

Office of County Commissioners
March 21, 2023
Gillette, Wyoming

The Campbell County Board of Commissioners met in regular session, Tuesday, March 21, 2023. Chairman Faber called the meeting to order at 9:00 AM. Pastor Judith England led the Invocation and the Pledge of Allegiance.

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

The following Consent Agenda was presented:

MINUTES

Board of Commissioners Directors Workshop, March 6, 2023
Board of Commissioners Executive Session, March 6, 2023
Board of Commissioners Regular Meeting, March 7, 2023

MONTHLY REPORTS

Clerk of District Court – February 2023
Clerk’s Office – Corrected February 2023
Sheriff’s Office – February 2023

AGREEMENTS

Memorandum of Understanding between Bureau of Land Management (BLM) and Campbell County regarding the plan amendments for the management of Greater Sage-Grouse (GRSG); update agency representatives.

CHANGE IN POSITION ALLOCATION

Sheriff’s Office – Change two (2) Administrative Assistant Part-Time (32 hours/week) Positions to Full-Time (40 hours/week)

DONATION

Rockpile Museum – Approval to acquire a custom built 2023 Ironman – Kaab Manufacturing 18’ low deck trailer donated by the Rockpile Museum Association (RMA), with a donation value of \$8,000 (MSRP \$10,500)

LINE ITEM TRANSFERS

Commissioner’s Office
Transfer \$1,911.07 from 100013-62450 EE Dev Meet Trav Meal Lodge to 100013-63060 Board and Committee Expenses

Parks & Recreation

Transfer \$1,850.00 from 100776-60005 Full-Time Regular to 100771-60100 Full-Time OT

Public Works

Transfer \$3,150.00 from 100082-62260 Professional Services to 100082-62720 Software Cost

MOBILE COMPUTING DEVICE REQUEST

Parks & Recreation: Michaela Cina, Aquatics Manager – Email on personal phone

POSITION VACANCY JUSTIFICATIONS

Assessor’s Office – Appraiser (2 Positions)

Children’s Developmental Services – Early Childhood Special Education Manager

District Court – Deputy Clerk I (Part-time less than 20 hours)

Sheriff’s Office – Detention Officer/Deputy Sheriff (3 Positions)

Sheriff’s Office – Legal Advisor

Library – Branch Services Specialist

Public Works/Custodial – Custodian I

SPECIAL EVENTS FUND REQUEST

Campbell County Public Land Board requests approval for the use of its special events account funds for the purchase of livestock panels for the National High School Finals Rodeo (NHSFR), in the amount of \$36,500

HAND WARRANTS

WAG – Division of Criminal Investigation	\$15.00
Campco Federal Credit Union	\$150.00
Circuit Court of Campbell County	\$16.97
Campbell County Clerk Tax Account	\$295,063.77
Campbell County Treasurer – FLX/HSA	\$43,108.05
Great West Trust Company	\$28,275.00
Sheridan County Circuit Court	\$316.10
Wyoming Child Support	\$1,320.13
Wyoming Department of Revenue & Taxation	\$49.27
Denver Cutlery, Inc.	\$2,500.00
Greggs Welding	\$42,860.00
InterQuip	\$11,276.40
ProElectric, Inc.	\$1,092.66
Rain Locker Car Wash	\$15.00
Violet Communication	\$14,482.40

Commissioner Ford moved to remove the following two items from the Consent Agenda and place them on the Regular Agenda for discussion.

1. Request for Change in Position Allocation by the Sheriff’s Office to change two (2) Administrative Assistant Part-Time (32 hours/week) Positions to Full-Time (40 hours/week)
2. Position Vacancy Justification by District Court for a Deputy Clerk 1 (Part-time less than 20 hours).

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

Commissioner Ford moved the Board approve all items on the Consent Agenda as amended. Commissioner McCreery seconded the motion. All voted Aye. Motion carried.

Commissioner Ford move the Board amend the Position Vacancy Justification for District Court Deputy Clerk I (Part-time less than 20 hours) salary range from minimum salary \$32,968.00, incumbent salary \$41,880.80, maximum salary \$50,793.60 to minimum salary \$16,071.90, incumbent salary \$20,416.89, maximum salary \$24,761.88; and change the number of maximum hours for this position to 1014 per year. Commissioner Knutson seconded the motion. All voted Aye. Motion carried.

Commissioner Knutson presented the Commissioners upcoming calendar of events.

Denton Knapp presented the Veterans update. Lee Yake gave an update on the Veterans of Foreign Wars.

Commissioner Ford moved the Board approve the District Support Grant Application for Central Campbell County Improvement and Service District in the amount of \$3,450.00 from Optional One Percent Sales Tax fund for street sweeping, as presented. Commissioner Knutson seconded the motion. All voted Aye. Motion carried.

Commissioner McCreery moved the Board approve the District Support Grant Application For Overbrook Improvement and Service District in the amount of \$3,333.80 from Optional One Percent Sales Tax fund for W-base limestone gravel and mag chloride on District roads, as presented. Commissioner Knutson seconded the motion. All voted Aye. Motion carried.

Commissioner Knutson moved the Board approve the District Support Grant Application for Prairieview Champion Ventures Improvement and Service District in the amount of \$2,160.00 from Optional One Percent Sales Tax fund for street sweeping, as presented. Commissioner McCreery seconded the motion. All voted Aye. Motion carried.

