

AGENDA

CAMPBELL COUNTY BOARD OF COMMISSIONERS

DG REARDON, Chairman
RUSTY BELL
BOB MAUL
DEL SHELSTAD

JANUARY 21, 2020

09:00 MEETING CALLED TO ORDER PLEDGE OF ALLEGIANCE

CONSENT AGENDA

- A. [Consent Agenda](#)
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PUBLIC COMMENT

- B. 9:05 For the Good of the County*

OPEN GOVERNMENT

- C. 9:15 County Information

REGULAR BUSINESS

- D. [9:20 Airport Name Change](#) Jay Lundell
- E. [9:25 Adult Treatment Courts State Grant Application FY2021](#) Chad Beeman
- F. [9:30 Juvenile & Family Drug Court State Grant Application FY2021](#) Jim Lyon
- G. [9:35 Bid Award, Road & Bride Office Renovations](#) Clark Melinkovich
- H. [9:40 Class Specifications, Deputy Emergency Management Coordinator](#) Brandy Elder
- I. [9:45 Board Policy on Alcohol at Internal Functions](#) Carol Seeger
- J. [9:50 WCCA County Group for Administration of Workers Compensation](#) Carol Seeger
- K. [9:55 Memorandum of Amendment to Agreement, Western Fuels](#) Carol Seeger
- L. [10:00 Assignment of Commissioner Liaisons](#) Carol Seeger
- M. [10:05 Designation of Official County Newspaper](#) Carol Seeger
- N. [10:10 Resolution for Special Prosecution](#) Jenny Staeben
- O. 10:15 Campbell County Audit FY2018-19 Paula Steiger

ADJOURN

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

Consent Agenda

MINUTES

Board of Commissioners Directors Meeting, January 6, 2020
Board of Commissioners Regular Meeting, January 7, 2020
Board of Commissioners Weed & Pest Board Meeting, January 7, 2020

MONTHLY REPORTS

Clerk of District Court - December 2019
Clerk's Office - December 2019
Sheriff's Office, Detention - December 2019
Treasurer's Office - December 2019
941 Quarter Report - 4th Quarter 2019

PAYROLL PAYMENTS

December 28, 2019
December 31, 2019

CANCELLATION/REBATE OF TAXES

#4064 - 4067

AGREEMENTS

Shuttle Lease Agreement between Campbell County and Campbell County Public Land Board for vehicle use and maintenance of a 2015 White Ram Promaster 3500.

CATERING PERMITS

Energy Station for Chili Cookoff at Recluse Community Center on January 25, 2020

CREDIT CARD REQUESTS

Human Resources – Increase credit limit to 5,000

POSITION VACANCY JUSTIFICATIONS

Attorney's Office – Legal Secretary I, II
Children's Development Services – Instructional Assistant I
Clerk's Office – Deputy Clerk
Sheriff's Office – Detention Officer I, II, III
Sheriff's Office – Information Services Supervisor

HAND WARRANTS

Campbell County Clerk Tax Account	\$292,179.56
Campco Federal Credit Union	276.01
Circuit Court of Campbell County	291.31
Campbell County Parks & Recreation Activity Fund	33.00
Great West Trust Company	37,263.66
Wyoming Child Support	1,736.40
Campbell County Treasurer - HSA/Flex	381,401.17

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WAG - Department of Criminal Investigation

39.00

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

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Office of County Commissioners
January 6, 2020
Gillette, WY

Directors Workshop

The Campbell County Board of Commissioners met for a Directors Workshop, Monday, January 6, 2020 at 1:30 PM.

Present were Rusty Bell, Del Shelstad, DG Reardon, Commissioners; Susan F. Saunders, County Clerk; Carol Seeger, Commissioners Administrative Director; Ivy McGowan-Castleberry, Public Information Coordinator; Kevin Geis, Road and Bridge Director; Kevin King, Public Works Director; Jeff Bender, Fire Chief and Brandy Elder, HR Director. Commissioners Bob Maul and Mark Christensen and Deputy County Attorney, Jenny Staeben were absent from the meeting.

Rusty Bell discussed the agenda items for the January 7, 2020 Regular meeting, Visioning meeting, State of the County Luncheon, Legislative items and the Budget Message.

Brandy Elder discussed the cash bar at the Winter Gathering, leadership training options and worker's compensation with WCCA.

Kevin Geis provided updates on the crusher at the Davis Pit, North Garner Lake Road winter shutdown and bids on the new shop location.

Kevin King provided updates on Landfill I and II remediations, courthouse annex, detention center roof project and the RFP for ACEPIC.

Fire Chief Bender provided an update on the swearing in the employees that were promoted.

A workshop was held with the Chamber of Commerce on the State of the County presentation.

There being no further business to come before the Commissioners, the meeting was adjourned at 3:00 PM.

Susan F. Saunders, Clerk
Board of County Commissioners

Rusty Bell, Chairman
Board of County Commissioners

Office of County Commissioners
January 7, 2020
Gillette, Wyoming

The Campbell County Board of Commissioners met in regular session, Tuesday, January 7, 2020. Chairman Bell called the meeting to order at 9:00 AM. Pastor Don Wight led in prayer and Chairman Bell led the Pledge of Allegiance.

Present were Rusty Bell, Del Shelstad, DG Reardon, Bob Maul, Commissioners; Susan F. Saunders, County Clerk; Jenny Staeben, Deputy County Attorney and Carol Seeger, Commissioners Administrative Director.

The following consent agenda was presented:

MINUTES:

Board of Commissioners Morning Workshop, December 12, 2019
Board of Commissioners Directors Workshop, December 16, 2019
Board of Commissioners Regular Meeting, December 17, 2019

MONTHLY REPORTS:

Sheriff's Department – November 2019

PAYROLL PAYMENTS:

December 4, 2019

CANCELLATION/REBATE OF TAXES:

#4060 – 4063

CREDIT CARD REQUESTS:

Information Technology Systems – Kim Riley, Credit Limit \$3,000

LETTER OF SUPPORT/COMMENT:

Submission of Letter of Commitment in Support of University of Wyoming Center for Economic Geology Research's Application for Dry Fork Station carbon storage project under Phase III of the U.S. Department of Energy's CarbonSAFE Program.

Submission of Comment Letter regarding the Thunder Basin National Grasslands 2020 Plan Amendment Draft Environmental Impact Statement (DEIS) Comments dated October 2019.

LINE ITEM TRANSFERS:

Commissioner's Office - Transfer \$2,250 from 011.6336 Recognition, Apprec. Awards to 161.6336 Recognition, Apprec. Awards

Extension Office - Transfer \$460.60 from 104.6282 Airplane, Train, Bus to 104.6281 Automobile

Library - Transfer \$150 from 711.6234 Main. Agreements/Office Equipment to 711.6751 Vehicle Parts

Museum - Transfer \$2,000 from 721.6712 Exhibits to 721.7362 Special Events

Public Works - Transfer \$3,099 from 020.7085 District Support Grant to 020.7085.61 Brunsen Road I&S District; transfer \$34,098 from 020.7085 District Support Grant to 020.7085.20 Central Campbell County I&S District; transfer \$250 from 081.6532 Computer Supplies to 081.6851.7 Code Books; transfer \$250 from 081.6851.6 Other Books to 081.6851.7 Code Books; transfer \$300 from 081.6321 Misc. Services to 081.6233.05 Software Maintenance

MILEAGE RATES:

Adoption of Internal Revenue Service 2020 Mileage Rates to \$.575 (57.5¢ per mile) for Business Mileage and \$.17 (17¢ per mile) for Medical Mileage.

OATH OF OFFICE:

Amber Beaverson, Christopher Goetz, Gregory Steward – Full Time Assistant Public Defenders for Sixth Judicial District Appointment by Governor Mark Gordon
Michael Stulken – Part Time Contract Assistant Public Defender for Sixth Judicial District Appointment by Governor Mark Gordon

OFFICIAL BOND & OATH:

Green Valley Improvement & Service District – Elaine Backer

POSITION VACANCY JUSTIFICATIONS:

CAM-PLEX – Event Custodian
CAM-PLEX – Event Technician
Children’s Developmental Services – Administrative Assistant II
Public Works Facilities Maintenance – Custodial Supervisor
Public Works Landfill – Administrative Assistant I or II

RESOLUTION AMENDMENT:

Amended Resolution #2023 Approving the Official Holidays for County Employees for the Year 2020

AMENDED RESOLUTION NO. 2023

A RESOLUTION APPROVING THE OFFICIAL HOLIDAYS FOR COUNTY EMPLOYEES FOR THE YEAR 2020

WHEREAS, Personnel Guideline No. 402 of the Campbell County Personnel Guidelines provides for the observance of holidays each year as set by the Campbell County Board of Commissioners; and

WHEREAS, per Wyoming Statute § 18-3-103 as amended, county officers shall keep their offices open during the usual business hours of each day excluding Saturdays, Sundays, legal holidays and other days as established by the County commissioners through resolution; and

WHEREAS, it is understood that this resolution shall not apply to all county departments as some are required to be in operation continuously.

NOW THEREFORE BE IT RESOLVED by the Campbell County Board of Commissioners, the list of holidays and other days as set forth below shall be observed during calendar year 2020 as paid days off for Campbell County employees employed at the following departments:

Airport, Assessor, Attorney, Clerk, Commissioner’s, Clerk of District Court, Coroner, Extension, Fair, HR/Risk, ITS, Juvenile Probation, Parks & Recreation, Public Health, Public Works (except Landfill), Road & Bridge, Sheriff’s Office, Treasurer, Weed & Pest:

Equality Day	Monday, January 20th
Presidents Day	Monday, February 17 th
Memorial Day	Monday, May 25 th
Independence Day	Friday, July 3 rd
Labor Day	Monday, September 7 th
Columbus Day	Monday, October 12 th
Veterans Day	Wednesday, November 11 th
Thanksgiving Day	Thursday, November 26 th
Employee Appreciation Day	Friday, November 27 th
Christmas Eve (close at noon-4 hours of Holiday)	Thursday, December 24 th
Christmas Day	Friday, December 25 th
New Year’s Day, 2021	Friday, January 1 st , 2021

Campbell County Public Library Systems:

Equality Day	Monday, January 20th
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Presidents Day	Monday, February 17th
Memorial Day	Monday, May 25th
Independence Day	Friday, July 3rd
Labor Day	Monday, September 7th
Columbus Day	Monday, October 12th
Veterans Day	Monday, November 11th
Thanksgiving Day	Thursday, November 26th
Employee Appreciation Day	Floating – to be accrued on Friday, November 27th
Christmas Eve (close at noon- 4 hours of Holiday)	Thursday, December 24th
Christmas Day	Friday, December 25th
New Year's Day, 2021	Friday, January 1st, 2021
Campbell County Landfill:	
Equality Day	Saturday, January 25th
Presidents Day	Monday, February 22nd
Memorial Day	Monday, May 25th
Independence Day	Saturday, July 4th
Labor Day	Monday, September 7th
Columbus Day	Saturday, October 17th
Veterans Day	Wednesday, November 11th
Thanksgiving Day	Thursday, November 26th
Employee Appreciation Day	Saturday, November 28th
Christmas Eve (close at noon-4 hours of Holiday)	Thursday, December 24th
Christmas Day	Friday, December 25th
New Year's Day, 2021	Friday, January 1st, 2021
Campbell County Children's Developmental Services:	
Equality Day	Floating – to be accrued on Monday, January 20th
Presidents Day	Floating– to be accrued on Monday, February 17th
Memorial Day	Monday, May 25th
Independence Day	Friday, July 3rd
Labor Day	Monday, September 7th
Columbus Day	Floating – to be accrued on Monday, October 12th
Veterans Day	Floating- to be accrued on Wednesday, November 11th
Thanksgiving Day	Thursday, November 26th
Employee Appreciation Day	Friday, November 27th
Christmas Eve (close at noon-4 hours of Holiday)	Thursday, December 24th
Christmas Day	Friday, December 25th
New Year's Day, 2021	Friday, January 1st, 2021
Campbell County Rockpile Museum:	
Equality Day	Monday, January 20th
Presidents' Day	Monday, February 17 th
Memorial Day	Floating – to be accrued on Monday, May 25 th
Independence Day	Floating – to be accrued on Friday, July 3rd
Labor Day	Floating – to be accrued on Monday, September 7 th
Columbus Day	Monday, October 12 th
Veterans Day	Wednesday, November 11 th

Thanksgiving Day	Thursday, November 26 th
Employee Appreciation Day	Friday, November 27 th
Christmas Eve (close at noon-4 hours of Holiday)	Thursday, December 24 th
Christmas Day	Friday, December 25 th
New Year's Day, 2021	Friday, January 1 st , 2021

HAND WARRANTS:

Campbell County Clerk Tax Account	\$336,492.80
Campbell County Park & Recreation Activity Fund	33.00
Campbell County Treasurer – HSA	31,514.60
Campco Federal Credit Union	276.01
Circuit Court of Campbell County	293.44
Great West Trust Company	3,5791.59
Wyoming Child Support	1,813.45
Wyoming Department of Revenue & Taxation	52.49
CCCBT	209,522.65
CCEHBTA – Health	638,465.34
CCEHBTA – Dental	42,156.70
Delta Dental Plan of WY	2,068.30
State of WY – WAG Criminal Investigation	39.00
Campbell County Clerk Tax Account	24,464.82
Campbell County Treasurer – HSA	1,566.66
Campco Federal Credit Union	950.00
Great West Trust Company	2,696.67

Commissioner Reardon moved to approve all items of the Consent Agenda as presented. Commissioner Maul seconded the motion. All Voted-Aye. Carried.

Commissioner Shelstad moved to approve the vouchers, as presented. Commissioner Reardon seconded the motion. All Voted-Aye. Carried.

A I Distributors	Landfill	\$2,505.05
A M Service Supply	District Court	80.00
Absolute Auto	Various Departments	272.17
Accushape	Capital Outlay-Sheriff	1,450.00
Action Lock and Key	Various Departments	249.83
AdBbay Com	Various Departments	300.00
Air Tech Heating	Various Departments	150.50
Airpro	Maintenance/Custodial	3,838.80
Albertsons Attorney	County Attorney	16.99
Albertsons Dist Crt	State & Fed Mandated Costs	42.57
Albertsons Park Rec	P & R-Recreational Division	446.36
Albertsons Pub Hlth	County Health Officer	18.97
Alignment Pros	P & R-Parks	41.28
Alsco	Various Departments	806.20
Alternative Propane	P & R-Ice Skating	243.46
Amazon Courthouse	Various Departments	92.51
Amazon Library	Various Departments	927.82
Ameri Tech Equipment	P & R-Parks	210.91

American Family Life	Campbell County General Fund	103.02
American Library	Library-General Administration	275.00
American Millennium	Commissioner's-Gen Cnty Costs	51.40
American Welding	P & R-Parks	325.31
Andersons Pest Pros	Maintenance/Custodial	175.00
Animal Medical Cntr	County Sheriff	143.52
APCO International	County Sheriff	71.00
Arbuckle Lodge	Rockpile Museum - Gen Admin	69.00
Architectural Spec	Maintenance/Custodial	1,264.64
Arena Products Svc	P & R-Ice Skating	5,271.99
Arete Design Group	Publ Work Capital Construction	9,657.37
Armacost Trane Serv	Maintenance/Custodial	482.32
Arrow Printing Grap	Library-General Administration	761.70
Associated Glass	Various Departments	1,784.74
Atlas Office Prod	District Court	164.03
ATT Airport	Airport	224.70
ATT Assessor	County Assessor	102.00
ATT Children's Devel	Children's Dev Svc-Spec Ed	190.17
ATT Emergency Mgmt	Emergency Management	84.97
ATT Library	CCPL-Main Branch	37.42
ATT Park Recreation	Various Departments	98.71
AVA Community Arts	1% Optional Sales Tax Fund	438.75
Axis Forensic Tox	County Coroner	690.00
Background Invest	P & R-Recreational Division	598.80
Baker Taylor Cont	Various Departments	167.36
Barney Graham	Commissioner's-Gen Cnty Costs	450.00
Basin Radio Network	Various Departments	2,313.50
Bauder, Trena R.	Children's Dev Svc-Spec Ed	376.05
Bears Naturally	Various Departments	122.71
Bennett Weber Hermst	Commissioner's-Gen Cnty Costs	28,050.00
Big Horn Tire	Road & Bridge	1,362.72
Big Sky Communicat	Various Departments	294.00
Bighorn Mtn Radio	Various Departments	99.00
Billings Clinic	Various Departments	1,107.00
Black Hills Enrg Gas	Various Departments	45,648.48
Black Hills Pioneer	Various Departments	716.50
Blackstone Audio	Various Departments	539.32
Blue Three Sixty	Juvenile Probation	75.75
Bob Barker Company	Various Departments	208.90
Bob Ruwart Motors	Various Departments	135,633.00
Bomgaars	Various Departments	605.65
Boot Barn	Human Resources	104.99
Border States Elec	Various Departments	4,203.53

Boys Girls Club CC	1% Optional Sales Tax Fund	1,433.75
Breanna's Bakery	Human Resources	38.97
Brodart Company	Library-General Administration	652.80
Brownells	County Sheriff	837.00
Buechler, Allie C.	Human Resources	178.20
Buffalo Bulletin	Various Departments	360.00
Buffalo Porta Potty	Road & Bridge	125.00
Burns McDonnell Eng	Various Departments	78,796.35
Butler, Tommie M.	Rockpile Museum - Gen Admin	108.00
Caplin Drysdale	Commissioner's-Gen Cnty Costs	14,630.00
Carr, Joli A.	Various Departments	96.86
Cash WA Distributing	Sheriff-Jail Facility	354.56
Casper College	Commissioner's-Gen Cnty Costs	1,000.00
CBH Co Op	Various Departments	366.95
CC Chamber of Commer	Various Departments	251.00
CC Coor Benefit Trst	Human Resources	4,243.82
CC Dist Crt Rev Wit	State & Fed Mandated Costs	10,555.26
CC Fire Dept	1% Municipal Sales Tax Fund	845,606.63
CC Health Misc	Various Departments	12,621.00
CC High School	Rockpile Museum - Gen Admin	200.00
CC Historical Society	Rockpile Museum - Gen Admin	240.00
CC Predatory Animal	1% Optional Sales Tax Fund	20,833.38
CC Public Land Brd	1% Municipal Sales Tax Fund	324,946.51
CC School Dist Coop	Various Departments	847.16
CCMH Patient Acct	County Attorney	15,344.63
CDW Government	Various Departments	5,832.83
CEM Aquatics	Maintenance/Custodial	401.21
Center Point Large	Library-General Administration	866.98
CenturyLink Long Dis	Information Technology Service	662.37
CenturyLink Phone	Various Departments	16,012.25
Charter Comm Cable	Various Departments	1,248.06
Chatfield, Todd	Airport	42.25
Cheairs, Trevor A.	Airport	42.25
Children's Home Soc	County Sheriff	450.00
Chitwood, Cheryl E.	District Court	9.94
Chris Supply Co	Various Departments	121.51
City Gillette Misc	Various Departments	4,152.74
City Gillette Util	Various Departments	79,897.22
Clear Creek Counsel	City of Gillette A. Drug Court	120.00
Clinic Lab Blck Hill	County Coroner	162.00
CMI TECO	Road & Bridge	361.12
Cole Sports	P & R-Recreational Division	94.00
Collection Prof	Children's Dev Svc-Gen Admin	109.60

Collins Commun	Various Departments	845.05
Collins, Sue	Sheriff-Jail Facility	850.00
Computer Proj IL	County Sheriff	180.00
Concordance Health	County Health Nurse	369.14
Contractors Supply	Various Departments	8,119.60
Cooper, Stephanie M.	County Sheriff	36.14
Council Community Svc	P & R-Recreational Division	824.91
Counseling Connect	1% Optional Sales Tax Fund	352.50
Crescent Electric	Various Departments	112.80
Crum Electric Supply	Various Departments	3,291.40
CSS	Sheriff-24/7	3,043.94
CT Accessories	Road & Bridge	975.00
Culey, Derric	County Sheriff	50.00
Custom Graphix Signs	Human Resources	250.00
Dads Truck and Auto	County Sheriff	553.50
Daktronics	P & R-Recreational Division	1,578.94
Damian, Nicole L.	Various Departments	108.46
Davis, Charles A.	Road & Bridge	4,165.20
Demco	Various Departments	2,063.64
Design Construction	Publ Work Capital Construction	205,430.70
Dexters Automotive	County Sheriff	125.00
Douglas Budget	Various Departments	520.00
Driver's License Gui	District Court	29.95
DRM	Publ Work Capital Construction	406,530.79
Dru Consulting	Commissioner's-Gen Cnty Costs	12,956.50
Duluth Trading Co	Various Departments	71.59
Edge Construction	Various Departments	26.90
Employment Testing	Various Departments	494.00
Equitable Life	Campbell County General Fund	37.25
Espresso Lube	Various Departments	1,248.96
Farmer Bros Co	Various Departments	1,147.12
Fastenal Company	Various Departments	195.91
Fib Mstr Crd Library	CCPL-Main Branch	21.85
Fib Mstr Crd Park Rec	Various Departments	2,529.28
Finkey Law	State & Fed Mandated Costs	787.50
Firemaster	Maintenance/Custodial	4,086.00
First Natl Bnk Gil	Various Departments	1,405.47
Fleetpride	Landfill	888.76
Flogistix Wyoming	Maintenance/Custodial	1,135.49
Floyds Truck Center	Road & Bridge	2,680.71
FNB Visa	Various Departments	30,499.10
Forensic Medicine	County Coroner	8,000.00
Foundation Center	CCPL-Main Branch	2,995.00

Fry, Kimberly D.	Various Departments	437.00
FTI Group	Information Technology Service	408.27
Fun Express	P & R-Wright Center	35.98
Furman, Craig M.	County Sheriff	50.00
Gale Cengage Learn	Various Departments	1,453.34
Gaylord Bros	Rockpile Museum - Gen Admin	2,958.68
Gillette Abuse Refug	1% Optional Sales Tax Fund	7,699.98
Gillette College	Commissioner's-Gen Cnty Costs	500.00
Gillette Dental	Sheriff-Jail Facility	301.00
Gillette Printing	Various Departments	1,209.75
Gillette Reprod Hlth	Various Departments	3,340.00
Gillette Steel	Road & Bridge	35.00
Gillette Winsupply	Various Departments	13,484.17
Git R Done Site Svc	P & R-Bell Nob Golf Course	624.00
Glaser, Jane C.	County Health Nurse	33.06
Glaxosmithkline Phar	County Health Nurse	3,687.20
Glendale Parade	Rockpile Museum - Gen Admin	482.00
Global Heat Transfr	Road & Bridge	238.43
GoodHire	Human Resources	45.50
Gourmet on The Go	Commissioner's Executive	536.83
Grace Two Brothers	Prevention Management Org	1,975.00
Graham, Delcy D.	Commissioner's-Gen Cnty Costs	500.00
Grimms Pump Industrl	Various Departments	978.61
Grubb, Amber L.	Maternal Child Health (B.B.)	159.50
Hakert, Richard J.	Road & Bridge	2,102.40
Harris Public Health	County Health Nurse	745.00
Harris, Jessica L.	Maternal Child Health (B.B.)	38.28
Hawkins	Various Departments	7,850.19
Henkes, Nathan J.	County Attorney	52.50
Henning, Robert A.	Rockpile Museum - Gen Admin	30.74
High Glass Window	Maintenance/Custodial	391.00
Hileman, Jamie M.	Library-General Administration	47.56
Hladky Construction	Publ Work Capital Construction	26,775.73
Hoggatt, Meredith P.	Extension Dept-Horticulture	313.42
Homax Oil Sales	Various Departments	68,905.43
Home Depot Landfill	Landfill	112.21
Home Depot Maint	Maintenance/Custodial	2,471.22
Home Depot Parks Rec	Various Departments	779.56
Home Depot Sheriff	Various Departments	72.40
Home Fire Foods	Various Departments	1,106.50
Horning McG	State & Fed Mandated Costs	364.10
Howard Supply Co	Road & Bridge	373.45
Hub International	Human Resources	150.00

Hubbard, Kelly S.	County Health Nurse	27.84
IAITAM	Information Technology Service	93.75
IBM Corp	Information Technology Service	17,800.45
Inland Truck Parts	Various Departments	3,907.66
Internat Fairs Expos	Fair-General Admin	110.00
Internat Police Chap	County Sheriff	125.00
Ivory, Jennifer	County Sheriff	50.00
James Tire Service	P & R-Parks	48.00
Jim's Heating AC Ref	Landfill	1,710.00
JLC Sign Graphic	Maintenance/Custodial	66.24
Jones Leticia Ramirez	County Attorney	80.00
K Two Technologies	Payments In Lieu of Taxes Fund	4,159.20
Kanopy	CCPL-Main Branch	153.00
Kay Casto Chaney	Commissioner's-Gen Cnty Costs	297.50
Keyhole Broadcasting	Various Departments	210.00
Kimball Midwest	Road & Bridge	629.91
Knecht Home Center	Road & Bridge	608.52
Knowbuddy Resources	CCPL-Main Branch	462.67
KSKY	Various Departments	630.00
KSLT KLMP KTPT	Various Departments	300.00
KYDT Radio	Various Departments	500.00
Language Line Sol	County Sheriff	36.78
Law Office Curt Todd	Commissioner's-Gen Cnty Costs	105.00
Lawriter	County Law Library	250.00
Lawson Products	P & R-Parks	10.98
Lesley, Douglas	State & Fed Mandated Costs	537.50
Librarians Book	CCPL-Main Branch	365.25
Library Foundation	Various Departments	88.44
Light O Rama	P & R-Parks	158.47
Lightning Lube	Various Departments	200.00
Little America Chey	Commissioner's Executive	192.00
Love and Logic Inst	Children's Dev Svc-Spec Ed	730.00
Love, Tod D.	Airport	40.00
Lowe Roofing	Various Departments	318.04
LRP Publications	Children's Dev Svc-Spec Ed	221.50
Lundell, Jay D.	Airport	88.74
Lynn's Auto Repair	County Sheriff	3,096.50
Mad Transportation	County Sheriff	90.00
Mainline Inform Sys	Various Departments	7,292.79
Manning Wrecker Svc	Human Resources	80.00
Maul, Robert L.	Commissioner's Executive	9.67
McCormick Kylie L	CCPL-Main Branch	375.00
McCreary, Lori J.	P & R-Recreational Division	165.00

McGowan Castleberry, Ivy J.	Commissioner's-Gen Cnty Costs	336.03
McKesson Med Surgic	Sheriff-Jail Facility	1,818.29
Meadow Gold Dairy	Children's Dev Svc-Preschool	328.66
Means First Ext WS	Road & Bridge	110.00
Medical Arts Lab	Sheriff-Jail Facility	2,291.00
Medicap Pharmacy	County Health Nurse	287.79
Menards Airport	Airport	320.53
Menards Fleet	Fleet Department	46.38
Menards Landfill	Various Departments	240.18
Menards Maintenance	Various Departments	719.45
Menards Museum	Rockpile Museum - Gen Admin	33.48
Menards Park Rec	Various Departments	1,146.99
Menards Road Bridge	Road & Bridge	140.80
Menards Sheriff	County Sheriff	115.10
Merchen, Pamela J.	District Court	298.74
Merck Sharp Dohme	County Health Nurse	4,885.83
MFAC	Various Departments	338.90
Midland Implement Co	Various Departments	14,768.09
Midwest Tapes	CCPL-Main Branch	1,283.24
Morgan, Tobey J.	County Sheriff	200.00
Morrison Maierle	Various Departments	38,187.10
Motorola Solut Soft	Capital Outlay-ITS	24,127.00
Motorola Solutions	Commissioner's-Gen Cnty Costs	3,582.11
Mountain Mud Serv	P & R-Ice Skating	70.00
MSR West	Children's Dev Svc-Spec Ed	259.29
NAMI	Prevention Management Org	19,484.56
Naramore, James J Md	Sheriff-Jail Facility	1,000.00
Natrona Cnty Sheriff	Sheriff-Jail Facility	711.86
Nelson Auto Glass	Road & Bridge	652.67
News Record	Various Departments	4,697.00
Norchem Drug Test	Various Departments	3,639.70
Norco	Various Departments	4,677.66
Novus Auto Glass	Various Departments	500.00
OAG Flightview	Various Departments	433.50
Octane Garage	County Sheriff	265.64
Office Depot	Various Departments	2,729.66
Office Shop Leasing	Commissioner's Administration	267.40
Ohman, Diana L.	Children's Dev-Early Head Start	232.50
OpSec Security	County Treasurer	712.50
Optum Bank	Human Resources	3,776.50
OReilly Auto Parts	County Sheriff	135.53
Original Watermen	P & R-Recreational Division	463.65
Orivia Hills I&S	1% Optional Sales Tax Fund	13,354.22

