AGENDA
CAMPBELL COUNTY BOARD OF COMMISSIONERS
RUSTY BELL, Chairman
MARK A. CHRISTENSEN
BOB MAUL
DG REARDON
DEL SHELSTAD
MAY 7, 2019

09:00 MEETING CALLED TO ORDER
PLEDGE OF ALLEGIANCE

CONSENT AGENDA
A. Consent Agenda

VOUCHERS
B. Vouchers

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

OPEN GOVERNMENT
D. 9:15 County Information

REGULAR BUSINESS
E. 9:20 National Drug Court Month Chad Beeman
F. 9:25 Clinical Affiliation Agreement Jane Glaser
G. 9:30 Certificate of State Airport Aid Shelly Besel
H. 9:35 FY2019 Bulletproof Vest Partnership Program Sheriff Matheny
I. 9:40 Board Appointments, Country Living Acres I&S Kendra Anderson
J. 9:45 District Support Grant, Means, Carter, North Hannum I&S Melissa Kershner
K. 9:50 Resolution for Special Prosecution Carol Seeger
L. 9:55 Request for Proposal, Branch Library Kevin King
M. 10:05 Chapter 7 Zoning Amendments Megan Nelms

PUBLIC HEARING
N. 10:30 Petition for Enlargement of Bennor Estates Phase I Kendra Anderson

REGULAR BUSINESS II
O. 10:35 Compensation Plan for FY2019-2020 Compensation Committee

WORKSHOP
P. 10:45 Power Company of Wyoming, Project Overview Kara Choquette

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Consent Agenda

MINUTES
Board of Commissioners Morning Workshop, April 11, 2019
Board of Commissioners Regular Meeting, April 16, 2019
Board of Commissioners Managers Meeting, April 16, 2019
Board of Commissioners Fair Board Meeting, April 16, 2019
Board of Commissioners Airport Board Meeting, April 17, 2019
Board of Commissioners Fire Board Meeting, April 24, 2019
Board of Commissioners Special Meeting, April 25, 2019

MONTHLY REPORTS
941 Tax Report – 1st Qtr 2019
Wyoming Workers Comp – 1st Qtr 2019

PAYROLL PAYMENTS
April 6, 2019
April 20, 2019
April 30, 2019

CANCELLATION/REBATE OF TAXES
#3968

CREDIT CARD REQUESTS
Adult Treatment Courts – Adult Treatment Court II, Credit Limit $3,000
Public Works – Building Division, Credit Limit $3,000

JOB TITLE RETIREMENT
Education Coordinator – Rockpile Museum

LINE ITEM TRANSFERS
Juvenile Probation Office
Transfer $600 from 451.6131 Medical Services to 451.6531 General Supplies
Library
Transfer $1,000 from 713.6851.4 Children's Fiction Books to 713.7356 Children’s Programs
Transfer $350 from 713.6851.3 Young Adult Nonfiction Books to 713.7355 Young Adult Programs
Transfer $250 from 711.6283 Meals and Lodging to 711.6285 Intra-System Travel
Public Works
Transfer $595 from 020.7085 Dist. Support Grant to 020.7085.33 Grace Land I&S Dist.
Transfer $1,800 from 020.7085 Dist. Support Grant to 020.7085.23 Prairieview Champion I&S Dist.
Transfer $4,562 from 020.7085 Dist. Support Grant to 020.7085.21 Rocky Point I&S Dist.
Transfer $2,875 from 020.7085 Dist. Support Grant to 020.7085.20 Central Campbell County I&S Dist.

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Transfer $10,000 from 083.7277.23 Westwood School Asbestos Removal to 083.7277.33 Airport Sandstone Winscot Repair

OFFICIAL BOND AND OATH
Los Caballos Service & Improvement District – Troy A. Collins

POSITION VACANCY JUSTIFICATIONS
Attorney’s Office – Legal Secretary I, II
CAM-PLEX – Event Technician
CAM-PLEX – Senior Administrative Assistant
Children’s Developmental Services – Bus Assistant
Children’s Developmental Services – Early Intervention Instructor
Library Board – Reference Services Specialist
Public Works – Building Inspector or Sr. Building Inspector, DOQ
Sheriff’s Office – Detention Officer I-II-III
Wright Recreation Center – Recreation Desk Assistant II

STATE ELECTRICAL CONTRACTOR’S LICENSE RENEWAL
Curtis Wendling – Master Electrician

HAND WARRANTS
Internal Revenue Service – Department of Treasury $426.00
State of Wyoming – Department of Revenue & Taxation 85.12
Campbell County Clerk Tax Account 301,971.49
Campbell County Park & Recreation Activity Fund 23.00
Campbell County Treasurer – HSA 33,309.47
Campco Federal Credit Union 276.01
Circuit Court of Campbell County 251.48
Great West Trust Company 38,137.29
Wyoming Child Support 1,010.89
CCCBT 194,419.01
CCEHBT – Health 651,448.49
Campbell County Clerk Tax Account 1.30
State of Wyoming – WAG Criminal Investigation 39.00
State of Wyoming – WAG Criminal Investigation 78.00
Campbell County Clerk Tax Account 303,239.60
Campbell County Park & Recreation Activity Fund 23.00
Campbell County Treasurer – HSA 30,543.47
Campco Federal Credit Union 276.01
Circuit Court of Campbell County 251.48
Great West Trust Company 38,337.29
Wyoming Child Support 1,010.89
Campbell County Clerk Tax Account 13.92
Wyoming Department of Workforce Services – WC 128,931.59
Campbell County Clerk Tax Account 20,132.98
Campbell County Treasurer – HSA 1,766.66
Campco Federal Credit Union 950.00

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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  
April 11, 2019  
Gillette, WY

Commissioners Workshop

The Campbell County Board of Commissioners met for a Commissioners Workshop, Thursday, April 11, 2019 at 7:00 AM.

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

The Commissioners gave their Board Liaison reports.

Commissioner Christensen arrived at the meeting at 7:20 AM.

Commissioner Christensen provided an update on the UW Live Local Work Local tour.

Robert Palmer, Commissioners Administrative Director, discussed the agenda items for the April 16, 2019 regular meeting.

Commissioner Shelstad moved to approve the following hand warrants:
Gillette College - $205,000; Home Depot-Landfill - $12.64; First National Bank Visa-Commissioners - $357.00. Commissioner Maul seconded the motion. All Voted-Aye. Carried.

Commissioner Shelstad moved to approve the Agreement for Executive Recruitment Services for Commissioners’ Administrative Director position between Strategic Government Resources, Inc. and Campbell, County, WY for recruitment services in an amount not to exceed $26,500, as presented. Commissioner Christensen seconded the motion. All Voted-Aye. Carried.

Rick Mansur, Parks and Recreation Director, and Kevin Geer, Parks Superintendent, provided an update on the possibility of Cam-Plex transferring park land to the county.

Discussion was held with Beth Kirsch, Senior System Support Analyst, and Phil Harvey, IT Director, on the upcoming Tyler Technologies Contract.

Carol Seeger, Deputy County Attorney, left the meeting at 8:30 AM.

The Commissioners held a phone conference with Dru Bower for a regulatory update.

There being no further action to come before the Board, the meeting was adjourned at 9:10 AM.
Susan F. Saunders, Clerk
Board of County Commissioners

Rusty Bell, Chairman
Board of County Commissioners
Office of County Commissioners  
April 16, 2019  
Gillette, Wyoming

The Campbell County Board of Commissioners met in regular session, Tuesday, April 16, 2019. Chairman Bell called the meeting to order at 9:00 AM. Pastor Marty Crump led in prayer and Chairman Bell led the Pledge of Allegiance.

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

The following consent agenda was presented:

MINUTES:
Board of Commissioners Senior Citizens Board Meeting, March 27, 2019  
Board of Commissioners Fire Board Meeting, March 27, 2019  
Board of Commissioners Morning Workshop, March 28, 2019  
Board of Commissioners Directors Workshop, April 1, 2019  
Board of Commissioners Regular Meeting, April 2, 2019

MONTHLY REPORTS:
Clerk of District Court – March 2019  
County Clerk – March 2019  
Sheriff’s Office – March 2019  
Sheriff’s Office, Detention Center – March 2019  
Treasurer’s Office – March 2019

CANCELLATION/REBATE OF TAXES:
#3964 - 3967

LINE ITEM TRANSFERS:
Assessor’s Office-Transfer $56.99 from 041.6762 Office Furniture to 041.6531
Office Supplies
  Extension Office-Transfer $1,600 from 106.6283 Meals and Lodging to 106.6517.4 Travel and Transportation
  Public Works-Transfer $107 from 081.6321 Misc. Services to 081.6092
Advertising; transfer $9,109 from 020.7085 Dist. Support Grant to 020.7085.47 Bennor Estates I&S District; transfer 2,411 from 020.7085 Dist. Support Grant to 020.7085.52 Box N Ranch Road I&S District; transfer $15,097 from 020.7085 Dist. Support Grant to 020.7085.24 Stone Gate I&S District

MALT BEVERAGE PERMITS:
Carol Bohl, Gillette Stock Car Racing Association, for races at Thunder Speedway in the spectator area on May 4, 2019; May 11, 2019; May 18, 2019; May 25, 2019; June 1, 2019; June 8, 2019; June 15, 2019; June 22, 2019; June 29, 2019; July 5, 2019; July 13, 2019; July 20, 2019.

OFFICAL BOND & OATHS:
Southfork Estates Improvement & Service District – Pamela Cowen

POSITION VACANCY JUSTIFICATIONS:
District Court – Deputy Clerk I
Sheriff’s Office – Detention Officer I-II-III (2 positions)

HAND WARRANTS:
Campbell County Clerk Tax Account $318,869.41
Campbell County Park & Recreation Activity Fund 23.00
Campbell County Treasurer – HSA 34,330.51
Campco Federal Credit Union 1,226.01
Circuit Court of Campbell County 251.48
Great West Trust Company 39,712.29
Wyoming Child Support 1,010.89
State of Wyoming – WAG Criminal Investigation 39.00
State of Wyoming – WAG Criminal Investigation 78.00
Delta Dental Plan of Wyoming 1,998.00
CCEHBTA – Dental 42,282.00

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

Ashley Whisler, Ty Case and Kayla Graves presented the Champion of Hope Award, for April, to the Board of Commissioners.

Jerry Tystad and Christina Perry, with the Council of Community Services provided information regarding the Empty Bowl fundraiser.

Commissioner Reardon moved to adopt Resolution Number 2009 proclaiming May 2, 2019 as “National Day of Prayer”, as presented. Commissioner Christensen seconded the motion. All Voted-Aye. Carried.

Commissioner Maul moved to approve the submission of the Request for State Airport Aid to the Wyoming Department of Transportation, Aeronautics Division, for costs associated with marketing and promotion at the Gillette Campbell County Airport in a total amount not to exceed $32,000, with $16,000 in local match, as presented. Commissioner Christensen seconded the motion. All Voted-Aye. Carried.

Commissioner Christensen moved to approve the submission of a grant application by the Campbell County Sheriff’s Office to the State of Wyoming Office of Homeland Security for the acquisition of fifty-five sets of rifle rated ballistic armor and carriers, ballistic helmets and tactical medical supplies for sworn personnel, in a total amount not to exceed $91,000, as requested. Commissioner Maul seconded the motion. All Voted-Aye. Carried.

Commissioner Christensen moved to appoint Rick Erb, Esquire, to serve as a substitute Magistrate, and Jim Lyon, Jr., serving as Juvenile & Family Drug Coordinator, to the Juvenile & Family Drug Court Board, with the terms for both ending June 30, 2022, as presented. Commissioner Reardon seconded the motion. All Voted-Aye. Carried.
Commissioner Reardon moved to approve the Classification Specification for the Rockpile Museum Educator position, as presented. Commissioner Maul seconded the motion. All Voted-Aye. Carried.

Commissioner Maul moved to approve the Request for Change in Position Allocation and the Position Vacancy Notice for the addition of a Maintenance Supervisor in the Public Works Department, as presented. Commissioner Reardon seconded the motion. Commissioner Christensen - Nay, Commissioner Reardon - Aye, Commissioner Maul - Aye, Chairman Bell - Aye. Carried.

Commissioner Reardon moved to approve the simple subdivision for John and Karen Collins, Case Number 19.01 CRSD, to divide 39.99 acres into two parcels, 20.01 acres and 19.98 acres in size, respectively, and to remain un-zoned, pending completion of all planning considerations, as recommended and presented by the Campbell County Planning Commission and Department of Public Works. Commissioner Maul seconded the motion. Commissioner Reardon - Aye, Commissioner Christensen - Nay, Commissioner Maul - Nay, Chairman Bell - Aye. Failed.

Commissioner Christensen moved to approve the Minor Final Plat for Jorgenson Acres, Case Number 18.04 COMP, submitted by Josh Jorgensen, to subdivide and zone 17.51 acres into three lots, ranging from 5.01 to 5.72 acres in size, with a proposed change in zoning from Un-zoned to R-R (Rural Residential District), located in a portion of the Northeast ¼ Southeast ¼, Section 13, Township 49 North, Range 73 West and Northeast ¼ Southwest ¼, Section 18, Township 49 North, Range 72 West, pending completion of all planning considerations, as recommended and presented by the Planning Commission and Department of Public Works. Commissioner Maul seconded the motion. All Voted-Aye. Carried.

Commissioner Maul moved to approve the District Support Grant Application for the Grace Land Improvement and Service District in an amount not to exceed $595, from the Optional One Percent Sales Tax fund, for drainage work and smoothing roads with a blade, Gravel Road Priority Six, as recommended by the Campbell County Department of Public Works. Commissioner Christensen seconded the motion. All Voted-Aye. Carried.

Commissioner Reardon moved to approve the District Support Grant Application for the Rocky Point Improvement and Service District in an amount not to exceed $4,562, from the Optional One Percent Sales Tax fund, for culverts, 432 tons of asphalt/concrete mix, and magnesium chloride to cover half a mile of Rocky Point Drive beginning at Force Road, Gravel Road Priority Six, as recommended by the Campbell County Department of Public Works. Commissioner Maul seconded the motion. All Voted-Aye. Carried.

Commissioner Maul moved to approve the District Support Grant Application for the Prairiewood Champion Ventures Improvement and Service District in an amount not to exceed $1,800 from the Optional One Percent Sales Tax fund for the annual street sweeping in their district, Hard Surface Street Sweeping Priority Eight, as recommended by the Campbell County Department of Public Works. Commissioner Reardon seconded the motion. All Voted-Aye. Carried.
Commissioner Christensen moved to approve the District Support Grant Application for the Central Campbell County Improvement and Service District in an amount not to exceed $2,875 from the Optional One Percent Sales Tax fund for the annual street sweeping project in their district, Hard Surface Street Sweeping Priority Eight, as recommended by the Campbell County Department of Public Works. Commissioner Maul seconded the motion. All Voted-Aye. Carried.

