

AGENDA

CAMPBELL COUNTY BOARD OF COMMISSIONERS

DG REARDON, Chairman
RUSTY BELL
BOB MAUL
DEL SHELSTAD
COLLEEN FABER

MAY 5, 2020

Due to the COVID-19 Pandemic crisis, the Board of Commissioners meeting will be conducted telephonically. To listen to the proceedings, visit the Agenda Center at <https://www.ccgov.net/AgendaCenter/Board-of-Commissioners-Business-Meeting--2/> and click on the Media icon next to the May 5, 2020 Agenda, or tune in to GPA Channel 192.

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

Individuals wishing to provide public comment are asked to submit comments via email to boc@ccgov.net by Noon on May 4th.

OPEN GOVERNMENT

- D. 9:10 County Information

REGULAR BUSINESS

- | | |
|---|--------------------|
| E. 9:20 National Day of Prayer Proclamation | Pastor Marty Crump |
| F. 9:25 Early Head Start Continuation Grant Application | Bob Tranas |
| G. 9:30 Early Head Start COLA & Quality Improvement Grant Application | Bob Tranas |
| H. 9:35 Cyber Security Grant Application, Elections Office | Charity Stewart |
| I. 9:40 2020 Primary Election Resolutions | Charity Stewart |
| J. 9:45 District Support Grant, Rustic Hills | Kevin King |
| K. 9:50 Piper Acres Subdivision Zoning | Megan Nelms |
| L. 9:55 Piper Acres Subdivision Preliminary Plat | Megan Nelms |

M. 10:00 County Facility Closure Review
ADJOURN

Carol Seeger/Commissioners

Consent Agenda

MINUTES

Board of Commissioners Regular Meeting, April 21, 2020

MONTHLY REPORTS

941 Tax Report - 1st Qtr 2020

Workers Comp Report - 1st Qtr 2020

PAYROLL PAYMENTS

April 18, 2020

April 30, 2020

CAPITAL REQUESTS

Road & Bridge - Budgeted to purchase a fuel/lube truck body to place on an existing truck in the amount not to exceed \$100,000 from account 020.7192.

Road & Bridge - Budgeted to purchase three (3) motor graders in the amount not to exceed \$223,496 from account 020.7195.

COMPENSATION

Implementation of the step pay program at rates which place the Fire Department at 98% of the minimum industry placement effective June 21, 2020.

EMERGENCY SICK LEAVE BANK REQUESTS

Request transfer of 16 hours from ESLB to Employee #677054

Request transfer of 16 hours from ESLB to Employee #549394

EQUIPMENT TRANSFER

Transferring a 2001 John Deere 1200A Bunker Rake from Campbell County to Newcastle Babe Ruth.

LINE ITEM TRANSFERS

Transfer \$9,227 from 020.7085 District Support Grants to 020.7085.33 Graceland I&S

Transfer \$9,871 from 020.7085 District Support Grants to 020.7085.45 Rozet Ranchettes I&S

Transfer \$5,448 from 020.7085 District Support Grants to 020.7085.24 Stonegate I&S

POSITION VACANCY JUSTIFICATIONS

Fire Department – Fire Engineer (2 Positions)

Fire Department – Firefighter (2 Positions)

Library Board – Library Manager

Road & Bridge – Equipment Operator II (2 Positions)

Sheriff's Office – Detention Officer – Senior Detention Officer

HAND WARRANTS

Campbell County Clerk Tax Account

\$304,600.87
AMOUNT

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

Campbell County Parks & Recreation Activity Fund	31.00
Campbell County Treasurer – HSA/FLX	44,551.42
Campco Federal Credit	276.01
Circuit Court of Campbell County	587.50
Great West Trust Company	36,651.66
Wyoming Child Support	1,688.38
Wyoming Department of Workforce Services – W.C.	101,250.41
Circuit Court of Campbell County	55.00
Johnson County Sheriff	50.00

Office of County Commissioners
April 21, 2020
Gillette, Wyoming

The Campbell County Board of Commissioners met in regular session, Tuesday, April 21, 2020. Chairman Reardon called the meeting to order at 9:00 AM. Commissioner Shelstad led in prayer and Chairman Reardon led the Pledge of Allegiance.

