AGENDA
CAMPBELL COUNTY BOARD OF COMMISSIONERS

RUSTY BELL, Chairman
MARK A. CHRISTENSEN
BOB MAUL
DG REARDON
DEL SHELSTAD

MARCH 19, 2019

09:00 MEETING CALLED TO ORDER
PLEDGE OF ALLEGIANCE

CONSENT AGENDA
A. Consent Agenda

PUBLIC COMMENT
B. 9:05 For the Good of the County*

OPEN GOVERNMENT
C. 9:15 County Information - Most Valuable Personnel (MVP) Award

REGULAR BUSINESS
D. 9:20 CARE Board, Community Services Block Grant Funding Bethany Raab
E. 9:25 Request for Proposal, Adult Treatment Court Chad Beeman
F. 9:30 Garner Lake Road Phase II Bid Award Kevin King
G. 9:35 Joint Development Review Area Agreement Megan Nelms
H. 9:40 Gillette College Soccer Complex Project Award Clark Melinkovich
I. 9:45 Agreement for Payment of Title 25 Services, Amended Carol Seeger
J. 9:50 Agreement of Purchase and Sale Carol Seeger
K. 9:55 Partnership for Success Grant Application Ashley Whisler/Jane Glaser
L. 10:00 Centennial Section Public Trails Proposal David Bauer

PUBLIC HEARING
M. 10:15 Business Ready Community Grant & Loan Program, PLB Jeff Esposito

WORKSHOP
N. 10:30 Saddle Butte Pipeline Project Trent Miller

REGULAR BUSINESS II
O. 10:45 Road Maintenance Agreement, Saddle Butte Pipeline Kevin Geis

EXECUTIVE SESSION
P. 10:50 Pending Litigation & Property Acquisition Carol Seeger

*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. Comments related to the Board agenda will be heard first.
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Consent Agenda

MINUTES
Board of Commissioners Directors Workshop, June 18, 2018
Board of Commissioners Planning Commission Workshop, February 21, 2019
Board of Commissioners Parks & Recreation Board Meeting, February 25, 2019
Board of Commissioners Children’s Developmental Services Board Meeting, February 27, 2019
Board of Commissioners Regular Meeting, February 28, 2019

MONTHLY REPORTS
Clerk’s Office – February 2019
Clerk of District Court – February 2019
Sheriff’s Office – February 2019
Sheriff’s Office, Detention – February 2019
Treasurer’s Office – February 2019

PAYROLL PAYMENTS
February 23, 2019
February 28, 2019

CANCELLATION/REBATE OF TAXES
#3944 – 3963

CAPITAL CONTINGENCY REQUESTS
Assessor’s Office - Purchase a HP T2530 36 Post Script Designjet ePrinter w/36 Full Color Scanner in the amount of $7,463.00 from capital contingency 800.7268.

CLASS SPECIFICATIONS
Airport Executive Director
Children’s Developmental Services Executive Director
Engineer I, II, III
Environmental Services Manager
Information Technology Services Manager
Juvenile Probation Director
Library Executive Director
Parks and Recreation Executive Director
Public Works Executive Director
Road and Bridge Executive Director
Rockpile Museum Director
Weed and Pest Director

LINE ITEM TRANSFERS
Extension Office
Transfer $234.72 from 104.6282 Airplane, Train, Bus to 104.6281 Automobile
Transfer $203.00 from 104.6517.3 Conference, Seminar to 104.6283 Meals and Lodging

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Public Works
Transfer $23,740 from 020.7085 Dist. Support Grant to 020.7085.60 Buckskin I&S District
Transfer $2,124 from 020.7085 Dist. Support Grant to 020.7085.45 Rozet Ranchettes I&S District

OFFICIAL BOND AND OATH
Board of Cooperative Higher Education Services – Joseph Lawrence

POSITION VACANCY JUSTIFICATIONS
District Court – Deputy Clerk I
Parks & Recreation – Park Maintenance Technician

SOCIAL MEDIA REQUESTS
Extension Office – Meredith Hoggatt

VEHICLE BID AWARDS
Fleet Management
Children’s Developmental Services – Award bid to Elder Equipment for the purchase of a 2020 Type A 28 Passenger Bus in the amount of $68,345; State Lands & Investment Board $48,800 and Campbell County $19,545.

Sheriff’s Office – Requesting to retract the earlier bid and award Veto Enterprises in the amount of $29,850.00 for the purchase of a 2019 Ram 1500 SSV pick-up.

VEHICLE TRANSFERS
Transferring a 2009 Freightliner CL from Campbell County to the Joint Powers Fire Board with a $20,000 value.

HAND WARRANTS
Blue Cross Blue Shield of Wyoming 834.30
Campbell County Clerk Tax Account 315,234.15
Campbell County Park & Recreation Activity Fund 28.00
Campbell County Treasurer - HSA 39,118.01
Campco Federal Credit Union 1,226.01
Circuit Court of Campbell County 342.76
Great West Trust Company 40,002.29
Wyoming Child Support 1,418.89
CCCBT 194,188.74
CCEHBTA - Health 653,698.00
CCEHBTA - Dental 42,417.60
Delta Dental Plan of Wyoming 2,012.40

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

*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. Comments related to the Board agenda will be heard first.
Office of County Commissioners  
June 18, 2018  
Gillette, WY  

Directors Workshop  

The Campbell County Board of Commissioners met for a Directors Workshop, Monday, June 18, 2018 at 1:30 PM. 

Present were Micky Shober, Mark Christensen, Rusty Bell, Matt Avery, Clark Kissack, Commissioners; Susan F. Saunders, County Clerk; Bob Tranas, Children’s Developmental Services Director; Robert Henning, Museum Director; Jay Lundell, Airport Director; Kevin Geis, Road and Bridge Director; Rick Mansur, Parks & Recreation Director; Jane Glaser, Public Health Director; Terri Lesley, Library Director; Charlotte Terry, HR Director; Jeff Esposito, CAM-PLEX Director; Bobbi Jo Heald, Fair Coordinator; Kevin King, Public Works Director; Ivy McGowan-Castleberry, Public Information Coordinator; Carol Seeger, Deputy County Attorney and Robert Palmer, Commissioners Administrative Director. 

The Directors provided updates and information on the program of work from their respective offices. 

There being no further business to come before the Board, the meeting was adjourned at 2:35 PM. 

Susan F. Saunders, Clerk  
Board of County Commissioners 

Mark Christensen, Chairman  
Board of County Commissioners
The Campbell County Board of Commissioners met with the Campbell County Planning Commission and Public Works staff, Thursday, February 21, 2019 at 2:00 PM.

Present were Rusty Bell, Bob Maul, DG Reardon, Commissioners; Kendra Anderson, Deputy County Clerk, Carol Seeger, Deputy County Attorney and Robert Palmer, Commissioners Administrative Director.

Megan Nelms, Planner/Zoning Administrator, described what the Planning Commission does.

Discussion was held on the Joint Development Review Agreement, proposed Zoning and Subdivision Regulation updates and the Campbell County Comprehensive Plan update.

No action was taken, and the meeting was adjourned at 4:45 PM.

Kendra R. Anderson, Deputy Clerk
Board of County Commissioners

Rusty Bell, Chairman
Board of County Commissioners
Office of County Commissioners
February 25, 2019
Gillette, WY

The Campbell County Board of Commissioners met with the Parks and Recreation Board Monday, February 25, 2019 at 4:00 PM.

Present were Rusty Bell, Mark Christensen, Del Shelstad, Commissioners; Susan F. Saunders, County Clerk and Robert Palmer, Commissioners Administrative Director. Commissioners DG Reardon and Bob Maul were absent from the meeting.

Discussion was held on the completion of the hot tub at the Recreation Center and the new tee markers at Bell Nob.

Discussion was held on budget preparation for Fiscal Year 2019-2020.

Discussion was held on the Cam-Plex Park property being transferred to Campbell County.

Commissioner Christensen left the meeting at 5:05 PM.

Discussion was held on the possibility of creating a foundation for Parks and Recreation.

Discussion was held on Board Member Training that will be held March 20 and March 21, 2019, that the City of Gillette is sponsoring.

There being no further business to come before the Commissioners, the meeting was adjourned at 5:10 PM.

Susan F. Saunders, Clerk
Board of County Commissioners

Rusty Bell, Chairman
Board of County Commissioners
Office of County Commissioners  
February 27, 2019  
Gillette, WY

The Campbell County Board of Commissioners met with the Children’s Developmental Services Board, Wednesday, February 27, 2109 at 7:00 PM.

Present were Rusty Bell, Bob Maul, Del Shelstad, Commissioners; Susan F. Saunders, County Clerk and Robert Palmer, Commissioners Administrative Director. Commissioners Mark Christensen and DG Reardon were absent from the meeting.

Discussion was held on the FY 2019/2020 Budget.

Discussion was held on what to do with vacant classrooms.

An update was provided on events for the 50th Anniversary of CDSCC.

Discussion was held on Board Member Training that will be held March 20 and March 21, 2019, that the City of Gillette is sponsoring.

No action was taken at this meeting, and the meeting was adjourned at 7:50 PM.

Susan F. Saunders, Clerk  
Board of County Commissioners

Rusty Bell, Chairman  
Board of County Commissioners
Office of County Commissioners  
February 28, 2019  
Gillette, Wyoming

The Campbell County Board of Commissioners met in regular session, Thursday, February 28, 2019. Chairman Bell called the meeting to order at 9:00 AM. Pastor Ron Merritt led in prayer and Chairman Bell led the Pledge of Allegiance.

Present were Rusty Bell, Bob Maul, DG Reardon, Del Shelstad, Commissioners; Susan F. Saunders, County Clerk and Robert Palmer, Commissioners Administrative Director. Mark Christensen, Commissioner and Carol Seeger, Deputy County Attorney were absent from the meeting.

The following consent agenda was presented:

MINUTES:
   Board of Commissioners Morning Workshop, February 14, 2019
   Board of Commissioners Regular Meeting, February 19, 2019
   Board of Commissioners Senator Barrasso's Office Staff Meeting, February 21, 2019

MONTHLY REPORTS:
   Sheriff's Department – January 2019

PAYROLL PAYMENTS:
   February 9, 2019
   February 23, 2019

APPLICATIONS:
   Campbell County Community Public Recreation District – Requesting $250,000 for the Synthetic Pitch at Gillette College.

CAPITAL REQUESTS:
   Attorney's Office – Requesting to use leftover capital funds from account 825.7202 to purchase a five-drawer legal file cabinet in the amount of $418.20.
   Public Works, Facilities Maintenance – Budgeted $1,300 to purchase a dumping hopper and is requesting the transfer of $139 from 875.7191 unused funds to 875.7238 to cover the increase in cost.

CREDIT CARD REQUEST:
   Assessor's Office – Cindy Langley, Credit Limit $5,000

FINAL ACCEPTANCE CERTIFICATE:
   Campbell County requests approval of final posting 80% match in the amount of $130.51 for the Campbell County Dust Suppression Project, Project Number CM17405, from the Wyoming Department of Transportation Congestion Mitigation Air Quality (CMAQ).

LINE ITEM TRANSFERS:
   Juvenile Probation-Transfer $5,000 from 451.6131 Medical Services to 451.7198 Surveillance Equipment
   Parks & Recreation-Transfer $32 from 7701.6532 Computer Supplies to 7701.6233 Computer Maintenance; transfer $218 from 7701.6517.5 Meals & Lodging to 7701.6517.4 Travel & Transportation
Public Works-Transfer $9,094 from 081.6233.05 Software Maintenance to 081.6146.08 GIS Consulting

OFFICIAL BOND & OATH:
Pinnacle Heights I&S District – Anita Czapeczka

POSITION VACANCY JUSTIFICATIONS:
Children’s Developmental Services – Early Childhood Coordinator
Commissioners Office – Administrative Director
Fire Department – Fire Chief
Human Resources/Risk Management – Human Resources/Risk Management Director
Parks & Recreation – Parks Supervisor
Public Health – Public Health Nurse

SICK LEAVE TRANSFERS:
Transfer of 40 hours from Employee #578064 to #613368
Transfer of 40 hours from Employee #578064 to #613368
Transfer of 10 hours from Employee #224418 to #624147

HAND WARRANTS:
Campbell County Clerk Tax Account $293,318.45
Campbell County Park & Recreation Activity Fund 28.00
Campbell County Treasurer – HSA 34,986.35
Campco Federal Credit Union 276.01
Circuit Court of Campbell County 408.46
Great West Trust Company LLC 37,527.29
Wyoming Child Support 1,418.89

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

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

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<td>Verizon Wireless-Adult Drug Court</td>
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<td>Verizon Wireless-Attorney</td>
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<td>Verizon Wireless-Emergency Mgmt</td>
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<td>Verizon Wireless-Juvenile Probation #2</td>
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<td>Verizon Wireless-Public Works</td>
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<td>Vermont Systems Inc</td>
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<td>1% Optional Sales Tax Fund</td>
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<td>Various Departments</td>
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<td>Ziplocal</td>
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<td>680.00</td>
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The following are the claims for Part-Time Employees summarized by department for February 2019: Commissioners, $380.01; Clerk, 3,133.91; Treasurer, 621.25; Sheriff, 6,036.46; Coroner, 2,127.50; Extension, 726.00; District Clerk of Court, 889.17; Public Works-Landfill, 480.00; Public Health, 7,909.52; Children’s Center, 10,532.52; Library, 54,420.38; Fair, 604.50; Parks & Recreation, 52,379.44; ADC Program, 1,801.48

There was no Public Comment or Transparencies provided.

Commissioner Maul moved to approve the FY 2020 Highway Safety Selective Traffic Enforcement Grant Application with the Wyoming Department of Transportation for the Campbell County Sheriff’s Office, for overtime on impaired driving and occupant protection activities, with a budget of $14,317.54, as presented. Commissioner Reardon seconded the motion. All Voted-Aye. Carried.

Susan Cahill was recognized for her 20 years of Service to Campbell County and congratulated her on her retirement.

Commissioner Reardon moved to ratify the appointment of Sarah Starks to the CARE Board representing the Town of Wright and serving a four-year term expiring January 2023, as presented. Commissioner Maul seconded the motion. All Voted-Aye. Carried.

Commissioner Shelstad moved to approve the District Support Grant Application for the Buckskin Improvement and Service District in an amount not to exceed $23,740 from the Optional One Percent Sales Tax fund for installation of twenty (20) meter pits, meters and radio-read equipment in the District, Regional Water Priority Three, as recommended by the Campbell County Department of Public Works. Commissioner Reardon seconded the motion. All Voted-Aye. Carried.

Commissioner Maul moved to approve the District Support Grant Application for the Rozet Ranchettes Improvement and Service District in an amount not to exceed $2,124 from the Optional One Percent Sales Tax fund for emergency replacement of the water well pump in their district, Water and Sewer Priority Four, as recommended by the Campbell County Department of Public Works. Commissioner Shelstad seconded the motion. All Voted-Aye. Carried.

Commissioner Reardon moved to approve the Addendum to the Offer to Acquire Real Estate and Acceptance between Campbell County and Kevan Fralick and Nadine L. Fralick, Trustees for
the Fralick Family Trust, on a change in the Temporary Construction Permit Area and agreed compensation, on the relocation and upgrade of Garner Lake Road Construction and Relocation Project Phase II, Project 5349002, as amended from December 12, 2018, as presented. Commissioner Maul seconded the motion. All Voted-Aye. Carried.

Mike Oakley, Project Manager with HDR, provided an update on Phase II Garner Lake Road project.

Commissioner Reardon moved to approve retirement of the following position titles: Theatre Manager, Recreation Program Supervisor Senior, Carpenter, Electrical Inspector, Electrical Inspector Senior, Welder II, III, Public Health Aide, as presented. Commissioner Shelstad seconded the motion. All Voted-Aye. Carried.

Commissioner Reardon moved to approve the revisions to the Building Inspector, Senior Building Inspector and Human Resources/Risk Management Director classification specifications, with no change to the range and band for each position, 58/26, 63/28 and 80/34 respectively, as presented. Commissioner Maul seconded the motion. All Voted-Aye. Carried.

Charlotte Terry, HR Director, provided an update on the advertising of the Fire Chief position.

Commissioner Reardon moved to approve Resolution Number 2000 for the appointment of Joseph M. Baron, County Attorney, in and for Crook County, Wyoming, or other designee of the Crook County Attorney’s Office, to investigate and otherwise proceed to make, in their sole discretion, a determination and proper disposition of all potential criminal and juvenile matters involving the State of Wyoming versus Ryan Larsen, CR-2019-0297, which the Campbell County Attorney’s Office has a conflict, as presented. Commissioner Shelstad seconded the motion. All Voted-Aye. Carried.

A Workshop was held with Jennifer Hinkhouse, with the Campbell County Conservation District, on the Little Powder River Watershed Plan.

There being no further business to come before the Board of Commissioners, the meeting was adjourned at 10:40 AM. The next regular meeting of the Commissioners will be held Tuesday, March 19, 2019, at 9:00 AM in the Commissioners Chambers in the Courthouse.

Susan F. Saunders, Clerk
Board of County Commissioners

Rusty Bell, 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.ecgov.net
Deputy

County Clerk

20_

on the ______ day of ______,

This instrument was filed

County of Campbell

ss.

The State of Wyoming

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Approved by the Board of County

COMMISSIONERS THIS 19__ DAY OF

A.D. 2019

MONTHLY STATEMENT

CLERK

FEBRUARY 2019
COUNTY CLERK'S MONTHLY STATEMENT

Statement of the collections of Susan F. Saunders as Campbell County Clerk within and for the County of Campbell, State of Wyoming, for the month ending 3/28/19 and filed with the County Clerk for presentation to the Board of County Commissioners of said County as required by Wyoming Statute 18-3-814.

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<td>Marriage Licenses</td>
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<td>Certificates of Titles</td>
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<td>Miscellaneous Receipts</td>
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<td>Refunds</td>
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**Info for Treasurer's Office**

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<tr>
<td>HP Vins</td>
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<td>$10.00</td>
<td>$30.00</td>
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**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.

WITNESS my hand and seal the 1st day of March, 2019

Susan F. Saunders, Campbell County Clerk

BY: [Signature], Deputy
MONTHLY SHERIFF’S STATEMENT

Statement of the collections of Scott Matheny as Sheriff within and for the County of Campbell, State of Wyoming, for the month ending February 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.

Service Fees .......................................................... 3,300.00
Fingerprint Fees ...................................................... 328.00
Background Fees ..................................................... 74.00
Copy Fees .............................................................. 101.00
Notary Fees ........................................................... 2.00
Sheriff’s Sale & Sheriff’s Certificate Fees ....................... 155.00
Executions .............................................................. 0.00
Concealed Firearm Permit Fees .................................. 445.00
Sex Offender Registration Fees ................................. 281.25
Salvage Vehicle Sales .............................................. 1,680.00
Towing Fees ........................................................... 67.50
Foreclosure Sales ................................................... 0.00
General Fund ........................................................ 0.00
E911 .......................................................... 62,500.00
Town of Wright 911 ................................................. 0.00
Campbell County Fire Department 911 .................... 0.00
Campbell County Health 911 ................................ 0.00
WASCOP Grant ....................................................... 7,251.71

$76,185.46

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.

WITNESS my hand and seal this 1st day of March, 2019.

[Signature]

Sheriff of Campbell County
FEBRUARY 2019
MONTHLY STATEMENT
SHERIFF'S OFFICE - DETENTION
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 February 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.

<table>
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<th>Description</th>
<th>Amount</th>
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<td>Split Sentence</td>
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<td>ISP/Probation Sanctions</td>
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<td><em><strong>24/7 Program</strong></em></td>
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<td><strong>$25,907.40</strong></td>
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***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: 3/1/19

Scott D. Matheny
Campbell County Sheriff
# 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 February, 2019, and reported to the Board of District Court within and for the County of Campbell, State of Wyoming, Cheyenne, WY.

## CLERK, DISTRICT COURT,

<table>
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Total Earnings $18,737.60

## 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 8th day of March, 2019.

Cheryl Chitwood, Clerk
THE STATE OF WYOMING
County of Campbell

2/28/2019

I, Rachael Knust, being first duly sworn according to law, on my oath do deposite 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.

Rachael Knust
County Treasurer

Subscribed and sworn to before me this 8 day of March, A.D. 2019.

Lynda Saunders
County Clerk

Filed in the office of the County Clerk, A.D. 2019

County Clerk.

Approved by the Board of County Commissioners this 19 day of March, 2019
FISCAL YEAR 2018-2019
February 28, 2019

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Approved by the Board of County Commissioners this day of __________, 2019.

THE STATE OF WYOMING

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 February 28, 2019, that my statement of Cash is just, true and correct, so help me God.

[Signature]
County Treasurer

Subscribed and sworn to be before this 8 day of March, 2019.

[Signature]
County Clerk
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We do hereby approve the County Payroll as presented this 19 day of March, 2014.

February 28, 2014
February 3, 2014

FOR THE PAY PERIOD(S) ENDING

PAYROLL PAYMENT
PETITION FOR REBATE/CANCELLATION OF TAXES
STATE OF WYOMING
COUNTY OF CAMPBELL No: 3944

NAME: LANGLEY ENERGY

NOTICE ISSUED FOR:
NOVC#
OTHER: WELLS ARE BEING P&A'D PER WOGCC

__ PARTIAL
__ REBATE
✓ CANCELLATION

YEAR 2012
TAX NOTICE NO. 25222
DISTRICT NO. 100

ASSESSED VALUATION: 5,271
AMOUNT: $313.70

 COUNTY ASSESSOR

APPROVED: _______ DENIED: _______

THIS 19 DAY OF March , 2019

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BOARD OF COUNTY COMMISSIONERS

FILED ________________ , 20__

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COUNTY CLERK
PETITION FOR REBATE/CANCELLATION OF TAXES
STATE OF WYOMING
COUNTY OF CAMPBELL No: 3945

NAME: LANGLEY ENERGY

NOTICE ISSUED FOR:
NOVC# OTHER: WELLS ARE BEING P&A'D PER WOGCC

___ PARTIAL
# REBATE
# CANCELLATION

YEAR 2013
TAX NOTICE NO. 25451
DISTRICT NO. 100

ASSESSED VALUATION: 52,761
AMOUNT: $3,152.16

[Signature] COUNTY ASSESSOR

APPROVED: _____ DENIED: _____

THIS ___ DAY OF March, 2019

BOARD OF COUNTY COMMISSIONERS

FILED _________________, 20___

[Signature] COUNTY CLERK
PETITION FOR REBATE/CANCELLATION OF TAXES  
STATE OF WYOMING  
COUNTY OF CAMPBELL  

NAME: LANGLEY ENERGY INC  
NOTICE ISSUED FOR:  
NOVC#  
OTHER: WELLS ARE BEING P&A'D PER WOGCC  

___ PARTIAL  
___ REBATE  
___ CANCELLATION  

YEAR 2014  
TAX NOTICE NO. 2980  
DISTRICT NO. 100  
ASSESSED VALUATION: 8,417  
AMOUNT:$ 502.82  

[Signature] COUNTY ASSESSOR  
APPROVED: _______ DENIED: _______  

THIS ___ DAY OF ___ , 2019  

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BOARD OF COUNTY COMMISSIONERS  

FILED ________________ , 20__  

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COUNTY CLERK
PETITION FOR REBATE/CANCELLATION OF TAXES
STATE OF WYOMING
COUNTY OF CAMPBELL No: 3947

NAME: LANGLEY ENERGY INC

NOTICE ISSUED FOR:
NOVC#
OTHER: WELLS ARE BEING P&A'D PER WOGCC

__ PARTIAL
__ REBATE
✓ CANCELLATION

YEAR 2014
TAX NOTICE NO. 2981
DISTRICT NO. 100

ASSESSED VALUATION: 229,264

AMOUNT: $13,695.54

[Signature] COUNTY ASSESSOR

APPROVED: _____ DENIED: _____

THIS 19 DAY OF March, 2019

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BOARD OF COUNTY COMMISSIONERS

FILED , 20____

________________________________________ COUNTY CLERK
PETITION FOR REBATE/CANCELLATION OF TAXES
STATE OF WYOMING
COUNTY OF CAMPBELL No: 3948

NAME: LANGLEY ENERGY INC

NOTICE ISSUED FOR:
NOVC# OTHER: WELLS ARE BEING P&A'D PER WOGCC

___ PARTIAL
___ REBATE
___ CANCELLATION

YEAR 2015
TAX NOTICE NO. 3022
DISTRICT NO. 100

ASSESSED VALUATION: 7,341
AMOUNT:$ 437.44

[Signature] COUNTY ASSESSOR

APPROVED: ______ DENIED: ______

THIS 19 DAY OF March, 2019

BOARD OF COUNTY COMMISSIONERS

FILED _______________________, 20___

[Signature] COUNTY CLERK
PETITION FOR REBATE/CANCELLATION OF TAXES
STATE OF WYOMING
COUNTY OF CAMPBELL No: 3949

NAME: LANGLEY ENERGY INC

NOTICE ISSUED FOR:
NOVC#
OTHER: WELLS ARE BEING P&A'D PER WOGCC

___ PARTIAL
___ REBATE
___ CANCELLATION

YEAR 2015
TAX NOTICE NO. 3023
DISTRICT NO. 100

ASSESSED VALUATION: 195,536
AMOUNT:$ 11,651.60

COUNTY ASSESSOR

APPROVED: _______ DENIED: _______

THIS ___ DAY OF March, 2019

BOARD OF COUNTY COMMISSIONERS

FILED __________________ , 20___

_________________________________________ COUNTY CLERK
PETITION FOR REBATE/CANCELLATION OF TAXES
STATE OF WYOMING
COUNTY OF CAMPBELL

NAME: LANGLEY ENERGY INC

NOTICE ISSUED FOR:
NOVC# OTHER: WELLS ARE BEING P&A'D PER WOGCC

___ PARTIAL
___ REBATE
___ CANCELLATION

YEAR 2016
TAX NOTICE NO. 3026
DISTRICT NO. 100

ASSESSED VALUATION: 6,404
AMOUNT: $381.38

[Signature] COUNTY ASSESSOR

APPROVED: ______ DENIED: ______

THIS 19 DAY OF March, 2019

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BOARD OF COUNTY COMMISSIONERS

FILED ________________ , 20__

______________________________ COUNTY CLERK
PETITION FOR REBATE/CANCELLATION OF TAXES
STATE OF WYOMING
COUNTY OF CAMPBELL  No: 3951

NAME: LANGLEY ENERGY INC

NOTICE ISSUED FOR:
NOVC#
OTHER: WELLS ARE BEING P&A'D PER WOGCC

__ PARTIAL
__ REBATE
✓ CANCELLATION

YEAR 2016
TAX NOTICE NO. 3027
DISTRICT NO. 100

ASSESSED VALUATION: 165,177
AMOUNT:$ 9,836.62

[Signature] COUNTY ASSESSOR

APPROVED: ______  DENIED: ______

THIS 19 DAY OF March, 2019

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BOARD OF COUNTY COMMISSIONERS

FILED ________________, 20__

__________________________ COUNTY CLERK
PETITION FOR REBATE/CANCELLATION OF TAXES
STATE OF WYOMING
COUNTY OF CAMPBELL  No:  3952

NAME:  LANGLEY ENERGY INC

NOTICE ISSUED FOR:
NOVC# OTHER: WELLS ARE BEING P&A'D PER WOGCC

__ PARTIAL
__ REBATE
✓ CANCELLATION

YEAR  2017
TAX NOTICE NO.  3007
DISTRICT NO.  100

ASSESSED VALUATION:  5,296

AMOUNT:$  314.94

[Signature] COUNTY ASSESSOR

APPROVED:  _______  DENIED:  _______

THIS 19 DAY OF March , 2019

BOARD OF COUNTY COMMISSIONERS

FILED __________________ , 20__

[Signature] COUNTY CLERK
PETITION FOR REBATE/CANCELLATION OF TAXES
STATE OF WYOMING
COUNTY OF CAMPBELL No: 3953

NAME: XERIC OIL & GAS CORPORATION

NOTICE ISSUED FOR:
NOVC#
OTHER: WELLS ARE BEING P&A'S PER WOGCC

PARTIAL
REBATE
CANCELLATION

YEAR 2009
TAX NOTICE NO. 24459
DISTRICT NO. 100

ASSESSED VALUATION: 20,081

AMOUNT: $1,180.74

COUNTY ASSESSOR

COUNTY COMMISSIONERS

FILED , 20

COUNTY CLERK
PETITION FOR REBATE/CANCELLATION OF TAXES
STATE OF WYOMING
COUNTY OF CAMPBELL

NAME: USA EXPLORATION & PRODUCTION LLC

NOTICE ISSUED FOR:
   NOVC#
   OTHER: WELLS ARE BEING P&A'S PER WOGCC

___ PARTIAL
___ REBATE
√ CANCELLATION

YEAR 2011
TAX NOTICE NO. 25084
DISTRICT NO. 100

ASSESSED VALUATION: 970,477
AMOUNT: $ 57,666.72

Judy Lee Convento COUNTY ASSESSOR

APPROVED: ______ DENIED: ______

THIS 19 DAY OF March, 2019

BOARD OF COUNTY COMMISSIONERS

FILED __________________., 20__

________________________________________ COUNTY CLERK
| **PETITION FOR REBATE/CANCELLATION OF TAXES** |
| **STATE OF WYOMING** |
| **COUNTY OF CAMPBELL** |
| **No:** 3955 |

**NAME:** USA EXPLORATION & PRODUCTION LLC

**NOTICE ISSUED FOR:**
- NOVC#
- OTHER: WELLS ARE BEING P&A'S PER WOGCC

- **PARTIAL**
- **REBATE**
- **CANCELLATION**

**YEAR** 2011
**TAX NOTICE NO.** 25093
**DISTRICT NO.** 100

**ASSESSED VALUATION:** 14,911
**AMOUNT:** $886.04

[Signature]

**COUNTY ASSESSOR**

**APPROVED:**

**DENIED:**

**THIS** 19 **DAY OF** March **, 2019**

**BOARD OF COUNTY COMMISSIONERS**

**FILED** , 20_

**COUNTY CLERK**
PETITION FOR REBATE/CANCELLATION OF TAXES
STATE OF WYOMING
COUNTY OF CAMPBELL No: 3956

NAME: USA EXPLORATION & PRODUCTION LLC

NOTICE ISSUED FOR:
NOVC#
OTHER: WELLS ARE BEING P&A'D PER WOGCC

__ PARTIAL
__ REBATE
__ CANCELLATION

YEAR 2012
TAX NOTICE NO. 25118
DISTRICT NO. 100

ASSESSED VALUATION: 477,908
AMOUNT:$ 28,441.26

[Signature] COUNTY ASSESSOR

APPROVED: ________ DENIED: ________

THIS 19 DAY OF March , 2019

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BOARD OF COUNTY COMMISSIONERS

FILED ______________________ , 20__

________________________________________ COUNTY CLERK
PETITION FOR REBATE/CANCELATION OF TAXES
STATE OF WYOMING
COUNTY OF CAMPBELL

NAME: USA EXPLORATION & PRODUCTION LLC
NOTICE ISSUED FOR:
NOVC#
OTHER: WELLS ARE BEING P&A'S PER WOGCC

PARTIAL
REBATE
CANCELATION

YEAR 2012
TAX NOTICE NO. 25232
DISTRICT NO. 100

ASSESSED VALUATION: 568,340
AMOUNT: $ 33,823.06

COUNTY ASSESSOR

APPROVED: _____ DENIED: _____

THIS 19 DAY OF March, 2019

BOARD OF COUNTY COMMISSIONERS

FILED , 20__

COUNTY CLERK
PETITION FOR REBATE/CANCELLATION OF TAXES
STATE OF WYOMING
COUNTY OF CAMPBELL No: 3958

NAME: SANDS OIL COMPANY

NOTICE ISSUED FOR:
NOVC# OTHER: WELLS ARE BEING P&A'D PER WOGCC

___ PARTIAL  ___ REBATE  __ CANCELLATION

YEAR 2015  TAX NOTICE NO. 4724
DISTRICT NO. 100

ASSESSED VALUATION: 195,413
AMOUNT:$ 11,644.28

[Signature] COUNTY ASSESSOR

APPROVED: _______ DENIED: _______

THIS __9__ DAY OF March , 2019

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BOARD OF COUNTY COMMISSIONERS

FILED ________________________ , 20____

____________________________________ COUNTY CLERK
PETITION FOR REBATE/CANCELLATION OF TAXES
STATE OF WYOMING
COUNTY OF CAMPBELL No: 3959

NAME: SANDS OIL COMPANY

NOTICE ISSUED FOR:
NOVC# OTHER: WELLS ARE BEING P&A'D PER WOGCC

___ PARTIAL
___ REBATE
___ CANCELLATION

YEAR 2015
TAX NOTICE NO. 4723
DISTRICT NO. 100

ASSESSED VALUATION: 25,307

AMOUNT:$ 1,508.00

[Signature]
COUNTY ASSESSOR

APPROVED: ___ DENIED: ___

THIS 19 DAY OF March, 2019

BOARD OF COUNTY COMMISSIONERS

FILED , 20__

COUNTY CLERK
PETITION FOR REBATE/CANCELLATION OF TAXES
STATE OF WYOMING
COUNTY OF CAMPBELL No: 3960

NAME: SANDS OIL COMPANY

NOTICE ISSUED FOR:
NOVC#
OTHER: WELLS ARE BEING P&A'D PER WOGCC

___ PARTIAL
___ REBATE
___ CANCELLATION

YEAR 2016
TAX NOTICE NO. 4748
DISTRICT NO. 100

ASSESSED VALUATION: 38,368

AMOUNT: $2,284.90

[Signature]
COUNTY ASSESSOR

APPROVED: _______ DENIED: _______

THIS 19 DAY OF March , 2019

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BOARD OF COUNTY COMMISSIONERS

FILED __________________________ , 20__

____________________________________________
COUNTY CLERK
PETITION FOR REBATE/CANCELLATION OF TAXES
STATE OF WYOMING
COUNTY OF CAMPBELL No: 3961

NAME: SANDS OIL COMPANY

NOTICE ISSUED FOR:
NOVC#
OTHER: WELLS ARE BEING P&A'D PER WOGCC

__ PARTIAL
__ REBATE
✓ CANCELLATION

YEAR 2016
TAX NOTICE NO. 4747
DISTRICT NO. 100

ASSESSED VALUATION: 22,154
AMOUNT:$ 1,319.32

[Signature] COUNTY ASSESSOR

APPROVED: ________ DENIED: ________

THIS 19 DAY OF March , 2019

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BOARD OF COUNTY COMMISSIONERS

FILED _________________________ , 20__

______________________________ COUNTY CLERK
PETITION FOR REBATE/CANCELLATION OF TAXES
STATE OF WYOMING
COUNTY OF CAMPBELL No: 3962

NAME: SANDS OIL COMPANY

NOTICE ISSUED FOR:

NOVC# OTHER: WELLS ARE BEING P&A'D PER WOGCC

PARTIAL
REBATE
cANCELATION

YEAR 2017
TAX NOTICE NO. 4757
DISTRICT NO. 100

ASSESSED VALUATION: 17,003

AMOUNT: $1,011.10

COUNTY ASSESSOR

APPROVED: ______ DENIED: ______

THIS 19 DAY OF MARCH, 2019

BOARD OF COUNTY COMMISSIONERS

FILED _______________ , 20__

__________________________ COUNTY CLERK
PETITION FOR REBATE/CANCELLATION OF TAXES
STATE OF WYOMING
COUNTY OF CAMPBELL No: 3963

NAME: ALEXANDER DARLENE R

NOTICE ISSUED FOR:
NOVC#
OTHER: MOBILE HOME DESTROYED/OWNER DECEASED

PARTIAL
REBATE
X CANCELLATION

YEAR 2018
TAX NOTICE NO. 51
DISTRICT NO. 100

ASSESSED VALUATION: 73
AMOUNT:$ 4.36

COUNTY ASSESSOR

APPROVED: ________ DENIED: ________

THIS 19 DAY OF March, 2019

BOARD OF COUNTY COMMISSIONERS

FILED ______________________ , 20__

_____________________________ COUNTY CLERK
Campbell County Budget Request Change Form
Budget Year 2019-2020

New Request or Change to Existing:
(please indicate)
- Operating
- Vehicle Request
- Capital Request
- X Computer Item
- Construction
- Staffing

Department/Board/Office: Assessor
Original Request:
Increase/Decrease:
New Dollar Amount: $7,463.00

Description of Change
HP T2530 36" Post Script Designjet ePrinter w/36" Full Color Scanner built in

Justification of Change
Our current plotter & printer is not compatible with Windows 10, and have been posing connectivity issues. The new HP multifunction machine is compatible, and is being offered at a very discounted rate for the month of March only. I would ask that we replace these machines now and save the county money as opposed to waiting until the new fiscal year. PSI Digital Solutions will take one our machines as a trade in as well.

