

Office of County Commissioners
June 20, 2023
Gillette, Wyoming

The Campbell County Board of Commissioners met in regular session, Tuesday, June 20, 2023. Chairman Faber called the meeting to order at 9:00 AM. Pastor Mark Mitchell from Crosspoint Church led the Invocation and the Pledge of Allegiance.

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

The following Consent Agenda was presented:

MINUTES

Board of Commissioners, Special Meeting – Budget Workshop, June 5, 2023
Board of Commissioners, Directors Workshop, June 5, 2023
Board of Commissioners, Regular Meeting, June 6, 2023
Board of Commissioners, Public Land Board Meeting, June 8, 2023
Board of Commissioners, Lodging Tax Board Meeting, June 15, 2023

MONTHLY REPORTS

Clerk of District Court – May 2023
Sheriff's Office – May 2023
Treasurer's Office – May 2023

CANCELLATION/REBATE OF TAXES

2021-216, 2021-217, 2021-218, 2021-219, 2021-220, 2021-221, 2021-222, 2021-223

AGREEMENTS

Agreement for Use of Facilities and Assumption of Risk and Liability Release Agreement between International Pathfinder Camporee and Campbell County Parks & Recreation for use of the Recreation Center during the Camporee Event August 6th – 9th, 2024.
Certificate of State Grant-in-Aid between Wyoming Department of Aeronautics Division and Campbell County, State Project No. AGC045X for 2023 Marketing for the Northeast Wyoming Regional Airport, in the amount of \$50,000 with a local match of \$50,000.
Certificate of State Grant-in-Aid between Wyoming Department of Aeronautics Division and Campbell County, State Project No. AGC046X for 2023 Aviation Encouragement for the Northeast Wyoming Regional Airport, in the amount of \$2,500 with no local match requirement.
Conduit and Duct Installation and Occupancy Agreement between Visionary Communications LLC and Campbell County to pull a fiber strand from the Courthouse to the Courthouse Annex Building to provide internet access for the Public Defender's Office.
Letter of Engagement between Thomas & Thomas LLC and Campbell County Library Board in connection with board meetings and general civil legal advice.
Radio Transmission Tower Site Lease Renewal Agreement between Joe A. Hitt and Janet Cranston and Campbell County for the leasing of real property for a radio transmission tower site for Campbell County.

COMMENT LETTER

Comment Letter to the Bureau of Land Management regarding the Notice of Intent to Prepare an Environmental Impact Statement to Analyze the Potential Environmental Effects from Maintaining Secretary Jewell's Coal Leasing Moratorium (Federal Register/Volume 88, No. 83/Monday, May 1, 2023/page 26588).

LINE ITEM TRANSFERS

Airport -Transfer \$1,600.00 from 100751-62450 EE Dev Meet Trav Meal Lodg to 100751-62200 Association Dues

Clerk -Transfer \$229.34 from 100023-62760 Office Equip Maint Contracts to 100023-64000 Supplies

Extension -Transfer \$213.70 from 100106-62450 EE Dev Meet Trav Meal Lodg to 100106-63420 Special Events and Programming; Transfer \$250.00 from 100106-64150 Gasoline to 100106-63420 Special Events and Programming; Transfer \$201.04 from 100101-65000 Repairs/Vehicle Maintenance to 100101-62000 Postage; Transfer \$44.27 from 100101-65020 Furniture & Equipment to 100101-62000 Postage; Transfer \$600.00 from 100105-62450 EE Dev Meet Trav Meal Lodg to 100105-63420 Program Support; Transfer \$500.00 from 100105-64150 Gasoline to 100105-63420 Program Support

Museum -Transfer \$2,000.00 from 100721-62260 Professional Services to 100721-62080 Public Relations/Promotions