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

The following consent agenda was presented:

MINUTES:

Board of Commissioners Regular Meeting, April 7, 2020

MONTHLY REPORTS:

Clerk of District Court – March 2020

County Clerk – March 2020

Sheriff's Office – March 2020

Sheriff's Office, Detention – March 2020

Treasurer's Office – March 2020

PAYROLL PAYMENTS:

March 31, 2020

April 4, 2020

CANCELLATION/REBATE OF TAXES:

#4099

CAPITAL REQUESTS:

Circuit Court – To pay the shipping charge for the approved six record storage racks in the amount of \$355.45 from Capital Contingency.

ITS – Purchase a Fluke Media Tester in the amount not to exceed \$21,000 from account 860.7211.

Public Works, Facilities Maintenance – Reallocate the amount budgeted for the Parking Garage Elevator Structure Repairs for Sewer Repairs; transfer \$150,000 from the Capital Account 083.7277.25 to Building Maintenance Account 481.6777.

EMERGENCY SICK LEAVE BANK (ESLB) DONATION:

Transfer 20 hours from Employee #568481 to ESLB Donation

Transfer 100 hours from Employee #103018 to ESLB Donation

Transfer 100 hours from Employee #552761 to ESLB Donation

EMERGENCY SICK LEAVE BANK (ESLB) REQUESTS:

Transfer 29.5 hours from ESLB to Employee #674013

Transfer 8.48 hours from ESLB to Employee #673862

Transfer 40 hours from ESLB to Employee #676238

Correction - Change the following ESLB Donations to ESLB Requests:

Transfer 80 hours from ESLB to Employee #677521

Transfer 52.23 hours from ESLB to Employee #594911

Transfer 100 hours from ESLB to Employee #224418

LINE ITEM TRANSFERS:

Extension Office - Transfer \$82.62 from 106.6281 Automobile to 106.7488 Misc Program Support; transfer \$571.49 from 106.6283 Meals and Lodging to 106.7488 Misc Program Support; transfer \$428.51 from 106.6283 Meals and Lodging to 106.6517.3 Conference/Seminar; transfer \$71.83 from 106.6517.4 Travel & Transportation to 106.7488 Misc Program Support; transfer \$100 from 104.6281 Automobile to 104.7488 Program Support; transfer \$62.41 from 104.6517.3 Conference/Seminar to 104.7488 Program Support; transfer \$38.43 from 104.6517.5 Meals and Lodging to 104.7488 Program Support; transfer \$497.50 from 103.6517.3 Conference/Seminar to 103.6517.4 Travel & Transportation; transfer \$750 from 102.6282 Airplane, Train, Bus to 102.7342 4-H Program Support; transfer \$500 from 101.6092 Advertising to 101.6762 Office Furniture; transfer \$400 from 101.6517.5 Meals and Lodging to 101.6762 Office Furniture; transfer \$330 from 101.6517.4 Travel & Transportation to 101.6762 Office Furniture; transfer \$200 from 101.6517.2 Staff Development to 101.6762 Office Furniture; transfer \$500 from 101.6321 Contract Labor to 101.6762 Office Furniture; transfer \$150 from 101.6281 Automobile to 101.6762 Office Furniture

Public Works - Transfer \$3,626 from 020.7085 District Support Grants to 020.7085.53 Fox Ridge I&S District; transfer \$2,875 from 020.7085 District Support Grants to 020.7085.20 Central Campbell County I&S District; transfer \$4,075 from 020.7085 District Support Grants to 020.7085.20 Central Campbell County I&S District; transfer \$1,800 from 020.7085 District Support Grants to 020.7085.23 Prairieview/Champion I&S District; transfer \$2,975 from 020.7085 District Support Grants to 020.7085.50 Means, Carter & N. Hannum I&S District; transfer \$2,683 from 020.7085 District Support Grants to 020.7085.26 Eight Mile I&S District; transfer \$1,700 from 020.7085 District Support Grants to 020.7085.47 Bennor Estates I&S District; transfer \$2,411 from 020.7085 District Support Grants to 020.7085.52 Box N Ranch Rd I&S District