Outliers Creative	Prevention Management Org	2,500.00
Overdrive	Various Departments	2,323.97
Pacific Steel Recyc	Road & Bridge	1,780.71
Paintbrush Services	Various Departments	775.00
Palmer Robert P.	Commissioner's-Gen Cnty Costs	2,500.00
Papa John's Pizza	Various Departments	66.07
Pb Global Airprt	Airport	156.00
Pb Global Attorney	County Attorney	173.04
Pb Global Dist Crt	District Court	540.87
Pb Global Sheriff	County Sheriff	173.04
Penworthy Company	CCPL-Main Branch	419.60
Personal Frontiers	Various Departments	28,587.45
Pete Lien Sons	Road & Bridge	629.94
Peterbilt of Wyoming	Road & Bridge	523.10
PFM Asset Management	Commissioner's-Gen Cnty Costs	9,172.67
PharmChem	Sheriff-24/7	5,197.00
Pineview IS District	1% Optional Sales Tax Fund	187.88
Pizza Carrello	Rockpile Museum - Gen Admin	448.50
Pizza Hut	County Sheriff	254.73
Plains Tire Battery	County Sheriff	2,510.18
Plainsman Printing	Various Departments	8,326.96
Playaway Library	Various Departments	75.67
Pokeys BBQ Smoke	Various Departments	3,191.00
Polar Refrigeration	Maintenance/Custodial	1,908.33
Ponderosa Services	Fair-General Admin	653.12
Poole, Amy J.	Various Departments	161.82
Post and Associates	Sheriff-Jail Facility	800.00
Postge Phone CDS	Children's Dev Svc-Gen Admin	200.00
Postge Phone Dist	District Court	4,000.00
Powder River Const	Publ Work Capital Construction	7,686.59
Powder River Exam	Various Departments	120.00
Powder River Heating	Maintenance/Custodial	2,877.37
Powder Rver Ener Utl	Various Departments	22,565.92
Power Equipment Co	Road & Bridge	767.10
Pro MAAC Systems	Maintenance/Custodial	14.86
ProElectric	Road & Bridge	232.43
Purvis Industries	Various Departments	314.76
Push Pedal Pull	P & R-Recreational Division	2,117.46
Qdoba Mexican Grill	Human Resources	155.00
Quill Corporation	County Assessor	98.99
Rain Locker Car Wash	Various Departments	277.20
Ram Computer Supply	Children's Dev Svc-Gen Admin	136.89
Ramkota Hotel Caspr	Various Departments	830.00

Rapid Fire Protect	Maintenance/Custodial	2,350.00
Record Supply	Various Departments	4,157.60
Recreation Supply	Maintenance/Custodial	1,113.00
Redwood Tox Testing	Sheriff-24/7	280.00
Reeves, Cara M.	Rockpile Museum - Gen Admin	11.48
Respond First Aid	Airport	66.39
Robinson, Celeste Renee	Extension Dept-Home Economist	183.78
Rocky Mtn Business	Various Departments	12,111.97
Rocky Mtn Fire Sys	Maintenance/Custodial	1,137.00
Rocky Mtn Instrument	County Attorney	1,350.00
S & S Builders	Various Departments	12,649.23
Safeguard Business	County Treasurer	844.84
Sanofi Pasteur	Various Departments	3,399.23
Schaeffer Manuf	Landfill	648.28
Schurtz, Jessica R.	Various Departments	78.30
Schutz Foss Archit	Publ Work Capital Construction	25,592.00
Scott Brothers	Publ Work Capital Construction	8,963.00
Second Chance Minist	1% Optional Sales Tax Fund	4,699.55
Sentinel Offender	Juvenile Probation	450.00
Servall Uniform	Road & Bridge	806.33
Sheridan College	Commissioner's-Gen Cnty Costs	500.00
Sherwin Williams	Maintenance/Custodial	70.06
SHI International	Information Technology Service	6,196.00
Simpsons Printing	County Treasurer	401.00
Sir Speedy	Various Departments	213.65
Skaggs Companies	County Sheriff	270.95
Smart Start	Adult Drug Court	316.00
Source Office Tech	Various Departments	3,793.27
Southland Medical	County Coroner	67.57
Sowada, Felix	State & Fed Mandated Costs	3,750.00
Spectrum Aquatics	Maintenance/Custodial	1,958.00
Starks, Sarah K.	Care Board Special Account	104.40
Steiner Thuesen PLLC	Publ Work Capital Construction	604.46
Structural Dynamics	Publ Work Capital Construction	33,968.65
Stulken Law	Various Departments	1,687.50
Sulzer Ems	Maintenance/Custodial	278.50
Summit Companies	Maintenance/Custodial	133.00
Summit Food Services	Sheriff-Jail Facility	62,676.85
Sun Brite Cleaners	County Sheriff	27.00
Sundance Times	Various Departments	325.00
Sundial Heating	Sheriff-Jail Facility	196.38
Surf N Suds	County Health Nurse	29.70
Sylvestri Custom	Prevention Management Org	1,200.00

Sysco Food Services	Children's Dev Svc-Preschool	5,091.93
T W Enterprises	Maintenance/Custodial	4,540.78
TAA Tools	Information Technology Service	580.00
Target Sign Company	P & R-Ice Skating	1,200.00
Teaching Strategies	Various Departments	5,030.00
Technical Explicat	Information Technology Service	2,415.00
That Embroidery Plac	Airport	96.00
The Grease Barrel	Various Departments	242.00
The Range	P & R-Gen Adm	86.02
Thomson Reuters West	County Attorney	703.97
Thunder Basin Ford	Various Departments	129,512.56
Thyssenkrupp Elevat	Maintenance/Custodial	460.76
Titan Machinery	Landfill	19.33
Total Construction	Road & Bridge	1,191.60
Tru Tech Products	Various Departments	27.95
Tyler Tech	Payments In Lieu of Taxes Fund	16,843.43
TYR Tactical	Homeland Security Sheriff's	41,822.07
U S Identification	County Sheriff	82.50
U S Post Clerk	County Clerk	1,240.00
Unique Management	Library-General Administration	134.25
United Parcel Serv	Various Departments	342.64
United Way Campbell Co	Campbell County General Fund	36.00
Universal Athletic	Various Departments	4,726.86
Urbin Law Office	State & Fed Mandated Costs	10,023.75
USI Education Govn	Children's Dev Svc-Preschool	172.18
UW Business Office	Extension Dept-4-H Program	19,662.50
UW Financial Aid	Commissioner's-Gen Cnty Costs	500.00
Verizon Adlt Drg CRT	Adult Drug Court	105.00
Verizon Attorney	County Attorney	32.36
Verizon Emergcy Mgmt	Emergency Management	38.52
Verizon Juv Prob	Various Departments	157.50
Verizon Public Hlth	County Health Nurse	271.94
Verizon Public Works	Various Departments	81.05
Verizon Sheriff	Various Departments	8,239.50
Visionary Broadband	Various Departments	5,814.30
Vista Leasing Co	Various Departments	3,257.80
Vital Records Cont	County Sheriff	83.00
Walmart Children Dev	Various Departments	957.77
Walmart Extension	Various Departments	210.51
Walmart Fair	Fair-General Admin	204.20
Walmart Human Res	Various Departments	548.96
Walmart Juvenile Fam	Juvenile Drug Court Grants	20.82
Walmart Landfill	Landfill	14.85

Walmart Library	Various Departments	261.66
Walmart Museum	Rockpile Museum - Gen Admin	416.75
Walmart Park Rec	Various Departments	14,881.25
Walmart Public Hlth	Bioterrorism	72.80
Walmart Public Works	Maintenance/Custodial	51.04
Walmart Sheriff	Various Departments	395.17
Waste Connections	Various Departments	2,596.20
Water Guy	Maintenance/Custodial	750.00
Waypoints Wyoming	Commissioner's-Gen Cnty Costs	68,868.46
Western Waste Sol	Various Departments	920.92
Weston Co Gazette	Various Departments	50.00
Westwood Pharmacy	Sheriff-Jail Facility	2,825.96
WEX	Fleet Department	267.73
Whites Frontier Mtrs	Road & Bridge	99.88
Work Warehouse	Human Resources	450.00
Wright Child Care	Children's Dev Svc-Spec Ed	300.00
Wright Community	1% Optional Sales Tax Fund	170.00
Wright Water Sewer	Various Departments	933.50
WY Dept Health Prev	Various Departments	1,155.90
WY Enterprise Tech	County Treasurer	13.60
WY Enviro Qual Shwm	Airport	600.00
WY Family Services	Various Departments	30.00
WY Law Enf Acad Bsic	Various Departments	5,193.80
WY Retirement Life	Campbell County General Fund	624.00
WY Retirement System	Campbell County General Fund	432,014.17
WY Secretary State	Library-General Administration	30.00
WY State Library	Various Departments	28,400.00
Wyoming Machinery	Various Departments	20,077.30
Wyoming Rural Water	Airport	110.00
Wyoming Water Sol	Various Departments	1,522.77
Youth Emergency Serv	Various Departments	51,597.77

The following are the claims for Part-Time Employees summarized by department for December 2019: Commissioners, \$512.50 ; Clerk, 2,765.78; Treasurer, 1,911.88; Sheriff, 9,581.83; Extension, 915.75; District Clerk of Court, 1,652.19; Public Works-Landfill, 420.00; HR, 362.25; Public Health, 7,636.30; Public Works-Custodians, 3,378.44; Children's Center, 10,027.64; Library, 55,594.88; Fair, 656.50; Parks & Recreation, 59,316.87; Adult Drug Court Program, 2,522.88

No public comment was provided.

Commissioner Rusty Bell thanked Mark Christensen for his service as a Commissioner.

Dennis Brown and Erica Wood provided an update on Military Care Packages.

Ivy McGowan-Castleberry provided information on FlashVote.

Commissioner Shelstad moved to select DG Reardon to serve as Chairman of the Campbell County Board of Commissioners for 2020. Commissioner Maul seconded the motion. All Voted-Aye. Carried.

Commissioner Bell moved to adopt resolution 2026 authorizing other Commissioners to act in the absence of the Chairman, as presented. Commissioner Shelstad seconded the motion. All Voted-Aye. Carried.

Commissioner Maul moved to accept and place on file the Public Servant Disclosure of Benefits/Interest for the following individuals:

- Troy A. Clements, County Assessor
- Ron Wirthwein, County Attorney
- Cheryl Chitwood, Clerk of District Court
- Pamela Merchen, Chief Deputy Clerk of District Court
- Paul A. Wallem, County Coroner
- Delmer L. Shelstad, County Commissioner
- Rusty Bell, County Commissioner
- Robert L. Maul, County Commissioner
- Daniel G. Reardon, County Commissioner
- Susan F. Saunders, County Clerk
- Sharon R. Groves, Senior Deputy County Clerk
- Linda Grose, Senior Deputy County Clerk
- Scott Matheny, County Sheriff
- Rachael Knust, County Treasurer
- Crystal Conley, Chief Deputy County Treasurer
- Yvonne Wagner, Chief Deputy County Treasurer

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

Commissioner Shelstad moved to approve the financial institutions as presented on the Certificate of Designation of Depositories as designated depositories of the funds of Campbell County for calendar year 2020, pursuant to W.S. 9-4-818(a). Commissioner Bell seconded the motion. All Voted-Aye. Carried.

Commissioner Bell moved to appoint Rex Markley, Kaye Markley and Barbara Carlisle to serve as the Board of Directors on the Southside Well Improvement and Service District and the appointments shall be valid until the next election held by the District in November 2020, in accordance with the Special District Act, as presented. Commissioner Maul seconded the motion. All Voted-Aye. Carried.

Commissioner Shelstad moved to take under advisement the Funding Request for the Traveling Vietnam Memorial Wall. Commissioner Maul seconded the motion. All Voted-Aye. Carried.

Donna Morgan, Personal Frontiers Executive Director, discussed the need for funding to relocate Personal Frontiers.

Commissioner Bell moved to approve Amendment One to the Agreement between Campbell County by way of Campbell County Public Health and University of Wyoming, Wyoming Survey & Analysis Center in regards to the Campbell County Suicide Study, as presented. Commissioner Maul seconded the motion. All Voted-Aye. Carried.

Commissioner Bell moved to approve the Letter of Engagement between Campbell County and Porter, Muirhead, Cornia & Howard (PMCH) for financial consulting services and assistance in the implementation of the Tyler project in the amount not to exceed \$13,000, as presented. Commissioner Shelstad seconded the motion. All Voted-Aye. Carried.

Commissioner Bell moved to approve the Second Amended Resolution of Non-Discrimination, Resolution 1472 and Personnel Guideline 201 Protecting a Productive Work Environment and Prohibiting Harassment to include sexual orientation, as presented. Commissioner Maul seconded the motion. All Voted-Aye. Carried.

Commissioner Shelstad moved to approve Resolution Number 2027 for the appointment of Joseph Baron, Crook County Attorney, in and for Crook County, or other designee of the Crook County Attorney's Office, to investigate and otherwise proceed to make, in their sole discretion, a proper disposition of all potential criminal matters involving the State of Wyoming vs. Quinton B. Erickson, CR-2019-1953 and CT-2019-4819 and Probation Revocation in DC-8824, as presented. Commissioner Bell seconded the motion. All Voted-Aye. Carried.

There being no further business to come before the Board of Commissioners, the meeting was adjourned at 10:30 AM. The next regular meeting of the Commissioners will be held Tuesday, January 21, 2020, at 9:00 AM in the Commissioners Chambers in the Courthouse.

Susan F. Saunders, Clerk
Board of County Commissioners

DG Reardon, 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
January 7, 2020
Gillette, WY

The Campbell County Board of Commissioners met with the Weed and Pest Board, Tuesday, January 7, 2020 at 3:00 PM.

Present were Rusty Bell, Bob Maul, Del Shelstad, DG Reardon. Commissioners; Susan F. Saunders, County Clerk and Carol Seeger, Commissioners Administrative Director.

Discussion was held on a possible budget increase for Weed and Pest due to the anticipated issue with grasshoppers.

Discussion was held on invasive grass species.

No action was taken at this meeting and the Commissioners left the meeting at 3:50 PM.

Susan F. Saunders, Clerk
Board of County Commissioners

DG Reardon, Chairman
Board of County Commissioners

CLERK OF DISTRICT COURT
MONTHLY STATEMENT
DECEMBER 2019

Approved by the Board of County
Commissioners this..... day of

.....A.D. 20.....

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.....

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.....

The State of Wyoming }
County of Campbell } ss.

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

County Clerk

By _____
Deputy

MONTHLY STATEMENT

Statement of the Earnings or Collections of Cheryl Chitwood as Clerk of District Court within and for the County of Campbell, State of Wyoming, for the month ending December, 2019, and reported to the Board of District Court within and for the County of Campbell, State of Wyoming, Cheyenne, WY.

CLERK, DISTRICT COURT,

Civil Fees	4-040-0000	\$	5,545.00
Probate Fees	4-041-0000	\$	445.00
Fines	5-001-0000	\$	14,486.36
Jury Fees	4-044-0000	\$	300.00
Miscellaneous Fees	4-043-0000	\$	3,291.70

Total Earnings

\$ 24,068.06

STATE OF WYOMING)

) ss

County of Campbell)

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

WITNESS my hand and seal this 3rd day of January, 2020.


Cheryl Chitwood, Clerk

COUNTY CLERK
MONTHLY STATEMENT
DECEMBER 2019

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

SHERIFF'S OFFICE - DETENTION
MONTHLY STATEMENT
DECEMBER 2019

Approved by the Board of County
Commissioners this 27th day of
January A.D. 2020.

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.....
.....

The State of Wyoming } ss.
County of Campbell }

This instrument was filed
on the ___ day of ___
20__.

County Clerk

By _____
Deputy



CAMPBELL COUNTY SHERIFF'S OFFICE

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 December 2019 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

Blood/UA Test Reimbursement	\$2,058.00
Ten Day Housing	\$1,885.00
Split Sentence	\$11,400.00
Parolee	\$585.00
City of Gillette Housing	\$9,450.00
CCCF Housing	\$900.00
Juvenile Housing	\$525.00
24/7 Program	\$144.00
Restitution	\$344.50
U.S. Marshal Housing	\$6,435.00
U.S. Marshal Transports	\$132.50
Juvenile Housing	\$10,875.00
24/7 Program	\$8,562.00
TOTAL	\$53,296.00

Direct Deposit

STATE OF WYOMING
COUNTY OF CAMPBELL

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: 01-08-2020


 Scott D. Matheny 172
 Campbell County Sheriff

FISCAL YEAR 2019-2020

December 31, 2019

FIB	353153976	83,139.02
FNB	007-8	18,863,858.97
ACH	308-5	868,439.39
FNB CCSD	086-8	1,931,559.72
FNB Flex	568-1	10,000.00
FNB Health Benefits	315-8	197,437.23
FNB Special Escrow	74-4	2,869,524.82
FNB Airport PFC Account	133-3	181,603.59
FNB Library Credit Card Fees	862-1	1,476.33
FNB Museum Credit Card Fees	11092301	290.28
FNB North Landfill Credit Card Fees	864-8	8,953.11
FNB Narcotics Federal Forfeitures	107-4	0.00
FNB Recreation Credit Card Fees	139-2	32,757.98
FNB State Drug Forfeiture Funds	132-5	14,308.61
FNB Taxes Paid in Protest	2075305	839,999.55
FNB-CDSCC-Region 13 Preschool Service	24-8	299,184.97
FNB-CDSCC-Early Head Start	91-4	82.25
NSF Checks		5,612.21
Long & Short-Treasurer		2,100.00
Clerk-Dist Crt-Sheriff-Engineer-Landfill-Public Health-Parks & Rec		2,639.50
Cash & Currency		6,150.00
TOTAL CASH ACCOUNTS	26,219,117.53	
TOTAL TDOA'S	234,108,131.80	
Premium & Discounts		22,538.91
WGIF-Building Maintenance		38,605,967.13
WGIF-Campus Maintenance		4,052,139.21
Premium & Discounts		2,517,982.54
WGIF-Capital Replacement Reserve		92,812,807.31
WGIF-Fleet Management		6,208,928.46
WGIF-Fleet Mgmt-PLB -City		491,790.39
WGIF-Gillette College Activity & Education Center		10,113.44
WGIF-Gillette College Rodeo		3,149.86
WGIF-Jt Powers Rec Maint Fund		8,660,735.48
WGIF-Road Equipment		2,375,665.16
WGIF-Short Term Future Cap Const		15,283,236.95
WYOSTAR-1% Municipalities		444,066.58
WYOSTAR-1% Optional		8,862,492.53
WYOSTAR-Cap Fac Excess		10,866.19
WYOSTAR-CCSD Dist Fund		1,300,000.00
WYOSTAR-Enhanced 911		188,655.93
WYOSTAR-Fleet Management		0.00
WYOSTAR-General		36,523,267.58
WYOSTAR-General Held Revenues		0.00
WYOSTAR-Health Benefits		4,120,380.15
WYOSTAR-PILT		3,525,363.59
WYOSTAR-Pronghorn Center Main Reserve		1,313,131.13
WYOSTAR-SCFM		3,789,448.20
WYOSTAR-Town of Wright Rec Maintenance		1,649,611.42
WYOSTAR-Wyoming Lottery/Off Track Betting		1,358,332.57
TOTAL		260,349,788.24

171,022,515.93

61,727,283.30

Approved by the Board of County Commissioners this _____ day of _____, 2020.

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 January 8th, 2020; that my statement of Cash is just, true and correct, so help me God.

Rachael Knust
County Treasurer

Subscribed and sworn to be before this 8th day of January, 2020.

Brenda Anderson
County Clerk

12/31/2019		
Airport	0.00	0.00
American Road	0.00	0.00
Antelope Valley	0.00	0.00
Bennor Estates	0.00	0.00
BOCHES	86,214.02	86,214.02
Bond Disclosure	4,500.00	4,500.00
Box N Ranch Rd	0.00	0.00
Brunsen	1,200.00	1,200.00
Buckskin	1,206.04	1,206.04
Car Company Tax	0.00	0.00
Cash Reserve	15,000,000.00	15,000,000.00
Cemetery	160,350.83	160,350.83
Central Campbell County	3,748.57	3,748.57
Certificates of Purchase	(267.88)	(267.88)
City of Gillette	272,213.53	272,213.53
Collins Heights	0.00	0.00
Cottonwood I&S	150.00	150.00
County Sales Tax	0.00	0.00
Country Living Acres	200.00	200.00
Countryside I&S	1,003.58	1,003.58
Crestview I & S	0.00	0.00
Donkey Creek	0.00	0.00
Eight Mile I&S	1,440.00	1,440.00
Fair	0.00	0.00
Fire	0.00	0.00
Foundation	2,069,136.53	2,069,136.53
Fox Park	425.00	425.00
Fox Ridge	252.96	252.96
Freedom Hills	13,947.90	13,947.90
General County	34,887,204.96	34,887,204.96
Graceland	0.00	0.00
Green Valley Estates	0.00	0.00
Health Benefits Trust	4,317,817.38	4,317,817.38
Heritage Village	1,903.08	1,903.08
High Country Estates	1,139.04	1,139.04
Highway VIN Fees	0.00	0.00
Hospital	517,284.21	517,284.21
Hospital Bond	40.43	40.43
Hospital Bond Interest	5.02	5.02
Interstate Industrial	0.00	0.00
Investments-1% Muni Jt Powers	444,066.58	444,066.58
Investments-1% Optional	8,862,492.53	8,862,492.53
Investments-Building Maintenance	38,755,387.36	38,755,387.36
Investments-Campus Maintenance	4,043,606.55	4,043,606.55
Investments-Campus Tech Center- Fund 004/027	2,511,172.87	2,511,172.87
Investments-Cap Fac Excess	89,231.14	89,231.14
Investments-Capital Replace Reserve	92,637,347.14	92,637,347.14
Investments-Enhanced 911 Fees	336,777.77	336,777.77
Investments-Fleet Management	9,280,940.53	9,280,940.53
Investments-Gillette College	13,245.31	13,245.31
Investments-Jt Powers Rec Maintenance - Fund 028	8,644,495.36	8,644,495.36
Investments-PILT	3,525,363.59	3,525,363.59
Investments-Pronghorn Center Main Reserve	1,313,131.13	1,313,131.13
Investments-SCFM County Road Funds	3,849,158.93	3,849,158.93
Investments-Short Term Future Capital Construction-Fund 696	15,262,503.28	15,262,503.28
Investments-Town of Wright Rec Maintenance-Fund 695	1,649,611.42	1,649,611.42
Investments-Wyoming Lottery/Off Track Betting	1,358,332.57	1,358,332.57
Library	0.00	0.00
Lodging Tax	(0.00)	0.00
Los Caballos	540.00	540.00
McKenny	602.37	602.37
Meadow Springs I&S	650.00	650.00
Means	6,464.39	6,464.39
Means,Carter,N Hannum	1,400.00	1,400.00
Moon Ridge	3,190.92	3,190.92
Motor Vehicle County Fees	0.00	0.00
Motor Vehicle State Fees	35,269.44	35,269.44
Motor Vehicle Non Apportioned Fees	0.00	0.00
Motor Vehilce Temp Sticker/paper Fee	0.00	0.00
Mobile Machinery County Fees	(0.00)	0.00
Mobile Machinery Pro-Rate	0.00	0.00
Motor Vehicle Pro-Rate	(0.00)	0.00
Motor Vehicle In Transit Permit	120.00	120.00
Motor Vehicle Temp Worker Decals	0.00	0.00
Museum	0.00	0.00
North Rangeland	0.00	0.00
Organ Donor Donations	0.00	0.00
Oriva Hills	1,600.00	1,600.00
Overbrook I&S	1,200.00	1,200.00
Peoples	3,149.13	3,149.13
Pineview	0.00	0.00
Pinnacle Heights	600.00	600.00
Prairieview	67,522.23	67,522.23
Predatory	0.00	0.00
Premium & Discounts	22,538.91	22,538.91
Rafter D	300.00	300.00
Recreation	0.00	0.00
Rock Road I&S	0.00	0.00
Rocky Point	537.12	537.12
Rustic Hills	1,649.10	1,649.10
Sales & Use Tax	785,948.62	785,948.62

School--1 Mill Optional	0.00	0.00
School--6 Mill County Wide	1,042,399.13	1,042,399.13
School--25 Mill Special School	4,343,329.54	4,343,329.54
School--BOCES	0.00	0.00
School--Cap Main	0.00	0.00
School--General School	58,283.76	58,283.76
School--Rec Mill	173,733.29	173,733.29
School Bond Redemption	0.00	0.00
School Bond Redemption Interest	0.00	0.00
Small Buttes	0.00	0.00
South Douglas Hwy	16,746.70	16,746.70
Southern Industrial	0.00	0.00
Southfork Estates	1,800.00	1,800.00
Southside	0.00	0.00
Special Escrow	2,865,024.82	2,865,024.82
Stonegate Estates	4,476.78	4,476.78
Sundog	150.00	150.00
Taxes-Transportable Homes	0.00	0.00
Taxes-2019	0.00	0.00
Taxes-Interest 2019	0.00	0.00
Taxes-2018	(0.00)	0.00
Taxes-Interest 2018	(0.00)	0.00
Taxes-2017	0.00	0.00
Taxes-Interest 2017	0.00	0.00
Taxes-2016	0.00	0.00
Taxes-Interest 2016	0.00	0.00
Taxes-2015	0.00	0.00
Taxes-Interest 2015	0.00	0.00
Taxes-2014	0.00	0.00
Taxes-Interest 2014	0.00	0.00
Taxes-2013	0.00	0.00
Taxes-Interest 2013	0.00	0.00
Taxes-2012	0.00	0.00
Taxes-Interest 2012	0.00	0.00
Taxes-2011	0.00	0.00
Taxes-Interest 2011	0.00	0.00
Taxes-2010	0.00	0.00
Taxes-Interest 2010	0.00	0.00
Taxes-2009	0.00	0.00
Taxes-Interest 2009	0.00	0.00
Taxes-2008	0.00	0.00
Taxes-Interest 2008	0.00	0.00
Taxes-2007	0.00	0.00
Taxes-Interest 2007	0.00	0.00
Taxes-2006	0.00	0.00
Taxes-Interest 2006	0.00	0.00
Taxes-2005	0.00	0.00
Taxes-Interest 2005	0.00	0.00
Taxes-2004	0.00	0.00
Taxes-Interest 2004	0.00	0.00
Taxes-2003	0.00	0.00
Taxes-Interest 2003	0.00	0.00
Taxes-2002	0.00	0.00
Taxes-Interest 2002	0.00	0.00
Taxes-2001	0.00	0.00
Taxes-Interest 2001	0.00	0.00
Taxes-2000	0.00	0.00
Taxes-Interest 2000	0.00	0.00
Taxes-1999	0.00	0.00
Taxes-Interest 1999	0.00	0.00
Taxes-1998	0.00	0.00
Taxes-Interest 1998	0.00	0.00
Taxes-1997	0.00	0.00
Taxes-Interest 1997	0.00	0.00
Taxes-1996	0.00	0.00
Taxes-Interest 1996	0.00	0.00
Taxes-1995	0.00	0.00
Taxes-Interest 1995	0.00	0.00
Taxes-1994	0.00	0.00
Taxes-Interest 1994	0.00	0.00
Taxes-1993	0.00	0.00
Taxes-Interest 1993	0.00	0.00
Taxes-1992	0.00	0.00
Taxes-Interest 1992	0.00	0.00
Taxes-1991	0.00	0.00
Taxes-Interest 1991	0.00	0.00
Taxes-1990	0.00	0.00
Taxes-Interest 1990	0.00	0.00
Taxes Paid in Protest	934,343.44	934,343.44
Town of Wright	8,589.35	8,589.35
Veterans Exemptions	0.00	0.00
Watercraft VIN Fees	0.00	0.00
Weed & Pest	39,277.39	39,277.39
Wessex Impr & Service	0.00	0.00
Wild Horse Creek I&S	0.00	0.00
Wright Water & Sewer	10,372.55	10,372.55
	260,349,788.24	260,349,788.24
	260,349,788.24	Balance on Daily Receipts
	260,349,788.24	Balance on Trial Balance
	(0.00)	

SUMMARY

COUNTY TREASURER
of
Campbell County

12/31/2019

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.

Subscribed and sworn to before me this

8th

day of

January, A.D. 2020.

Rachael Knust
County Treasurer

Trudie Anderson Deery
County Clerk

Filed in the office of the County Clerk

, A.D. 2020

County Clerk.

Approved by the Board of County
Commissioners this _____ day of _____, 2020

941 QTR REPORT
4th QUARTER 2019

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

The State of Wyoming }
County of Campbell } ss.

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

County Clerk
By _____
Deputy

Form **941 for 2019: Employer's QUARTERLY Federal Tax Return**
 (Rev. January 2019) Department of the Treasury — Internal Revenue Service

950117
 OMB No. 1545-0029

Employer identification number (EIN) -

Name (not your trade name)

Trade name (if any)

Address
Number Street Suite or room number

City State ZIP code

Foreign country name Foreign province/county Foreign postal code

Report for this Quarter of 2019
 (Check one.)

1: January, February, March

2: April, May, June

3: July, August, September

4: October, November, December

Go to www.irs.gov/Form941 for instructions and the latest information.

Read the separate instructions before you complete Form 941. Type or print within the boxes.