Parks & Recreation -Transfer \$800.00 from 100774-65080 Building Maintenance to 100774-64300 Lubricants; Transfer \$130.00 from 100774-64100 Clothing/Uniforms to 100774-62220 EE Dev Meet Trav Meal Lodg Project 770774-EMPLTRAN-MEALSLODG; Transfer \$100.00 from 100774-62220 EE Dev Meet Trav Meal Lodg Project 770774-EMPLTRAN-TRAV TRAN to Project 770774-EMPLTRAN-MEALSLODG; Transfer \$259.00 from 100774-62220 EE Dev Meet Trav Meal Lodg Project 770774-EMPLTRAN-STAFFDEV to Project 770774-EMPLTRAN-MEALSLODG; Transfer \$1,430.00 from 100772-62220 Utilities 770772-UTILITIES-ELECWTRSWR to Project 770772-UTILITIES-PROP NATGAS; Transfer \$50.00 from 100774-65080 Building Maintenance to 100774-64300 Lubricants; Transfer \$460.00 from 770776-SUPPLIES-GENSUPP to 770776-SUPPLIES-PORTAJOHNS; Transfer \$85.00 from 100775-64000 Supplies to 100775-62180 Media/Subscription/Periodical; Transfer \$55.00 from 100776-62080 Public Relations/Promotions to 100776-62180 Media/Subscription/Periodical
Public Works -Transfer \$8,550.00 from 170081-66935 District Support Grants to Project 081 DSG Graceland-Roads-GravIMaint; Transfer \$4,550.00 from 170081-66935 District Support Grants to Project 081 DSG WardCreek-Formation; Transfer \$8,000.00 from 100084-68120 Library Install Electronic Door Locks to 100084-68120 Parks & Rec Install Roof Access
Transfer \$2,500.00 from 100083-60200 Part Time Regular to 100083-60100 Full Time OT
Transfer \$5,000.00 from 100083-62450 EE Dev Meet Trav Meal Lodg to 100083-64060 Janitorial Supplies

Road & Bridge -Transfer \$40,000.00 from 100141-63050 Royalty/Easement to 100141-65000 Vehicle Parts/Repairs; Transfer \$65,000.00 from 100141-64200 Diesel to 100141-65000 Vehicle Parts/Repairs

Sheriff's Office - Transfer \$750.00 from 100053-64700 Medical Supplies to 100053-60200 Part-Time Regular; Transfer \$60.00 from 100053-64700 Medical Supplies to 100053-610000 FICA/Medicare; Transfer \$150.00 from 100053-64700 Medical Supplies to 100053-61400 Retirement

Transfer \$50.00 from 100053-64700 Medical Supplies to 100053-61500 Insurance Benefits
Transfer \$15,000.00 from 100051-60005 Full Time – Regular to 100051-60100 Full Time – OT
Transfer \$10,000.00 from 100052-60005 Full Time – Regular to 100052-60100 Full Time – OT

OFFICIAL BONDS AND OATH

Rocky Point – Rebecca Ann Vondrak
Southfork Estates Improvement & Service District – Pamela Cowen
Village of Heritage – Rebecca Ann Vondrak

POSITION VACANCY JUSTIFICATIONS

Adult Treatment Courts – Administrative Assistant
Public Health – Financial Specialist
Public Works – Custodian I
FY2023-2024 Positions
Clerk – Financial Specialist
Parks & Recreation – Administrative Assistant
Parks & Recreation – Senior Lifeguard

RESOLUTIONS

Resolution Number 3048 Delegation of Authority for Open Burning Restrictions – Board of Campbell County Commissioners delegates authority to the Chief of Campbell County Fire Department to establish the start and end date of all future fire restricts based on threat assessment of environmental conditions.