Requested By: Troy D. Clements
Date Submitted: March 13th, 2019

Clerk's Office Use
Only
Date of change
Time Change Made
Approved Yes No

*one form per change
# Quotation

**Bill To:**
Campbell County  
PO Box 877  
Gillette WY 82717  
United States  

**Ship To:**
Campbell County Assessor  
500 S. Gillette Ave.  
Ste 1300  
Gillette WY 82716  
United States  

## Terms:
Net 30

## Note:
Working with Alicia

## Expires
3/31/2019

**Entered by:**
Jack Pierce

**Sales Rep**
Jack Pierce

<table>
<thead>
<tr>
<th>Qty</th>
<th>PSI P/N</th>
<th>Description</th>
<th>Price</th>
<th>Total</th>
</tr>
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<tbody>
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<td>1</td>
<td>L2Y26A</td>
<td>HP T2530 36&quot; Post Script Designjet ePrinter - 36&quot; Full Color Scanner Built In</td>
<td>5,860.00</td>
<td>5,860.00</td>
</tr>
</tbody>
</table>

Comes with a set of starter inks and one year Mfg warranty to cover parts labor and travel time.

HP is offering for the month of March a trade in promo of $3,000 off with trade in of old unit.

Price Includes Rebate

Thank you for the opportunity to partner with you. Please call if you have any additional questions. Price subject to change without notice.

PSI is a Native American Woman owned business.

---

Subtotal: 5,860.00  
Estimated Shipping Cost (Truck): 0.00  
Total: $5,860.00  

1 year Ext. Warranty
MEMORANDUM
...from H.R./Risk Management

TO: Campbell County Board of Commissioners
   Rusty Bell, Chairman
   Mark Christensen
   Robert Maul
   DG Reardon
   Del Shelstad

FROM: Charlotte Terry
   Director of Human Resources & Risk Management

DATE: March 11, 2019

SUBJECT: Approval of Class Specifications for: Airport, CC CDS, Library, Parks & Recreation, Public Works & Road & Bridge Executive Directors; Juvenile Probation, Rockpile Museum & Weed & Pest Directors; ITS & Environmental Services Managers; Engineering I, II & III Career Ladder

The Campbell County Executive Director & Director level positions have been modified to reflect the change in Educational Requirements from: “Equivalent to a bachelor’s or master’s degree” to “Bachelor’s or master’s degree.” All the incumbents in the positions have reviewed and approved the change.

The class specification for the positions of ITS and Environmental Services Managers have been modified to reflect the change in Educational Requirements from: “Equivalent to a bachelor’s or master’s degree” to “Bachelor’s or master’s degree.” The directors, to whom the ITS Manager and Environmental Manager report, have reviewed and approved the change.

The Engineer I, II, & III career ladder series of positions have also been modified to reflect the need for a degree rather than a degree or the equivalent. This change too has been approved by the Executive Director of Public Works.

None of the recommended changes were significant enough to have any effect on the pointing of the positions.

The Airport Executive Director class specification has been updated to reflect the correct certification titles required for the position. The education requirements for the Executive Director of Public Works have been expanded from only a degree in civil engineering to a degree in civil engineering or a closely related technical field. The essential duties of the Weed & Pest director have been expanded to include “Maintain an active roll with the Wyoming Weed and Pest Council.”

Thank you for your consideration. Please let me know if you have any questions.
Campbell County
Gillette, Wyoming

Job Classification Title:
Airport Executive Director

| FLSA Status: | Exempt | Job Type: | 1175 | Pay Range/Band: | 82/35 |

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 plan, direct, manage, and oversee the activities and operations of the Campbell County Airport; administer the budget, staff, and physical facilities of the Airport; and provide highly responsible and complex guidance and direction to the Campbell County Airport Board.

SUPERVISION EXERCISED AND RECEIVED
Exercise direct supervision over Managers, Supervisors, and/or other subordinate staff.

Receive administrative direction from Campbell County Airport Board.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
Important and essential duties may include, but are not limited to, the following:

1. Assume full management and leadership responsibility for all Airport services, staff, facilities, and activities.
2. Manage the development and implementation of Airport goals, objectives, policies, and priorities; establish appropriate service and staffing levels; allocate resources accordingly.
3. Work with the Airport Board to develop and maintain short and long range planning; recommend policies to the Board and assist in their formulation; ensure the philosophical objectives of the Board are integrated into County policies and goals; serve as staff representative to Board. Prepare agenda and discussion items for scheduled Board meetings.
4. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.
5. Work cooperatively with Airport staff, Board, Commissioners and other agency administrators to effectively achieve goals; maintain a cooperative working relationship with other agency staff in a similar field of service; maintain a working relationship with other professional and service groups in the community.
6. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures. Assign tasks, projects and monitor assigned personnel.
7. Manage and participate in the development and administration of the annual capital, operating, and other assigned budgets; anticipate and request additional funds needed for staffing, equipment, materials, and supplies; regularly review request for services, past spending and monthly reports; direct, monitor and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

8. Coordinate Department activities with those of other divisions, departments, outside agencies and organizations; prepare and present staff reports and other necessary correspondence.

9. Develop and schedule equipment purchase and replacement.

10. Stay abreast of new trends and innovations in the field of airport management.

11. Respond to and resolve difficult and sensitive inquiries and complaints.

12. Represent the Airport to other County departments, elected officials and outside agencies; explain and interpret Airport programs, policies, and activities; negotiate and resolve sensitive, significant and controversial issues.

13. Meet with management staff to identify and resolve problems; assign projects and areas of responsibility; review and evaluate work methods and procedures.


15. Lobby and represent airport issues to State and Federal legislators.

16. Adhere to safe work practices and procedures.

17. Direct, 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

Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Operational characteristics, services, and activities of a comprehensive airport program.
- Organization and management practices as applied to the analysis and evaluation of airport programs, policies and operational needs.
- Modern and complex principles and practices of airport program development and administration.
- Methods, materials, equipment, procedures, and practices utilized in airport maintenance and repair.
- Recent developments, current literature and sources of information regarding airports.
- Advanced principles and practices of budget preparation and administration.
- Principles and practices of supervision, training, and performance evaluation.
- Organizational and management practices as applied to the analysis and evaluation of assigned department.
- Pertinent Federal, State, and local laws, codes and regulations.
- Modern office practices, methods, and computer equipment.
- Principles and procedures of record keeping and reporting.
- Principles of contract administration.
- Occupational hazards and standard safety practices.
- Airport Certification Manual; Airport Security Program; Airport Minimum Standards; Airport Rules and Regulations; FAA advisory circulars; Airport self-inspection program; navigational aids; weather reports;
county disaster plans and policies; military training routes; separation minimums; Federal Aviation Regulations (Parts: 91, 97, 121, & 139); FAA handbook 7110.65; National Transportation Safety Board (NTSB) 830; Notices to Airmen (NOTAM's); aircraft operations and communications; runway conditions reports.

- Facility management and operation.
- Principles and practices of working safely.

**Skill to:**

- Operate modern office equipment.
- Operate a motor vehicle safely.

**Ability to:**

- Provide administrative and professional leadership and direction for the staff.
- Develop, implement and administer goals, objectives, and procedures for providing effective and efficient airport services.
- Plan, organize, direct, and coordinate the work of personnel; delegate authority and responsibility.
- Select, supervise, train and evaluate staff.
- Identify and respond to community, board, and County commissioners' issues, concerns and needs.
- Prepare and administer complex budgets; allocate resources in a cost effective manner.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods, procedures and techniques.
- Oversee and prepare clear and concise administrative and financial reports.
- Interpret and apply Federal, State, and local policies, procedures, laws and regulations.
- Ensure the maximum utilization of staff, equipment and supplies.
- Interpret and explain Agency and County policies and procedures.
- Oversee the preparation and administration of contracts.
- Communicate clearly and concisely, both orally and in writing.
- Deal effectively with difficult people.
- Make effective presentations to large groups and organizations.
- 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:

**Education/Training:**

- A Bachelor's or master's degree in Business, Airport Management, Public Administration or a related field. Accredited Airport Executive (A.A.E) Certification within three years employment.
Experience:

- Seven to eight years of experience at a Part 139 airport with progressively responsible management and supervisory duties which demonstrates administrative ability and leadership qualities. Experience should include management of a similar facility and programs.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:
Must be current or obtained within a specified time frame as defined upon employment.

- Certified Member (CM) designation from the American Association of Airport Executives (AAAE)
- Accredited Airport Executive (AAE) designation for the American Association of Airport Executives (AAAE)
- Valid Commercial Driver’s License
- Aircraft Rescue and Fire Fighting

WORKING CONDITIONS:
Essential duties require the following:

Working Environment:

- No undesirable working conditions or exposure.

Physical Activities:

- Essential functions require maintaining physical condition necessary for minimal physical activity such as sitting, standing, walking, kneeling, twisting upper body and lifting an average of 25 lbs.; operate motorized vehicles.

These requirements are representative but not all-inclusive of the knowledge, skill, and ability required to perform this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Campbell County is an Equal Opportunity Employer.
DEFINITION

To plan, direct, manage, and oversee the activities and operations of Children's Developmental Services of Campbell County (CDS-CC); administer the budget, staff, and physical facilities of CDS; and provide highly responsible and complex guidance and direction to the Children's Developmental Services Board.

SUPERVISION EXERCISED AND RECEIVED

Exercise direct supervision over Managers, Supervisors, and/or other subordinate staff.

Receive administrative direction from Children's Developmental Services of Campbell County Board.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

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

1. Assume full management and leadership responsibility for all CDS services, staff, facility, and activities.
2. Manage the development and implementation of CDS goals, objectives, policies, and priorities; establish appropriate service and staffing levels; allocate resources accordingly.
3. Work with the Children's Developmental Services Board to develop and maintain short and long-range planning; recommend policies to the Board and assist in their formulation; ensure the philosophical objectives of the Board are integrated into County policies and goals; serve as staff representative to Board. Prepare agenda and discussion items for scheduled Board meetings.
4. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.
5. Work cooperatively with CDS staff, Board, Commissioners and other agency administrators to effectively achieve goals; maintain a cooperative working relationship with other agency staff in a similar field of service; maintain a working relationship with other professional and service groups in the community and state.
6. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures. Assign tasks, projects and monitor assigned personnel.
7. Manage and participate in the development and administration of the annual capital, operating, and other assigned budgets; anticipate and request additional funds needed for staffing, equipment, materials, and supplies; regularly review request for services, past spending and monthly reports; direct, monitor and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

8. Coordinate Department activities with those of other divisions, departments, outside agencies and organizations; prepare and present staff reports and other necessary correspondence.

9. Develop and schedule equipment purchase and replacement.

10. Stay abreast of new trends and innovations in the field of Children’s Developmental Services.

11. Respond to and resolve difficult and sensitive inquiries and complaints.

12. Represent Children’s Developmental Services to other County departments, elected officials and outside agencies; explain and interpret County programs, policies, and activities; negotiate and resolve sensitive, significant and controversial issues.

13. Meet with management staff to identify and resolve problems; assign projects and areas of responsibility; review and evaluate work methods and procedures.

14. Participate in grant application processes relating to assigned department.

15. Prepare and update policy and procedure manuals.

16. Adhere to safe work practices and procedures.

17. Direct, 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

Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Operational characteristics, services, and activities of a comprehensive Children’s Developmental Services program.
- Organization and management practices as applied to the analysis and evaluation of Children’s Developmental Services programs, policies and operational needs.
- Modern and complex principles and practices of Children’s Developmental Services program development and administration.
- Recent developments, current literature and sources of information regarding Children’s Developmental Services.
- Advanced principles and practices of budget preparation and administration.
- Principles and practices of supervision, training, and performance evaluation.
- Organizational and management practices as applied to the analysis and evaluation of the Children’s Developmental Services department.
- Pertinent Federal, State, and local laws, codes and regulations.
- Modern office procedures, methods, and equipment.
- Principles and procedures of record keeping and reporting.
- Principles of contract administration.
- Principles and practices of working safely.
- Facility management and operation.
Skill to:
  o Operate modern office equipment.
  o Operate a motor vehicle safely.

Ability to:
  o Provide administrative and professional leadership and direction for staff.
  o Develop, implement and administer goals, objectives, and procedures for providing effective and efficient Children's Developmental services.
  o Plan, organize, direct, and coordinate the work of personnel; delegate authority and responsibility.
  o Select, supervise, train and evaluate staff. Identify and respond to community, board, and County commissioners’ issues, concerns and needs.
  o Prepare and administer complex budgets; allocate resources in a cost effective manner.
  o Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
  o Research, analyze, and evaluate new service delivery methods, procedures and techniques.
  o Oversee and prepare clear and concise administrative and financial reports.
  o Interpret and apply Federal, State, and local policies, procedures, laws and regulations.
  o Ensure the maximum utilization of staff, equipment and supplies.
  o Interpret and explain Agency and County policies and procedures.
  o Communicate clearly and concisely, both orally and in writing.
  o Deal effectively with difficult people.
  o Make effective presentations to large groups and organizations.
  o Oversee the preparation and administration of contracts.
  o Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
  o 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:

Education/Training
  o A Bachelor’s or master’s degree in Business, Public Administration or a related field.

Experience:
  o Seven to eight years of experience with progressively responsible management and supervisory duties which demonstrates administrative ability and leadership qualities. Experience should be in the public sector and include management of a similar facility and programs.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:
Must be current or obtained within a specified time frame as defined upon employment.
  o Valid Driver’s License.
WORKING CONDITIONS:
Essential duties require the following:

Working Environment:
- No undesirable working conditions or exposure.

Physical Activities:
- Essential functions require maintaining physical condition necessary for minimal physical activity such as sitting, standing, walking, kneeling, twisting upper body and lifting an average of 25 lbs.

These requirements are representative but not all-inclusive of the knowledge, skill, and ability required to perform this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.
Campbell County is an Equal Opportunity Employer.
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

**Engineer I**
To perform design and drafting work for a variety of County projects; perform field inspections; assist Chief Surveyor in performing surveys and data collection; provide mapping services including maintaining and updating the County Road Map and the County address book; perform Pavement Management inspections and maintain the Paver database; assist other engineers with traffic studies and data gathering; maintain and archive as-constructed files for County projects; manage smaller construction projects; assist other Engineers, Planners, Building Inspectors, Maintenance personnel and general County staff as needed.

**Engineer II**
To perform professional engineering work on a variety of County projects; perform project management functions for capital construction and large maintenance projects; work with Planning and Zoning Administrator to perform technical review of Subdivision submittals, including drainage studies, plats and other documents; prepare project cost estimates and budgets; develop and compile bid packages and review contracts; represent the Engineering Division in Building Staff Review meetings for development; perform water and small wastewater review and permitting through the Delegation Agreement with Wyoming DEQ; perform flood plain management functions; provide technical support to the Environmental Services Manager for landfill-related design and project management functions.

**Engineer III**
To perform professional engineering work on a variety of County projects; perform project management functions for capital construction and large maintenance projects; develop proposals and solicit and hire consultants to perform a variety of technical work for the County; perform review of construction documents, contracts and specifications; develop and maintain the 5-year capital construction plan; maintain the construction price database and assume the role of Department expert in cost estimation; work with Planning and Zoning Administrator to perform technical review of subdivision submittals, including drainage studies, plats and other documents; prepare project cost estimates and budgets; develop and compile bid packages and review contracts; develop annual capital construction budgets for the department; represent the County at various technical meetings.
SUPervison EXERCISED AND RECEIVED

**Engineer I**
Exercise no supervision.
Receive general supervision from Engineering Manager or Public Works Director.

**Engineer II**
Exercise no supervision.
Receive general supervision from Engineering Manager or Public Works Director.

**Engineer III**
Exercise lead supervision over assigned staff, which may include Engineering Technician and Engineer I, II and III.
Receive general supervision from Engineering Manager or Public Works Director.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
*Important and essential duties may include, but are not limited to, the following:*

**Engineer I**
1. Perform a variety of design and drafting assignments utilizing electronic methods; prepare drawings for engineering projects, including preliminary design, final design and as-constructed.
2. Prepare and maintain the County Road Map, as-constructed drawings, and other design documentation in electronic form.
3. Perform field inspections to ensure full compliance with plans and specifications.
4. Assist Chief Surveyor in performing field surveys and in drafting legal descriptions and exhibits.
5. In the absence of an Engineering Technician on staff, assume the role of Department expert in the use of AutoCAD, Civil 3D, ArcGIS, Revit and other computerized design software programs.
6. In the absence of an Engineering Technician on staff, oversee the County Pavement Management program and the Paver database.
7. Assist other Engineers in performing traffic data collection and traffic studies.
8. In the absence of an Engineering Technician on staff budget, order and maintain drafting supplies for the Department.
9. Assist in performing annual inspections of county facilities prior to budget to identify potential capital construction projects.
10. Maintain County construction files, O&M Manuals, and other project related documentation in both electronic and hard copy form.
11. In the absence of an Engineering Technician on staff, develop the annual ITS budget for the Public Works Department.
12. Adhere to safe work practices and procedures.

**Engineer II**
*In addition to the duties listed under Engineer I:*
1. Perform professional engineering functions on a variety of County projects.
2. Perform project management functions for capital construction and large maintenance projects.
3. Work with Planning and Zoning Administrator to perform technical review of subdivision submittals, including drainage studies, plats and other documents. Attend Planning Commission meetings to provide technical expertise.
4. Prepare project cost estimates and budgets for a wide variety of projects.
5. Develop and compile bid packages and review contracts.
6. Represent the Engineering Division in Building Staff Review meetings for development.
7. Perform water and small wastewater review and permitting through the Delegation Agreement with Wyoming DEQ.
8. Perform flood plain management functions.
9. Provide technical support to the Environmental Services Manager for landfill-related design and project management functions.
10. Attend Planning Commission meetings and act as the Planner/Zoning Administrator in the absence of the Planner/Zoning Administrator.
**Engineer III**

*In addition to the duties listed under Engineer I and II:*

1. Develop proposals and solicit and hire consultants to perform a variety of technical work for the County.
2. Perform review of construction documents, contracts and specifications.
3. Develop and maintain the 5-year capital construction plan.
4. Maintain the construction price database and assume the role of department expert in cost estimation.

**OTHER JOB-RELATED DUTIES**

1. Perform related duties and responsibilities as required.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Engineer I**

**Knowledge of:**

- Principles of engineering, surveying, design and drafting
- Principles of surveying and data collection, including the use of GPS equipment
- Principles of data collection for traffic engineering studies
- Principles of writing engineering reports
- Principles of using the MUTCD for traffic signage and traffic control
- Principles and practices of working safely
- Communications skills, including written and verbal

**Skill to:**

- Communicate clearly and concisely, both orally and in writing
- Use AutoCAD, ArcGIS, Civil 3D, Revit, Paver and other analysis/design-related software programs proficiently
- Operate computers and equipment of a modern office
- Operate a motor vehicle safely
- Plan and organize work to meet schedules and time lines established with some supervisory direction

**Ability to:**

- Exercise good judgment and flexibility in response to changing situations and needs
- Use considerable tact, diplomacy, and interpersonal/human relation skills to maintain positive working relations with internal and external clients
- Work and remain calm under stressful conditions
- Work with people of different personality types
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work
- Follow verbal and written instructions

**Engineer II**

*In addition to the items listed under the Engineer I:

**Knowledge of:**

- Professional engineering, architecture or construction
- Planning, zoning and subdivision regulations
- Principles of construction project management
- Principles of budgeting and cost estimation
- Principles of using Microsoft Project software

**Ability to:**

- Utilize professional knowledge in the accomplishment of assigned engineering projects
Engineer III
In addition to the items listed under the Engineer I & II:

Knowledge of:
- Principles of complex Project Management
- Principles of complex building control systems
- Principles of Storm Water Pollution Prevention Plans (SWPPP)
- Principles of high-level construction cost estimation and related estimation software
- Principles of ICC building codes

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:

Engineer I

Education/Training:
- Bachelor’s in Engineering, Architecture, Geology, Construction Management or equivalent technical discipline

Experience:
- 1-2 years in engineering, architecture, design, drafting, surveying, construction management or equivalent technical field

Engineer II

Education/Training:
- Bachelor’s in Engineering, Architecture, Geology, Construction Management or equivalent technical discipline

Experience:
- 3-4 years in engineering, architecture, design, drafting, surveying, construction management or equivalent technical field

Engineer III

Education/Training:
- Bachelor’s in Engineering, Architecture, Geology, Construction Management or equivalent technical discipline

Experience:
- 5-6 years in engineering, architecture, design, drafting, surveying, construction management or equivalent technical field
LICENSES, CERTIFICATIONS, OR REGISTRATIONS:
Must be current or obtained within a specified time frame as defined upon employment.

Engineer I
- Valid driver’s license
- Fundamentals of Engineering (FE); American Institute of Architects (AIA); Land Surveyor in Training (LSIT);
  or other approved technical certification

Engineer II
- Valid driver’s license
- Professional Engineer (PE); American Institute of Architects (AIA); Professional Geologist (PG)

Engineer III
- Valid driver’s license
- Professional Engineer (PE); American Institute of Architects (AIA); Professional Geologist (PG)
- A minimum of one ICC certification

WORKING CONDITIONS:
Essential duties require the following:

Working Environment:
- Occasional to moderate exposure to cold, heat, noise, outdoors, vibration, confining work space,
  chemicals, mechanical hazards, and electrical hazards

Physical Activities:
- Essential functions require maintaining physical condition necessary for occasional to significant
  physical activity such as sitting, standing, walking, kneeling, crouching/stooping/squatting, crawling,
  twisting, climbing, and lifting an average of 50 plus lbs.; travel to different sites.

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

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Approval: 

Signature  

Date: 03/19/2019
Campbell County
Gillette, Wyoming

Job Classification Title:
Environmental Services Manager

| FLSA Status: Exempt | Job Type: 1154 | Pay Range/Band: 76/32 |

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 plan, design, implement and manage the permitting and construction of the County Landfill and other environmentally sensitive projects and facilities; supervise, direct, and coordinate the personnel of the Solid Waste division of the Public Works Department; Represent the Director of Public Works as needed.

SUPERVISION EXERCISED AND RECEIVED

Exercise direct Supervision over landfill personnel, including the transfer station, recycle center and bale field, Administrative Assistants and Environmental Services Planner.

Receive administrative direction from the Executive Director of Public Works.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

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

1. Plan, design, implement, and supervise County landfill construction projects and activities, to include, but not limited to transfer station, recycle center, construction demolition, and bale field.
2. Work with the Wyoming DEQ to ensure proper and timely permitting of landfill activities; provide management that results in strict adherence to rules, regulations and permits for landfill operations, groundwater and methane monitoring, methane extraction, leachate collection and recirculation; used tire disposal and recycling, poly pipe recycling; used oil storage and disposal; community recycling efforts; household hazardous wastes, etc.
3. Research, solicit, hire and direct outside consulting specialists to assist in the design, permitting, monitoring, testing and operation of the County landfill and related facilities as required.
4. Work closely with the outside consultant chosen to foster and develop working relationships with the Wyoming DEQ. If directed by the Board of Commissioners, take a leadership role in planning and pursuing a regional landfill concept for northeast Wyoming.
5. Develop year end environmental and/or landfill related reports as required by the Executive Director of Public Works and/or the DEQ.
6. Select, train, motivate, and evaluate assigned staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination guidelines; assign tasks, projects and monitor assigned personnel.
7. Perform field inspections of County landfill and other environmentally sensitive projects to ensure compliance with plans, specifications, and permit requirements.
8. Implement directives received from the Executive Director of Public Works.
9. Perform professional engineering and/or professional geology work for design and construction of Campbell County Public Works projects.
10. Per DEQ air quality standards, perform and/or direct asbestos surveys of County buildings and provide a written report prior to commencement of construction or remodeling activities.
11. Perform and/or direct environmental phase I and II site assessments for County properties as required.
12. Represent the Executive Director of Public Works in all phases of Landfill operations as required.
13. Perform liaison work with consultants, field engineers, contractors, other governmental agencies, and the public.
14. Develop, administer, monitor, and coordinate the budget of the Solid Waste Division; assist other county agencies in the development of their individual capital construction budget requirements as needed.
15. Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Solid Waste Division programs, policies, and procedures, as appropriate.
16. Perform oversight and plan review for landfill projects.
17. Provide environmental research and data as required by the Executive Director of Public Works.
18. Assist the Engineering Services Manager in preparing and maintaining bid packages for landfill construction projects.
19. Provide and/or direct analyses, studies, design, surveys, testing, and inspections for Landfill Operations and environmental remediation.
20. Provide economic analysis and studies to justify purchases of new landfill related equipment
21. Participate in inter-agency coordination efforts on public works projects and development actions.
22. Work with the Engineering Services Manager on a variety of engineering projects as required.
23. Attend required continuing education classes.
24. Adhere to safe work practices and procedures.
25. 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:

- Practices and methods of professional engineering and/or professional geology
- General engineering and/or geological design and construction principles
- Pertinent County, State and Federal regulations pertaining to landfills and other environmentally sensitive construction
- Engineering design and database software
- Planning, development, and regulatory concepts and practices
- Construction and environmental remediation methods and practices
- Groundwater and methane monitoring and testing principles
- Organization and management practices as applied to the analysis and evaluation of landfill programs, policies, and operational needs
- Modern and complex principles and practices of landfill development and administration
- Principles of one or more of the following professional disciplines: civil, environmental, geological or mining engineering; geology, hydrology, environmental science
- Principles of supervision, training, and performance evaluation
- Principles and practices of budget preparation and administration
- Modern office procedures, methods, equipment and computing software
- Positive verbal and nonverbal communication and interaction skills
- Principles and practices of working safely
- Safe driving principles and practices

Skill to:

- Operate a blue print machine
- Be proficient in the use AutoCAD and related design software
- Operate modern office equipment
- Operate motor vehicle safely
- Operate test equipment
Ability to:

- Perform highly skilled engineering and environmental analysis and design tasks
- Plan, design, implement, and supervise construction projects
- Assist in development of bid documents and contracts
- Complete professional certification requirements
- Select, supervise, train, and evaluate staff
- Read and interpret plans and blueprints
- Read and interpret environmental rules and regulations
- Interpret and apply Federal, State, and County policies, procedures, laws, and regulations
- Prepare and maintain clear and concise technical engineering and environmental records
- Plan, organize, direct, and coordinate the work of professional, technical, and Solid Waste personnel
- Research, analyze, evaluate and implement new service delivery methods, procedures, and techniques
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Present to the Board of Commissioners on a variety of topics as needed, including high-level budget, financial, technical and personnel
- Work and remain calm under stressful conditions
- Work with people of different personality types
- Exercise good judgment, flexibility, creativity, and sensitivity in interacting with the public and contractors
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work
- Establish, maintain and foster a safe working environment and safety-minded culture
- Speak to large groups and organizations
- Communicate clearly and concisely, both orally and in writing

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:

Education/Training:

- Bachelor's or master's degree in Civil Engineering, environmental engineering, mining engineering or geology. Training satisfactory to the Wyoming State Board of Engineers for licensing as a Professional Engineer or the Wyoming State Board of Professional Geologists for licensing as a Professional Geologist.

Experience:

- Five to six years' experience in engineering, landfill design and/or management, or geology.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:
Must be current or obtained within a specified time frame as defined upon employment.

- Valid driver's license.
- Certification for Manager of Landfill Operation's (State permit requirement).
- State License as Professional Engineer; or State License as a Professional Geologist.

WORKING CONDITIONS:
Essential duties require the following:

Working Environment:

- Considerable exposure to undesirable working condition or exposure.
Physical Activities:

- Essential functions require maintaining physical conditions necessary for considerable physical activity such as sitting, standing, walking, crouching/stooping/squatting, and lifting an average of 20 lbs; ability to drive to different sites and locations.

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

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<td>Last Revision Date:</td>
<td>05/06/14; 07/01/14; 07/01/2014</td>
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Approval: 

Signature ______________________ Date 03/19/2019
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 plan, direct, manage, and oversee the activities and operations of the information technology needs of the organization in coordination with other agencies and boards; administer the budget, staff, and physical facilities of the department.

SUPERVISION EXERCISED AND RECEIVED

Exercise direct supervision over Network Support Analysts, Programmer Analysts, System Support Analysts, Geographic Information System (GIS) Program Coordinator and Administrative Assistant.

Receive general direction from Commissioners Administrative Director.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

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

1. Manage, supervise and provide leadership to maintain and enhance County data processing and telecommunications networks, application software and staff.
2. Develop and administer annual capital and department budgets; review monthly requests for service, past spending and other monthly reports.
3. Recommend and administer County data processing and telecommunications policies, procedures and standards.
4. Work cooperatively with other department administrators and boards to identify technological needs and develop, evaluate and recommend short and long-term strategic plans to provide the technological solutions needed to achieve county goals.
5. Select, train, motivate, and evaluate assigned staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination guidelines; assign tasks, projects and monitor assigned personnel.
6. Participate in grant application processes relating to assigned department.
7. Prepare and update ITS policy and procedure manuals.
8. Prepare computer hardware specifications for bid process and purchases.
9. Plan and coordinate a program designed to meet the technological needs of ITS staff and user group as a whole.
10. Provide expert user support for County.
11. Manage department projects to assure quality results and timely completion.
12. Monitor, evaluate and when appropriate, implement new technological initiatives.
13. Adhere to safe work practices and procedures.
14. Direct, 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

Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Principles and practices of information systems management as applied to a large and diversified public organization
- Principles and practices of telecommunications systems management and operation within a large diversified organization
- Methods, materials, tools and equipment used in computer analysis, repairs, programming and operations
- Principles and practices of budget preparation and administration
- Principles and practices of supervision, training, and performance evaluation
- Pertinent Federal, State, and local laws, codes and regulations
- Modern office practices, methods, and equipment
- Principles and procedures of record keeping and reporting
- Principles and practices of working safely

Skill to:

- Operate modern office equipment

Ability to:

- Provide administrative and professional leadership and direction for staff
- Develop, implement and administer goals, objectives, and procedures for providing effective and efficient information technology services
- Plan, organize, direct, and coordinate the work of personnel; delegate authority and responsibility
- Select, supervise, train and evaluate staff
- Identify and respond to other department administrators and board issues, concerns and needs
- Prepare and administer budgets; allocate resources in a cost-effective manner
- Prepare and administer contracts and bid documents
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Research, analyze, and evaluate new service delivery methods, procedures and techniques
- Oversee and prepare clear and concise administrative and financial reports
- Interpret and apply Federal, State, and local policies, procedures, laws and regulations
- Ensure the maximum utilization of staff, equipment and supplies
- Interpret and explain Department and County policies and procedures
- Communicate clearly and concisely, both orally and in writing
- Exercise good judgment, 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:
Education/Training:
  o Five to six years of experience in system support, programming and/or network support with increasingly responsible supervisory experience.

Experience:
  o Bachelor’s or master’s degree in Computer Science, Programming, Information Systems or other related fields.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:
Must be current or obtained within a specified time frame as defined upon employment.
  o None.

WORKING CONDITIONS:
Essential duties require the following:

Working Environment:
  o Minimal exposure to undesirable working conditions or exposure.

Physical Activities:
  o Essential functions require maintaining physical condition necessary for minimal physical activity such as sitting, standing, walking, kneeling, crouching/stooping/squatting, and lifting an average of 25 lbs.

These requirements are representative but not all-inclusive of the knowledge, skill, and ability required to perform this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.
Campbell County is an Equal Opportunity Employer.

Original Effective Date: 01/2005
Last Revision Date: 
Approval: 
Signature 03/19/2019
Date
Campbell County
Gillette, Wyoming

Job Classification Title:
Juvenile Probation Director

| FLSA Status: Exempt | Job Type: 1022 | Pay Range/Band: 76/32 |

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 plan, direct, manage, and oversee the activities and operations of the Juvenile Probation department; administer the budget, staff, and physical facilities of the department.

SUPERVISION EXERCISED AND RECEIVED

Exercise direct supervision over assigned staff.

Receive general direction from the Commissioners' Chief of Staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

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

1. Provide supervision, management and leadership to professional and administrative personnel in the Juvenile Probation Office.
2. Develop and administer annual capital and department budgets; review monthly requests for service, past spending and other monthly reports.
3. Work cooperatively with other agency administrators, and commissioners to effectively achieve county goals.
4. Select, train, motivate, and evaluate assigned staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination guidelines. Assign tasks, projects and monitor assigned personnel.
5. Participate in grant application processes relating to assigned department.
6. Prepare and update policy and procedure manuals.
7. Adhere to safe work practices and procedures.
8. Direct, attend and participate in staff meetings and related activities; attend workshops, conferences, and classes to increase professional knowledge; serve on committees as assigned. Participate on boards, community coalitions, committees and/or task forces.
9. Coordinate Juvenile & Family Drug Court as required.
10. Analyze operational procedures, implementing changes in policies and procedures as necessary.
11. Assist in the development and expansion of a program for tracking juvenile offenders through the court system. Generate and analyze system reports to monitor program effectiveness.