Part 1: Answer these questions for this quarter.

1	Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3), or Dec. 12 (Quarter 4)	1	<input type="text" value="747"/>
2	Wages, tips, and other compensation	2	<input type="text" value="7,740,882"/> <input type="text" value="27"/>
3	Federal income tax withheld from wages, tips, and other compensation	3	<input type="text" value="834,723"/> <input type="text" value="24"/>
4	If no wages, tips, and other compensation are subject to social security or Medicare tax	<input type="checkbox"/> Check and go to line 6.	
		Column 1	Column 2
5a	Taxable social security wages	<input type="text" value="7,923,436"/> <input type="text" value="02"/>	<input type="text" value="982,506"/> <input type="text" value="07"/>
5b	Taxable social security tips	<input type="text"/>	<input type="text"/>
5c	Taxable Medicare wages & tips	<input type="text" value="7,923,436"/> <input type="text" value="02"/>	<input type="text" value="229,779"/> <input type="text" value="64"/>
5d	Taxable wages & tips subject to Additional Medicare Tax withholding	<input type="text"/>	<input type="text"/>
5e	Add Column 2 from lines 5a, 5b, 5c, and 5d	5e	<input type="text" value="1,212,285"/> <input type="text" value="71"/>
5f	Section 3121(q) Notice and Demand—Tax due on unreported tips (see instructions)	5f	<input type="text"/>
6	Total taxes before adjustments. Add lines 3, 5e, and 5f	6	<input type="text" value="2,047,008"/> <input type="text" value="95"/>
7	Current quarter's adjustment for fractions of cents	7	<input type="text"/> <input type="text" value="09"/>
8	Current quarter's adjustment for sick pay	8	<input type="text" value="2,047,009"/> <input type="text" value="04"/>
9	Current quarter's adjustments for tips and group-term life insurance	9	<input type="text"/>
10	Total taxes after adjustments. Combine lines 6 through 9	10	<input type="text" value="2,047,009"/> <input type="text" value="04"/>
11	Qualified small business payroll tax credit for increasing research activities. Attach Form 8974	11	<input type="text"/>
12	Total taxes after adjustments and credits. Subtract line 11 from line 10	12	<input type="text" value="2,047,009"/> <input type="text" value="04"/>
13	Total deposits for this quarter, including overpayment applied from a prior quarter and overpayments applied from Form 941-X, 941-X (PR), 944-X, or 944-X (SP) filed in the current quarter	13	<input type="text" value="2,047,009"/> <input type="text" value="04"/>
14	Balance due. If line 12 is more than line 13, enter the difference and see instructions	14	<input type="text" value="0"/> <input type="text" value="00"/>
15	Overpayment. If line 13 is more than line 12, enter the difference	<input type="text"/>	

Check one: Apply to next return. Send a refund.

▶ You MUST complete both pages of Form 941 and SIGN it.

Next ▶

Name (not your trade name)

Employer identification number (EIN)

County of Campbell

83-6000103

Part 2: Tell us about your deposit schedule and tax liability for this quarter.

If you are unsure about whether you are a monthly schedule depositor or a semiweekly schedule depositor, see section 11 of Pub. 15.

16 Check one: [] Line 12 on this return is less than \$2,500 or line 12 on the return for the prior quarter was less than \$2,500, and you didn't incur a \$100,000 next-day deposit obligation during the current quarter. If line 12 for the prior quarter was less than \$2,500 but line 12 on this return is \$100,000 or more, you must provide a record of your federal tax liability. If you are a monthly schedule depositor, complete the deposit schedule below; if you are a semiweekly schedule depositor, attach Schedule B (Form 941). Go to Part 3.

[] You were a monthly schedule depositor for the entire quarter. Enter your tax liability for each month and total liability for the quarter, then go to Part 3.

Tax liability: Month 1 []

Month 2 []

Month 3 []

Total liability for quarter [] Total must equal line 12.

[X] You were a semiweekly schedule depositor for any part of this quarter. Complete Schedule B (Form 941), Report of Tax Liability for Semiweekly Schedule Depositors, and attach it to Form 941.

Part 3: Tell us about your business. If a question does NOT apply to your business, leave it blank.

17 If your business has closed or you stopped paying wages [] Check here, and enter the final date you paid wages [] / [] / [] .

18 If you are a seasonal employer and you don't have to file a return for every quarter of the year . . . [] Check here.

Part 4: May we speak with your third-party designee?

Do you want to allow an employee, a paid tax preparer, or another person to discuss this return with the IRS? See the instructions for details.

[] Yes. Designee's name and phone number [] []

Select a 5-digit Personal Identification Number (PIN) to use when talking to the IRS. [] [] [] [] []

[] No.

Part 5: Sign here. You MUST complete both pages of Form 941 and SIGN it.

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.



Sign your name here

Susan F. Saunders

Print your name here

Susan F. Saunders

Print your title here

County Clerk

Date 1/7/2020

Best daytime phone (307) 682-7285

Paid Preparer Use Only

Check if you are self-employed . . . []

Preparer's name []

PTIN []

Preparer's signature []

Date [] / [] / []

Firm's name (or yours if self-employed) []

EIN []

Address []

Phone []

City []

State []

ZIP code []

Schedule B (Form 941):

960311

Report of Tax Liability for Semiweekly Schedule Depositors

OMB No. 1545-0029

(Rev. January 2017)

Department of the Treasury — Internal Revenue Service

Employer identification number (EIN) -

Name (not your trade name)

Calendar year (Also check quarter)

Report for this Quarter...

(Check one.)

1: January, February, March

2: April, May, June

3: July, August, September

4: October, November, December

Use this schedule to show your TAX LIABILITY for the quarter; don't use it to show your deposits. When you file this form with Form 941 or Form 941-SS, don't change your tax liability by adjustments reported on any Forms 941-X or 944-X. You must fill out this form and attach it to Form 941 or Form 941-SS if you're a semiweekly schedule depositor or became one because your accumulated tax liability on any day was \$100,000 or more. Write your daily tax liability on the numbered space that corresponds to the date wages were paid. See Section 11 in Pub. 15 for details.

Month 1

1	<input type="text" value="."/>	9	<input type="text" value="."/>	17	<input type="text" value="."/>	25	<input type="text" value="."/>
2	<input type="text" value="."/>	10	295,783 <input type="text" value="17"/>	18	<input type="text" value="."/>	26	<input type="text" value="."/>
3	<input type="text" value="."/>	11	<input type="text" value="."/>	19	<input type="text" value="."/>	27	<input type="text" value="."/>
4	<input type="text" value="."/>	12	<input type="text" value="."/>	20	<input type="text" value="."/>	28	<input type="text" value="."/>
5	<input type="text" value="."/>	13	<input type="text" value="."/>	21	<input type="text" value="."/>	29	<input type="text" value="."/>
6	<input type="text" value="."/>	14	<input type="text" value="."/>	22	<input type="text" value="."/>	30	<input type="text" value="."/>
7	<input type="text" value="."/>	15	<input type="text" value="."/>	23	<input type="text" value="."/>	31	20,112 <input type="text" value="81"/>
8	<input type="text" value="."/>	16	<input type="text" value="."/>	24	430,011 <input type="text" value="26"/>		

Tax liability for Month 1
745,907

Month 2

1	<input type="text" value="."/>	9	<input type="text" value="."/>	17	<input type="text" value="."/>	25	<input type="text" value="."/>
2	<input type="text" value="."/>	10	<input type="text" value="."/>	18	<input type="text" value="."/>	26	<input type="text" value="."/>
3	<input type="text" value="."/>	11	<input type="text" value="."/>	19	<input type="text" value="."/>	27	20,065 <input type="text" value="13"/>
4	<input type="text" value="."/>	12	<input type="text" value="."/>	20	<input type="text" value="."/>	28	<input type="text" value="."/>
5	<input type="text" value="."/>	13	<input type="text" value="."/>	21	306,728 <input type="text" value="54"/>	29	<input type="text" value="."/>
6	<input type="text" value="."/>	14	<input type="text" value="."/>	22	<input type="text" value="."/>	30	<input type="text" value="."/>
7	309,271 <input type="text" value="85"/>	15	<input type="text" value="."/>	23	<input type="text" value="."/>	31	<input type="text" value="."/>
8	<input type="text" value="."/>	16	<input type="text" value="."/>	24	<input type="text" value="."/>		

Tax liability for Month 2
636,065

Month 3

1	<input type="text" value="."/>	9	<input type="text" value="."/>	17	<input type="text" value="."/>	25	<input type="text" value="."/>
2	<input type="text" value="."/>	10	<input type="text" value="."/>	18	<input type="text" value="."/>	26	<input type="text" value="."/>
3	<input type="text" value="."/>	11	<input type="text" value="."/>	19	336,492 <input type="text" value="80"/>	27	<input type="text" value="."/>
4	<input type="text" value="."/>	12	<input type="text" value="."/>	20	<input type="text" value="."/>	28	<input type="text" value="."/>
5	304,078 <input type="text" value="66"/>	13	<input type="text" value="."/>	21	<input type="text" value="."/>	29	<input type="text" value="."/>
6	<input type="text" value="."/>	14	<input type="text" value="."/>	22	<input type="text" value="."/>	30	<input type="text" value="."/>
7	<input type="text" value="."/>	15	<input type="text" value="."/>	23	<input type="text" value="."/>	31	24,464 <input type="text" value="82"/>
8	<input type="text" value="."/>	16	<input type="text" value="."/>	24	<input type="text" value="."/>		

Tax liability for Month 3
665,036

Fill in your total liability for the quarter (Month 1 + Month 2 + Month 3) ▶

Total must equal line 12 on Form 941 or Form 941-SS.

Total liability for the quarter
2,047,009

PAYROLL PAYMENT

FOR THE PAY PERIOD (S) ENDING

December 28, 2019

December 31, 2019

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

Member

Member

Member

Member

Chairman

PETITION FOR REBATE/CANCELLATION OF TAXES

1-3-20
date processed

STATE OF WYOMING

COUNTY OF CAMPBELL

No: 4064

NAME: CARSON BODY SHOP

NOTICE ISSUED FOR:

NOVC#

OTHER: NO LONGER IN BUSINESS

 PARTIAL

 REBATE

 X **CANCELLATION**

YEAR 2019

TAX NOTICE NO. 902

DISTRICT NO. 100

ASSESSED VALUATION: 14,250

AMOUNT:\$ 853.76

Jerry A. C. Clements **COUNTY ASSESSOR**

APPROVED: _____ **DENIED:** _____

THIS _____ **DAY OF** _____, **20** _____

BOARD OF COUNTY COMMISSIONERS

FILED _____, **20** _____

_____ **COUNTY CLERK**

1-10-2020
date processed

PETITION FOR REBATE/CANCELLATION OF TAXES
STATE OF WYOMING
COUNTY OF CAMPBELL **No: 4067**

NAME: WESTERN X CONSTRUCTION INC

NOTICE ISSUED FOR:

NOVC#
OTHER: OUT OF BUSINESS

PARTIAL
 REBATE
 CANCELLATION

YEAR 2019
TAX NOTICE NO. 5757
DISTRICT NO. 100

ASSESSED VALUATION: 1,506

AMOUNT:\$ 90.24

Froy A. G. G. G. **COUNTY ASSESSOR**

APPROVED: _____ **DENIED:** _____

THIS _____ **DAY OF** _____ , **20** _____

BOARD OF COUNTY COMMISSIONERS

FILED _____ , **20** _____

_____ **COUNTY CLERK**

SHUTTLE LEASE AGREEMENT

This Agreement is entered into between Campbell County, Wyoming, by and through its Board of County Commissioners (hereinafter "County") of 500 S. Gillette Ave., Ste. 1100, Gillette WY 82716 and the Campbell County Public Land Board, by and through its Board of Directors of 1635 Reata Drive, Gillette, WY 82716 (hereinafter "Cam-Plex").

TERM County does hereby lease upon the terms and conditions contained herein, the motor vehicle described below for a term of one (1) year commencing on October 1, 2019 and ending September 30, 2020.

**2015 White RAM Promaster 3500
VIN# 3C6URVJD1FE504456
County Asset Tag # 18085**

This Agreement may be terminated by either party with or without cause upon 30 days prior written notice to the other party.

This Agreement may be terminated by County without notice if Cam-Plex fails to perform any of the covenants, conditions or terms of this Agreement.

In the event of any termination, County may in its discretion immediately repossess the motor vehicle.

VEHICLE USE AND MAINTENANCE

County agrees to lease to Cam-Plex during the term of this Agreement the above identified motor vehicle for use in providing shuttle services in conjunction with events at its facilities and to facilitate its general operations. Cam-Plex will not carry persons or property for consideration, either express or implied (not for hire use only).

In the performance of its obligations under this Agreement, Cam-Plex agrees to comply with all applicable provisions of all Federal, State and/or local law or ordinance and all lawful orders, rules and regulations issued thereunder.

Cam-Plex agrees to maintain the motor vehicle during the term of this Agreement and shall keep it in good mechanical repair. Cam-Plex shall notify County of any repair outside of normal wear and tear maintenance.

The motor vehicle shall be kept clean and washed (interior and exterior) on a regular basis, as needed. The motor vehicle shall be stored inside protected from weather when not in active use.

Cam-Plex shall be responsible for all costs associated with its use and operation, including but not limited to, fuel, oil and repairs incurred during normal daily operations.

SUBSTITUTION

Notwithstanding this Lease Agreement, County may from time to time use the motor vehicle which is the subject of this Agreement for limited, temporary use.

INSURANCE REQUIREMENTS

Cam-Plex agrees to have and maintain, during the term of this Agreement, the following insurance with an insurance company licensed and qualified to do business in the State of Wyoming. Any deductibles are to be paid by Cam-Plex and must be declared and approved by County. Cam-Plex shall provide a copy of the certificate of insurance with verification that full policy limits are available at the time of entering this Agreement.

- Comprehensive automobile liability and physical damage insurance in an amount not less than \$1,000,000 each accident combined single limit.
- Worker's Compensation & Disability – statutory minimum limits.
- Additional Insured – County shall be named as an additional insured.

INDEMNIFICATION

Cam-Plex shall be liable for its own actions and negligence and shall indemnify, defend and hold harmless County against any claims or damages arising out of Cam-Plex's use and operation of the shuttle van or for damages to goods or injuries to persons in its performance under this Lease Agreement. County shall not be liable for any claims, damages or injuries of passengers using the shuttle services or other third parties. Any such liability is solely the responsibility of Cam-Plex and this Lease Agreement shall not be construed as an assumption of liability on the part of County.

PERSONNEL/STAFFING

Cam-Plex shall ensure that only authorized Cam-Plex employees will operate the motor vehicle and all such employees shall possess a current and valid driver's license, have a satisfactory driving record, have no limitations that would interfere with safe vehicle operation, assure all passengers are seated before vehicle is put into motion and require passengers to use seat belts.

SAFETY AND TRAINING

Cam-Plex is responsible to ensure each of their employees who are approved to operate the motor vehicle receives the proper training to perform his/her job duties, including specific safety training and orientation prior to beginning the provision of services under this agreement. No employee will be authorized to operate the motor vehicle if they do not have the skill or training to perform safely. Cam-Plex agrees to perform a drug/alcohol screening in accordance with Campbell County Personnel Guidelines 307, 504A and 504B.

VENUE FOR DISPUTES

This Agreement shall be construed using the laws of the State of Wyoming and the jurisdiction and venue for any disputes under this Agreement shall be in the courts of the State of Wyoming, Sixth Judicial District, Campbell County, Wyoming.

AMENDMENTS

Changes, modifications, revisions or amendments to this Agreement may be made only upon written agreement of the parties. This document contains the entire agreement of the parties and supersedes any other written or oral agreements or discussions between the parties.

GOVERNMENTAL IMMUNITY

By entering this agreement, COUNTY does not waive its governmental immunity and specifically retains all immunities and defenses available to it pursuant to the Wyoming Governmental Claims Act and all other applicable law.

SIGNATURES

Campbell County

By: _____ Date: _____
Chairman

Cam-Plex

By: Blow R Hamm Date: 2-9-2020
Chairman

CATERING PERMIT APPLICATION

APPLICANT Energy Station
Name in which retail liquor license issued: Energy Station
Mailing Address: 302 West Parkway Gillette WY 82718
Telephone Number: 307-670-8043

Licensing Jurisdiction: [X] City of Gillette [] Campbell County [] Town of Wright

EVENT Chili Cook off
Date: Jan 25th 2020 Time: 3pm
Place: Reclusa Wyoming
Premises: Community Center
Number of people expected to attend? 100

Are premises located within licensing jurisdiction which issued retail liquor license? [] YES [X] NO

Please briefly describe premises to which consumption of alcoholic beverages will be limited: Town Hall

SECURITY PROVISION (Check applicable box)

[] Private Security Firm
[X] Self Provided
[X] Please Describe Sheriff's Dept - if needed

Will persons under the age of 21 be admitted? [X] Yes [] No
Age group expected: 20-80
If yes, what steps will be taken to insure they are not served alcoholic beverages? Card and wrist

I hereby certify that I have read and am familiar with Wyoming Statute 12-4-502 and Wyoming Statute 12-6-101 (1988 as amended) and further certify that no one under the age of 21 years shall serve or be served alcoholic or malt beverages pursuant to this permit.

[Signature]
Applicant Signature / Capacity or Position if necessary

12-4-502. Twenty-four hour malt beverage permit and catering permit; restrictions; application procedure; fees.
(b) A catering permit authorizing the sale of alcoholic and malt beverages may be issued by the appropriate licensing authority to any person holding a retail or resort retail liquor license authorizing the off-premises sale of both alcoholic and malt beverages, for sales at meetings, conventions, private parties, and dinners or at other similar gatherings not capable of being held within the licensee's licensed premises. No licensee holding a catering permit shall sell or permit consumption of any alcoholic or malt beverages off the premises described in the permit. Notwithstanding any other provision of this subsection, closed-container items sold at auction for the benefit of a non-profit organization may be taken off-premises.
(c) The permits authorized by this section shall be issued for one (1) twenty-four (24) hour period, subject to the schedule of operating hours provided by W.S. 12-5-101. No person or organization shall receive more than a total of twelve (12) malt beverage and catering permits for sales at the same premises in any one (1) year, except that this limitation shall not be applicable to malt beverage permits issued for sales at any fair, rodeo, pari-mutuel event or other similar public event conducted by a public entity upon public premises.
(d) The malt beverage permit and the catering permit shall be issued on application to the appropriate licensing authority without public notice or hearing. Any applicant applying for a permit authorized by this section and having licensed premises located within a jurisdiction other than that jurisdiction to which application is made, shall secure the written approval of the licensing authority of that jurisdiction in which the licensed premises are located prior to filling an application for a permit.
(e) The fee for the malt beverage permit and the catering permit shall be not less than ten dollars (\$10.00) nor more than one hundred dollars (\$100.00) per twenty-four (24) hour period, payable to the appropriate licensing authority.
12-6-101. Sale or possession prohibited; when possession unlawful; public drunkenness; falsification of identification; penalty; prima facie identification as defense.
(a) Any person who sells, furnishes, gives or causes to be sold, furnished or given away any alcoholic liquor or malt beverage to any person under the age of twenty-one (21) years, who is not his legal ward, medical patient or member of his own immediate family, is guilty of a misdemeanor. This subsection does not apply to sales by the commissioner or a wholesaler to a licensee under this title.
(b) Any person under the age of twenty-one (21) years who has any alcoholic or malt beverages in his possession or who is drunk or under the influence of alcoholic liquor, malt beverages or a controlled substance on any street or highway or in any public place is guilty of a misdemeanor. This subsection does not apply to possession of alcoholic or malt beverages by a person under the age of twenty-one (21) years.
(i) When making a delivery of alcoholic or malt beverages pursuant to his employment;
(ii) Who is in the physical presence of his parent or legal guardian;
(iii) Repealed By Laws 1996, ch. 122, §3.
(iv) Who is a licensee under this title; or
(v) When serving alcoholic or malt beverages pursuant to his employment in a restaurant which holds a license to serve alcoholic or malt beverages, if the person is at least eighteen (18) years of age.
(c) Any person under the age of twenty-one (21) years who attempts in any manner to purchase alcoholic or malt beverages or who falsifies any identification or uses any false identification in order to obtain alcoholic or malt beverages is guilty of a misdemeanor.
(d) Any person who violates this section, or aids, abets or incites any violation hereof, is guilty of a misdemeanor.
(e) A motor vehicle driver's license, a registration certificate issued under the Federal Military Selective Service Act, an identification card issued to a member of the armed forces, an internationally accepted passport document with a discernible date of birth and photograph or an identification card issued by the department of transportation is prima facie evidence of the age and identity of a person. Proof that a licensee or his employee or agent demanded, was shown and acted in reasonable reliance upon the information contained in any one (1) of the above documents as identification is a defense to any criminal prosecution or action for the suspension or revocation of a license.

FOR OFFICE USE ONLY

Amount of Fee: \$10.00 Date Paid: 01/13/2020 Date Authorized:
Paid By: Energy Station
Permit Authorized By: Board of Campbell County Commissioners



CREDIT CARD REQUEST

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

First Name: Brandy Last Name: Elder

Department: Human Resources

Mailing Address: 500 S. Gillette Avenue, Suite 1200

City: Gillette State: WY Zip Code: 82716

Business Phone: 307-687-6355 *Cell Phone: Click or tap here to enter text.

* 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
[Handwritten Signature]
Authorizing Department Signature

Date
1/17/2020
Date

FOR INTERNAL USE ONLY

Credit Card Request: [] Approve [] Deny

Credit Limit Increase: [] Approve [] Deny

Date: Chairman Signature:

1st Line on Card: [Redacted]

2nd Line on Card: [Redacted]

Credit Limit: \$5,000

Date Submitted to First National Bank:

Position Vacancy Justification

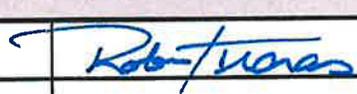
2020-006

Department:	CAO	Date:	1/7/2020		
Position Title:	Legal Secretary I,II				
Classification Band / Range:	46/21; 49/22	Current Salary of Incumbent:	NA		
Salary Range:	Min \$35,006.40	Mid \$42,016.00	Max 45,281.60		
Justification for Hiring Position:	Current case load justifies adding this position. We currently have one secretary that is working for two attorneys with full case loads.				
Termed Incumbent:	NA				
Position Originated:	County				
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:		2080
Reason for Vacancy:	Replacement due to Termination:		Replacement due to Retirement:		New Position: Additional position, not new
Existing Budgeted Position:	No				
Benefit Eligible:	Yes				
Department Head Signature & Date	<i>[Signature]</i> 1/8/2020				
Commissioner Approval & Date:					

[Signature] 1/15/20

2020-008

POSITION VACANCY JUSTIFICATION

Department:	Children's Developmental Services	Date:	January 13, 2020		
Position Title: Instructional Assistant I					
Classification Band:	38/16	Current Salary:	\$ 29,515.20		
Salary Range:					
Minimum:	\$28,725	Mid-Point:	\$34,486	Maximum:	\$40,248.00
Position Justification: To assist in providing appropriate services to children within the inclusive classroom while closely following National Association for the Education of Young Children (NAEYC) criteria and Developmentally Appropriate Practices (DAP).					
Termed incumbent: [REDACTED]					
Position Originated: NA					
Funding Source for Position:	County	<input checked="" type="checkbox"/>	State	<input type="checkbox"/>	<input type="checkbox"/>
	Federal	<input type="checkbox"/>	Other	<input type="checkbox"/>	(Please explain)
Classification:	Full Time	<input checked="" type="checkbox"/>	Part Time	<input type="checkbox"/>	Number of Hours
	Exempt	<input type="checkbox"/>	Non-Exempt	<input checked="" type="checkbox"/>	40
Reason for Vacancy:	Resigned	<input checked="" type="checkbox"/>	Terminated	<input type="checkbox"/>	New Hire
	New Position	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>
Existing Budgeted Position:	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	If No, Please explain:
Benefit Eligible:	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Please explain:
Department Head Signature:					
Commissioner Approval:					

Routing: Original: HR for review; HR forward to Commissioners' for approval & signature; return to HR; HR file and make copy to send to requesting department.

BT 1/13/2020

POSITION VACANCY JUSTIFICATION

Department:	County Clerk		Date:	January 13, 2020	
Position Title: Deputy Clerk					
Classification Band:	39/17, 44/20, 49/22		Current Salary:		
Salary Range:					
Minimum:	\$29,473.60	Mid-Point:	\$40,019.20	Maximum:	\$52,790.40
Position Justification: Employee terminated in the land section, and I need to fill the vacant position.					
Termed incumbent: XXXXXXXXXX					
Position Originated: 1913					

Funding Source for Position:	County	<input checked="" type="checkbox"/>		State	<input type="checkbox"/>	WIC Program
	Federal	<input type="checkbox"/>		Other	<input type="checkbox"/>	(Please explain)
Classification:	Full Time	<input checked="" type="checkbox"/>	Part Time	<input type="checkbox"/>	Number of Hours	
	Exempt	<input type="checkbox"/>	Non-Exempt	<input checked="" type="checkbox"/>		
Reason for Vacancy:	Replacing Termination	<input checked="" type="checkbox"/>	New Position	<input type="checkbox"/>		
Existing Budgeted Position:	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	If No, Please explain:	
Benefit Eligible:	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Please explain:	
Department Head Signature:	<i>Suzanne Saunders</i>					
Commissioner Approval:						

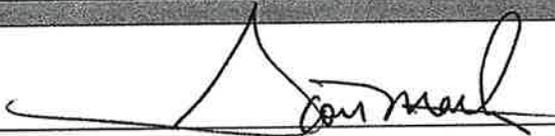
Routing: Original: HR for review; HR forward to Commissioners' for approval & signature; return to HR; HR file and make copy to send to requesting department.

H:\Open Positions\Position Vacancy Justification Form Clerk 2020.docx

RE 1/13/20

Position Vacancy Justification

2020-009

Department:	Sheriff's Office	Date:	1/13/2020
Position Title:	Detention Officer I, II, III		
Classification Band / Range:	52 - 56 - 58	Current Salary of Incumbent:	\$35.86
Salary Range:	Min \$20.75	Mid \$27.17	Max \$31.70
Justification for Hiring Position:	Filling existing budgeted position.		
Termed Incumbent:	[REDACTED]		
Position Originated:	Budgeted Position for fiscal year 2019-2020		
Funding Source for Position:	County: Yes	State:	Explain Other:
Status Code:	Full-Time Yes	Part-Time	Number of Annual Hours: 2080
Reason for Vacancy:	Replacement due to Termination: X	Replacement due to Retirement:	New Position:
Existing Budgeted Position:	Yes		
Benefit Eligible:	Yes		
Department Head Signature & Date			
Commissioner Approval & Date:			

Position Vacancy Justification

2020-010

Department:	Sheriff's Office	Date:	1/13/2020
Position Title:	Information Services Supervisor		
Classification Band / Range:	65	Current Salary of Incumbent:	\$37.69
Salary Range:	Min \$26.91	Mid \$32.30	Max \$37.69
Justification for Hiring Position:	Filling existing budgeted position.		
Termed Incumbent:	[REDACTED]		
Position Originated:	Budgeted Position for fiscal year 2019-2020.		
Funding Source for Position:	County: Yes	State:	Federal: Other: Explain Other:
Status Code:	Full-Time Yes	Part-Time:	Number of Annual Hours: 2080
Reason for Vacancy:	Replacement due to Termination: X	Replacement due to Retirement:	New Position:
Existing Budgeted Position:	Yes		
Benefit Eligible:	Yes		
Department Head Signature & Date			
Commissioner Approval & Date:			

The following page(s) contain the backup material for Agenda Item: [9:20 Airport Name Change](#)

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

**RESOLUTION RENAMING THE GILLETTE-CAMPBELL COUNTY AIRPORT
TO
NORTHEAST WYOMING REGIONAL AIRPORT
RESOLUTION NO. 2030**

WHEREAS, the Gillette-Campbell County Airport is the 4th largest airport in the State of Wyoming and has been a significant contributor to facilitating air travel in Northeast Wyoming for over eighty years; and

WHEREAS, the Board of Campbell County Commissioners recognizes the impact of the airport across Northeast Wyoming; and

WHEREAS, the duly appointed Gillette-Campbell County Airport Board has recommended that the name of the Gillette-Campbell County Airport be changed to Northeast Wyoming Regional Airport to recognize the airport's regional air service;

THEREFORE, BE IT RESOLVED that the Campbell County Board of County Commissioners hereby adopt the name of "Northeast Wyoming Regional Airport" and authorize all necessary actions in order to effectuate the change. This Resolution shall take effect and be in full force from and after its passage so that measures required to transition to the new name shall begin and be implemented as soon as practical.