HAND WARRANTS

Circuit Court of Campbell County	\$484.65
Campbell County Clerk Tax Account	\$313,371.70
Campbell County Treasurer – FLX/HSA	\$41,632.56
Great West Trust Company	\$33,133.86
Wyoming Child Support	\$1,274.21
Campco Federal Credit Union	\$150.00
AT&T Mobility – Parks & Recreation	\$190.93
AT&T Mobility – Airport	\$232.58
Black Hills Energy	\$15,187.71
CenturyLink	\$237.71
Charter Communications	\$1,307.46
City of Gillette	\$90,979.76
Means First Water & Sewer District	\$179.89
Powder River Energy Corporation	\$21,302.79
Waste Connections of Wyoming	\$2,389.46
Wright Water & Sewer District	\$1,390.49
IBM Corporation	\$17,800.45

Commissioner Shelstad moved the Board approve all items of the Consent Agenda as presented.
Commissioner McCreery seconded the motion. All voted Aye. Motion carried.

Commissioner McCreery presented the Commission Calendar

- June 27th – Veterans Breakfast | 8:00 AM | Senior Center
- July 4th – Independence Day | Courthouse Closed
- July 5th – 8:00 AM Board Briefing | 9:00 AM Regular Meeting | Chambers
- July 16th-22nd – National High School Finals Rodeo | CAM-PLEX
- July 17th – Managers Meeting | 1:30 PM | Chambers
- July 18th – 8:00 AM Board Briefing | 9:00 AM Regular Meeting | Chambers

Denton Knapp and Joe Bolton provided the Veterans Update

Commissioner Ford moved the Board approve the Service Provider Agreement between Youth Emergency Services, Inc. and Campbell County to provide Adolescent Substance Use Treatment for the Campbell County Juvenile and Family Drug Court in the amount not to exceed \$59,857.00 for the period of July 1, 2023, to June 30, 2024, as presented. Commissioner Shelstad seconded the motion. All voted Aye. Motion carried.

Commissioner Shelstad moved the Board approve the Service Provider Agreement between Step Stone Counseling, LLC and Campbell County to provide Adult Substance Use Treatment for the Campbell County Juvenile and Family Drug Court in the amount not to exceed \$40,540.00 for the period of July 1, 2023, to June 30, 2024, as presented. Commissioner McCreery seconded the motion. All voted Aye. Motion carried.

Commissioner McCreery moved the Board approve the Service Provider Agreement between Counseling Connections, LLC and Campbell County to provide Individual and Family Therapy And Mental Health for the Campbell County Juvenile and Family Drug Court in the amount not To exceed \$42,000.00 for the period of July 1, 2023, to June 30, 2024, as presented. Commissioner Knutson seconded the motion. All voted Aye. Motion carried.

Commissioner Knutson moved the Board approve Service Provider Agreement between Step Stone Counseling LLC and Campbell County to provide Adult Substance Use Treatment for Adult Treatment Courts, using the amounts outlined in Exhibit 1, for the period of July 1, 2023, to June 30, 2025, as presented. Commissioner McCreery seconded the motion. All voted Aye. Motion carried.

Commissioner Shelstad moved the Board approve for the Director of Adult Treatment Courts to report directly to the Adult Treatment Courts Board, effective immediately, as presented. Commissioner Ford seconded the motion. All voted Aye. Motion carried.

Commissioner Ford moved the Board approve the Creation and Classification of the Senior HR/Risk Management Generalist position for Human Resources/Risk Management, Pay Grade 110 and approve the Job Description, Salary Range Placement Table and the Position Vacancy Justification, as presented. Commissioner Shelstad seconded the motion. All voted Aye. Motion carried.

Commissioner Shelstad moved the Board approve the Creation and Classification of the Deputy Director, Administration Position for the Office of Commissioners, Pay Grade 111, and approve The Job Description, Salary Range Placement Table and the Position Vacancy Justification, as

presented. Commissioner McCreery seconded the motion. All voted Aye. Motion carried.

Commissioner Shelstad moved the Board approve the Contract for Construction Manager at Risk Services (CMAR) Part 2: Construction to Van Ewing Construction for the Courtroom Remodel Project, in the amount of \$3,499,602.50, as presented. Commissioner McCreery seconded the motion. All voted Aye. Motion carried.