OTHER JOB-RELATED DUTIES

Perform related duties and responsibilities as required.
JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Advanced principles and practices of budget preparation and administration.
- Principles and practices of supervision, training, and performance evaluation.
- Pertinent Federal, State, and local laws, codes and regulations.
- Modern office practices, methods, and equipment.
- Principles and procedures of record keeping and reporting.
- Principles and practices of working safely.
- Principles and practices of confidentiality.

Skill to:

- Operate modern office equipment.

Ability to:

- Provide administrative and professional leadership and direction for staff.
- Develop, implement and administer goals, objectives, and procedures for providing effective and efficient information technology services.
- Plan, organize, direct, and coordinate the work of personnel; delegate authority and responsibility.
- Select, supervise, train and evaluate staff.
- Identify and respond to other agency administrators and County commissioners' issues, concerns and needs.
- Prepare and administer budgets; allocate resources in a cost-effective manner.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods, procedures and techniques.
- Oversee and prepare clear and concise administrative and financial reports.
- Interpret and apply Federal, State, and local policies, procedures, laws and regulations.
- Ensure the maximum utilization of staff, equipment and supplies.
- Interpret and explain Agency and County policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Exercise good judgment, 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.
- Perform all functions of the Juvenile Probation Officer as needed.

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:

Education/Training:

- Bachelor's or master's degree in Juvenile Justice or related field or any equivalent combination of education and experience.

Experience:

- Five to six years of experience in Juvenile Justice or related field with increasingly responsible supervisory experience.
LICENSSES, CERTIFICATIONS, OR REGISTRATIONS:
Must be current or obtained within a specified time frame as defined upon employment:

- Bloodborne Pathogen Training (and obtain inoculation).
- Valid driver's license.

WORKING CONDITIONS:
Essential duties require the following:

**Working Environment:**

- Moderate exposure or undesirable working conditions; work outside normal working hours and/on-call status; ability to travel to different sites.

**Physical Activities:**

- Essential functions require maintaining physical condition necessary for moderate physical activity such as sitting, standing, walking, running, kneeling, crawling, crouching/stooping/squatting, twisting upper body, climbing, and lifting an average of 25 lbs.

These requirements are representative but not all-inclusive of the knowledge, skill, and ability required to perform this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Campbell County is an Equal Opportunity Employer.

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Original Effective Date: 2/3/04

Last Revision Date: 03/19/2019

Approval:

Signature Date
Campbell County
Gillette, Wyoming

Job Classification Title:
Library Executive Director

| FLSA Status: | Exempt | Job Type: | 1175 | Pay Range/Band: | 82/35 |

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 plan, direct, manage, and oversee the activities and operations of the Campbell County Public Library System (CCPLS); administer the budget, staff, and physical facilities of the CCPLS; and provide highly responsible guidance, direction and support to the Campbell County Public Library System Board.

SUPERVISION EXERCISED AND RECEIVED
Exercise direct supervision over Managers, Supervisors, and/or other subordinate staff.

Receive administrative direction from Campbell County Public Library System Board.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
Important and essential duties may include, but are not limited to, the following:

1. Assume full management and leadership responsibility for all Public Library System services, staff, facilities, and activities.
2. Manage the development and implementation of the CCPLS goals, objectives, policies, and priorities; establish appropriate service and staffing levels; allocate resources accordingly.
3. Work with the Public Library System Board to develop and maintain short and long-range planning; recommend policies to the Board and assist in their formulation; ensure the philosophical objectives of the Board are integrated into County policies and goals; serve as staff representative to Board. Prepare agenda and discussion items for scheduled Board meetings.
4. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.
5. Work cooperatively with Public Library staff, Board, Commissioners and other agency administrators to effectively achieve goals; maintain a cooperative working relationship with other agency staff in a similar field of service; maintain a working relationship with other professional and service groups in the community and state.
6. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures. Assign tasks, projects and monitor assigned personnel.
7. Manage and participate in the development and administration of the annual capital, operating, and other assigned budgets; anticipate and request additional funds needed for staffing, equipment, materials, and supplies; regularly review request for services, past spending and monthly reports; direct, monitor and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.
8. Coordinate System activities with those of other divisions, departments, outside agencies and organizations; prepare and present staff reports and other necessary correspondence.
9. Develop and schedule equipment purchase and replacement.
10. Stay abreast of new trends and innovations in the field of public library management.
11. Respond to and resolve difficult and sensitive inquiries and complaints.
12. Represent the Public Library to other County departments, elected officials and outside agencies; explain and interpret County programs, policies, and activities; negotiate and resolve sensitive, significant and controversial issues.
13. Meet with management staff to identify and resolve problems; assign projects and areas of responsibility; review and evaluate work methods and procedures.
15. Develop policies for selection and purchase of all materials, maintenance of library collection.
16. Respond to change on national library scene and provide local direction.
17. Participate in grant application processes relating to assigned department.
18. Adhere to safe work practices and procedures.
19. Direct, 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

Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Operational characteristics, services, and activities of a comprehensive public library program.
- Organization and management practices as applied to the analysis and evaluation of public library programs, policies and operational needs.
- Modern and complex principles and practices of public library program development and administration.
- Recent developments, current literature and sources of information regarding public libraries.
- Advanced principles and practices of budget preparation and administration.
- Principles and practices of supervision, training, and performance evaluation.
- Organizational and management practices as applied to the analysis and evaluation of public libraries.
- Pertinent Federal, State, and local laws, codes and regulations.
- Modern office procedures, methods, and equipment.
- Principles and procedures of record keeping and reporting.
- Principles of contract administration.
- Facility management and operation.
- Principles and practices of working safely.

Skill to:

- Operate modern office equipment.
- Operate a motor vehicle safely.

Ability to:

- Provide administrative and professional leadership and direction for staff.
- Develop, implement and administer goals, objectives, and procedures for providing effective and efficient public library services.
- Plan, organize, direct, and coordinate the work of personnel; delegate authority and responsibility.
- Select, supervise, train and evaluate staff.
- Identify and respond to community, board, and County commissioners' issues, concerns and needs.
Prepare and administer complex budgets; allocate resources in a cost-effective manner.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze, and evaluate new service delivery methods, procedures and techniques.
Oversee and prepare clear and concise administrative and financial reports.
Interpret and apply Federal, State, and local policies, procedures, laws and regulations.
Ensure the maximum utilization of staff, equipment and supplies.
Interpret and explain Agency and County policies and procedures.
Communicate clearly and concisely, both orally and in writing.
Deal effectively with difficult people.
Make effective presentations to large groups and organizations.
Exercise good judgment, 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:

**Education/Training:**
- A Bachelor’s or master’s degree in Library Science, or a closely related field, from an American Library Association (ALA) accredited college or university.

**Experience:**
- Seven to eight years of experience with progressively responsible management and supervisory duties which demonstrates administrative ability and leadership qualities. Experience should be in the public sector and include management of a similar facility and programs.

**LICENSES, CERTIFICATIONS, OR REGISTRATIONS:**
Must be current or obtained within a specified time frame as defined upon employment.
- Valid Driver’s License.

**WORKING CONDITIONS:**
**Essential duties require the following:**

**Working Environment:**
- No undesirable working conditions or exposure.

**Physical Activities:**
- Essential functions require maintaining physical condition necessary for minimal physical activity such as sitting, standing, walking, kneeling, twisting upper body, and lifting an average of 25 lbs.

These requirements are representative but not all-inclusive of the knowledge, skill, and ability required to perform this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Campbell County is an Equal Opportunity Employer.
| **Original Effective Date:** |  |
| **Last Revision Date:** |  |
| **Approval:** |  |
| No signature on file. |  |

**Signature**  
**Date**
Campbell County  
Gillette, Wyoming  

Job Classification Title:  
Parks and Recreation Executive Director  

<table>
<thead>
<tr>
<th>FLSA Status: Exempt</th>
<th>Job Type: 1175</th>
<th>Pay Range/Band: 82/35</th>
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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 plan, direct, manage, and oversee the activities and operations of the Campbell County Recreation Department; administer the budget, staff, and physical facilities of the Department; and provide highly responsible and complex guidance and direction to the Campbell County Park and Recreation Department Board of Directors.

SUPERVISION EXERCISED AND RECEIVED

Exercise direct supervision over Managers, Supervisors, and other assigned staff.

Receive administrative direction from Campbell County Parks and Recreation Department Board of Directors.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

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

1. Assume full management and leadership responsibility for all Parks and Recreation services, staff, facilities, and activities.

2. Manage the development and implementation of Parks and Recreation goals, objectives, policies, and priorities; establish appropriate service and staffing levels; allocate resources accordingly.

3. Work with the Parks and Recreation Board to develop and maintain short and long-range planning; recommend policies to the Board and assist in their formulation; ensure the philosophical objectives of the Board are integrated into County policies and goals; serve as staff representative to Board. Prepare agenda and discussion items for scheduled Board meetings.

4. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

5. Work cooperatively with Parks and Recreation staff, Board, Commissioners and other agency administrators to effectively achieve goals; maintain a cooperative working relationship with other agency staff in a similar field of service; maintain a working relationship with other professional and service groups in the community and state.

6. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures. Assign tasks, projects and monitor assigned personnel.
7. Manage and participate in the development and administration of the annual capital, operating, and other assigned budgets; anticipate and request additional funds needed for staffing, equipment, materials, and supplies; regularly review request for services, past spending and monthly reports; direct, monitor and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

8. Coordinate Department activities with those of other divisions, departments, outside agencies and organizations; prepare and present staff reports and other necessary correspondence.

9. Develop and schedule equipment purchase and replacement.

10. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of Parks and Recreation management.

11. Respond to and resolve difficult and sensitive inquiries and complaints.

12. Represent Parks and Recreation to other County departments, elected officials and outside agencies; explain and interpret County programs, policies, and activities; negotiate and resolve sensitive, significant and controversial issues.

13. Meet with management staff to identify and resolve problems; assign projects and areas of responsibility; review and evaluate work methods and procedures.

14. Participate in grant application processes relating to assigned department.

15. Prepare and update policy and procedure manuals.

16. Adhere to safe work practices and procedures.

17. Lead, 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**

Perform related duties and responsibilities as required.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

- Operational characteristics, services, and activities of a comprehensive parks and recreation program.
- Organization and management practices as applied to the analysis and evaluation of parks and recreation programs, policies and operational needs.
- Modern and complex principles and practices of parks and recreation program development and administration.
- Recent developments, current literature and sources of information regarding parks and recreation.
- Advanced principles and practices of budget preparation and administration.
- Principles and practices of supervision, training, and performance evaluation.
- Organizational and management practices as applied to the analysis and evaluation of the Parks and Recreation Department.
- Pertinent Federal, State, and local laws, codes and regulations.
- Modern office practices, methods, and equipment.
- Principles and procedures of record keeping and reporting.
- Principles of contract administration.
- Facility management and operation.
- Principles and practices of working safely.
Skills to:

- Operate modern office equipment.
- Operate a motor vehicle safely.

Ability to:

- Provide administrative and professional leadership and direction for staff.
- Develop, implement and administer goals, objectives, and procedures for providing effective and efficient Parks and Recreation services.
- Plan, organize, direct, and coordinate the work of personnel; delegate authority and responsibility.
- Select, supervise, train and evaluate staff.
- Identify and respond to community, board, and County commissioners' issues, concerns and needs.
- Prepare and administer complex budgets; allocate resources in a cost-effective manner.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods, procedures and techniques.
- Oversee and prepare clear and concise administrative and financial reports.
- Interpret and apply Federal, State, and local policies, procedures, laws and regulations.
- Ensure the maximum utilization of staff, equipment and supplies.
- Interpret and explain Agency and County policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Deal effectively with difficult people.
- Make effective presentations to large groups and organizations.
- Oversee the preparation and administration of contracts.
- Exercise good judgment, 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:

Education/Training:

- A Bachelor's or master’s degree in Recreation Administration, Community Education, Business Administration or a related field.

Experience:

- Seven to eight years of experience with progressively responsible management and supervisory duties which demonstrates administrative ability and leadership qualities. Experience should be in the public sector and include management of a similar facility and programs.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:
Must be current or obtained within a specified time frame as defined upon employment.

- Valid Driver's License.
WORKING CONDITIONS:
Essential duties require the following:

Working Environment:

- No undesirable working conditions or exposure.

Physical Activities:

- Essential functions require maintaining physical condition necessary for minimal physical activity such as sitting, standing, walking, kneeling, twisting upper body and lifting an average of 25 lbs.; operate motorized vehicles.

These requirements are representative but not all-inclusive of the knowledge, skill, and ability required to perform this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Campbell County is an Equal Opportunity Employer.
Campbell County
Gillette, Wyoming

Job Classification Title:
Road and Bridge Executive Director

| FLSA Status: Exempt | Job Type: 1035 | Pay Range/Band: 82/35 |

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 plan, direct, manage, and oversee the activities and operations of the Road and Bridge Department; administer the budget, staff, and physical facilities of Road and Bridge; and provide highly responsible and complex guidance and direction to the County Commissioners.

SUPERVISION EXERCISED AND RECEIVED

Exercise direct supervision over Managers, Supervisors, and/or other assigned staff.

Receive administrative direction from Campbell County Commissioners.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

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

1. Assume full management and leadership responsibility for all Road and Bridge services, staff, facilities, and activities.
2. Manage the development and implementation of Road and Bridge goals, objectives, policies, and priorities; establish appropriate service and staffing levels; allocate resources accordingly.
3. Work with the Campbell County Commissioners to develop and maintain short and long-range planning; recommend policies to the Board and assist in their formulation; ensure the philosophical objectives of the Board are integrated into County policies and goals.
4. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.
5. Work cooperatively with Road and Bridge staff, Commissioners and other agency administrators to effectively achieve goals; maintain a cooperative working relationship with other agency staff in a similar field of service; maintain a working relationship with other professional and service groups in the community and state.
6. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures. Assign tasks, projects and monitor assigned personnel.
7. Manage and participate in the development and administration of the annual capital, operating, and other assigned budgets; anticipate and request additional funds needed for staffing, equipment, materials, and supplies; regularly review request for services, past spending and monthly reports; direct, monitor and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.
8. Coordinate Department activities with those of other divisions, departments, outside agencies and organizations; prepare and present staff reports and other necessary correspondence.
9. Develop and schedule equipment purchase and replacement.
10. Stay abreast of new trends and innovations in the field of Road and Bridge management.
11. Respond to and resolve difficult and sensitive inquiries and complaints.
12. Represent Road and Bridge to other County departments, elected officials and outside agencies; explain and interpret County programs, policies, and activities; negotiate and resolve sensitive, significant and controversial issues.
13. Meet with management staff to identify and resolve problems; assign projects and areas of responsibility; review and evaluate work methods and procedures.
14. Participate in grant application processes relating to assigned department.
15. Prepare and update policy and procedure manuals.
16. Adhere to safe work practices and procedures.
17. Direct, 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

Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Operational characteristics, services, and activities of a comprehensive road and bridge program.
- Organization and management practices as applied to the analysis and evaluation of road and bridge programs, policies and operational needs.
- Modern and complex principles and practices of road and bridge program development and administration.
- Recent developments, current literature and sources of information regarding road and bridge management.
- Advanced principles and practices of budget preparation and administration.
- Principles and practices of supervision, training, and performance evaluation.
- Organizational and management practices as applied to the analysis and evaluation of Road and Bridge department.
- Pertinent Federal, State, and local laws, codes and regulations.
- Modern office procedures, methods and equipment.
- Principles and procedures of record keeping and reporting.
- Principles of contract administration.
- Facility management and operation.
- Principles and practices of working safely.

Skill to:

- Operate modern office equipment.
- Operate a motor vehicle safely.

Ability to:

- Provide administrative and professional leadership and direction for staff.
- Develop, implement and administer goals, objectives, and procedures for providing effective and efficient road and bridge services.
- Plan, organize, direct, and coordinate the work of personnel; delegate authority and responsibility.
- Select, supervise, train and evaluate staff.
- Identify and respond to community, board, and County commissioners’ issues, concerns and needs.
- Prepare and administer complex budgets; allocate resources in a cost-effective manner.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods, procedures and techniques.
- Oversee and prepare clear and concise administrative and financial reports.
- Interpret and apply Federal, State, and local policies, procedures, laws and regulations.
- Ensure the maximum utilization of staff, equipment and supplies.
- Interpret and explain Agency and County policies and procedures.
- Deal effectively with difficult people.
- Communicate clearly and concisely, both orally and in writing.
- Oversee the preparation and administration of contracts.
- Exercise good judgment, 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:

**Education/Training:**

- A Bachelor’s or master’s degree in Engineering, Construction Management or related field.

**Experience:**

- Seven to eight years of experience with progressively responsible management and supervisory duties which demonstrates administrative ability and leadership qualities. Experience should be in the public sector and include management of a similar facility and programs.

**LICENSES, CERTIFICATIONS, OR REGISTRATIONS:**

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

- Valid Driver’s License.

**WORKING CONDITIONS:**

Essential duties require the following:

**Working Environment:**

- Occasional exposure to adverse working conditions.
Physical Activities:

- Essential functions require maintaining physical condition necessary for minimal physical activity such as sitting, standing, walking, kneeling, twisting upper body, and lifting an average of 25 lbs.; operate motorized vehicles.

These requirements are representative but not all-inclusive of the knowledge, skill, and ability required to perform this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Campbell County is an Equal Opportunity Employer.

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03/19/2019

Signature

Date
Campbell County
Gillette, Wyoming

Job Classification Title:
Rockpile Museum Director

| FLSA Status: Exempt | Job Type: 2415 | Pay Range/Band: 70/31 |

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 plan, direct, manage, and oversee the activities and operations of the Campbell County Rockpile Museum; administer the budget, staff, and physical facilities of the museum; and provide highly responsible and complex guidance and direction to the Rockpile Museum Board.

SUPERVISION EXERCISED AND RECEIVED
Exercise direct supervisor over Registrar, Museum Educators, and volunteers.
Receive general direction from Rockpile Museum Board.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
Important and essential duties may include, but are not limited to, the following:

1. Manage, supervise and provide leadership to conduct programs for Rockpile Museum.
2. Provide educational information to community groups relative to the Museum's programs.
3. Develop and administer annual capital and department budgets; review monthly requests for service, past spending and other monthly reports.
4. Work cooperatively with other department administrators, Commissioners, and board to effectively achieve museum goals.
5. Select, train, motivate, and evaluate assigned staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination guidelines; assign tasks, projects and monitor assigned personnel.
6. Participate in grant application processes relating to assigned department.
7. Prepare and update museum policy and procedure manuals.
8. Adhere to safe work practices and procedures.
9. Direct, attend and participate in staff and board 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:

- Operational characteristics, services, and activities of a comprehensive museum program.
- Organization and management practices as applied to the analysis and evaluation of museum programs, policies and operational needs.
- Modern principles and practices of museum program development and administration.
• Recent developments, current literature and sources of information regarding museums.
• Advanced principles and practices of budget preparation and administration.
• Principles and practices of supervision, training, and performance evaluation.
• Organizational and management practices as applied to the analysis and evaluation of museums.
• Pertinent Federal, State, and local laws, codes and regulations.
• Modern office practices, methods, and equipment.
• Principles and procedures of record keeping and reporting.
• Principles of contract administration.
• Facility management and operation.
• Principles and practices of working safely.

Skill to:
• Operate modern office equipment.
• Operate a motor vehicle safely.

Ability to:
• Provide administrative and professional leadership and direction for staff.
• Develop, implement and administer goals, objectives, and procedures for providing effective and efficient museum services.
• Plan, organize, direct, and coordinate the work of personnel; delegate authority and responsibility.
• Select, supervise, train and evaluate staff.
• Identify and respond to community, board, and County commissioners' issues, concerns and needs.
• Prepare and administer budgets; allocate resources in a cost effective manner.
• Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
• Research, analyze, and evaluate new service delivery methods, procedures and techniques.
• Oversee and prepare clear and concise administrative and financial reports.
• Interpret and apply Federal, State, and local policies, procedures, laws and regulations.
• Ensure the maximum utilization of staff, equipment and supplies.
• Interpret and explain Department and County policies and procedures.
• Communicate clearly and concisely, both orally and in writing.
• Oversee the preparation and administration of contracts.
• Make effective presentations to large groups and organizations.
• Exercise good judgment, 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:

Education/Training:
• Bachelor's or master's degree in Museum Studies, History or Public History or a related field.

Experience:
• Five to six years' experience in a museum with increasingly responsible supervisory experience.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:
Must be current or obtained within a specified time frame as defined upon employment.

• None

WORKING CONDITIONS:
Essential duties require the following:

**Working Environment:**
- Minimal exposure to undesirable working conditions or exposure.

**Physical Activities:**
- Essential functions require maintaining physical condition necessary for minimal physical activity such as sitting, standing, walking, kneeling, crouching/stooping/squatting, and lifting an average of 25 lbs.

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

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Original Effective Date: 05/13/2002
Last Revision Date: 09/07/2005
Campbell County
Gillette, Wyoming

Job Classification Title:
Public Works Executive Director

| FLSA Status: | Exempt | Job Type: | 1175 | Pay Range/Band: | 82/35 |

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 plan, direct, manage, and oversee the activities and operations of the Public Works Department; administer the budget, staff, and physical facilities of Public Works; coordinate assigned activities with other County departments and outside agencies; and provide highly responsible and complex guidance and direction to the County Commissioners.

**SUPERVISION EXERCISED AND RECEIVED**
Exercise direct supervision over Managers, Supervisors, and/or other subordinate staff.

Receive administrative direction from Campbell County Commissioners.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**
*Important and essential duties may include, but are not limited to, the following:

1. Assume full management and leadership responsibility for all Public Works services, staff, facilities, and activities.
2. Manage the development and implementation of Public Works goals, objectives, policies, and priorities; establish appropriate service and staffing levels; allocate resources accordingly.
3. Work with the Campbell County Commissioners to develop and maintain short and long-range planning; recommend policies to the Board and assist in their formulation; ensure the philosophical objectives of the Board are integrated into County policies and goals.
4. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.
5. Work cooperatively with Public Works staff, Board(s), Commissioners, and other agency administrators to effectively achieve goals; maintain a cooperative working relationship with other agency staff in a similar field of service; maintain a working relationship with other professional and service groups in the community and state.
6. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures. Assign tasks, projects and monitor assigned personnel.
7. Manage and participate in the development and administration of the annual capital, operating, and other assigned budgets; anticipate and request additional funds needed for staffing, equipment, materials, and supplies; regularly review request for services, past spending and monthly reports; direct, monitor and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

8. Coordinate Department activities with those of other county departments, the City of Gillette, Town of Wright, various districts, WYDOT, SLIO, EPA, and other state and federal entities; prepare and present staff reports and other necessary correspondence.

9. Develop and schedule equipment purchase and replacement.

10. Stay abreast of new trends and innovations in the field of public works management.

11. Respond to and resolve difficult and sensitive inquiries and complaints.

12. Represent Public Works to other County and state departments, elected officials and outside agencies; explain and interpret County programs, policies, and activities; negotiate and resolve sensitive, significant and controversial issues.

13. Meet with management staff to identify and resolve problems; assign projects and areas of responsibility; review and evaluate work methods and procedures.

14. Inspect construction projects for adherence to approved plans and specs, testing of construction materials, and preparation of payment to contractors.

15. Perform engineer and surveying review of subdivision plat, drainage and soils reports, and subdivision improvement plans, to facilitate orderly growth and development in accordance with state and local regulations.

16. Provide engineering data and regulatory decisions to developers and the public on platting, subdivision, site planning, and other County standards.

17. Participate in grant application processes relating to assigned department.

18. Use knowledge of civil and municipal engineering to complete important and controversial work. Work includes project management, specification writing and review and contract negotiation.

19. Prepare and update policy and procedure manuals.

20. Adhere to safe work practices and procedures.

21. Direct, 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**

Perform related duties and responsibilities as required.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

- Operational characteristics, services, and activities of a comprehensive public works programs.
- Practices and methods of professional engineering and land surveying.
- General, civil, and architectural design and construction principles.
- Pertinent County, State and Federal regulations pertaining to landfills, construction of roads, bridges, streets, and subdivisions.
- Engineering design and database software.
- Organization and management practices as applied to the analysis and evaluation of public works programs, policies and operational needs.
- Modern and complex principles and practices of engineering program development and administration.
- Recent developments, current literature and sources of information regarding public works.
- Advanced principles and practices of budget preparation and administration.
- Principles and practices of supervision, training, and performance evaluation.
- Organizational and management practices as applied to the analysis and evaluation of Public Works department.
- Pertinent Federal, State, and local laws, codes and regulations.
- Modern office procedures, methods and equipment.
- Principles and procedures of record keeping and reporting.
- Principles of contract administration.
- Facility management and operation.
- Principles and practices of working safely.

**Skills to:**

- Operate GPS, blue print machine, AutoCad, and other surveying equipment.
- Operate modern office equipment.
- Operate a motor vehicle safely.

**Ability to:**

- Plan, design, implement, and supervise construction projects.
- Develop bid documents and contracts.
- Complete professional certification requirements.
- Provide administrative and professional leadership and direction for staff.
- Develop, implement and administer goals, objectives, and procedures for providing effective and efficient public works services.
- Plan, organize, direct, and coordinate the work of personnel; delegate authority and responsibility.
- Select, supervise, train and evaluate staff.
- Identify and respond to community, board, and County commissioners’ issues, concerns and needs.
- Prepare and administer complex budgets; allocate resources in a cost-effective manner.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods, procedures and techniques.
- Oversee and prepare clear and concise administrative and financial reports.
- Interpret and apply Federal, State, and local policies, procedures, laws and regulations.
- Ensure the maximum utilization of staff, equipment and supplies.
- Interpret and explain Agency, federal, state, and County policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Deal effectively with difficult people.
- Make effective presentations to large groups and organizations.
- Oversee the preparation and administration of contracts.
- Exercise good judgment, 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:*

**Education/Training:**

- A Bachelor’s or master’s degree in Civil Engineering or a closely related technical field.
Experience:

- Seven to eight years of experience with progressively responsible management and supervisory duties which demonstrates administrative ability and leadership qualities. Experience should be in the public sector and include management of a similar facility and programs.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:
Must be current or obtained within a specified time frame as defined upon employment.

- State License as Professional Engineer (20 hours bi-annually).
- Certification for Manager of Landfill Operations (State permit requirement).
- Valid driver's license.

WORKING CONDITIONS:
Essential duties require the following:

Working Environment:

- No undesirable working conditions or exposure.

Physical Activities:

- Essential functions require maintaining physical condition necessary for minimal physical activity such as sitting, standing, walking, kneeling, twisting upper body and lifting an average of 25 lbs.; operate motorized vehicles.

These requirements are representative but not all-inclusive of the knowledge, skill, and ability required to perform this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Campbell County is an Equal Opportunity Employer.
Campbell County
Gillette, Wyoming

Job Classification Title:
Director of Weed & Pest

| FLSA Status: Exempt | Job Type: 1026 | Pay Range/Band: 70/31 |

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 establish and conduct programs to implement the provisions of Wyoming Weed and Pest Control Act of 1973 as directed by the District Board while complying with all state and federal laws.

DISTINGUISHING CHARACTERISTICS

SUPERVISION EXERCISED AND RECEIVED
Exercise direct supervision over Weed and Pest Supervisor, office staff, and summer temporary workers. Receive general direction from County Weed and Pest Board.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
Important and essential duties may include, but are not limited to, the following:

1. Provide supervision, management and leadership needed to conduct programs while assuring compliance with State and Federal rules and regulations.
2. Provide educational information to community groups relative to the district's programs; provide landowners and operators with information to conduct effective weed and pest programs; cooperate with state and Federal agencies in programs designed to educate all county residents pertaining to designated weeds and pests.
3. Maintain individual and interagency contacts with Wyoming Game and Fish Dept., State Land Office, Dept. of the Interior, Dept. of Transportation, B.L.M., U.S. Forest Service, local grazing associations and other land owners and managers; work closely with State Dept. of Agriculture and the U.W. Extension Service to create a sound uniform program in order to control designated and noxious weeds within the county.
4. Investigate complaints and check on new reports of infestations; enforce state weed laws if necessary.
5. Recommend control measures approved by the University of Wyoming; use products registered with the State Dept. of Agriculture; follow label directions so as to comply with the Federal Insecticide, Fungicide, Rodenticide Act.
6. Attend national, regional, and local meetings to stay informed so that recommendations are based upon scientific facts and current technology.
7. Conduct inspections and surveys to determine infestations of designated weeds; develop a mapping system to track those infestations.
8. Manage the bio-control program which involves the collection and dispersion of insects that can be used to control various noxious weeds; contract with agencies that have livestock to control weeds in sensitive areas where herbicides are not practical; manage the larvicide program used to control mosquitoes within a five mile radius of the city.
9. Prepare and present to the district board the annual report comparing chemical disbursements and staff hours of labor used on various programs; prepare agenda and reports for monthly board meetings.
10. Maintain an inventory and keep records of transactions to satisfy the regulatory agencies such as EPA and WDA; complete equipment, office and chemical inventories and submit those inventories to Board on an annual basis.
11. Develop and administer annual capital and department budgets; review monthly requests for service, past spending and other monthly reports.
12. Work cooperatively with other agency administrators, commissioners, and Board to effectively achieve county goals.
13. Select, train, motivate, and evaluate assigned staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination guidelines. Assign tasks, projects and monitor assigned personnel.
14. Participate in grant application processes relating to assigned department.
15. Prepare and update policy and procedure manuals.
16. Adhere to safe work practices and procedures.
17. Attend and participate in staff meetings and related activities; attend workshops, conferences, and classes to increase professional knowledge; serve on committees as assigned.
18. Maintain an active roll with the Wyoming Weed and Pest Council.

OTHER JOB-RELATED DUTIES
1. Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:
- Principles and practices of weed and pest control using integrated methods including biological, cultural as well as chemical control.
- Plant identification and plant ecology.
- Federal and State pesticide laws.
- Pesticide and herbicide labels.
- Equipment calibration.
- Principles of public speaking.
- Methods, materials, tools, and equipment used in weed and pest control.
- Principles and practices of supervision, training, and performance evaluation.
- Occupational hazards and standard safety practices.
- Pertinent Federal, State, and local laws, codes and regulations.
- Principles and practices of budget preparation and administration.
- Principles and practices of safe driving, equipment and tool use.
- Basic mechanical skills and abilities.
- Principles and practices of working safely.

Skill to:
- Operate a motor vehicle safely.
- Operate modern office equipment.
- Operate a forklift.
- Operate Global Positioning Equipment and calibration equipment.

Ability to:
- Make effective presentations to groups and organizations.
- Communicate effectively, both verbally and in writing.
- Work in and around chemicals, pesticides, and pesticide application equipment.
- Manage, direct and coordinate the work of department personnel.
- Select, supervise, train and evaluate staff.
- Provide administrative and professional leadership and direction for department personnel.
- Oversee the preparation and administration of department budgets.
- Interpret, enforce and apply Federal, State and local policies, procedures, laws and regulations.
- Exercise good judgment, 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:

Education/Training:
- Three to four years’ experience in commercial pesticide applications and weed and pest management.

Experience:
- Bachelor’s or master’s degree in Weed Science, Crop Science, Range Management or a related field.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:
Must be current or obtained within a specified time frame as defined upon employment.
- Commercial Pesticide License.
- Wyoming Weed and Pest Council Certification after having satisfactorily completed required courses in weed science and entomology.
- Valid driver’s license.

WORKING CONDITIONS:
Essential duties require the following:

Working Environment:
- Significant exposure to extreme heat, working outdoors and chemicals. Pesticides such as rodenticides (strychnine, aluminum phosphide, zinc phosphide), herbicides such as Tordon 22-k, Banvel, 2,4-D, Curtail, Roundup and others, larvicide for mosquito control and insecticides such as Sevin, Malathion, etc.

Physical Activities:
- Essential functions require maintaining physical condition necessary for moderate physical activity such as sitting, standing, walking, running, kneeling, crouching/stooping/squatting, crawling, twisting upper body, climbing, and lifting an average of 60 lbs. Must be able to walk up to five miles per day over rough, uneven terrain while spraying, doing weed survey or crop certification.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Campbell County is an Equal Opportunity Employer
Please make the following line item transfers:

<table>
<thead>
<tr>
<th>Transfer From:</th>
<th>Transfer To:</th>
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<tbody>
<tr>
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</tr>
<tr>
<td>234.72</td>
<td>104.6282</td>
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<tr>
<td>203.00</td>
<td>104.6517.3</td>
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Explanation:
Transfer needed for travel. Meredith Hoggatt
TO: Board of Commissioners  
FROM: Melissa Kershner  
DATE: March 19, 2019  
SUBJECT: Line Item Transfer Request

Please make the following line item transfer:

<table>
<thead>
<tr>
<th>Transfer From:</th>
<th>Transfer To:</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td></td>
<td>Account Name</td>
</tr>
<tr>
<td>$23,740.00</td>
<td>020.7085</td>
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<tr>
<td></td>
<td>Dist. Support Grant</td>
</tr>
<tr>
<td></td>
<td>020.7085.60</td>
</tr>
<tr>
<td></td>
<td>Buckskin I&amp;S District</td>
</tr>
</tbody>
</table>

Approved March 28, 2019 for installation of 20-meter pits, meters and radio-read equipment.
TO: Board of Commissioners  
FROM: Melissa Kershner  
DATE: March 19, 2019  
SUBJECT: Line Item Transfer Request  

Please make the following line item transfer:

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<thead>
<tr>
<th>Transfer From:</th>
<th>Transfer To:</th>
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<tr>
<td>$2,124.00</td>
<td>020.7085</td>
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</table>

Approved March 28, 2019 for emergency replacement of water well pump.
OFFICIAL BOND AND OATH

KNOW ALL PERSONS BY THESE PRESENTS:

That we Joseph Lawrence

of Gillette, Wyoming, as Principal, and WESTERN SURETY COMPANY, a corporation duly licensed to do business in the State of Wyoming, as Surety, are held and firmly bound

unto Board of Cooperative Higher Education Services, the State of Wyoming, in the penal

sum of Fifty Thousand and 00/100 DOLLARS ($50,000.00),

to which payment well and truly to be made, we bind ourselves and our legal representatives, jointly and severally, firmly by these presents.