**RESOLVED THIS 21st day of January 2020.
BOARD OF COUNTY COMMISSIONERS
CAMPBELL COUNTY, WYOMING**

D. G. Reardon, Chairman

Rusty Bell, Member

Bob Maul, Member

Del Shelstad, Member

Vacant

ATTEST: _____
Susan F. Saunders, County Clerk

The following page(s) contain the backup material for Agenda Item: [9:25 Adult Treatment Courts State Grant Application FY2021](#)

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

**WYOMING COURT SUPERVISED TREATMENT PROGRAM
STATE FISCAL YEAR 2021
GRANT APPLICATION**



Wyoming
Department
of Health

Behavioral Health Division

Behavioral Health Division
6101 Yellowstone Road, Suite 220
Cheyenne, WY 82002

Application Sections

Application Instructions – Page 3

1. Program Type, Mission, Goals
2. Funding Request
3. Program Data to Support Request
4. Funding Sources, Practices, Fiscal Agent
5. Projected Budget and Justification
6. Magistrates
7. Risks/Needs Assessment Practices
8. Substance Abuse Treatment Services, Practices, Certifications
9. Mental Health Services, Practices, Certifications
10. Training Summary
11. Recidivism, Retention, Sobriety
12. Community Outreach
13. Master Contact List
14. Assurances
15. List of Required Attachments

SFY2021 Wyoming Court Supervised Treatment (CST) Program Application Instructions

PLEASE READ ALL INSTRUCTIONS BEFORE COMPLETING THIS APPLICATION

These instructions are for SFY 2021 applications. Read carefully so the application is completed accurately. If you have questions, contact Alicia Johnson: 307-777-6885, or email cstprogram@wyo.gov.

The application contains four documents. Please fill out every section completely.

- (I) Instructions
- (II) Application
- (III) Budget Justification Worksheet

This application and materials are not a promise of contract or funding. An application that is not completed will result in no contract being awarded. No contract will be awarded if all deliverables for the current year are not delivered and/or received.

As a Court Supervised Treatment Program applying for State of Wyoming funds, you are required to adhere to requirements in the Court Supervised Treatment Programs Act (Wyo. Stat. § 7-13-1601 through Wyo. Stat. § 7-13-1615), all current State Rules and Regulations (Substance Abuse Rules Chapters 1-8), and any policies and procedures set by the Wyoming Department of Health, Behavioral Health Division.

Special Instructions:

- If you are applying for funding for more than one program, you must complete a separate application for each program.
- Do not put sections onto separate pages. Allow each section to utilize the same page if there is room in order to save space and printing costs. Use only the space provided.
- Budget and Budget Justification Spreadsheet: Fill in all projected dollar amounts by line item. Provide an explanation for each on the Justification spreadsheet. We realize that it is early in the year, so you may not know your exact budget numbers. Provide your very best estimates and if an award is granted, we will collect a finalized budget by June 30, 2020. The total match must meet or exceed twenty-five (25) percent.
- Matching funds letters should be grouped together into one scanned document rather than several separate ones.

Application Deadline: February 3, 2020 - 5pm MST

Send all completed application documents via email to cstprogram@wyo.gov. Include the required attachments. There will not be time to collect missing documents/information. Please reach out for assistance, if needed, prior to the deadline in order to submit a complete application.

Save the completed application, budget attachment, and master contact list using the file name: court-name grant app (or budget or contacts) FY19. (e.g. **AlbanyCountyCSTProgram grant app FY21**).

All applications should be sent electronically via email. If you are experiencing technical difficulties, please contact Alicia. All documents must arrive prior to the 5pm deadline on February 3, 2019.

Section 1. Program Type, Mission, Goals

Official Program Name: **Campbell County Adult Treatment Courts**

1. Program Type (Place an X where the box is if uncheckable):

- Adult Drug Court
- Juvenile Drug Court
- DUI Court
- Tribal Healing to Wellness Court
- Reentry Drug Court
- Veterans Treatment Court
- Federal District Drug Court
- Family Dependency Treatment Court
- Back on TRAC
- Other : Misdemeanor Adult Drug Court

2. Use the following space for Program Mission Statement and Goals (see W.S. §7-13-1603(b))

The Mission of the Campbell County Adult Treatment Courts is to provide the judicial system a sentencing alternative for substance abusing offenders while enhancing community safety, reducing crime, and lowering criminal justice costs. We will empower substance abusing offenders to attain and maintain a drug and alcohol-free life while maintaining family, career and community ties.

Section 2. Funding Request

Number of adult slots requesting state funds to support in FY21: 40
Number of juvenile slots requesting state funds to support in FY21: 0

Adult Slots X \$9,354.66 = \$ 374,186.40
Juvenile Slots X \$14,716.84 = \$ 0.00
Total State Funds Request = \$ 374,186.40

Section 3. Program Data to Support Request

The CST Program will provide July 1, 2019-December 31, 2019 recidivism, retention, and average number of participant data to the Funding Panel.

OPTIONAL: Use the following space to share any important information/circumstances regarding monthly average participant numbers, retention, and recidivism rates:

Our referrals have increased significantly with the two current tracks. The passing of Wyoming Justice reinvestment act which includes HEA 15, SEA 19, HEA 53, and SEA 50, has left sentencing judges with fewer options and in turn we have seen more referrals due to probation being under staffed and their caseloads over populated. Our Felony track has had at least 8-10 pending applicants for several months. Lower prison populations and lengths of stay has led to more referrals for treatment courts. As soon as we determine the treatment level recommendation, we try to screen candidates as close to sentencing as possible. Additionally, our third track, the misdemeanor drug court will begin in the spring of 2020 if additional slots are granted. As with the start of our DWI court in 2016, we began to see the number of felony DWI referrals decrease, we hope the felony possession referrals will also decrease as we start the misdemeanor drug court. We don't think our overall referrals will decrease, we only hope to decrease the felony referrals. One of the reasons for a high number of referrals is the absence of a residential facility in Gillette. We are seeing treatment recommendations for intensive outpatient and the Adult Treatment Court instead of residential recommendations.

Section 4. Funding Sources, Practices, Fiscal Agent

Program Funding and Fees

1. Is the program currently receiving federal funds (for FY21)? Yes No
 - a. If yes, list the name of grant and amount received:

2. Will the program apply for other federal funds in FY21? Yes No

3. Does the program intend to request funding to aid in CARF accreditation? Yes No
If the program's treatment provider receives other funds from the Division, the program is not eligible to receive CARF funding.

4. If the program will receive other supplemental funds (gifts, contributions, donations, or grants) outside of the state grant and city/county match funds, list the funding source(s) and dollar amount(s) here:

Campbell County Adult Treatment Courts apply annually for 1% optional tax funds. In past years we have been granted a total of \$40,515. \$15,000 from C.A.R.E. board, \$15,000 from County 1%, and \$10, 515 from the city of Gillette.

5. How much will program participants pay in CST Program fees (designate if per phase, per year, per month, other)?
The Felony Treatment Court participants pay \$225 monthly for a minimum of \$2700. The DWI track will pay \$225 month for first six months, then \$100 per month for a minimum of \$1950. The Misdemeanor Drug court participants will pay \$125 monthly for a minimum of \$1500.
6. What other expenses will participants be responsible for throughout the program (SCRAM bracelets, drug testing, other)?
Participants may be required to pay for special drug testing such as Kratom, Spice, confirmation test, if positive results occur. Additionally, if damages outside normal wear of SMART START devices or lost equipment associated with the unit occur the participant may be required to pay the additional costs. If a participant misses an individual session a late fee may be accessed through the court. A separate agreement or court order is produced, and the participant must provide a separate receipt for the cost.
7. If participants are required to pay CST-related expenses directly to any organization holding a contract or MOU with the program (treatment providers, drug testing services, etc.) how are those payments tracked and reported back to the program?
If the participant has health insurance, they must provide it to the treatment provider. If the insurance doesn't pay the Adult Treatment Court pays the difference not to exceed contract amount. Insurance credits are included in the invoice from the treatment provider.
8. Is the program's fiscal/fiduciary agent on the program's governing body or board?
 Yes No
If the fiscal/fiduciary agent is not on the governing body or board, email a signed copy of the resolution appointing the fiscal/fiduciary agent to cstprogram@wyo.gov for record keeping purposes.
9. Upon application submission, please submit the letters from the agency or agencies that committed in-kind contributions and local match funds for the upcoming year of FY21. These documents should be scanned and submitted as one document.

Section 5. Projected Budget and Justification (Attachment A)

Fill out the Budget and Budget Justification Attachment A and submit with this application. (The Budget tab and Budget Justification tab are both on same document.) Match funds must be at least 25% of your state funds request. Federal grants and any other state funds cannot be counted in your match funds.

Section 6. Magistrates

1. Pursuant to W.S. 7-13-1606(d), "The application shall identify participating judges and contain a plan for the participation of judges. The plan shall be consistent with rules adopted by the department and the Supreme Court." Use the following space to provide the plan for the participation of all judges/magistrates in the program:

Judge Paul Phillips oversees the Felony track and will oversee the Misdemeanor Drug court. He participates in the staffing and court hearings an average of 4 hours per week. Judge Phillips is also the Chairman for the board of directors and spends approximately 3.5 hours monthly in his role as Chairman.

Judge Matthew Castano oversees the DWI track on the first and third Thursday's monthly. He spends about 3 hours each week we meet.

The judges substitute for each other when the other is unavailable.

2. To aid the Supreme Court in compiling data to build their projected CST magistrate budgets, what is the average number of hours per week that a magistrate is utilized in the program? We rarely use a magistrate to fill in for the judges, but when we do it would be 2 hours per week. Average is 8 hours a year.
-

Section 7. Risks/Needs Assessment Practices

1. What participant risks/needs screening and assessment processes does the program currently use? Explain the process and list all tools used.
The Compas is used for Felony participants. The CARS is used for Misdemeanant participants. The IDA is used for DWI offenders. The ASI is used for all participants. The Compas is used during the presentence investigation and results are provided along with the application to the treatment court. An ASI is completed by a treatment provider

Section 9. Mental Health Services, Practices, Certifications

6. Does the program have a contract (or MOU) for mental health services? Yes No
- a. Does the program refer participants to local Community Mental Health Center(s)?
 Yes No
- b. Use the following space to provide the name or names of the mental health treatment providers used by the program.
If you intend to use state funds to pay for mental health services, providers must be CARF accredited.
Clear Creek Counseling and Campbell County Hospital. State funds are not used for mental health. Local match or funds are used for mental health.

7. Does the mental health provider keep the program team fully informed of all matters relevant to the treatment and program progress of all participants? Yes No

How is this information communicated?

First a release of information is signed, and a summary of services is sent via mail or fax to the Campbell County Adult Treatment Court.

Section 10. Training Summary

List every program team member and every treatment provider, the training hours they have acquired in the last fiscal year (July 1, 2019 - June 30, 2020), and the title of the training. If applicable, provide an explanation on why total required hours were not obtained and the plan for completion of the hours in the next contract year. Add rows as needed.
If the training was not from an organization listed in Rule or Guideline and was not preapproved, it will not be counted for completed hours.

Member Position	Member Name	Title of Training	Hours Received	Member Start Date
Participating Judge	Judge Paul Phillips	Judicial continued training	15	2012
		Procedural fairness online	.5	

Participating Judge	Judge Matthew Castano	Judicial continued training	15	Feb 2016
Prosecuting Attorney	Ronald Wirthwein	Online treatment courts online	Will continue with online and any instate offered	July 2018
Prosecuting attorney	Jonah Buckley	Online treatment courts online	Will continue with online and any instate offered	July 2018
Defense Attorney or Guardian ad litem	Derek Thrall	NADCP Rise 19 D.C.	17 hours, will continue with online and any offered in state	Mar 2019
Defense Attorney or Guardian ad litem	Denise Urbin	Online treatment courts online	Will continue with online and any instate offered	Sep 2018
Monitoring Officer/Probation Officer	Jennifer Gauthier	Meth conf	12 Will continue with online and any instate offered	Feb 2019
Monitoring Officer/Probation Officer	Kolby Matheny	NADCP Rise 19 D.C. Personal Safety	13.75 1.0 will continue online and any offered in state	Nov 2018
Monitoring Officer/Probation Officer	Scott Appley	NADCP Rise 19 D.C. D.I.R.T. Personal Safety	19.25 3.0 1.0	Sept 2018
Treatment Provider Representative	Kim Krogman	Certified Addiction practitioner assistant	142.5	July 2019
Treatment Provider Representative	Lori Dougherty	Verbal de-escalation NAADAC exam workshop MFT exam prep	4 14 14	July 2019

		Addiction counselor indep learn	2.5	
		Alcohol problems in intimate relationships	3	
		How couple grow after TX	1	
		Clinical nuero psych	14	
		NACCME tools for dealing with prof client	1	
		Ethics of self-disclosure	4	
		Nurse fatigue	1	
Law enforcement Representative	Mary Padova	PTSD and SUD TX courts online	1 will continue online and any offered in state	May 2019
Program Coordinator	Chad Beeman	Carry over D.I.R.T. Personal Safety	2 3 1 will continue online and any offered in state	July 2014
Admin assistant	Breanne Ramirez	NADCP Rise 19	20.5	July 2018

Section 11. Recidivism, Retention, Sobriety

Court Supervised Treatment Programs contribute to the goals of reducing crime/reducing recidivism, retaining individuals for the full duration of the program, and increasing durations of sobriety prior to graduating a program. Goals for each of the three target areas are set in annual contracts and in site visit reports, and the goals are based on the functionality of existing programs and averages reported in national or regional studies.

1. What method(s) does your program utilize to track recidivism?

Daily booking sheets are reviewed, and names are cross referenced to check if individuals and completed the Adult Treatment Court program in the last 3 years. Also, felony participants

are often still on probation, so we stay in contact with WYDOC field services for updates on former participants.

2. What does your program do to retain participants in the program?

No one is expelled without first having an expulsion hearing involving team discussion and defense counsel provided for the participant. We like to follow the idea that it is harder to leave the program than it is to enter the program. More than not if an expulsion hearing happens due to multiple violations often the participant is given a last change and is retained.

Section 12. Community Outreach

Discuss community outreach activities completed by the program in FY20 to date:

- Vice-Chairman of the second chance ministries House of Hope (housing for felony offenders)—Coordinator.
- City of Gillette Beautification program: Sponsor a flower bed at a local park.
- Gillette Area Leadership Institute –presenting to the entire class what Treatment Court is all about.
- Campbell County Commissioners – Updates throughout the year.
- Gillette News Record- media coverage of graduations and other special events and/or press releases about the program and community sponsors.
- Treatment Court appreciation BBQ- Public gathering to recognize employers, sponsors and other supporters of the program and the participants.
- Graduation Ceremonies- Submit personal invitations to our local Legislative representatives, elected officials, judiciary, law enforcement, and other key stake holders.
- Attendance and presentation at Inter-Agency meetings to share information about local resources.
- Community Service: Participants are required to complete 40 hours.
- Presentation to newly elected officials’ orientation meeting

Section 13. Master Contact List

Legal Name of CST Program (name used for the IRS):	Campbell County Adult Treatment Courts
Organization Governing the Contract:	Campbell County Commissioners Office
Mailing Address	Physical Address for FedEx of Contract
500 S. Gillette Ave Suite 2500 Gillette, WY 82716	500 S. Gillette Ave Suite 2500 Gillette, WY 82716

Program Name, Program Contact: Campbell County Adult Treatment Courts, Chad Beeman
 crb06@ccgov.net

CST Program Coordinator Information: Provide contact information for the Program Coordinator.

Name	Title	Mailing Address	Telephone	E-mail	Specific requests
Chad Beeman	Adult Treatment Courts Coordinator	500 S. Gillette Ave Suite 2500 Gillette, WY 82716	(307) 687-6472 office (602) 321-2898 Cell	Crb06@ccgov.net	

Contracting Agency and Contract Signatory Information: Provide information for the individual who will sign the state contract and the individual who will attest their signature, if applicable. Add rows as needed.

Name	Title	Mailing Address	Telephone	E-mail
Rusty Bell	County Commissioner	500 S. Gillette Ave Suite 1100 Gillette, WY 82716	307-687-7283	Rrb01@ccgov.net
DG Reardon	Chairman County Commissioner	500 S. Gillette Ave Suite 1100 Gillette, WY 82716	307-687-7283	Dgr01@ccgov.net
Del Shelstad	County Commissioner	500 S. Gillette Ave Suite 1100 Gillette, WY 82716	307-687-7283	Dls01@ccgov.net
Bob Maul	County Commissioner	500 S. Gillette Ave Suite 1100 Gillette, WY 82716	307-687-7283	Rlm01@ccgov.net

The Attorney General and Wyoming Department of Health Director would like to limit the number of contracts with two signature pages. If you are required legally to provide an original signature to a department or attorney, list below:

Yes, I need an Original Signature for:

Name	Purpose

Program Name, Program Contact: Campbell County Adult Treatment Courts, Chad Beeman
 crb06@ccgov.net

No, I do not need an Original Signature; an email copy will be fine.

Fiscal or Fiduciary Agent Information: Provide information for the individual for the fiduciary agent for this program. Add rows as needed.

Name	Title	Mailing Address	Telephone	E-mail
Rusty Bell	County Commissioner	500 S. Gillette Av Suite 1100 Gillette, WY 82716	307-682-7283	Rrb01@ccgov.net
DG Reardon	Chairman County Commissioner	500 S. Gillette Av Suite 1100 Gillette, WY 82716	307-682-7283	Dgr01@ccgov.net
Del Shelstad	County Commissioner	500 S. Gillette Av Suite 1100 Gillette, WY 82716	307-682-7283	Dls01@ccgov.net
Bob Maul	County Commissioner	500 S. Gillette Av Suite 1100 Gillette, WY 82716	307-682-7283	Rlm01@ccgov.net

Governing Body: Provide information for the representatives of the governing body for this program. Add rows as needed.

General Governing Body Information			
Governing Body Members			
Name	Title	Telephone	E-mail
Hon. Paul Phillips	Chairman	307-682-2190	psp@courts.state.wy.us
Ron Wirthwein	Vice Chairman	307-682-4310	Rew06@ccgov.net
Cheryl Chitwood	Member	307-682-3424	Chc11@ccgov.net
Scott Mooney	Member	307-687-6410	Sam05@ccgov.net
Janeice Lynch	Member	307-267-3079	Janeice.lynch@wyo.gov
Tomi Barber	Member	307-682-6699	Holycow22@hotmail.com
Ryan McGrath	Member	307-686-3736	ryan@hmmattorneys.com
Rhonda Stryker	Member	307-686-0254	Rhonda.Stryker@gmail.com

Program Team Member Contact Information (as required by W.S. 7-13-1609(a)): Provide the name and contact information for all Program Team Members. If their title is not what is described, add the title after their name. There must be someone for each position listed unless otherwise specified. If the program does not have all required team members, provide a plan for recruiting any missing members. Do not alter the member column titles. Add rows as needed.

Member	Name & Title	Mailing Address	Telephone	E-mail	% Weekly Staffings attended SFY 20
Participating Judge *	Hon. Paul Phillips (FEL)	500 S. Gillette Av suite 2200 Gillette, WY 82716	307-682-2190	psp@courts.state.wy.us	76%
Substitute Judge * (who sits in for Participating Judge, not mandatory)	Hon. Matthew Castano (DWI)	500 S. Gillette Av suite 2200 Gillette, WY 82716	307-682-2190	mfgc@courts.state.wy.us	100%
Prosecuting Attorney	Ron Wirthwein County Attorney	500 S. Gillette Ave suite B200 Gillette, WY 82716	307-682-4310	Rew06@ccgov.net	58%
Defense Attorney or Guardian ad litem	Derek Thrall Defense Attorney	315 s. Gillette Av Gillette, WY 82716	307-682-9439	derek@nickcarterlaw.net	65%
Monitoring Officer/Probation Officer	Kolby Matheny/ Case Manager	500 S. Gillette Ave suite 2500 Gillette, WY 82716	307-687-6473	Ksm06@ccgov.net	100%
Monitoring Officer/Probation Officer	Scott Appley/Case Manager	500 S. Gillette Ave suite 2500 Gillette, WY 82716	307-687-6471	Sda06@ccgov.net	100%
Monitoring Officer/Probation Officer	Jennifer Gauthier/ Probation Agent	724 Commercial DR. Gillette, WY 82716	307-687-5332	Jennifer.gauthier@wyo.gov	85%
Treatment Provider Representative	Kim Krogman/ CAPA/ peer specialist	310 S. miller #G Gillette, WY 82716	307-686-1189	Kim.pfi@vcn.com	100%
Treatment Provider Representative	Lori Daugherty PhD. Clinical supervisor	310 S. miller #G Gillette, WY 82716	307-686-1189	Lori.pfi@vcn.com	100%
Program Coordinator	Chad Beeman -Coordinator	500 S. Gillette Ave suite 2500	307-687-6472	Crb06@ccgov.net	96%

Program Name, Program Contact: Campbell County Adult Treatment Courts; Chad Beeman
 crb06@ccgov.net

		Gillette, WY 82716			
Other (List Title, not mandatory)	Mary Padova Law enforcement	600 w. Boxelder Gillette, WY 82716	307-687- 6173	<u>Mlp05@ccgov. net</u>	88%
Treatment Court Admin. Assistant	Breanne Ramirez	500 S. Gillette Ave suite 2500 Gillette, WY 82716	307-687- 6470	<u>Bmr06@ccgov. net</u>	92%

*Can be only a District Court Judge, Circuit Court Judge or Magistrate, Municipal Court Judge or Tribal Court Judge (W.S. 7-13-1602(vii)).

Treatment Provider(s) Organization Information: Add rows as needed.

Name	Title	Mailing Address	Telephone	E-mail
Personal Frontiers Inc.	Substance abuse Treatment	310 S. Miller #G Gillette, Wy 82716	307-686-1189	<u>Manager.pfi@vcn.com</u>

Ancillary and Community Services Information: List all ancillary and community service provider information including information on employment providers, subcontractors, and contractors. Add rows as needed.

Name of Provider(s) or Contractors	Address/Telephone	Duration of current contract (start/end dates)	Description of services provided
Division of Vocational Rehabilitation	Running W. Drive, Gillette, WY 82716 307-682-2672	NA	Assists clients in fulfilling employment goals and achieve independence.
Campbell County Public Health	2301 South 4J Road Gillette, WY 82716 307-682-7275	NA	Offers health care and health education classes.
Council of Community Services	115 Rohan Avenue Gillette, WY 82716 307- 682-2730	NA	Provides clothes, housing assistance, weatherization, food and community service opportunities.

Campbell County Health (hospital)	501 S. Burma Gillette, WY 82716 307- 688-1000	NA	Provides health care to participants along with mental health services.
Gillette College	300 W. Sinclair Gillette, WY 82716 307-686-0254	NA	Helps participants with HiSET preparation, offers testing scholarships and tutoring sessions, and college advising.
Gillette Abuse Refuge Foundation	910 W. 3 rd , Gillette, WY 82716 307-686-8071	NA	Provides classes on domestic violence and self-esteem building. Provides housing assistance.
Campbell County Parks and Recreation Center	250 Shoshone Avenue Gillette, WY 82718 307-682-8527	NA	Offers facility passes used as incentives for participants. Provides community service opportunities to participants.
Second Chance Ministries	706 Longmont Gillette, WY 82716 307-682-3148	NA	Offers re-entry services, transitional living, 12 step faith based recovery groups, and other supportive services.
Westwood High School	7 Opportunity Spur Gillette, WY 82716 307-682-9809	NA	Engraving class makes graduations plaques at a discounted rate.
ABATE of Northeast Wyoming	PO Box 3676 Gillette, WY 82717	NA	Provides Christmas gifts to low income families
Gillette Movie Theatres	650 N. WYO 14/16 Gillette, WY 82716 307-686-4060	NA	Donates movie theatre passes used as incentives

Walmart	2300 S. Douglas Hwy Gillette, WY 82716 307-686-4060	NA	Donates gift cards which are used as incentives
Dr. Stroschein Pronghorn Family Dentistry	109 W. Lakeway, Suite B Gillette, WY 82718 307-686-1605	NA	Provides dental services at reduced fee or at no cost.
Dr. John Naugle, DDS	805 4J Road, Suite A Gillette, WY 82716 307-686-3147	NA	Offers oral surgery to participants at reduced cost.
Cam-Plex Heritage Center	1635 Reata Drive Gillette, WY 82716 307-682-0552	NA	Provides complimentary family passes to theater events.
Salvation Army Svc	222 S. Gillette Suite 608 Gillette, WY 82716 307-682-6982	NA	Provides social service assistance to individuals who are financially indigent.
Campbell County Extension Office	412 S. Gillette Avenue Gillette, WY 82716 307-682-7281	NA	Provides nutrition and cooking classes to participants
Campbell County Government	500 S. Gillette Avenue Gillette, WY 82716 307-687-6355	NA	Provides prescription discount cards
From You to Me Clothes Swap	2000 West Lakeway Gillette, WY 82718 307-660-8265	NA	Provides clothing and shoes for families for free/provides community service opportunities

Kiwanis Club of Gillette	P.O. Box 162 Gillette, WY 82717	N/A	Donates gift certificates to be used as incentives.
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Mental health provider contact information: Add rows as needed.

Name of Treatment Provider(s) or Contractors	Address	Duration of current contract (start/end dates)	Total \$ Amount of Contract	Certification Expiration Date if Applicable	National Accreditation Expiration Date if Applicable
Clear Creek Counseling	1001 S. douglas hwy #110 Gillette, WY 82716	Open ended	Up to \$40,515 of local funds	N/A	N/A

Section 14. Assurances

Review all assurances and make sure the required attachments (Attachment A and match fund letters) are provided with this application. **Type initials in the boxes below.**

1. This application was reviewed and approved by the Program Team and the representative from the Governing Body: **REW, CRB**
2. All attachments (application, matching funds letters, Attachment A, Contracts or MOUs) were reviewed and approved by the Program Team and the representative from the Governing Body: **REW, CRB**
3. Indicate here if the program would like a 10-minute phone call with the funding panel on **MONDAY, March 2nd, 2020, between 9:00am and 1:00pm** and who will be present for the call. Specific times will be determined after all applications are submitted. This is optional and allows you an opportunity to highlight progress in your program or circumstances influencing your funding request. **Yes, I'd like to request a funding panel call. Coordinator Chad Beeman and any available members from the board of directors.**

Section 15. List of Required Attachments

1. Letters from the agency or agencies that committed in-kind contributions and local match funds for the application year of FY21
2. Attachment A, Budget and Budget Justification

CST Program Budget Justification -- FY2021

Date Last Updated: 11/15/2019	
Please set out what portion is state funds, match funds, and other funds; including federal grants. Justify what the budget will cover. Please explain the amount within each item as state funds, match funds, or any other funds. With applications due early this year, all budgets are estimates until finalized in June.	
Cost Description	Total Amount
ADMINISTRATIVE	
Salaries and Wages	\$227,600.00
<i>Please only type in peach colored boxes.</i>	
Employee Benefits (Please Specify)	\$128,133.86
Professional Service Fees	
Internet Service	\$37,061
Telephone/Cell Phone	\$1,773.04
Utilities	\$301,231
Vehicle Expense/Maintenance	\$1,470.06
Office Supplies	\$400.00
Computer Hardware	\$7,500.00
Computer Software and/or Supplies	\$1,000.00
Photocopy	\$500.00
Postage	\$22,883
Advertising	\$500.00
Equipment Maintenance	
Equipment Rental/Purchase	\$10,094.00
Office Space	
Construction Costs	
Grant Writing	
Case Management System	
Audit Costs	\$5,000.00
Professional Services Contract (Please Specify)	
Program Evaluation	
TRAVEL/TRAINING	\$280,937.22
Travel In-State	\$2,000.00
Travel Out-of-State	\$1,000.00
Training Fees	\$1,000.00
Miscellaneous Meeting Expenses	\$1,000.00
Client Transportation	
Community Training	
TOTAL TRAVEL/TRAINING	\$6,000.00
TREATMENT/SUPERVISION	
Substance Abuse Treatment	\$158,050.00
Salaries and Wages (if applicable)	
Employee Benefits (if applicable)	
Mental Health and/or Other Counseling Services	\$40,515.00
Educational Program	\$3,000.00
Educational Materials	\$3,000.00
Drug Testing and Testing Supplies	\$3,000.00
Monitoring (Electronic)	\$5,000.00
Graduation and Incentives	\$300.00

- Adjust the row height to make all wrapped text visible
- Select the cell or range for which you want to adjust the row height.
- On the Home tab, in the Cells group, click **Format**.
- Under Cell Size, do one of the following:
 - To automatically adjust the row height, click **AutoFit Row Height**.
 - To specify a row height, click **Row Height**, and then type the row height that you want in the Row Height box.

Tip: You can also drag the bottom border of a row to the height that you want.

Attachment A

Family Activities	\$600.00	provides recreational activities and appreciation picnic for the sponsors, employees, and families who supported the participants.
National Accreditation		
Other Program Materials		
Total Training/Supervision	\$713,676.00	
MISCELLANEOUS		
A. Quality of Life Dollars	\$1,000.00	used for prescription meds, medical, transportation, as approved by the board on an as needed basis upto \$250 per participant.
B. State Approved \$7500 for CARF	\$7,500.00	
C. State UA Funding	\$8,950.00	pays for urine testing, mouth swabs, thorough contact solutions and reduced toxicology.
Total Miscellaneous	\$9,950.00	
TOTALS	\$808,397.82	



OFFICE

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

BOARD OF COMMISSIONERS

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

Carol J. Seeger, Commissioners
Administrative Director

January 13, 2020

Court Supervised Treatment Program
Wyoming Department of Health
Behavioral Health Division
6101 Yellowstone Rd., Ste. 220
Cheyenne, WY 82002

RE: Campbell County Adult Treatment Court
Fiscal Year 2020/2021 Grant Application

Dear Sir or Madam:

This letter is written to confirm the Board of Campbell County Commissions continued support for the Adult Treatment Court program.