Commissioner Maul moved to approve the Grant Agreement between Wyoming Office of State Lands and Investments and Campbell County to award a grant from Chapter 32, Capital Improvement Projects-Countywide Consensus List, in an amount up to $24,299 for Landfill 2, Phase I Remediation, as presented. Commissioner Reardon seconded the motion. All Voted-Aye. Carried.

Commissioner Christensen moved to allow the ERP Project Team and County Attorney to proceed with negotiating and approving the License and Services Agreement between Tyler Technologies, Inc. and Campbell County, Wyoming for the licensing of software and maintenance services to include Document Pro, Tax Wise, Munis and e-Citations, as recommended and presented. Commissioner Maul seconded the motion. All Voted-Aye. Carried.

Commissioner Maul moved to approve the Professional Consulting Services Agreement between Campbell County and Jim Ford to provide consulting services as outlined in the scope of work at a rate of $110 per hour, for the period of April 1, 2019 to March 31, 2020, with renewal options, as presented. Commissioner Christensen seconded the motion. All Voted-Aye. Carried.

Commissioner Reardon moved to approve an amendment to Article VII, Financing and Budget, of the Agreement for Joint and Co-operative Action, Campbell County Public Land Board, amended June 4, 2013, as presented. Commissioner Maul seconded the motion. All Voted-Aye. Carried.

Commissioner Christensen moved to proceed with the vacation of a portion of the Reno Road as outlined in the Viewers Report, and set May 24, 2019, as the deadline for persons to file with the County Clerk any objections to the alteration or claims for damages resulting from the vacation, pursuant to W.S. 24-3-111, as requested. Commissioner Reardon seconded the motion. All Voted-Aye. Carried.

A workshop was held with Gillette College Vice President Oberlander on the Gillette College Facility Leases.

There being no further business to come before the Board of Commissioners, the meeting was adjourned at 11:25 AM. The next regular meeting of the Commissioners will be held Tuesday, May 7, 2019, at 9:00 AM in the Commissioners Chambers in the Courthouse.
Office of County Commissioners
April 16, 2019
Gillette, WY

The Campbell County Board of Commissioners met with the County Managers, Tuesday, April 16, 2019 at 2:00 PM.

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

Phil Harvey, IT Director, discussed cybersecurity awareness.

David King, Emergency Management Coordinator, provided information on severe summer weather procedures, upcoming classes and the lightning prediction system.

Charlotte Terry, HR Director, provided updates on benefit expenses, the Segal compensation project, the slip resistant footwear program, the compensation system class, recruitment of the Fire Chief and the recruitment firm for the Commissioners Administrative Director.

The new Juvenile Probation Director, Jim Lyon, was introduced.

No action was taken, and the meeting was adjourned at 2:40 PM.

________________________________________  _______________________________________
Susan F. Saunders, Clerk                    Rusty Bell, Chairman
Board of County Commissioners                Board of County Commissioners
Office of County Commissioners  
April 16, 2019  
Gillette, WY

The Campbell County Board of Commissioners attended the Fair Board meeting, Tuesday, April 16, 2019 at 6:00 PM.

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

Discussion was held on the 2019/2020 budget.

Discussion was held on dates for the 2019 Fair and having a big screen for pig wrestling.

No action was taken by the Commissioners and they left the meeting at 6:30 PM.

Susan F. Saunders, Clerk  
Board of County Commissioners

Rusty Bell, Chairman  
Board of County Commissioners
Office of County Commissioners  
April 17, 2019  
Gillette, WY

The Campbell County Board of Commissioners attended the Airport Board Meeting, Wednesday, April 17, 2019, at 4:00 PM.

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

Discussion was held on the 2019/2020 budget.

Commissioner Maul arrived at the meeting at 4:05 PM.

An update was provided on the engineer selection for the Construction/Master plan.

There being no further business to come before the Board, the meeting was adjourned at 4:25 PM.

Kendra R. Anderson, Deputy Clerk  
Board of County Commissioners

Rusty Bell, Chairman  
Board of County Commissioners
Office of County Commissioners
April 24, 2019
Gillette, WY

The Campbell County Board of Commissioners attended the Fire Department Board meeting, Wednesday, April 24, 2019 at 5:30 PM.

Present were Rusty Bell, Mark Christensen, DG Reardon, Del Shelstad, Bob Maul, Commissioners; Susan F. Saunders, County Clerk; Shelly Edwards, Finance Manager, and Robert Palmer, Commissioners Administrative Director.

An update was provided on building maintenance.

Discussion was held on the 2019/2020 budget and staffing expenses.

Discussion was held on maintenance and equipment accounts.

No action was taken by the Commissioners and they left the meeting at 6:00 PM.

Susan F. Saunders, Clerk
Board of County Commissioners

Rusty Bell, Chairman
Board of County Commissioners
Office of County Commissioners  
April 25, 2019  
Gillette, Wyoming  

Special Meeting  

The Campbell County Board of Commissioners met in a Special Meeting Thursday, April 25, 2109 at 2:30 PM.  

The purpose of the Special Meeting was to discuss an offer to acquire real estate and grant applications for the temporary Assistance for Needy Families (TANF) Community Partnership Initiative (CPI) program.  

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

Commissioner Reardon moved to approve the Offer to Acquire Real Estate and Acceptance between Campbell County and Green Bridge Holdings, Inc. in which to locate the right of way for a portion of a relocation and upgrade of the Garner Lake Road Construction and Relocation Project Phase II, Project 5349002, consisting of approximately 14.72 acres in total, contingent upon receipt of title insurance commitment and a warranty deed in a form acceptable to the County Attorney’s Office, as presented. Commissioner Maul seconded the motion. All Voted-Aye. Carried.  

Commissioner Shelstad moved to approve the grant application on behalf of Youth Emergency Services, Inc. for funding from the Wyoming Department of Family Services under the Temporary Assistance for Needy Families/Community Partnership Initiative (TANF/CPI) for the Family and Youth Day Treatment Program in an amount not to exceed $56,550, for the period of October 1, 2019 through September 30, 2020, as presented. Commissioner Reardon seconded the motion. All Voted-Aye. Carried.  

Commissioner Reardon moved to approve the grant application on behalf of CLIMB Wyoming for funding from the Wyoming Department of Family Services under the Temporary Assistance for Needy Families/Community Partnership Initiative (TANF/CPI) to provide comprehensive career training and job placement services in an amount not to exceed $35,000, for the period of October 1, 2019 through September 30, 2020, as presented. Commissioner Maul seconded the motion. All Voted-Aye. Carried.  

Commissioner Maul moved to approve the submission of grant applications on behalf of the YES House and CLIMB Wyoming for funding from the Wyoming Department of Family Services under the Temporary Assistance for Needy Families/Community Partnership Initiative (TANF/CPI) to address needs within the County under the program primary goals and objectives, in a total grant amount not to exceed $91,550, for the period of October 1, 2019 through September 30, 2020, as presented. Commissioner Shelstad seconded the motion. All Voted-Aye. Carried.
There being no further business to come before the Board, the meeting was adjourned at 2:45 PM.

Susan F. Saunders, Clerk
Board of County Commissioners

Rusty Bell, Chairman
Board of County Commissioners
Form 941 for 2019: Employer’s QUARTERLY Federal Tax Return

Department of the Treasury — Internal Revenue Service

Report for this Quarter of 2019

Check one.

(.) 1: January, February, March
☐ 2: April, May, June
☐ 3: July, August, September
☐ 4: October, November, December

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

For Privacy Act and Paperwork Reduction Act Notice, see the back of the Payment Voucher.

Cat. No. 17001Z Form 941 (Rev. 1-2019)
Part 2: Tell us about your deposit schedule and tax liability for this quarter.

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

16 Check one: □ You were a monthly schedule depositor for the entire quarter. Enter your tax liability for each month and total liability for the quarter, then go to Part 3.

   Tax liability:   Month 1  
   Month 2  
   Month 3  

   Total liability for quarter  
   Total must equal line 12.

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

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

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

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

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

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

□ Yes. Designee's name and phone number   

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

□ □ □ □ □

□ No.

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

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

Sign your name here   

Print your name here Susan Saunders

Print your title here Campbell County Clerk

Date 4/18/19

Best daytime phone (307)682-7285

Paid Preparer Use Only

Preparer's name

Preparer's signature

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

Address

City  State  ZIP code

PTIN

Date / /  

EIN

Phone

Check if you are self-employed □
## Schedule B (Form 941):

### Report of Tax Liability for Semiweekly Schedule Depositors

(Rev. January 2017)  
Department of the Treasury — Internal Revenue Service

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(Also check quarter)

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

### Month 1

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### Tax liability for Month 1

922,629 · 37

### Month 2

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### Tax liability for Month 2

608,553 · 03

### Month 3

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<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>11</td>
<td>19</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>12</td>
<td>21</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>13</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>14</td>
<td>304,182</td>
<td>84</td>
</tr>
<tr>
<td>7</td>
<td>15</td>
<td>23</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>16</td>
<td>24</td>
<td></td>
</tr>
</tbody>
</table>

### Tax liability for Month 3

623,052 · 25

---

For Paperwork Reduction Act Notice, see separate instructions.  
IRS.gov/form941  
Cat. No. 11967Q  
Schedule B (Form 941) (Rev. 1-2017)
WYO 065

Interest will be applied after the due date.

CAMPBELL COUNTY

<table>
<thead>
<tr>
<th>Check #</th>
<th>Quarter/Year</th>
<th>1 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>UI Account #</td>
<td>981685003</td>
<td></td>
</tr>
<tr>
<td>WC Employer #</td>
<td>000003111</td>
<td></td>
</tr>
<tr>
<td>UI Amount Due</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>WC Amount Due</td>
<td>128,931.59</td>
<td></td>
</tr>
<tr>
<td>Total Amount Due</td>
<td>128,931.59</td>
<td></td>
</tr>
</tbody>
</table>

Employer Services  
P.O. Box 2648  
Casper, WY 82602  

Make Checks Payable To:  
Wyoming Department of Workforce Services

State Use Only
Date Received
Initials
Postmark
Date
We do hereby approve the County Payroll as presented this day of

April 30, 2019
April 20, 2019
April 16, 2019

FOR THE PAY PERIOD (S) ENDING

PAYROLL PAYMENT
PETITION FOR REBATE/CANCELLATION OF TAXES
STATE OF WYOMING
COUNTY OF CAMPBELL No: 3968

NAME: SANTANDER BANK NA

NOTICE ISSUED FOR:
NOVC#
OTHER: EQUIPMENT NO LONGER LEASED

___ PARTIAL
___ REBATE
✓ CANCELLATION

YEAR 2018
TAX NOTICE NO. 4668
DISTRICT NO. 100

ASSESSED VALUATION: 713,188
AMOUNT: $42,511.00

[Signature] COUNTY ASSESSOR

APPROVED: ______  DENIED: ______

THIS _____ DAY OF _______________________, 20__

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

BOARD OF COUNTY COMMISSIONERS

FILED ______________________, 20__

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

First Name: Chad                      Last Name: Beeman

Department: Adult Treatment Courts

Mailing Address: 500 S. Gillette Ave, Suite 2500

City: Gillette                      State: WY                      Zip Code: 82716

Business Phone: (307) 682-6470          *Cell Phone:

*If the bank detects suspicious charges on the card, the bank’s fraudulent department will call the cell phone number on file to verify the charges.

As an authorized cardholder, I understand that the card may be used for authorized Campbell County business and that no personal expenses are to be charged to the card. I am responsible for all charges made against the card and I am expected to submit itemized receipts/documentation for every transaction, resolve any discrepancies, and follow proper card security measures.

Employee Signature

Date: May 1, 2019

Authorizing Department Signature

Date: 1/7/2019

FOR INTERNAL USE ONLY

Credit Card Request: □ Approve □ Deny

Date: Chairman Signature:

1st Line on Card: [redacted]

2nd Line on Card: [redacted]

Credit Limit: $3,000

Date Submitted to First National Bank:
Please complete the credit card request form and submit it to the Office of Commissioners.

First Name: Pam                                   Last Name: Beck

Department: Public Works – Building Division

Mailing Address: 500 S. Gillette Ave, Suite 1500

City: Gillette                                   State: WY     Zip Code: 82716

Business Phone: (307) 682-1970                   *Cell Phone: Click or tap here to enter text.

*If the bank detects suspicious charges on the card, the bank’s fraudulent department will call the cell phone number on file to verify the charges.

As an authorized cardholder, I understand that the card may be used for authorized Campbell County business and that no personal expenses are to be charged to the card. I am responsible for all charges made against the card and I am expected to submit itemized receipts/documentation for every transaction, resolve any discrepancies, and follow proper card security measures.

Employee Signature ____________________________ Date 5/3/2019

Authorizing Department Signature _______________ Date 5/3/2019

FOR INTERNAL USE ONLY

Credit Card Request: □ Approve □ Deny

Date: ___________________________ Chairman Signature: ___________________________

1st Line on Card: _____________________________

2nd Line on Card: _____________________________

Credit Limit: $3,000

Date Submitted to First National Bank: ___________________________
MEMORANDUM
...from H.R./Risk Management

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

FROM: Charlotte Terry
HR/Risk Management Director

DATE: 04/17/2019

SUBJECT: Retire Job Title

Attached for your review and approval is the retirement of the tile Education Coordinator. The title was only used at the Rockpile Museum. The scope of the work has increased to include outreach duties. Therefore, the Education Coordinator title has been replaced by the title: Museum Educator.

Thank you for your time and consideration, let me know if you have any questions.
Request to Retire a Title

Classification Title to be retired: EDUCATION COORDINATOR      Band/Range: 23/52

Date of Retirement:  05/07/2019

Department(s) where the title was used: Rockpile Museum

Title Replace by: Museum Educator

Explain Reason for Retirement: Duties and responsibilities were broadened to include out-reach functions.

Department Head Signature: [Signature]    Date: 4/17/2019

Submit this document to Human Resources/Risk Management Director for review. HR will forward to the Commissioners' for approval. Personnel committee will be notified of the status of the position. All records should be updated to reflect the change.

Human Resources Review Date: _____ - _____ - _____

Request is: _______ Forwarded _______ Returned

Reason for action: ________________________________________________________________

Human Resources Signature: ___________________________ Date: ____________________

County Commissioners Review Date: _____ - _____ - _____

Request is: _______ Approved _______ Denied

Chairperson Signature: ___________________________ Date: ____________________

Distribution of Finalized Form: Original-HR; Copy-Classification File; Copy-Department Head
TO: Board of Commissioners
FROM: Juvenile Probation Office/ Jim Lyon, Jr.
DATE: April 12, 2019
SUBJECT: Line Item Transfer Request

Please make the following line item transfers:

<table>
<thead>
<tr>
<th>Transfer From: Medical Services</th>
<th>Transfer To: General Supplies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount</td>
<td>Account #</td>
</tr>
<tr>
<td>$600.00</td>
<td>451.6131</td>
</tr>
</tbody>
</table>

Explanation: Office supplies budget low after purchasing a chair and a standup desk/ have excess in medical services.