Dated this 14th day of January, 2019.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, That whereas, the above bounden

Principal was duly Appointed to the office of Treasurer

in the Board of Cooperative Higher Education Services,

and State aforesaid for the term beginning January 1st, 2019, and ending


NOW THEREFORE, If the above bounden Principal and his deputies shall faithfully, honestly and

impartially perform all the duties of his said office of Treasurer

as is or may be prescribed by law, and shall with all reasonable skill, diligence, good faith and honesty safely keep and be responsible for all funds coming into the hands of such officer by virtue of his office; and pay over without delay to the person or persons authorized by law to receive the same, all moneys which may come into his hands by virtue of his said office; and shall well and truly deliver to his successor in office, or

such other person or persons as are authorized by law to receive the same, all moneys, books, papers and things of every kind and nature held by him as such officer, the above obligation shall be void, otherwise to remain in full force and effect.

Approved by the Board of County
Commissioners this 19 day of


Principal

WESTERN SURETY COMPANY

By Paul T. Brublik, Vice President
ACKNOWLEDGMENT OF SURETY

STATE OF SOUTH DAKOTA
County of Minnehaha

On this 14th day of January, 2019, before me, appeared

Paul T. Bruflat to me personally known, being by me sworn, and did say that he is
the aforesaid officer of WESTERN SURETY COMPANY, and that the seal affixed to said instrument is the
corporate seal of said corporation, and that said instrument was signed and sealed on behalf of said
corporation by authority of its Board of Directors, and said officer acknowledged said instrument to be the
free act and deed of said corporation.

M. Bent
Notary Public

My Commission Expires March 2, 2020

OATH OF OFFICE

I do solemnly swear (or affirm) that I will support, obey and defend the constitution of the United States,
and the constitution of the state of Wyoming; that I have not knowingly violated any law related to my
election or appointment, or caused it to be done by others; and that I will discharge the duties of my office
with fidelity.

State of Wyoming
County of Campbell

This Oath of Office was subscribed and sworn to before me by Joseph Lawrence
on this 26th day of February, 2019

My commission expires

M. Bent
Notary Public, Wyoming

ACKNOWLEDGMENT OF PRINCIPAL

THE STATE OF WYOMING
County of Campbell

On this 06th day of February, 2019, before me, personally appeared

Joseph Lawrence to me known to be the person described in and
who executed the foregoing instrument as Principal, and acknowledged that the same was executed as
his free act and deed.

My commission expires

1/12/2020

M. Bent
Notary Public, Wyoming
# POSITION VACANCY JUSTIFICATION

<table>
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<tr>
<th>Department:</th>
<th>District Court</th>
<th>Date:</th>
<th>03/06/2019</th>
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<tbody>
<tr>
<td>Position Title:</td>
<td>Deputy Clerk I (Part-time)</td>
<td></td>
<td></td>
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<tr>
<td>Classification Band:</td>
<td>39/17</td>
<td>Current Salary:</td>
<td>14.17</td>
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<tr>
<td>Salary Range:</td>
<td>Minimum: 29473.60</td>
<td>Mid-Point: 35360.00</td>
<td>41246.40</td>
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<tr>
<td>Position Justification:</td>
<td>[redacted] is resigning because she needs more hours. This person is just part-time and pulls &amp; puts away files etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Termed incumbent:</td>
<td>[redacted]</td>
<td></td>
<td></td>
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<tr>
<td>Position Originated:</td>
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<table>
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<tr>
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<th>XX</th>
<th>State</th>
<th>WIC Program</th>
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<td>Federal</td>
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<td>Other</td>
<td>(Please explain)</td>
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<td>Non-Exempt</td>
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<td></td>
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<table>
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<th>Reason for Vacancy:</th>
<th>Replacing Termination</th>
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<th>New Position</th>
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<table>
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<tr>
<th>Existing Budgeted Position:</th>
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<th>XX</th>
<th>No</th>
<th>If No, Please explain:</th>
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</table>

<table>
<thead>
<tr>
<th>Benefit Eligible:</th>
<th>Yes</th>
<th>No</th>
<th>XX</th>
<th>Please explain:</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Department Head Signature:</th>
<th>[Signature]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commissioner Approval:</td>
<td></td>
</tr>
</tbody>
</table>

Routing: Original: HR for review; HR forward to Commissioners’ for approval & signature; return to HR; HR file and

https://www.ccgov.net/DocumentCenter/View/1343/Position-Justification-Form
POSITION VACANCY JUSTIFICATION

make copy to send to requesting department.
<table>
<thead>
<tr>
<th>Department</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parks and Recreation</td>
<td>March 15, 2019</td>
</tr>
</tbody>
</table>

**Position Title:** Park Maintenance Technician

**Classification Band:** 52 Range 23 Band  
**Current Salary:** $56,867.20

**Salary Range:** $40,601.60 – $48,734.40

- **Minimum:** $40,601.60  
- **Mid-Point:** $48,734.40  
- **Maximum:** $56,867.20

**Position Justification:** Performs skilled and manual duties in order to maintain Campbell County parks and turf; maintain and repair park and athletic field irrigation systems, maintain athletic fields. Supervise season employees in turf care at designated areas. Direct and/or perform snow removal including plowing, hand shoveling and dispersing ice melting compounds.

**Termed incumbent:** [Handwritten: Promoted]

**Position Originated:** NA

**Funding Source for Position:**  
- County: X  
- State: Other

**WIC Program:** (Please explain)

**Classification:**  
- Full Time: X  
- Part Time:  
- Number of Hours: 40  
- Exempt:  
- Non-Exempt: X

**Reason for Vacancy:**  
- Termination  
- New Position:  
- Promotion: X

**Existing Budgeted Position:**  
- Yes: X  
- No:  
- If No, Please explain:

**Benefit Eligible:**  
- Yes: X  
- No:  
- Please explain:

**Department Head Signature:** [Handwritten: ]

**Commissioner Approval:**

Routing: Original: HR for review; HR forward to Commissioners’ for approval & signature; return to HR; HR file and C:\Users\kgw77\Desktop\Position Justification Irrigation-Parks Maintenance Tech.docx
CAMPBELL COUNTY SOCIAL MEDIA AND NETWORKING APPROVAL & AGREEMENT FORM

Name: Meredith Hoggatt

Employee #:

Title: Horticulture Program Coordinator

Department: CC Extension

Justification:
Social media will be used for sole purposes of business marketing, recruitment and communication with clients for the CC horticulture programs.

Authorized to access the following County websites, social media pages, and social networking sites:

Facebook

I have received the Social Media Use Guideline, and I agree to use the County websites, County-approved social media pages and engage in social networking activities for County business only as appropriate and in compliance with this Guideline. I understand that I must have approval from my Department Director and the Office of the Commissioners to use County websites, social media pages, or engage in social networking on behalf of the County. I also understand I am responsible for all posting made by me on County websites, social media pages, or in the social networking activities including those made in the comments sections. I further understand that this guideline also applies to County-related postings made by me via personal (non-County) websites, social media pages, and social networking activities, and I agree to adhere to the guidelines in this guideline when so doing.

I acknowledge that all content on County websites, County-approved social media pages, or in social networking activities are considered to be County property and will be monitored by a designated official of the County. I understand that employees do not have privacy rights in the use of County websites, social media pages, or in social networking activities, and the postings, data, access to, or distribution of such materials is subject to all applicable laws.

I agree to abide by all procedures as set forth by the Social Media Use Guideline when accessing, posting, or publishing content on County websites, County-approved social media pages, or social networking activities. I acknowledge that any violation of the responsibilities, or guidelines outlined in this policy, or in any future modified policies, can be grounds for disciplinary action, up to and including termination of my employment.

Printed Name

(Meridith Hoggatt)

(Date)

Approved by Department Director:  

(Date)

Public Information Coordinator Recommendation: □ Approve □ Deny

(Date)

Approved by Commissioners:  

(Date)

Route director approved copy to Public Information Coordinator. PIC will route to Commissioners.
MEMORANDUM

TO: Campbell County Board of Commissioner’s

FROM: Anthony Langone

RE: Freightliner transfer to Fire Department

DATE: March 13, 2019

While working with the Fire Department over the last year, they had identified a need to replace a tractor the currently use for hauling their large water tank. To replace this vehicle without putting more of a strain on the Fire Department Fleet Fund, I suggested we look through the County fleet to identify a usable vehicle to fit this need.

Since Campbell County Landfill has relocated up north, they no longer have a need for a few of their tractors, and they are slated to be auctioned later this year. The Fire Department has looked at this tractor and it fits their needs. This tractor is a 2009 Freightliner CL with approximately 130,000 miles on it.

We received an estimate from Jacks Truck and Equipment on a purchase value of $15,000 and a resale value of $25,000. The research I have done online with similar tractors shows them selling between $15,000 and $30,000 depending on mileage/hours. With the low mileage this tractor has I would feel comfortable placing a $20,000 value on it. This helps not only the Fire Department with getting a good deal, but also adds value to the County as to not getting bottom dollar.

It is my recommendation to transfer this tractor to the Fire Department at the set value of $20,000.00 during the 18/19 FY. I have attached the email from Jacks Truck and Equipment also a couple tractors sold at auction.
Anthony S. Langone

From: Lonnie R. Lueck
Sent: Monday, February 25, 2019 3:31 PM
To: Anthony S. Langone

-----Original Message-----
From: rchafee@jacksinc.com <rchafee@jacksinc.com>
Sent: Wednesday, February 20, 2019 3:34 PM
To: Lonnie R. Lueck <LRL08@ccgov.net>

Warning: This Email originated from outside the Campbell County mail system. Please use caution when clicking on links, or following any instructions in this message.

Below is our email chain on those trucks.

Let me know if you need more information Lonnie.

Thanks.

Richard

-----Original Message-----
From: Dave Meister <dmeister@jacksinc.com>
Sent: Thursday, February 14, 2019 9:30 AM
To: rchafee@jacksinc.com

Richard,

I think both of these trucks would retail around the $25k mark. If I were to buy them....I would try to buy them for $12 to $15k.

David Meister
Floyd's Truck Center (Casper Location)
Used Truck & Trailer Manager
Casper WY 82601
Cell: 307-689-4746
Fax: 307-237-8602

-----Original Message-----
From: rchafee@jacksinc.com <rchafee@jacksinc.com>
Specifications

Showing Only 33,440 Miles iii Don't Miss iii This is a very hard to find Truck with Super Low Miles

60 Turbo Diesel Engine and 13 Speed Manual Transmission with Only 34,461 Super Low Original Miles iii ECM

2007 Freightliner Columbia. Tandem Axle Air Ride Suspension. Condo Sleeper. Incubator bunks with Detroit Series

Description

33039
Beach, Florida

Truck Location:

763

Phone: (954) 916-0339
Florida 33039

Hollywood, Hollywood

LTG

Truck Time,

Seller Information

2019 12:38 PM
Sale Ended: Wed, Feb 6,
Opened at: USD $1,100
Number of Bids: 226
Price: $32,300

Lot # 4761 - 2007 Freightliner Columbia 120

342019
920.70 odometer miles. Truck is located on the Auctionblock, L.S. Hwy 10 auction yard at Audubon, MN. For more information contact 765/807-2225. 5-speed automatic transmission, A/C, tilt, and cruise. Power windows and mirrors, alloy wheels, and alloy rims. 

2000 Freightliner Century Class, model CL120. 12.000# Gross, front axle, 40,000# Full Lock Rears. 3.90 Ratio. Hendrickson, 1.3. 2000. 64 In 1 Fuel Management System. 17.00 tires. Budweiser Beverage, 10 shot 40. 4.5L, Engine, 10 shot, 40. 4.5L, Engine, 450 hp, Engine Brake. Eaton UltraShift Transmission. Mercedes Benz, 4400 engine. 450 hp, Engine Brake. 17.00 P295/65R17 tires. 17.00 P295/65R22.5 tires. 17.00 P295/65R22.5 tires. 17.00 P295/65R22.5 tires.

2008 Freightliner CL120. 120 V4-6 engine. 634 HP. Mercedes Benz. 2008 Freightliner CL120. 120 V4-6 engine. 634 HP. Mercedes Benz.

Truck Location:

Audubon, MN

$551,191

$43,749

Phone: (218) 551-191

Minneapolis, MN

3/20/19

Sale Ends: Wed, Sep 12, 2018 12:08 PM

$1,7250

Open At: USD 51,000

Number of Bids: 60

Price: $1,7250

Lot # 4781 - 2008 FREIGHTLINER COLUNBIA 120
General Specifications

Differential Lock: Exit
Runs Good

Description

New York 13057
9 East Syracuse
Truck Location:

2007
Phone: (315) 594-
York 13057
East Syracuse, New

INC.

EQUIPMENT
TRACER ROAD

Seller Information

2018 1:06 PM
Sale Ended: Wed, Aug 22,
Open at: USD $100
Number of Bids: 121
Price: $15,100

LOT # 2207 - 2007 FREIGHTLINER COLUMBIA 120
The one week of the completion of the auction. An invoice will be sent to your e-mail address registered with Auction Time after the sale concludes. The payment may be made by bank wire, or certified check. We do not accept credit card payments. Payments need to be received and paid in full within 60 days of the purchase. If the purchased item is not picked up within 60 days of the purchase, the item will be returned to the seller.

Successful bidder must contact us within 24 hours of the completion of the auction to verify method of payment. No equipment will be released until payment is received in full.

**Terms & Conditions:**

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<tr>
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<th>Left Hand Drive</th>
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<tbody>
<tr>
<td>Interior</td>
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<td>Front Axle</td>
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<td>Weight</td>
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</tr>
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<td>Rear Axle</td>
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<tr>
<td>Width</td>
<td>6'4&quot;</td>
</tr>
<tr>
<td>Height</td>
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<tr>
<td>Wheelbase</td>
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<td>Treadm</td>
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<tr>
<td>Chassis</td>
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<td>CM2</td>
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<tr>
<td>Model</td>
<td>Freightliner</td>
</tr>
<tr>
<td>Year</td>
<td>2007</td>
</tr>
<tr>
<td>Quantity</td>
<td>1</td>
</tr>
<tr>
<td>Mileage</td>
<td>1,070,340 mi</td>
</tr>
</tbody>
</table>
MEMORANDUM

TO: Campbell County Board of Commissioners

FROM: Anthony Langone

RE: Change of vehicle bid

DATE: 2/27/19

On August 21st, 2018 Campbell County accepted a bid for a 2019 Ram 1500 SSV pick-up from White’s Energy Motors. Due to emissions standards Chrysler has not yet begun to produce these vehicles. On Friday February 22nd I received a notice from Chrysler asking to resubmit the vehicle order and build a like vehicle.

I would like to ask the board for permission to retract our bid acceptance. We have located two 2018 Ram 1500 SSV pick-ups at Veto Enterprises in Illinois. These pick-ups are both new in condition and meet the bid specifications we seek. The original bid accepted from White’s Energy was in the amount of $29,757.50. Veto Enterprises in Illinois is asking $29,355.00. The only difference in options is a hands-free communication $495.00 which brings the total to $29,850.00. We originally budgeted $41,100.00 for this pick-up including up-fit costs.
<table>
<thead>
<tr>
<th>Order No.</th>
<th>Terms</th>
<th>Due Date</th>
<th>REP</th>
<th>Ship Date</th>
<th>Ship Via</th>
<th>Vehicle No.</th>
<th>Your P.O. No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RAM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A/P</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description</th>
<th>Qty.</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAM</td>
<td>2018 Dodge Ram Crew Cab 1C6RR7XT4JS206926, as per quote</td>
<td>1</td>
<td>29,355.00</td>
<td>29,355.00</td>
</tr>
<tr>
<td>A/P</td>
<td>Add U-connect</td>
<td>1</td>
<td>495.00</td>
<td>495.00</td>
</tr>
</tbody>
</table>

It's been a pleasure working with you!

Rec'd By: ____________________________

Gov. agencies receive Net 30 day terms. 1 1/2% Service charge if not paid in full. 14-Day return privilege w/notice. Restocking fees may apply. Appropriate taxes will be collected. Return checks subject to $25 handling charge.

Would you like to receive an electronic version of this invoice? ____________________________

Subtotal -------- $29,850.00

8% Sales Tax (0.0%)  $0.00

Total  $29,850.00

Payments/Credits  $0.00

Balance  $29,850.00

Veto Enterprises, Inc.
Police Car Sales & Equipment Specialists
212 W. Exchange St.
Sycamore, IL 60178-1407
Federal Tax ID #36-2744710

Date: 3/12/2019
Invoice No.: 29958
The final bid price is $68,345.00 from the state of Wyoming. Campbell County’s contribution to the purchase of this bus from Ecker Equipment without accepting the trade in other equipment is $2,000.00. This reduced the trade in value of $50,000.00 I would recommend for our current bus. I was recommended the bids were due by 1:00 p.m. on March 12th. 2019. Bids were posted online and advertised in the Gillette News Record for three consecutive weeks. We also hand delivered a bid to each vendor. On March 12th, 2019 bids were posted online and advertised in the Gillette News Record for three consecutive weeks. We also hand delivered a bid to each vendor. On March 12th, 2019 bids were posted online and advertised in the Gillette News Record for three consecutive weeks. We also hand delivered a bid to each vendor.

This year Campbell County sent out for bid a new class of 30 passenger bus for

DATE: March 13, 2019

RE: FY 2018/19 Vehicle Recommendations

FROM: Anthony Langone, Fleet Manager

TO: Campbell County Board of Commissioners

MEMORANDUM

Del Shibley
Deputy Sheriff

D.C. Reardon
Bob Marshall

Mark A. Christiansen
Rusty Bill Chambers

Board of Commissioners

Administrative Director

Robert P. Palmer, Commissioners

Wyoming

Campbell County

Office
<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Item Number</th>
<th>Price Per</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIR DEFLECTOR</td>
<td>1</td>
<td>1555</td>
<td>$875.00</td>
<td>$875.00</td>
</tr>
<tr>
<td>BACK UP CAMERA</td>
<td>1</td>
<td>1556</td>
<td>$895.00</td>
<td>$895.00</td>
</tr>
<tr>
<td>BUMPER MTD CROSSING ARM REAR</td>
<td>1</td>
<td>1525</td>
<td>$25.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>HEATED STEPS</td>
<td>1</td>
<td>1560</td>
<td>$600.00</td>
<td>$600.00</td>
</tr>
<tr>
<td>NON-RETRACTING LATCH BELTS</td>
<td>1</td>
<td>1570</td>
<td>$4.70</td>
<td>$4.70</td>
</tr>
<tr>
<td>REAR AIR CONDITIONING</td>
<td>1</td>
<td>1535</td>
<td>$950.00</td>
<td>$950.00</td>
</tr>
<tr>
<td>TRAILER ALLOWANCE BUS #663</td>
<td>1</td>
<td>1530</td>
<td>$60.95</td>
<td>$60.95</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1</td>
<td></td>
<td></td>
<td><strong>$6,450.00</strong></td>
</tr>
</tbody>
</table>

**Note:**

- **Total Due:** $6,450.00
- **Amount Due:** $5,727.00
- **Sales Tax:** $673.00
- **Total:** $6,450.00

---

**Quote**

---

**ATTN:** ANTHONY LANGDON, MANAGER

ELDER, 500 CALLETTES, WY 82716

TEL: 307-637-8190

**Fax:**

---

**Eew**
Vehicle is appropriate for the task.

3. Briefly describe the type of public transit or clean specific vehicle(s) and why this...

2. Eligibility:

Submit your current contract with this application. If your eligibility is based upon being under contract as stated above then please submit a copy of your contract.

Office of State Loans and Investments:

NOTE: The applicant must provide an executed resolution on a form provided by the

Contact Person: Robert Tanne

DUNS # 7141340

TAX ID #: 896000103

Email: RT70000c@co.gov

Fax: (307) 682-4643

Phone: (307) 682-3823

Population Served: 49,220

Applicant's mailing address: 800 South College Avenue 611, Cheyenne, WY 82001

Applicant:

Campbell County Board of Commissioners

Grant and Loan Application

Transportation Enterprise
<table>
<thead>
<tr>
<th>% of Total</th>
<th>Awarded Amount</th>
<th>Awarded Date</th>
<th>Seeded Funding Source</th>
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</thead>
<tbody>
<tr>
<td></td>
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</table>

(Include requested/proposed funding and awarded/secured funding in the chart below)

5. Funding Sources and/or Loans for this Project:

is optional and will not affect funding decisions.

WYDOT provides the service if your application is approved. You must provide the service for public or for private funding. You must apply for this program.

4. The Governor of Transportation (WYDOT) has the authority to provide a certified point of contact:

Vehicle

Replace Existing

Thu (check one)

Type of Capital Investment

Yes

No

Compliant

ADAC

Yes

No

Equipped

EAD

Yes

No

Vehicle

NO.

30

1

For public or private transportation vehicles provide the following information:
<table>
<thead>
<tr>
<th>Transmission Shif...</th>
<th>17 Years</th>
<th>2001 Thomas B...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mileage</td>
<td>12960</td>
<td></td>
</tr>
<tr>
<td>Current</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Age of Vehicle</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Destination of Vehicle</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The current bus will be sold at County auction

If yes how are you going to dispose of the old vehicle:

☐ Yes  ☑ No

Is this funding request to replace an existing vehicle: Yes  ☑ No

<table>
<thead>
<tr>
<th>Other</th>
<th>Public</th>
<th>Wheelchair</th>
<th>Public</th>
<th>Wheelchair</th>
<th>General</th>
<th>Elderly</th>
<th>Enabled</th>
<th>Disabled</th>
<th>Calendar Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>310</td>
<td>44</td>
<td>111</td>
<td>60</td>
<td>50</td>
<td>2017</td>
<td>2016</td>
<td>2015</td>
<td>2015</td>
<td>2015</td>
</tr>
</tbody>
</table>

6. Annual Ridership Data for the Last Three Years and How it is Calculated.
I certify that I am authorized to sign this application on behalf of our governing body, and the applicant will comply with all applicable requirements for approval, to the best of my knowledge and belief. The information in this application is true and complete. I understand that the State may review any material documents or instruments relating to the expenses of this application.

Robert Truns Executive Director
Name and Title (Typed)
Signature
Date 08/22/18
Phone No (207) 622-2992
E-mail: RT@Maine.gov
Name and Title of Contact Person

The Transportation Empowerment Fund will serve all of Campbell County (see attached map); approximately 5,000 square miles. The Transportation Empowerment Fund will support the approved federal (DEA), state, and local initiatives. The service funded under Campbell County's Transportation Empowerment Funded: Eligible children include those children 5 years old or age who qualify for special education services under Chapter 66-A.

Campbell County Children's Developmental Services provides services to all eligible children residing in Campbell County. The services of the Public Transit Program and the service area proposed for the vehicle(s) to be purchased are described below:

Area Served:

B.
Transportation provided by CC-CCS is often specific. Transportation is provided for children ages 2-5.

Do you provide transportation to the public or your transportation clientspecific?

Campbell County Children's Developmental Services is a department of County Government.

The applicant is the head of family (Senior Citizens Center, Regional Transportation Authority).

Name of Applicant:

Board. The office will provide this form to the State loan and Investment

The application should view this form as an opportunity to inform the board of

Transportation Enterprise Fund Program Application Summary Form

Office of State Lands and Investments
BE IT FURTHER RESOLVED, that Robert Travis, Executive Director of CC-CC,

(name of project)(Transportation Enterprise Fund Program) to be submitted to the State Loan and Investment Board

the amount of $ (Name of applicant) (replacement)

43,000.00 be submitted to the State Loan and Investment Board

Campbell County Board of Commissioners

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE

WHEREAS, the Governing Body of the

Campbell County Board of Commissioners

WHEREAS, the Transportation Enterprise Fund Program is designed to assist in funding the project

WITNESS

FOR THE PURPOSE OF (name of project)(Transportation Enterprise Fund Program) on behalf of the Governing Body to the

Campbell County Board of Commissioners

TRANSPORTATION ENTERPRISE FUND ON BEHALF OF THE GOVERNING BODY FOR THE

STATE LOAN AND INVESTMENT BOARD FOR A PARENT OR SUBSIDIARY TO THE

Enacted: 1985

(Standardized Resolution Form Rev. 1999 Wyoming Office of State Lands and Investments)
My commission expires 11/19/2018

Tracy Public

Subscribed and sworn to before me this

day of September, 2018

by

Notary Public

County of Santa Clara

State of California

Vehicle replacement certification is correct and true

[Signature]

[Date: 11/16/16]

I declare under penalty of perjury that the information in this

[Signature]

[Date: 11/16/16]

Vehicle replacement certification is correct and true

[Signature]

[Date: 11/16/16]
<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
<th>Price/Piece</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>BUA CAMERA</td>
<td>1</td>
<td>$1,300.00</td>
<td>$1,300.00</td>
</tr>
<tr>
<td>BACK UP CAMERA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUMPER MID CROSSING ARM</td>
<td>1</td>
<td>$650.00</td>
<td>$650.00</td>
</tr>
<tr>
<td>HEATED STEPS</td>
<td>1</td>
<td>N/C</td>
<td>N/C</td>
</tr>
<tr>
<td>STEPS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2018 14-2000 GVW CM GAS CHASSIS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$59,150.00</td>
<td></td>
<td></td>
<td>$59,150.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td>$61,000.00</td>
</tr>
</tbody>
</table>

ATTN: ANTHONY LANGONE, MANAGER

GILLETTE, WY 82716
500 S. GILLETTE AVE.
TO: CAMPBELL CO. FLEET MANAGER
1-307-442-2206
P.O. BOX 59
Elder Equipment Leasing of WY, Inc.

QUOTE

E&W
The following page(s) contain the backup material for Agenda Item: 9:15 County Information - Most Valuable Personnel (MVP) Award

*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. Comments related to the Board agenda will be heard first.
TO:       Board of Commissioners
FROM:    Employee Recognition Committee
DATE:     March 8, 2019

SUBJECT: MVP Award (Most Valuable Personnel)

The Employee Recognition Committee is pleased to announce Sarah Knoll with Children’s Developmental Services Center, has been awarded the MVP award. The Committee will like to recognize Ms. Knoll with this honor at the March 19th Board Meeting.

Attached is a copy of the nomination the committee received for consideration.

Thank you for your ongoing support of the recognition program.
February 26, 2019

To whom it may concern:

This letter is to serve as a nomination for Sarah Knoll as “Most Valuable Employee” for Campbell County. Sarah is a physical therapist at Children’s Developmental Services of Campbell County. In addition to providing physical therapy to children, she regularly goes above and beyond her job duties.

Sarah consults with families as a preventative measure and supports classroom staff in providing appropriate physical experiences to promote overall health in early childhood. She is an active member of the county’s wellness committee and leans on her extensive knowledge of health and well-being to provide exceptional support to Campbell County employees. She is deeply involved in the center’s Creating a Culture for Learning committee which works to support student achievement across the center with both regular education and special education students. She also contributes to the well-being of staff by serving on a morale committee where she plans and implements activities for staff and their families outside of work hours. To better meet the needs of our families when they are at home, Sarah helps implement the Blessings in a Backpack program which involves her regularly collecting food from the warehouse and distributing this food to the families of need in our school. This is yet another example of Sarah serving our community as a whole.

Sarah is a high-quality team member, and although her formal education is not in early childhood, she contributes to educational conversations, ensuring staff at CDS-CC are addressing the needs of all families and children. She makes changes to her schedule to accommodate the needs of others and will, regardless of how busy she is, provide input to staff to ensure student needs are being met. Ultimately, Sarah is a very selfless person who dedicates her work to contributing to our community. She uses the knowledge learned from her experiences in our community to better serve families and children at CDS-CC.

Thank you for your consideration,

Mary Ann Michael

Early Intervention Instruction, Children’s Developmental Services
**Most Valuable Personnel**

MVP Nominee(s)  Sarah Knoll  
Department/Title  CDS-CC / Physical Therapist  

Nominated by  Mary Ann Michael  
Department/Title  CDS-CC / Early Intervention Instructor  
Best form of contact  Mcj70@ccgov.net  

*Please check all that apply and explain in list/bullet format, must meet 3/5 to be considered*

<table>
<thead>
<tr>
<th>Check</th>
<th>Description of criteria</th>
<th>Explain</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Provides exceptional customer service</td>
<td>Sarah consults with families as a preventative measure and supports classroom staff in providing appropriate physical experiences to promote overall health in early childhood.</td>
</tr>
<tr>
<td></td>
<td>Made/makes innovative and creative changes that improve workflow/productivity</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Identifies significant monetary savings opportunities</td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>Completed a special act or service that goes above their normal duties</td>
<td>She is an active member of the county’s wellness committee and leans on her extensive knowledge of health and well-being to provide exceptional support to Campbell County employees. She is deeply involved in the center’s Creating a Culture for Learning committee which works to support student achievement across the center with both regular education and special education students. She also contributes to the well-being of staff by serving on a morale committee where she plans and implements activities for staff and their families outside of work hours. To better meet the needs of our families when they are at home, Sarah helps implement the Blessings in a Backpack program which involves her regularly collecting food from the warehouse and distributing this food to the families of need in our school. This is yet another example of Sarah serving our community as a whole.</td>
</tr>
<tr>
<td>X</td>
<td>Exemplifies flexibility and adaptability to changes in the workplace</td>
<td>She makes changes to her schedule to accommodate the needs of others and will, regardless of how busy she is, provide input to staff to ensure student needs are being met.</td>
</tr>
</tbody>
</table>

Any county employee may submit a nomination. Use this as a guideline and submit a letter addressing the ERC. Please return this form and the letter to the HR office or any ERC member. All nominations must be submitted no later than the 20th of each month.

**OFFICE USE ONLY**

Received by  
Date Received  
Decision date
*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. Comments related to the Board agenda will be heard first.
March 7, 2019

Rusty Bell, Chairman
500 S. Gillette Avenue
Suite 1100
Gillette, WY 82716

RE: CSBG Funds

Dear Chairman Bell,

The Campbell County CARE Board is writing to inform you of our recommendation for the Council of Community Services (CCS) to apply for and manage the Community Services Block Grant (CSBG) funding. Currently, Campbell County, on behalf of the CARE Board, is the recipient of the CSBG allocation. The CARE Board prepares the annual application, decides funding allocations to subgrantees, monitors subgrantees and ensures compliance with state and federal funding guidelines. Campbell County through the CARE Board has provided fiscal and programmatic oversight of the CSBG since 2001.

CSBG funds are uniquely administered in Campbell County. Typically, CSBG funds are allocated to a private community action partnership (CAP) which provides direct services. Nationally, private CAPs tend to provide a wide range of services for low-income persons, including weatherization support, energy assistance, emergency shelter, emergency food supplies, and emergency medical assistance. In cases where public CAPs are awarded CSBG funding, the public CAPs usually also provide direct services similar to the services previously outlined. Campbell County offers no direct services. Instead the CSBG funds are sub-granted to various agencies who complete an annual sub-grantee application to the CARE Board.

The structure Campbell County uses is problematic due to the requirements of the funding. Agencies who receive CSBG funding are required to provide services in a manner that are consistent with Results Oriented Management and Accountability (ROMA) guidelines. ROMA is designed to establish measurable outcomes that demonstrate effective use of CSBG funding to move individuals and families out of poverty into self-sufficiency.

Currently, the structure of the CSBG funding model in Campbell County is not designed to support long-term results that build self-sufficiency. A relatively small award, approximately $200,000 per year is divvied between numerous human service agencies in sub-grant awards ranging from $90,000 (ninety thousand) to $22,000 (twenty-two thousand). The small allocations create challenges in providing meaningful services that achieve the over-arching goal of the CSBG funding—to move people out of poverty. Usually, agencies are restricted to providing a
single service as opposed to wrap-around services through a case management system. Case management is designed to identify the supports and services low-income persons need to address poverty and become self-sufficient effectively.

Additionally, the current CSBG funding structure places Campbell County and the CARE Board in non-compliance with the funding requirements. In the two previous fiscal years, Campbell County has participated in on-site reviews with the State Community Services Program. In each of the site visits the State CSBG Program Manager has expressed concern regarding the failure of our sub-grantees to achieve outcomes that show progress of individuals and families moving toward self-sufficiency.

For these reasons, the CARE Board recommends the Council of Community Service apply for CSBG funding in future years. Due to other funding, such as the Emergency Solutions Grant program, they currently have the required tri-partite board structure to apply for CSBG funds. Additionally, CCS currently provides a number of services typically found in a CAP.

The CARE Board strongly believes there is an opportunity, through effective case management, for smaller non-profit human service agencies to provide services through a vendor relationship instead of sub-grantee relationships. Supporting CCS’s application for the CSBG funding will allow their agency to implement case management designed to identify the necessary supports and services to help move individuals and families out of poverty. This change will bring the local allocation of CSBG funding in line with federal goals designed to ensure measurable outcomes.

Sincerely,

Sandy Lenz, Chairman
Campbell County CARE Board
The following page(s) contain the backup material for Agenda Item: 9:25 Request for Proposal, Adult Treatment Court

*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. Comments related to the Board agenda will be heard first.*
REQUEST FOR PROPOSAL
03/29/2019

Closing Date and Time: April 26, 2019, 5:00 PM

A complete copy of the sealed proposal must be received by 5:00 PM MST on April 26, 2019

SUBSTANCE ABUSE TREATMENT SERVICES
CAMPBELL COUNTY ADULT TREATMENT COURTS PROGRAM

CAMPBELL COUNTY ADULT TREATMENT COURTS
500 SOUTH GILLETTE AVENUE, SUITE 2500
GILLETTE, WYOMING 82716
Telephone: (307) 687-6470 / Fax: (307) 687-6376
crb06@ccgov.net
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  Vision Statement .............................................................................................................................................................. i
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Campbell County Adult Treatment Courts

Mission Statement

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.

Vision Statement

The vision of the Campbell County Adult Treatment Courts is to be recognized statewide as a successful, innovative program which meets and exceeds the State of Wyoming’s performance measures. Eligible participants will be identified expeditiously using evidence-based best practices. Participants will begin their recovery process with immediate involvement in treatment which meets their needs. Participants will be treated fairly and with respect by a team of professionals all striving for a common goal. In so doing, the Campbell County Adult Treatment Courts will reduce recidivism by participants, strive for retention and graduation for all who enter the program, aim for long-term continuous sobriety for each participant and offer services which will assist participants in becoming a healthy, productive, law-abiding citizens.

Philosophy

Campbell County Adult Treatment Courts operate as problem-solving courts and consists of two separate tracks: a Felony Treatment Court program and DWI Treatment Court program. The combination of judicial supervision, intensive treatment, and supervision, along with rewards and sanctions are unique traits of treatment court. Families and significant others are encouraged to participate in the program. They provide moral support, attend counseling and education sessions, and are encouraged to remain substance free as well. Our program is based on research findings that treatment and recovery for most substance-abusing offenders works best in a community-based, coordinated system of comprehensive services. Team members work together to improve the lives of individuals and families affected by alcohol and drug abuse by ensuring access to clinically sound, cost-effective treatment that reduces the health and social costs to our community and produces substance-free, productive members of society.
10 Key Components of Adult (Drug) Treatment Courts  
(Adopted from the National Association of Drug Court Professionals)

1. Adult Drug Courts integrate alcohol and other drug treatment services with justice system case processing.

2. Using a non-adversarial approach, prosecution and defense counsel promote public safety while protecting clients due process rights.