In addition to the cash match commitment as referenced in the grant application, Campbell County continues to support the program by providing the below referenced in-kind services.

Campbell County provides roughly 1,650 square feet of space in the Courthouse dedicated to providing Adult Treatment Court services. The current lease rate for downtown office space ranges from \$8 per square foot up to \$12 per square foot. Utilizing the lowest rate of \$8 per square foot places the value of the office space provided at \$13,200.

In addition, general utilities such as heating, cooling, electricity and trash services are provided along with telephone, internet and computer software services with a value of a minimum of \$1,500.

Based upon the foregoing, the in-kind value of services provided to the Adult Treatment Court by Campbell County is conservatively valued at \$14,700.

Thank you for your past support of our program and if I can be of further assistance, please do not hesitate to contact me.

Sincerely,

Carol Seeger
Commissioners Administrative Director

The mission of Campbell County is to provide quality, efficient, and cost-effective services for all Campbell County residents through sound decision making and fiscal responsibility.

The following page(s) contain the backup material for Agenda Item: [9:30 Juvenile & Family Drug Court State Grant Application FY2021](#)

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

**WYOMING COURT SUPERVISED TREATMENT PROGRAM
STATE FISCAL YEAR 2021
GRANT APPLICATION**



Wyoming
Department
of Health

Behavioral Health Division

Behavioral Health Division
6101 Yellowstone Road, Suite 220
Cheyenne, WY 82002

Application Sections

Application Instructions – Page 3

1. Program Type, Mission, Goals
2. Funding Request
3. Program Data to Support Request
4. Funding Sources, Practices, Fiscal Agent
5. Projected Budget and Justification
6. Magistrates
7. Risks/Needs Assessment Practices
8. Substance Abuse Treatment Services, Practices, Certifications
9. Mental Health Services, Practices, Certifications
10. Training Summary
11. Recidivism, Retention, Sobriety
12. Community Outreach
13. Master Contact List
14. Assurances
15. List of Required Attachments

SFY2021 Wyoming Court Supervised Treatment (CST) Program Application Instructions

PLEASE READ ALL INSTRUCTIONS BEFORE COMPLETING THIS APPLICATION

These instructions are for SFY 2021 applications. Read carefully so the application is completed accurately. If you have questions, contact Alicia Johnson: 307-777-6885, or email cstprogram@wyo.gov.

The application contains four documents. Please fill out every section completely.

- (I) Instructions
- (II) Application
- (III) Budget Justification Worksheet

This application and materials are not a promise of contract or funding. An application that is not completed will result in no contract being awarded. No contract will be awarded if all deliverables for the current year are not delivered and/or received.

As a Court Supervised Treatment Program applying for State of Wyoming funds, you are required to adhere to requirements in the Court Supervised Treatment Programs Act (Wyo. Stat. § 7-13-1601 through Wyo. Stat. § 7-13-1615), all current State Rules and Regulations (Substance Abuse Rules Chapters 1-8), and any policies and procedures set by the Wyoming Department of Health, Behavioral Health Division.

Special Instructions:

- If you are applying for funding for more than one program, you must complete a separate application for each program.
- Do not put sections onto separate pages. Allow each section to utilize the same page if there is room in order to save space and printing costs. Use only the space provided.
- Budget and Budget Justification Spreadsheet: Fill in all projected dollar amounts by line item. Provide an explanation for each on the Justification spreadsheet. We realize that it is early in the year, so you may not know your exact budget numbers. Provide your very best estimates and if an award is granted, we will collect a finalized budget by June 30, 2020. The total match must meet or exceed twenty-five (25) percent.
- Matching funds letters should be grouped together into one scanned document rather than several separate ones.

Application Deadline: February 3, 2020 - 5pm MST

Send all completed application documents via email to cstprogram@wyo.gov. Include the required attachments. There will not be time to collect missing documents/information. Please reach out for assistance, if needed, prior to the deadline in order to submit a complete application.

Save the completed application, budget attachment, and master contact list using the file name: court-name grant app (or budget or contacts) FY19. (e.g. **AlbanyCountyCSTProgram grant app FY21**).

All applications should be sent electronically via email. If you are experiencing technical difficulties, please contact Alicia. All documents must arrive prior to the 5pm deadline on February 3, 2019.

Section 1. Program Type, Mission, Goals

Official Program Name: Campbell County Juvenile and Family Drug Court

1. Program Type (Place an X where the box is if uncheckable):

- Adult Drug Court
- Juvenile Drug Court
- DUI Court
- Tribal Healing to Wellness Court
- Reentry Drug Court
- Veterans Treatment Court
- Federal District Drug Court
- Family Dependency Treatment Court
- Back on TRAC
- Other:

2. Use the following space for Program Mission Statement and Goals (see W.S. §7-13-1603(b))

The mission of the Campbell County Juvenile & Family Drug Court, together with its Youth Intervention Track, is to decrease the use of alcohol and other drugs, as well as offenses related to their use, and to improve the mental health, life skills and competencies of program Participants.

GOAL 1: **Target youth, ages 14-20, who are substance users charged with offenses in Municipal, Circuit or Juvenile Court.**

- Objective 1: Screen 36 juvenile and young adult offenders per year.
- Objective 2: Identify as program eligible 12 juvenile offenders and their families per year and 20 young adult offenders.
- Objective 3: Enroll 5 juvenile offenders and their families (average 3 people / family) per year and 10 young adult offenders per year.
- Objective 4: Graduate 60% of enrolled participants within 9 months of their enrollment.

GOAL 2: **Reduce substance use and criminal behaviors among program participants.**

- Objective 1: 70% of active participants will have no new arrest while in the program.
- Objective 2: Reduce by 30% the rate of alcohol/drug arrests by graduates within 12 months of program completion.
- Objective 3: 100% of active participants will be alcohol/substance tested ranging from Phase I and II (2x/wk) to Phase III (randomly).

GOAL 3: Improve the overall mental health of program participants.

- Objective 1: 100% of active participants will receive a Mental Health Assessment.
- Objective 2: 75% of graduated participants will show overall improved functioning, as measured by Adolescent Psychopathology Score (APS).
- Objective 3: 100% of active participants will complete, or be participating in, mental health counseling, medication therapy, or other mental health services as identified by the mental health assessment.
- Objective 4: Case management services will be offered to 100% of the active participants.

GOAL 4: Identify educational and vocational goals for Program Participants and improve performance toward those goals.

- Objective 1: For participants attending high school or college, seventy percent (70%) of active participants will improve their academic performance.
- Objective 2: For participants attending high school or college, seventy-five percent (75%) of active participants will show improvement in complying with school attendance policies, excluding tardies (i.e., no skipping, unexcused absences, etc.)
- Objective 3: For participants attending high school or college, seventy-five percent (75%) of participants will show a decrease in school disciplinary referrals or out of school suspensions.
- Objective 4: For participants attending high school or college, seventy-five percent (75%) of juvenile and young adult participants will participate in at least one extracurricular activity, i.e., academic clubs, sports, music, clubs, etc., community service or employment.

GOAL 5: Improve life skills of Program Participants through employment, pro-social activities, and referral to a broad continuum of related services that maximize self-sufficiency.

- Objective 1: 80% of active participants with identified educational goals will complete, or be working toward, their academic goals (to include high school graduation, GED, trade school, college enrollment, etc).
- Objective 2: 80% of active participants will obtain and maintain appropriate employment.
- Objective 3: 80% of active participants will comply with ancillary service referrals such as VOA, GARF (domestic violence), Workforce Services, Council of Community Services (housing), Public Health (medical needs), independent/transitional living classes, etc.
- Objective 4: 80% of active participants will participate in at least one pro-social activity per week.

GOAL 6: Build on families' strengths and values and honor and support families through engagement in all aspects of the process.

- Objective 1: 100% of the active participants will participate in family programming with the substance use treatment provider.

- Objective 2: 100% of the active participants will participate in consolidated treatment planning.
- Objective 3: 100% of the active participants and parents/guardians present in the courtroom will engage with the Judge during court sessions.
- Objective 4: The Defense Counsel will offer consultation to 100% of the active clients.

GOAL 7: Meet State Performance measures.

- Objective 1: Provide an average of 3 ancillary services or referrals per participant / month.
- Objective 2: Provide an average of 4 supervision contacts per participant / month.
- Objective 3: Provide an average of 5 substance abuse tests per participant / month.
- Objective 4: Maintain an average retention rate equal to or greater than the national average of 67-71% (adult) or 48-59% (juvenile).
- Objective 5: Maintain in-program recidivism rate of 15% or less using State-identified calculation.
- Objective 6: Gather data on post-program recidivism to allow the Division to establish a baseline using State-identified calculation.
- Objective 7: Require each participant to have a minimum of 120 consecutive sobriety days prior to program graduation.

GOAL 8: Increase community awareness of substance use and co-occurring mental health disorders and court supervised treatment programs as an alternative to incarceration and secure detention.

- Objective 1: Hold at least two semi-public drug court graduations per year taking into account confidentiality issues.
- Objective 2: Provide program information to government officials four times per year.
- Objective 3: Provide program information to civic, religious or service organizations, or other types of community outreach four times per year.

Section 2. Funding Request

Number of adult slots requesting state funds to support in FY21:	<u>6</u>
Number of juvenile slots requesting state funds to support in FY21:	<u>6</u>
Adult Slots X \$9,354.66 =	<u>\$ 56,127.96</u>
Juvenile Slots X \$14,716.84 =	<u>\$ 88,301.04</u>
Total State Funds Request =	<u>\$ 144,429.00</u>

Section 3. Program Data to Support Request

The CST Program will provide July 1, 2019-December 31, 2019 recidivism, retention, and average number of participant data to the Funding Panel.

OPTIONAL: Use the following space to share any important information/circumstances regarding monthly average participant numbers, retention, and recidivism rates:

Section 4. Funding Sources, Practices, Fiscal Agent

Program Funding and Fees

1. Is the program currently receiving federal funds (for FY21)? Yes No
 - a. If yes, list the name of grant and amount received:
2. Will the program apply for other federal funds in FY21? Yes No
3. Does the program intend to request funding to aid in CARF accreditation? Yes No
If the program's treatment provider receives other funds from the Division, the program is not eligible to receive CARF funding.
4. If the program will receive other supplemental funds (gifts, contributions, donations, or grants) outside of the state grant and city/county match funds, list the funding source(s) and dollar amount(s) here:

Community Juvenile Services Board	\$42,744	New biennial request in 2/20
County 1% Funds	\$ 9,000	To be requested in 2/20
City 1% Funds	\$10,000	To be requested in 2/20

5. How much will program participants pay in CST Program fees (designate if per phase, per year, per month, other)?

Each Program Participant will pay a fee of \$450.00. This fee is applied to the cost not covered by insurance of substance use treatment and family programming, and individual and/or family mental health counseling.

6. What other expenses will participants be responsible for throughout the program (SCRAM bracelets, drug testing, other)?

None, generally.

However, if a participant damages a GPS monitor, they may be responsible for any charges resulting from the damage. If a participant requests an additional drug test to confirm or deny a positive result, they may be responsible for the cost of the additional testing.

Participants are held responsible for “no-show” fees with mental health providers for unexcused missed appointments.

7. If participants are required to pay CST-related expenses directly to any organization holding a contract or MOU with the program (treatment providers, drug testing services, etc.) how are those payments tracked and reported back to the program?

Program participants do not pay CST-related expenses directly to any Program contractor.

(a) Insurance – All participants, and/or participant families, are to inform treatment staff if they carry medical insurance, Medicaid, Medicare and/or Title 19, so that the cost of any treatment may be defrayed by private insurance, Medicaid, Medicare and/or Title 19. The JFDC / YIT Treatment Providers are required to submit all services for outside reimbursement before billing the JFDC / YIT Program.

(b) Adult/Parent/Guardian Participants in JFDC – should Adult/Parent/Guardian Participants be ordered to undergo evaluation or participate in their own substance use treatment, the adult participant bears the full responsibility for the costs of these services.

(c) Program participants may also be required to complete an in-patient rehabilitation program or some other additional service. These services shall be at the expense of the Participant.

The Campbell County Treasurer’s Office is responsible for collecting program fees from the participant.

8. Is the program’s fiscal/fiduciary agent on the program’s governing body or board?

Yes No

If the fiscal/fiduciary agent is not on the governing body or board, email a signed copy of the resolution appointing the fiscal/fiduciary agent to cstprogram@wyo.gov for record keeping purposes.

9. Upon application submission, please submit the letters from the agency or agencies that committed in-kind contributions and local match funds for the upcoming year of FY21. These documents should be scanned and submitted as one document.

Section 5. Projected Budget and Justification (Attachment A)

Fill out the Budget and Budget Justification Attachment A and submit with this application. (The Budget tab and Budget Justification tab are both on same document.) Match funds must be at least 25% of your state funds request. Federal grants and any other state funds cannot be counted in your match funds.

Section 6. Magistrates

1. Pursuant to W.S. 7-13-1606(d), "The application shall identify participating judges and contain a plan for the participation of judges. The plan shall be consistent with rules adopted by the department and the Supreme Court." Use the following space to provide the plan for the participation of all judges/magistrates in the program:

The Campbell County Board of Commissioners identifies Magistrate Kimberly Hoff, Sixth Judicial District Circuit Court, as the permanent participating judge for the Campbell County Juvenile & Family Drug Court and provides the following:

(a). Magistrate Hoff holds Juvenile & Family Drug Court sessions weekly for one (1) to one and one-half (1 ½) hours per week and assumes the primary role to motivate and monitor the juveniles and their family members who appear before the Court. During these sessions, Magistrate Hoff provides positive reinforcement to participants and, as she deems necessary, imposes appropriate sanctions for failure to comply with Juvenile & Family Drug Court rules, keeping in mind the overall goal of recovery.

(b). Magistrate Hoff participates for one (1) to one and one-half (1 ½) hours weekly in pre-court staffing with the Juvenile & Family Drug Court Program Team, to review cases for upcoming court, and implement any changes or sanctions the Team deems necessary. Magistrate Hoff also ensures a cooperative atmosphere for attorneys, clerks, probation officers, police officers and treatment providers to stay focused on the task of providing juveniles and their family members with appropriate treatment.

(c). Magistrate Hoff ensures due process of law and conducts hearings requested by Juvenile & Family Drug Court participants for whom expulsion from the program has been recommended by the program team.

(d). In Magistrate Hoff's absence, Magistrate Richard Erb will act as the participating judge and will conduct weekly court sessions and staffing.

(e). Magistrate Hoff participates as an active member of the Juvenile & Family Drug Court Program Team and Management Committee.

(f). Magistrate Hoff participates in the required number of continuing education hours as established by the Department of Health and provide documentation of their attendance at such trainings.

(g). Magistrate Hoff may take part in community outreach by accepting invitations to speak consistent with the Code of Judicial Conduct at various community functions.

2. To aid the Supreme Court in compiling data to build their projected CST magistrate budgets, what is the **average number of hours per week** that a magistrate is utilized in the program?

2.5-3.0 hours/week

Section 7. Risks/Needs Assessment Practices

1. What participant risks/needs screening and assessment processes does the program currently use? Explain the process and list all tools used.

The Juvenile Risk Assessment is used by the JFDC Intensive Supervision Probation Officer to determine risk to reoffend. The SASSI, ASI, and other instruments approved by the State are used by the substance use treatment providers to determine ASAM levels of care. The mental health providers use those assessments that are specifically relevant to determine an individual client's mental health diagnosis and needs.

The screening/assessment process is as follows:

JFDC Screening Process:

- Step 1) Initial Ticket Review / Case Review –
County Attorney's Office: Deputy County Attorney and/or Juvenile Court Multi-Disciplinary Teams review cases for appropriateness prior to disposition, revocation, or review hearings.
- Step 2) Substance Use Evaluation –
JFDC Provider: Personal Frontiers, Inc., YES House OR provider of client's choice Administration of SASSI, ASI, or other State mandated tool, additional tools as evaluator deems necessary, and application of ASAM criteria to determine level of care. If diagnosed as having a substance use disorder, proceed to step 3.
- Step 3) Coordinator Screening – Jim Lyon, Jr. or Juvenile Probation Officer JR Bailey

Conducts JFDC screening interview and Juvenile Risk assessment. Also refers to Social Summary and Juvenile Risk assessment completed in juvenile case.

- Step 4) Admissions Committee –
Review of compiled data. Requires three (3) Board Members to vote. Also providing input are the assigned juvenile probation officer, substance use evaluator and mental health therapist.

Details of the screening process follow:

The structure of the JFDC is post-adjudication for both delinquency and CHINS cases. It is post-conviction for youth referred from Circuit or Municipal Courts. The potential juvenile participant must be diagnosed with a substance use disorder to meet admission criteria. The parents/guardians are not required to participate in cases referred from Municipal or Circuit Court. However, in certain circumstance the Juvenile Court may require parental participation. In these cases, the parents/guardians must also agree to actively participate in the program, including weekly court attendance, family therapy sessions, family substance use program, parenting classes, cooperation with home visits and searches, and must agree to abide by all terms of the JFDC and probation rules and requirements.

In Juvenile Court, juveniles are referred to the program via multiple routes: immediately following adjudication, between adjudication and disposition, at disposition on a delinquency petition, at disposition on a CHINS petition, following a revocation of juvenile probation with either County Probation or Department of Family Services, or at a review hearing following in-patient treatment or other out of home placement. Participants may also be referred from either Municipal or Circuit Court following entry of their guilty plea. The Juvenile Risk Assessment is administered to all youth in Juvenile Court by the youth's respective Probation Officer who may be either a DFS or County Probation Officer.

A juvenile who appears to be program appropriate is referred for a Substance Use Evaluation. Evaluations are generally scheduled within a week of the family calling for an appointment. This evaluation occurs prior to the coordinator screening to determine whether the juvenile requires the level of care offered by the Program. The assessment tools used to determine the existence of a substance use disorder include: Adolescent SASSI – Substance Use Subtle Screening Inventory; ASI – Addiction Severity Index; ASAM – American Society of Addiction Medicine's Patient Placement Criteria; a clinical interview to determine family history of dependency and usage pattern as it relates to the DSM-5 criteria; and other State-approved juvenile assessment tools. The substance use treatment provider obtains the necessary releases to enable the sharing of this information with the Coordinator or designee and the Admissions Committee.

In the event the juvenile is diagnosed with having a substance use disorder, a screening meeting is scheduled between the Coordinator or designee, the juvenile and his/her parents/guardians. The screening meeting generally occurs within a week of the substance use assessment. At this meeting, the program is described in detail and obligations of participants

are clearly articulated. The Coordinator or designee next meets separately with the juvenile and/or parent/guardian to complete screening interviews and determine both program appropriateness and willingness to participate.

The Coordinator or designee will next convene the Admissions Committee to vote on the potential participant's admission to the program. This occurs within days of the screening meeting. The Admissions Committee typically includes a prosecuting attorney, defense attorney, probation representatives and the Coordinator. The coordinator screening, admissions committee meeting and first JFDC appearance by the family usually takes place within one to two weeks, if the disposition hearing has already taken place. If the screening takes place between adjudication and disposition, the first appearance in the JFDC cannot take place until after the disposition and court referral of the case to JFDC. However, in many cases, the participant may begin attending substance use treatment groups, so that program participation is not delayed. In this case, the participant will begin attendance at the earliest session.

Later stages of assessment, which includes mental health, medical, educational, and occupational assessments, as indicated, occur after the candidate has been accepted in JFDC and has attended his/her first drug court session. These assessments are provided by the appropriately licensed and certified professionals in the respective disciplines and occur as the need arises and is based on team referral.

JFDC YIT Screening:

- Step 1) Initial Ticket Review / Case Review –
Municipal Court and/or Circuit Court judge reviews case at initial court appearance and refers appropriate candidates for Substance Use Evaluation and Youth Intervention Track screening prior to sentencing. County Attorneys and/or Juvenile Court MDT reviews case for appropriateness and refers for evaluation and screening prior to disposition, revocation or review hearing. A youth involved in the Juvenile Court system may also be referred by the County Attorneys or MDT. The same process is followed.
- Step 2) Substance Use Evaluation –
JFDC Provider: Personal Frontiers, Inc., YES House OR provider of client's choice. Administration of ASI, other State mandated tools, and additional tools as evaluator deems necessary, and application of ASAM criteria to determine level of care. If diagnosed as having a substance use disorder, proceed to step 3.
- Step 3) Coordinator Screening –
Jim Lyon, Jr. or Juvenile Probation Officer JR Bailey Administers JFDC YIT screening questionnaire. Also refers to Probation Referral Form, Law Enforcement Reports, Substance Use Evaluation, Juvenile Risk assessment and Social Summary (if completed in juvenile case), and other applicable documents.
- Step 4) Admissions Committee –

The Coordinator or designee will next convene the Admissions Committee to vote on the potential participant's admission to the program. As with the JFDC process, the Admissions Committee typically includes a prosecuting attorney, defense attorney, treatment representatives, probation representatives and the coordinator. The coordinator screening, admissions committee meeting and first drug court appearance usually takes place within one to two weeks. If the youth is declined by the Admissions Committee, notification will be provided to the candidate and the referring court, and the case may return to that originating court for further proceedings.

Step 5) Candidates are notified of their acceptance into JFDC. If accepted, participants are given written rules and regulations. Participants sign all necessary documents prior to their first JFDC session. Participants are assigned a probation officer and given written probation conditions. Participants are assigned to a treatment schedule.

2. What is the job title of the individual(s) conducting the screening of participants?

Licensed substance use treatment providers conduct the substance use assessment on potential participants prior to program screening.

Either Jim Lyon, Jr., JFDC Coordinator, or JR Bailey, Intensive Supervision Probation Officer, conduct the program screening.

JR Bailey, Intensive Supervision Probation Officer, conducts the Department of Family Services Juvenile Risk assessment on all juvenile participants.

3. Use the following space to explain if the program opts to serve individuals with risk/need levels different than the best practice population and summarize this policy including if and how the groups are separated.

The JFDC targets predominantly high need adolescents and young adults, 18-21. Each potential participant is considered on a case-by-case basis.

The Juvenile Risk Assessment ranks youth as low, medium, medium-high, or high risk. It is generally the case that those with medium-high to high risk are not able to maintain in the community on probation, require the structure of an out-of-home placement, and are placed under Department of Family Services supervision by Juvenile Court. It has been our experience that those high-risk youth who have been accepted are frequently unable to successfully complete the program. This leads to low retention and high recidivism.

Section 8. Substance Use Treatment Services, Practices, Certifications

1. Will the program hire in-house treatment providers? Yes No

2. Will the program contract for treatment? Yes No

If yes, provide the name of the provider here:

Youth Emergency Services, Inc. ("YES House") serves as the Substance Use Treatment Provider for the JFDC youth ages 14-17.

Personal Frontiers Inc. serves as the Substance Use Treatment Provider for the Youth Intervention Track youth ages 18-21.

3. What is the expiration date of the in-house program or contracted treatment provider's STATE CERTIFICATION?

YES House Substance Use Provider Current, Expires 10/31/2020

Personal Frontiers Substance Use Provider Current, Expires 2/28/2022

4. What is the expiration date of the treatment provider's NATIONAL ACCREDITATION?

YES House CARF accreditation awarded June 2018; 3-yr period; Expires June 2021

Personal Frontiers CARF accreditation awarded November 2019; 3-year period; Expires November 2022

5. What location(s) are participants seen for services?

YES House 905 N Gurley Ave.
Gillette, WY 82716

Personal Frontiers 310 S Miller Ave Ste. G
Gillette, WY 82716

Section 9. Mental Health Services, Practices, Certifications

6. Does the program have a contract (or MOU) for mental health services? Yes No

a. Does the program refer participants to local Community Mental Health Center(s)?

Yes No

b. Use the following space to provide the name or names of the mental health treatment providers used by the program.

If you intend to use state funds to pay for mental health services, providers must be CARF accredited.

Counseling Connections serves as the mental health treatment provider for the Program Participants

7. Does the mental health provider keep the program team fully informed of all matters relevant to the treatment and program progress of all participants? Yes No

How is this information communicated?

Weekly progress reports, attendance at weekly staffing and court, interim calls and emails as necessary

Section 10. Training Summary

List every program team member and every treatment provider, the training hours they have acquired in the last fiscal year (July 1, 2019 - June 30, 2020), and the title of the training. If applicable, provide an explanation on why total required hours were not obtained and the plan for completion of the hours in the next contract year. Add rows as needed.

If the training was not from an organization listed in Rule or Guideline and was not preapproved, it will not be counted for completed hours.

Member Position	Member Name	Title of Training	Hours Received	Member Start Date
Participating Judge (New)	Kimberly Hoff	10/18 ECHO Webinar: "Drug Courts"	1.5 Hours	1/24/2019
		02/19 NDCI Webinars: "The effective use of Urine Creatinine Measurements in abstinence Monitoring" & "Post-Traumatic Stress Disorder"	2 Hours	*Joined team in the middle of the year. Attended the NADCP in July 2019 and JFDC training in September 2019.

		<p>2/19 ASAM Webinar: "Multidimensional Assessment: Matching Services to Needs and Strengths"</p> <p>02/19 NJC Webinar: "Therapeutic Courts: A Systemic Approach to Social Justice"</p> <p>04/19 16th Annual Meth Conference</p> <p>04/19 Webinar: "Individualizing Incentives and Sanctions in your Juvenile Drug court" "Role of the Judge"</p> <p>06/19 Webinar: "Confidentiality and information-Sharing in Juvenile Drug Courts" "Targeting the Right Population"</p>	<p>1.5 Hours</p> <p>1.25 Hours</p> <p>9 Hours</p> <p>2 Hours</p> <p>.75 Hours</p>	
Participating Judge (Previous)	Lisa Finkey	<p>08/17 JFDC Training/Juvenile Drug Court Guidelines</p> <p>06/18 NADCP Conference</p> <p>08/18 CST Guideline Training</p>	<p>4 carryover</p> <p>18.5 carryover</p> <p>3 Hours</p>	1/2016-1/2019

Prosecuting Attorney	Charlene Edwards	08/17 JFDC Training/Juvenile Drug Court Guidelines	4 carryover	8/2/2005
		2017 Trick or Treat: Marijuana Edibles in Wyoming Webinar	1 carryover	
		06/18 NADCP Conference	16.75 carryover	
		08/18 CST Guideline Training	3 Hours	
Defense Attorney or <i>Guardian ad litem</i> (New)	J. Craig Abraham			9/19/2019 *Was not part of the team during the 18/19 FY. However, Attended JFDC Training in September 2019 and will complete NADCP Approved Webinars (16.5 Hrs.) & NADCP National Conference (20 Hrs.)
Defense Attorney or <i>Guardian ad litem</i> (Previous)	Steve McManamen	07/17 23rd NADCP Annual Conference	6.5 carryover	7/2015-3/2019
		08/17 JFDC Training/Juvenile Drug Court Guidelines	4 carryover	
		08/18 CST Guideline Training	3 Hours	

Monitoring Officer/Probation Officer	JR Bailey	08/17 JFDC Training/Juvenile Drug Court Guidelines Alcohol Testing & Trends Webinar Targeting the Right Population 04/18 15th Annual Meth Conference <hr/> 08/18 CST Guideline Training 09/18 Northeastern Wyoming Prevention Summit	4 carryover 1 carryover .5 carryover 12 carryover <hr/> 3 Hours 7.5 Hours	6/17/2013
Treatment Provider Representative	Jamie Hurich	08/17 JFDC Training/Juvenile Drug Court Guidelines <hr/> 03/19 12th National Counseling Advances Conference	4 carryover <hr/> 18 hours	3/10/2010
Treatment Provider Representative (New)	Sarah Isaack			9/21/2015 *Has worked with JFDC previously and joined again after being away for the 18/19 FY. Current Plan for Completion: NADCP Approved

				Webinars (6 Hrs.)
Treatment Provider	Kim Krogman	12/18 Webinars: "Targeting the Right Population" "Individualizing Incentives and Sanctions in your Juvenile Drug Court" "Cultural Competency" "Trauma-Informed care responses for Drug Courts" "Implementing Evidence-Based Practice in Drug Court" "Role of the Prosecutor" "Role of the Defense Attorney" "Building Capacity in Drug Courts" "Procedural Fairness" "Confidentiality: 42 CFR and HIPPA (ADC)" "Legal representation of the non-citizen" "Maximizing Participant Interactions" "Incentives and Sanctions" "Changing the direction of Methamphetamine addiction" "Prescription medication abuse:"	18.5 Hours	12/1/2018 *Received credit during the current fiscal year for continued classes at Casper College. Plan for Completion in the current FY: NADCP Approved Webinars (5 Hrs.)

