subscription/
6/23/22	\$11,000 ✓	751.6022 ✓ 100751.60005	Fulltime Regular Fulltime Regula	751.6112 ✓ 100751.62220	Electricity Utilities
6/23/22	\$6,000 ✓	751.6022 ✓ 100751.60005	Fulltime Regular Fulltime Regular	751.6114 ✓ 100751.62220	Propane, Natural Gas Utilities

Department Head Signature:  /gd 6/27/22

Commissioner Signature: \_\_\_\_\_

# BUDGET LINE-ITEM TRANSFER

**TO:** Grace Davis & Board of Commissioners  
**FROM:** Troy Clements  
**DATE:** 6-27-2022  
**SUBJECT:** Line-Item Transfer Request

Please make the following Budget line-item transfers:

	Transfer From:			Transfer To:	
Date of Entry	Amount	Account #	Account Name	Account #	Account Name
6-27-2022	15.00 ✓	041.6101 ✓ 62180	Periodicals	041.6751 ✓ 65000	Vehicle/Equip Repair/Maint

Department Head Signature: *Troy A. Clements* *gd 6/27/22*  
 Commissioner Signature: \_\_\_\_\_

# BUDGET LINE-ITEM TRANSFER

**TO:** Grace Davis and Board of County Commissioners


**FROM:** Lyla Fevold

**DATE:** 6-27-2022

**SUBJECT:** Line-Item Transfer Request

Please make the following Budget line-item transfers:

	Transfer From:			Transfer To:	
Date of Entry	Amount	Account #	Account Name	Account #	Account Name
06-27-2022	\$5000.00	62240 061.6131	Medical Services	62280 061.6140	Legal and Crt Costs

Department Head Signature:  gd 6/27/22

Commissioner Signature: \_\_\_\_\_

## BUDGET LINE-ITEM TRANSFER

**TO:** Board of Commissioners  
**FROM:** Children's Developmental Services  
**DATE:** June 21, 2022  
**SUBJECT:** Line-Item Transfer Request

Please make the following Budget line-item transfers:

Date of Entry	Transfer From:			Transfer To:	
	Amount	Account #	Account Name	Account #	Account Name
6/21/2022	\$94.30 ✓	703.6111 ✓	Utilities	701.6114	Propane & Natural Gas
6/21/2022	\$223.20 ✓	703.6111 ✓	Utilities	704.6111	Utilities

Department Head Signature: *Robyn Thomas* ✓gd 6/22/22

Commissioner Signature: \_\_\_\_\_



# BUDGET LINE-ITEM TRANSFER

Sandra -  
I think we can  
do this in one  
line -  
out of 113.6140  
in to 113.6322  
\$6400.75

**TO:** Grace Davis & Board of Commissioners  
**FROM:** Clerk of District Court  
**DATE:** 06/16/2022  
**SUBJECT:** Budget Line-Item Transfer Request

Please make the following Budget line-item transfers:

Transfer From: 113.6140				Transfer To: 113.6322	
Date of Entry	Amount	Account #	Account Name	Account #	Account Name
06/16/2022	\$6032.65 ✓	113.6140 ✓ (62280)	State/Fed Costs Legal	113.6322 (62520)	State/Fed Costs Jurors/Witness Fees
	\$275.00 ✓	113.6140 (62280)	State/Fed Costs Legal	113.6322 (62520)	State/Fed Costs Jurors/Witness Fees
	\$13.00 ✓	113.6140 (62280)	State/Fed Costs Legal	113.6322 (62520)	State/Fed Costs Jurors/Witness Fees
	\$14.98 ✓	113.6140 (62280)	State/Fed Costs Legal	113.6322 (62520)	State/Fed Costs Jurors/Witness Fees
	\$44.12 ✓	113.6140 (62280)	State/Fed Costs Legal	113.6322 (62520)	State/Fed Costs Jurors/Witness Fees
	\$21.00 ✓	113.6140 (62280)	State/Fed Costs Legal	113.6322 (62520)	State/Fed Costs Jurors/Witness Fees
<b>TOTAL</b>	<b>\$6400.75</b>				

Department Head Signature: *Crystal Richard* ✓gd 6/21/22  
 Commissioner Signature: \_\_\_\_\_

# BUDGET LINE-ITEM TRANSFER

**TO:** Grace Davis & Board of Commissioners  
**FROM:** Commissioners Office  
**DATE:** 6/27/2022  
**SUBJECT:** Budget Line-Item Transfer Request