Brandy Elder, Executive Director of Human Resources presented the Request for Change in Position Allocation by the Sheriff's Office to change two (2) Administrative Assistant Part-Time (32 hours/week) Positions to Full-Time (40 hours/week). Commissioner Ford moved the Board approve the Request for Change in Position Allocation by the Sheriff's Office to change two (2) Administrative Assistant Part-Time (32 hours/week) Positions to Full-Time (40 hours/week) as presented. Commissioner McCreery seconded the motion. All voted Aye. Motion carried.

Commissioner McCreery moved the Board approve the revised policy for Inclement Weather or Emergency Closings, Personnel Guideline #411, effective March 21, 2023, as presented. Commissioner Ford seconded the motion. All voted Aye. Motion carried.

Commissioner Ford moved the Board approve the revised policy for Social Media Use, Personnel Guideline #508, effective March 21, 2023, as presented. Commissioner McCreery seconded the motion. All voted Aye. Motion carried.

Roll Call nominations for the Children's Developmental Services Board vacancy to serve a three

(3) year term from March 21, 2023, to June 30, 2026, were Commissioner Ford – Christine Clouston, Commissioner Knutson, Ruth Cloud, Commissioner McCreery – Ruth Cloud, Commissioner Faber – Ruth Cloud. Commissioner Ford moved the Board accept the resignation of Holly Hink from the Children’s Developmental Services Board and appoint Ruth Cloud to serve a three (3) year term from March 21, 2023, to June 30, 2026. Commissioner Knutson seconded the motion. All voted Aye. Motion carried.

Roll Call nominations for the Senior Center Board vacancy to serve an unexpired three (3) year term ending June 30, 2025, were Commissioner Ford – Mark Hoskinson, Commissioner Knutson - Garry Becker, Commissioner McCreery – Garry Becker, Commissioner Faber – Garry Becker. Commissioner Knutson moved the Board accept the resignation of Patricia Burns from the Senior Center Board and appoint Garry Becker to serve an unexpired three (3) year term ending June 30, 2025. Commissioner McCreery seconded the motion. All voted Aye. Motion carried.

Commissioner Ford moved the Board approve the Sole Source Purchase Request and License Agreement between Grit Digital Health and Campbell County Public Health for the Man Therapy Campaign, a suicide prevention public education and outreach specifically for men, in the amount of \$5,000 for the term April 1, 2023, to March 31, 2024, as presented. Commissioner Knutson seconded the motion. All voted Aye. Motion carried.

Commissioner McCreery moved the Board approve the Lease Agreement between Veterans of Foreign Wars (VFW) Thunder Basin Centennial Post 7756 and Campbell County to lease 2,500 square feet of “The Old Road and Bridge Administration Building,” \$75 per month as rent, for a term of April 1, 2023, to March 31, 2024, with automatic one-year renewal, as presented. Commissioner Ford seconded the motion. All voted Aye. Motion carried.

Commissioner Knutson moved to amend the lease agreement between Veterans of Foreign Wars (VFW) Thunder Basin Centennial Post 7756 and Campbell County to lease 2,500 square feet of “The Old Road and Bridge Administration Building,” to \$1 per month as rent, for a term of April 1, 2023, to March 31, 2024, with automatic one-year renewal. Commissioner McCreery seconded the motion. All voted Aye. Motion carried.

Commissioners voted to approve amended motion to amend the Lease Agreement between Veterans of Foreign Wars (VFW) Thunder Basin Centennial Post 7756 and Campbell County to lease 2,500 square feet of “The Old Road and Bridge Administration Building,” from \$75 per month as rent to \$1 per month as rent, for a term of April 1, 2023, to March 31, 2024, with automatic one-year renewal. 3 voted Aye. 1 voted Nay. Motion carried.

Commissioner Ford moved the Board approve the Sub-Contract Award for High Intensity Drug Trafficking Area (HITDA) Funding between the Wyoming Division of Criminal Investigation (DCI) and Campbell County Sheriff’s Office in the amount of \$99,486 for the term of January 1, 2023, to December 31, 2023, as presented. Commissioner McCreery seconded the motion. All voted Aye. Motion carried.

Commissioner Knutson moved the Board approve the Funding Request from the Public Land Board to purchase two portable trailers to serve as the Jockey House: Trailer 1: Satellite 18’

Three (3) Station Restroom/Shower Combination Trailer (\$64,650) and Trailer 2: 2014 Custom Built Community Space Meeting Trailer (\$40,000) for a total amount of \$104,650 from account 100013-69800 General County Contingency. Commissioner McCreery seconded the motion. All voted Aye. Motion carried.

Public Comment was given.

Commissioner Ford moved to convene into an Executive Session for the purpose of discussing personnel matters and property acquisitions. Commissioner McCreery seconded the motion. All voted Aye. Motion carried.

The Board convened into Executive Session at 10:46 AM.

Executive Session adjourned at 12:13 PM.

The Board reconvened at 2:00 PM for a Workshop concerning the Fire Department Master Plan and Emergency Services Consulting International (ESCI)

Present were Colleen Faber, Jim Ford, Butch Knutson, Kelley McCreery, Commissioners; Cindy Lovelace, County Clerk; Denton Knapp, Commissioners Executive Director; Leslie Perkins, Public Information Officer; Bill Beastrom, Public Works; Jeff Bender, CC Fire Department Chief; JR Fox, CC Fire Department; Bradley Olmsted, ESCI; Robert Graff, ESCI). Commissioner Del Shelstad was absent from the meeting.

Discussion was held about the CC Fire Master Plan.

There being no further business to come before the Board of Commissioners, the meeting was adjourned at 3:05 PM. The next regular meeting of the Commissioners will be held Tuesday, April 4, 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.campbellcountywy.gov