		<p>Knowledge and skills for Drug court practitioners”</p> <p>“Understanding Drug Use and Addiction”</p> <p>“Essential components of a successful drug testing program”</p> <p>“ASAM Criteria”</p> <p>“Moral Recognition Therapy”</p> <p>“Role of the Probation Officer”</p> <p>“Role of the Judge”</p> <p>“Role of the Coordinator”</p> <p>“Role of the treatment Provider”</p> <p>“H.E.A.T.”</p> <p>“Confidentiality: 42 CFR and HIPPA”</p>		
		<p>12/18 Casper College Anger, Trauma and Addiction</p>	18 Hours	
		<p>05/19 Webinars:</p> <p>“Confidentiality and Information-Sharing in Juvenile Drug Courts”</p> <p>“Doing Time or Doing Change”</p> <p>“Trauma-Informed Care: Strategies for the Clinician Working with Veterans”</p>	4.5 Hours	

		<p>“Mental Illness, Traumatic Brain Injury and Substance Abuse”</p> <p>“Males and Trauma – The Missing Peace in Veterans Courts”</p>		
Treatment Provider (New)	Lori Dougherty			<p>9/5/2019</p> <p>*Joined in the current Fiscal Year. Attended the JFDC training in September. Plan for Completion in the current fiscal year: NADCP Approved Webinars (39.5 Hrs.)</p>
Treatment Provider (New)	Gina Grimm			<p>7/1/2019</p> <p>*Joined in the current Fiscal Year. Attended the JFDC training in September. Plan for Completion in the current fiscal year: NADCP Approved Webinars (35 Hrs.)</p>
Treatment Provider Representative (Previous)	Marty Huckins	08/17 JFDC Training/Juvenile Drug Court Guidelines	4 carryover	2002-05/2019

		09/18 Northeastern Wyoming Prevention Summit	7.5 Hours	
		10/18 ECHO Webinar "Drug Court"	1.25	
Treatment Provider Representative (Previous)	Madison Moore	05/18 NADCP Natl Training, Houston	20.75 hours (0 carryover)	05/2018- 09/2018
		06/18 Webinars: "Role of the Judge" "Role of the Probation Officer" "Role of the Coordinator" "Role of the Treatment Provider"	3.75 (0 carryover)	
		08/18 JFDC Training CST Guidelines	3 Hours	
		07/18 Webinars: "Legal Representation of the Non-Citizen" "Maximizing Participant Interactions" "Changing the Direction of Methamphetamine Addiction" "Role of the Defense Attorney" "Incentives and Sanctions" "Cultural Competency" "Prescription Medication Abuse:"	8 Hours	

		Knowledge and skills for drug court practitioners” “Implementing Evidence-Based Practice in Drug Court” “Role of the Prosecutor” “ASAM Criteria” “Procedural Fairness” 09/18 Northeastern Wyoming Prevention Summit 10/18 Treatment Basics Online ASI Course 10/18 ECHO Webinar: “Drug Courts”	7.5 Hours 18 Hours 1.25 Hours	
Treatment Provider Representative (Previous)	Cheryl King	09/18 Northeastern Wyoming Prevention Summit	7.5 Hours	8/2017-8/2019
Treatment Provider Representative (Previous)	Lyndsey Burton	07/18 Webinars from Treatment Court Online 09/18 Northeastern Wyoming Prevention Summit 10/18 Treatment Basics Online ASI Course 10/18 ECHO “Substance Use as	10.5 Hours 7.5 Hours 18 Hours 1.25 Hours	7/2018-6/2019

		<p>04/19 NDCI Webinar: “Strategies to Reduce Diversion of Abusable Medications” “Primary Components of Evidenced Based Treatments for Addictions” “Pros and Cons of MAT” “Drug Courts and MAT: The Legal Landscape” “Long-term opioid Therapy and Chronic Pain: Understanding and Mitigating Risks” “Interpretation of Drug Testing Results in Medication-Assisted Treatment”</p>	6 Hours	
		<p>04/19 ECHO Webinar: “A Brief Overview of Peer Support Services” “Creative Ways to Implement Peer Specialist Services within an Existing Array of Services”</p>	2.5 Hours	
		<p>04/19 NDCI Webinar “Couse the Beat: A Law Enforcement</p>	5 Hours	

		<p>Officers Guide to Drug Court”</p> <p>04/19 NADCP Webinar: “Affordable Care” “Bath Salts – Another Designer Drug” “Community Supervision” “Effective Alcohol Treatment: Doing the Right thing the Right Way” “Evidence Based Practices” “Know Who They Are and What They Need: Screening and Assessment for Co-Occurring Disorders”</p> <p>05/19 Webinars: “Individualizing Incentives and Sanctions in your Juvenile Drug court” “Confidentiality and Information Sharing in Juvenile Drug Courts” “Targeting the Right Population”</p> <p>05/19 ECHO Webinar: “Successfully Implementing a Peer Specialist Program”</p>	<p>7.25 Hours</p> <p>1.5 Hours</p> <p>1.25 Hours</p>	
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Treatment Provider	Erin Urbanoski	<p>11/17 Borderline Personality Disorder Training (YES House)</p> <p>12/17 Mental Status Examination/Mini Mental Status Examination (YES House)</p> <p>12/17 The Golden Thread Training (YES House)</p> <p>01/18 At Risk Assessments Training (YES House)</p> <p>01/18 Clinical Documentation Training (YES House)</p> <p>04/18 Treatment Plans Training (YES House)</p> <p>05/18 NADCP Natl Training, Houston</p> <p>08/18 CST Guideline Training</p> <p>08/18 Limbic Integration Introduction</p>	<p>1.5 hours (0 carryover)</p> <p>22 hours (0 carryover)</p> <p>3 Hours</p> <p>12 Hours</p>	<p>3/29/2018</p> <p>*Joined the team later in the 17/18 FY so there was continuation of her initial 40 Hours during the 18/19 FY. Plan for completion in the current year is NADCP Approved Webinars (6 Hrs.)</p>
Treatment Provider (Previous)	Mike Purcell	08/17 JFDC Training/Juvenile Drug Court Guidelines	4 carryover	2015-05/2019

		08/18 Limbic Integration Training	12 hours	
Program Coordinator (New)	Jim Lyon, Jr.	<p>04/19 Webinars: "Role of the Coordinator" "Role of the Probation Officer" "H.E.A.T. Habilitation, Empowerment, Accountability Therapy" "Confidentiality: 42 CFR and HIPAA" "Doing Time or Doing Change" "Individualizing Incentives and Sanctions in your Juvenile Drug Court" "Confidentiality and Information-Sharing in Juvenile Drug Courts" "Targeting the Right Population" "Understanding Drug Use and Addiction" "ASAM Criteria" "Trauma-informed Care Responses for Drug Court" "Cultural Competency"</p> <p>05/19 Webinars: "Maximizing Participant Interactions" "Incentive and Sanctions"</p>	<p>9.25 Hours</p> <p>1 Hour</p> <p>16 Hours</p> <p>.5 Hour</p>	<p>4/1/2019</p> <p>*Joined JFDC team towards the end of the 18/19 FY, also attended the NADCP Conference in July 2019 as well as the JFDC training in September 2019</p>

		06/19 Coordinators Conference in Cheyenne		
		06/19 Webinars: "Confidentiality: 42 CFR and HIPAA"		
Program Coordinator (Previous)	Susan Cahill	08/17 JFDC Training/Juvenile Drug Court Guidelines	4 carryover hours	2002-3/2019
		Alcohol Testing & Trends Webinar	1 carryover	
		Benzodiazepine Metabolism (Cordant)	1 carryover	
		Parental Addiction (Enterhealth)	1 carryover	
		06/18 Coordinator Conference in Lander, WY	13 carryover hours	
		09/18 Thinking about your Thinking Pt. 1, Pt. 2, & Tactics	1.5 Hours	
		09/18 Northeastern Wyoming Prevention Summit	7.5 Hours	
		11/18 NADCP Webinar: "What is Multidimensional Assessment: Matching Services to Needs and Strengths	1.5 Hours	

		01/19 International Conference on Trauma and Addiction	19.5 Hours	
DFS Representative (New)	Fiona Conn			2/3/2020 *Will Join the team during the current fiscal year. Plan for completion is NADCP Approved Webinars (40 Hrs)
DFS Representative (Previous)	Bob Anderson	08/17 JFDC Training/Juvenile Drug Court Guidelines <hr/> 08/18 CST Guideline Training	4 carryover hours <hr/> 3 Hours	8/2013-2/2020
Educational Representative (New)	Heidi Phipps			8/29/2019 *Joined the team during the current fiscal year. Attended the Prevention Summit and JFDC Training in September 2019. Current fiscal year plan for completion: NADCP Approved Webinars (27.5 Hrs.)
Educational Representative (Previous)	Court Lutgen	06/18 Wyoming Homeless Education Training	10 hours (2.75 carryover)	7/2017-8/2019

		06/18 Drug Courts and MAT: The Legal Landscape	.75 carryover	
		08/18 CST Guideline Training	3 Hours	
Law Enforcement Representative	Sergeant Rita Jordan	08/17 JFDC Training/Juvenile Drug Court Guidelines	4 carryover	7/1/2008
		04/18 15th Annual Meth Conference	12 carryover	
		04/19 16th Annual Meth Conference	12 Hours	
Program Assistant	Megan Kincaid-Heidel	06/18 ECHO Webinars: "Best Practices in Screening Patients for Opioid Use" "Introduction to Medication Asst Tx" "Prevention, Treatment, and Recovery: Opioids in Wyoming" "Strategies for Continued Client Engagement" "Practices for Managing Chronic and Acute Pain" "Medication Asst. TX Part II" "Medication Asst. TX Part III" "Prenatal Substance Use in Wyoming: Evidence & Impact"	12 hours (5.5 carryover)	1/3/2018

		08/18 CST Guideline Training	3 Hours	
		09/18 Thinking About Your Thinking Pt. 1	.5 Hours	
		10/18 ECHO Webinar "Drug Courts"	1.5 Hours	
		11/18 NADCP Webinar: "What is Multidimensional Assessment: Matching Services to Needs and Strengths	1.5 Hours	
		01/19 ECHO Webinar "Best Practices for Managing Grants"	1.25 Hours	

Section 11. Recidivism, Retention, Sobriety

Court Supervised Treatment Programs contribute to the goals of reducing crime/reducing recidivism, retaining individuals for the full duration of the program, and increasing durations of sobriety prior to graduating a program. Goals for each of the three target areas are set in annual contracts and in site visit reports, and the goals are based on the functionality of existing programs and averages reported in national or regional studies.

1. What method(s) does your program utilize to track recidivism?

Contact sheets are requested from the local Sheriff’s Office and Gillette Police Department quarterly. This information is analyzed by the program assistant and compiled in an Excel spreadsheet. Any citations referenced are then examined further, with additional information being gathered from the local courts.

2. What does your program do to retain participants in the program?

JFDC develops individualized treatment plans which are reviewed at each phase change to address each client’s specific needs as they arise. In addition, during weekly staffing meetings and court, JFDC administers intermediate sanctions to address needs and issues before utilizing incarceration or termination. Lastly, as needed, the monitoring officer/probation officer will increase contact while the treatment providers increase treatment sessions.

Section 12. Community Outreach

Discuss community outreach activities completed by the program in FY20 to date: The Coordinator and several members of both the Management Team and Program Team participate in a variety of community coalitions which bring together a wide range of community members. These meetings provide opportunities to share the successes and challenges of the JFDC Program. In addition, stakeholders are invited to attend graduation ceremonies with the understanding that confidentiality of the proceedings must be observed. The County Commissioners often attend court sessions and graduations. Presentations will be made to service clubs such as Lions, Rotary, and Kiwanis. Presentations are made to both the City Council and County Commissioners; these presentations are video recorded and can be viewed on Gillette Public Access by members of the public.

Section 13. Master Contact List

Legal Name of CST Program (name used for the IRS):	Campbell County Juvenile and Family Drug Court
Organization Governing the Contract:	Campbell County Juvenile Probation
Mailing Address	Physical Address for FedEx of Contract
500 S Gillette Ave. Suite B600 Gillette, WY 82716	500 S Gillette Ave. Suite B600 Gillette, WY 82716

CST Program Coordinator Information: Provide contact information for the Program Coordinator.

Name	Title	Mailing Address	Telephone	E-mail	Specific requests
Jim Lyon, Jr.	Program Coordinator	500 S. Gillette Ave. Gillette, WY 82716	307-682-0746	Jhl45@ccgov.net	Contact by email first and then call the number listed.

Contracting Agency and Contract Signatory Information: Provide information for the individual who will sign the state contract and the individual who will attest their signature, if applicable. Add rows as needed.

Name	Title	Mailing Address	Telephone	E-mail
DG Reardon	Commission Chairman	500 S. Gillette Ave. Gillette, WY 82716	307-682-7283	dgr01@ccgov.net

The Attorney General and Wyoming Department of Health Director would like to limit the number of contracts with two signature pages. If you are required legally to provide an original signature to a department or attorney, list below:

Yes, I need an Original Signature for:

Name	Purpose

No, I do not need an Original Signature; an email copy will be fine.

Fiscal or Fiduciary Agent Information: Provide information for the individual for the fiduciary agent for this program. Add rows as needed.

Name	Title	Mailing Address	Telephone	E-mail
Beth Raab	Grant Specialist	500 South Gillette Ave., Ste. 1100 Gillette, WY 82716	(307) 687-6324	blr01@ccgov.net

Governing Body: Provide information for the representatives of the governing body for this program. Add rows as needed.

General Governing Body Information				
Governing Body Members				
Name	Title	Telephone	E-mail	
DG Reardon	Commission Chairman	(307) 682-7283	dgr01@ccgov.net	
Bob Maul	County Commissioner	(307) 682-7283	rlm01@ccgov.net	
Rusty Bell	County Commissioner	(307) 682-7283	rrb01@ccgov.net	
Del Shelstad	County Commissioner	(307) 682-7283	dls01@ccgov.net	
Vacant				

Program Team Member Contact Information (as required by W.S. 7-13-1609(a)): Provide the name and contact information for all Program Team Members. If their title is not what is described, add the title after their name. There must be someone for each position listed unless otherwise

specified. If the program does not have all required team members, provide a plan for recruiting any missing members. Do not alter the member column titles. Add rows as needed.

Member	Name & Title	Mailing Address	Telephone	E-mail	% Weekly Staffing's attended SFY 20
Participating Judge *	Kimberly Hoff, Magistrate	500 S. Gillette Ave., Ste 2400 Gillette, WY 82716	(307) 686-8517	khoff@courts.state.wy.us	86%
Substitute Judge * (who sits in for Participating Judge, not mandatory)	Richard A. Erb, Jr., PC	222 South Gillette Ave., Suite 310 PO Box 36 Gillette, WY 82717	(307) 682-0215	Rick@rickerb.com	14%
Prosecuting Attorney	Charlene Edwards, Deputy County Attorney	500 S. Gillette Ave., Ste B200 Gillette, WY 82716	(307) 682-4310	crl06@ccgov.net	95%
Defense Attorney or Guardian ad litem	J. Craig Abraham, Defense Attorney	Liberty Law Offices, P.C. 203 E. Juniper Lane Gillette, WY 82718	(307) 689-1328	youcallthatjustice@hotmail.com	50% *Mr. Abraham joined the team on August 15 th , 2019, prior to that the position of Defense Attorney had been vacant
Monitoring Officer/Probation Officer	JR Bailey, Intensive Supervision Probation Officer	500 S. Gillette Ave., Ste. B600 Gillette, WY 82716	(307) 682-0746	egb45@ccgov.net	91%

Treatment Provider Representative	Sarah Isaack, MS, LPC	310 S Miller, Ste. G Gillette, WY 82716	(307) 686-1189	sarah.pfi@vcn.com	91%
Treatment Provider Representative	Jamie Hurich, LPC	707 W 8th Street Gillette, WY 82716	(307) 685-8255	hurich@counseling-connections.net	95%
Treatment Provider Representative	Melisa Miller, MS, LPC	905 N. Gurley Avenue Gillette, WY 82716	(307) 686-0669	mmiller@yeshouse.org	95%
Program Coordinator	Jim Lyon Jr., MS	500 S. Gillette Ave., Ste B600 Gillette, WY 82716	(307) 682-0746	jhl45@ccgov.net	100%
DFS Representative	Bob Anderson	551 Running W Drive, Ste. 200 Gillette, WY 82718	(307) 687-5200	robert.anderson@wyo.gov	77%
Educational Representative	Heidi Phipps	800 S. Butler Spaeth Road Gillette, WY 82716	(307) 660-0126	hphipp@ccsd.k12.wy.us	82%
Law Enforcement Representative	Sergeant Rita Jordan	600 W. Boxelder Gillette, WY 82718	(307) 687-6160	raj05@ccgov.net	18%
JFDC Drug Court Assistant	Megan Kincaid-Heidel	500 S. Gillette Ave., Ste. B600 Gillette, WY 82716	(307) 682-0746	mkh45@ccgov.net	95%

*Can be only a District Court Judge, Circuit Court Judge or Magistrate, Municipal Court Judge or Tribal Court Judge (W.S. 7-13-1602(vii)).

Treatment Provider(s) Organization Information: Add rows as needed.

Name	Title	Mailing Address	Telephone	E-mail
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Counseling Connections- Jamie Hurich	Partner	707 W 8 th Street Gillette, WY 82716	(307) 685-8255	hurich@counseling-connections.net
Youth Emergency Services-Sherilyn England	Director	905 N. Gurley Avenue Gillette, WY 82716	(307) 686-0669	sengland@yeshoouse.org
Personal Frontiers, Inc.- Donna Morgan	Executive Director	310 S Miller, Ste. G Gillette, WY 82716	(307) 686-1189	director.pfi@vcn.com

Ancillary and Community Services Information: List all ancillary and community service provider information including information on employment providers, subcontractors, and contractors. Add rows as needed.

Name of Provider(s) or Contractors	Address/Telephone	Duration of current contract (start/end dates)	Description of services provided
Personal Frontiers, Inc.	P.O. Box 754 Gillette, WY 82717-0754 307-686-1189	7/01/19 – 6/30/20	Provide Intensive Outpatient Substance Use Treatment and Outpatient Substance Use Treatment to YIT Program Participants
Counseling Connections, LLC	707 W. 8 th Street Gillette, WY 82716 307-685-8255	7/01/19 – 6/30/20	Provide comprehensive Mental Health assessments and treatment to JFDC and YIT Participants
Youth Emergency Services, Inc.	905 North Gurley Avenue Gillette, WY 82716 307-686-0669	7/01/19 – 6/30/20	Provide Intensive Outpatient Substance Use Treatment and Outpatient Substance Use Treatment to JFDC Participants
Youth Emergency Services	905 North Gurley Avenue Gillette, WY 82716 307-686-0669	No Contract	Crisis Shelter, Group Home, Independent Living, HOPE Parenting Classes
Department of Family Services	551 Running W. Drive Gillette, WY 82718 307-682-7277	No Contract	Supervision of youth in DFS custody, assistance in locating inpatient facilities and availability
AVA Community Art Center	509 W. 2 nd Street Gillette, WY 82716	No Contract	Pro-social activities
Boys & Girls Club of Campbell County	707 Bridger Gillette, WY 82716	No Contract	Pro-social activities

Campbell County Recreation Center	250 W Shoshone Ave. Gillette, WY 82718	No Contract	Pro-social activities
Department of Vocational Rehabilitation	551 Running W Drive, Suites 100 & 300 Gillette, WY 82718 307-682-2672	No Contract	Eligibility Assessment, Counseling and Guidance, Referral Services, Job Search and Placement Assistance, Job Retention and Career Follow-Up, Vocation and Other Training Services, Facilitation of diagnosis and treatment of physical and mental impairments, transportation services, transition services (from school-to-work); and Supported Employment services.
Campbell County Children's Developmental Center	1801 South 4J Road Gillette, WY 82718	No Contract	Referrals as necessary
Department of Workforce Services	551 Running W Drive, Suites 100 & 300 Gillette, WY 82718	No Contract	Job & post-secondary education assistance
Council of Community Services	114 4-J Road Gillette, WY 82716 307-686-2730	No Contract	Low cost clothing, grocery assistance, free lunch, temporary shelter
Salvation Army	222 S. Gillette Ave., Ste. 608 Gillette, WY 82718 307-682-6982	No Contract	Provides information and referrals, emergency housing, food and transportation
School District	1000 W. 8th Street P.O. Box 3033 307-682-5171	No Contract	Education
Gillette College	300 Sinclair Street Gillette, WY 82718 307-686-0254	No Contract	HiSet Preparation, College Preparedness
Local employers	Multiple	No Contract	Collaboration with Juvenile Probation Office
Public Health	2301 South 4J Road Gillette, WY 82718	No Contract	Referrals as necessary

Gillette Abuse Refuge Foundation (GARF)	910 E. 3rd Street #1 Gillette, WY 82716	No Contract	Domestic violence services Referrals as necessary
Buffalo Dental Clinic	915 W Fetterman St. #1 Buffalo, WY 82834	No Contract	Dentistry for Adult Medicaid Users
Campbell County Health	501 South Burma Ave. Gillette, WY 82716	No Contract	Walk-In Clinic, Emergency Room, Behavioral Health and Medication consultations
CCSD - Kid Clinic	800 Butler-Spaeth Rd. Gillette, WY 82716	No Contract	Provides Substance Use Evaluations, Referrals as necessary
University of Wyoming – Extension Office	412 S. Gillette Ave. Gillette, WY 82716	No Contract	Sensible Nutrition, Budgeting, and other Classes and Training
Woman’s Resource Center	706 W. 8th St. Gillette, WY 82716	No Contract	Medical

Mental health provider contact information: Add rows as needed.

Name of Treatment Provider(s) or Contractors	Address	Duration of current contract (start/end dates)	Total \$ Amount of Contract	Certification Expiration Date if Applicable	National Accreditation Expiration Date if Applicable
Counseling Connections	707 W. 8th Street Gillette, WY 82716 (307) 685-8255	6/4/2019 through 6/30/2020	\$50,000.00	Wyoming License #1007 Expires- 9/24/2021	NBCC Accreditation Expires- 9/30/2021

Section 14. Assurances

Review all assurances and make sure the required attachments (Attachment A and match fund letters) are provided with this application. **Type initials in the boxes below.**

1. This application was reviewed and approved by the Program Team and the representative from the Governing Body: **JL Jr.**

2. All attachments (application, matching funds letters, Attachment A, Contracts or MOUs) were reviewed and approved by the Program Team and the representative from the Governing Body: **JL Jr.**

 3. Indicate here if the program would like a 10-minute phone call with the funding panel on MONDAY, March 2nd, 2020, between 9:00am and 1:00pm and who will be present for the call. Specific times will be determined after all applications are submitted. This is optional and allows you an opportunity to highlight progress in your program or circumstances influencing your funding request. **JL Jr.**
-

Section 15. List of Required Attachments

1. Letters from the agency or agencies that committed in-kind contributions and local match funds for the application year of FY21

2. Attachment A, Budget and Budget Justification

CST Program Name:	Campbell County Juvenile & Family Drug Court		
Remit Payment To:		CST Program Contact Title:	Coordinator
CST Program Address:	500 South Gillette Avenue, Suite B600	CST Program Email:	jh45@ccgov.net
CST Program City, State, Zip:	Gillette, WY 82716	CST Program Contact Phone:	307-682-0746
CST Program Contact:	Jim Lyon, Jr.	CST Program Contact Fax:	307-687-6378

Funding Sources & Amounts	Requested State Funds	Local Funds	In-Kind	City & County Funds	Federal Funds	Program Participant Fees	Other State Funds/Salaries	Total Match & Other Funds Available to the CST Program
ADMINISTRATIVE								
Salaries and Wages (Not including Treatment/Supervision)	\$17,302.90	\$5,767.63						\$5,767.63
Employee Benefits (Not including Treatment/Supervision)	\$16,706.47	\$5,568.82						\$5,568.82
Professional Services Fees (Please Specify)								\$0.00
Internet Service								\$0.00
Telephone/Cell Phone	\$700.00							\$0.00
Utilities								\$0.00
Vehicle Expenses/Maintenance								\$0.00
Office Supplies	\$2,000.00							\$0.00
Computer Hardware								\$0.00
Computer Software and/or Supplies								\$0.00
Photocopier								\$0.00
Postage								\$0.00
Advertising								\$0.00
Equipment Maintenance								\$0.00
Equipment Rental/Purchase								\$0.00
Office Space								\$0.00
Construction Costs								\$0.00
Grant Writing								\$0.00
Case Management System								\$0.00
Audit Costs		\$5,000.00						\$5,000.00
Professional Services Contract (Please Specify)								\$0.00
Program Evaluation								\$0.00
TRAVEL/TRAINING								
Travel In-State								\$0.00
Travel Out-of-State	\$4,000.00							\$0.00
Training Fees								\$0.00
Miscellaneous Meeting Expenses								\$0.00
Client Transportation								\$0.00
Community Training								\$0.00
TREATMENT/SUPERVISION								
Substance Abuse Treatment	\$98,219.63					\$2,350.00	\$5,000.00	\$7,350.00
Substance Abuse Treatment Salaries and Wages (if applicable)								\$0.00
Substance Abuse Treatment Employee Benefits (if applicable)								\$0.00
Mental Health and/or Other Counseling Services		\$19,785.25		\$19,000.00			\$15,744.00	\$54,529.25
Educational Program								\$0.00
Educational Materials								\$0.00
Drug Testing and Testing Supplies								\$0.00
Monitoring (Electronic)	\$2,000.00							\$0.00
Graduation and Incentives	\$2,000.00						\$1,000.00	\$1,000.00
Family Activities								\$0.00
National Accreditation								\$0.00
Other Program Materials								\$0.00
MISCELLANEOUS EXPENSES (Please Specify)								
A. Quality of Life Dollars	\$1,500.00							\$0.00
B. State Approved \$7500 for CARF								\$0.00
C. State UA Funding								\$0.00
Line Totals	\$144,429.00	\$36,121.70	\$0.00	\$19,000.00	\$0.00	\$2,350.00	\$21,744.00	\$79,215.70

Total State Funds Request	\$	144,429.00	Total Budget	\$	223,644.70
TOTAL MATCH USED AGAINST GRANT		\$55,121.70	Match Fund Percentage		0.38



OFFICE

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

BOARD OF COMMISSIONERS

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

Carol J. Seeger, Commissioners
Administrative Director

January 13, 2020

Court Supervised Treatment Program
Wyoming Department of Health
Behavioral Health Division
6101 Yellowstone Rd., Ste. 220
Cheyenne, WY 82002

RE: Campbell County Juvenile & Family Drug Court
Fiscal Year 2020/2021 Grant Application

Dear Sir or Madam:

This letter is written to confirm the Board of Campbell County Commissions continued support for the Juvenile and Family Drug Court program.

In addition to the cash match commitment as referenced in the grant application, Campbell County continues to support the program by providing the below referenced in-kind services.

Campbell County provides roughly 4,500 square feet of space in the Courthouse dedicated to providing juvenile probation and juvenile and family drug court services. The current lease rate for downtown office space ranges from \$8 per square foot up to \$12 per square foot. Utilizing the lowest rate of \$8 per square foot places the value of the office space provided at \$36,000.

In addition, general utilities such as heating, cooling, electricity and trash services are provided along with telephone, internet and computer software services with a value of a minimum of \$1,500.

Based upon the foregoing, the in-kind value of services provided to the Juvenile & Family Drug Court by Campbell County is conservatively valued at \$37,500.

Thank you for your past support of our program and if I can be of further assistance, please do not hesitate to contact me.

Sincerely,

Carol Seeger

Commissioners Administrative Director

The mission of Campbell County is to provide quality, efficient, and cost-effective services for all Campbell County residents through sound decision making and fiscal responsibility.

December 17, 2019

State Drug Court Coordinator
Wyoming Department of Health
Substance Abuse Division
6101 Yellowstone, Suite 220
Cheyenne, WY 82002

Re: In Kind Contributions FY20

To: Whom It May Concern

As a representative to the JFDC Board, from January 2019 to January 2020, I will have dedicated approximately twenty hours to the operation of the JCDC Board and Juvenile Court. From February 2020 to January 2021, I anticipate approximately fifteen hours to board meetings. My responsibilities as a Youth Advocate and member of the JFDC team are to do the following:

- Provide information regarding community and state resources to enhance youth success.
- Participate as an active member of the Board, to encourage and assist in Board matters.

Respectfully,

Sally Craig, MS, LPC

Campbell County
Juvenile & Family Drug Court

500 South Gillette Avenue, Suite B600
Gillette, Wyoming 82716
(307) 682-0746 FAX: (307) 687-6378

Kimberly Hoff, Magistrate
State of Wyoming, Sixth Judicial District

Drug Court Coordinator
Jim Lyon Jr.