Please make the following Budget line-item transfers:

	Transfer From:			Transfer To:	
Date of Entry	Amount	Account #	Account Name	Account #	Account Name
6/27/2022	\$340.00 ✓	013.6145	Consulting-General	013.6144 ✓	Auditing
6/27/2022	\$171.00 ✓	013.6145	Consulting-General	013.6791.01 ✓	Communication System Lines

Department Head Signature: *Everett Denton* *vjd 6/27/22*

Commissioner Signature: \_\_\_\_\_

# BUDGET LINE-ITEM TRANSFER

**TO:** Grace Davis  
**FROM:** Fair, Liz Edwards  
**DATE:** 06/22/2022  
**SUBJECT:** Line-Item Transfer Request

Please make the following Budget line-item transfers:

	Transfer From:			Transfer To:	
Date of Entry	Amount	Account #	Account Name	Account #	Account Name
06/22/2022 ✓	\$875.00 ✓	JDE = 731.6228 Tyler = 62260	Other Professional Services	JDE = 731.6071 ✓ Tyler = 62060	Printing/Special Forms

Department Head Signature:  *ljd 6/23/2022*  
 Commissioner Signature: \_\_\_\_\_



## BUDGET LINE-ITEM TRANSFER

**TO:** Grace Davis  
**FROM:** Terri Lesley  
**DATE:** June 27, 2022  
**SUBJECT:** Line-Item Transfer Request

Please make the following Budget line-item transfers:

Date of Entry	Transfer From:			Transfer To:	
	Amount	Account #	Account Name	Account #	Account Name
	\$125	711.6751	Vehicle Parts	711.6673	Gasoline


Department Head Signature: *Terri Lesley* *6/27/22*  
Commissioner Signature: \_\_\_\_\_

# BUDGET LINE-ITEM TRANSFER

**TO:** Grace Davis  
**FROM:** Adam Gibson  
**DATE:** 6/21/2022  
**SUBJECT:** Line-Item Transfer Request

Please make the following Budget line-item transfers:

	Transfer From:			Transfer To:	
Date of Entry	Amount	Account #	Account Name	Account #	Account Name
6/21/2022	\$ 1,619 ✓	7711.6024.442 ✓ 100777-60200	JH Basketball	7711.7385.11 ✓ 100777-63420	Special Events
6/21/2022	\$ 4,104 ✓	7711.6024.443 ✓ 100777-60200	HS Basketball	7711.7385.11 ✓ 100777-63420	Special Events
6/21/2022	\$ 402 ✓	7711.6024.429 ✓ 100777-60200	Hockey	7711.7385.11 ✓ 100777-63420	Special Events

Department Head Signature:  ✓ gd 6/23/22  
 Commissioner Signature: \_\_\_\_\_

# BUDGET LINE-ITEM TRANSFER

**TO:** Grace Davis  
**FROM:** Adam Gibson  
**DATE:** 6/27/2022  
**SUBJECT:** Line-Item Transfer Request

Please make the following Budget line-item transfers:

	Transfer From:			Transfer To:	
Date of Entry	Amount	Account #	Account Name	Account #	Account Name
6/27/2022	\$ 400 ✓	7705.6024.303 ✓ 100775-60200	Pool Staff Instructor	7705.6053 ✓ 100775-62020	Communication: Telephone
6/27/2022	\$ 400 ✓	7705.6024.303 ✓ 100775-60200	Pool Staff Instructor	7705.6118 ✓ 100775-62180	Satellite/TV/Music

Department Head Signature: \_\_\_\_\_


  
*gd 6/27/22*

Commissioner Signature: \_\_\_\_\_

## BUDGET LINE-ITEM TRANSFER

**TO:** Grace Davis  
**FROM:** Parks and Recreation  
**DATE:** 6/27/2022  
**SUBJECT:** Line-Item Transfer Request

Please make the following Budget line-item transfers:

	Transfer From:			Transfer To:	
Date of Entry	Amount	Account #	Account Name	Account #	Account Name
6/27/2022	\$10.00 ✓	7710.6531 ✓ 100776-64000	GENERAL SUPPLIES	7710.6166 ✓ 100776-62260	PROFESSIONAL FEES
6/27/2022	\$12.00 ✓	7710.6531 ✓ 100776-64000	GENERAL SUPPLIES	7710.6783 ✓ 100776-65000	GOLF CART PARTS & REPAIR