Jim Lyon, Jr./ Director
MEMORANDUM

TO: Campbell County Commissioners
Rusty Bell, Chair

FROM: Library Board of Trustees
Richard Cisneros, Chair

DATE: April 29, 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>
<td>Amount</td>
<td>Account #</td>
</tr>
<tr>
<td></td>
<td>Account Name</td>
</tr>
<tr>
<td>$250</td>
<td>711.6283</td>
</tr>
<tr>
<td></td>
<td>Meals and Lodging</td>
</tr>
<tr>
<td></td>
<td>711.6285</td>
</tr>
<tr>
<td></td>
<td>Intra-System Travel</td>
</tr>
</tbody>
</table>

EXPLANATION:

Meals and Lodging to Intra-System Travel: The transfer will cover the cost for Wright staff to travel to Gillette for meetings and errands.
MEMORANDUM

TO: Campbell County Commissioners
    Rusty Bell, Chair
FROM: Library Board of Trustees
      Richard Cisneros, Chair
DATE: March 25, 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>
<td></td>
<td></td>
</tr>
<tr>
<td>Amount</td>
<td>Account #</td>
</tr>
<tr>
<td>$1,000</td>
<td>713.6851.4</td>
</tr>
<tr>
<td>$350</td>
<td>713.6851.3 Subl YA</td>
</tr>
</tbody>
</table>

EXPLANATION:

Children’s Fiction and Young Adult Nonfiction books to Children’s and Young Adult Programs: The transfer from youth books to youth programs will cover increases in summer reading and other youth program costs.
TO: Board of Commissioners  
FROM: Melissia Kershner  
DATE: May 7, 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>
<td>Amount</td>
<td>Account #</td>
</tr>
<tr>
<td>$595.00</td>
<td>020.7085</td>
</tr>
</tbody>
</table>

Approved 4/16/2019 for smoothing roads and drainage work in their District.
TO: Board of Commissioners  
FROM: Melissa Kershner  
DATE: May 7, 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>
<td>Amount</td>
<td>Account #</td>
</tr>
<tr>
<td>$1,800</td>
<td>020.7085</td>
</tr>
</tbody>
</table>

Explanation: Approved April 16, 2019 for street sweeping in their District.
TO: Board of Commissioners  
FROM: Melissa Kerschner  
DATE: May 7, 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>
<td>Amount</td>
<td>Account #</td>
</tr>
<tr>
<td>$4,562</td>
<td>020.7085</td>
</tr>
</tbody>
</table>

Explanation: Approved April 16, 2019 for culverts, 432 tons of asphalt/concrete mix, and mag chloride to cover half a mile of Rocky Point Drive beginning at Force Road.
TO: Board of Commissioners  
FROM: Melissa Kershner  
DATE: May 7, 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>
<td>Amount</td>
<td>Account #</td>
</tr>
<tr>
<td>$2,875</td>
<td>020.7085</td>
</tr>
</tbody>
</table>

Explanation: Approved April 16, 2019 for street sweeping in their District.
TO: Board of Commissioners
FROM: Melissa Kershner
DATE: May 7, 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>
<td>Amount</td>
<td>Account #</td>
</tr>
<tr>
<td>$10,000</td>
<td>083.7277.23</td>
</tr>
</tbody>
</table>
Western Surety Company

OFFICIAL BOND AND OATH

KNOW ALL PERSONS BY THESE PRESENTS:

That we Troy A. Collins, 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 Los Caballos Service & Improvement District, the State of Wyoming, in the penal sum of Five Thousand and 00/100 DOLLARS ($ 5,000.00), 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 19th day of March, 2019.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, That whereas, the above bounden Principal was duly Elected to the office of Treasurer in the Los Caballos Service & Improvement District, and State aforesaid for the term beginning March 22, 2019, and ending March 22, 2020.

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 day of A.D. 20

------------------
Principal

WESTERN SURETY COMPANY

By

Paul T. Brunat, Vice President
ACKNOWLEDGMENT OF SURETY
(Corporate Officer)

STATE OF SOUTH DAKOTA  
County of Minnehaha  

On this 19th day of March, 2019, before me, appeared 

Paul T. Brueflat 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.

Troy A Collins

State of Wyoming  
County of Campbell  

This Oath of Office was subscribed and sworn to before me by Troy A Collins on this 11th day of April, 2019. 
My commission expires: 01/04/2023

Bailey Turner
Notary Public, Wyoming

ACKNOWLEDGMENT OF PRINCIPAL

THE STATE OF WYOMING  
County of Campbell  

On this 11th day of April, 2019, before me, personally appeared 

Troy A Collins 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 

January 4th, 2023

Bailey Turner
Notary Public, Wyoming
POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:


Paul T. Bruflat of Sioux Falls, State of South Dakota, its regularly elected Vice President, as Attorney-in-Fact, with full power and authority hereby conferred upon him to sign, execute, acknowledge and deliver for and on its behalf as Surety and as its act and deed, the following bond:

One Treasurer Los Caballos Service & Improvement District

bond with bond number 70897682

for Troy A. Collins as Principal in the penalty amount not to exceed: $5,000.00

Western Surety Company further certifies that the following is a true and exact copy of Section 7 of the by-laws of Western Surety Company duly adopted and now in force, to wit:

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys-in-Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

In Witness Whereof, the said WESTERN SURETY COMPANY has caused these presents to be executed by its Vice President with the corporate seal affixed this 19th day of March, 2019.

ATTEST

J. Nelson, Assistant Secretary

WESTERN SURETY COMPANY

By Paul T. Bruflat, Vice President

STATE OF SOUTH DAKOTA SS
COUNTY OF MINNEHAHA

On this 19th day of March, 2019, before me, a Notary Public, personally appeared

Paul T. Bruflat and L. Nelson

who, being by me duly sworn, acknowledged that they signed the above Power of Attorney as Vice President and Assistant Secretary, respectively, of the said WESTERN SURETY COMPANY, and acknowledged said instrument to be the voluntary act and deed of said Corporation.

J. Mohr

Notary Public

My Commission Expires June 23, 2021
# POSITION VACANCY JUSTIFICATION

<table>
<thead>
<tr>
<th>Department</th>
<th>County Attorney’s Office</th>
<th>Date:</th>
<th>4/22/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Legal Secretary I, II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classification Band:</td>
<td>46/21 – 49/22</td>
<td>Current Salary:</td>
<td>$18.11</td>
</tr>
<tr>
<td>Salary Range: $16.83/hr. – $18.11/hr.</td>
<td>$16.83</td>
<td>Mid-Point:</td>
<td>$21.77</td>
</tr>
<tr>
<td>Position Justification:</td>
<td>The current case load requires this position be filled</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Termed incumbent:</td>
<td>[Redacted]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position Originated:</td>
<td>County</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Funding Source for Position:</th>
<th>County</th>
<th>X</th>
<th>State</th>
<th>WIC Program</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Federal</td>
<td>Other</td>
<td>(Please explain)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Classification:</th>
<th>Full Time</th>
<th>X</th>
<th>Part Time</th>
<th>Number of Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Exempt</td>
<td>Non-Exempt</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reason for Vacancy:</th>
<th>Resigned</th>
<th>X</th>
<th>New Position</th>
<th>Retired</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Existing Budgeted Position:</th>
<th>Yes</th>
<th>X</th>
<th>No</th>
<th>If No, Please explain:</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Department Head Signature:</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Commissioner Approval:</th>
<th></th>
</tr>
</thead>
</table>

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

O:\County HR-Risk\ATT\Position Justifications\Legal Secretary I,II 4.19.docx
# Position Vacancy Justification

<table>
<thead>
<tr>
<th>Department:</th>
<th>Children's Developmental Services</th>
<th>Date:</th>
<th>4/30/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Bus Assistant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classification Band / Range:</td>
<td>34</td>
<td>Current Salary of Incumbent:</td>
<td>$12.52</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>Min $12.52</td>
<td>Mid $15.02</td>
<td>Max $17.51</td>
</tr>
<tr>
<td>Justification for Hiring Position:</td>
<td>To assist Bus Driver II and Bus Driver I in safely transporting children and families to and from school and for other related activities.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Termed Incumbent:</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budgeted Position</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Funding Source for Position:</td>
<td>County:</td>
<td>State:</td>
<td>Yes</td>
</tr>
<tr>
<td>Status Code:</td>
<td>Full-Time</td>
<td>Part-Time</td>
<td>Yes</td>
</tr>
<tr>
<td>Reason for Vacancy:</td>
<td>Replacement due to Termination:</td>
<td>X</td>
<td>Replacement due to Retirement:</td>
</tr>
<tr>
<td>Existing Budgeted Position:</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Benefit Eligible:</td>
<td>Yes – Prorated</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Department Head Signature & Date: [Signature] 4/30/19
Commissioner Approval & Date:
# Position Vacancy Justification

<table>
<thead>
<tr>
<th>Department:</th>
<th>Children's Developmental Services</th>
<th>Date:</th>
<th>4/30/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Early Intervention Instructor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classification</td>
<td>58</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Band / Range:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Salary of Incumbent:</td>
<td></td>
<td>$52,115.00</td>
<td></td>
</tr>
<tr>
<td>Salary Range:</td>
<td>Min $47,091.00</td>
<td>Mid $56,514.00</td>
<td>Max $65,936.00</td>
</tr>
<tr>
<td>Justification for Hiring Position:</td>
<td>To provide a comprehensive early intervention program for children ages three through five including coordination, development and implementation of the Individual Educational Plan/Individual Family Service Plan (IEP/IFSP) process, screening assessment, intervention, and case management in accordance with the Individuals with Disabilities Education Act (IDEA).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Termed Incumbent:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position Originated:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budgeted Position:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Funding Source for Position:</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Status Code:</td>
<td>Full-Time</td>
<td>Part-Time</td>
<td>Number of Annual Hours:</td>
</tr>
<tr>
<td>Reason for Vacancy:</td>
<td>Replacement due to Termination:</td>
<td></td>
<td>Replacement due to Retirement:</td>
</tr>
<tr>
<td>Existing Budgeted Position:</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Benefit Eligible:</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department Head Signature &amp; Date:</td>
<td></td>
<td></td>
<td>4/30/19</td>
</tr>
<tr>
<td>Commissioner Approval &amp; Date:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# POSITION VACANCY JUSTIFICATION

**Department:** CAM-PLEX  
**Date:** April 15, 2019

**Position Title:** Event Technician

<table>
<thead>
<tr>
<th>Classification Band:</th>
<th>23</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Salary:</td>
<td>$40,601.60</td>
</tr>
</tbody>
</table>

**Salary Range:** 52  
**Minimum:** $19.52  
**Mid-Point:** $23.43  
**Maximum:** $27.34

**Position Justification:** Second Event Technician position was approved in FY 18-19 Budget

**Position Originated:** 1989

**Funding Source for Position:**  
- County **X**  
- State  
- Federal  
- Other  
(Please explain)

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

**Reason for Vacancy:**  
- Resigned **X**  
- Terminated  
- New Hire  
- Exempt  
- Non-Exempt

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

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

**Department Head Signature:**

**Commissioner Approval:**
# Position Vacancy Justification

<table>
<thead>
<tr>
<th>Department:</th>
<th>CAM-PLEX</th>
<th>Date:</th>
<th>5/1/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Senior Administrative Assistant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classification Band / Range:</td>
<td>54</td>
<td>Current Salary of Incumbent:</td>
<td>$28.72/hr</td>
</tr>
<tr>
<td>Justification for Hiring Position:</td>
<td>This position is a valuable asset to the CAM-PLEX staff. The essential daily functions of this position is customer service and general administrative support.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Termed Incumbent:</td>
<td>[Redacted]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position Originated:</td>
<td>1985</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Funding Source for Position:</td>
<td>County: Yes</td>
<td>State: No</td>
<td>Federal: No</td>
</tr>
<tr>
<td>Status Code:</td>
<td>Full-Time Yes</td>
<td>Part-Time</td>
<td>Number of Annual Hours:</td>
</tr>
<tr>
<td>Reason for Vacancy:</td>
<td>Replacement due to Termination: X</td>
<td>Replacement due to Retirement:</td>
<td>New Position:</td>
</tr>
<tr>
<td>Existing Budgeted Position:</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Benefit Eligible:</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department Head Signature &amp; Date:</td>
<td>[Signature] 5/1/19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Approval &amp; Date:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# POSITION VACANCY JUSTIFICATION

<table>
<thead>
<tr>
<th>Department:</th>
<th>Library Board</th>
<th>Date:</th>
<th>April 17, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Reference Services Specialist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classification Band:</td>
<td>24</td>
<td>Current Salary:</td>
<td>$22.00</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>54</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimum:</td>
<td>$20.51</td>
<td>Mid-Point:</td>
<td>$24.62</td>
</tr>
</tbody>
</table>

**Position Justification:** This position is essential to deliver effective library services to the community. The position performs research, patron instruction, and manages the nonfiction and periodicals library collection as well as the online databases.