3. Eligible participants are identified early and promptly placed in the Adult Drug Court program.

4. Adult Drug Courts provide access to a continuum of alcohol, drug, and related treatment and rehabilitation services.

5. Abstinence is monitored by frequent alcohol and other drug testing.

6. A coordinated strategy governs Adult Drug Court responses to participants compliance.

7. Ongoing judicial interaction with each Adult Drug Court participant is essential.

8. Monitoring and evaluation measure the achievement of program goals and gauge effectiveness.

9. Continuing interdisciplinary education promotes effective Adult Drug Court planning, implementation, and operations.

10. Forging partnerships among Adult Drug Courts, public agencies, and community-based organizations generates local support and enhances Adult Drug Court program effectiveness.

DWI Courts follow the ten components of Drug Courts and the guiding principles of DWI Courts as listed below: (also adopted from the NADCP)

The Guiding Principles of DWI Courts

GUIDING PRINCIPLE #1: Determine the Population

The process of identifying a subset of the DWI offender population for inclusion in the DWI Court program.

GUIDING PRINCIPLE #2: Perform a Clinical Assessment

A clinically competent and objective assessment of the impaired-driving offender must address...
a number of bio-psychosocial domains including alcohol use severity and drug involvement, the level of needed care, medical and mental health status, extent of social support systems, and individual motivation to change.

GUIDING PRINCIPLE #3: Develop the Treatment Plan

Substance dependence is a chronic, relapsing condition that can be effectively treated with the right type and length of treatment regimen. In addition to having a substance abuse problem, a significant proportion of the DWI population also suffers from a variety of co-occurring mental health disorders. DWI Courts must carefully select and implement treatment strategies demonstrated through research to be effective with the hardcore impaired driver to ensure long-term success.

GUIDING PRINCIPLE #4: Supervise the Offender

Driving while impaired presents a significant danger to the public. Increased supervision and monitoring by the court, monitoring agent, and treatment provider must occur as part of a coordinated strategy to intervene with hardcore DWI offenders and to protect against future impaired driving.

GUIDING PRINCIPLE #5: Forge Agency, Organization, and Community Partnerships

Partnerships are an essential component of the DWI Court model as they enhance credibility, bolster support, and broaden available resources.

GUIDING PRINCIPLE #6: Take a Judicial Leadership Role

Judges are a vital part of the DWI Court team. As leader of this team, the judge's role is paramount to the success of the program. The judge must be committed to the sobriety of program participants, possess exceptional knowledge and skill in behavioral science, own recognizable leadership skills as well as the capability to motivate team members and elicit buy-in from various stakeholders.

GUIDING PRINCIPLE #7: Develop Case Management Strategies

Case management, the series of inter-related functions that provides for a coordinated team strategy and seamless collaboration across the treatment and justice systems, is essential for an integrated and effective DWI Court program.

GUIDING PRINCIPLE #8: Address Transportation Issues

Though nearly every state revokes or suspends a person's driving license upon conviction for an impaired driving offense, the loss of driving privileges poses a significant issue for individuals involved in DWI Court. In many cases, the participant solves the transportation problem created by the loss of their driver's license by driving anyway. With this knowledge, the court must caution the participant against taking such chances in the future and to alter their attitude about driving without a license.
GUIDING PRINCIPLE #9: Evaluate the Program

To convince stakeholders about the power and efficacy of DWI Court, program planners must design a DWI Court evaluation model capable of documenting behavioral change and linking that change to the program’s existence.

GUIDING PRINCIPLE #10: Ensure a Sustainable Program

The foundation for sustainability is laid, in part, by careful and strategic planning.
I. INTRODUCTION

PURPOSE OF RFP

The Campbell County Adult Treatment Courts program is soliciting proposals for an organization to provide a bio-psycho-social model substance abuse treatment program for adult criminal offenders who are assessed with a substance abuse disorder or chemical dependency. The program should include treatment that incorporates group counseling, family programming, individual counseling, intensive case management, intensive outpatient treatment, monthly expenditure reporting, clinical assessment, and Adult Treatment Court support. The program should be gender neutral and ethnically/culturally sensitive to each client.

II. ADMINISTRATIVE RULES FOR THE RFP

1.00 ADDITIONAL INFORMATION INQUIRIES

All inquiries concerning this RFP should be directed to:

Chad Beeman, Adult Treatment Court Coordinator
Campbell County Adult Treatment Courts
(307) 687-6471
Fax: (307) 687-6376
crb06@ccgov.net

2.00 RECEIPT OF PROPOSALS

Proposals may be mailed, hand-delivered or submitted electronically. Written proposals must be received with one (1) original no later than **5:00 p.m. Friday, April 26, 2019**, at the Campbell County Adult Treatment Court Office, 500 South Gillette Avenue, Suite 2500, Gillette, Wyoming 82716. If the proposal is sent electronically, the respondent will be responsible for verifying the actual receipt of the digital file.

Any proposals received after the scheduled deadline will be immediately disqualified. The Campbell County Adult Treatment Court Office assumes no responsibility for delivery of proposals which are mailed.

3.00 WITHDRAWAL OF PROPOSALS

A submitter may withdraw a proposal without prejudice no later than the day and hour set in the advertisement for receiving proposals by communicating the withdrawal in writing to Chad Beeman, Campbell County Adult Treatment Courts, 500 South Gillette Avenue, Suite 2500, Gillette, Wyoming 82716. Notification of withdrawal is the sole responsibility of the submitter.
4.00 REGISTRATION AND INFORMATION

There will not be a pre-proposal conference for this project. It is the responsibility of the submitter to contact the Adult Treatment Court Office for further information and to be registered to receive any subsequent amendments. Questions may be submitted by fax, phone, or e-mail. **Deadline for questions is Friday, April 19, 2019.**

5.00 PREPARATION OF PROPOSALS

Each submitter shall carefully examine all RFP documents and thoroughly familiarize itself with all requirements before submitting a proposal. Should a submitter find discrepancies, ambiguities, or omissions in proposal documents, or be in doubt as to their meaning, the submitter shall request clarification from the Adult Treatment Court Staff.

Submitters are cautioned not to obliterate, erase, or strike over any printed material, and any corrections should be initialed by the person signing the proposal. Failure to comply with this provision may result in rejection of the proposal. All documents submitted must be legible.

6.00 DISQUALIFICATIONS

More than one proposal from an individual, firm, partnership, corporation or association under the same or different names will not be considered. Any or all proposals will be rejected if there is a reason to believe that collusion exists among the submitters. Proposals in which the prices obviously are unbalanced will be rejected.

7.00 EVALUATION OF PROPOSALS

Evaluation of proposals will be by the Treatment Court Board of Directors and the Treatment Court Staff. In evaluating the proposals, the Adult Treatment Court Office reserves the right to accept or reject all or any part of any proposal, waive minor technicalities, and award the contract to the submitter deemed to best serve the interests of the Campbell County Adult Treatment Court; and adopt any part or all a proposal if it is judged in the best interests of the Adult Treatment Courts.

During the review process, the review panel shall have the right to request from submitter any other information or evidence which it deems necessary for evaluation of the proposal and relevant to any one or more of the stated evaluation factors. Failure of a submitter to promptly provide such requested information or evidence shall be sufficient grounds for rejection of the proposal.
Proposals will be reviewed and evaluated based upon the evaluation factors which are listed below in the order of their relative importance:

1. Conformance to the requirements of this solicitation.
2. Qualifications and experience.
3. Experience with the target population.
4. Past performance including outcome data.
5. References.
6. Program cost

Each submitter who submits a response may be required to make an oral presentation to the Adult Treatment Court Board of Directors. Such presentations provide an opportunity for the submitter to clarify the proposal, ensure mutual understanding, and will in no way change the original proposal.

8.00 BASIS FOR AWARD

An award resulting from this request shall be awarded to the submitter whose proposal is determined to be most advantageous to the Campbell County Adult Treatment Courts, taking into consideration price versus service offered and the evaluation factors set forth herein; the right is reserved to reject any and all proposals received, and in all cases, the Campbell County Adult Treatment Courts will be the sole judge as to whether a proposal has or has not satisfactorily met the requirements of this RFP.

The Campbell County Adult Treatment Courts at this moment notifies all submitters that it will affirmatively ensure that minority business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the ground of age, race, color, sex, creed, national origin, or disability.

III. CONTRACTUAL REQUIREMENTS

1.00 SUBMITTER RESPONSIBILITIES

The submitter agrees that should its firm be selected that the firm will not discriminate against any person who performs work thereunder because of age, race, color, sex, creed, national origin, or disability.


This Request for Proposal shall become part of the contract and will be in effect for the duration of a two-year contract period (July 1, 2019 – June 30, 2021).
The successful submitter will be required to enter and sign a formal agreement with the Campbell County Board of Commissioners. The agreement will be in effect for the duration of the contract period and contain, at a minimum, the following provisions.

2.00 INSURANCE REQUIREMENTS

i. During the term of the contract, the successful submitter shall obtain and maintain, each type of insurance coverage specified in Insurance Coverage, below.

ii. All policies shall be primary over any insurance or self-insurance program carried by the successful submitter. All policies shall include clauses stating that each insurance carrier shall waive all rights of recovery under subrogation or otherwise against Campbell County or its agencies, institutions, organizations, officers, agents, employees, and volunteers. Campbell County shall be listed as additional insured on all policies except Professional Liability.

iii. The successful submitter shall provide Certificates of Insurance to the Campbell County verifying each type of coverage required herein. If the policy is a "claims made" policy instead of an "occurrence" policy, the information provided shall include, but is not limited to, retroactive dates and extended reporting periods or tails.

iv. All policies shall be endorsed to provide at least thirty (30) days advance written notice of cancellation to the Campbell County. A copy of the policy endorsement shall be provided with the Certificate of Insurance.

v. In case of a breach of any provision relating to Insurance Requirements or Insurance Coverage, Campbell County may, at Campbell County's option, obtain and maintain, at the expense of the Successful submitter, such insurance in the name of the successful submitter, as Campbell County may deem proper and may deduct the cost of obtaining and maintaining such insurance from any sums which may be due or become due to the successful submitter under this Agreement.

vi. All policies required by this Agreement shall be issued by an insurance company with an A.M. Best rating of A- VIII or better.

vii. Campbell County reserves the right to reject any policy issued by an insurance company that does not meet these requirements.

2.01 INSURANCE COVERAGE

The successful submitter shall obtain and maintain the following insurance in accordance with the Insurance Requirements set forth above:

i. **Commercial General Liability Insurance**, Commercial general liability insurance (CGL) coverage, occurrence form, covering liability claims for bodily injury and property damage arising out of premises, operations,
products and completed operations, and personal and advertising injury, with minimum limits as follows:

(a) $1,000,000.00 each occurrence;

(b) $1,000,000.00 personal injury and advertising injury;

(c) $2,000,000.00 general aggregate; and

(d) $2,000,000.00 products and completed operations.

Campbell County shall be listed as additional insured.

ii. **Workers’ Compensation and Employer's Liability Insurance.** Employees hired in Wyoming to perform work under this Agreement shall be covered by workers' compensation coverage obtained through the Wyoming Department of Workforce Services' workers' compensation program, if statutorily required. Employees brought into Wyoming from successful submitter's home state to perform work under this Agreement shall be covered by workers' compensation coverage obtained through the Wyoming Department of Workforce Services' workers' compensation program or other state or private workers' compensation insurance approved by the Wyoming Department of Workforce Services, if statutorily required.

The successful submitter shall provide Campbell County with a Certificate of Good Standing or other proof of workers' compensation coverage for all of its employees who are to perform work under this Agreement, if such coverage is required by law. If workers' compensation coverage is obtained by successful submitter through the Wyoming Department of Workforce Services' workers' compensation program, successful submitter shall also obtain Employer's Liability "Stop Gap" coverage through an endorsement to the CGL policy required by this Agreement, with minimum limits as follows:

(a) Bodily Injury by Accident: $1,000,000.00 each accident;

(b) Bodily Injury by Disease: $1,000,000.00 each employee; and

(c) Bodily Injury by Disease: $1,000,000.00 policy limit.

iii. **Unemployment Insurance.** The successful submitter shall be duly registered with the Department of Workforce Services and obtain such unemployment insurance coverage as required. The successful submitter shall supply Campbell County with a Certificate of Good Standing or other proof of unemployment insurance coverage.

Automobile Liability Insurance. Automobile liability insurance covering any auto (including owned, hired, and non-owned) with minimum limits of
$1,000,000.00 each accident combined single limit.

3.00 LAWS TO BE OBSERVED

The successful submitter shall keep fully informed of all federal and state laws, regulations, and all orders and decrees of bodies or tribunals having any jurisdiction or authority which in any manner effect those engaged or employed on the work or which in any way affect the conduct of the work. The submitter shall always observe and comply with all such laws, relative bylaws, ordinances, regulations, orders, and decrees in force at the time of award. The submitter shall protect and indemnify the Campbell County Adult Treatment Courts and its representatives against any claim or liability arising from or based on the violation of any such law, bylaw, ordinance, regulation, order, or decree whether by himself/herself or his/her/their employees. No extension of time or additional payment will be made for loss of time or disruption of work caused by any actions against the provider for any of the above reasons.

4.00 TAXES

The successful submitter shall pay all taxes and other such amounts required by federal, state and local law, including but not limited to, federal and social security taxes, workers’ compensation, unemployment insurance, and sales taxes.

5.00 TERMINATION OF CONTRACT

The Campbell County Adult Treatment Courts may, upon a 90-day written notice to the submitter, terminate the agreement, in whole or in part, which shall include failure of the submitter to fulfill in a timely and proper manner the obligations under the contract. In such event, all finished documents, data, models, and reports prepared under this contract shall become the Adult Treatment Court’s property upon payment for services rendered through the termination of the contract. The contractor must submit to The Campbell County Adult Treatment Courts a 90-day written notice of intent to terminate the agreement, in whole or part. If for any reason the funding for the treatment court program ends, the Adult Treatment Court may terminate the contract without a 90-day written notice.

6.00 AUDIT

The Campbell County Adult Treatment Courts or any of its duly authorized representatives shall have access to any books, documents, papers, and records of submitter which are directly pertinent to this contract for the purpose of making audit, examination, excerpts, and transactions.

7.00 CONFLICT OF INTEREST

The parties warrant that no kickbacks, gratuities, or contingency fees have been paid in connection with this agreement and none have been promised contingent upon the
award of this agreement. Submitter warrants that no one being paid under this agreement is engaged in any activities which would constitute a conflict of interest on the purposes of this agreement.

8.00 CONFIDENTIALITY OF INFORMATION

All documents, data, compilations, reports, computer programs, photographs, and any other work provided to or produced by the submitter in the performance of this contract shall be kept confidential by the submitter unless written permission is granted by both the Campbell County Adult Treatment Courts and the participant for its release.

9.00 SOVEREIGN IMMUNITY

The Campbell County Adult Treatment Courts under the County Commissioners of Campbell County do not waive governmental immunity by entering into this contract and specifically retain immunity and all defenses available to them as a governmental entity under Wyoming Statute § 1-39-104(a), and all other state law.

10.00 INDEMNIFICATION

The successful submitter shall indemnify and hold harmless Campbell County, the Adult Treatment Courts, its Board, the State, its officers, and its employees from all suits, actions, or claims of any character brought because of injuries or damage received or sustained by any person, persons, or property, on account of the operations of the provider or on account of or in consequence of any neglect in safeguarding the work, or because of any act or omission, neglect, or misconduct of said provider or from any claims or amounts arising or recovered under the Workers’ Compensation Act, or any other law, ordinance, order, or decree. Governmental immunity is not waived. (See 9.00).

IV. SCOPE OF WORK & SERVICES TO BE PROVIDED

1.00 OVERVIEW

To provide a substance abuse treatment program with a bio-psycho-social treatment approach for adult criminal offenders with drug and alcohol problems in Campbell County Wyoming. (The client base would be between one (1) and Forty (40.) This applies to adult offenders in the Felony Treatment Court track, the DWI (misdemeanor) Court treatment track, and potentially a misdemeanor drug offender track.

The submitter providing the services must be willing to comply with State of Wyoming certification requirements and/or accreditation guidelines set forth by the Wyoming Department of Health, Behavioral Health Division. Personnel performing the direct clinical services must be licensed and/or certified by Wyoming Mental Health Professions Licensing Board’s rules and regulations. All submitter personnel must be willing to perform in a team environment with legal and court personnel, law
enforcement, and probation and parole and realize that the District Court and/or Circuit Court Judge or presiding Magistrate is the final authority within the Adult Treatment Courts program. The Provider shall utilize evidence-based best practices, such as those identified by the Substance Abuse and Mental Health Services Administration’s (SAMHSA) National Registry of Evidence-based Programs. In group therapy sessions, the ratio of staff to clients should not exceed 1:12. The submitter shall provide a representative to attend regular training regarding both the Felony Treatment Court track and DUI Court track Adult Treatment Court issues, weekly team meetings, and weekly court sessions.

Services must include, but are not limited to:

1.01 ASSESSMENT

Perform mental health and chemical dependency assessments, to include the Addiction Severity Index (ASI) on offenders referred to the program. (The submitter should identify the screening and diagnostic instruments they propose to use in addition to the ASI.) Providers will be available for assessment/screenings within five (5) working days of notification/request made by the Adult Treatment Court Staff and should be available to perform these functions in the Campbell County Detention Center and/or courthouse or any other location as directed by the District Court and/or Circuit Court Judge or presiding Magistrate. The Provider shall prepare comprehensive treatment plans for each participant based on the individual needs of each client. The Submitter shall provide the Adult Treatment Court Coordinator a copy of each participant’s treatment plan(s) to ensure a comprehensive and collaborative plan of action is developed to meet the needs of the individual. The Provider is expected to begin the client’s treatment regime no later than ten (10) days upon the client’s acceptance into the Treatment Court program.

1.02 INTENSIVE OUTPATIENT TREATMENT

Intensive outpatient program (IOP) and/or Level II.1 level of care means structured substance use and mental health treatment programming consisting primarily of counseling and education. IOP is more intensive than outpatient counseling and can function as a step-down from a higher level of care. Attendance at 12-step support group meetings is mandatory in all phases of treatment. (Provider must be flexible and willing to provide evening and weekend services to accommodate clients with full-time employment and extenuating circumstances.) The Provider shall have sufficient training and/or experience to provide services to the criminal justice population using a drug court model.

The Adult Treatment Court Program consists of a phased format with decreasing intensity, monitoring, and supervision. Intensive outpatient (IOP) is the primary modality for treatment. Treatment programming is defined as “phases,” which vary slightly between Felony Treatment Court and DWI
Treatment Court. The provider shall comply with the treatment requirements of the Wyoming Department of Health’s rules and regulations for substance abuse standards as well as their standards specific for court-supervised treatment program, and the Wyoming Mental Health Professions Licensing Board’s rules and regulations. Some specific expectations of the provider for IOP treatment services at the beginning of the program include, but are not limited to:

- A minimum of 9 hours per week of structured clinical treatment, three (3) times a week with no more than three (3) days between clinical services, excluding holidays, for a minimum of 72 treatment hours.

- Last no less than eight (8) weeks in duration;

- Be available within two (2) weeks of the assessment unless other arrangements have been made and approved by Treatment Court Staff.

- Address the client’s needs for psychiatric and medical services through consultation and referral arrangements.

- Therapies and intervention services shall be provided in an amount, frequency and intensity appropriate to the client’s individualized treatment plan shall include family therapy and group therapy based on evidence-based best practices (12 step programs are not considered group therapy). The Provider shall address mental health concerns/co-occurring diagnosis by offering therapies to actively address, monitor, and manage psychotropic medication, mental health treatment and the interaction with substance use-related disorders. Services shall include recovery support or a referral to recovery support programs.

- Individualized treatment plans shall be completed in conjunction with the initiation of treatment and shall be developed with the client. The client and clinical staff responsible for the course of treatment will sign this initial treatment plan. Treatment plans shall be developed utilizing the assessment information, including ASAM dimensional criteria and the DSM diagnoses. Treatment plans shall document outcome driven goals that are measurable, that specify the changes in the client’s symptoms and behaviors that are expected during treatment and shall describe improved functioning level of the client utilizing ASAM dimensional criteria. Treatment plans shall integrate mental health issues, if identified, as part of the assessment process, or at any point during the continuum of treatment.

Treatment plan reviews shall be evaluated throughout the course of treatment based on client’s progress or lack of. Modifications shall be made as clinically indicated. The review shall include a written description within the client record of degree of progress or lack of progress for each stated goal and can be completed within the progress notes or as part of an ASAM dimensional criteria review form.
Copies of all treatment plans shall be provided to the Adult Treatment Court Coordinator as they are developed and modified.

**Level I**

**Overview:** After the assessment of needs (assessments shall include comprehensive information regarding the client’s bio-psychosocial spiritual needs) the client is on level one (1) of supervision much like house arrest. Clients are expected to obtain employment equivalent to full-time employment and/or perform community service work or educational programming equivalent to full-time employment. Clients contribute to the cost of the program by paying a monthly fee to Treatment Court. Clients are expected to also meet other financial obligations, such as child and family support. Clients are drug and alcohol tested regularly and are required to appear in Treatment Court status hearings. Home checks, surveillance and employment checks are done by phone and in person by the coordinator, case manager, and Probation and Parole Agent(s).

**Treatment Plan:** Didactic, group therapy, individual therapy, and cognitive behavioral and reality therapy is used in Levels I-II. Treatment includes assisting clients with obtaining a sponsor and attending 12 step recovery meetings. Clients will also be seen on an individual basis no less than bi-weekly during which time additional services that may be needed, i.e. mental health therapy or EMDR, will be addressed and scheduled with a qualified provider. Depending on the client, this level last approximately twelve (12) weeks. A mental health evaluation shall be conducted for all Felony Treatment court participants and results communicated to the Adult Treatment Court prior to the participant advancing to the next level of supervision and/or treatment.

**Level II and III**

**Overview:** The second and third supervision level continues as intensive supervision but a step down from house arrest. Clients are required to be employed at least thirty (30) hours a week, or in school, or performing community service work. Clients are subject to a curfew, home checks, random drug and alcohol testing, educational classes and other counseling as required by the Court or the Adult Treatment Court Staff/Team. Clients have weekly to bi-weekly treatment court appearances and are required to contribute to the cost of the program. The Treatment Court staff adjusts the frequency and intensity of meetings, alcohol and drug tests, home and job checks, and other monitoring to meet individual needs and reflect progress.

**Treatment Plan:** During this level, the client moves toward the relapse prevention treatment phase. This treatment phase may include additional services, such as vocational and educational training, nutrition classes, and budgeting courses. Weekly group therapy sessions consist of no less than two (2) hours per session for a minimum of four hours per week. Family therapy shall be utilized when indicated by client needs, involving family members and/or significant other(s). Family programming will be required of all clients before they can graduate, consisting of no less than nine (9) hours of treatment time. Individual therapy sessions occur no less than bi-weekly; however, some clients may require more individual sessions. Clients continue to attend 12 step
meetings at least twice a week and meet with their sponsor once a week. Time frame for relapse prevention is at least (8) eight weeks for DWI court clients and ten (10) weeks for felony treatment court clients.

Once the client has completed all requirements of relapse prevention, they may move into the aftercare phase of treatment. This phase consists of no less than (8) eight weeks for DWI clients and no less than ten (10) weeks for felony treatment court clients. Individual therapy sessions shall take place at least once per month or more if needed.

**Level IV**

**Overview:** The lowest level of supervision, level four, is like traditional probation or parole supervision. The client begins to transition toward completion of the Adult Treatment Court Program. Employment is required at this level as well as continued attendance at 12 step meetings, and successful completion of a GED or HISEC if needed. Clients attend Treatment Court once a month or as the judge/team may require. All clients are employed or are in training for some sort of vocational position at this point.

**Treatment Plan:** During this level, clients are in a continuing care program to include group attendance, along with family and individual sessions as carried over from phase III of the clinical program. The therapeutic paradigm may change as far as time commitment is concerned, depending on the progress of the client. Clients are expected to continue to attend 12 step meetings least two (2) times a week and meet with their sponsor once a week. As treatment progresses during level IV, clients transition into having individual counseling sessions on a monthly basis and, as the level progresses, monthly group, individual, and family counseling. This level is between eight (8) to twelve (12) weeks in duration.

Continuing Care Services will continue until graduation is held. This is the final level of the program. Clients are required to complete a continuing care plan as part of their treatment prior to graduation and must present their continuing care plan to the team. Submitter must provide a continuum of care of each participant that is individualized, based on the needs of the participant and to include at a minimum, substance use treatment, support services, continuing care, and integrated treatment for mental illness and substance use disorders for persons with co-occurring diagnoses.

The structured aftercare component of the program consists of scheduled meetings where the client is provided with continuing care discussions of understanding the relapse process, high risk situations, strategies for high risk situations, identify and handle urge/cravings, social pressure, anger management, leisure time in sobriety, building long term sobriety, lifestyle balancing in sobriety, and support them in their relapse prevention plan. Intervention will focus on aftercare and individual recovery through continued education/vocational training and volunteerism in the community and involvement with support groups and family.

**12 Step Programming:** The 12-step program and working with a sponsor are important components of the treatment and recovery process. The 12-step program is
where the client learns how to internalize what has been presented in treatment. Anger management, violence prevention, victimization issues, and value formation are also covered in the treatment levels of the program.

2.00 ADDITIONAL SERVICES

An individual treatment plan must be developed for each participant, reviewed regularly during program participation, and modified if necessary. Provider must also provide gender specific services during the program as needed. Provider also must work as a team with the Campbell County Adult Treatment Courts to provide intensive case management for the program participants. Case management must include referrals and follow-up (when appropriate) to: recreational therapy, medical/health screening, marital and family therapy, parenting skills classes, mental health treatment, anger management services, educational and vocational services, and personal wellness. The provider should have knowledge of prescription and over the counter medications. The provider is encouraged to refer clients to sober activities (family oriented). The provider must also comply with all state and federal laws regarding confidentiality for drug and/or alcohol treatment.

3.00 MONTHLY EXPENDITURE

Submitter must provide Adult Treatment Court Office with a properly executed voucher each month, which includes an itemized monthly expenditure report for actual expenses incurred. Necessary steps are expected to obtain any Medicaid or other insurance or third-party payments or reimbursements and credit all such receipts against compensation to which the provider is otherwise entitled. Provider shall document and receipt all such payments and provide records of such to the Adult Treatment Court Office on the monthly invoice report.

4.00 WRITTEN PROGRESS REPORT AND CASE STAFFING

Provider must have one representative attend the weekly staff meetings to review the progress of individual clients with the treatment team. The treatment representative must provide a written or emailed progress report to the Adult Treatment Court Office before the weekly staff meeting. The progress report shall include general attitude, participation level, need for referral to other services and overall treatment progress. Weekly staff meetings take place as follows:

a. Felony Treatment Court: Staff meetings take place every Tuesday beginning at noon and typically last one hour. Court is held every Tuesday at 4:00 pm, and typically lasts until 5:00 pm. One provider representative must attend every Adult Treatment Court session to give a progress report on participants.

b. DWI Treatment Court: Staff meetings take place the first and third Thursdays of every month starting and noon and typically done by 1:00pm. DWI Court is also conducted the first and third Thursday of each month starting at 4:00 pm until about 5:00 pm.
c. There may be special court hearings scheduled to address violations if such violations cannot wait to be addressed at the next scheduled court hearing.

d. Potentially an additional track for misdemeanor drug offenders may begin in the next year. Court attendance is expected to be on the second and fourth Thursdays monthly with staff meetings at noon for approximately one hour followed by court at 4:00 pm, however times are subject to change.

5.00 LOCATION REQUIREMENTS

Provider will be required to travel within Campbell County. It is the responsibility of the submitter to provide a facility for treatment in Campbell County. The provider must allow announced and unannounced site visits by the Adult Treatment Court staff and/or Judge.

6.00 EVALUATION PLAN

Provider will assist the Adult Treatment Court Staff with collecting of data for evaluation of the Campbell County Adult Treatment Courts. This includes entering data into the computer data collection program known as WyCST or another program as determined by the Adult Treatment Court. Complete access of data collection, statistics, and program results will be provided to the Adult Treatment Courts Coordinator. Training on WyCST or another program is available from the Coordinator.

Treatment providers will be expected to screen all referrals and perform a full bio-psycho-social assessment of referrals. Information collected on each offender (from treatment and the court) will include a thorough drug and alcohol assessment, criminal history, work history, educational history, medical and psychological history, and information received from each offender in their regular contacts with treatment and case management.

A process and outcome evaluation may be done on the program. An outside evaluator may review the records and data collected by the treatment provider and court personnel and interview staff and may perform some basic analysis of the program’s cost effectiveness. The provider must demonstrate a willingness to cooperate with this evaluation as a component of the Campbell County Adult Treatment Courts.

V. PROPOSAL PRESENTATION

1.00 PRESENTATION

All proposals should be concise and clear and should convey all the information requested by the County. Proposals should be prepared simply and economically. Emphasis should be on completeness and clarity of content.
2.00 CONTENT

It is requested that the following section headings are used in response to this RFP:

- Statement of Qualifications
- Understanding of the Project
- Treatment of the Issues
- Staffing Pattern
- Cost of Proposed Services
- Appendix

2.01 STATEMENT OF QUALIFICATIONS

Each submitter must demonstrate its organization competence, qualifications, and ability to perform the services requested in this RFP.

Each submitter must maintain all necessary licenses, accreditations and certifications in accordance with the Wyoming Mental Health Professional Licensing Board’s rules and regulations and the State of Wyoming to provide treatment services in Wyoming.

Evidence of state and national accreditation of the provider is required. Submitter must state if they are CARF (Commission on Accreditation of Rehabilitation Facilities), TJC (The Joint Commission) or NIAHO (National Integrated Accreditation for Health care Organizations) accredited or accreditation is planned, as well as state certified and provide verification of such.

2.02 UNDERSTANDING OF THE PROJECT

The submitter shall address how the requirements will be met as outlined in section IV and provide a brief narrative on their theoretical orientation of the proposed treatment. Submitter should reference relevant research.

2.03 TREATMENT OF ISSUES

In this section, submitter may comment on any of the issues within the Request for Proposal, including suggestions on alternative approaches.

2.04 STAFFING PATTERN

Submitter must identify each member of the staff who will participate in the program and the nature and scope of that person’s responsibilities and duties. The submitter must demonstrate how staffing will be sufficient to complete the services required. Personnel must be licensed and/or certified in the State of
Wyoming. No personnel substitutions following proposal selection will be made without prior consent of the Campbell County Adult Treatment Court.

2.05 APPENDIX

Include in the appendix any additional information or materials which may be helpful to explain or evaluate the proposal.

3.00 COST PROPOSAL

The proposed hourly cost should be based on the assumptions and requirements described in the request for proposal. The submitter understands and acknowledges that the Adult Treatment Court is responsible for payment of contractual services. The proposal must contain a specific price per hour.

Screening and assessment costs shall be listed as a separate line item. Itemize any potential additional cost not included in the base services.

Submitter must be willing to provide all program services without regard for client’s ability to pay. Treatment service fees will be negotiated with the Campbell County Adult Treatment Court. (Acceptable and reasonable fees will be charged and full payment to the Adult Treatment Court is required before a client graduates from the program.) Continuation of program services is dependent on receipt of grant funding. Provider shall bill private insurance for treatment costs and must report that billing and payment to the Campbell County Adult Treatment Court Office and identify insurance payments received on each monthly invoice.

3.01 PROPOSAL PRICE SHEET

The undersigned agrees to provide Substance Abuse Treatment Services to the Campbell County Adult Treatment Court in accordance with the Request for Proposal, General Provisions, Special Provisions, and Proposal Price Sheet for Proposal 03/29/2019.

1. BY SUBMISSION OF A PROPOSAL, THE PROPOSER CERTIFIES:

1.1 Prices in this proposal have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition.

1.2 No attempt has been made nor will be by the Submitter to induce any other person or firm to submit a proposal for the purpose of restricting competition.
1.3 The person signing this proposal certifies that he/she is authorized to represent the company and is legally responsible for the decision as to the price and supporting documentation provided as a result of this advertisement.

1.4 Submitter will comply with all federal regulations, policies, guidelines, and requirements.

1.5 Prices in this proposal have not been knowingly disclosed by the submitter and will not be prior to award to any other submitter.
2. GENERAL INFORMATION:

Agency Name________________________________ Phone (   ) ____________

Fax (   ) ____________ E-Mail ________________________________

Mailing Address___________________________________________

City___________________ State______________ Zip______________

SSN/Employer Identification Number__________________________

Authorized Representative________________________________

3. OWNERSHIP AND CONTROL:

Contractor’s Legal Structure:

_____ Sole Proprietorship       _____ General Partnership

_____ Corporation             _____ Limited Partnership

_____ Limited Liability       _____ Other _________________

If Contractor is a sole proprietorship, list:

Owner Name____________________________ Phone (   ) ____________

Mailing Address___________________________________________

City___________________ State______________ Zip______________

SSN/Employer Identification Number__________________________

Beginning date as owner of sole proprietorship________________

Provide the names of all individuals authorized to sign for the Proposer:

NAME (printed or typed)       TITLE

__________________________________ __________________________

__________________________________ __________________________
4.00 VERIFICATION

I certify under penalty of perjury that I am a responsible official (as identified above) for the business entity described above as provider, that I have personally examined and am familiar with the information submitted in this disclosure and all attachments, and that the information is true, accurate, and complete. I am aware there are significant penalties for submitting false information, including criminal sanctions which can lead to imposition of a fine and/or imprisonment.

____________________________________
(Signature)

____________________________________
(Name and Title) (Typed or Printed) (Date)

STATE OF _______________) ss.
COUNTY OF _______________)

Subscribed and sworn to before me by ______________________________ this ______ day of __________________________, 2019.

Witness my hand and official seal.