Deputy County Attorney
Charlene Edwards

Intensive Supervision Probation Officer
JR Bailey

November 19, 2019

Alicia Johnson, CST Program Manager
Court Supervised Treatment Programs
Behavior Health Division
Wyoming Department of Health
6101 Yellowstone, Ste 220
Cheyenne, WY 82002

RE: In-Kind Contributions for FY21

Dear Ms. Johnson:

As the Director of Campbell County Juvenile Probation, as well as the Juvenile & Family Drug Court and Youth Intervention Track Coordinator, I anticipate that in FY21 I will dedicate 60% of my total time to the operation of the JFDC / YIT Program. My responsibilities as Coordinator are to:

- Assist the Juvenile & Family Drug Court / YIT Team with the monitoring and evaluation of Juvenile & Family Drug Court / YIT when appropriate.
- Serve as the fiscal contact and will be responsible for the submission of all reports. Assist in seeking funding sources, respond to grant applications, implement and monitor grant funds and provide fiscal, narrative and statistical information as required by the funding source to ensure the ongoing operation of the Juvenile & Family Drug Court / YIT.
- Provide quality assurance and oversight by conducting individual meetings with members of the Juvenile & Family Drug Court /YIT Team and Board.

- Be responsible for the preparation of an annual report to include number of participants, graduates, recidivism rates, changes in the Program, etc.
- Actively represent the Juvenile & Family Drug Court / YIT in the community and appear before governmental agencies, public commissions, legislative hearings, public forums, and the media.
- Provide direct supervision of the Intensive Supervision Probation Officer and the Drug Court Assistant through weekly consultation.
- Assume the duties and responsibilities of the Intensive Supervision Probation Officer in his absence.
- The Coordinator, along with the Drug Court Assistant, shall utilize an integrated network for collecting data and reporting on participants in the Juvenile & Family Drug Court Program / YIT and the control groups.
- The Coordinator will assist in assessment of suitability for the Drug Court Treatment Program and make specific recommendations relating to case management needs of the participant.
- Will participate as an active member of the Juvenile & Family Drug Court /YIT Team and Board.

During FY21, I anticipate I will dedicate 60% of my total time to the operation of the JFDC /YIT Program.

Sincerely,

Jim Lyon, Jr., M.S.
Director, Campbell County Juvenile Probation
and
Coordinator, Campbell County
Juvenile & Family Drug Court

Campbell County
Juvenile & Family Drug Court

500 South Gillette Avenue, Suite B600
Gillette, Wyoming 82716
(307) 682-0746 FAX: (307) 687-6378

Kimberly Hoff, Magistrate

November 20, 2019

Alicia Johnson, CST Program Manager
Behavioral Health Division
Wyoming Department of Health
CSTProgram@wyo.gov

Dear Ms. Johnson,

As the Juvenile & Family Drug Court ("JFDC") judge, I anticipate that in FY 2021 (July 1, 2020 – June 30, 2021) I will dedicate approximately 172 hours to the operation of the JFDC program. According to the current JFDC program manual, my responsibilities as judge are to:

- Participate as an active member of the JFDC program team and as member and chairperson of the management committee.
- Preside over weekly court sessions.
- Assume the primary role to motivate and monitor the juvenile and young adult participants and their family members who appear before the JFDC.
- Provide individualized positive reinforcement to participants as warranted, given the overall goal of recovery.
- Impose appropriate individualized sanctions for failure to comply with program rules, given the overall goal of recovery.
- Participate in weekly staffing with the program team, review cases prior to court, and consider incentives and sanctions as recommended by the team.
- Ensure a cooperative atmosphere for the program team.
- Make final determination as to the incentive, sanction, or therapeutic intervention to be imposed during weekly court session.
- Complete required continuing education as established by the Department of Health and provide documentation of attendance.
- Be available for any emergencies which may arise or have an accessible substitute.

If you should have any questions, you may contact me at 307-686-8517.

Very truly yours,



Kimberly Hoff, Magistrate

Campbell County and Prosecuting Attorney's Office

500 South Gillette Avenue, Suite B200

Gillette, WY 82716

Phone: (307) 682-4310

Fax: (307) 687-6441

County Attorney

Ronald E. Wirthwein, Jr.

Chief Deputy Attorney

Nathan J. Henkes

Deputy Attorneys

Charlene Edwards

Daniel E. Reade

Kyle A. Ferris

Jonah Buckley

Sara Tappan

Steve McMannamen

Jenny Staeben

December 6, 2019

Alicia Johnson, CST Program Manager
Court Supervised Treatment Programs
Behavioral Health Division
Department of Health
CSTProgram@wyo.gov.

RE: In-kind Contributions for FY 2021

Dear Ms. Gilbert and Ms. Young,

As the prosecuting attorney for Juvenile & Family Drug Court (JFDC), I anticipate I will dedicate 11% of my total time to the operation of the JFDC Program for fiscal year 2021. My responsibilities as Prosecutor are to:

1. Assist in identifying potential participants using the Campbell County Juvenile & Family Drug Court eligibility requirements.
2. In the event the potential participant has a serious violation while in the Juvenile and Family Drug Court, which could result in further criminal prosecution, notify the Court and participant whether additional criminal charges are forthcoming or whether prosecution will be waived, to determine whether disclosure by participant is appropriate in the Juvenile & Family Drug Court.
3. Provide leadership and direction to ensure compliance with all statutory and contractual obligations.
4. Participate in weekly staffing with the Juvenile & Family Drug Court Coordinator, Probation Officer and/or Drug Court Team, to review cases for upcoming court and implement any changes or sanctions the Team deems necessary.
5. Participate as an active member of the Juvenile & Family Drug Court Team and Management Committee.

6. Draft contracts, policy and other documents necessary for the operation of the JFDC Program.

Sincerely,

A handwritten signature in cursive script that reads "Charlene Edwards". The signature is written in black ink and is positioned above the printed name.

Charlene Edwards
Deputy County and Prosecuting Attorney
Juvenile & Family Drug Court



800 S. Butler Spaeth Road; Gillette, WY 82716
(307) 686-7198 - Fax (307) 686-5109

December 12, 2019

Alicia Johnson, CST Program Manager
Court Supervised Treatment Programs
Behavioral Health Division
Wyoming Department of Health
CSTProgram@wyo.gov

RE: In Kind Contributions for FY21

To Whom It May Concern:

As the Campbell County School District representative to the Juvenile & Family Drug Court Board and Treatment Team, I anticipate I will dedicate approximately 50 hours with the team for the fiscal year 2020. My responsibilities as a representative of the Campbell County School District are as follows:

- The School District will facilitate dissemination of educational student data and provide information to the Team regarding a student's academic progress.
- The School District will coordinate ancillary, educational, training service between Juvenile & Family Drug Court and school representatives.
- The School District will participate as an active member of the Juvenile & Family Drug Court Team and Board.

Respectfully,

Heidi Phipps





310 S. Miller Ave. Suite G * PO Box 754 * Gillette, WY 82717 * 307-686-1189 * Fax: 307-682-8649

November 25, 2019

Alicia Johnson
CST Program Manager
Court Supervised Treatment Programs
Behavioral Health Division
Wyoming Department of Health
6101 Yellowstone, Ste 200
Cheyenne, WY 82002

RE: In-kind Contributions for FY19

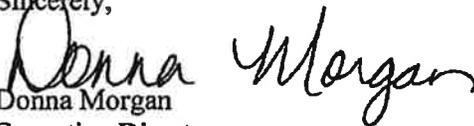
Dear Alicia:

As the agency Executive Director for the Campbell County Juvenile & Family Drug Court treatment provider, my responsibilities are to:

- Provide Administrative supervision to all staff responsible for providing direct client treatment services.
- Assist the Juvenile & Family Drug Court Team with the monitoring and evaluation of Juvenile & Family Drug Court when appropriate.
- Provide supervision of administrative personnel responsible for invoicing, insurance billing and inputting of data into Five Point.
- Attend all Juvenile & Family Drug Court Board and other related meetings.
- Ensure compliance with all State rules and regulations regarding Drug Court Treatment.

During FY19, I anticipate I will dedicate 6% of my total time to the operation of the JFDC program.

Sincerely,


Donna Morgan
Executive Director

Confidentiality Notice:

This information has been disclosed to you from records protected by federal confidentiality rules (C.F.R. 42 part 2 and C.F.R. 45). The federal rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or as otherwise permitted C.F.R. 42 part 2 and C.F.R. 45.



WYOMING DEPARTMENT *of*
Family Services

551 Running W Drive
Suite 200
Gillette, WY 82718
Tel: 307.682.7277
Fax: 307.686.1889
dfsweb.state.wy.us

December 12, 2019

Alicia Johnson, CST Program Manager
Court Supervised Treatment Programs
Behavioral Health Services
Wyoming Department of Health

RE: In-kind Contributions for FY21

To Whom It May Concern,

As a Juvenile and Family Drug Court (JFDC) Board Member, I anticipate that in FY21 I will dedicate 2.4% of my total time to the operations of the JFDC Program. My responsibilities as a JFDC Board Member are:

- 1.Promote and improve public relations for the program.
- 2.Record official board meeting minutes.
- 3.Disseminate minutes to the board members each month.
- 4.Participate as an active member of the Juvenile Family Drug Court/Youth Management Committee.
- 5.Participate on the Admissions Committee for Juvenile Family Drug Court/Youth Intervention Track.

Sincerely,

A handwritten signature in cursive script that reads "Bonnie Volk".

Bonnie H. Volk, MA
District 6 Manager
Department of Family Services

P.O. Box 2151
905 North Gurley Ave.
Gillette, WY 82716



307-686-0669
Fax: 307-686-2121

November 26, 2019

Alicia Johnson, CST Program Manager
Court Supervised Treatment Programs
Behavioral Health Division
Wyoming Department of Health
CSTPrograms@wyo.gov

RE: In-kind Contributions for FY21

Dear Alicia:

As the Juvenile & Family Drug Court Community Representative Board Member, from 7/1/2020 to June 30, 2021 I anticipate I will dedicate .75% of my hours to the operation of the JFDC Program.

I will participate as an active member of the Juvenile & Family Drug Court Board and as a board member I will:

- * Participate in establishing eligibility criteria and treatment levels for clients.
- * Provide leadership and guidance to insure compliance with all statutory guidelines.
- * Ensure expedited treatment progress and facilitates prompt reporting to JFDC.
- * Provide Public Relations/Promotions of program.

The Y.E.S. House also provides H.O.P.E. Nurturing parenting classes for any Juvenile & Family Drug Court Participants.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Sherilyn England".

Sherilyn England
Y.E.S. House

LIBERTY LAW OFFICES PC

J. Craig Abraham

Attorney at Law

Post Office Box 1208

Gillette, Wyoming 82717-1208

youcallthatjustice@hotmail.com

Phone (307) 257-8381

Cell (307) 689-1328

Fax (307) 257-8322

January 14, 2020

TO WHOM IT MAY CONCERN:

RE: *In Kind Letter*

Dear Gentleperson(s):

I have been asked to provide an in-kind letter, describing my duties and activities in the Juvenile Drug Court in Campbell County Wyoming.

While I have not been a part of this wonderful team for very long, I can at least describe my contribution, the time I spend, and the benefits I see (and have seen) from young people attending this program.

The Drug Court team meets every Thursday at 3:00 p.m. for staffing, which lasts approximately One (1) hour each time. After that there is the actual court, which also lasts approximately One (1) hour.

In addition to the staffing meetings and court hearings, I meet with each new attendee and go over the rights and waivers with them (and members of family that choose to meet). This process includes advising the participant of his/her constitutional and legal rights, the rights that are being waived by choosing to participate, and a general run-down of the program. Depending on the participant, these meetings generally last at least an hour and a half.

Another duty I have is attending and providing input to admissions meetings. These generally last approximately Thirty (30) to Forty Five (45) minutes each.

What I view as perhaps the greatest responsibility attached to this calling, is meeting with the participants (and families) when there are problems/issues with their participation. This generally takes on a more traditional attorney/client role in that I spend considerable time advising, and on occasion advocating for the participant in a hearing. In my short time being a member of this team this has only happened twice, and each time my meetings with the participants were done after hours, and/or on weekends.

In my private practice my billing rate is Two Hundred Dollars (\$200.00) per hour. In addition to this rate, my Engagement Letter and Fee Agreement calls for a rate of Three Hundred Dollars (\$300.00) per hour for after hour, weekend or holiday time spent. This

is at my discretion, and generally speaking unless the private client is taking advantage of after hour calls I do not charge this rate.

When I accept court appointments to represent indigent parents in neglect/abuse or parental termination actions the billing rate depends on the case and the county. All termination cases are paid at One Hundred Twenty Dollars (\$120.00) per hour. In neglect/abuse appointments in Campbell County the rate is One Hundred Twenty Dollars (\$120.00) per hour. In Johnson and Sheridan Counties the rate is One Hundred Dollars (\$100.00) per hour. In Crook and Weston Counties the rate is Ninety Five Dollars (\$95.00) per hour. Travel time is billed out at .545 cents per mile, copy costs are 10 cents per page, and postage is at the general postal rates.

I have calculated that my out-of-pocket contribution for my participation in the Juvenile Drug Court is approximately Three Hundred Dollars (\$300.00) per week. (splitting the difference between court appointments and private work). This does not include time spent with individual participants, but since my appointment to this team I have met with Five (5) new participants, and as indicated, I have met with Two (2) participants that have required extra time.

The benefits of belonging to this program, in my mind, are difficult to calculate. One cannot put a price on the feelings one gets from being part of a team that is so vested in helping the challenged youth of Campbell County. Financially speaking, there was discussions about the program paying my annual bar dues, however that did not work out this year. In addition to bar dues, in theory I can apply for Continuing Legal Education credit for pro bono work, but I opted not to do that for the 2019 year as I was relatively new to the program.

Should you have any questions or concerns please do not hesitate to advise.

Respectfully yours,

J. Craig Abraham

Cc: File

Enc: As outlined above



CAMPBELL COUNTY
SHERIFF'S OFFICE
SCOTT MATHENY, SHERIFF

Alicia Johnson, CST Program Manager
Court Supervised Treatment Programs
Behavioral Health Division
Wyoming Department of Health
CSTProgram@wyo.gov

Dear Alicia:

As a volunteer from the Campbell County Sheriff Department, I anticipate that in the FY20, I will dedicate 95% of my total time to the operation of the Juvenile & Family Court/Youth Intervention Track Program. My responsibilities as a JFDC staff member are to:

- Assist the Juvenile & Family Drug Court Team with the monitoring and evaluation of Juvenile & Family Drug Court when appropriate.
- Assist with Bailiff services by transporting the Juvenile & Family Drug Court/Youth Intervention Track participant, who are incarcerated, to court hearings.
- Assist the Juvenile Probation Officer with drug screen, home visits, as necessary and provide a private room in which the treatment provided can conduct clinical assessments, while a participant is incarcerated.
- Assist in maintaining order within the court and serve bench warrants for participants who violate agreements.

During FY20, I anticipate I will dedicate 95% of my total time to the operation of the Juvenile & Family Drug Court/Youth Intervention Track.

Sincerely,

Sgt Rita Jordan

Campbell County Sheriff Department

Serving Campbell County Since 1911



The following page(s) contain the backup material for Agenda Item: [9:35 Bid Award, Road & Bridge Office Renovations](#)

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

MEMORANDUM

TO: Board of Commissioners

FROM: Clark Melinkovich, Public Works

DATE: January 21, 2020

SUBJECT: Road and Bridge Office Renovations

The old Magna energy building and site on Hannum Road was purchased by the County with the intent to relocate the Road and Bridge Department to that facility. Funds were allocated in the fiscal year 19/20 budget for some modifications at the site prior to the relocation. During this first project there will be a reconfiguration of a few offices, a remodel of the bathrooms to meet ADA, the installation of a new exterior door, some electrical work, as well as other miscellaneous items. Most of the offices remain in their current configurations.

The following bids were received from local contractors:

S&S Builders	\$158,325.00
Powder River Construction	\$172,322.73
Michael's Construction	\$203,201.00

Bids were analyzed by Public Works staff as well as the design consultant on the project, Structural Dynamics. The recommendation is to award the project to the low bidder, S&S Builders. This price is within budget, and timeline will be an early April completion.

Public Works recommends the Board award the Road and Bridge Office Renovations Project to S&S Builders in the amount of \$158,325, and approve the Form of Agreement contingent on receipt of bonds, insurance and other required documents from the contractor.



office@sdwyo.com
(307) 682-2605
204 S. Gillette Ave.
P.O. Box 2767
Gillette, WY 82717

January 14, 2020
Project No. 19051

Campbell County
Department of Public Works
500 South Gillette Avenue, Suite 1400
Gillette, WY 82716

Attn: Clark Melinkovich, P.E.

**RE: Campbell County Road & Bridge Facility Renovation
Bid Review – Phase 1 Office Renovation**

Dear Clark:

Bids were received at 2:00 P.M. on January 7, 2020 for the above referenced Project, with three (3) general contractors submitting bids. Bid security was not required with the Bid. A "Certificate of Residency Status" was also submitted with each of the Bids. Each Bidder properly acknowledged receipt of Addendums No. 1 and 2.

The following is a listing of the Bids received, the commentary on their review, and our recommendations:

A. Bids Received:

Bids were received from Michael's Construction, Inc., Powder River Construction, Inc., and S&S Builders, LLC, all of Gillette, Wyoming. The bids received were as follows:

Michael's Construction, Inc.	\$203,201.00
Powder River Construction, Inc.	\$172,322.73
S&S Builders, LLC	\$158,325.00

The work included in the Base Bid for this phase of the project includes the renovation of the office and crew portion of the west building of the current Magna facility. This work includes minor demolition of interior partition walls, new wall framing and drywall, modifications to plumbing and electrical systems, and the creation of a new public entrance door on the east side of the building. This phase of the project does not include renovation work in the west shop area, which will be included in a separate phase.

There were no Bid Alternates.

B. Comments on Low Bid Received:

The low bid received for the Base Bid was from S&S Builders, LLC. The following was noted:

1. The S&S Builder's bid included all required submittals.

2. One minor \$3.00 irregularity was found in the bid, with the \$158,325.00 bid amount not matching the sum of the amounts in the Schedule of Values. S&S since confirmed that there was a \$3 error in the Schedule of Values attached to the Bid, and that the \$158,325.00 bid amount is correct.
3. The Bid listed the following subcontractors:
 - a. Edge Electric (Gillette, WY) Electrical
 - b. Apex Mechanical (Buffalo, WY) Mechanical/Plumbing
 - c. Associated Glass (Gillette, WY) Storefront System
 - d. Raisley Painting (Gillette, WY) Painting
 - e. Rapid Fire Protection Fire Suppression
4. There were no exceptions taken or conditions stated with the Bid.

C. Review of Other Bids Received

Only a cursory review of the other bids was performed. Further review of these bids can be performed at a later date, if necessary. Based upon our cursory review only, no bid abnormalities were noted.

D. Post-Bid Conversations with Low Bidder:

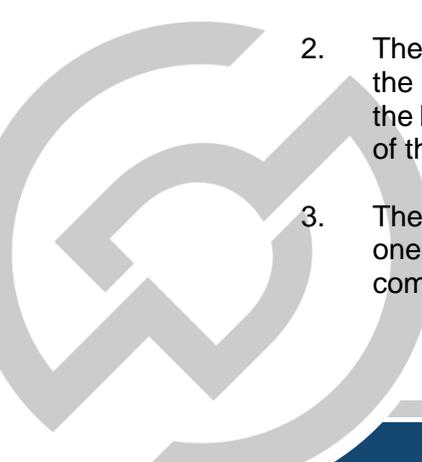
Following the bid opening, we met with Rob Brower and Jason Tystad of S&S Builders, LLC. to discuss their bid. The following was noted during this discussion:

1. S&S Builders is confident that they have the scope of the work and pricing captured in their bid and are comfortable with their pricing.
2. S&S Builders indicated that the March 11, 2020 completion date is achievable as long as they receive a notice to proceed by January 21, 2020. A delayed notice to proceed could require an extension of the completion date due to the number of long lead items included in the project.

E. Bid Analysis:

Review and comparison of the Bids indicates the following:

1. An Engineer's Estimate was not prepared for the final project scope. Therefore, no comparison with an Engineer's Estimate is available.
2. The average of the three Bids received was \$177,949.58. The range between the high and low bids was \$44,876.00. This range is approximately 25% of the bid average. The range between the two low bids was \$13,997.73, or 7.9% of the bid average.
3. The wide range of the high bid versus the two low bids appears to indicate one unmotivated bid. The tight range between the two low bids indicates a competitive bidding environment with a well-understood project scope.



F. Project Budget Review

The total available funding for this project is understood to be \$1,500,000.00. This amount includes the Owner-provided engineering, construction administration, and materials testing services.

Engineering, construction administration, and materials testing services are currently budgeted at approximately 12% of the project budget, or \$180,000.00.

This is the first phase of what is anticipated to be a multi-phase project. Therefore, pending approval of this Bid, plus the performance and payment bond, the remaining funding available for the project is as follows:

Description	Budget	Subtotals
Total Project Budget	\$1,500,000.00	
Less Phase 1 Office Renovation		(\$158,325.00)
Less estimated Engineering services		(\$180,000.00)
Total Estimated Remaining Budget	\$1,161,675.00	

G. Recommendation:

Per our review of the bids received and the available funding for this project, we recommend that a contract be awarded to the low bidder, S&S Builders, LLC. for the Base Bid amount of \$158,325.00.

The Bid amount does not include any contingency funds. Any changes in the scope of work or contract price occurring during the construction will be reviewed on a case-by-case basis, with changes in the cost of the work handled by written change order.

Please feel free to call if you have any questions on the information included in this letter, or if we can be of any further assistance.

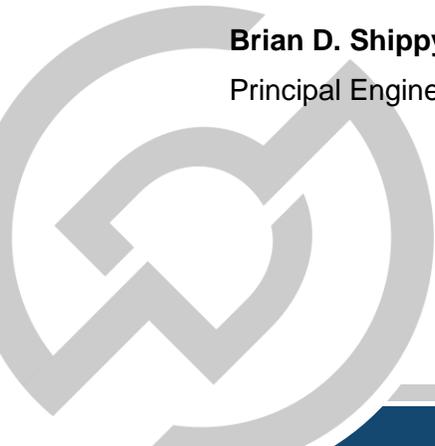
Sincerely;

Structural Dynamics, LLC



Brian D. Shippy, PE

Principal Engineer



NOTICE OF AWARD

TO: S&S Builders, LLC.
P.O. Box 1867
Gillette, WY 82717

Campbell County Board of Commissioners, at its regular meeting on January 21, 2020, awarded the bid for the **Campbell County Road and Bridge Office Renovation** to you, **S&S Builders, LLC**, in the amount of **\$158,325.00**.

Please forward the required Contractor's Performance and Payment Bond, Forms of Agreement and Certificates of Insurance within ten (10) calendar days from the date of this Notice of Award to: Mr. Clark Melinkovich, Campbell County Public Works, 500 South Gillette Avenue, Suite 1400, Gillette, WY 82716.

You are required to return an acknowledged copy of this NOTICE OF AWARD to CAMPBELL COUNTY.

Dated this 21st day of January, 2020.

CAMPBELL COUNTY

By: _____

DG Reardon, Chairman

ACCEPTANCE OF NOTICE

Receipt of the above notice of award is hereby acknowledged.

By: _____, this ____ day of _____, 2019.

(Contractor)

By: _____

The following page(s) contain the backup material for Agenda Item: [9:40 Class Specifications, Deputy Emergency Management Coordinator](#)

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.



Campbell County Gillette, Wyoming

Job Classification Title: Deputy County Emergency Management Coordinator

FLSA Status: Non-Exempt	Job Type: 890	Pay Grade: 107
--------------------------------	---------------	----------------

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job and/or department.*

DEFINITION

To assist in planning and coordinating the activities and operations of the Emergency Management Agency; to coordinate activities with other departments, divisions, outside agencies and the general public; to assume the responsibilities of County Coordinator in his/her absence.

REPORTS TO

Emergency Management Coordinator

SUPERVISION EXERCISED AND RECEIVED

Receive direction from the Emergency Management Coordinator.

As necessary, exercise technical and functional supervision of the Emergency Operations Center staffed by county and city employees, volunteers, and contract agencies.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Important and essential duties may include, but are not limited to, the following:

1. Assume the responsibilities of the County Coordinator and have the official authority to take action in his/her absence.
2. Assist the Coordinator in providing administrative and technical support to the Emergency Management Council and/or Emergency Operations Center Unified Command, which are responsible for the direction and control of emergency operations and the organization of personnel, resources and facilities in times of emergency.
3. Assist in the development and coordination of comprehensive disaster preparedness and response planning in accordance with Federal and State guidelines and regulations to assure emergency response capabilities to serve all county inhabitants.
4. Assist in providing assistance and guidance to all County, City, and Town departments and support organizations in the development of individual departmental emergency preparedness response, recovery and standard operating procedures.
5. Assist in implementing all required tasks and duties as mandated by State and Federal regulations; prepare and submit all required plans and reports in a timely and accurate manner.
6. Assist in coordinating emergency preparedness planning and education between the County, City, Town, local schools, the local business community, adjacent jurisdictions, utilities, volunteer organizations, other governmental agencies and the public.
7. Assist in conducting tests and emergency service drills and exercises to give local officials and first responders practice in operations under simulated emergency conditions; coordinate and conduct training programs.

8. Assist in establishing, maintaining and operating public warning and communication systems for emergencies and disasters including the warning siren system, the automated telephone warning system, the local Emergency Alert System and the Integrated Public Alert and Warning System (IPAWS).
9. Assist in the administration and submission of all County/City disaster claims for relief and reimbursement as a result of disaster declarations to the appropriate State and Federal agencies, in compliance with applicable laws and regulations.
10. Assist in functioning as the primary point of contact for the National Weather Service warning coordination efforts within the county, including emergency notification and public educational efforts.
11. Assist as necessary in the preparation of the budget and grant requests and administration of expenditures.
12. Assist in advising local governmental agencies of the potential impact and scope of hazards and threats to the jurisdiction.
13. Assist in coordinating with and working with Voluntary Organizations Active in Disasters (VOAD's), including the American Red Cross, Salvation Army, local welfare groups, professional and similar groups, to provide for those affected by emergencies and disasters.
14. Assist in the provision of public education on preparedness for disasters.
15. Assist in the inventory of community disaster assets and maintaining emergency supplies.
16. Participate in the Campbell County Safety Committee and the Campbell County Local Emergency Planning Committee.
17. Assist as necessary in receiving, reviewing, filing and maintaining the annual Tier II Hazardous Materials files submitted to the Local Emergency Planning Committee by industry in accordance with the Emergency Preparedness and Community Right to Know Act (EPCRA).
18. Assist in the review and updating of the Campbell County Emergency Operations Plan.
19. Adhere to safe work practices and procedures.
20. Attend and participate in staff meetings and related activities; attend workshops, conferences, and classes to increase professional knowledge; serve on committees as assigned.

OTHER JOB RELATED DUTIES

1. Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Principles of disaster planning.
- Operational characteristics, services and activities of a comprehensive emergency management program.
- Principles, methods, techniques used in emergency preparedness and disaster relief.
- Hazardous materials regulations, issues, processes and emergency response to hazmat situations.
- Basic emergency services such as fire, law enforcement, and emergency medical services.
- Operational characteristics of tools and equipment used in emergency management activities.
- Principles, methods and techniques used for public warning and notification systems.
- Modern office procedures, methods, and equipment.
- Pertinent Federal, State, and local laws, codes and regulations.
- Principles and methods of training and instruction.
- Principles and practices used in interacting with the public.
- Working with and interacting with the media.
- Safe driving principles and practices.
- Principles and practices of working safely.

Skill to:

- Operate modern office equipment.
- Operate motor vehicle safely.
- Operate radios and other communication devices.

Ability to:

- Speak to small and large groups of people when conducting training sessions related to emergency preparedness.
- Working with the County Coordinator, plan, develop and coordinate an emergency preparedness program in accordance with Federal and State emergency management guidelines and regulations.
- Develop, prepare, coordinate, and present training programs.
- Respond to requests and inquiries from the general public and the media.
- Prepare and deliver oral presentations.
- Act quickly and calmly in emergencies.
- Meet and deal tactfully and effectively with the public.
- Interpret and apply Federal, State, and local laws, codes and regulations.
- Exercise good judgement, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

- One to two years in emergency management
- Or, three to four years in any emergency services discipline

Education/Training:

- Equivalent to two years of college or apprenticeship and/or specialized training such as completion of the Federal Emergency Management Agency Professional Development Series (PDS).
- Successful completion within the first two (2) years of employment of FEMA Emergency Management Basic Academy courses:
 - E/L0101 Foundations of Emergency Management (80 hours)
 - E/L0102 Science of Disaster (24 hours)
 - E/L0103 Planning: Emergency Operations (16 hours)
 - E/L/K0146 Homeland Security Exercise and Evaluation Program (HSEEP) (16 hours)
 - E/L0105 Public Information and Warning (16 hours)
- Successful completion within the first (1st) month of employment of FEMA Individual Study (IS) Courses including:
 - IS-100 Introduction to the Incident Command System
 - IS-200 ICS for Single Resources and Initial Action Incidents
 - IS-700 An Introduction to the National Incident Management System
 - IS-800 National Response Framework, an Introduction
- Successful completion within the six (6) months of employment of FEMA Individual Study (IS) Courses including:
 - IS-5 An Introduction to Hazardous Materials
 - IS-29 Public Information Officer Awareness
 - IS-42 Social Media in Emergency Management

- IS-120 An Introduction to Exercises
- IS-230 Fundamentals of Emergency Management
- IS-235 Emergency Planning
- IS-240 Leadership and Influence
- IS-241 Decision-Making and Problem-Solving
- IS-242 Effective Communication
- IS-244 Developing and Managing Volunteers
- IS-247 Integrated Public Alert and Warning System (IPAWS) for the American Public
- IS-248 Integrated Public Alert and Warning System (IPAWS) for the American Public
- IS-251 Integrated Public Alert and Warning System (IPAWS) for Alerting Authorities
- IS-2001 Threat and Hazard Identification and Risk Assessment

LICENSES, CERTIFICATES, OR REGISTRATIONS:

Must be current or obtained within a specified time frame as defined upon employment

- Valid driver's license.
- Currently hold or obtain Amateur Radio Operator's License, minimum of Technician Class, within the first year of employment.