*Termed incumbent: [Redacted]*

**Position Originated:**

<table>
<thead>
<tr>
<th>Funding Source for Position:</th>
<th>County</th>
<th>X</th>
<th>State</th>
<th></th>
<th>Federal</th>
<th>Other</th>
<th>(Please explain)</th>
</tr>
</thead>
</table>

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

**Reason for Vacancy:**

<table>
<thead>
<tr>
<th>Resigned</th>
<th>Terminated</th>
<th>New Hire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exempt</td>
<td>Non-Exempt</td>
<td></td>
</tr>
</tbody>
</table>

**Existing Budgeted Position:**

<table>
<thead>
<tr>
<th>Yes</th>
<th>X</th>
<th>No</th>
<th>If No, Please explain:</th>
</tr>
</thead>
</table>

**Benefit Eligible:**

<table>
<thead>
<tr>
<th>Yes</th>
<th>X</th>
<th>No</th>
<th>Please explain:</th>
</tr>
</thead>
</table>

**Department Head Signature:**

*Signature*

**Commissioner Approval:**

*Signature* 4-17-19

---

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

<table>
<thead>
<tr>
<th>Department:</th>
<th>Public Works – Building &amp; Planning Division</th>
<th>Date:</th>
<th>May 3, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Building Inspector or Sr. Building Inspector, DOQ</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classification Band / Range:</td>
<td>26/58 or 28/63</td>
<td>Current Salary of Incumbent:</td>
<td>$35.86/hr</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>Min</td>
<td>Mid</td>
<td>Max</td>
</tr>
<tr>
<td></td>
<td>$22.67</td>
<td>$30.74</td>
<td>$35.86</td>
</tr>
<tr>
<td>Justification for Hiring Position:</td>
<td>Incumbent is being promoted to Building Code Official – open due to retirement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Termed Incumbent:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position Originated:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Funding Source for Position:</td>
<td>County:</td>
<td>Yes</td>
<td>State:</td>
</tr>
<tr>
<td>Status Code:</td>
<td>Full-Time</td>
<td>Yes</td>
<td>Part-Time</td>
</tr>
<tr>
<td>Reason for Vacancy:</td>
<td>Replacement due to Termination:</td>
<td></td>
<td>Replacement due to Retirement:</td>
</tr>
<tr>
<td>Existing Budgeted Position:</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Benefit Eligible:</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department Head Signature &amp; Date:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioner Approval &amp; Date:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

S:\Employee Change of Status Reports\Public Works\Building Inspector, Sr.docx
**POSITION VACANCY JUSTIFICATION**

<table>
<thead>
<tr>
<th>Department:</th>
<th>Sheriff’s Office</th>
<th>Date:</th>
<th>May 1, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Detention Officer I-II-III</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classification Band:</td>
<td>52/23, 56/25, 58/26</td>
<td>Current Salary:</td>
<td>$74,589</td>
</tr>
<tr>
<td>Salary Range:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimum:</td>
<td>$40,601.60</td>
<td>Mid-Point:</td>
<td>$56,513.60</td>
</tr>
<tr>
<td>Position Justification:</td>
<td>Replacing Detention Officer I – Deputy Sheriff position will be filled by transferring a current employee.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Termed incumbent:</td>
<td>[Redacted]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position Originated:</td>
<td>In budget</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Funding Source for Position:</th>
<th>County</th>
<th>X</th>
<th>State</th>
<th>WIC Program</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Federal</td>
<td>Other</td>
<td>(Please explain)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Classification:</th>
<th>Ck applicable</th>
<th>Full Time</th>
<th>X</th>
<th>Part Time</th>
<th>Number of Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Exempt</td>
<td>Non-Exempt</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reason for Vacancy:</th>
<th>Resigned</th>
<th>X</th>
<th>New Position</th>
<th>Retired</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Existing Budgeted Position:</th>
<th>Yes</th>
<th>X</th>
<th>No</th>
<th>If No, Please Explain:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Benefit Eligible:</th>
<th>Yes</th>
<th>X</th>
<th>No</th>
<th>Please explain: Full-Time</th>
</tr>
</thead>
</table>

| Department Head Signature: | |
|-----------------------------||
| Commissioner Approval: | |

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

https://campbellcountywy-my.sharepoint.com/personal/mds05_ccegov_net/Documents/Documents/Payroll/Position Justification Allocation/Position Justification Form K Jones 5.17.19.docx
**POSITION VACANCY JUSTIFICATION**

<table>
<thead>
<tr>
<th>Department:</th>
<th>Wright Recreation Center</th>
<th>Date:</th>
<th>May 2, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Recreation Desk Assistant II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classification Band:</td>
<td>Range 40 Band 18</td>
<td>Current Salary:</td>
<td>$14.52 per hour</td>
</tr>
<tr>
<td>Salary Range:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimum:</td>
<td>$14.52</td>
<td>Mid-Point:</td>
<td>$17.43</td>
</tr>
</tbody>
</table>

**Position Justification:** Provide information to the public about Recreation Center facilities, programs, activities and special events. Greet the public, collect monies, answer phones, register all patrons and assist the Recreation Desk Supervisor with assigned duties. Receive program registrations and monies for all transactions and accurately record information according to department procedures. Immediate supervisor of part-time staff on duty. Maintain a safe environment for all patrons. Evening Position Monday & Friday 4:45 – 9:00 p.m. and Tuesday- Thursday 4:30 – 9:00 p.m.

**Termed incumbent:** [Redacted]

**Position Originated:** Campbell County

<table>
<thead>
<tr>
<th>Funding Source for Position:</th>
<th>County</th>
<th>State</th>
<th>WIC Program</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>X</td>
<td>Other</td>
<td>(Please explain)</td>
</tr>
<tr>
<td>Federal</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Classification:</th>
<th>Full Time</th>
<th>Part Time</th>
<th>X</th>
<th>Number of Hours</th>
<th>22</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Exempt</td>
<td>Non-Exempt</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reason for Vacancy:</th>
<th>Terminated</th>
<th>X</th>
<th>New Position</th>
<th>Retired</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Existing Budgeted Position:</th>
<th>Yes</th>
<th>X</th>
<th>No</th>
<th>If No, Please explain:</th>
</tr>
</thead>
</table>

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

**Department Head Signature:**

**Commissioner Approval:**

C:\Users\ajg77\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\CGSHDP\Position Justification WRC Recreation Desk Assistant II.docx
~PERSONNEL OF APPLICANT~

The personnel of an applicant are, for example:
- If you are an individual, the applicant will be listed below.
- If you are a partnership, the members of the partnership including limited partners will be listed below.
- If you are a corporation, the president, vice-president and secretary will be listed below.
- The “personnel” shall also include the Master Electrician of Record when such person is to qualify for applicant.
- Do not list any other employees other employees other than the person(s) stated above. Do not list directors of a corporation.

<table>
<thead>
<tr>
<th>PERSONNEL OF APPLICANT</th>
<th>TITLE OR POSITION</th>
<th>RESIDENCE ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curtis Wendling</td>
<td>Master Electrician</td>
<td></td>
</tr>
</tbody>
</table>

IMPORTANT: The following certification must be completed by each person named in “Personnel of Applicant”

I am aware of the provision of the Wyoming Statutes, which require every employer to be insured against liability of workmen’s compensation and that all electrical work be supervised by a Wyoming licensed master electrician. I acknowledge receipt of Wyoming Electrical Board Rules and Regulations.

On this __________ day of ______________, 20____, I certify under penalty of perjury to the truth and accuracy of all statements, answers and representations made in the application, including all supplementary statements attached hereto and hereby apply for a license under the provisions of W.S. 35-9-125.

INSTRUCTIONS FOR SIGNING

- An application by an individual must be signed by that individual.
- An application by a partnership must be signed by each partner, including limited partners.
- **An application must be signed by a qualified officer of the Corporation.**

(Owner, Partner, Officer of Corporation)

Title

Title

Title

Title Chairman

Campbell County Board of Commissioners

State of Wyoming

County of Campbell

This Personnel of Applicant signed and sworn to (or affirmed) before me on ________________ Date

by __________________________.

Name(s) or Person(s) Making Statement

__________________________

Signature of Notarial Officer

Title (e.g. Notary Public)

My Commission Expires: __________________________
The following page(s) contain the backup material for Agenda Item: 9:20 National Drug Court Month

*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.
WHEREAS, this year marks the 30th anniversary of treatment courts; and
WHEREAS, there are now more than 3,000 treatment courts nationwide; and
WHEREAS, treatment courts are the cornerstone of justice reform sweeping the nation; and
WHEREAS, treatment courts have served 1.5 million individuals; and
WHEREAS, they are now recognized as the most successful justice system intervention in our nation’s history; and
WHEREAS, they save a national average of $6,000 for every individual they serve; and
WHEREAS, treatment courts significantly improve substance use disorder treatment outcomes, substantially reduce addiction and related crime, and do so at less expense than any other criminal justice strategy; and
WHEREAS, treatment courts improve education, employment, housing and financial stability, promote family reunification, reduce foster care placements and increase the rate of addicted mothers delivering babies who are fully drug free; and
WHEREAS, treatment courts facilitate community-wide partnerships, bringing together public safety and public health professionals; and
WHEREAS, treatment courts demonstrate that when one person rises out of substance use and crime, we all rise.

NOW, THEREFORE, BE IT RESOLVED that the Campbell County Board of Commissioners do hereby proclaim the month of May as “Drug Court Month.”

RESOLVED this 7th day of May, 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
The following page(s) contain the backup material for Agenda Item: 9:25 Clinical Affiliation 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.*
This Agreement is entered into as of 03/26/2019 (the "Effective Date") by and between Simmons University (the "School") and Campbell County Public Health (the "Agency"), collectively (the “Parties”). Now therefore, in consideration of the mutual covenants and conditions contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

I. Scope of Agreement

The School desires to provide its students enrolled in an accredited educational program (the "Interns") with educational experience at the Agency, including clinical and individualized activities. The Agency desires to provide clinical and educational experience to the Interns based upon the terms and conditions of this Agreement. The Parties have entered into this Agreement to memorialize the terms by which the School and the Agency will conduct a program of supervised clinical education for the Interns at the Agency (the "Program").

II. The Program

1. Program Description. Prior to the beginning of each semester in which Interns will be placed with the Agency pursuant to the Program, the School shall provide to the Agency a letter confirming the details of the Program for such semester (the "Letter of Confirmation").

   The Letter of Confirmation shall include a description of the Program (the "Program Description"), the curriculum, the clinical objectives for the Program, the name(s) of the Intern(s), and the specific dates and hours per week that such Intern(s) will be at the Agency for such semester. The Letter of Confirmation will also contain the names and responsibilities of faculty members and other personnel employed by the School who participate in the Program (such employees of the School will be referred to herein collectively as the "School Personnel") and the names and responsibilities of employees of the Agency who participate in the Program (such employees of the Agency will be referred to herein collectively as the "Agency Personnel"). The Program Description may be modified by mutual written agreement of the School and the Agency.

2. Acceptance and Assignment of Interns. The Agency shall have sole discretion to accept or reject any Intern referred to the Agency by the School for participation in the Program, for any reason, except as prohibited by Section VII.1 below. The Interns will be accepted for participation in the Program at stated intervals during the academic year, the specific dates to be mutually agreed upon by the parties prior to the beginning of each semester. The particular activities and assignments of the Interns shall be subject to the discretion of the Agency and may be based upon the availability of Agency Personnel or such other criteria as the Agency may determine; provided, however, that such activities shall afford the Intern the opportunity to meet the objectives contained in the Program Description. The
School may from time to time request that the Interns be reassigned at the Agency, and the Agency shall consider, but is not required to accommodate, such requests.

3. **Removal of Interns.**
   
   **A. The Agency.** The Agency may at any time require the removal of an Intern from the Program for any of the following reasons: (i) failure to substantially comply with Agency policies and procedures; (ii) failure to perform work meeting the quality standards outlined in the Program Description; or (iii) failure to provide proper patient care. The Agency shall discuss its decision with the appropriate member of School Personnel and the Intern prior to removal, if possible, and shall provide the School and the Intern with a written explanation of the reasons for removal. Reinstatement of any person so removed shall be in the sole discretion of the Agency. Notwithstanding anything herein to the contrary, the Agency may take any necessary immediate corrective action in order to ensure proper patient care, including immediate termination of any Intern’s participation in the Program, but shall report such action and the circumstances thereof to the appropriate member of the School Personnel.

   **B. The School.** The School may remove an Intern from the Program for the following reasons: (i) failure to maintain successful student status as outlined in the School’s policies; (ii) violation of the School’s Honor Code, or (iii) any other reason deemed sufficient cause by School Personnel. The School shall follow its policies regarding disciplinary procedures when removing an Intern from the Program.

III. **Additional School Responsibilities.**

   In addition to its other responsibilities contained in this Agreement, the School shall have the following responsibilities.

   1. **School Personnel.** The School will assume and maintain the responsibility for the planning and execution of the education program. The School agrees to make the School Personnel available for supervision of the Interns and Program evaluation in accordance with the Program Description.

   2. **Policies and Procedures.** The School agrees to furnish to the Interns and the School Personnel a copy of any written Agency policies and procedures that the Agency provides to the School.

   3. **Health Documentation.** Upon request of the Agency, Interns enrolled in the program and School Personnel who will have clinical responsibilities at the Agency, shall provide evidence of immunizations prior to the commencement of their activities at the Agency.

   4. **Insurance.**
      
      The school shall maintain the insurances outlined below for the School and all Interns shall be covered by the insurances outlined below with the minimum amount of coverages listed:
      
      Professional Liability in the amount of $1 million per incident and $3 million
in the aggregate. The School will provide to the Agency evidence of such coverage upon request of the Agency. The Agency shall hold no responsibility with respect to providing such coverage.

Workers’ compensation for School employees and Intern. Intern shall not be covered under Agency workers’ compensation insurance unless required by state law. School should provide coverage as required by Wyoming law. If the state law requires Interns be placed on Agency’s insurance, Agency will notify School prior to adding Intern to Agency’s Workers’ Compensation including the cost to School for such mandated coverage.

General Liability insurance in the amount of its statutory limits or, where such statutory limits do not apply, with minimum limits of one million dollars ($1,000,000.00) per occurrence, three million dollars ($3,000,000.00) aggregate covering the acts of employees acting within the scope of their duties and Interns acting within the scope of their educational program other than while performing medical services. Upon execution of this Agreement and upon Agency’s request, School shall provide to Agency a certificate of insurance evidencing such coverage. Notwithstanding the foregoing, this provision shall not be considered a waiver of the School’s right to assert the defense of governmental immunity under the applicable state law.

This agreement shall terminate if the School or Agency cannot maintain insurance coverage during the term of this agreement.

5. Intern Qualifications. Interns enrolled in the educational program at the School shall meet the academic and other qualifications as are consistent with the objectives and requirements of the Program. The School shall run the following checks on Interns in the Nursing program: County Criminal, Nationwide Healthcare Fraud and Abuse Scan, Nationwide Database, Nationwide Patriot Act, Social Security Alert and Residency History.

IV. Additional Agency Responsibilities.

In addition to the other responsibilities contained in this Agreement, the Agency shall have the following responsibilities.

1. General. The Agency agrees to (a) allow each Intern to participate in the Program at the Agency, subject to his/her compliance with the policies of the Agency, including the strict confidentiality of all patient information, (b) provide opportunities for practical and appropriate learning experiences for each Intern, which may include work in various areas of the Agency, attendance at appropriate meetings and use of equipment and supplies, and (c) provide to the School Personnel and the Interns on the same basis as to other similarly situated individuals reasonable use of the Agency’s meeting space, cafeteria and library.
2. **Patient Care.** Notwithstanding anything contained herein to the contrary, the Agency and the School expressly acknowledge and agree that the Agency has and will retain sole and exclusive responsibility for the care and welfare of patients treated at the Agency or under the aegis of the Program.

3. **Policies and Procedures.** The Agency agrees to promptly provide the School with written copies of the Agency’s relevant policies and procedures and any updates thereto.

4. **Agency Personnel.** The Agency agrees to make the Agency Personnel available for supervision of the Interns and Program evaluation in accordance with the Program Description.

5. **Orientation.** The Agency agrees to provide orientation to the Agency’s facilities, key staff, recording system and other policies and procedures for the School Personnel and the Interns.

6. **Evaluation of Interns.** The Agency shall delegate an Agency Coordinator(s) who shall be responsible for assisting in the planning, precepting and evaluation of each Intern’s performance. The Agency agrees to provide an adequate and responsible evaluation of each Intern upon such terms and conditions as the parties may agree. The School shall specify the form of such evaluation.