______________________________
(S E A L)
Notary Public

My commission expires:
*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. Comments related to the Board agenda will be heard first.*
MEMORANDUM

TO: Board of Commissioners
FROM: Kevin C. King, P.E., Public Works Director
DATE: March 18, 2019
SUBJECT: Garner Lake Road Phase II Bid Award

WYDOT opened bids for the above referenced project on March 18, 2019. Results from low to high:

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Simon Contractors</td>
<td>$11,156,228.00</td>
</tr>
<tr>
<td>Croel</td>
<td>$11,395,366.70</td>
</tr>
<tr>
<td>McGarvin Moberly</td>
<td>$11,784,232.72</td>
</tr>
<tr>
<td>Border States Paving</td>
<td>$11,800,304.85</td>
</tr>
<tr>
<td>High Country Construction</td>
<td>$12,655,912.50</td>
</tr>
<tr>
<td>Engineer’s Estimate</td>
<td>$11,700,113.75</td>
</tr>
</tbody>
</table>

Lowest qualified bid is from Simon Contractors of Gillette Wyoming: $11,156,228.00

Bid facts:
- Low bid is 4.6% under Engineer’s Estimate
- Bid differential from low to high was $1,499,684.50 (13.4%)
- Bid differential from the four lowest bids was $644,076.85 (5.8%)
- Bid differential from low to second low was $239,138.70 (2.1%)
- Resident preference is not allowed on Federal projects

WYDOT Contracts and Estimates has recommended award of the bid to Simon Contractors in the amount of $11,156,228.00

Per the Cooperative Agreement between parties, Section 4e, the County Commissioners are asked to concur with award of the project to the lowest qualified bidder.

WYDOT has submitted an overall project cost estimate worksheet. As you can see, the anticipated total cost for both phases is on the order of $33,827,508. This leaves an anticipated budget balance of $373,435, based on a total project budget of $34,200,000. Keep in mind that this number will change based on actual construction engineering costs incurred, actual Phase II ROW and utility costs, and on any Phase II change orders that may occur. Per the Cooperative Agreement between parties, Section 5e., any funding over $34.2 million is the responsibility of the County.

Recommendation:
I recommend the Board consider concurrence with the award of the project to Simon Contractors for the Garner Lake Road Phase II project.
**GARNER LAKE ROAD COST ESTIMATE**
3/18/2019

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>PHASE I</th>
<th>PHASE II</th>
<th>TOTAL</th>
<th>TOTAL(w/ICAP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prelim Engineering (1)</td>
<td>$2,293,400</td>
<td></td>
<td>$2,293,400</td>
<td>$2,482,147</td>
</tr>
<tr>
<td>Prelim Engineering</td>
<td></td>
<td>$72,900</td>
<td>$72,900</td>
<td>$80,919</td>
</tr>
<tr>
<td>Utility Relocation (2)</td>
<td></td>
<td>$726,115</td>
<td>$120,000</td>
<td>$846,115</td>
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<tr>
<td>Right of Way (3)</td>
<td></td>
<td>$297,349</td>
<td>$560,000</td>
<td>$857,349</td>
</tr>
<tr>
<td>Construction Cost (4)</td>
<td>$12,900,000</td>
<td>$11,156,228</td>
<td>$24,056,228</td>
<td>$26,702,413</td>
</tr>
<tr>
<td>Const. Engineering(5)</td>
<td>$1,290,000</td>
<td>$1,115,623</td>
<td>$2,405,623</td>
<td>$2,670,241</td>
</tr>
</tbody>
</table>

**TOTAL ESTIMATED COST**
$33,826,565

**BUDGET AMOUNT**
$34,200,000

**PROJECTED OVER/UNDER**
$373,435

(1) ICAP Rate for Phase I Prelim Engineering is 8.23%, all other activities are computed at 11.00%

(2) Phase II Utility Relocation is estimated, $116,750 expended to date

(3) Phase II Right of Way - Right of Possessions obtained, may have additional admin settlement costs

(4) Construction Costs: Phase I is an estimated final contract cost - includes anticipated project over/under runs, work yet to complete and $1,214,000 in change orders

Phase II - WYDOT Bid Letting 3/18/19 Unofficial Results

(5) Const. Engineering - Based on 10% of anticipated final construction cost ($708,000 expended to date for Phase I)
The following page(s) contain the backup material for Agenda Item: 9:35 Joint Development Review Area Agreement

*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. Comments related to the Board agenda will be heard first.
Memorandum  Department of Public Works

TO: Campbell County Board of Commissioners
FROM: Megan Nelms, Planner & Zoning Administrator
DATE: March 12, 2019
SUBJECT: Joint Development Review Area Agreement
Campbell County & City of Gillette

Summary: During the 2018 legislative session, changes were made to WY§15-3-202,
§15-9-103 and §34-12-103. These statutes cover city and town jurisdiction beyond
corporate limits as well as approval of plats in unincorporated areas within 1-mile of a
city or town.

While the city and county have always worked well together and cooperated on review
of subdivision plats within the 1-mile boundary, beginning January 1, 2019, the county
is no longer required to gain approval from the city for proposed subdivision plats within
1-mile of the city limits. However, in the spirit of cooperation and to continue future
coordination of development near Gillette, staff has proposed the Joint Development
Review Area Agreement, which outlines how the city and county will coordinate future
development reviews.

Key points of the agreement include:
- Reduction of the review area to ½-mile
- Coordinated review for multiple types of land development applications,
  including zonings, communication towers and digital signage
- City approval is not required
- Outlines coordination on future annexation proposals

It is important to continue the cooperation on land development proposals between the
city and county, especially for new developments which occur on the urban fringe. This
agreement will guide city and county staff, as well as elected officials, to ensure
proposed developments are reviewed in a timely manner and that future public services and infrastructure are adequately planned for.

**Staff Recommendation:** Staff recommends the Board approve the Joint Development Review Area Agreement with the City of Gillette.
Joint Development Review Area Agreement  
Campbell County and the City of Gillette

An agreement between the City of Gillette (City) and Campbell County (County) related to the  
Joint Review Area, which herein shall be defined as the area within one half mile of the  
contiguous corporate limits and as depicted in Exhibit ‘A’.

WHEREAS, the Wyoming Legislature has amended W.S. §15-3-202, §15-9-103 and §34-12-  
103, regarding City jurisdiction beyond the corporate limits and approval of plats in  
unincorporated lands within one-mile of the City;

WHEREAS, it is beneficial to the public for local governments to work together in a spirit of  
harmony and cooperation;

WHEREAS, the City and County both desire cooperation and coordination of development  
within the Joint Review Area, and seek to have compatible land uses adjacent to their common  
boundary;

WHEREAS the City and County wish to agree on certain procedures for the timely review and  
processing of annexations and development proposals within the JRA;

WHEREAS, the City and County have mutually adopted chapters in their respective  
Comprehensive Plans addressing County and City coordination, which recommends that the City  
and County adopt a process for achieving greater regulatory coordination in the Joint Review  
Area.

WHEREAS, there is no intent for this Agreement to restrict the County’s authority to amend its  
Comprehensive Plan, subdivision and zoning rules, or apply land development regulations  
consistent with the provisions contained herein or otherwise to make land use decisions for  
unincorporated areas within the JRA; and

WHEREAS, there is no intent for this Agreement to restrict the City’s authority to amend its  
Comprehensive Plan, Official Zoning Map or apply land development regulations consistent  
with the provisions contained herein or otherwise to make land use decisions for lands within the  
corporate boundaries of the City or within the JRA, should such lands be annexed by the City;

WHEREAS, this agreement will provide a basis for the evaluation of future development  
applications and annexation proposals, as well as for the adequate provision of public services;

NOW, THEREFORE, in consideration of the mutual covenants set forth in this Agreement, the  
receipt and sufficiency of which are hereby acknowledged, the City and County agree with each  
other to create and participate in this Agreement as follows:
SECTION I
DEFINITIONS

"Agreement" means this Joint Development Review Area Agreement Between Campbell County and the City of Gillette.

"City" means the City of Gillette, Wyoming a first-class city.

"City Comprehensive Plan" means the Comprehensive Plan of the City of Gillette, in effect as of the Effective Date of this Agreement, as it may from time to time be amended.

"City/County Joint Future Land Use Map" means that certain map attached hereto as Exhibit "B" and by this reference made a part hereof which graphically depicts the boundaries of the current Joint Review Area and corresponding proposed future land uses for lands located within the JRA.

"City Future Land Use Map" means the City of Gillette Future Land Use Map, as it may from time to time be amended.

"County" means Campbell County, Wyoming.

"County Comprehensive Plan" means the Campbell County Comprehensive Plan, in effect as of the Effective Date of this Agreement, as it may from time to time be amended.

"County Future Land Use Map" means the Campbell County Comprehensive Plan Future Land Use Map, as it may from time to time be amended.

"Designated Service Area" (DSA) means the area intended to be served by regional water as defined in Exhibit C of the Gillette Regional Water Supply System Joint Powers Agreement.

"Effective Date" means the date when the last one of the County and City has signed this Agreement, which date will be inserted on page 1 of this Agreement.

"Joint Review Area" (JRA) means that area depicted in "Exhibit A"

SECTION II
JOINT REVIEW AREA

1. It is the intent of the City and County that the comprehensive plans of each entity shall ensure that the lands in the JRA are developed in a way that will ensure efficient provision of public infrastructure and services in this area.
2. The City and County mutually desire coordinated review of subdivisions and certain zoning permits within the Joint Review Area. These are:
   a. Major & Minor Final Plats
   b. Zoning and Re-Zoning Requests
   c. Annexation Plats
   d. New Telecommunication Towers
   e. New Off-Premise Signage
   f. New Digital Advertising

3. Major and Minor County Subdivisions proposed within the Joint Review Area, which also lie within the Designated Service Area of the Regional Water System, are required to develop a centralized water system which will connect to the Regional Water System or other public water system. Requests for regional water connections within the JRA shall follow the guidelines established in the Gillette Regional Water Supply System Joint Powers Agreement.

   a. Requests for municipal services other than water may, at the discretion of the City, require a Pre-Annexation Agreement or, if contiguous to the City boundary, annexation into the City to receive such services.
   b. City and County planning staffs shall consult and coordinate with each other on development applications regarding infrastructure connections in relation to land development standards.

4. Annexation of land within the Joint Review Area shall be governed by Title 15 of Wyoming State Statutes and any other applicable general law. This agreement shall not be interpreted to contractually restrict the City’s authority to annex land within the JRA; nor shall this agreement be interpreted to waive any request or challenge by the County to any annexation by the City.

5. In furtherance of development within the JRA, the respective planning staffs of the County and City shall consult with each other and exchange information on any petition for annexation received by the City and any application for a development permit received by the County for a property located within the JRA.

6. All future municipal annexations shall include the transfer of public improvements as follows:

   a. Road maintenance responsibilities within the JRA shall be pursuant to the adopted Shared Roads Memorandum of Understanding. For secondary roads, or roads not identified in the MOU and lying within an area proposed for annexation, the City shall assume ownership and maintenance responsibilities.

   b. If an area proposed for annexation includes public improvements, the City agrees to assume maintenance, operation and ownership of all the public improvements upon the effective date of the annexation, except when, prior to the annexation,
the County declares its intention to retain ownership of the public improvements, pursuant to this Agreement.

SECTION III

PROCEDURES FOR REVIEWING AND COMMENTING ON DEVELOPMENT APPLICATIONS WITHIN THE JRA

1. After the effective date of this Agreement, the County agrees to give the City timely written notice and review opportunity related to development permit applications inside the JRA as defined in this Agreement. The County will invite City staff to attend meetings between County staff and the applicant relating to the permit, including pre-application meetings.

2. All applications for land use development permits under County jurisdiction in the JRA will be reviewed consistent with all applicable laws, regulations, rules, policies and agreements, including, but not limited to, the applicable provisions of this Agreement, Wyoming State Statute Title 18 and Campbell County Subdivision and Zoning Regulations.

3. The County, within five (5) working days of receipt of any land use development applications within the JRA shall provide a copy of such application materials to the designated department, division or office of the other party as is designated by City via written correspondence.

4. City staff shall provide to the County its comments on the application within twenty (20) business days of receipt of a copy of any such application. The noted time frames may be extended by consent of both City and County staffs.

5. The County shall consider the comments provided by the City in review of the land use development application, however, the County is not required to obtain approval of the City of Gillette for approval of a County land use development application.

SECTION IV

COMPREHENSIVE PLANS

1. In their 2013 Comprehensive Plans, the City and County adopted identical chapters relating to City and County coordination. The intent of the chapter is to foster a philosophy of working together to create compatible development within the areas of joint jurisdiction utilizing four primary elements:

   a. Intergovernmental cooperation is critical so that future land use planning and infrastructure expansion meets associated growth demands.

   b. The City and County should work together to create a seamless land use and infrastructure transition between the County and the municipality.
c. In devising their respective plans, each jurisdiction, as much as possible, will aim for the best future for all of Campbell County, irrespective of jurisdictional boundaries.

d. Coordination of land use and infrastructure improvements in the Joint Review Areas is intended to benefit the residents, business owners, developers and others investing in the community.

2. City and County will strive to update the goals and objectives of the joint chapter in their respective Comprehensive Plans at least every 5 years.

SECTION V

GENERAL PROVISIONS

1. This Agreement may be amended by written consent of the Gillette City Council and the Campbell County Board of Commissioners.

2. The agreement may be terminated at any time by resolution by either Party upon 90-days written notice. Any application submitted within 90 days of termination shall be resolved regardless of this termination clause.

CAMPBELL COUNTY

Rusty Bell, Chairman

Dated: ____________________

ATTEST:

Susan Saunders, County Clerk

CITY OF GILLETTE

Louise Carter-King, Mayor

Dated: ________________

ATTEST:

Cindy Staskiewicz, City Clerk
*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. Comments related to the Board agenda will be heard first.*
County and Prosecuting Attorney’s Office
Campbell County, Wyoming
500 South Gillette Avenue, Suite B200
Gillette, Wyoming 82716
(307) 682-4310
FAX: (307) 687-6441

Memorandum

TO: Robert Palmer
   Office of County Commissioners

FROM: Carol Seeger
      Deputy Campbell County Attorney

DATE: March 6, 2019

RE: Amended Agreement for Payment of Title 25 Services

Please find accompanying this memo an amended agreement between the county and the hospital establishing a per day rate of pay for Title 25 services.

The county originally entered into an agreement in 2005 which established a per day rate of $1,250 for the cost of services provided by CCH to persons detained and held in its facility under Title 25. This rate covers the cost of all services including the examiner/doctor’s evaluation fee. The agreement was amended in 2006 raising the rate to $1,295 per day.

The amended agreement increases the rate to $1,450 per day. The term is for one year beginning July 1, 2019 but automatically renews absent notice sixty days prior to the anniversary date. The other change is a provision which establishes an adjustment to the rate utilizing a CPU adjustment, however, the adjustment is not automatic. The hospital must notify the county 60 days in advance.

Tom Lubnau, counsel to the hospital, has advised that the hospital is agreeable to the terms in this amended agreement. The agreement is being provided to you for placement on the Board of Commissioner’s agenda for March 19 for its consideration.

Thank you and if you have questions, please feel free to contact me.

Cc: Cheryl Chitwood
AMENDED AGREEMENT FOR PAYMENT OF TITLE 25 SERVICES

THIS AMENDED AGREEMENT for Services ("Agreement") by and between Campbell County, Wyoming, by and through its Board of County Commissioners ("CAMPBELL COUNTY") of 500 South Gillette Avenue, Ste. 1100, Gillette, Wyoming, 82716; and, Campbell County Hospital District d/b/a Campbell County Health, by and through its Board of Trustees ("CCH") of P.O. Box 3011, Gillette, Wyoming 82717;

WITNESSETH

WHEREAS, Wyoming Statutes § 25-10-101 et. seq. authorizes the involuntary detention, evaluation and treatment of individuals identified as mentally ill who are a danger to themselves or others as defined by statute; and

WHEREAS, Pursuant to W.S. § 25-10-112, CAMPBELL COUNTY has a statutory obligation to pay for certain costs associated with the detention, evaluation and treatment in Title 25 proceedings commenced under Title 25; and

WHEREAS, CAMPBELL COUNTY may enter into contracts and perform other acts relating to the concerns of the County pursuant to W.S. § 18-2-101 and may enter into contracts with public and private agencies to provide human services programs for the County pursuant to W.S. § 35-1-614(a); and

WHEREAS, CCH as a Hospital District formed pursuant to W.S. § 35-2-410 et. seq. may enter into contracts as a body corporate pursuant to W.S. § 35-2-403(a); and

WHEREAS CAMPBELL COUNTY and CCH have entered into an agreement in July of 2005 and dated establishing a rate of pay of $1,250 per day for cost of services provided under
Title 25 and amended in August of 2006 increasing the rate of pay per day to $1,295 per day for the cost of services provided under Title 25; and

WHEREAS, CAMPBELL COUNTY and CCH desire to amend this agreement establishing a new rate of pay and reflect statutory changes which have taken effect;

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree to the terms and conditions set forth herein.

1. CAMPBELL COUNTY agrees to pay the sum of One Thousand Four Hundred Fifty Dollars ($1,450.00) per day for all services provided pursuant to Title 25 for each person detained in Campbell County for the first 72 hours of detention, in addition to any Saturday, Sunday or legal holiday that falls within the 72 hours. The per day rate shall be calculated utilizing midnight as the beginning of a new day for the purposes of calculating the number of days of detention.

3. Pursuant to W.S. § 25-10-112(d), CCH shall attempt to recover all costs of treatment from public and private health insurance and government benefit programs, including the veteran’s administration, the Indian health service of the United States department of health and human services and any other federal agency that may be responsible for the costs of treatment, before seeking payment from CAMPBELL COUNTY. CCH shall reimburse CAMPBELL COUNTY for services for which CAMPBELL COUNTY has paid that are ultimately paid by another payor.

4. CCH shall submit a voucher for payment which includes the patient's name, dates
of service, itemized list of services provided and verified as required by W.S. § 18-3-510.

5. CAMPBELL COUNTY agrees to timely pay all invoices submitted which comply with the terms of this Agreement. Timely payment shall be deemed to be sixty (60) days from date of initial billing to CAMPBELL COUNTY.

7. CAMPBELL COUNTY shall not be liable for payment for any patient who is detained and treated on a voluntary basis. Documentation like that attached hereto shall be submitted along with each voucher for payment evidencing proof that each patient admitted under Title 25 was given the option of voluntary treatment at the time of admission.

9. CAMPBELL COUNTY is not responsible for payment for any non-resident of the State of Wyoming. A resident of Wyoming is defined as a United States citizen who has been domiciled in Wyoming for not less than ninety (90) days and who has not claimed residency elsewhere for the purpose of obtaining medical or psychiatric services during the 90 days immediately prior to the date when services were sought or imposed. Resident also includes any alien who resided continuously in Wyoming for at least 90 days immediately prior to the date when services were sought or imposed. Resident also includes any active duty member, the spouse or minor children of any active duty member of the armed forces of the United States who is stationed in Wyoming.

10. The term of this contract shall be for a period of one (1) year commencing on July 1, 2019 and ending June 30, 2020. This Agreement shall be continued from year-to-year thereafter subject to the escalation clause set forth below in paragraph 12 unless either party shall notify the other, in writing, of its intention not to renew the Agreement after its anniversary date,
which notice shall be given at least sixty (60) days prior to any subsequent anniversary date
unless sooner terminated as provided in Paragraph 11 below.

11. Either party to this Agreement may terminate its obligation hereunder, with or
without cause, by giving sixty (60) days written notice.

12. The per diem rate for services provided for under Paragraph 1 of this Agreement
may be adjusted on an annual basis commencing on July 1st of each anniversary year of this
Agreement. The per diem rate for services may be adjusted by using the Consumer Price Index
for all Urban Consumers (CPI-U), U.S. City Average, for Medical Care with March being the
reference period for measuring any such increase, and July 2019 being the index base period.
Hospital shall notify CAMPBELL COUNTY in writing sixty (60) days in advance of the
application of any increase.

13. This Agreement represents the entire and sole agreement of the Parties with
respect to the subject matter hereof and supersedes all prior negotiations, understandings or
representations of the Parties.

14. The failure of either Party to require performance by the other of any provision
hereof shall in no way affect the right to require performance at any time thereafter, nor shall the
waiver of a breach of such provision hereof be taken to be a waiver of any succeeding breach of
such provision or as a waiver of the provision itself. All remedies afforded in this Agreement
shall be taken and construed as commutative; that is, in addition to every other remedy available
at law or in equity.

15. Nothing in this Agreement shall be construed to imply a joint venture, partnership
or agent-principal relationship between the Parties and neither Party shall have the right, power or authority to obligate or bind the other in any manner whatsoever, unless otherwise agreed to in writing.

16. Neither Party shall assign or delegate this Agreement or any rights, duties or obligations hereunder without the express written consent of the other.

17. This Agreement may only be modified or amended by reducing any such change to writing and signed by each of the Parties.

18. Notice required to be given under the terms of this Agreement shall be deemed sufficient when mailed by regular mail to the address identified in the opening paragraph of this Agreement with a copy sent to the Campbell County Attorney, Campbell County Courthouse, 500 S. Gillette Ave., Ste. B200, Gillette, Wyoming 82716, for any notice provided CAMPBELL COUNTY.

19. If the State of Wyoming modifies the laws governing Title 25 in such a way to to affect the terms this Agreement, any party to the agreement may terminate this Agreement on thirty (30) days prior written notice. Termination of the Agreement does not affect the obligation pay for services already rendered under the Agreement.

20. This Agreement has been executed and delivered in accordance with, and shall be interpreted, construed, enforced and governed by and in accordance with, the laws of the State of Wyoming, and the Courts of the Sixth Judicial District in Campbell County shall be the exclusive court of jurisdiction and venue for any litigation, special proceeding or other proceeding between the parties that may be brought or arise out of, in connection with, or by
reason of, this Agreement. The parties hereby consent to the jurisdiction of said court.

21. Nothing in this Agreement shall be construed as creating or giving rise to any rights in any third parties or any persons other than the parties hereto, except as specifically provided elsewhere in this Agreement.

CAMPBELL COUNTY, WYOMING

By: ___________________________ Dated: ___________________________
Its Chairman

CAMPBELL COUNTY HOSPITAL DISTRICT
D/B/A CAMPBELL COUNTY HEALTH

By: ___________________________ Dated: ___________________________
Its Chairman
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. Comments related to the Board agenda will be heard first.

The following page(s) contain the backup material for Agenda Item: 9:50 Agreement of Purchase and Sale

*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. Comments related to the Board agenda will be heard first.*
Memorandum

TO: Robert Palmer  
Office of County Commissioners

FROM: Carol Seeger  
Deputy Campbell County Attorney

DATE: March 12, 2019

RE: Agreement of Purchase and Sale

Please find accompanying this memo an Agreement of Purchase and Sale for the purchase of land and improvements generally described as 5901 and 5903 Hannum Road.

This agreement is being submitted to you for placement on the agenda of a meeting of the Board of County Commissioners for consideration of approval.

Thank you and if you have questions, please feel free to contact me.
AGREEMENT OF PURCHASE AND SALE

THIS AGREEMENT OF PURCHASE AND SALE (this “Agreement”) is made and entered into as of this ____ day of March, 2019 (referred to as the “Contract Date”), by and between Magna Real Estate Development LLC, a Colorado limited liability company (collectively, “Seller”), and Campbell County, Wyoming (“Purchaser”).

1. SALE. Seller agrees to sell and convey to Purchaser, and Purchaser agrees to purchase from Seller, for the purchase price and on the terms and conditions herein set forth, the real property consisting of approximately 23.43 acres in Campbell County, Wyoming owned in fee by Seller, generally described as 5901 and 5903 Hanum Road, Gillette, Campbell County, Wyoming and more particularly described on the attached Exhibit A (the “Property”), with the term “Property” to include all improvements, appurtenances and hereditaments related to the Property, including without limitation the following: (a) service garage and two-story shop/office building, parking lot, and any other buildings, structures, fixtures, or improvements located on the Property, (b) any and all rights, easements, rights of way and interests benefiting the Property, including, but not limited to, any streets or other public ways adjacent to said Property, (c) all plants, trees, and other vegetation on the Property, (d) all air rights, water and water rights, and permits related to the foregoing, and (e) all minerals and mineral rights not previously severed from the Property.

2. Seller shall deliver or make available to County for its review, within thirty (30) days of the Contract Date, all title reports, surveys, environmental reports, wetlands reports, soil boring reports and other information in Seller’s possession or control regarding the physical condition of the Property. Seller shall be obligated to deliver good and marketable fee simple title to the Property, free and clear of all liens and encumbrances, but subject to all matters of record (such matters of record being herein referred to as the “Permitted Exceptions”). Seller shall deliver such title to County on the Closing Date (as defined below) by a good and sufficient general warranty deed. Seller shall deliver the Property on the date of closing free and clear of any and all tenants, occupants or others in possession of the Property.

3. PURCHASE PRICE.

3.1 Purchase Price. The total purchase price to be paid to Seller by Purchaser for the Property shall be Three Million Seven Hundred Fifty Thousand Dollars [$3,750,000] (the “Purchase Price”). Provided that all conditions precedent to Purchaser’s obligations to close as set forth in this Agreement have been satisfied, the Purchase Price shall be paid to Seller at Closing (as defined below), plus or minus prorations and other adjustments hereunder.

4. CLOSING. The purchase and sale contemplated herein shall be consummated at a closing (“Closing”) to take place by deliveries through an escrow with the Title Company on or before sixty (60) days from the Contract Date before the close of business, or at such other time as the parties may agree upon in writing (the “Closing Date”).

5. CONDITION OF PROPERTY. Purchaser acknowledges that Purchaser will have had full opportunity to inspect the Property and will do so to its satisfaction. Purchaser shall accept the Property in its then present condition at Closing. At Closing, Purchaser shall take the
Property in its then present condition, and Seller makes no representations or warranties with respect to the condition of the Property, and all of Seller’s right, title and interest therein is transferred, assigned, sold and conveyed to Buyer “AS IS”, “WHERE IS”, and without other representation or warranty of any kind, including without limitation suitability for Purchaser’s intended use.

6. **TITLE.**

6.1 **Conveyance of Title.** At Closing, Seller agrees to deliver to Purchaser a general warranty deed (the “Deed”) conveying to Purchaser good and insurable fee simple title to the Property, free and clear of all liens, encumbrances, restrictions, and easements, except for the Permitted Exceptions.

6.2 **Title Commitment.** Within two (2) business days after the Contract Date, Seller shall order a title commitment (the “Title Commitment”), to be dated after the Contract Date, issued by the Title Company for an owner’s title insurance policy (the “Title Policy”), in the full amount of the Purchase Price. Seller shall cause the Title Commitment, with copies of all recorded documents listed as exceptions to title in the Title Commitment (the “Title Exceptions”), to be delivered to Purchaser. Seller and Purchaser shall provide to the Title Company at Closing such affidavits or other documents as the Title Company may request for issuance of the Title Policy. At Closing, Seller shall cause all mortgages and monetary liens on the Property (other than the lien for taxes not yet due and payable) to be released, and Seller shall, at its expense, cause the Title Policy to be issued to Purchaser by the Title Company as soon as possible following Closing.

6.3 **Title Examination.** Seller shall purchase a policy of title insurance on the Exhibit A property insuring in Purchaser’s name fee simple, marketable title to the Exhibit A property, subject only to exceptions for the lien of real estate taxes not yet due and payable, those exceptions of record as of the Contract Date of this Agreement, and such other exceptions as Purchaser may approve, each in fowl and substance reasonably satisfactory to Seller and Purchaser. Upon Purchaser receipt of the commitment for title insurance, if any, Purchaser shall inform Seller in writing of any objections revealed by the commitment. Seller shall have a reasonable time to cure any defects in the title, which reasonable time shall not exceed sixty (60) days, unless a longer period is otherwise mutually agreed upon.

7. **INSPECTION PERIOD.**

7.1 **Inspections.** As of the Contract Date, Purchaser and its authorized agents and employees shall have the right to enter the Property for the purposes of conducting such surveys, studies, inspections, and appraisals as Purchaser in its judgment deems necessary or desirable (the “Inspections”); provided that Purchaser gives Seller at least 24 hours’ advance verbal notice of the entry and identifies the persons who will be doing any such surveys, studies, inspections or appraisals during that entry. **Purchaser agrees that it will indemnify and hold Seller harmless from and against any claim, action, loss, liability, damage, demand, cost or expense (including without limitation reasonable attorneys’ fees) arising out of or resulting from entry and activities on the Land in connection with such Inspections by Purchaser and its agents, but not as to the results of or information disclosed by the Inspections themselves.**
Further, Purchaser will not allow any liens, claims, liabilities, costs, or expenses to be asserted against Seller or the Property as a result of any of such entries.

7.2 Inspection Period. Purchaser shall have a period of thirty (30) days following the Contract Date (or such shorter period as Purchaser may decide in its sole discretion with notice thereof provided to Seller) to conduct such Inspections of the Property in accordance with Section 6.1 in order to determine the suitability of the Property for Purchaser’s intended use. At any time during the Inspection Period or within five (5) days following expiration of the Inspection Period, Purchaser shall have the right in its sole discretion to terminate this Agreement and all of its obligations hereunder if Purchaser reasonably believes that the Property is unsuitable for its intended use (except as expressly survive termination of this Agreement), by providing written notice to Seller and the Title Company of its election to terminate. Upon delivery of such notice of termination, this Agreement shall be deemed automatically terminated without further action by either party and the Title Company shall return the Earnest Money to Purchaser.

8. REPRESENTATIONS AND WARRANTIES; AUTHORITY OF THE PARTIES. Seller represents and warrants to Purchaser that, as of the date this Agreement is fully executed and as of the date of the Closing, the Seller has and will have the full right, power, and authority to sell the Property to the Purchaser as provided in this Agreement and to carry out its obligations hereunder. Seller represents and warrants that as of the date of this Agreement and as of the date of Closing, Seller is and shall be a duly organized and validly existing limited liability company under the laws of the State of Colorado and has and shall have full and lawful right and authority to execute and deliver this Agreement and to consummate and perform the transactions contemplated by it. The person(s) executing this Agreement and any documents required hereunder on behalf of Seller has full legal power and authority to do so. Seller also represents and warrants that the consummation and performance of the transactions contemplated by this Agreement shall not constitute a default or result in the breach of any term or provision of any contract or agreement to which Seller is a party or so as to adversely affect the consummation of such transactions.

Purchaser represents and warrants that as of the date of this Agreement and as of the date of Closing, Purchaser is a unit of local government and has and shall have full and lawful right and authority to execute and deliver this Agreement and to consummate and perform the transactions contemplated by it. The person(s) executing this Agreement and any documents required hereunder on behalf of Purchaser has the full legal power and authority to do so. Purchaser also represents and warrants that the consummation and performance of the transactions contemplated by this Agreement shall not constitute a default or result in the breach of any term or provision of any contract or agreement to which Purchaser is a party or so as to adversely affect the consummation of such transactions.

9. SELLER’S CLOSING DELIVERIES. Closing shall occur at the offices of the Title Company or at an alternative location mutually agreeable to the Parties. At Closing (or such other times as may be specified below), Seller shall deliver or cause to be delivered to Purchaser the following:

9.1 Deed. The Deed, executed by Seller, in recordable form.
9.2 **Title Policy.** The Title Policy (or a Title Commitment or pro forma that the Title Company has agreed to issue) issued by the Title Company, dated as of the date of the recordation of the Deed in the amount of the Purchase Price, and otherwise in accordance with the requirements of Section 5 hereof.

9.3 **Closing Statement.** A signed closing statement conforming to the proration and other relevant provisions of this Agreement.

9.4 **Other.** Such other documents and instruments as may reasonably be required by Purchaser or the Title Company and that may be reasonably necessary or appropriate to complete this transaction and to otherwise effect the agreements of the parties hereto.

10. **PURCHASER’S CLOSING DELIVERIES.** At Closing, Purchaser shall cause the following to be delivered to Seller:

10.1 **Purchase Price.** The Purchase Price, plus or minus prorations, shall be delivered to the Title Company in escrow for disbursement to Seller.

10.2 **Closing Statement.** A signed closing statement conforming to the proration and other relevant provisions of this Agreement.

10.3 **Other.** Such other documents and instruments as may reasonably be required by Seller or the Title Company and that may reasonably be necessary or appropriate to complete this transaction and to otherwise effect the agreements of the parties pursuant to this Agreement.

11. **PRORATIONS AND ADJUSTMENTS.** The following shall be prorated and adjusted between Seller and Purchaser as of the Closing Date: (a) all general real estate and ad valorem taxes and assessments applicable to the Property for the current year (and any prior years to the extent not due and payable) ("Taxes") on the basis of the most currently available real estate tax bills for the Property, which proration shall be a final settlement for such Taxes, (b) association assessments, (c) real property assessments, (d) water assessments, and (e) such other items that are customarily prorated in transactions of this nature.

12. **CLOSING EXPENSES.** All real estate recording fees and expenses of Closing, including the closing services of the Title Company, shall be paid one-half by the Seller and one-half by the Purchaser, unless otherwise stated herein.

13. **DEFAULT.**

13.1 **Default by Seller.** If any of Seller’s material representations and warranties contained herein are not true and correct when made, or if Seller fails to perform any of the material covenants and agreements contained herein to be performed by Seller under this Agreement, any Earnest Money paid will be returned to Purchaser by the Title Company as Purchaser’s sole remedy.

13.2 **Default by Purchaser.** In the event Purchaser fails to perform any of the materials covenants and agreements contained herein to be performed by Purchaser under this
Agreement, Seller’s remedy shall be delivery of any Earnest Money paid to Seller by the Title Company, the amount thereof being fixed and liquidated damages, it being understood that Seller’s actual damages in the event of such default are difficult to ascertain and that such proceeds represent the parties’ best current estimate of such damages.

14. ASSIGNMENT. The terms, conditions and covenants of this Agreement shall be binding upon and shall inure to the benefit of the parties and their respective nominees, successors, beneficiaries and assigns.

15. LITIGATION. In the event of litigation between the parties with respect to the Property, this Agreement, the performance of their respective obligations hereunder or the effect of a termination under this Agreement, the losing party shall pay all costs and expenses incurred by the prevailing party in connection with such litigation, including, but not limited to, reasonable attorneys’ fees of counsel selected by the prevailing party.

16. NOTICES. All notices required or permitted hereunder shall be given by certified mail, postage prepaid, return receipt requested, or by overnight express delivery by a nationally recognized overnight courier, directed to Seller or Purchaser at the addresses set forth below. Any such notice delivered by (i) certified mail in accordance with this section shall be deemed to have been duly given upon receipt, or (ii) overnight express delivery by a nationally recognized overnight courier shall be deemed to have been duly given one (1) business day after such notice is deposited with such overnight courier with instructions to deliver such notice the next following business day. Any party may specify a different address for notices by delivery of written notice to the other party.

Addresses of the parties are as follows:

Seller: Magna Real Estate Development, LLC
385 Interlocken Crescent, Ste. 250
Broomfield, CO 80021

Purchaser: Board of Commissioners of Campbell County, Wyoming
c/o Carol Seeger, Deputy Campbell County Attorney
500 S. Gillette Ave., Ste. B200
Gillette, WY 82716

17. BROKERAGE. Each party shall be solely responsible for any fees associated with the services provided to it from a realtor, broker or other agent in connection with this transaction.