OATH OF OFFICE:

Richard Weisheimer – Full-Time Assistant Public Defenders for Sixth Judicial District Appointment by Governor Mark Gordon

POSITION VACANCY JUSTIFICATIONS:

Airport – Airport Operations Technician I or II

SOCIAL MEDIA REQUESTS:

Clerk’s Office – Charity Stewart, Elections Coordinator

HAND WARRANTS:

	AMOUNT
Campbell County Clerk Tax Account	\$20,465.40
Campbell County Treasurer – FLX/HSA	3,787.49
Campco Federal Credit Union	950.00
Great West Trust Company	2,605.00
Campbell County Clerk Tax Account	302,949.60
Campbell County Park & Recreation Activity Fund	31.00
Campbell County Treasurer – FLX/HSA	46,905.42
Campco Federal Credit Union	276.01
Circuit Court of Campbell County	587.50
Great West Trust Company	36,711.66
Wyoming Child Support	1,688.38
IRS – Department of Treasury	433.00

State of Wyoming – Department of Revenue & Taxation 47.92
Campbell County Fire Department 840,080.81

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

Public comment was provided by Debbie Knutson, Vanda Cathey, Cody Callaway, Charity Crump of Crump Red Angus, Clark and Vicki Kissack, and Dana Worthen.

No transparency was provided.

Commissioner Bell stated the County Commissioners don't have authority to reopen private business in Campbell County.

Commissioner Bell moved to approve the funding request for the Gillette American Legion Post 42 Baseball in the amount not to exceed \$5,000 for facility improvements, as presented.
Commissioner Shelstad seconded the motion. All Voted-Aye. Carried.

Commissioner Bell moved to approve the Memorandum of Understanding between the Campbell County Sheriff's Office and the Campbell County School District for School Resource Officers, as presented. Commissioner Maul seconded the motion. All Voted-Aye. Carried.

Commissioner Shelstad moved to approve the Public Facilities Agreement between the Wyoming Department of Environmental Quality, Abandoned Mine Land Division and Campbell County, for AML Project 75, Southern Campbell County Arterial Road Reconstruction Project with an amount not to exceed \$1,797,750 or 90% of the project cost, as presented.
Commissioner Faber seconded the motion. All Voted-Aye. Carried.

Commissioner Maul moved to approve the District Support Grant Application for the Graceland Improvement and Service District in an amount not to exceed \$9,227 from the Optional One Percent Sales Tax fund for 4 inches of J-base limestone to cover 1,540 feet of Coal Dust Road and 4 inches of J-base limestone to cover 1,231 feet of Bull Riding Road, Gravel Road Priority 6, as recommended by the Campbell County Department of Public Works. Commissioner Shelstad seconded the motion. All Voted-Aye. Carried.

Commissioner Bell moved to approve the District Support Grant Application for the Rozet Ranchettes Improvement and Service District in an amount not to exceed \$9,871 from the Optional One Percent Sales Tax fund for placing 1,433 tons of crushed concrete/asphalt blend on 3,907 feet of Gold Buckle Place, Gravel Road Priority 6, as recommended by the Campbell County Department of Public Works. Commissioner Maul seconded the motion. All Voted-Aye. Carried.

Commissioner Shelstad moved to approve the District Support Grant Application for the Stonegate Improvement and Service District in an amount not to exceed \$5,448 from the Optional One Percent Sales Tax fund for 100 tons of W-base limestone, blading 4.75 miles of roadway, application of 76.3 tons of mag chloride dust control and reclaiming of 300 feet of asphalt pavement at Stone Trail/Force Road, Gravel Road Priority 6, as recommended by the

Campbell County Department of Public Works. Commissioner Maul seconded the motion. All Voted-Aye. Carried.

Commissioner Bell moved to approve the additional costs associated with the implementation of the Tyler Project and authorize the execution of all documents to complete the project, as presented. Commissioner Faber seconded the motion. All Voted-Aye. Carried.

Commissioner Bell moved to approve the Campbell County Compensation Community Recommendation Option 2 for Fiscal Year 2020-2021, as presented. Commissioner Shelstad seconded the motion. All Voted-Aye. Carried.