7. **Expenses/Personal Needs.** The Agency agrees to provide locker space to all Interns on the same basis as to other similarly situated individuals. The Agency will not be responsible for arranging, providing or maintaining equipment, clothing, meals, housing, office space, parking, or transportation for the School Personnel, except that the School Personnel and Interns may use the parking facilities at the Agency available to visitors at their own expense.

V. **Joint Responsibilities.**

The School and the Agency agree to share the following responsibilities.

1. **Health Services.** The Agency shall have no responsibility for providing health services for the Interns, except that the Agency shall provide emergency medical care to the Interns in the event the need arises. It is agreed that the charges for any treatment provided by the Agency will be billed to the appropriate health insurance covering the Interns.

2. **Confidential Information.** The School Personnel and the Interns shall maintain in strictest confidence any patient information to which they may have access, in accordance with HIPAA and other applicable privacy laws. The School and the Agency shall inform the Interns of this requirement.
3. **Research.** The School and the Agency agree that neither the School nor the Agency, nor any Intern, School Personnel or Agency Personnel, will conduct any formal or informal survey, research or other study relating in any way to the patients treated under the Program at the Agency without first obtaining a written determination made by the School Personnel and the Agency Coordinator (or their designated representatives) that appropriate consent has been obtained from any patient who is the subject of or participates in such survey, research or other study.

4. **Indemnification.** The School shall indemnify and hold the Agency and its employees harmless from and against any and all claims, demands, damages, liabilities, actions, proceedings, judgments, awards, costs and expenses (including reasonable attorney’s fees) arising out of participation by the School, the School Personnel or the Interns in the Program including any action brought by any School Personnel resulting from the Agency’s evaluation, supervision, assignment, reassignment, removal or discharge of School Personnel participating in the Program, except for claims ultimately determined to be the result of the negligence or inappropriate conduct of the Agency.

VI. **Term and Termination.**

This Agreement shall commence on the Effective Date and continue for a term of one year. This Agreement shall automatically renew for one year upon each anniversary of the Effective Date unless earlier terminated. This Agreement may be terminated at any time with or without cause by either party upon sixty (60) days’ written notice; **provided, however,** that such notice shall not impair the activities of the Interns then at the Agency and participating in the Program. In the event of a material breach of this Agreement by either party, the other party may terminate this Agreement immediately upon written notice.

VII. **General.**

1. **Non-Discrimination.** In no event shall any individual participating in the Program be discriminated against on the basis of color, race, age, national origin, gender, gender identity or expression, religion, disability or sexual orientation.

2. **No Financial Arrangement.** The Agency shall not compensate or reimburse the School, the Interns or any of the School’s employees, agents or faculty members in connection with any School Personnel’s participation in the Program. The School shall pay and administer all compensation and fringe benefits due its School Personnel, if any, and shall make any required federal or state income tax withholdings and all payments due as an employer’s contribution under workers’ compensation laws, or other laws, if applicable.

3. **Independent Contractors.** The School and the Agency shall have the status of independent contractors and neither party shall have the authority to bind the other in any matters relating to this Agreement. Neither the Interns nor the School Personnel will be entitled to receive workers’ compensation benefits from the Agency.
4. **Entire Agreement.** This Agreement constitutes the entire agreement of the parties and may not be amended or revoked except by a written agreement signed by each party referring specifically to this Agreement. This Agreement supersedes all other prior similar agreements between the parties. No amendment or modification of this Agreement shall be made except in writing and signed by the authorized representatives of both parties.

5. **Governing Law.** This Agreement shall be governed by the laws of Wyoming.

6. **Notice.** Except as otherwise provided herein, all notices required hereunder shall be deemed to be given when mailed, by registered or certified mail, or transmitted by facsimile, and addressed as follows in accordance with this Section:

   - Simmons University
     Simmons Online
     300 The Fenway, P – 108
     Boston, MA, 02115

   - Simmons University
     Office of the General Counsel
     300 The Fenway, E – 200
     Boston, MA, 02115

   - Campbell County Public Health
     2301 S. 4-J Road
     Gillette, WY 82718
     Name: Jane Glaser, MSN, RN, APHN-BC
     Title: Executive Director

7. **Non-Use of Names.** Except as required by applicable law, neither Party shall use the name of the other party in any publicity without the prior written permission of the party whose name is to be used; provided, however, that by signing this Agreement, the Agency agrees that its name may be included in the School's publications which list sites affiliated with the Program.

8. **No Third Party Beneficiaries.** This Agreement is entered into by and between the undersigned Parties for their own benefit. There is no intent by either Party to create or establish third Party beneficiary status or rights in any other Party, and no third Party shall have the right to enforce any right or enjoy any benefit created or established under this Agreement.

9. **Executed Original Copy.** To be fully executed this Agreement must be signed. A signed copy of the Agreement that has been transmitted via electronic mail, facsimile, or as a hard copy, can operate as the executed original copy.
10. Agency has governmental immunity under W.S. 1-39-10 and by entering into this agreement does not waive the immunity provided to it.

IN WITNESS WHEREOF, each Party has caused its duly authorized representative to execute this Agreement on its behalf as of the Effective Date.

SIMMONS UNIVERSITY

CAMPBELL COUNTY PUBLIC HEALTH

SIGNATURE

SIGNATURE

NAME: SUZANNE MURPHY

NAME: ...

TITLE: VICE PRESIDENT, STRATEGIC INITIATIVES

TITLE: ...

DATE: 

DATE: ...
The following page(s) contain the backup material for Agenda Item: 9:30 Certificate of State Airport Aid

*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 Administrator of the Wyoming Department of Transportation, Aeronautics Division, (hereinafter referred to as the “Division,”) does hereby certify that a Grant-in-Aid of state funds for State Project No. AGC010X to the Campbell County Commissioners (hereinafter referred to as the “Sponsor”) has been approved by the Wyoming Aeronautics Commission (hereinafter referred to as the “WAC”), in accordance with Wyoming Statutes §§ 10-3-401 and 10-3-402, for improvements at Gillette – Campbell County Airport. The WAC is authorized, as a body, to make Grants-in-Aid from state funds for construction and development of Wyoming airports. The Division is the administrative branch for actions taken by the WAC.

The Division will reimburse the Sponsor for a portion of the actual costs incurred in completing said airport construction and development up to a maximum of $16,000, or at a rate of fifty percent (50.00%) of eligible costs, whichever is the lesser.

The Sponsor’s minimum share of this project is of $16,000, or at a rate of fifty percent (50.00%) of eligible costs.

The description of work to be accomplished is as follows:

2019 Marketing

It is understood by both the WAC and the Sponsor hereto that the participation by the State of Wyoming in this project is contingent upon all of the work listed in the above description of work being performed or caused to be performed by the Sponsor. No item of work shall be added or omitted from this description of work without specific written consent from the WAC in the form of an amendment to the existing grant.

The WAC reserves the right to cancel this Grant if acceptable progress is not undertaken within one hundred eighty (180) days of the date of the Grant, at the WAC’s sole discretion.

Each payment obligation of the Division is conditioned upon the availability of government funds which are appropriated or allocated for the payment of this obligation. If funds are not allocated and available to complete this project, this Agreement may be terminated by the Division. The Division will notify the Sponsor at the earliest possible time should this event occur. No penalty shall accrue to the Division in the event this provision is exercised, and the Division will not be obligated or liable for any future payments due or for any damages as a result of termination under this section.

This Grant was approved by the WAC as a component of the Wyoming Airport Capital Improvement Program as set forth under Wyoming Statute § 10-3-401 et seq.

Each party to this agreement shall be responsible for any liability arising from its own conduct. Neither party agrees to insure, defend, or indemnify the other. The State, its agents, employees and contractors, will be responsible for any percentage of fault that may be attributable to each pursuant to law. The State of Wyoming, the Division, and the WAC do not waive sovereign immunity by entering into this agreement and the Sponsor does not waive governmental immunity, and each specifically retains all immunities and defenses available to them as sovereigns or governmental entities pursuant to Wyoming Statute '1-39-101, et seq., and all other applicable law. Designations of venue, choice of law, enforcement actions, and similar provisions shall not be construed as a waiver of sovereign immunity. The parties agree that any ambiguity in this Grant shall not be strictly construed, either against or for either party, except that any ambiguity as to immunity shall be construed in favor of immunity.
In consideration of, and by accepting, funding from the WAC, the Sponsor agrees to the following terms and conditions. These terms and conditions shall remain in full force and effect throughout the useful life of the facilities developed and equipment or land acquired unless there is prior written approval from the Division. Useful life is generally accepted to be a period of twenty (20) years from the date of acceptance of a grant offer. However, in the case of land acquisition, these terms and conditions apply in perpetuity. Failure to comply could result in the WAC pursuing the return of state funds and/or withholding of future funds.

1. State funds awarded through the grant must be used to benefit the public.
2. The Sponsor agrees to operate the airport in accordance with the Division’s policies and procedures, and in a safe and efficient manner.
3. Projects will be completed in accordance with contract documents; local codes, rules and regulations; the Division’s policies and procedures; and the approved scope.
4. The project must maintain consistency with local plans and consider local interests.
5. Supervision of the construction will be performed actively on-site by a trained project manager/inspector with appropriate and relevant experience.
6. The Sponsor agrees to have a written contractual agreement with the contractor performing work related to the grant.
7. Professional services pertaining to the execution of the grant will be selected via a qualifications-based process that has been pre-approved by the Division.
8. The Sponsor will not permit any person or entity the exclusive right to use airport facilities funded with state funds.
9. The Sponsor will develop and encourage compatible land use around the airport, including acquiring and protecting runway protection zones, in accordance with the approved Airport Layout Plan, to assure that current and future airport airspace is protected.
10. The Sponsor must maintain accurate records of all labor, equipment, and materials for projects funded by the WAC. The Sponsor may be subject to monitoring activities by the Wyoming Department of Transportation, including on-site visits, review of supporting documents, and limited scope audits. The Sponsor shall also permit Division authorized representatives to examine the books, documents, papers, records and accounts of the Sponsor pertaining to the project. The Sponsor shall keep audit reports and audit documents on file for a minimum of three (3) years after the grant is closed.
11. Permit the WAC, or its designee, to use the material prepared in connection with the grant for purposes of record keeping, studies, and other informational purposes.
12. Provide written notification and receive written approval from the WAC prior to the disposition of any airport land purchased with WAC funds. The WAC may require return of state funds used to purchase the property, adjusted to current appraised value.
13. Secure and maintain insurance or otherwise protect against all perils, all equipment, buildings, structures and contents thereof, and other properties purchased with state funds, in accordance with Wyoming Statute 9-2-1016(b)(x)(i), (xii), & (xiii).

This Grant-in-Aid is duly executed on authority of the Wyoming Aeronautics Commission

Sponsor’s Representative

{{Sig_es_:signer2:signature}}

{{TextName_es_:signer2}}

{{Dte_es_:signer2:date}}

Title

Date

{{Sig_es_:signer3:signature}}

{{Dte_es_:signer3:date}}

Aeronautics Administrator

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.

The following page(s) contain the backup material for Agenda Item: 9:35 FY2019 Bulletproof Vest Partnership Program
MEMO

TO: Campbell County Commissioners
FROM: Sheriff Scott Matheny
DATE: April 30, 2019
RE: FY 2019 Bulletproof Vest Partnership Program Application

Campbell County Sheriff’s Office has received annual notice from the Bureau of Justice Assistance (BJA) for the FY 2019 Bulletproof Vest Partnership Program. Campbell County has participated in this program since its inception. The Bulletproof Vest Partnership Program (BVP) is an initiative designed to provide resources to state, local and tribal jurisdictions for the purpose of purchasing body armor for sworn law enforcement officers.

This Program reimburses states, counties, federally recognized tribes, cities and local jurisdictions that employ law enforcement officers for up to 50% of the total cost of body armor vests purchased for those officers. To participate in the BVP Program, we must submit an annual application. This year’s application period ends at 6:00 pm (e.d.t.) Tuesday, May 28, 2019. We are requesting approval from you to apply again this year to be eligible for reimbursement for a portion of our annual bullet-proof vest purchase.
*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: Sandra Beeman
County Commissioners Office

FROM: Kendra R. Anderson
Deputy County Clerk

DATE: April 25, 2019

RE: Country Living Acres Improvement and Service District

Attached to this memo is a request from Country Living Acres Improvement and Service District to appoint Mike Morgan, Greg Thomas and Bob Jordan to their Board of Directors. Please place this request on the Commissioners May 7, 2019 regular meeting agenda. I will be presenting.

The district has been having an election every year instead of every other year and failed to have an election in 2018. To get the district back on an election cycle and have a current Board of Directors, they need to be appointed by the Board of Commissioners until the next election in November 2020.

Please contact me if you need more information.

cc:
Carol Seeger
March 25, 2019

Bob Jordan  
#30 Hereford Drive  
Gillette Wyoming 82717

Campbell County Commissioners  
500 South Gillette Ave. Ste. 1100  
Gillette Wyoming 8271

Campbell County Commissioners:

I have learned that the Country Living Acres Improvement and Service District is out of compliance because we failed to hold elections for board members in 2018. The three standing members are willing to serve until we can hold an election in November 2020.

I would like to request the Commissioners have the following board members of the Country Living Acres Improvements and Service District appointed so we can be back in compliance as a district.

Mike Morgan  
Greg Thomas  
Bob Jordan

At your earliest convenience, please inform me if this action is possible and when it may take place. I can be contacted by phone at (307) 689-5875 or e-mail at rgjordanwyo@yahoo.com.

Thank you

Bob Jordan
The following page(s) contain the backup material for Agenda Item: **9:45 District Support Grant, Means, Carter, North Hannum I&S**

*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.*
District Support Grant Memorandum

From: Melissa Kershner, Sr. Administrative Assistant
To: Board of County Commissioners
Subject: District Support Grant Application From: Means, Carter, North Hannum I&S
Date: 5/7/2019

Means, Carter, North Hannum I&S has submitted a District Support Grant application in the amount of $4,508 for applying approximately 21,000 gallons of mag chloride to 3 miles of District roadways.

Grant Type and Priority
Gravel Road, Priority 6

Costs and Eligibility
Total Estimated Project Cost: $18,031
Total Number of District Lots: 84

Total allowable grant over a 5-yr period: $1,500 $126,000
Total amount of Grants approved over current 5-yr period: $157,799
Total amount not subject to $1500/lot limitation $50,000

Remaining Grant eligibility this current 5-yr period: $18,201

<table>
<thead>
<tr>
<th>Current Fiscal Year Awards</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Water &lt;$75k</td>
</tr>
<tr>
<td>Other Grants &lt;$50k</td>
</tr>
<tr>
<td>Total Awards &lt;$100k</td>
</tr>
<tr>
<td>$0</td>
</tr>
<tr>
<td>$0</td>
</tr>
<tr>
<td>$0</td>
</tr>
</tbody>
</table>

Compliance
The District is in compliance per a 4/2/2019 memo from the Elections Coordinator.