18. REASONABLE EFFORTS. Seller and Purchaser shall use their reasonable, diligent and good faith efforts, and shall cooperate with and assist each other in their efforts, to obtain such consents and approvals of third parties (including, but not limited to, governmental authorities), to the transaction contemplated hereby, and to otherwise perform as may be necessary to effectuate transfer the Property to Purchaser in accordance with this Agreement.

19. MISCELLANEOUS.
19.1 **Entire Agreement.** All prior written agreements, understandings, letters of intent and proposals, in each case with respect to the transaction contemplated herein, are hereby superseded and rendered null and void and of no further force and effect and are merged into this Agreement. Neither this Agreement nor any provisions hereof may be waived, modified, amended, discharged or terminated except by an instrument in writing signed by the party against which the enforcement of such waiver, modification, amendment, discharge or termination is sought, and then only to the extent set forth in such instrument.

19.2 **Legal Holidays.** If any date herein set forth for the performance of any obligations by Seller or Purchaser or for the delivery of any instrument or notice as herein provided should be on a Saturday, Sunday or legal holiday, the compliance with such obligations or delivery shall be deemed acceptable on the next business day following such Saturday, Sunday or legal holiday. As used herein, the term “legal holiday” means any state or federal holiday for which financial institutions or post offices are generally closed for observance thereof in the State of Wyoming.

19.3 **Construction.** This Agreement shall not be construed more strictly against one party than against the other merely by virtue of the fact that it may have been prepared by counsel for one of the parties, it being recognized that both Seller and Purchaser have contributed substantially and materially to the preparation of this Agreement. The headings of various sections in this Agreement are for convenience only and are not to be utilized in construing the content or meaning of the substantive provisions hereof.

19.4 **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Wyoming.

19.5 **Partial Invalidity.** The provisions hereof shall be deemed independent and severable, and the invalidity or partial invalidity or enforceability of any one provision shall not affect the validity of enforceability of any other provision hereof.

19.6 **Time.** Time is of the essence in all provisions of this Agreement, References herein to “days” shall mean calendar days unless the context expressly state otherwise.

[Signature Page to Follow]
IN WITNESS WHEREOF, the parties hereto have executed this Agreement of Purchase and Sale as of the Contract Date.

PURCHASER:

CAMPBELL COUNTY, WYOMING, by and through its Board of Commissioners

By: __________________________
Its: __________________________

SELLER:

Magna Real Estate Development LLC

By: __________________________
Its: __________________________
IN WITNESS WHEREOF, the parties hereto have executed this Agreement of Purchase and Sale as of the Contract Date.

PURCHASER:
CAMPBELL COUNTY, WYOMING, by and through its Board of Commissioners

By: __________________________
Its: __________________________

SELLER:
Magna Real Estate Development LLC

By: __________________________
Its: __________________________
Lot 1, Means Industrial Park, Campbell County, Wyoming, according to the official plat thereof filed for record September 10, 2007 in Book 8 of Plats, page 310 of the records of Campbell County, Wyoming.
*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. Comments related to the Board agenda will be heard first.*
Centennial Section/Centennial Trails

1. Trail building and Design.
   - 3-8 miles constructed in 2019 year by ECA organization, Volunteers & local contractors.
   - Remaining trails to be planned and professionally installed in partnership with IMBA over next 5 years.

2. Mountain Biking
   - Benefits to our local community, local economy & tourism.
   - Benefits to your schools & youth.
   - Benefits to our State having MTB trails in Campbell County

3. Cycling Events
   - Mountain Bike events bring jobs, tourism, economic growth and inspire a healthy lifestyle to our community of all ages.
   - MTB events will help pay for more trail building, trail maintenance and equipment.
   - Winter Fat Bike events. Allows the use of these trails all year long. Community use and use for events.

4. List of Cycling events within 500 miles
   - Cycling events close to home
   - 4 in South Dakota, 21 in Utah, 18 Colorado, 4 in Idaho, 3 in North Dakota, 1 in Montana, 0 Listed for Nebraska at this time & 3 listed for Wyoming

5. Trail Running
   - Benefits of having trails in a community not just paved pathway.
   - Benefits of Trail running on health and body off pavement.
   - Benefits of close to home running trails.
   - Benefits of Schools utilizing the trails for Cross Country running, Events and Practice.
   - Spartan/Tough Mudder events bringing, jobs, tourism and more.
proposed 5K trail
https://www.strava.com/routes/17533339

3.16 mi 281 ft  Trail
Distance  Elevation Gain  Run Type

Est. Moving Time: 31:37

Route recommendations may be incomplete and/or inaccurate and may contain sections of private land and/or sections of terrain that could be challenging or hazardous. Always use your best judgement about the safety of road and trail conditions and follow traffic and property laws. Est. Moving Time based on your avg pace of 10:01/mi over last 4 weeks.

<table>
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<td>Arrive at Finish</td>
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TRAIL BUILDING AND DESIGN

SEPTEMBER 25, 2018 | IN RESOURCES, ADVOCACY, RULES OF THE TRAIL, TRAIL BUILDING AND DESIGN

TRAIL BUILDING AND DESIGN

There's more to building a trail than moving rocks and dirt. Trails are usually part of larger systems that are the result of careful and diligent planning and collaboration. These trail systems must serve the needs of multiple user groups and take environmental and geographical factors into account.

While land managers and other administrators are ultimately responsible for land planning processes, committed trail users and community groups have important roles to play as well. Planning, after all, is ultimately about the big picture, and that picture includes not only the forest and the trees, but also the entire trails community.

IMBA's online resources on trail building emphasize the importance of well-planned trail systems and offer advice for how to create a trail system plan that can create good experiences for diverse visitors, minimize user conflict and environmental damage, and hold up in the future.
IMBA Trail Solutions is the international leader in singletrack development. Our wealth of expertise has allowed us to develop the current guidelines for the creation of sustainable, enjoyable trails and bike parks that have influenced land management agencies around the world and are frequently adopted as best practices.

Experts. Leaders.

IMBA Trail Solutions has experience on more than 400 trail projects worldwide. Our staff excels at planning, design, construction, and management of trail systems that provide high-quality, sustainable experiences while simultaneously minimizing maintenance needs and environmental impacts. We pride ourselves on the positive experiences we have provided to millions of active trail users. Whether you want a family-friendly flow trail, a bike park with jump lines or an expert-only adventure full of gnarly rock features, we can design it, build it, advocate for it and teach you how to do it.
IMBA Trail Solutions doesn’t just move dirt and rocks. We are masters of the entire process. From start to finish, we can help you secure support and funding for a project, plan and design exactly what you want, and build or oversee the construction of your dream trail system or bike park.

The foundation of a successful trail or system of trails is a high level of knowledge regarding sustainable design, construction, and maintenance. Trail Solutions provides custom-designed trail training seminars covering topics ranging from economic and social development through trails, design and construction of advanced level mountain biking trails, complete trail system design, volunteer management, crew leader training, and mechanized trailbuilding.

Most trails and trail systems have developed socially. Beyond getting from here to there, little thought was given to the potential long-term effects of the chosen route or the experience provided along the way. Trail Solutions provides guidance on retrofitting haphazardly developed trail systems into networks that efficiently disperse trail users, provide the experience users are seeking, and do so with minimal long-term environmental impact.

Trail Solutions believes that the success of a trail is highly dependent on both the environmental and social sustainability of the trail. A well-designed trail should cause minimal damage to the surrounding landscape and require minimal maintenance over time. That same trail should also provide the user the experience they are seeking. Melding these design parameters is a great challenge. Whether that challenge means designing a shared-use trail that minimizes potential user conflicts or a low-impact, technical
Trail Solutions projects

See where we’re planning, designing and building great places to ride mountain bikes in 2018, and explore featured past projects.
Create. Enhance. Protect.

IMBA is the worldwide leader in sustainable trail planning, design and construction, and the experts on managing mountain bike trails. We offer professional services as well as educational resources for land managers, mountain bike groups and others.

Trail Solutions

IMBA Trail Solutions is the international leader in developing singletrack trails, with experience on more than 400 trail projects in the United States and around the world. Our staff excels at planning, design, construction, and management of trail systems that provide high-quality experiences while simultaneously minimizing environmental impacts. Our wealth of expertise has allowed us to develop the current guidelines for the creation of sustainable, enjoyable trails and bike parks.
A new direction

We see the future of mountain biking in going after opportunities for more close-to-home access. Our goal is to grow the quantity and quality of mountain bike trail communities across the U.S.

Why close to home?

Trails close to home mean more quick hits for mental health and fun. In large cities and small rural towns alike, trails enhance quality of life, provide economic benefits and create community. We know all of this because IMBA and our local partners have been making these things happen worldwide for 30 years, and we want to make sure trails happen in more places, more rapidly.

Our Brand

What we believe in

These values have guided our work and driven our successes for more than three decades.
Programs and initiatives

Achieving more trails close to home requires all of us to work together. IMBA, in partnership with our local organizations, educates land managers and community leaders, galvanizes the volunteer community, strengthens local mountain bike groups and provides expertise on the creation of new trails. Explore our current efforts; new ones will be added in early 2019.

Trail Accelerator Grants

These are competitive grant offerings, designed to help a community get on its way toward building better places to ride. Awardees receive professional planning services and funding to help launch their trail development efforts and give them a platform on which to leverage additional resources. Thank you to Tom and Steuart Walton for seeding these grants.

Grant info

IMBA Trail Labs

In 2018, IMBA has partnered with the Walton Family Foundation and Visit Bentonville to host three, in-depth and hands-on workshops in Bentonville, AR, an IMBA Ride Center. Each workshop will highlight best practices and challenges across the trail design, tourism, promotion, and management spectrum.
Attendees will be able to return home with a plan for community trail development.

Learn more

Where to ride

IMBA Local
When grassroots mountain bike groups achieve their goals, we all benefit. That is why we created IMBA Local: a suite of support services and education tools to enhance the efforts of individual organizations. We invite you to take advantage of IMBA’s reach, expertise and resources to lighten your administrative load and empower your organization to do more.

Learn more

Dig In Campaign
2017 was the first year for the IMBA Dig In Campaign, a nationwide fundraising effort we ran on behalf of our chapters to support their local trail projects. 68 groups in 31 states participated, Together, we raised more than $122,000 dollars for 500 new trail miles, maintenance of another 140 miles, 10 new bike parks and 3 projects supporting high school mountain bike racing. The next campaign is scheduled to begin spring 2019.

Coming soon
Trail Solutions

IMBA Trail Solutions is the international leader in developing singletrack trails. Our staff excels at planning, design, construction, and management of trail systems that provide high-quality experiences while simultaneously minimizing environmental impacts. Our expertise has allowed us to develop the current guidelines for the creation of sustainable, enjoyable trails and bike parks that have influenced land management agencies around the world and are frequently adopted as best practices.

News, projects and research

How and why we are creating and catalyzing more trails close to home.

"It has definitely benefited the community [to have so many trails close to home]. Especially the kids, they get off from school and they go ride their bikes. They're not home watching TV or getting a ton of screen time; they're outside riding right after school. The trails are creating a healthy community."

Lindsay Custer
Friends of Arkansas Singletrack President

Add your voice

Sign up for our email newsletter to stay updated on all "more trails close to home" initiatives.
I love MTBing

Meet the team

"My first mountain bike experience was on a borrowed hybrid bicycle on steep river bluff trails in Nebraska. Stretching the limits of center-pull brakes and 35c tires, I was hooked! Mountain biking has since provided me with the most amazing life experiences as a rider, advocate, trail builder, promoter, retailer, coach and racer. Making all of that even more amazing are the wonderful people I have come to know and ride with along the way. Hit me up and let’s go ride!”

Meet our team:

Kent McNeill
CEO

Support Mountain Biking
Our vision is that every state has a place to ride a mountain bike. You can help make that happen.

Questions? Contact us

303-545-9011

CHARITY NAVIGATOR
For youth 
More kids on bikes!

Take a Kid Mountain Biking Day

IMBA Take a Kid Mountain Biking Day (TKMBD) is an annual event that seeks to introduce the joy of mountain biking to the next generation. Created in 2004 and recognized by the U.S. Congress, TKMBD is officially celebrated every year on the first Saturday in October. More than 100,000 youth have discovered and celebrated the joy of pedaling two wheels on dirt at TKMBD events, and many have gone on to become passionate riders, volunteer trail advocates and even high school mountain bike racers.

Plan an event!

TKMBD events can be hosted by almost anyone in any country. Participating groups include IMBA chapters and affiliated mountain bike clubs, community organizations, scouting groups, youth programs, schools and others. Or, simply gather your family, friends and coworkers to host your own, backyard ride. Every share
Ride together

International Women's Mountain Biking Day is a celebration event that takes place the first Saturday in May. It’s a day for women to get together to experience, share and express their love of mountain biking! Tag your rides with #womensmtbday!

Community-driven

Women's Mountain Biking Day came out of the 2018 IMBA UPRISING event, our first-ever women's conference. Attendees were encouraged to share their best ideas for engaging more women in mountain biking. A day dedicated to women enjoying mountain biking with each other and encouraging fellow women to join them was dreamed up by Andree Sanders of Trips for Kids Metro New York. Thank you for inspiring us!
How do I participate?

Women's Mountain Biking Day is social-media driven. Organizations and individuals are encouraged to use the day as a catalyst for grassroots engagement, festivals, rides, awareness campaigns and other activities to both celebrate and encourage women mountain biking.
Organize a women’s-only trail volunteer day. Give them an opportunity to learn about trail maintenance and proper tool use, then get dirty supporting their favorite trail. Consider that attendees may have young children and offer an option to show up for a few hours, rather than requiring they attend an all-day event deep in the backcountry.
Colorado Governor John Hickenlooper issued an official proclamation declaring May 5, 2018, as Women's Mountain Biking Day. It is an honor that the Governor recognized the share
Mountain biking

Mountain biking is a sport of riding bicycles off-road, often over rough terrain, using specially designed mountain bikes. Mountain bikes share similarities with other bikes but incorporate features designed to enhance durability and performance in rough terrain. Mountain biking can generally be broken down into multiple categories: cross country, trail riding, all mountain (also referred to as "Enduro"), downhill, freeride and dirt jumping.

This sport requires endurance, core strength and balance, bike handling skills, and self-reliance. Advanced riders pursue both steep technical descents and high incline climbs. In the case of freeride, downhill, and dirt jumping, aerial maneuvers are performed off both natural features and specially constructed jumps and ramps.

Mountain bikers ride on off-road trails such as singletrack, back-country roads, fire roads, and often venture to ski resorts that stay open in the summer for such activities. Because riders are often far from civilization, there is a strong ethic of self-reliance in the sport. Riders learn to repair broken bikes and flat tires to avoid being stranded. Many riders carry a backpack, including water, food, tools for trailside repairs, and a first aid kit in case of injury. Group rides are common, especially on longer treks. Mountain bike orienteering adds the skill of map navigation to mountain biking.

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Wyoming High School MTB Racing Team Season Wrap-Up

Tweet

Filing under “better late than never” we wanted to give our props to the Wyoming high school MTB racing teams for their successes this past season. There are currently three teams that race in the National Interscholastic Cycling Association (NICA), Cheyenne (WyoX Racing), Laramie (7220 Racing) and Casper (CAMBYR). Because there are not currently enough teams in the state to support an independent league, the teams from Wyoming race in the Colorado league. There is also a composite team from Jackson and the Teton Valley that races in the Idaho League. The growth of the league over the past few years has been phenomenal, with over 1,000 kids participating this year.

The Cheyenne and Laramie teams are coached by Todd Thibodeau (Wyoming Pathways Board Member) and Rich Vincent (Wyoming Pathways Educational Programs Director), respectively and here’s their take on the past season:

Todd Thibodeau, Coach of the Cheyenne WyoX team:

“This season one big change happened with the Cheyenne High School Mountain Bike Team. The bulk of the kids that helped start the team four years ago graduated. We have gone with a youth movement and started allowing middle school students to train with the team. While our number of racers declined this year, the number of students working with the team has increased to 24. The reduced number of racers hurt our team standings, but we did have individual students reach the podium. Overall the future looks bright for the team.”

Rich Vincent, Coach of the Laramie 7220 Racing team:

“2016 marked the seventh season for the Colorado High School Cycling League and for 7220 Racing, Laramie’s high school mountain bike team. The league moved into its second year in which teams were split into two conferences and racing took place over two days each race
weekend. Teams were divided into Division 1 (greater than 15 riders) and Division 2 (15 or less riders).

Nine different students raced for the team during the fall racing season. Seven of those students participated in 2 or more of the 4 regular season races. The 2016 team was relatively young with one junior, three sophomores, and three freshman comprising the core group of seven riders.

Team and individual results were mixed throughout the season, but overall each rider improved their skills as the season progressed. Returning riders all improved on their times at each race course that had been part of the 2015 season. By the end of the regular season 7220 Racing finished 9th out of 15 North Conference Division 2 teams and 28th out of the 43 total Division 2 teams in the league.

Five of the seven core riders qualified for the State Championship Race in Eagle, CO. At the State Championship Race riders from both conferences vied for individual class titles, as well as combined team titles. Using a balanced team effort, 7220 Racing finished a respectable 20th out of the 38 Division 2 teams in the Eagle, CO race. Individual highlights saw Samuel Fay and Kyle Packard finish 40th and 46th, respectively out of the 101 sophomore boys starting the race, and Cody Perkins (who started in 100th place) moving through the pack to finish 40th out of the 101 freshman boys competing. Overall the season was a success as riders became teammates, found time to have fun at races and practices, and made friends-renewed friendships with riders from other teams throughout the league.”

We hope for the continued growth in Wyoming as well and look forward to when the state can have an independent league. Wyoming Pathways will continue to support all of the Wyoming teams and efforts to expand participation in this healthy and fun sport.

Category: News, Statewide News · Tags:

Become a Member or Partner
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Join Our Newsletter/Mailing List

Join Our Mailing List

Contact Information

First*  Last*
Wyoming High School Mountain Bike Racing - WyoX (https://wyohsmtbikeracing.com/)

HOME (HTTP://WYOHSMTBIKERACING.COM)

Overview

HIGH SCHOOL CYCLING VISION

(HTTPS://WYOHSMTBIKERACING.COM/HIGH-SCHOOL-CYCLING-VISION/)

THE GOWDY GRINDER

(HTTPS://WYOHSMTBIKERACING.COM/FUNDRAISING-VIA-OUR-LOCAL-RACE-THE-GOWDY-GRINDER/)

CALENDER (HTTPS://WYOHSMTBIKERACING.COM/CALENDER/)

CONTACT (HTTPS://WYOHSMTBIKERACING.COM/CONTACT/)

WyoX

WyoX is a team of high school aged cyclists training in the mountains of Wyoming and racing in the Colorado High School Cycling League. The team is open to any age rider, but typically it is middle school and high school
students that attend training rides that typically are two-three times per week (in the evening on week days and daytime on the weekends) starting in late August and ending in October. Kids and adults can become more familiar with mountain bike racing by attending Laramie Mountain Bike Series in the summer time, but overall the goal is to learn safe bike handling skills and promote fitness and strong character. Because Wyoming currently does not have it’s own league, traveling to Colorado races affiliated with the NICA (National Intercollegiate Cycling Association) is offered, and more information can be found at their website: coloradomtb.org

(https://coloradomtb.org/programs/)
Cycling for a lifetime

Cycling is a fantastic, safe, and family oriented sport that can be enjoyed for a lifetime. High School Mountain Bike Racing is intended to develop self-confidence and self-esteem, whole body and mind fitness, and encourage a lifestyle that can be enjoyed forever. Kids that grow up cycling and racing still practice this sport as adults, often cycling and racing with friends that are now their ages. How many parents still see their high school buddies playing tackle football? This high school experience is intended to keep kids active throughout their life.
About Us

COME MAKE HISTORY WITH US!

COLORADO LEAGUE GROWTH:

2010 – Season 1 = 194 Total Riders - 165 Male Riders – 29 Female Riders, 15% – 20 Teams

2018 – Season 9 = 1,383 Riders – 1,116 Male Riders – 267 Female Riders, 23% – 76 Teams

2013-2018: 426 Legacy Riders participated from 9th-12th grade. Race every year in high school and you’ll be a Legacy Rider!
Laramie Mountain Bike Series

Tue Jun 18 - Tue Jul 30, 2019
Laramie, WY

Register

**Online Registration Will Open**
Monday, Apr 1, 2019 at 7:00 AM MT

<table>
<thead>
<tr>
<th>Category</th>
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<tr>
<td>Kids</td>
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--- EVENT ITEMS ---
Add donations and merchandise to your registration below. You can also donate or purchase items without registering.
28 Below Fatbike Race/Ride/Tour

March 16, 2019
Lead, SD

Register

Online Registration is closed
Visit our webpage www.28below.com, for more information about the event!
PedalPOWder!

Online Registration Deadline: Sunday, Mar 10, 2019 at 11:59 PM MT

Womens Open  7:00 AM  50 km  Cash Prize and Award for top 3 Overall  $80
Mens 39 & Under  7:00 AM  50 km  Award for top 3 in class: Cash Prize for top 3 Mens Overall  $80
Mens 40 & Over  7:00 AM  50 km  Award for top 3 in class: Cash Prize for top 3 Mens Overall  $80

— PURCHASE EVENT ITEMS —
Add event items for purchase to your registration. You can also purchase items without registering.

28 Below Wool Cycling Cap - $45.00
Custom 28 Below 100% Wool w ear flap. S/M: Head/Inches 21
1/4" to 23 1/2" L/XL: [+more]
28 Below Fatbike Race/Ride/Tour
March 16, 2019
Lead, SD

Who's Registered
Total Event Registrations: 199

Search participants

CLEAR SEARCH | EXPAND ALL | COLLAPSE ALL

Womens Open
32 entries +

Mens 39 & Under
63 entries +

Mens 40 & Over
104 entries +

Register with
6 Reasons We Can't Get Enough of Fat Biking

SUPER-WIDE TIRES ARE HERE TO STAY. HERE'S WHY IT'S TIME TO GET FAT.

BY BERNE BROUDY  Feb 23, 2017

You've likely seen them on trails or bike paths: Equipped with wide tires, between 4" and 5", fat bikes certainly make an impression. Most cyclists ride them in snowy conditions or sand; run at low tire pressure, they float on surfaces where normal mountain bike, 'cross, or road tires would sink. And if you live somewhere with snow on the ground, a fat bike can keep you in great riding shape all winter long.

RELATED: The 15 Best Fat Bikes You Can Buy Right Now

In other words, they're not just a gimmicky flash in the pan. Here are six things you need to know about this rad style of riding—and reasons we love it.

Fat Bikes Make Quick Work of Your Fitness Goals
How well your bike rolls through the sand or snow relates directly to your PSI. And finding the perfect PSI is all about experimentation. But with fat bikes, you’ll be experimenting at the low end of what’s possible, contributing to that awesome floating feeling.

"There is no set formula" for determining your PSI, Cocalis says. For snow, he suggests, the general range is between 5 to 8psi. Wider tires in less packed conditions generally run to the low end. For general trail use, riders run between 8 to 12psi. "A rider in really sharp, rocky conditions, like you’d find in Phoenix or Moab, might run their tires as high as 14psi. Too low and or too high, and the ride gets bouncy," he says.

Colorado-based pro mountain biker Amy Beisel, who won the women’s elite race last year at the Fat Bike World Championship, says, "in a race or on a ride, the snow conditions can change dramatically, so don’t be afraid to play with your tire pressure until you really understand what increasing it or decreasing it a pound or two will do."

*If you don’t put enough air in your regular tires, you risk getting a flat. Here’s how to fix one in two minutes or less:*
Step 1

They're Great for Bike Tours That Go Way Off the Beaten Path
Sponsored bikepacker Joe Cruz almost always picks fat bikes for touring adventures.

"For me, the fat bike is for the 10 percent of terrain on my trips that can’t be ridden on any other kind of bike; it’s for the confidence and undauntedness; it’s for the realization of the absolute limit of what bikes can do off road. They’re perfect," Cruz tells *Bicycling*.

**RELATED: Tested: The Most Adventure-Ready Bikepacking Gear**

In a post on his blog *Pedaling in Place*, Cruz expounds further in a total devotional to wide tires: "It goes just about anywhere a bike can go, and if you’re not racing or trying to keep pace on asphalt with your skinny-tired friends, what’s not to like? I wouldn’t for a second pack another bike if I was packing tonight."

He's found that whether you're facing a trekking trail, muddy river crossing, or sketchy dirt descents, a fat bike is a confidence booster like nothing else.

**It's Easy to Get Into Racing**
The fat bike race scene is one of the most welcoming. Typically there are no heats, just a mass start.

Take the second annual Fat Bike World Championships, hosted in Crested Butte, Colorado, this past January. Despite the name, the unsanctioned race is as much a festival as it is a competition; anyone can register. The 4.5-day event drew 280 riders of all abilities to 9,000 feet of elevation.

There was a Wednesday night party; a Thursday fun race; Friday’s Demo Day; Saturday Fat Bike Worlds; and an untimed lift-served fat bike DH course, kind of like a winter chainless downhill on Sunday—mostly for the laughs. More parties, swag and prizes rounded out the fun all week.

**RELATED: 6 Awesome Bike Rides That Are All About Having Fun**

**So Many New Ways to Wear Your Kit**

When you’re spending time in freezing weather, you need to layer creatively. Some bike companies are beginning to offer fat-bike specific apparel that makes layering simpler, but you can also use cold-weather gear from other cycling disciplines, or repurpose gear from other sports.
Dress like you would for Nordic skiing, says Beisel. She wears two pairs of gloves, booties over cycling shoes, a bike helmet with an enduro strap to hold goggles, Buffs on her ears, around her neck, and an extra in her pack.

Winter boots and flat pedals work great if you’re not racing. So do insulated winter cycling shoes.

**RELATED: How to Stay Warm on Cold Rides**

"The key to fat bike comfort is warm head, feet, and hands–focus on these contact points and you’ll be ready for miles of riding," Beisel says.

If it’s really bitter cold, consider swapping the bike helmet for a ski helmet.

“For winter, skip the Camelbak and use an insulated bottle,” Beisel adds. (We like [CamelBak's insulated Podium bottle](https://backcountry.com), available at Backcountry.) Beisel fills hers with warm water. Try tea with honey for a little extra energy on your ride.
### March 2019

<table>
<thead>
<tr>
<th>MAR 16</th>
<th><strong>28 Below Fatbike Race/Ride/Tour</strong></th>
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<td>MAR 16</td>
<td><strong>Ridge Riders Trifecta</strong></td>
<td>Spearfish, SD</td>
<td>86 miles away</td>
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<tr>
<td>MAR 23</td>
<td><strong>UTAH CRIT SERIES POINT SERIES WEEKEND RACES!</strong></td>
<td>Sandy, UT</td>
<td>419 miles away</td>
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<tr>
<td>MAR 30</td>
<td><strong>Murray Criterium and Miss &amp; Out</strong></td>
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### April 2019

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<tr>
<th>APR 1</th>
<th><strong>Extra Mile Racing Punch Pass</strong></th>
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<tr>
<td>APR 6</td>
<td><strong>2019 Boulder Roubaix Road Race</strong></td>
<td>Longmont, CO</td>
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<tr>
<td>APR 13</td>
<td><strong>East Canyon-Echo Road Race</strong></td>
<td>Town of Henefer, UT</td>
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<tr>
<td>APR 20</td>
<td><strong>Goshen Circuit Race</strong></td>
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April 2019

**APR 27**
- **Tax Day Circuit Race - A UCA Points Series Race**
  - Marsh Valley, ID
  - 355 miles away

**APR 27**
- **Dirty Turtle Gravel Grinder**
  - Bottineau, ND
  - 387 miles away

**APR 27**
- **Mini Fondo**
  - Saratoga Springs, UT
  - 429 miles away

**APR 30**
- **Mid Week MTB Series XC #1: April 30, Eagle Mountain**
  - Eagle Mountain, UT
  - 433 miles away

May 2019

**MAY 1**
- **Porcupine/CityWorks Cycling Team**
  - Cottonwood Heights, UT
  - 413 miles away

**MAY 2-12**
- **Bikerpelli 2019**
  - Fruita, CO
  - 401 miles away

**MAY 4**
- **Ridgeline Rampage - Saturday May 4th**
  - Castle Rock, CO
  - 355 miles away

**MAY 4**
- **Antelope Island Classic**
  - Syracuse, UT
  - 412 miles away
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<th>MAY 5</th>
<th>TOUR OF COLORADO - Fountain-Roubaix</th>
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<td></td>
<td>Fountain, CO</td>
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<th>Mid Week MTB Series XC #2: May 7, Corner Canyon</th>
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<tr>
<td></td>
<td>Draper, UT</td>
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<th>Burleigh County Cup</th>
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<tr>
<td></td>
<td>Bismarck, ND</td>
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<th>Mid Week MTB Series XC #3: May 14, Heber City</th>
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<td>Heber, UT</td>
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<th>MAY 18</th>
<th>Battle the Bear - Saturday May 18th</th>
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<tr>
<td></td>
<td>Lakewood, CO</td>
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<td>334 miles away</td>
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<th>MAY 18</th>
<th>Royal Gorge Six &amp; Twelve</th>
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<tr>
<td></td>
<td>Cañon City, CO</td>
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<th>MAY 21</th>
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<tr>
<td></td>
<td>Kamas, UT</td>
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<td></td>
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<tr>
<th>MAY 25</th>
<th>Jay Anderson Memorial Tour of Marsh Creek Valley</th>
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<tr>
<td></td>
<td>Pocatello, ID</td>
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<th>MAY 25-26</th>
<th>The Original Growler Endurance Mountain Bike Races</th>
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<tr>
<td></td>
<td>Gunnison, CO</td>
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<td></td>
<td>415 miles away</td>
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</table>
MAY 26
BADLANDS GRAVEL BATTLE (3 DISTANCES)
Medora, ND
196 miles away

June 2019

JUN 1
The Angry Horse
Bone, ID
319 miles away

JUN 1
Gran Fondo Salt Lake
Salt Lake City, UT
423 miles away

JUN 4
Mid Week MTB Series XC #4: June 4, Round Valley
Park City, UT
397 miles away

JUN 5-9
#GravelLessTraveled Rusch Academy
Ketchum, ID
438 miles away

JUN 8
Gold Rush Gravel Grinder
Spearfish, SD
85 miles away

JUN 8
Gowdy Grinder
Curt Gowdy State Park, WY
229 miles away

JUN 8
Peninsula Jam
Frisco, CO
339 miles away
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<tr>
<td>JUN 8-9</td>
<td><strong>Ride The Rockies Expo</strong></td>
<td>Crested Butte, CO</td>
<td>394 miles away</td>
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<tr>
<td>JUN 9</td>
<td><strong>TOUR OF COLORADO - Wellington-Roubaix</strong></td>
<td>Wellington, CO</td>
<td>262 miles away</td>
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<tr>
<td>JUN 9-15</td>
<td><strong>Ride The Rockies 2019</strong></td>
<td>Crested Butte, CO</td>
<td>394 miles away</td>
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<tr>
<td>JUN 9</td>
<td><strong>2019 Bitterroot Fork to Farm Ride</strong></td>
<td>Corvallis, MT</td>
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<tr>
<td>JUN 11</td>
<td><strong>Mid Week MTB Series Mini Enduro #2: June 11, Sundance Resort</strong></td>
<td>Sundance, UT</td>
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<tr>
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<td><strong>Mid Week MTB Series Women's Mini Enduro</strong></td>
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<tr>
<td>JUN 22-23</td>
<td><strong>BADLANDS 24 HOUR RACE/RUN/BIKE</strong></td>
<td>Watford City, ND</td>
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<td>JUN 23</td>
<td><strong>Golden Gran Fondo, a Gran Fondo National Series event</strong></td>
<td>Golden, CO</td>
<td>326 miles away</td>
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<tr>
<td>JUN 25</td>
<td><strong>Mid Week MTB Series XC #5: June 25, Round Valley</strong></td>
<td>Park City, UT</td>
<td>397 miles away</td>
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MAY 15 - JUN 26
TOUR OF COLORADO - Front Range TT Series
Palmer Lake, CO
371 miles away

JUN 29
Coal Country Gravel Grinder (3 Distances)
Gillette, WY
13 miles away

JUN 29
Party at Purg
Durango, CO
487 miles away

July 2019

JUL 2
Mid Week MTB Series Mini Enduro #3: July 2, Solitude Mountain Resort
Solitude, UT
405 miles away

JUL 4
Firecracker 50 -2019
Breckenridge, CO
346 miles away

JUL 6
2019 Tatanka Mountain Bike Race
Sturgis, SD
103 miles away

JUL 11
The Ride Series BME Session Winter Park CO
Winter Park, CO
317 miles away

JUL 12-13
2019 Cache Gran Fondo and UCI Gran Fondo World Series Qualifier
Logan, UT
366 miles away
July 2019

**Breckenridge 100 Ultra, Marathon and XC - July 13th**
Breckenridge, CO
346 miles away

**TOUR OF COLORADO - Victor-Roubaix**
Victor, CO
399 miles away

**Mid Week MTB Series XC #6: July 16, TBD**
Park City, UT
400 miles away

**Salt Lake Criterium**
Salt Lake City, UT
410 miles away

**Bike 2 Build, San Luis Valley Century - Sat, Jul 20**
Alamosa, CO
481 miles away

**Mid Week MTB Series XC #7: July 23, Snowbird Resort**
Sandy, UT
409 miles away

**The Ride Series BME Session Telluride CO**
Telluride, CO
467 miles away

**Laramie Range Epic**
Laramie, WY
218 miles away
Trail running is a sport-activity which combines running, and, where there are steep gradients, hiking, that is run "on any unpaved surface". It is similar to both mountain and fell running (also known as hill running). Mountain running may, however, include paved sections. Trail running normally takes place on good paths, or tracks which are relatively easy to follow, and does not necessarily involve the significant amounts of ascent, or need for navigating skills, normal in fell running. Unlike road running and track running it generally takes place on hiking trails, often in mountainous terrain, where there can be much larger ascents and descents. It is difficult to definitively distinguish trail running from cross country running. In general, however, cross country is an IAAF-governed discipline that is typically raced over shorter distances.
The number of organized trail races has grown over the past few years throughout the world. Runners often cite less impact stress compared to road running, as well as the landscape and non-urban environment, as primary reasons for preferring trail running. This move to nature is also reflected in a large increase in competitors in non-traditional/off-road triathlons and adventure racing in the 2010s.

## Contents

- Related activities
  - Fastpacking
  - Mountain and fell running
- Popularity and growth
- Equipment
- Races
- Aid stations
- Trail vs. road race participation limitations
  - Africa
  - Asia
  - Europe
  - North America
  - Oceania
- See also
- References
- External links

## Related activities

### Fastpacking

A growing number of people are participating in solo backcountry trail running trips, carrying an ultralight form of backpacking to allow faster speeds than with a traditional backpack. Running while backpacking has been termed "fastpacking". These trips can be both difficult and dangerous, depending on length, weather and terrain.