Commissioner Shelstad moved to approve the submission of the Temporary Assistance for Needy Families (TANF) Community Partnership Initiative (CPI) grant application, as presented. Commissioner Maul seconded the motion. All Voted-Aye. Carried.

Commissioner Bell moved to approve Resolution Number 2032.3 approving the hours of operation for the Campbell County North Landfill to normal, effective April 22, 2020, and for the Care Facility effective April 27, 2020, as presented. Commissioner Faber seconded the motion. All Voted-Aye. Carried.

Chairman Reardon stated Bell Nob Golf Course has operated appropriately and is working with Public Health to reopen in the same manner.

There being no further business to come before the Board of Commissioners, the meeting was adjourned at 11:35 AM. The next regular meeting of the Commissioners will be held Tuesday, May 5, 2020, at 9:00 AM in the Commissioners Chambers in the Courthouse.

Susan Saunders, County Clerk
Board of County Commissioners

DG Reardon, Chairman
Board of County Commissioners

In accordance with W.S. 18-3-516(f) the required County Notices of Publication are available on the County's Website at: www.ccgov.net

941 QUARTERLY TAX REPORT
1st QTR 2020

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

The State of Wyoming } ss.
County of Campbell }

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

County Clerk

By _____
Deputy

Form **941 for 2020: Employer's QUARTERLY Federal Tax Return**
 (Rev. January 2020) Department of the Treasury — Internal Revenue Service

950117
 OMB No. 1545-0029

Employer identification number (EIN) -

Name (not your trade name)

Trade name (if any)

Address
Number Street Suite or room number

City State ZIP code

Foreign country name Foreign province/county Foreign postal code

Report for this Quarter of 2020
 (Check one.)

1: January, February, March

2: April, May, June

3: July, August, September

4: October, November, December

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

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

Part 1: Answer these questions for this quarter.

1	Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3), or Dec. 12 (Quarter 4)	1	<input type="text" value="739"/>
2	Wages, tips, and other compensation	2	<input type="text" value="8,291,688"/> <input type="text" value="97"/>
3	Federal income tax withheld from wages, tips, and other compensation	3	<input type="text" value="865,657"/> <input type="text" value="89"/>
4	If no wages, tips, and other compensation are subject to social security or Medicare tax	<input type="checkbox"/> Check and go to line 6.	
		Column 1	Column 2
5a	Taxable social security wages	<input type="text" value="8,512,147"/> <input type="text" value="09"/> × 0.124 =	<input type="text" value="1,055,506"/> <input type="text" value="24"/>
5b	Taxable social security tips	<input type="text"/> × 0.124 =	<input type="text"/>
5c	Taxable Medicare wages & tips	<input type="text" value="8,512,147"/> <input type="text" value="09"/> × 0.029 =	<input type="text" value="246,852"/> <input type="text" value="27"/>
5d	Taxable wages & tips subject to Additional Medicare Tax withholding	<input type="text"/> × 0.009 =	<input type="text"/>
5e	Add Column 2 from lines 5a, 5b, 5c, and 5d	5e	<input type="text" value="1,302,358"/> <input type="text" value="51"/>
5f	Section 3121(q) Notice and Demand—Tax due on unreported tips (see instructions)	5f	<input type="text"/>
6	Total taxes before adjustments. Add lines 3, 5e, and 5f	6	<input type="text" value="2,168,016"/> <input type="text" value="40"/>
7	Current quarter's adjustment for fractions of cents	7	<input type="text" value="0"/> <input type="text" value="49"/>
8	Current quarter's adjustment for sick pay	8	<input type="text"/>
9	Current quarter's adjustments for tips and group-term life insurance	9	<input type="text"/>
10	Total taxes after adjustments. Combine lines 6 through 9	10	<input type="text" value="2,168,016"/> <input type="text" value="89"/>
11	Qualified small business payroll tax credit for increasing research activities. Attach Form 8974	11	<input type="text"/>
12	Total taxes after adjustments and credits. Subtract line 11 from line 10	12	<input type="text" value="2,168,016"/> <input type="text" value="89"/>
13	Total deposits for this quarter, including overpayment applied from a prior quarter and overpayments applied from Form 941-X, 941-X (PR), 944-X, or 944-X (SP) filed in the current quarter	13	<input type="text" value="2,168,016"/> <input type="text" value="89"/>
14	Balance due. If line 12 is more than line 13, enter the difference and see instructions	14	<input type="text" value="0"/> <input type="text" value="00"/>
15	Overpayment. If line 13 is more than line 12, enter the difference	<input type="text"/>	Check one: <input type="checkbox"/> Apply to next return. <input type="checkbox"/> Send a refund.