Analysis
Priority 6
25% not funded by other grants, up to $50,000

<table>
<thead>
<tr>
<th>%</th>
<th>Total</th>
<th>Grant</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>$</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>50</td>
<td>$</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>33</td>
<td>$</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>25</td>
<td>$18,031</td>
<td>$4,508</td>
<td></td>
</tr>
</tbody>
</table>

Totals
$18,031 $4,508

Quotes Received

<table>
<thead>
<tr>
<th>Company</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dustbusters</td>
<td>$18,031</td>
</tr>
<tr>
<td>Quality Agg*</td>
<td>$20,789</td>
</tr>
<tr>
<td>Dust Control*</td>
<td>$22,274</td>
</tr>
</tbody>
</table>

Funding History
5 year: $157,799
10 year:
Since 2011: $174,685

Recommendation
I recommend the Board approve the District Support Grant request from the Means, Carter & North Hannum Improvement and Service District in an amount not to exceed $4,508 for applying approximately 21,000 gallons of mag chloride to 3 miles of District roadways.
DISTRICT SUPPORT GRANT APPLICATION

District Name: Means, Carter & N Hannum ISD  Requested Amount:  $4,507.75

Mailing Address:  PO Box 4082, Gillette, WY 82717

Contact Person:  Montie Means

Day Time Phone:  307-680-9286

Application is requesting financial assistance to form a District?  Yes____  No  X____

Applicant is requesting financial assistance for connection to regional water?  Yes____  No  X____

Is the project anticipated to be complete in the next 18 months?  Yes  X  No____

Description of proposed project: (Include engineering reports, portion to be funded by grant, etc.) Apply dust control (mag chloride) on all of the District’s roads – approximately 3 miles.

Total project cost (estimated) (itemize on separate sheet):  $18,031 (Dustbusters bid)

Projected start date:  April 30, 2019  Projected completion date:  September 30, 2019

Briefly describe why the project is needed:
Dust control keeps the dust down throughout the year.

Governing Board members:  Quentin Strand, President / Montie Means, Vice President / Bob Holum, Secretary/Treasurer

Acreage (approximate) of district or proposed district:  169.52 +/- acres

Date of district formation (if applicable):  2012

Number of lots:  84

Population of District:  252 (approximately)

Ratio of Developed and undeveloped land:  All land is developed.

Is area legally platted?  Yes

District boundary map included?  Yes

Is District Zoned?  Yes/No  If so, what is it zoned?  R-R, R-S, and Not Zoned

Is District in compliance with the Elections Office? (Submit letter of compliance).  Yes

Revised November 2013
FINANCIAL INFORMATION
Current Mill Levy for the Subdivision $32,400
Current Assessed Valuation (County Assessor’s Office) $1,098,736
Current Indebtedness $0.00
Current Income statement and balance sheet $67,177.00 (Bank Balance)

Water and sewer rates, tap fees, plant investment fees, association or district dues (Describe)
District maintains roads only - $400 per lot (except those on Hannum Road are $200 per lot).

Will project generate user fees, charges, other revenues or income revenue? Yes____ No X

List and describe other potential funding sources:
None

Other pending applications for funding:
None

Land developers or others whose business ventures will directly benefit from project and funding
or other assistance requested, received, or pledged from these sources:
None

Respectfully submitted,

(SEAL)

Title: President

Attest:

Secretary

Revised November 2013
April 2, 2019

To: Helenanne Cathey
RE: Means, Carter and North Hannum Improvement and Service District

The below compliance requirements have been met by Means, Carter and North Hannum Improvement and Service District. Having met the requirements, Means, Carter and North Hannum Improvement and Service District is currently in compliance with the Campbell County Elections Office.

Notice of Board – 04/05/2018
Final Budget – 07/23/2018
Public Records – 07/25/2018
Map - YES
Department of Audit - YES
Department of Revenue - YES

Sincerely,

Kendra R. Anderson
Elections Coordinator
<table>
<thead>
<tr>
<th>Total Cost Estimate</th>
<th>56.64</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dust Control Subtotal</td>
<td></td>
</tr>
<tr>
<td>Other (Specify)</td>
<td></td>
</tr>
<tr>
<td>Where computed</td>
<td></td>
</tr>
<tr>
<td>Total $/gallon</td>
<td></td>
</tr>
<tr>
<td>Total $</td>
<td></td>
</tr>
</tbody>
</table>

| Drainage Subtotal |       |
| Check if Apply |       |
| Cat Ditches |       |
| Install 2" Culvert |       |
| Install 18" Culvert |       |
| Install 12" Culvert |       |

| Blading Subtotal |       |
| Check if Apply |       |
| Water Truck |       |
| Crowning/Smoothing |       |

| Surfacing Subtotal |       |
| Check if Apply |       |
| Crushed Asphalt |       |
| Crushed Concrete |       |
| Surfacing (2" max) |       |
| Limestone ("w") |       |

---

### CONTRACTOR PRICING

| Contractor Name/Address |       |

### ROADWAY PROJECT INFORMATION

| District Means, Carter & North Hammon Improvement & Service District |
|-----------------------------|-----------------------------|
| All Roads |       |
| Road Name |       |
| Length (ft) |       |
| Width (ft) |       |
| Dust Control |       |
| Blading |       |
| Surfacing |       |

Submit one form for each road.
<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Rate ($/gallon)</th>
<th>Total Cost Estimate ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dust Control Application</td>
<td>13.65</td>
<td>12.50</td>
<td>171.94</td>
</tr>
<tr>
<td>Other Specify</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total $</td>
<td></td>
<td></td>
<td>171.94</td>
</tr>
</tbody>
</table>

| Drainage Support | | | |
| Water Truck | | | |
| | | | |
| Total $ | | | |

| Blading Support | | | |
| | | | |
| Total $ | | | |

| Surfacing Support | | | |
| | | | |
| Total $ | | | |

**District Contractor Inc.**

Contractor Name/Address:

<table>
<thead>
<tr>
<th>Road Name</th>
<th>Date (1/2/20)</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Distinct Means, Center &amp; North</td>
<td>12.5</td>
<td>Len (ft)</td>
<td>100</td>
</tr>
<tr>
<td>Cameras, Counting Equipment &amp; Service District</td>
<td>12.5</td>
<td>Wd (ft)</td>
<td>100</td>
</tr>
<tr>
<td>Dust Control</td>
<td>12.5</td>
<td>Deep (ft)</td>
<td>100</td>
</tr>
<tr>
<td>Blading</td>
<td>12.5</td>
<td>Len (ft)</td>
<td>100</td>
</tr>
<tr>
<td>Surfacing</td>
<td></td>
<td>12.5</td>
<td>Wd (ft)</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>12.5</td>
</tr>
</tbody>
</table>

**Roadway Project Information**

District Support Grant Roadway Cost Estimate Template
The following page(s) contain the backup material for Agenda Item: 9:50 Resolution for Special Prosecution

*Individuals wishing to provide public comment are asked to sign in prior to the start of the meeting, provide contact information and the topic(s) to be discussed. Comments related to the Board agenda will be heard first.
Resolution #
RESOLUTION FOR SPECIAL PROSECUTION

WHEREAS, the Campbell County and Prosecuting Attorney has entered into an agreement with the Wyoming Attorney General’s Office that Jill Kucera, Senior Assistant Attorney General, Human Services Division, in and for the State of Wyoming, or other designee of the Wyoming Attorney General’s Office, to represent Campbell County and to make, in their sole discretion, a proper disposition of all potential matters involving the termination of parental rights in the Interest of J. N. (10-26-2016), Juvenile Case #5167 which the Campbell County Attorney’s Office has a conflict of interest;

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

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

THEREFORE, be it resolved that Jill Kucera or other designee of the Wyoming Attorney General’s Office be authorized to act as a Special Deputy County Attorney when appointed by the Campbell County and Prosecuting Attorney in the termination of parental rights in the Interest of J. N. (10-26-2016), Juvenile Case #5167.

DATED this _______ day of May, 2019.

THE BOARD OF COUNTY COMMISSIONERS
CAMPBELL COUNTY, WYOMING

Rusty Bell, Chairman

Mark A. Christensen, Commissioner

DG Reardon, Commissioner

Bob Maul, Commissioner

Del Shelstad, Commissioner

ATTEST:  __________________________

Susan Saunders, Campbell County Clerk
STATE OF WYOMING

COUNTY OF CAMPBELL

APPOINTMENT OF SPECIAL DEPUTY
CAMPBELL COUNTY AND PROSECUTING ATTORNEY

KNOW ALL PERSONS BY THESE PRESENT:

That I, Ronald E. Wirthwein, Jr., County and Prosecuting Attorney in and for Campbell County, State of Wyoming, pursuant to the authority granted me by the Board of Commissioners of Campbell County by Resolution No.____, dated the _____ day of May, 2019, does hereby appoint Jill Kucera, Senior Assistant Attorney General, Human Services Division, or other designee of the Wyoming Attorney General’s Office as Special Deputy County Attorney, in and for Campbell County, Wyoming, to represent Campbell County and to make, in their sole discretion, a proper disposition of all potential matters involving the termination of parental rights in the Interest of J. N. (10-26-2016), Juvenile Case #5167, which occurred in Campbell County, Wyoming.

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

DATED this ______ day of May, 2019.

RONALD E. WIRTHWEIN, JR. – WSB No. 6-4084
County and Prosecuting Attorney
in and for Campbell County, Wyoming
500 South Gillette Avenue, Suite B200
Gillette, Wyoming 82716
Phone: (307) 682-4310  Fax: (307) 687-6441
The following page(s) contain the backup material for Agenda Item: **9:55 Request for Proposal, Branch Library**

*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 PROPOSALS
Architectural Services
Campbell County Branch Library Phase I Feasibility Study

I. Purpose

Campbell County Public Works, acting through the Board of County Commissioners, is requesting proposals from Architectural/Library planning firms to provide professional services for the Campbell County Branch Library Feasibility Study. The feasibility study will be Phase I, with full design of improvements to be accomplished under Phase II. Phase II is not part of the initial scope and will be an amendment to the contract should the Commissioners decide to move forward with design and construction. The intended outcome of the Phase I study is to determine the feasibility and cost to locate a branch library in downtown Gillette.

II. Background

The mission of the Campbell County Library Board is to provide diverse cultural opportunities for reading, learning and entertainment to all citizens of our community. They lead the way to a universe of information with personal service and technology.

In 2015, Humphries Poli Architects conducted a feasibility study for the Campbell County Library. The focus of this study was the overall library system and space needs. The formal recommendation from the study included the following:

1. Renovate and expand the existing library to a size of 57,800 square feet
2. Construct additional parking at the library to accommodate an additional 21 spaces
3. Construct a new 7210 square foot branch library in Gillette (up to 14,420 square feet by 2030)
4. Renovate 6790 square feet of Wright Branch Library basement by 2030

Since the time of the 2015 study, the local energy-related economy has declined and capital construction budgets at the County have been substantially reduced. This economic decline has resulted in delayed action on recommendations 1, 2, and 4, but recent discussions with the Library Board and County Commissioners have been positive towards moving forward with studying recommendation 3.

Schematic programming for the branch library in the 2015 study identified maker space, collections space, children and teen space and a quiet reading area. A fresh and thorough programming effort will be required to ensure that the vision for the new branch library is in step with the projected demographics and the current Library Board and Director.

The assumed location for the downtown branch library is the George Amos Memorial Building (GAMB), located at 412 S. Gillette Avenue, just north of the courthouse. GAMB was established as the first County library in 1941 and was then designated as a branch library when the new library was built in 1983. GAMB operated as such...
until the early 1990’s when the Library Board made a decision to close it down due to budget constraints. Subsequent, the County assumed the facility and turned it into a self-service law library. In 2007, the County remodeled the space, turning the upper level into three public meeting rooms and the lower level into office space. The current building houses the County Extension program in the lower level and the three public meeting rooms upstairs. Existing floor plans and photos are attached. Existing total floor space is about 9000 square feet.

III. General Proposal Requirements

Submit in the order shown below, using a maximum of twenty (20) single-sided pages. Note that the cover letter does not count towards page limit.

1. Provide a representative list (up to 10) of similar projects, complete with details of the scope and outcome. Emphasis should be placed on projects involving library space planning and/or design. Local or Wyoming experience is a plus but is not required to be considered for this project.
2. List key personnel assigned to the Project and their experience on projects of similar size and scope
3. Provide a comprehensive list of owner references on past projects of similar size and scope
4. Demonstrate your understanding of the Project by discussing your proposed sequence of work and ideas you feel will bring the most value to the County. A demonstration of your understanding of local zoning and building requirements will be a plus. A demonstration of your knowledge of the local construction market and pricing trends is critical for success in your budgetary cost estimate. Knowledge of the use of the 2018 ICC Existing Building Code will be a plus.
5. Provide (in a separate digital file) a Fee Estimate for the study. Fees shall be broken out by Tasks 1.1 through 1.10 shown below. The final fee will be negotiated with the successful firm, based on an agreed upon scope of work and approved budget, and a contract will be executed.
6. Provide a digital copy of your standard professional services contract, complete with any boiler-plate language.

IV. Scope of Services

The successful firm will be charged with completing the following scope of services for the Project.

Task 1.1 - Scoping Session

This task will involve a scoping meeting with County staff and Campbell County Library staff and Board members to discuss the Project scope, schedule and the intended outcomes. At that time, the entities will share existing information regarding the Project, including but not limited to floor plans of the existing facility, historic photos, the 2015 Feasibility Study, etc. A tour of the existing facility will be included in this task. Library Board and Staff will share their thoughts on programming.

Task 1.2 – Demographic Study

This task will involve a demographic study of the surrounding area to determine the number and age of potential users of the branch library. This data can be used to program space and predict if the branch library will take pressure off the main library in certain services. Deliverables will be the demographic data and discussion regarding programming to best serve the available users.
Task 1.3 - Programming

This task will involve space programming of GAMB to determine if space is adequate for existing and future branch library operation. Input should be sought from Campbell County Library staff and Board members, the Library Foundation Inc., City and County Planners, City Building staff, County staff members and other stakeholders for this task. Programming shall be projected for a 20-25 year planning period. Deliverables will include a programming document outlining current and projected space requirements for each function of the operation identified and analysis and discussion on how developing this branch library could alleviate crowding and programming issues at the main Library (how the development fits in with the recommendations of the 2015 study.)