### Mountain and fell running

Mountain and fell running (also called hill running, particularly in Scotland) are sports that combine running and racing off-road over upland country, where the gradient climbed is a significant component. Fell is a dialect word from the north west of England where it is popular—especially in the Lake District. Fell races require mountain navigation skills and participants carry survival equipment. Unlike trail running, the routes of fell races are often unmarked, so that competitors frequently are able to choose their own route to a checkpoint.

The only difference between mountain running and trail running is that a mountain running course sometimes includes paving. It is different from fell running because, (1) courses are clearly marked and avoid dangerous sections; and (2) while mountain running takes place mainly off-road, if there is significant elevation gain on the route, surfaced roads may be used.

## Popularity and growth
According to a 2010 special report on trail running published by the Outdoor Industry Foundation, "4.8 million Americans ages 6 and older participated in trail running in 2009." This research shows a particularly heavy following in the Mountain States, the Western US, and California.

Because of the natural or serene setting, trail running is viewed as a more spiritual activity than roadside running or jogging. Another reason for growth and popularity is the continual acknowledgment of environmentalism. There is a stress among many trail-race organizers to keep these races "green" or environmentally friendly and minimize disturbance within the natural environment.

**Equipment**

Many trail runners use specially designed shoes that have aggressively knobby soles that are generally more rigid than road running shoes. The usually EVA compound midsole often contain a lightweight, flexible nylon plastic layer to protect the feet from puncture wounds from sharp rocks or other objects. Since trail running takes place on softer surfaces (e.g., grass, dirt) than road races, cushioning is not as important so often the shoes are less 'cushioned' than their counterparts designed for tarmac. Additionally, trail running shoes are low to the ground which provides the best stability on uneven terrain. Recently, very thick sole running shoes are gaining popularity especially in Ultra-marathons. In events over 100 miles, they were the most common type of shoe used in 2013.

Other equipment includes wicking garments, water bottles, sunscreen, sunglasses, gaiters, insect repellent spray, headlamps and ivy block. Some trail runners attach lightweight crampons to the bottom of their shoes to aid with traction in the snow and on ice. An alternative way to carry water is use a hydration bladder with drinking tube carried in a backpack or waistpack. Today, there are many racing vests that are lightweight alternative which allow runners the choice of reservoir based bladder or water bottles while allowing for carrying other items such as nutrition, hydration supplements and cold weather gear. Carrying the Ten Essentials may reduce the hazards inherent in wilderness travel. Some trail runners use ultra light hiking poles (which are often not allowed during competition) to increase speed and stability.

**Races**

Trail running races are organised globally. Due to the relatively short history of trail running as an organised sport, there are very few established organizing bodies. For example, in the United States, the American Trail Running Association was only founded in 1996 to represent trail races in the US. In the United Kingdom, the Trail Running Association was formed in 1991. The International Trail Running Association (ITRA) was founded in 2013 and was first recognized by the IAAF in 2015.

A hill-running race in Prague
5K Races
Find Your Next 5K

Upcoming 5K Events

2019 Center of the Nation Series - Day 3 (WY)
Aug 21, 2019  Sundance, WY
REGISTER NOW

5K Races Near  Gillette, WY

Browse Running Categories

1K  5K  8K  10K  15K  1 MILE
5 MILE  25 MILE  HALF MARATHON
MARATHON  ULTRA  BEST OF
CROSS COUNTRY RUNNING
DISTANCE RUNNING  SPRING TRAINING
MUD RUNNING  OTHER RUNNING
RELAY RUNNING  TRACK RUNNING
TRAIL RUNNING

DON'T MISS!

Tuesday
March 12th, 2019

NOW PLAYING
Don't Miss - 3/12 Preview
NEXT  Don't Miss - 3/12
**2ND ANNUAL CHASE THE LEPRECHAUN 5K FUN RUN**
Friends of Fort Fetterman - Douglas, WY
Running [5K]
Online registration ends in 4 days!

**2019 CENTER OF THE NATION SERIES - DAY 2 (NE)**
Mainly Marathons - Chadron, NE
Running [5K, 10K, Half marathon, Marathon]

**THE FAST AND THE FURRIEST 5K**
Critical Care Companion Animal Fund - Riverton, WY
Running [1K, 5K]

**THE CLOVER RUN**
Dawson County 4-H - Glendive, MT
Running [9K]
Online registration ends in 4 days!

**RUN TO PLAY 5K AND 1 MILE**
Rose Park Elementary PTA - Billings, MT
Running [5K, 1 Mile], Walking

---

**Get ACTIVE on the Go**

**Couch to 5K**
The best way to get new runners off the couch and across the finish line of their first 5K.
Available for iOS | Android

**5K Tips & Training**

- **5K Training Plans for Your First Race and Beyond**
- **10 Reasons Why Your Next Race Should be a 5K**
- **How Zombies Can Prepare You for a 5K**
- **What to Expect at Your First 5K**

**The Journey from Couch to 5K: My First Month of Training**

---

**Today's Deals On Running Gear**

- **Saucony Hurricane ISO 4 Shoes - Men's**
  - Price: **$99.99**
  - SRP: **$145**

- **Saucony Hurricane ISO 4 Shoes - Men's**
  - Price: **$99.99**
  - SRP: **$145**

- **Saucony Triumph ISO 4 Shoes - Men's**
  - Price: **$79.99**
  - SRP: **$140**

Save 15% with Active Advantage!
2019 Center of the Nation Series - Day 3 (WY)
Wednesday, August 21, 2019
Creek County Fairgrounds - Fairgrounds Loop Rd Sundance, WY 82729
RUNNING • DISTANCE RUNNING • HALF MARATHON • 5K • 10K • MARATHON

Send Email Reminder  Map/Directions

Get VIP deals on events, gear and travel with ACTIVE's premium membership.
JOIN & SAVE  Learn More

Marathon - Individual Age group/open  in 19 days $115.00 $100.00  REGISTER NOW

Half Marathon - Individual Age group/open  in 19 days $100.00 $85.00  REGISTER NOW

5K - Individual Age group/open  $35.00  REGISTER NOW

10K - Individual Age group/open  $40.00  REGISTER NOW

50K - Individual Age group/open  in 19 days $125.00 $110.00  REGISTER NOW

About This Activity
World's Best Marathon & Half Series!
No Time Limits
Great Food
Award-Winning Medals
Loony Community!

Event details and schedule
Please check our website for details.

REGISTER NOW

Get up to Members save up to $10 on registration fees.
this event  Save Today

Get Active Today!
Mental Tricks to Get You Through a Tough Run

Organizer Info
Mainly Marathons
http://mainlymarathons.com
Spartan Race

Spartan Race is a series of obstacle races of varying distance and difficulty ranging from 3 miles to marathon distances. They are held in the US and have been franchised to 30 countries including Canada, South Korea, Australia, and several European countries.\textsuperscript{[1]} The series include the Spartan Sprint, the Spartan Super, the Spartan Beast, and the Spartan Ultra. Spartan Race also has a military series, hosted on military bases.\textsuperscript{[2]} There are also winter and team events.

Contents

History
Obstacle race
Event Types
  Race Events
    Spartan Sprint
    Spartan Super
    Spartan Beast
    Spartan Ultra
    Spartan Kids Race
    Spartan Trail
  Series
    Honor
    Stadium
    Global Championship Series
  Endurance Events
    Ultra
    Hurricane Heat (4-8, 12-, and 24-hour)
    Agoge
Media
Charity
See also
References
External links

History
MAY 04-05, 2019
MONTANA BEAST AND SPRINT WEEKEND
AVERILL’S FLATHEAD LAKE LODGE, BIGFORK MT

WELCOME TO AVERILL’S FLATHEAD LAKE LODGE. SPARTANS, PREPARE FOR THE GLORIOUS VIEWS, AND REWARDING CLIMBS. THIS VENUE IS LOCATED DIRECTLY ON THE SHORES OF FLATHEAD LAKE, THE LARGEST FRESHWATER LAKE WEST OF THE...

SHOW MORE

BEAST  SPRINT  KIDS RACE

SATURDAY $155

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<th>ELITE WOMEN (Saturday 7:45AM)</th>
<th>AGE GROUP (Saturday 8:00AM-8:45AM)</th>
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REGISTER NOW  REGISTER NOW  REGISTER NOW  REGISTER NOW  REGISTER NOW

$120 $190 $200  $120 $190 $200  $165 $125 $195  $150 $175 $190  $140 $155 $170

VIP PARKING (SATURDAY) $50  REGISTER NOW

SATURDAY SPECTATOR $20  REGISTER NOW

2019 US TRIFECTA PASS $325  REGISTER NOW
JUN 29, 2019

BOISE SPRINT
THOMAS PENCE RANCH, PAYETTE IDAHO

WELCOME TO THE THOMAS PENCE RANCH. LOCATED RIGHT OUTSIDE BOISE IN PAYETTE, ID THE THOMAS PENCE RANCH IS UNTouched GROUND. DON’T LET THE BEAUTIFUL SCENERY OF IDAHO FOOL YOU, THIS 3+ MILE SPRINT WILL P...

SHOW MORE

f /twitter  /pinterest  /google

SPRINT  KIDS RACE

SATURDAY  $110

ELITE MEN  ELITE WOMEN  AGE GROUP  MORNING  AFTERNOON
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'149"  '149"  '144"  '137"  '109"

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At This Price
▲ 10 spots left
At This Price
▲ 100 spots
Until Sold Out
▲ 71 spots
Until Sold Out
▲ 69 spots left
At This Price

REGISTER NOW  REGISTER NOW  REGISTER NOW  REGISTER NOW  REGISTER NOW

$138  $150  $158
$138  $150  $158
$125  $130  $145
$118  $130  $138
$100  $110  $128

SATURDAY SPECTATOR

$20.00

REGISTER NOW

2019 US TRIFECTA PASS

$325

REGISTER NOW

30-DAY TRAINING PLAN + SPARTAN IN TRAINING T-SHIRT

$39.99

REGISTER NOW

USAA MEMBERS, MILITARY AND FIRST RESPONDERS 25% DISCOUNT
What is ID.me?
AUG 17-18, 2019
COLORADO ROCKIES ULTRA, BEAST AND SPRINT WEEKEND
TBD - COLORADO, COLORADO

ULTRA | BEAST | SPRINT | KIDS RACE

**SATURDAY $260**

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2019 US TRIFECTA PASS $325

SPRINT AND BEAST 2 PACK $199
**JUL 20-21, 2019**

**UTAH SUPER AND SPRINT WEEKEND HOSTED BY UTAH TOURISM**

**SNOWBASIN RESORT, HUNTSVILLE UT**

SPARTANS, SAY HELLO TO SNOWBASIN RESORT ON MOUNT OGDEN. LOCATED AT THE HEART OF THE RUGGED WASATCH MOUNTAIN RANGE, OGDEN'S NO STRANGER TO ELITE ATHLETIC EVENTS: THIS Craggy COURSE WAS HOME TO THE WINTER OLYM...

SHOW MORE

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**SATURDAY SPECTATOR**

$20**

REGISTER NOW
Tough Mudder is an endurance event series in which participants attempt 10–12-mile-long (16–19 km)[1] obstacle courses that test mental and physical strength. It was co-founded by Will Dean, a former British counter-terrorism officer, and Guy Livingstone, a former corporate lawyer.[2] The obstacles often play on common human fears, such as fire, water, electricity and heights.[3] The Tough Mudder organization values camaraderie throughout the course, designing obstacles that encourage group participation.[4]
The first Tough Mudder challenge was held in the United States in 2010.[6] To date, more than 3 million people worldwide have participated in Tough Mudder events.[6] Tough Mudder employs over 150 people worldwide.

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  - Sky Sports
  - ESPN

## History

Tough Mudder was co-founded in 2010 by Will Dean and Guy Livingstone, both British citizens living in New York. Dean had developed the idea for the company while studying at Harvard Business School, where the concept was a semifinalist in the school's annual business plan competition.[1] It has been noted that Will Dean took the idea from Billy Wilson and his Tough Guy races.[3] Dean and Livingstone held the first Tough Mudder event on May 2, 2010 at Bear Creek Ski Resort near Allentown, PA. Promoted exclusively through Facebook advertising and word of mouth, the event drew more than 4,500 participants.[3]

Two additional 2010 events were held in Northern California and New Jersey. The next year, 14 events were held throughout the United States.[6] In 2012, 35 events were held in four countries.[10][11]

On May 2, 2013, Tough Mudder announced that it had reached one million total registrations since it started in 2010.[12] The company had more than 700,000 participants in 2013, with events in the U.S., UK, Australia, Canada, and Germany.[13] 2013 also saw the launch of Mudderella, a female-focused mud run founded by several Tough Mudder employees.[14][15][16][17]

In 2014 the company also expanded to Ireland and New Zealand,[18][19] with an 11-to-12-mile (18 to 20 km) military obstacle course
in Auckland, NZ.

In 2015, Tough Mudder hosted more than 50 events in seven countries across three continents.\[9\] In August 2015, Tough Mudder announced that it had hosted its 2 millionth participant.\[20\]

In April 2016, Tough Mudder announced a partnership with international sports management company IMG to bring its events to Asia and the Middle East, beginning with China and United Arab Emirates in 2016. Events in Japan, South Korea, and Singapore will follow in 2017.\[21\] Tough Mudder also announced a partnership with media and technology investment firm Seroja Partners to host an event in Bali, Indonesia in October 2016.\[22\]

On October 1, 2016 in Jimbaran Hijau, Bali Indonesia, Tough Mudder held its first event in Asia, drawing 1500 competitors from more than 37 countries including Jakarta, Singapore and Australia.\[23\] On December 9–10, 2016, up to 5,000 participated in Tough Mudder's first event in the Middle East that took place at the Hamdan Sports Complex.\[24\][25\] Tough Mudder CEO Will Dean revealed that the company will seek to launch a chain of fitness boutiques in the United States in 2017 to expand the brand beyond Obstacle Course Racing events.\[26\]

In May, Tough Mudder did unveil its line of branded boutique fitness clubs, Tough Mudder Bootcamps, selling franchises. The Bootcamps will offer 45-minute HIIT classes that are designed to be done with a partner and center around four fitness pillars: strength, power, agility and endurance.\[27\]

In March 2017, Tough Mudder announced it was continuing its international expansion to New Zealand with Sports Media and Entertainment 360 (SME360) as the official licensee of Tough Mudder events in that country. The first event will held on November 4–5, 2017 at Hampton Downs Motorsport Park. Tough Mudder also expanded its 2016 partnership deal with IMG to include Australia for 2017 and 2018 seasons, adding to events already slated in China, Japan, South Korea, Singapore, and United Arab Emirates.\[28\][29][30\]

Will Dean was recognized in 2017 as one of the Sports' "40 Under 40" by the industry's leading publication, Sports Business Journal.\[31\]

Dean has a book coming out in September 2017, entitled "It Takes A Tribe: Building The Tough Mudder Movement," detailing his leadership of Tough Mudder, building the brand into a global company, the rise of the Tough Mudder "movement" and lessons he has learned.\[32\][33]

Tough Mudder and Invictus Events and Entertainment announced in October 2017, that they entered into a new partnership to bring the Tough Mudder course and Tough Mudder Half course challenges to South Africa in 2018.\[34\][35][36\] This multi-year partnership marks the first time Tough Mudder has licensed its challenges in South Africa and on the African continent.\[37\]

### Event types

**Tough Mudder Classic**

The typical Tough Mudder Classic course is 8-10 miles long and features 25 obstacles. Terrain type varies from course to course; natural features of the land at each venue are incorporated into the course design.\[38\] Past venues have included ranches, motocross tracks, and ski resorts.\[39\]

The list of obstacles also varies from course to course, though there are several "signature" obstacles at almost every event,\[40\] including:
- Arctic Enema – Participants plunge into a dumpster filled with ice water, dunk underneath a plank that crosses the dumpster, and pull themselves out on other side.[41]
- Electroshock Therapy – Live wires hang over a field of mud which participants must traverse.[42]
- Funky Monkey – A set of inclined and decline monkey bars over a pit of cold water. The bars are slicked with a mixture of butter and mud.[43]
- Everest – Participants run up a quarter pipe slicked with mud and grease.

**Tough Mudder 5K**

At 5 kilometres long, Tough Mudder Half events are just under half the distance of a typical Tough Mudder challenge. The courses feature signature Tough Mudder obstacles including Block Ness Monster, Kiss of Mud, and Everest; however, they do not include any obstacles with fire, ice, or electric shocks.[41]

**Tougher Mudder**

Tougher Mudder, a timed, competitive start wave at the beginning of Tough Mudder events that will be held at select venues with prize money to the top 3 finishers. The OCR World Championships team confirmed that Tougher Mudder will be a qualifier for the OCR World Championships.[46]

In September 2017, Tough Mudder announced that it was launching the $50,000 Tougher Mudder Championship Race Series, which was streamed live on Facebook Watch (see below under Facebook Watch).[46] The series kicked off on Oct. 7 at Tougher Tri-State in Englishtown, New Jersey, and culminated with the Championship on Nov. 4 in Lake Elsinore, California.[47] The race featured some of the world’s top extreme athletes, functional fitness athletes and endurance runners as they tackled 20 plus obstacles on a 10-mile course.[48]

**Tough Mudder 5K Urban**

Tough Mudder 5K is 3.1 miles or 5K in length. Tough Mudder announced in October 2017, that it will be bringing the 5K to London, Manchester, and Edinburgh in the Summer of 2018 and will offer an "Up-Late" special Friday Evening 5K event as a way for people to kick off their weekends.[49][50] Tough Mudder expanded its' 5K event to more than 25 cities in the US and more than five countries globally including Germany, Canada, and Oman in 2018.[47][51] The 5K features 10 obstacles, five of which are new for 2018 including Hanging Out and Giant A-Hole. Tough Mudder held its first 5K in the UK on March 23, 2018 in Stratford. Soap Opera actress Jorgie Porter ran the event.[52][53][54][55][56]

**Toughest Mudder**

In 2016, Tough Mudder, Inc. announced it will debut a new series, Toughest Mudder, in 2017.[58] The series will be six events held in the US, UK and Canada. Each will be eight hours in length, that will lead into the entry into the "Contender Category" for World’s Toughest Mudder 2017. In order to be eligible for prizing and entry in the Contender Category in the 2017 World’s Toughest Mudder, one must complete at least 25 miles at one of the Toughest Mudder events. This new series will be televised as part of a new deal between CBS Sports and Tough Mudder, Inc.[59]

The overnight competitive event will award more than $100,000 in prize money over the course of the six global events. The first athlete to complete more than 50 miles will receive a $5000 bonus, all 50+ mile finishers receive a 50-mile patch and free entry into World’s Toughest Mudder.[60][61]

**Tough Mudder X**
Tough Mudder X is a mix of Tough Mudder, strength-based Cross-Fit exercises and road racing to determine "Fittest, Fastest Athletes in the World". The event has 200 selected athletes (one must apply to be considered for the event) competing in heats of 12 on a one-mile course that includes 10 Tough Mudder obstacles and 10 "Functional Fitness Workout Zones" with such exercises as pull-ups, box jumps, and wall balls. All obstacles and workout zones must be finished. The top 24 male and female finishers of preliminary heats move on to the finals. Winning purse is $50,000—the men's and women's winners each take home $25,000. This new event aired on CBS (see below under CBS Sports) in August and September in 2017.[66][67][68][69][70] Hunter McIntyre and Corinna Coffin won the race championship and took home the winning purse in 2017.[67] In 2018, the qualifier and open competitions took place Sunday, March 25, in Sacramento, California; and Sunday, April 8, in Miami, with the finale to be held in Richmond, Virginia, on Friday, June 8.[66]

**Mini Mudder**

In 2015, Tough Mudder debuted Fruit Shoot Mini Mudder, an obstacle course challenge for children.[69][70][71] Mini Mudder events are designed for children aged five to twelve (as of 2019), and are about a mile long, including of four laps of a loop that has 10 obstacles.[69]

**Urban Mudder**

In 2015, Tough Mudder launched Urban Mudder, a city-based obstacle challenge featuring a unique set of new obstacles. The first event was held on Randall's Island in New York City.[72] The 5-mile course featured obstacles including "Rock and a Hard Place" and "Rooftop Series"; the event also featured a live DJ, festival area, and beer garden.[73]

**World's Toughest Mudder**

World's Toughest Mudder is a 24-hour challenge. Unlike other Tough Mudder events, World's Toughest Mudder is a competition, with the top-ranking man, woman, and team receiving prize money.

The competition itself consists of a 5-mile (8.0 km) looped course, which participants continuously run through for 24 hours. The participant who completes the most laps is declared the winner. The winners receive the title of "World's Toughest Mudder" and a $10,000 prize for the winning solo male and female and a $12,000 prize for the winning team.[74]

World's Toughest Mudder was first held in 2011 at Raceway Park in New Jersey. Junyong Pak claimed first place, and Juliana Sproles was the first female finisher. In 2012, Pak successfully defended his title. Amelia Boone was the first female finisher and the second finisher overall. The team competition was introduced in 2012; a team from Pennsylvania calling themselves "Nine Inch Males" took first place. There were over 1,200 competitors in 2012.[75]

World's Toughest Mudder in 2014 was held at Lake Las Vegas in Nevada and was a 5-mile course with obstacles such as a 35-foot drop into a lake during the day and swimming 300 yards while keeping a torch lit at night. Top finishers in 2014 were Ryan Atkins (19 laps, 95 miles, male solo), Amelia Boone (15 laps, 75 miles, female solo), and Team Wolf Pack (15 laps, 75 miles, team). World's Toughest Mudder 2015 was again held at Lake Las Vegas,[74] with the top finishers being Chad Trammell and Amelia Boone.

In 2016, about 1500 competitors from around the world converged on Lake Las Vegas for the third year in a row to compete in the World's Toughest Mudder. New to the 6th annual running of the event was a $100K bonus prize for the first team to pass the 100-mile mark. Team GOAT Tough, consisting of Ryan Atkins and Jon Albon, took home the bonus prize and first-place finish by completing 105 miles (a record). In addition, all three men's finalists surpassed the 100-mile mark (another event milestone) with...
August 10 & 11, 2019

COLORADO

25% OFF W/ CODE MUDDERHORN

EVENT OVERVIEW

A New Breed of 5K

There’s absolutely no better place to go buck-wild than Tough Mudder 5K Colorado, and this year we’re bringing some serious heat. The biggest party of your year is going down at Sterling Ranch, just 20 minutes from downtown
Denver. So crew-up and take in the beautiful red rocks, conquer some epic obstacles, and enjoy the Mudder Village Festival.

3 Miles, 13 Obstacles
Tough Mudder 5K is pulling out all the stops for an epic bash so fun you’ll have no choice but to have the time of your life. It all starts and ends in Mudder Village with killer live entertainment, epic games and challenges, authentic local food, and a never ending-supply of Mudder Nation camaraderie. After you’re done crushing the course, the good times keep rolling with a frosty cold finisher beer and your new best friends from course.

EVENT EXPERIENCE
Epic action. Legendary party.
August 10 & 11, 2019

COLORADO

**25% OFF. CODE MUDDERHORN**

EVENT EXPERIENCE

New Venue, New Course

Everyone knows Colorado is home to the most badass terrain in the country. That’s why Tough Mudder Classic Colorado is gonna be an absolutely insane weekend of expansive views and mud-drenched rolling hills criss-crossing.

BUY YOUR TICKET(S) starting from $97 + taxes & fees

SELECT
Sterling Ranch just 20 minutes from downtown Denver. So gather up your muddin’ crew and get ready to push yourselves to the next level.

8-10 Miles, 25 Obstacles
Tough Mudder Classic is an epic return to our badass roots in the form of 8-10 miles packed with more obstacles than ever before (25 to be exact). In 2019, we’ve taken innovation to the extreme with 10 new or updated obstacles on every single course for maximum limit-testing, goal-crushing EPIC. You’ll test your limits physically and mentally and cross the finish line stronger than you started, with your fellow Mudders by your side every step of the way.

There’s no better place to prove to yourself that you’ve got what it takes to demolish any goal you set in 2019 than Tough Mudder Classic. Because that ice-cold free finisher beer tastes even better when you’ve earned it.

Please note: Course distance, route and number or type of obstacles are subject to change and may differ from those advertised.

TOUGH MUDDER CLASSIC, TOUGHER MUDDER COLORADO VIDEO

BUY YOUR TICKET[S] starting from $97 + taxes & fees  SELECT
The following page(s) contain the backup material for Agenda Item: 10:15 Business Ready Community Grant & Loan Program, PLB

*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. Comments related to the Board agenda will be heard first.*
RESOLUTION OF SUPPORT
RESOLUTION NO. 2001

A RESOLUTION AUTHORIZING SUBMISSION OF APPLICATION TO THE WYOMING BUSINESS COUNCIL UNDER THE BUSINESS READY COMMUNITY GRANT AND LOAN PROGRAM FOR A COMMUNITY READINESS PROJECT LOAN ON BEHALF OF THE GOVERNING BODY OF THE CAMPBELL COUNTY PUBLIC LAND BOARD

FOR THE PURPOSE OF: Renovation and remodel to CAM-PLEX Energy Hall and Heritage Center to attract and maintain large regional, and national group events that contribute to the economy of Campbell County and the State of Wyoming.

WITNESSETH

WHEREAS, the Board of Commissioners desire for the Campbell County Public Land, a Wyoming Joint Powers Board, to participate in the Business Ready Community Grant and Loan Program to assist in financing this project; and

WHEREAS, the Campbell County Board of Commissioners recognizes the need for remaining competitive in the event venue industry and the necessity of attracting and retaining large-scale events including national, regional, and state events, and believes this project will address those needs. A refurbishment to Energy Hall and Heritage Center will position the overall facility as a more formidable competitor in the marketplace and provide the impressions and experiences event organizers are seeking. The renovation and remodel project will address acquiring large-scale events and establishing the facility as a premier space.

WHEREAS, the public benefit(s) of this project will be to bring national and large-scale events, conventions, conferences, rallies and performing arts productions to Campbell County that will improve quality of life for our citizens, attract visitors and increase economic impact; and

WHEREAS, the specific goals and measures of this project are:

1. Fix all structural problems
   a. Measurable Outcome: Interior and exterior revisions and modifications
2. Generate economic benefits for the region
   a. Measurable Outcome: Increase hotel room nights and travel spending
3. Bid on and secure large-scale events
   a. Measurable Outcome: Submit eight (8) bids per year and successfully host two (2) large scale events

WHEREAS, the Business Ready Community Grant and Loan Program requires that certain criteria be met, as described in the Wyoming Business Council’s Rules governing the program, and to the best of our knowledge this application meets those criteria; and

WHEREAS, the Governing Body of the Campbell County Public Land Board understands the Business Ready Community Grant and Loan Program provides for a general Community Readiness project loan that requires repayment to the Wyoming Business Council (WBC) at a rate and term approved by the WBC; and

WHEREAS, the Governing Body of the Campbell County Public Land Board understands that this loan shall not create any indebtedness exceeding four percent (4%) of the assessed value of the taxable property therein; and Campbell County shall not create any indebtedness exceeding two percent (2%) of the taxable property therein; and

WHEREAS, the proposed renovation does not require a significant change to the operation and maintenance plan, nor the means and methods employed, in the operation of the facilities, nor will it require a change in funding or impact its current annual operational costs as submitted annually to the Governing Bodies of Campbell County Public Land Board.

WHEREAS, the proposed renovation is not a “revenue generating project” but has the potential to generate increased revenues in the local community and the state of Wyoming from each large-scale event CAM-PLEX hosts through purchases made by the individuals traveling and staying for those events, and by taxes collected.

WHEREAS, the Governing Body of the Campbell County Public Land Board plans to secure the requested Business Ready Community Loan from the following sources:
   $1,100,000 Cash and Investments, specifically from our Special Events Fund; and
WHEREAS, the Governing Body of the Campbell County Public Land Board plans to repay the requested Business Ready Community Loan from the following sources:
Net Income from National and Regional Events held at CAM-PLEX; and

WHEREAS, the proposed renovation is not a “revenue generating project” but has the potential to generate increased revenues in the local community and the state of Wyoming from each large-scale event CAM-PLEX hosts through purchases made by the individuals traveling and staying for those events, and by taxes collected; and

WHEREAS, in the event of any project cost overruns, the Campbell County Public Land Board will provide funding in the amount necessary to complete the project utilizing its approved regular budget in the amount necessary to complete the project and will inform the Governing Bodies for the Land Board about overruns before proceeding; and

WHEREAS, in the event of any loan fees, the Campbell County Public Land Board will provide funding in the amount necessary to pay for all such fees from our Special Events Account; and

WHEREAS, the Campbell County Public Land Board has considered other possible funding solutions for this project which include other grants and general funds; and

WHEREAS, the Campbell County Public Land Board is working in partnership with the Arete Design Group who has provided cost estimates, preliminary designs and other technical assistance for the BRC grant application for CAM-PLEX Energy Hall and Heritage Center Renovation and Remodel Project; and

WHEREAS, the Campbell County Board of Commissioners held a public hearing on March 19, 2019 to solicit testimony from citizens, and gave full consideration to all comments received; and

NOW, THEREFORE, BE IT RESOLVED that a loan application in the amount of $2,000,000 be submitted to the Wyoming Business Council for consideration of assistance in funding the CAM-PLEX Energy Hall and Heritage Center Renovation and Remodel Project.

RESOLVED this ____ day of March 2019.

BOARD OF COUNTY COMMISSIONERS
CAMPBELL COUNTY, WYOMING

_________________________________  __________________________
Rusty Bell, Chairman                  Mark A. Christensen

_________________________________  __________________________
Bob Maul                              D.G. Reardon

_________________________________
Del Shelstad                          ATTEST: __________________________

Susan F. Saunders, County Clerk
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. Comments related to the Board agenda will be heard first.

The following page(s) contain the backup material for Agenda Item: 10:30 Saddle Butte Pipeline Project

*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. Comments related to the Board agenda will be heard first.
The following page(s) contain the backup material for Agenda Item: **10:45 Road Maintenance Agreement, Saddle Butte Pipeline**

*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. Comments related to the Board agenda will be heard first.*
ROAD MAINTENANCE AGREEMENT

THIS AGREEMENT is entered into by and between Campbell County, Wyoming, by and through its Board of County Commissioners, of 500 S. Gillette Ave., Gillette, Wyoming 82716, (hereinafter "County") and Saddle Butte Powder Flats Midstream, LLC, 1900 16th Street, Suite 1550, Denver, Colorado 80202 (hereinafter "Saddle Butte").

WHEREAS Saddle Butte is constructing a pipeline that will cross portions of Campbell County and will require crossing and/or accessing county roads; and

WHEREAS dust containment/mitigation is an important interest in Campbell County who is also responsible for general maintenance of all county roads and the pipeline construction activity will impact county roads and the County's dust containment and mitigation efforts;

WHEREAS Cosner and Clarkelen County Road is expected to be affected/impacted in the pipeline construction project implemented by Saddle Butte;

WHEREAS Saddle Butte plans to begin construction on a project in March 2019 and such activities are expected to be completed by June 2019; and

NOW, THEREFORE, in exchange for the mutual promises made herein, County and Saddle Butte agree as follows:

1. Saddle Butte plans to direct their project related traffic on Cosner Road so they access off of Wyoming Highway 387 from the west and proceed along Cosner Road 0.6 miles to the pipeline access point. The Clarkelen Road crossing and associated pipeline will be accessed from 2 existing well pads on the north side of Wyoming Highway 387. No pipeline access planned off the Clarkelen Road. Construction crews to travel from Wright, Wyoming, construction yard along Wyoming Highway 387 at the beginning and end of each shift.

2. In exchange for County granting permission for the pipeline construction and crossing and/or accessing county roads and lands, Saddle Butte agrees to assist in offsetting County's costs incurred for dust mitigation, which equals the sum of $9,100 per mile, or a total estimated cost of $5,460 (Five Thousand Four Hundred Sixty & 00/100 dollars).

3. In order to accomplish the foregoing, the parties agree as follows:
   a. Once construction activity begins and County begins dust mitigation activity, County will invoice Saddle Butte the sum of $5,460.00, which Saddle Butte will pay within fifteen days from the date of the invoice. These funds shall be used by Campbell County in dust mitigation on Cosner County Road related directly to the activities of Saddle Butte, its agents, employees and contractors.
   b. If and when the County has reasonably expended the sum of $5,460.00 for dust mitigation related to Saddle Butte's activities, and to the extent Saddle Butte's activities continue thereafter, the County shall thereafter invoice Saddle Butte monthly for additional costs incurred on Cosner County Road, which Saddle Butte shall pay within fifteen days of the date of the invoice. Any amounts paid by Saddle Butte and not used by County...
shall be returned to Saddle Butte within 45 days of Saddle Butte providing notice to County that all construction activity related to the referenced roads in Campbell County has ceased.

c. It is specifically agreed and understood that in the event Saddle Butte fails to pay as provided for in this agreement, County shall proceed in its road maintenance/dust mitigation efforts and Saddle Butte shall be responsible for reimbursing County for its actual costs incurred for dust mitigation activities directly related to Saddle Butte’s activities on Cosner County Road plus a penalty of One Thousand Dollars ($1,000) per day for each day Saddle Butte fails to pay as provided for in this agreement.

4. It is agreed and understood that additional conditions and requirements for crossing and/or accessing county roads with pipeline are governed by a separate license agreement and Saddle Butte cannot impact a county road with its pipeline absent the grant of a license by the Campbell County Road & Bridge Department. The County may revoke any license issued to Saddle Butte, after certified written notice, in the event a breach of this agreement should occur.

5. In the event activities of Saddle Butte cause damage to any Campbell County roads other than normal wear and tear as reasonably determined by the Campbell County Road and Bridge Department or such damage causes such roads to be in a condition less than the baseline condition of the roads as agreed to by County and Saddle Butte, Saddle Butte agrees to pay all reasonable costs associated with the repair of such roads to return them to the condition they existed prior to such use by Saddle Butte.

6. The parties to this agreement understand that this is a legally binding document enforceable in a court of law with the Sixth Judicial District for the State of Wyoming located in Campbell County as the proper venue for enforcing the terms of this agreement.

7. Except as may be provided for in the above referenced license agreement, this agreements represents the entire agreement of the parties with regard to costs for dust mitigation.

SADDLE BUTTE POWDER FLATS MIDSTREAM, LLC

Name: Cole Dougherty
Title: VP Engineering
Dated: 11 Mar 2019

CAMPBELL COUNTY, WYOMING

____________________, Chairman
Board of County Commissioners

Dated: ____________________

ATTEST:

__________________________
Susan Saunders, Campbell County Clerk