Working Environment:

- Moderate exposure to undesirable working conditions or exposure. The work is performed primarily indoors in an office environment but requires working outdoors when surveying hazard locations, checking the operation of the warning siren system or conducting emergency drills; in the event of an emergency, must be able to work indoors/outdoors under adverse conditions for an extended period of time.

Physical Activities:

- Essential functions require maintaining physical condition necessary for moderate physical activity such as sitting, standing, walking, twisting upper body, and lifting an average of 50 lbs. Drive to different locations, erect and climb ladders, and open/close electrical component cabinet doors while on the ladder.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Campbell County is an Equal Opportunity Employer*

Original Effective Date: 1/16/2020	
Last Revision Date:	
Approval:	
Signature _____	Date _____

The following page(s) contain the backup material for Agenda Item: [9:45 Board Policy on Alcohol at Internal Functions](#)

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.



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
D.G. Reardon, Chairman
Rusty Bell
Bob Maul
Del Shelstad

MEMORANDUM

TO: Brandy Elder, Director
Human Resources

FROM: Board of County Commissioners

RE: Board Policy on Alcohol at Internal County Functions

DATE: January 21, 2010

Thank you for your memo dated January 6, 2020 regarding the Winter Gathering being planned by the Employee Recognition Committee and the provision of alcohol service.

As acknowledged in your memo, on March 2, 2004, the then acting board of commissioners by minuted action and confirmed in a memorandum determined alcohol would no longer be served or made available at internal county functions sponsored by the board. Prior to that date, alcohol was historically made available at county employee/appointed board social functions through a cash bar service.

This matter has been revisited by this Board and the prohibition established on March 2, 2004 has been rescinded. This decision specifically impacts the February 7, 2020 Winter Gathering and consistent with the information contained in your memo, the Board supports the provision of a cash bar service at the Winter Gathering.

Please pass this information on to the Employee Recognition Committee and should you have further questions or concerns, please feel free to contact Carol Seeger.

D.G. Reardon, Chairman

Rusty Bell, Member

Robert Maul, Member

Del Shelstad, Member

The following page(s) contain the backup material for Agenda Item: [9:50 WCCA County Group for Administration of Workers Compensation](#)

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.



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Carol Seeger, Commissioners
Administrative Director

BOARD OF COMMISSIONERS
D. G. Reardon, Chairman
Rusty Bell
Robert Maul
Del Shelstad

MEMORANDUM

TO: Board of Commissioners

FROM: Carol Seeger
Commissioners Administrative Director

RE: Wyoming County Commissioners Association County Group for
the Administration of Workers Compensation

DATE: January 21, 2020

Accompanying this memo is a resolution expressing the support for Campbell County to join and be bound by the terms for the formation of a group for purposes of the administration of Workers Compensation.

As you know, this is a project that has been under discussion since legislative changes were made providing for the formation of county governments to form a collective system for the administration of the Wyoming Workers Compensation. On January 6, 2020, you received a memo from Brandy Elder, Director of Human Resources and Risk Management under who's guidance the county's Worker's Compensation is administered, lending her support for Campbell County joining the group.

The resolution is the first step required to proceed with this joint effort and is being submitted for your consideration of formal approval.

Should you have questions or if I can be of further assistance, please let me know.

RESOLUTION NO. _____

OF CAMPBELL COUNTY, WYOMING

(Joining the Wyoming County Commissioners Association County Group for purposes of Workers Compensation Administration)

WHEREAS, Wyoming Statute § 27-14-109 provides that the Wyoming Department of Workforce Services Workers Compensation Division may allow county governments or county governmental entities to establish a collective system to report payroll, pay premiums, process injury reports, manage claims and provide other services required for the employees of the county governments or county governmental entities; and

WHEREAS, the Wyoming County Commissioners Association and the Wyoming Department of Workforce Services Workers Compensation Division has created a County Employer Group to collectively coordinate and manage workers compensation coverage to eligible counties and their employees; and

WHEREAS, the creation and maintenance of a group among the counties of Wyoming for the purpose of coordinating and maintain workers compensation coverage and benefits for Wyoming counties is economically feasible, fiscally prudent and administratively practical; and

WHEREAS, the County desires to obtain such coverage and become a participating member with other participating county members of the Wyoming County Commissioners Association County Employer Group, under the terms of the Wyoming County Commissioners Association County Employer Group Workers Compensation Agreement.

NOW, THEREFORE, BE IT RESOLVED, that the Board of County Commissioners of the County hereby applies for participation in the Wyoming County Commissioners Association County Employer Group.

BE IT FURTHER RESOLVED, that the Board of County Commissioners of the County acknowledges and certifies that the County intends to become a contracting party to and shall be bound by the terms of the Wyoming County Commissioners Association County Employer Group between and among this County, all participating county members of the County Employer Group, and that the Chairman of the Board of County Commissioners is hereby authorized to execute this Resolution as evidence thereof of such Agreement on behalf of the County.

BE IT FINALLY RESOLVED, that a certified copy of this resolution be forwarded to the Executive Director of the Wyoming County Commissioners Association attesting that the undersigned county, by signing below, joins and ratifies the Wyoming County Commissioners Association County Employer Group Workers Compensation Agreement as a contracting member and party to such agreement, and is bound by its terms.

Adopted this _____ day of January, 2020.

CAMPBELL COUNTY, WYOMING

BY: _____
D. G. Reardon, Chair,
Board of County Commissioners

ATTEST: _____
Susan Saunders, County Clerk

CERTIFICATION

STATE OF WYOMING

COUNTY OF CAMPBELL

I, Susan Saunders, County Clerk in and for said Campbell County, do hereby certify that the attached Resolution is full, true and correct copy of the Resolution duly adopted by the said Board of County Commissioners of Campbell County at their meeting held on the 21st day of January, 2020.

Dated at Gillette, Campbell County, Wyoming, this _____ day of January, 2020.

Susan Saunders
County Clerk

(COUNTY SEAL)

The following page(s) contain the backup material for Agenda Item: [9:55 Memorandum of Amendment to Agreement, Western Fuels](#)

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.



OFFICE
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www.ccgov.net

Carol J. Seeger, Commissioners
Administrative Director

BOARD OF COMMISSIONERS
D.G. Reardon, Chairman
Rusty Bell
Bob Maul
Del Shelstad

MEMORANDUM

TO: Board of Commissioners

FROM: Carol Seeger 

RE: Memorandum of Amendment to Agreement

DATE: January 21, 2010

Accompanying this memo are two agreements which amend previous agreements the county entered an agreement with Western Fuels - Wyoming.

As you know, Campbell County is acquiring right-of-way from Western Fuels – Wyoming for Phase II of the Garner Lake Road project. An agreement was entered established the consideration to be paid. In addition to monetary compensation, installing lights and moving a raptor nest were agreed to be done in concert with the project. When the agreement was originally drafted and circulated for approval, these two items were not included and as I recall, we were told that these two items were being taken care of outside of the scope of this project and not to be included in the ROW agreement. Apparently, this has changed.

The two MOU's amend the earlier approved and executed ROW acquisition agreements and are being placed before you for consideration of approval. I am informed closings have yet to happen for the property.

Should you have further questions or concerns, please feel free to contact me.

Project: 5349002
Road: Gillette to Montana
State Line
Section: Garner Lake Rd
Phase Two
County: Campbell

MEMORANDUM OF AMENDMENT TO AGREEMENT

This Memorandum of Amendment to Agreement is made this _____ day of _____ 20____ and serves to amend the "Offer to Acquire Real Estate and Acceptance" dated the 23rd day of August 2019 by and between Campbell County Wyoming and Western Fuels-Wyoming, Inc.

The parties have agreed that additional damages are payable to Western Fuels-Wyoming, Inc. As shown in the attached Exhibit "A" consisting of one page and entitled "SUMMARY STATEMENT OF FAIR MARKET VALUE," and Exhibit "B" consisting of two pages and entitled, "REVIEW AND AUTHORIZATION."

Pursuant to these exhibits the Damages component to be paid under the above reference agreement is increased to the total sum of \$28,966.30. This reflects an increase of \$15,506.30 in payment for the relocation of the MET Station as reflected in the exhibits ("A" and "B"). The additional payment is due at closing of the above referenced agreement or as soon thereafter as the parties may otherwise agree in writing.

The remaining terms and conditions of the underlying agreement referenced above continue in force and are hereby ratified.

Campbell County, Wyoming

Western Fuels-Wyoming, Inc.

Dated: _____

Dated: 1/14/2020

By: _____

By: Dan J. Gaulton

Office: _____

Office: General Manager



Department of Public Works

Kevin C. King, P.E., Director

500 S. Gillette Avenue, Suite 1400, Gillette, WY 82716 • 307-685-8061 • Building 307-682-1970 • Solid Waste/Recycle 307-682-9499

MEMORANDUM

TO: Western Fuels - Wyoming, Inc.
3629 North Garner Lake Road
Gillette, WY 82716

Project: 5349002
Road: Gillette-Montana State Line
Section: Garner Lake Road Phase 2
County: Campbell
Parcel: 4

SUBJECT: SUMMARY STATEMENT OF FAIR MARKET VALUE

In order that you may be apprised of the basis of our determination of fair market value for the following described property, we submit the following information.

A. Identification of the real property to be acquired:

Parcels of land located in the SW1/4SW1/4 of Section 5, T50N., R71W of the 6th P.M., Campbell County, Wyoming and the SE1/4SW1/4, NE1/4NW1/4 of Section 32, T51N., R71W of the 6th P.M., Campbell County, Wyoming.

B. Type of Interest being acquired: Fee Taking, Temporary Easement

C. Identification of all Improvements including fixtures which are to be acquired: None

D. Identification of real property improvements including fixtures to be acquired which are not owned by the owner of the land: None

E. Identification of major items which are considered personal property and therefore are not included in this summary of value: None

F. Summary of fair market value

Table with 2 columns: Item description and Amount. Items include Land (\$9,010.00), Damages (\$28,966.30), Improvements (\$0.00), Temporary Takings (\$625.00), Less Benefits (\$0.00), and Total (\$38,601.30).

G. This offer is the amount that has been established by the licensed appraiser retained by the State of Wyoming as just compensation and is in accordance with the applicable state law and requirements. Just compensation has been defined by the Wyoming Courts as being the value of the property taken, plus damages, if any, to the remaining property, but deduction from the damages any benefits which may accrue to the remaining property from the construction of the highway.

Handwritten signature of Kevin C. King, P.E.
Kevin C. King, P.E.
County Public Works Director

Date: 12.20.2019

EXHIBIT "A"

**WYOMING DEPARTMENT OF TRANSPORTATION
REVIEW AND AUTHORIZATION**

TO: Kevin King, P.E., Campbell County Public Works Director

PROJECT: 5349002

FROM: Scott Henderson, Review Appraiser

ROAD: Gillette - Montana State Line

SECTION: Garner Lake Road Phase 2

COUNTY: Campbell

PARCEL: 4 - **Damage Parcel**

SUBJECT: Appraisal Review and Estimated Market Value

OWNER: Western Fuels Wyoming Inc

TAKING

a. Lands affected: Parcels of land located in the SW¼SW¼ of Section 5, T50N., R71W of the 6th P.M., Campbell County, Wyoming and the SE¼SW¼, NE¼NW¼ of Section 32, T51N., R71W of the 6th P.M., Campbell County, Wyoming.

b. Area of Taking: Additional: 23.96 Acres Existing: Acres

c. Improvements Taken: None

APPRAISALS

Appraiser	Land	Damages	Imp	Temp	Total
Robert L. Zabel	\$9,010.00	\$13,460.00	\$0.00	\$625.00	\$23,095.00

e. This appraisal report(s) is completed in accordance with the Uniform Standards of Professional Appraisal Practice and the State's appraisal specifications. With the exception of the items in the accompanying memorandum or Review Report, the appraisal report(s) contains adequate and relevant data, adjustments made are proper, the appraisal methods and techniques used are appropriate, and the analyses, opinions and conclusions in the report(s) are appropriate and reasonable. The report(s) also contains consideration for items compensable under State Law. The report(s) contains a breakdown or a separate statement showing a reasonable allocation to land, damages, improvements, temporary takings and benefits.

Comments: Appraisal Report

AUTHORIZATION

Land: \$9,010.00 **Damages:** \$28,966.30 **Imp.:** \$0.00 **Temp:** \$625.00 **Total:** \$38,601.30

g. Basis of Authorization: REVISION - Added Damages for the relocation of the MET Station. This replaces form dated 10/2018.

Land:		
Parcel 4, Additional Right of Way, 0.75 Acres x \$1,000.00 / Acres		\$750.00
Parcel 4A, Additional Right of Way, 6.36 Acres x \$1,000.00 / Acres		\$6,360.00
Parcel 4B, Additional Right of Way, 1.90 Acres x \$1,000.00 / Acres		\$1,900.00
Temporary Taking:		
Parcel 4C, Sloping and Blending, 0.29 Acres x \$1,000.00 / Acres x 10 % x 1.00 year(s)		\$125.00
Parcel 4D, Sloping and Blending, 0.04 Acres x \$1,000.00 / Acres x 10 % x 1.00 year(s)		\$125.00
Parcel 4E, Sloping and Blending, 0.18 Acres x \$1,000.00 / Acres x 10 % x 1.00 year(s)		\$125.00
Parcel 4F, Sloping and Blending, 0.20 Acres x \$1,000.00 / Acres x 10 % x 1.00 year(s)		\$125.00
Parcel 4G, Sloping and Blending, 0.47 Acres x \$1,000.00 / Acres x 10 % x 1.00 year(s)		\$125.00
Improvements:		
Damages:		
Uneconomic Remnant		\$6,625.00
Uneconomic Remnant		\$6,835.00
Relocation of MET Station		\$15,506.30

Total = \$38,601.30

Over 

EXHIBIT "B"
P.1

h: It is my understanding that the value estimate may be used in connection with a Federal Aid Highway project. The scope of this review involved reading the report(s), analyzing the logic, checking the critical math functions and checking the report(s) with the acreage sheets. As a part of this review a field inspection of the parcel to be acquired and the comparable sales applicable thereto has been made. My value estimate of items compensable under State law but not eligible for Federal reimbursement, if any is: None

Comment: A field review was not conducted

Date: 11/04/2019

Review Appraiser
Wyoming State Certified General Appraiser # 944

Scott R. Henderson

EX B, P.2

EXHIBIT "B"
P.2

Project: 5349001
Road: Gillette to Montana
State Line
Section: Garner Lake Rd
Phase One
County: Campbell

MEMORANDUM OF AMENDMENT TO AGREEMENT

This Memorandum of Amendment to Agreement is made this _____ day of _____ 20____ and serves to amend the "Offer to Acquire Real Estate and Acceptance" dated the 1st day of May 2018 by and between Campbell County Wyoming and Western Fuels-Wyoming, Inc.

The parties have agreed that additional damages are payable to Western Fuels-Wyoming, Inc. As shown in the attached Exhibit "A" consisting of one page entitled "SUMMARY STATEMENT OF FAIR MARKET VALUE," and Exhibit "B" consisting of one page and entitled, "REVIEW AND AUTHORIZATION."

Pursuant to these exhibits a Damages component is added under the above referenced agreement in the total sum of \$13,942.90. This reflects payment for relocation of entry lighting as reflected in the exhibits ("A" and "B"). The damages payment shall be paid directly from the project via the State of Wyoming to Western Fuels-Wyoming, Inc. within the next 45 working days after the date of the final signature on this Amendment and the State's receipt of the completed Western Fuels-Wyoming, Inc. W-9 form.

The remaining terms and conditions of the underlying agreement as referenced above continue in force and are hereby ratified.

Campbell County, Wyoming

Western Fuels-Wyoming, Inc.

Dated: _____

Dated: 1/14/2020

By: _____

By: Daniel Gammeter

Office: _____

Office: General Manager



Department of Public Works

Kevin C. King, P.E., Director

500 S. Gillette Avenue, Suite 1400, Gillette, WY 82716 • 307-685-8061 • Building 307-682-1970 • Solid Waste/Recycle 307-682-9499

MEMORANDUM

TO: Western Fuels - Wyoming, Inc.
3629 North Garner Lake Road
Gillette, WY 82716

Project: 5349001
Road: Garner Lake Road
Section: Garner Lake Road
County: Campbell
Parcel: 2

SUBJECT: SUMMARY STATEMENT OF FAIR MARKET VALUE

In order that you may be apprised of the basis of our determination of fair market value for the following described property, we submit the following information.

A. Identification of the real property to be acquired:

Parcels of land located in Sections 17, 18, 19, 20, 21, 29, and 30, Township 51 North, Range 71 West of the 6th P.M, and Sections 13 and 24, Township 51 North, Range 72 West of the 6th P.M., Campbell County, Wyoming.

B. Type of Interest being acquired: Temporary Easement, Fee Taking

C. Identification of all Improvements including fixtures which are to be acquired: None

D. Identification of real property improvements including fixtures to be acquired which are not owned by the owner of the land: None

E. Identification of major items which are considered personal property and therefore are not included in this summary of value: None

F. Summary of fair market value

Table with 2 columns: Item description and Value. Items include Land (\$96,853.00), Damages (\$13,942.90), Improvements (\$ 0.00), Temporary Takings (\$ 1,043.00), Less Benefits (\$ 0.00), and Total (\$111,838.90).

G. This offer is the amount that has been established by the licensed appraiser retained by the State of Wyoming as just compensation and is in accordance with the applicable state law and requirements. Just compensation has been defined by the Wyoming Courts as being the value of the property taken, plus damages, if any, to the remaining property, but deduction from the damages any benefits which may accrue to the remaining property from the construction of the highway.

Handwritten signature of Kevin C. King, P.E.
Kevin C. King, P.E.
County Public Works Director

Date: 12.20.2019

EXHIBIT "A"

**WYOMING DEPARTMENT OF TRANSPORTATION
REVIEW AND AUTHORIZATION**

TO: Kevin Lebeda, R/W Administrator
FROM: Scott Henderson, Review Appraiser
SUBJECT: Appraisal Review and Estimated Market Value

PROJECT: 5349001
ROAD: Garner Lake Road
SECTION: Garner Lake Road
COUNTY: Campbell
PARCEL: 2
OWNER: Western Fuels

TAKING

- a. **Lands affected:**
- b. **Area of Taking:** Additional: 101.95 Acres Existing: Acres
- c. **Improvements Taken:** None

APPRAISALS

d.

Appraiser	Land	Damages	Imp	Temp	Total
Robert L. Zabel	\$96,853.00	\$0.00	\$0.00	\$1,043.00	\$97,896.00

e. This appraisal report(s) is completed in accordance with the Uniform Standards of Professional Appraisal Practice and the State's appraisal specifications. With the exception of the items in the accompanying memorandum or Review Report, the appraisal report(s) contains adequate and relevant data, adjustments made are proper, the appraisal methods and techniques used are appropriate, and the analyses, opinions and conclusions in the report(s) are appropriate and reasonable. The report(s) also contains consideration for items compensable under State Law. The report(s) contains a breakdown or a separate statement showing a reasonable allocation to land, damages, improvements, temporary takings and benefits.

Comments: Summary Appraisal Report

AUTHORIZATION

Land: \$96,853.00 **Damages:** \$13,942.90 **Imp.:** \$0.00 **Temp:** \$1,043.00 **Total:** \$111,838.90

g. **Basis of Authorization:** REVISION - Added damages for entry lighting due to the entry being relocated to be off of the new road alignment. This replaces form dated 9/28/2017, sh..

Land:

Parcel 2, Additional Right of Way, 101.95 Acres x \$950.00 / Acres	\$96,853.00
Temporary Taking:	
Parcel 2A, Sloping and Blending, 10.97 Acres x \$95.08 / Acres x 10 % x 1.00 year(s)	\$1,043.00
Improvements:	
None	
Damages:	
For relocation of entry lighting	\$13,942.90
Total = \$111,838.90	

h: It is my understanding that the value estimate may be used in connection with a Federal Aid Highway project. The scope of this review involved reading the report(s), analyzing the logic, checking the critical math functions and checking the report(s) with the acreage sheets. As a part of this review a field inspection of the parcel to be acquired and the comparable sales applicable thereto has been made. My value estimate of items compensable under State law but not eligible for Federal reimbursement, if any is: None

Comment: A field review was not conducted

Date: 08/21/2019

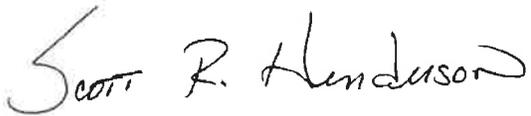
Review Appraiser 
Wyoming State Certified General Appraiser # 944

EXHIBIT "B"

The following page(s) contain the backup material for Agenda Item: [10:00 Assignment of Commissioner Liaisons](#)

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

**Campbell County
Board of Commissioners
Designated Liaison/Appointments
2020**

Commissioner	Department/Board	When	Day	Time	Place
Rusty Bell	Child Support Authority* Energy Capital ED* Local Rev. Est. Group WCCA Exec. Comm. Audit Committee	3 rd 3 rd Tba Tba Tba	Wednesday Thursday Tba Qrtly. as needed Tba	9:30 am 7:00 am Tba Tba Tba	Various Locations ECED Conference Room Commissioners Conference Room Various Locations Commissioners Conference Room
Bob Maul	Public Health Board JP Public Land Board* Compensation Comm. Senior Center TBNG	3 rd 2 nd Tba 4 th Tba	Thursday Bi-monthly Thursday Tba Wednesday Tba	7:00 am 7:00 pm Tba 9:00 am Tba	Public Health Conference Room Cam-Plex GAMB Senior Center Converse & Various Locations
DG Reardon	JP Fire Board* Juvenile & Family Court* Audit Committee NEWY Air Svc. Enhancement*	2 nd 1 st Tba Tba 3 rd	Wednesday Wednesday Tba Saturday Friday	5:30 pm Noon Tba 8:00 am 10:00 am	Fire Station #1 Meeting Room GAMB Commissioners Conference Room City & Various Locations Chambers
Del Shelstad	Conservation District Adult Treatment Court* CJSB* Local Rev. Est. Group Compensation Comm. CARE Board	2 nd 3 rd 2 nd Tba Tba 2 nd	Tuesday Wednesday Friday Qrtly. Tba Tba Monday	4:00 pm Noon 8:30 am Tba Tba Noon	District Office ATC Conference Room GAMB – Ponderosa Room Tba Tba Commissioners Conference Room

*Two-year rotation.

The following page(s) contain the backup material for Agenda Item: [10:05 Designation of Official County Newspaper](#)

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

Gillette News Record

Mail: P.O. Box 3006, Gillette, WY 82717-3006 * 307-682-9306, Ext. 203 * e-mail: aturner@gillettenewsrecord.net

January 6, 2020

Carol Seeger
Director of County Administrative Services
500 South Gillette Avenue Suite 1100
Gillette, WY 82716

Dear Ms. Seeger and Board of Commissioners:

Please accept this bid from the News Record for Campbell County's public notices for 2020 at \$9 per column inch.

We meet all qualifications for consideration as your official newspaper, including our circulation and rate:

* **Statutory requirements:** Daily newspapers are required by law to charge no more than their lowest published rate. At \$9 a column inch, our rate to you is below the \$10.50 we typically charge our most frequent advertisers, and is less than we charge others for public notices.

* **Circulation:** Our circulation averages 6,500 a day in print and digital forms — well above the minimum required by law. That makes the News Record the most visible medium in Campbell County by a huge margin. Your per-piece cost is roughly .002 cents per inch per reader.

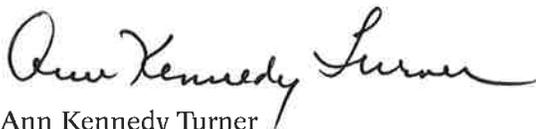
* **Added Value:** The rate also guarantees you two added advantages:

✓ While the law requires counties to publish public notices in print, we also publish them in our online product. We have done that for years — for free — because we believe public notices should get the widest possible exposure.

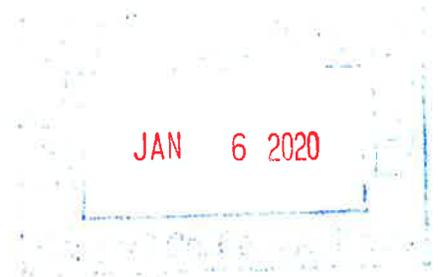
✓ We also upload Campbell County's public notices every day to a free website <http://www.wyopublicnotices.com/>, which features all public notices published in Wyoming Press Association newspapers in either pdf or text form. That way, people from across the state (or the nation, for that matter) can access those notices to look for bids that are being solicited, or to see a public hearing notice on an sensitive topic, or to look for foreclosures, or to compare budgets — or whatever they would see in each newspaper each day. We also offer that service for free.

I would be happy to answer any questions that might arise.

Sincerely,



Ann Kennedy Turner
Editor and Publisher
Gillette News Record



The following page(s) contain the backup material for Agenda Item: [10:10 Resolution for Special Prosecution](#)

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed.

Resolution # _____
RESOLUTION FOR SPECIAL PROSECUTION

WHEREAS, the Campbell County and Prosecuting Attorney has entered into an agreement with the Wyoming Attorney General's Office that Jill Kucera, Senior Assistant Attorney General, Human Services Division, in and for the State of Wyoming, or other designee of the Wyoming Attorney General's Office, to represent Campbell County and to make, in their sole discretion, a proper disposition of all potential matters involving the termination of parental rights in the Interest of R.K. (03-19-16), Juvenile Case #5320 which the Campbell County Attorney's Office has a conflict of interest;

WHEREAS, Jill Kucera or other designee of the Wyoming Attorney General's Office will provide their services free of charge to Campbell County, however the Campbell County Attorney's Office shall reimburse for all costs and expenses.

WHEREAS, Wyoming Statute §18-3-302 authorizes said action and it benefits Campbell County.

THEREFORE, be it resolved that Jill Kucera or other designee of the Wyoming Attorney General's Office be authorized to act as a Special Deputy County Attorney when appointed by the Campbell County and Prosecuting Attorney in the termination of parental rights in the Interest of R. K. (03-19-2016), Juvenile Case #5320.

DATED this _____ day of January, 2020.

**THE BOARD OF COUNTY COMMISSIONERS
CAMPBELL COUNTY, WYOMING**

DG Reardon, Chairman

Rusty Bell, Commissioner

Bob Maul, Commissioner

Del Shelstad, Commissioner

ATTEST: _____
Susan Saunders, Campbell County Clerk

STATE OF WYOMING

COUNTY OF CAMPBELL

**APPOINTMENT OF SPECIAL DEPUTY
CAMPBELL COUNTY AND PROSECUTING ATTORNEY**

KNOW ALL PERSONS BY THESE PRESENT:

That I, Ronald E. Wirthwein, Jr., County and Prosecuting Attorney in and for Campbell County, State of Wyoming, pursuant to the authority granted me by the Board of Commissioners of Campbell County by Resolution No._____, dated the _____ day of January, 2020, does hereby appoint Jill Kucera, Senior Assistant Attorney General, Human Services Division, or other designee of the Wyoming Attorney General's Office as Special Deputy County Attorney, in and for Campbell County, Wyoming, to represent Campbell County and to make, in their sole discretion, a proper disposition of all potential matters involving the termination of parental rights in the Interest of R. K. (03-19-2016), Juvenile Case #5320, which occurred in Campbell County, Wyoming.

It is understood that said Special Deputy County Attorney shall not receive any fee for the services performed pursuant to this appointment; however, said Special Deputy County Attorney shall be reimbursed for all costs and expenses such Special Deputy County Attorney may incur in the course of performing such services.

DATED this _____ day of January, 2020.

RONALD E. WIRTHWEIN, JR. – WSB No. 6-4084
County and Prosecuting Attorney
in and for Campbell County, Wyoming
500 South Gillette Avenue, Suite B200
Gillette, Wyoming 82716
Phone: (307) 682-4310 Fax: (307) 687-6441