Department Head Signature: \_\_\_\_\_


  
 /s/ gd 6/27/22


Commissioner Signature: \_\_\_\_\_

# BUDGET LINE-ITEM TRANSFER

**TO:** Grace Davis  
**FROM:** Scott Matheny, Campbell County Sheriff  
**DATE:** June 24, 2022  
**SUBJECT:** Line-Item Transfer Request

Please make the following Budget line-item transfers:

		Transfer From:		Transfer To:	
Date of Entry	Amount	Account #	Account Name	Account #	Account Name
✓ 06/24/22	\$4,400 ✓	051.6555.1 ✓	S.R.U. Expenses	051.6555.2	Hazardous Devices Unit
***No Tyler transfer necessary for the above transfer.***					
✓ 06/24/22	\$5,000 ✓	052.6663 ✓	Jail Supplies	051.6673 ✓	Gasoline
06/24/22	\$5,000	100052-64600	Inmate Supplies	100051-64150	Gasoline
✓ 06/24/22	\$5,000 ✓	052.6663 ✓	Jail Supplies	052.6777 ✓	Building Maintenance
06/24/22	\$5,000	100052-64600	Inmate Supplies	100052-65080	Building Maintenance
✓ 06/24/22	\$2,000 ✓	052.6665 ✓	Food	052.6661 ✓	Prisoner Laundry
06/24/22	\$2,000	100052-64650	Food Service and Supplies	100052-64060	Janitorial Supplies
✓ 06/24/22	\$5,000 ✓	052.6665 ✓	Food	052.6117 ✓	Heat, Lights, & Water
06/24/22	\$5,000	100052-64650	Food Service and Supplies	100052-62220	Utilities

Department Head Signature:  /s/ 6/27/22  
 Commissioner Signature: \_\_\_\_\_





Effective Date: 06/28/2022	Adoption Date:06/28/2022	Approved By:
Revision Dates:		

**Section 1. Authority:**

Campbell county is a dully organized, established and existing county with the State of Wyoming and is a body corporate and politic and pursuant to Wyoming Statute § 16-4-201 (a)(iv), is defined as a political subdivision with the meaning of the Wyoming Public Records Act.

Wyoming Public Records Act W.S. §16-4-201 to W.S § 16-4-204 safeguards the public’s right to access government records with few exceptions allowed by statute. Pursuant to W.S. §16-4-204, any fees or charges assessed by a custodian of a public record shall first be authorized by a duly enacted or adopted statute, rule, resolution, ordinance, executive order, or other like authority.

**Section 2. Purpose:**

Campbell County Government hereby establishes this policy to create overarching procedures, fees, costs and charges for inspection, copies, and production of public records. Departments within the Campbell County have the right to set their independent fee schedule. If a fee schedule is not independently set by individual departments, or if the records are required to be produced from multiple departments, the Campbell County Government policy and fee schedule may be used as a guideline for fees, costs and charges for inspection, copies, and production of public records.

**Section 3. Definitions:**

- (a) “Applicant” is the person making the public records request.
- (b) “Clerical/support Staff” are employees who generally perform office or administrative support duties. Clerical/support staff employees include secretaries and administrative assistants.
- (c) “Electronic public record” is a public record that is solely or primarily stored in an electronic format. These records may be in the form of a copy of the original electronic public record due to the native format, security, and integrity of the original data or electronic record.
- (d) “Information Technology Staff” – are employees who perform duties relating to retrieving, compiling, constructing, formatting, or extracting electronic public records located on the computer systems, software, servers, or networks. Information technology staff employees may also perform computer programming or other computer services relating to electronic public records.

- (e) "Professional Staff" are employees who are not clerical/support or information technology staff as defined herein. Professional staff employees perform administrative, managerial, or professional duties.
- (f) "Supervised copying" as stated in W.S. §16-4-204(b)(b)(viii) occurs when someone other than the custodian is allowed to make copies, printouts, or photographs under the supervision of the custodian. A reasonable fee may be charged by the Custodian for services rendered by him or his designee in supervising the copying, printing, or photographing. The supervision fee shall be based upon hourly rates stated in section 4(c)(i) through (iii) herein.