Commissioner Ford moved the Board approve the Agreement between HDR Engineering, Inc. And Campbell County for the design and construction administration of the Pronghorn Industrial Park Project, in the amount of \$522,114.35, as presented. Commissioner Shelstad seconded the motion. All voted Aye. Motion carried.

Commissioner Shelstad moved the Board appoint Ernest Gibson to the Corrections Board to Serve an unexpired term, ending June 30, 2024. Commissioner McCreery seconded the motion. All voted Aye. Motion carried.

Commissioner Knutson moved the Board appoint Travis Cochran to the Joint Powers Fire Board To serve a three-year term, ending June 30, 2026. Commissioner McCreery seconded the motion. All voted Aye. Motion carried.

Commissioner McCreery moved the Board appoint Lucas Fralick and Stephanie Murray to the Rockpile Museum Board, each serving a three-year term, ending June 30, 2026. Commissioner Shelstad seconded the motion. All voted Aye. Motion carried.

Commissioner Ford moved the Board appoint Sage Bear to the Public Library Board to serve a three-year term, ending June 30, 2026. Commissioner Shelstad seconded the motion. All voted Aye. Motion carried.

Commissioner Shelstad moved the Board appoint Cory Bryngelson to the Parks & Recreation Board to serve a five-year term, ending June 30, 2028. Commissioner Ford seconded the motion. All voted Aye. Motion carried.

Commissioner Shelstad moved the Board appoint Jack Clary to the Planning Commission to serve a three-year term, ending June 30, 2026. Commissioner McCreery seconded the motion. All voted Aye. Motion carried.

Commissioner Ford moved the Board appoint Donna Schendinger to the Public Health Board to serve a five-year term, ending, June 30, 2028. Commissioner Shelstad seconded the motion. All voted Aye. Motion carried.

Commissioner Shelstad moved the Board appoint Brian Norstegaard, Jerry Means, and Mark Dorr to the Joint Powers Public Land Board, each serving a three-year term, ending June 30, 2026. Commissioner Ford seconded the motion. All voted Aye. Motion carried.

Commissioner Ford moved the Board appoint Ed Sisti to the Senior Center Board to serve a

Three year term, ending June 30, 2026. Commissioner McCreery seconded the motion. All voted Aye. Motion carried.

Commissioner Shelstad moved the Board the FY2023 Airport Infrastructure Grant Agreement between the Federal Aviation Administration and Campbell County to Rehabilitate General Aviation Apron at Northeast Wyoming Regional Airport, in the amount of \$891,732 and a local match of \$59,558.80 for the period of July 1, 2023, to June 30, 2024, as presented. Commissioner McCreery seconded the motion. All voted Aye. Motion carried.

Budget Amendments
FY2023-2024

	<u>Fund</u>	<u>Type</u>	<u>Acct#</u>	<u>\$Amount</u>	<u>Description</u>
Decrease	General Fund	Expense	100751.62220	160,000.	Capital Project Funding
Increase	General Fund	Expense	100022.66150	804,500.	Carryover Capital Projects
Increase	General Fund	Expense	100711.60200	6,837.	Substitute Staffing
Increase	General Fund	Expense	100711.61000	523.	Substitute Staffing
Increase	General Fund	Expense	100713.60200	36,508.	Substitute Staffing
Increase	General Fund	Expense	100713.61000	2,793.	Substitute Staffing
Increase	General Fund	Expense	100714.60200	12,091.	Substitute Staffing
Increase	General Fund	Expense	100714.61000	925.	Substitute Staffing

Commissioner Shelstad moved the Board approve the amendments to the proposed budget for Fiscal Year 2023-2024, as presented. Commissioner Ford seconded the motion. All voted Aye. Motion carried.