Name (not your trade name) County of Campbell	Employer identification number (EIN) 83-6000103
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Part 2: Tell us about your deposit schedule and tax liability for this quarter.

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

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

Tax liability: Month 1

Month 2

Month 3

Total liability for quarter Total must equal line 12.

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

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

- 17 If your business has closed or you stopped paying wages Check here, and enter the final date you paid wages .
- 18 If you are a seasonal employer and you don't have to file a return for every quarter of the year . . . Check here.

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

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

Yes. Designee's name and phone number

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

No.

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

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



Sign your name here

Susan F. Saunders

Print your name here

Susan F. Saunders

Print your title here

County Clerk

Date 4/17/2020

Best daytime phone (307) 682-7285

Paid Preparer Use Only

Check if you are self-employed

Preparer's name

PTIN

Preparer's signature

Date

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

EIN

Address

Phone

City State

ZIP code

Schedule B (Form 941):

960311

Report of Tax Liability for Semiweekly Schedule Depositors

OMB No. 1545-0029

(Rev. January 2017)

Department of the Treasury — Internal Revenue Service

Employer identification number (EIN) -

Name (not your trade name)

Calendar year (Also check quarter)

Report for this Quarter...
(Check one.)

1: January, February, March

2: April, May, June

3: July, August, September

4: October, November, December

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

Month 1

1	<input type="text" value=""/>	9	<input type="text" value=""/>	17	<input type="text" value=""/>	25	<input type="text" value=""/>
2	292,179 ■ 56	10	<input type="text" value=""/>	18	<input type="text" value=""/>	26	<input type="text" value=""/>
3	<input type="text" value=""/>	11	<input type="text" value=""/>	19	<input type="text" value=""/>	27	<input type="text" value=""/>
4	<input type="text" value=""/>	12	<input type="text" value=""/>	20	<input type="text" value=""/>	28	<input type="text" value=""/>
5	<input type="text" value=""/>	13	<input type="text" value=""/>	21	<input type="text" value=""/>	29	<input type="text" value=""/>
6	<input type="text" value=""/>	14	<input type="text" value=""/>	22	<input type="text" value=""/>	30	312,114 ■ 78
7	<input type="text" value=""/>	15	<input type="text" value=""/>	23	<input type="text" value=""/>	31	18,825 ■ 05
8	<input type="text" value=""/>	16	299,316 ■ 87	24	<input type="text" value=""/>		

Tax liability for Month 1

922,436 ■ 26

Month 2

1	<input type="text" value=""/>	9	<input type="text" value=""/>	17	<input type="text" value=""/>	25	<input type="text" value=""/>
2	<input type="text" value=""/>	10	<input type="text" value=""/>	18	<input type="text" value=""/>	26	<input type="text" value=""/>
3	<input type="text" value=""/>	11	<input type="text" value=""/>	19	<input type="text" value=""/>	27	297,041 ■ 78
4	<input type="text" value=""/>	12	<input type="text" value=""/>	20	<input type="text" value=""/>	28	19,142 ■ 39
5	<input type="text" value=""/>	13	299,005 ■ 23	21	<input type="text" value=""/>	29	<input type="text" value=""/>
6	<input type="text" value=""/>	14	<input type="text" value=""/>	22	<input type="text" value=""/>	30	<input type="text" value=""/>
7	<input type="text" value=""/>	15	<input type="text" value=""/>	23	<input type="text" value=""/>	31	<input type="text" value=""/>
8	<input type="text" value=""/>	16	<input type="text" value=""/>	24	<input type="text" value=""/>		