#### **Section 4. Electronic Public Records**

- (a) **Authority to Apply Charges.** Under W.S. §16-4-202(d)(i), a custodian shall charge an applicant the reasonable cost of producing and constructing a copy of an electronic public record for inspection and copying. This cost may include, but is not limited to, the time spent retrieving, compiling, sorting, reviewing, redacting, formatting, converting, or copying the electronic public record, as well as activities required to create or construct a new electronic public record from existing data sources and all associated programming and computer services.
- (b) **Department Fee Schedules.** Individual departments may create fee schedules to address the cost of producing electronic records in electronic and physical form. If individual departments have not determined a fee schedule, the default fee schedule found below in Section 4(c) shall apply.
- (c) **Default Fee Schedule.** Unless otherwise determined by individual department fee schedules, production, and construction costs for electronic public records in electronic or print form shall be as follows:
  - (i) \$25.00/hour for staff time. Staff time will be assessed at more than one hour and prorated in 15-minute increments.
  - (ii) Actual cost of programming and computer services

Production and construction costs will be assessed only when the total cost exceeds \$25.00. If charges exceed \$25.00, the initial \$25.00 will be deemed a credit and will not be charged to the applicant. For example, if the production and/or construction costs for a request total \$50.00, the applicant will receive a \$25.00 credit and will be charged only \$25.00. Applicants may not use multiple records requests to avoid paying costs over \$25.00. The custodian has discretion to consolidate public records requests that he or she reasonably believes have been drafted and submitted to evade this \$25.00 threshold.

- (d) **Payment.** The custodian shall provide the applicant with an estimate of the reasonable cost of production and construction of the electronic public records. The applicant must pre-pay the estimated cost before the custodian produces or constructs the electronic public records or provides any copies for inspection. Payment shall be made to the custodian or designee. If the cost of production and construction exhausts the payment made by the applicant, the custodian will produce the records that are ready and available at that point and will provide the applicant an additional estimate pursuant to this subsection, and upon approval to continue, will receive payment from the applicant prior to continuing with the request.
  
- (e) **Inspection.** The custodian shall notify the applicant in writing, via email or postal service at an address provided by applicant, when copies of the electronic public records are produced and available for inspection. The applicant shall have one month from the time the custodian provides notification to schedule a time for inspection of records with the custodian. If there is no response from the applicant within thirty (30) days, the request shall be officially closed, and the records may be disposed of.

**Section 5. Non-Electronic Records**

- (a) **Fees for copying Non-Electronic Public Records.** Under W.S. 1§6-4-204, an applicant may obtain a paper copy of a non-electronic public record upon payment as follows:

(i) Standard (8.5 by 11 inch) – Black and White Copy	\$0.50/page
(ii) Standard (8.5 by 11 inch) – Color Copy	\$0.50/page
(iii) Legal (8.5 by 14 inch) – Black and White copy	\$0.55/page
(iv) Legal (8.5 by 14 inch) – Color Copy	\$0.85/page
(v) Other sheet size.	\$1.00/page
(vi) Photograph	\$5.00
(vii) Utilization of an outside vendor for copying.	Actual Cost
(viii) Custodian’s fee to supervise. See section 4(c)(i) through (ii)	
(ix) Special instances, i.e. film	Actual Cost

- (b) **Payment.** The applicant shall pre-pay the fees in section 5(a) if requested by custodian

- (c) **Cost for Producing Electronic Copies.** An applicant may obtain an electronic copy of a non-electronic public record upon payment as follows:

(i) Scanning non-electronic public records	\$0.10/page
(ii) Electronic Media (disk, thumb drive, etc.).	Actual Cost

- (d) **Fees for Transmitting Public Records.** The custodian may charge the following fees for transmitting non-electronic public records:

(i) Mailing, including the cost of shipping container.	Actual Cost
(ii) Facsimile.	Actual Cost

- (e) **Inspection.** The custodian shall notify the applicant in writing, via email or postal service at an address provided by applicant, when copies of the non-electronic public records are produced and available for inspection. The applicant shall have one month from the time the custodian provides notification to schedule a time for inspection of records with the custodian. If there is no response from the applicant after one month time the request shall be officially closed, and the records may be disposed of

**Section 6. General Provisions**

- (a) Public Records will be made available upon request unless exempt from disclosure pursuant to W.S. §16-4-203, or otherwise determined to be contrary to law.
- (b) Public Record Request shall be submitted through the appropriate form available on the county website at [www.campbellcountywy.gov](http://www.campbellcountywy.gov), or in writing at the Campbell County Courthouse, Office of the Commissioners, 500 S. Gillette, Ave, Gillette, Wyoming, and must include the following information:
  - (i) Specific description of the information requested, including type of record sought, subject matter, approximate dates and names of individuals involved, as applicable.
  - (ii) Applicant contact information including, the name, address, phone number, email address and organization if applicable.