Commissioner Shelstad moved the Board approve Resolution #3049 for the adoption of the Fiscal Year 2023-2024 County Budget, pursuant to Wyoming Statute §16-4-111(a), as presented. Commissioner Ford seconded the motion. All voted Aye. Motion carried.

ADOPTION OF COUNTY BUDGET FOR FISCAL YEAR 2023-2024

RESOLUTION NO. 3049

WHEREAS, a summary of the proposed budget for Fiscal Year 2023-2024 was entered into the minutes of the Board of County Commissioners on June 6, 2023 and was published in the Gillette News Record on June 10, 2023 pursuant to W.S. §16-4-109(a); and

WHEREAS, the Board of County Commissioners held a public hearing on the proposed budget on June 19, 2023 commencing at 6:00 p.m.; and

WHEREAS, it appears all requirements have been met for adoption of the fiscal year budget and the Fiscal Year 2023-2024 is in order for adoption.

NOW, THEREFORE, BE IT RESOLVED that pursuant to W.S. §16-4-111(a), the Fiscal Year 2023-2024 budget for Campbell County is adopted and the following appropriations are made:

Elected Offices

County Assessor	\$ 1,292,725
County Attorney	\$ 3,224,814
County Clerk	\$ 3,196,478
County Clerk of District Court	\$ 1,717,307
County Commissioners	\$ 8,010,748
County Coroner	\$ 406,461
County Sheriff	\$ 21,274,301
County Treasurer	\$ 1,549,078

Departments & Appointed Boards

Adult Treatment Courts	\$ 115,773
Airport Board	\$ 1,410,384
Children's Developmental Services	\$ 3,363,851
Cooperative Extension Service	\$ 441,465
Emergency Management	\$ 294,036
Fair Board	\$ 571,097
Fleet	\$ 153,030
Human Resources	\$ 2,989,519
Information Technology	\$ 3,183,228
Juvenile Services	\$ 1,134,698
Library Board	\$ 3,903,898
Museum Board	\$ 538,129
Parks & Recreation Board	\$ 6,959,188
Public Health Board	\$ 2,269,968
Public Works	\$ 3,340,880
Road & Bridge	\$ 7,129,884

Joint Powers Boards

Fire Board (including 1% & Construction)	\$ 5,063,377
Public Land Board (CAM-PLEX)	\$ 5,855,805

General

Capital Construction	\$ 14,723,000
E-911 Equipment Fund	\$ 306,000
Optional Sales Tax (1%)	\$ 10,116,326
Grants	\$ 29,729,276
Payment in Lieu of Taxes (PILT)	\$ 132,000
Vehicle Replacement Fund	\$ 2,784,279
Campus Maintenance	\$ 50,000
Recreation Center Maintenance Reserve	\$ 113,000
County Building Maintenance	\$ 3,789,803
Technical Education Center Maintenance Reserve	\$ 70,000
Gaming Funds	\$ 500,000
TOTAL BUDGET	\$ 151,703,806

Severability: If any provision of this resolution is held or deemed inoperative or unenforceable, the same shall not affect any other provision or directive which can be independently construed.

ADOPTED this 20th day of June 2023.

Public Comment was given.

Commissioners Final Comments were given.

A workshop was held via teleconference by Micah Christianson with NACo WIR National Center for Public Lands. Commissioner Shelstad moved the board approve the voluntary assessment for the NACo Western Interstate Region – National Center for Public Lands Counties in the amount of \$50,000 for FY2023 and \$50,000 for FY2024 as presented. Commissioner Knutson seconded the motion. All voted Aye. Motion carried.

There being no further business to come before the Board of Commissioners, the regular meeting was adjourned at 11:32 AM. The next regular meeting of the Commissioners will be held Tuesday, July 5, 2023, at 9:00 AM in the Commissioners Chambers in the Courthouse.



Cindy Lovelace, County Clerk
Board of County Commissioners



Colleen Faber, 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.campbellcountyny.gov