Task 1.4 – Building, Zoning and Site Analysis

This task involves studying the GAMB site and location to ensure the feasibility of changing the building use to a branch library. Access, egress, parking, zoning, and other building code issues will need to be explored in this task. The deliverable will be a technical brief, which examines key elements, including but not limited to:

- Meeting with City Planning, Building and Engineering to discuss the concept and document feedback
- Determine anticipated daily parking requirements and analyze available parking. Existing parking could occur on Gillette Avenue, the County parking garage, and surrounding area. The County also owns 407 Warren and the potential exists to remove the existing home and put in one or two rows of diagonal parking dedicated to the Library. City would have to approve the construction of the parking lot in R-4 zoning, or the County would need to rezone the lot to C-2
- Analyze and identify any special Zoning requirements (City C-2 zone)
- Identify and mitigate access and egress issues. Currently, the only elevator is located on the back (west side) of the building off an alley. An existing stairway from the lower to upper floor at the front (east) entrance was removed during the 2008 remodel. Lower level has an accessible entrance on both the west and east sides of the building
- Identify and discuss any other potential issues incurred with turning this building into a branch library
  - ADA compliance
  - Structural analysis may be required to determine compliance with current codes for intended use. Work with City Building Division regarding the need for this analysis
  - Capacity and condition of existing mechanical, plumbing, electrical, lighting and data systems
- Investigate closing off the alley behind the Courthouse to through traffic between 4th Street and 5th Street. Closure would be from the Courthouse parking garage north to a point near GAMB. This would allow a safe pedestrian access from the parking garage to GAMB. Emergency bollards could be placed in the alley for emergency access if required by the Fire Department. Alley would be a one-way from 4th Street south to GAMB, requiring a new parking lot at 407 Warren for exit from the alley to Warren
- Investigate the feasibility and cost of retrofitting the exterior of the building to a state approaching original construction. Consultant shall reference the City of Gillette Façade Manual (Urban Design Plan) and historical photos for this portion of the study.
Task 1.5 – Concept sketches

This task involves developing up to three concept plans for utilizing GAMB for a branch library. The sketches are intended to show how the programmed size from Task 1.3 could potentially layout in the facility. Access and egress issues identified in Task 1.4 shall be mitigated in each sketch. Concepts for the alley closure and historical retrofit shall be shown.

Task 1.6 – Budgetary Cost Estimates

This task involves developing budgetary cost estimates for up to three concepts developed in Task 1.5.

Task 1.7 – Recommendations and Draft Report

This task involves developing a report summarizing all tasks. A recommendation regarding the feasibility of converting the GAMB into a branch library shall be included in the report.

Task 1.8 – Presentation of Draft Report to Library Board

This task will involve presenting the draft report and recommendations to the Library Board.

Task 1.9 – Presentation of Draft Report to Board of Commissioners

This task will involve making final revisions to the report following review by the Library Board, and then presenting the final report to the Board of Commissioners.

Task 1.10 – Submission of Final Report to Public Works

This task will involve making final revisions to the report following review by the Library Board and Commissioners.

V. County Responsibilities

- Make available to successful firm all existing plans, specifications, studies, reports and other data on file to assist in the successful completion of the Project
- Assign a Project Manager to coordinate the communications between the County and the successful firm
- Respond to all questions in a timely manner
- Immediately advise the successful firm of any new developments which have the potential to impact the Project
- Select firm using a qualifications-based selection process. Scope modifications and fee negotiation with the most qualified firm will ensue, and if a fee deemed equitable to both parties cannot be agreed upon, the next most qualified firm will be contacted and negotiation will ensue. This will continue until such time a qualified firm is under contract.

VI. Qualification Statement Questions

Please direct any questions, need for additional information, clarification of the RFP, or requests to tour the existing facility to Kevin King, P.E., County Public Works Director, at (307) 685-8061 or kck08@ccgov.net.

Office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. (MDT).
VII. Proposal Submittal

Proposals are due to Public Works on May 31, 2019 by 3:00 p.m. Proposals shall be submitted electronically, in PDF format, via email to kck08@ccgov.net. It is up to the submitting firm to ensure the proposal was received and successfully opened.

VIII. Anticipated Schedule

The qualification statements will be evaluated and selected by a committee, and a recommendation to award a contract will be made to the Commissioners. The County reserves the right to reject any or all proposals and to select without interviews.

Our anticipated schedule is as follows, subject to change:

- Advertise RFP: May 10, 12, 15
- Proposals due to Public Works: May 31, 2019 by 3:00 p.m.
- Award approval by County Commissioners: June 18, 2019
- Draft Feasibility Study to Public Works: August 12, 2019
- Presentation of Draft Feasibility Study Report to Board of Commissioners: August 20, 2019
- Presentation of Draft Feasibility Study Report to Library Board: August 26, 2019
- WBC grant submission (If applicable): August 30, 2019 (not part of scope)
- Submission of Final Report to Public Works: September 6, 2019

IX. Incurring Costs

Campbell County is not liable for any cost incurred by proposers prior to entering into a definitive agreement for services. No property interest, of any nature, shall accrue until a definitive agreement has been executed by both parties.

X. Sovereign Immunity

Campbell County does not waive its sovereign immunity or governmental immunity by soliciting this RFP or by entering into a definitive agreement, and fully retains all immunities and defenses provided by law with regard to any action based on this RFQ or definitive 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.

* 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:  May 7, 2019

SUBJECT:  Campbell County Chapter 7, Zoning Regulations Amendments & Adoption of Nuisance Regulations by Resolution

Summary: The Public Works Department has finalized amendments to the Campbell County Zoning Regulations. The regulations were last revised in May 2011. Since then, staff has noted sections within the regulations to be modified for ease of use, clarity and applicability to Campbell County.

These amendments also remove the Nuisance Regulations section from Chapter 7 and codify them by resolution. No substantial changes have been proposed to the nuisance regulations as they currently exist in Chapter 7.

These amendments were previously put out for public comment in 2018, and at that time included the proposed Landfill Overlay Zoning District. The Landfill Overlay has been removed from the currently proposed amendments. A table outlining the proposed amendments is attached to this memo.

A 45-day public comment period and public hearing is required prior to adoption of the amendments. We will hold two public open houses for interested citizens to receive information and provide comment on the proposed amendments. They are scheduled for June 12th from 11am-1pm at GAMB and June 18th from 5-7pm at the Gillette Library.

Planning Commission Recommendation: On April 18, 2019 the Planning Commission APPROVED the Zoning Regulation Amendments and recommended they be forwarded to the Board of Commissioners for public comment and approval.
Staff Recommendation: Staff recommends the Board of Commissioners put the proposed Zoning Regulation amendments out for 45-day public comment period and set a public hearing for July 2, 2019.
MEMBERS PRESENT
Todd Hildebrand, Chairman
Bruce Brown, Vice-Chair
Bob Jordan, Member
Marc Matlick, Member
Miles Williams, Member

MEMBERS ABSENT

STAFF MEMBERS PRESENT
Megan Nelms, Planner and Zoning Administrator
Kevin King, Public Works Director
Melissia Kershner, County Recorder
Clark Melinkovich, Staff Engineer

The meeting was brought to order by Chairman Hildebrand at 7:00 p.m.

Approval of Minutes

Chairman Hildebrand called for a motion for the approval of the minutes from the March 21, 2019 County Planning Commission Meeting. Bob Jordan motioned, Marc Matlick seconded. All voted Aye. Motion carried.

Case No. 19.01 COSP- Black Gold Industrial Park Preliminary Plat
Daryl Martinson & Pat Schweitzer/Sheila Slocum, PCA Engineering

Bob Jordan made a motion to hear the case and recommend approval, pending completion of all planning considerations. Marc Matlick seconded the motion. Megan Nelms presented the case, and recommended approval of the preliminary plat upon completion of all planning considerations.

Chairman Hildebrand asked if there were any questions from the audience. Sheila Slocum, agent, presented the Board with new names for the roads in the subdivision. The owners would like to honor two fallen soldiers from Campbell County by naming the roads Davila Drive and Zorn Drive. He then asked if there were any questions from the Board. Bruce Brown asked if the adjacent land owner has the legal right to name the road presented as Black Velvet Street. Megan responded that they do not per our regulations; the owners of the property that the easement crosses has that opportunity. There will be some re-addressing with the naming of the easement in the adjacent property as well.

Chairman Hildebrand asked that the Commission be polled on the motion to approve case number 19.01 COSP, Black Gold Industrial Park Preliminary Plat, pending completion of all planning considerations. Voting was as follows:
Case No. 18.02 ZA- Zoning Regulations Amendments

Bob Jordan made a motion to hear the case and recommend approval. Bruce Brown seconded the motion. Megan Nelms presented the case, and recommended approval of the zoning regulation amendments.

Chairman Hildebrand asked if there were any questions from the audience. There were none. Chairman Hildebrand then asked if there were any questions from the Board. There were none.

Chairman Hildebrand asked that the Commission be polled on the motion to approve case number 18.02 ZA, Zoning Regulation Amendments. Voting was as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Todd Hildebrand</td>
<td>Yes</td>
</tr>
<tr>
<td>Bob Jordan</td>
<td>Yes</td>
</tr>
<tr>
<td>Marc Matlick</td>
<td>Yes</td>
</tr>
<tr>
<td>Miles Williams</td>
<td>Yes</td>
</tr>
<tr>
<td>Bruce Brown</td>
<td>Yes</td>
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</tbody>
</table>

Motion Carried 5/0.

Adjournment

There being no further business to come before the Board, Chairman Hildebrand adjourned the meeting at 7:16 p.m.

__________________________________________
Todd Hildebrand, Planning Commission Chairman

NOTE: Campbell County Planning Commission meeting minutes contain a summary of discussions and are not intended to be verbatim.
<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>PROPOSED AMENDMENTS</th>
<th>REASON FOR CHANGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Nuisances</td>
<td>- Section 10.80 is slated to be removed from the Zoning Regulations.</td>
<td>- To remove nuisance enforcement from the Zoning Regulations as they are</td>
</tr>
<tr>
<td></td>
<td>- Staff recommends, and will present, future amendments to the Nuisance language</td>
<td>- To allow for further discussion of the types of nuisances included in the</td>
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<td></td>
<td>and seek to adopt it under a separate resolution.</td>
<td>regulations and have a stand-alone nuisance resolution.</td>
</tr>
<tr>
<td>2. Agriculture Zoning District</td>
<td>- Section 15.10(1) is amended to allow one (1) single family dwelling per lot or</td>
<td>- This change brings the A-L district more in line with unzoned properties.</td>
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<tr>
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<td>per 10 acres of lot area.</td>
<td>- Most A-L properties are large enough to support more than one SFD and many</td>
</tr>
<tr>
<td></td>
<td>- Section 15.10(5) is amended to require a Review Process 4 for Feed Lots.</td>
<td>request ranch hand or caretaker quarters.</td>
</tr>
<tr>
<td></td>
<td>- Section 15.10(6) is amended to include horse stables in the 20’ setback</td>
<td>- There have been cases in the past few years with horses – stables and pens,</td>
</tr>
<tr>
<td></td>
<td>requirement for A-L parcels abutting a residential zone.</td>
<td>being constructed adjacent to residential zones and close to the property lines.</td>
</tr>
<tr>
<td></td>
<td>- Added Taxidermy as a permitted use.</td>
<td>Horse Stables should be included in the increased setback abutting residential</td>
</tr>
<tr>
<td></td>
<td></td>
<td>zones.</td>
</tr>
<tr>
<td>3. Residential Zoning Districts</td>
<td>- Sections 20.10(3) &amp; (4) are amended to clarify that only Single-Family</td>
<td>- This is needed for clarity on the types of homes that can be constructed in</td>
</tr>
<tr>
<td></td>
<td>Dwellings meeting IRC are allowed in the R-S and R-1 Zoning Districts.</td>
<td>the R-S and R-1 zones. This sets a standard that is clear to all builders what</td>
</tr>
<tr>
<td></td>
<td></td>
<td>is considered a Stick Built Single Family Dwelling.</td>
</tr>
<tr>
<td>4. Taxidermy</td>
<td>- Removed from definition of “Industrial Service”. Added as a conditional use within</td>
<td>- This is needed to better reflect this type of use in the community and its</td>
</tr>
<tr>
<td></td>
<td>the R-L, R-R and R-S zoning districts</td>
<td>impacts on surrounding properties.</td>
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<tr>
<td></td>
<td>- Slight amendments to the definition.</td>
<td></td>
</tr>
<tr>
<td>5. (C-1) General Commercial</td>
<td>- Vehicle Sales, Service &amp; Repair is added as a permitted use in the C-1 (General</td>
<td>- This is an appropriate permitted use to be included in the C-1 zoning district.</td>
</tr>
<tr>
<td></td>
<td>Commercial) District.</td>
<td></td>
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<tr>
<td>6. Industrial Zoning Districts</td>
<td>- Section 30.10 amends the definitions for the I-1 (Light Industrial) and I-2</td>
<td>- To create further compatibility with regulations within the Joint Planning</td>
</tr>
<tr>
<td></td>
<td>(Heavy Industrial) Districts.</td>
<td>Boundary and to clarify the characteristics of uses in the Industrial Districts.</td>
</tr>
<tr>
<td>7. Parking &amp; Paving Requirements</td>
<td>- Section 40.10(6) Surfaces is amended to add “all driveways” to the</td>
<td>- To clarify specific paving requirements for all properties and developments</td>
</tr>
<tr>
<td></td>
<td>requirements for paving for properties within the Plan District Boundary.</td>
<td>within the Plan District Boundary.</td>
</tr>
<tr>
<td></td>
<td>- Section 40.10(6)(a) is added to define paving requirements for Commercial</td>
<td>- To create further compatibility with regulations within the Plan District</td>
</tr>
<tr>
<td></td>
<td>Storage Facilities.</td>
<td>Boundary and clarify requirements of Commercial Storage developments.</td>
</tr>
<tr>
<td></td>
<td>Accessory Uses</td>
<td>Outdoor Storage</td>
</tr>
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<td>---</td>
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<tr>
<td>8.</td>
<td>• Section 45.65(i)(v) is added to require livestock and fowl be fenced/contained on the owner’s property.</td>
<td>• There have been cases/complaints of livestock (horses, goats, fowl) running at-large. This will provide additional regulation requiring animals be contained within zoned areas.</td>
</tr>
</tbody>
</table>
### 14. Definitions

- The following definitions have been added, clarified or modified from Section 5:
  - **All-Weather Surface.** An unpaved road, parking lot or storage area constructed of a material that does not create mud during rain or snow events. All-Weather Surface generally consists of crushed rock, scoria, crushed concrete, rotomill asphalt or a blend of various aggregate and must be a minimum of six (6) inches in depth for parking lots or storage areas.
  - **Building Footprint.** The visible area of the structure when viewed from above, measured from the outside of all exterior walls, not including stairs, patios or decks.
  - **Contractor Yards.** A yard and/or building used by a general contractor, excavation contractor, landscaping contractor, building contractor, oil or well drilling or servicing contractor or similar, where vehicles, equipment and materials are stored, or where a contractor performs maintenance, shop or assembly work. If a building is housed on the property, it may also contain operational offices of the contractor. This definition does not include wholesale or retail sales.
  - **Dwelling, Manufactured Home.** A manufactured home is a structure, transportable in one or more sections, and which is built on a permanent chassis. Manufactured dwellings are built to U.S. Department of Housing and Urban Development (HUD) standards. For the purpose of these provisions, a mobile home shall be considered a manufactured home.
  - **Dwelling, Single-Family.** A building having accommodations for, and occupied exclusively by, one family. This includes houses built on site or factory built

- Clarity and streamlining of definitions.
<table>
<thead>
<tr>
<th>Modular homes which meet the International Residential Code.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Foundation.</strong> Footing and foundations constructed of masonry, concrete, or treated wood in corformance with the International Building Code, Chapter 18, extending below the frost line and made of solid material. Foundations made of wood shall extend six (6) inches above the adjacent finish grade. Footings shall have a minimum depth as indicated in the International Building Code, Chapter 18, unless another depth is recommended by a foundation investigation.</td>
</tr>
<tr>
<td><strong>Gross Floor Area.</strong> The sum of the areas of all floors of a building, measured between the exterior faces of the walls at each floor, excluding any floor area used exclusively as parking for motor vehicles.</td>
</tr>
<tr>
<td><strong>Industrial Service.</strong> Industrial uses and areas primarily focused on repair, service, and small-scale manufacturing uses. Industrial services include printing and publishing, welding, oil field servicing, taxidermy, slaughterhouse, dry cleaning, laundry plan, and other such uses.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>15. Miscellaneous Minor Amendments</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Various minor changes to language to streamline and reduce the amount of text. Ensure the regulations are clear and straightforward.</td>
</tr>
<tr>
<td>• To reduce regulation text and add clarity.</td>
</tr>
</tbody>
</table>

To view the full regulations with proposed amendments or to learn more, visit our website!
The following page(s) contain the backup material for Agenda Item: **10:30 Petition for Enlargement of Bennor Estates Phase I**

*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: Sandra Beeman
   Office of County Commissioners

FROM: Kendra R. Anderson
   Campbell County Deputy Clerk

DATE: April 24, 2019

RE: Bennor Estates Phase I Improvement and Service District Enlargement

Attached to this cover memo is the Notice of Hearing for the Enlargement of Bennor Estates Phase I, scheduled for May 7, 2019 at 10:30 AM. I will be presenting at the hearing.

After the hearing, there is a thirty-day protest period. If after the protest period, there are no written protests, I will forward you an order approving the enlargement for the Commissioners June 18, 2019 regular meeting agenda.

Please contact me if you need more information.

cc:
Carol Seeger
Helenanne Cathey
BEFORE THE CAMPBELL COUNTY
BOARD OF COUNTY COMMISSIONERS

IN THE MATTER OF: )
) )
A Petition for Enlargement of )
Bennor Estates Phase I )
Improvement and Service District )

NOTICE OF PUBLIC HEARING ON PETITION FOR ENLARGEMENT OF BENNOR
ESTATES PHASE I IMPROVEMENT AND SERVICE DISTRICT

PLEASE TAKE NOTICE THAT a hearing will be held upon the petition filed by
Austin Brown requesting the enlargement of Bennor Estates Phase I Improvement and Service
District as follows:

1. The purpose of the petition filed with the Board of Campbell County
Commissioners seeks to enlarge the boundaries of Bennor Estates Phase I Improvement and
Service District, for water to be purchased. The Board of Directors of the district have
approved the enlargement as proposed.

2. The name of the district is Bennor Estates Phase I Improvement and Service
District. The land proposed to be included in the district is attached as Exhibit A.

3. The hearing will be held on May 7, 2019 at 10:30 A.M. in the chambers of the
Board of County Commissioners located in the Campbell County Courthouse, 500 S. Gillette
Ave., Gillette, Wyoming.

All interested persons may appear and be heard on the matter.

DATED THIS 2nd day of April 2019

CAMPBELL COUNTY BOARD OF COUNTY COMMISSIONERS

Rusty Bell, Chairman

ATTEST:

Susán F. Saunders, County Clerk
April 17, 2019
April 26, 2019
EXHIBIT A

A tract of land located in portions of the SW ¼ SE ¼ and the SE ¼ SW ¼ of Section 4, T.49N., R.73W. of the 6th P.M., Campbell County, Wyoming, being more particularly described as follows:

Commencing at the South 1/4 corner of said Section 4; thence N 36° 39' 20" E, 66.16 feet to the True Point of Beginning at the southeast corner of said tract, said corner being on the north right-of-way line of Force County Road and common to the southwest corner of Lot 8, Block 1 of Bennor Estates, Phase I, as recorded in Plat Book 8, Page 75, Folder 31 in the office of the Campbell County Clerk; thence along the east boundary line of said tract, said line being common to the westerly boundary line of said Bennor Estates, Phase I, the following 4 courses; N 6° 05' 18" W, 372.46 feet; thence S 88° 20' 09" W, 25.79 feet; thence N 3° 02' 29" W, 483.65 feet to the northeast corner of said tract, said corner being common to the northwest corner of Lot 3, Block 1 of said Bennor Estates, Phase I; thence S 71° 08' 27" W, 312.65 feet to the northwest corner of said tract, said corner being common to the southwest corner of Lot 1, Block 1 of said Bennor Estates, Phase I; thence along the west boundary line of said tract, said line being common to the east boundary line of a tract of land as described on the Corrective Warranty Deed recorded in Book 1810, Page 511 in the office of the Campbell County Clerk the following 3 courses; S 18° 35' 22" E, 238.96 feet; thence S 32° 28' 05" W, 120.65 feet; thence S 20° 54' 23" E, 459.86 feet to the southwest corner of said tract, said corner being on the north right-of-way line of said Force County Road; thence N 88° 16' 44" E, 211.39 feet along the said north right-of-way line of Force County Road, to the Point of Beginning, said tract containing 5.01 acres, more or less.
*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 Power Company of Wyoming, Project Overview**

Campbell County Commission
Gillette, Wyoming
May 7, 2019
The Anschutz Corporation
Anschutz Exploration Corporation

- Oil and gas exploration, development and operations in Wyoming since 1960s
- Largest leaseholder in the Powder River Basin
- Three rigs operating by the end of 2019
Wyoming Powder River Basin Coal Primarily Delivered Eastward

Source: Presentation to the Wyoming Infrastructure Authority by Kara Fornstrom, Wyoming Public Service Commission, March 2019, as sourced to: https://wildearthguardians.org/climate-energy/maps/powder-river-basin-coal-plants/
Power Company of Wyoming LLC: Chokecherry and Sierra Madre Wind Energy Project
## CCSM Project Permitting Milestones

### Phase I Wind Development (~1,500 MW)

<table>
<thead>
<tr>
<th>Agency</th>
<th>Permit / Decision</th>
<th>Status</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bureau of Land Management</td>
<td>Environmental Impact Statement Record of Decision for site for wind development</td>
<td>Issued</td>
<td>October 2012</td>
</tr>
<tr>
<td>Carbon County</td>
<td>Conditional Use Permit</td>
<td>Issued</td>
<td>October 2012</td>
</tr>
<tr>
<td>Wyoming</td>
<td>Wyoming Industrial Siting Council Permit</td>
<td>Issued</td>
<td>September 2014</td>
</tr>
<tr>
<td>Bureau of Land Management</td>
<td>Environmental Assessment 1 Decision Record for Phase I Infrastructure</td>
<td>Issued</td>
<td>December 2014</td>
</tr>
<tr>
<td></td>
<td>Right-of-Way Grant for Phase I Infrastructure</td>
<td>Issued</td>
<td>August 2016</td>
</tr>
<tr>
<td>Bureau of Land Management</td>
<td>Environmental Assessment 2 Decision Record for Phase I Turbines</td>
<td>Issued</td>
<td>January 2017</td>
</tr>
<tr>
<td></td>
<td>Right-of-Way Grant for Phase I Turbines</td>
<td>Issued</td>
<td>August 2017</td>
</tr>
<tr>
<td>U.S. Fish and Wildlife</td>
<td>Environmental Impact Statement Record of Decision for Phase I Eagle Take Permits</td>
<td>Issued</td>
<td>January 2017</td>
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<tr>
<td></td>
<td>Eagle Take Permits</td>
<td>Issued</td>
<td>December 2018</td>
</tr>
</tbody>
</table>

### Phase II Wind Development (~1,500 MW)

<table>
<thead>
<tr>
<th>Agency</th>
<th>Permit / Decision</th>
<th>Status</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bureau of Land Management</td>
<td>Environmental Analysis Decision Record for Phase II Infrastructure</td>
<td>Issued</td>
<td>March 2018</td>
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<tr>
<td></td>
<td>Right-of-Way Grant for Phase II Infrastructure</td>
<td>Issued</td>
<td>June 2018</td>
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<tr>
<td>Bureau of Land Management</td>
<td>Environmental Assessment 3 Decision Record for Phase II Turbines</td>
<td>Pending</td>
<td>Expected 2019</td>
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<tr>
<td>U.S. Fish and Wildlife</td>
<td>Environmental Analysis Decision Record for Incidental Take Permits</td>
<td>Pending</td>
<td>Expected 2019</td>
</tr>
</tbody>
</table>
CCSM Project Construction
Commenced in 2016
CCSM Project Construction: 2016-2019
TransWest Express LLC: TransWest Express Transmission Project

- Wyoming Terminal to Utah Terminal
  - 3,000 MW HVDC system
- Utah Terminal to Nevada
  - 1,500 MW HVAC system

<table>
<thead>
<tr>
<th>Land Ownership Mileage for the Transmission Route</th>
</tr>
</thead>
<tbody>
<tr>
<td>State</td>
</tr>
<tr>
<td>----------------</td>
</tr>
<tr>
<td>Wyoming</td>
</tr>
<tr>
<td>Colorado</td>
</tr>
<tr>
<td>Utah</td>
</tr>
<tr>
<td>Nevada</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>
## TWE Project Permitting Milestones

### Federal and State Permit Decisions Complete

<table>
<thead>
<tr>
<th>Agency</th>
<th>Permit / Decision</th>
<th>Status</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bureau of Land Management</td>
<td>Environmental Impact Statement Record of Decision</td>
<td>Issued</td>
<td>December 2016</td>
</tr>
<tr>
<td></td>
<td>Right-of-Way Grant</td>
<td>Issued</td>
<td>June 2017</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Western Area Power Administration</td>
<td>Environmental Impact Statement Record of Decision</td>
<td>Issued</td>
<td>January 2017</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>U.S. Forest Service</td>
<td>Environmental Impact Statement Record of Decision</td>
<td>Issued</td>
<td>May 2017</td>
</tr>
<tr>
<td></td>
<td>Electric Transmission Line Easement</td>
<td>Issued</td>
<td>June 2018</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bureau of Reclamation</td>
<td>Environmental Impact Statement Record of Decision</td>
<td>Issued</td>
<td>June 2017</td>
</tr>
<tr>
<td></td>
<td>License for Electric Transmission Line</td>
<td>Issued</td>
<td>July 2017</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nevada</td>
<td>Utility Environmental Protection Act Permit</td>
<td>Approved</td>
<td>September 2015</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wyoming</td>
<td>Industrial Siting Council Permit</td>
<td>Approved</td>
<td>April 2019</td>
</tr>
</tbody>
</table>

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Seminoe Power Company LLC: Natural Gas-Fired Generation Project

- Provide ancillary services with co-located gas generation
  - ~900 MW capacity
  - Fast start advanced CCGT for load following
- Located on TOTCO ranch
  - Water resources on site
  - Gas pipelines on site

State/Local Permitting

<table>
<thead>
<tr>
<th>Agency</th>
<th>Permit / Decision</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wyoming DEQ</td>
<td>Air Quality Construction Permit</td>
<td>Submit 2019</td>
</tr>
<tr>
<td>Carbon County</td>
<td>Conditional Use and Building Permits</td>
<td>Submit 2020</td>
</tr>
<tr>
<td>Wyoming ISC</td>
<td>Industrial Siting Council Permit</td>
<td>Submit 2020</td>
</tr>
</tbody>
</table>
Objective, Science-Based Approach to Design and Permitting Underpins Projects
## Estimated CCSM Project Bonds
### Posted for Decommissioning and Reclamation

<table>
<thead>
<tr>
<th>Phase</th>
<th>BLM Land</th>
<th>Non-Federal Land</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase I</td>
<td>$65,329,000</td>
<td>$86,025,000</td>
<td>$151,354,000</td>
</tr>
<tr>
<td>Phase II</td>
<td>$53,164,000</td>
<td>$60,893,000</td>
<td>$114,057,000</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$118,493,000</td>
<td>$146,918,000</td>
<td>$265,411,000</td>
</tr>
</tbody>
</table>

Notes: Decommissioning and reclamation costs assume no scrap value. Decommissioning and reclamation costs are always bonded for in advance of the associated construction, following a schedule approved by the Wyoming Industrial Siting Division and the BLM. The BLM and the State of Wyoming will review PCW’s estimated costs every five years and if those costs have increased, PCW will be required to increase the bonds it has posted.
## Estimated CCSM Project and TWE Project Taxes To Be Paid in Wyoming

<table>
<thead>
<tr>
<th>CCSM Project Tax Stream</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>WY property taxes</td>
<td>$406,288,723</td>
</tr>
<tr>
<td>WY sales/use taxes</td>
<td>$232,417,348</td>
</tr>
<tr>
<td>WY wind electricity generation taxes</td>
<td>$207,765,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$846.5 million</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TWE Project Tax Stream</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>WY property taxes</td>
<td>$260,000,000</td>
</tr>
<tr>
<td>WY sales/use taxes</td>
<td>$53,508,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$313.5 million</strong></td>
</tr>
</tbody>
</table>

**Grand Total**                                         **$1.160 BILLION**

Notes: All CCSM Project estimates based on tax rates and data as set forth in PCW’s updated tax revenue estimates provided to the Wyoming Department of Revenue in August 2016. The estimates include a 26-year tax projection to capture initial construction and 20 years of operation. Additional taxes will be paid if equipment is replaced or upgraded. Generation taxes apply after a turbine has been in operation for three years. TWE Project estimates based on a 50-year project life.
CCSM Project Likely To Be The No. 1 Top Non-Mineral Taxpayer In Wyoming

CCSM Project estimated assessed value when complete:

$550,518,800

Source: May 2014 ISD Permit Application, page 10-64; calculation based on FMV x 11.5%

Wind, Transmission, Natural Gas Projects Bring Significant Wyoming Opportunity

- Current economic and employment benefits:
  - Direct jobs created
  - Additional demand created for local businesses offering lodging, meals, products, services
  - Tax revenues paid
  - Community involvement

- Future economic and employment benefits with sourcing of more materials, services, supplies