Tax liability for Month 2

615,189 ■ 40

Month 3

1	<input type="text" value=""/>	9	<input type="text" value=""/>	17	<input type="text" value=""/>	25	<input type="text" value=""/>
2	<input type="text" value=""/>	10	<input type="text" value=""/>	18	<input type="text" value=""/>	26	304,439 ■ 90
3	<input type="text" value=""/>	11	<input type="text" value=""/>	19	<input type="text" value=""/>	27	<input type="text" value=""/>
4	<input type="text" value=""/>	12	305,485 ■ 93	20	<input type="text" value=""/>	28	<input type="text" value=""/>
5	<input type="text" value=""/>	13	<input type="text" value=""/>	21	<input type="text" value=""/>	29	<input type="text" value=""/>
6	<input type="text" value=""/>	14	<input type="text" value=""/>	22	<input type="text" value=""/>	30	<input type="text" value=""/>
7	<input type="text" value=""/>	15	<input type="text" value=""/>	23	<input type="text" value=""/>	31	20,465 ■ 40
8	<input type="text" value=""/>	16	<input type="text" value=""/>	24	<input type="text" value=""/>		

Tax liability for Month 3

630,391 ■ 23

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

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

Total liability for the quarter

2,168,016 ■ 89

WORKER'S COMP REPORT
1st QTR 2020

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

The State of Wyoming } ss.
County of Campbell }

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

County Clerk

By _____
Deputy

Voucher Receipt

Thanks for using WYUI, Wyoming UI System. Please print this page and mail it with your Payment.

Print Instruction :

1. Press Ctrl + P on your keyboard. A popup window will appear. If it does not, please enable popups.
2. Click Print to print the voucher receipt.
Or
3. Click Cancel to abort.

Employer Account Number 09-81685-0-03
 Employer Name CAMPBELL COUNTY
 Voucher Id 73412
 Total Payment Amount (\$) 101250.41

Make Check Payable To:

Department of Workforce Services
 P O Box 2648
 Casper, WY 82602.

Notice to Employer:

Interest accrues on a Daily basis.

If there is an outstanding amount for the Interest Assessment, the payment will be applied to this amount first or in accordance with Division procedures.

Workers Compensation(WC) Details:	
Workers Compensation Account Number(WCAN):	Workers Compensation Payment Amount(\$):
000003111	101250.41

Total Payment Amount (UI+WC):	101250.41
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[Home](#)

Contribution and Wage Report Confirmation

Employer Account Number(EAN)	09-81685-0-03
Employer Name	CAMPBELL COUNTY
CDS Vendor Name	N/A
Trade Name/Client Name	CAMPBELL COUNTY
Submitted By	Amanda M Milnes
Quarter/Year	1/2020
Report Type	Original
Effective Period	01/01/2020 to 03/31/2020
Current Workers' Compensation Account Number	000003111

NOTE: Workers' Compensation premium may change in future, contact Workers' Compensation Division for the correct amount to be paid if not paid now.

The Contribution and Wage Report has been submitted for 1/2020, on 04/28/2020 09:09 AM. It is recommended to retain a copy for your records. To print a copy , select to print [Print Contribution Report Summary](#). If you want to keep a list of the worker wage detail select to [Print Wage Report](#) . If a payment is due, click on Make Online Payment button.

To file another tax report, select [File Another Tax/Wage Report](#).

[Home](#)

[Make Online Payment/Print Payment Voucher](#)

File Contribution and Wage Report Verification

Employer Account Number(EAN) 09-81685-0-03
 Employer Name CAMPBELL COUNTY
 CDS Vendor Name N/A
 Trade Name/Client Name CAMPBELL COUNTY
 Submitted By Amanda M Milnes
 Quarter/Year 1/2020
 Report Type Original
 Effective Period 01/01/2020 to 03/31/2020
 This Report is Due By April 30, 2020
 Current Workers' Compensation Account Number 000003111

The number of covered workers who worked or received pay for the period:

Jan 12th 2020	Feb 12th 2020	Mar 12th 2020
618	606	597

NOTE: You have reported 1807 workers and due to the large number, the wages will not be available immediately in WyUI and the Wages Paid in Excess of \$26400.00 may not be correct. Verify the Wages Paid in Excess of \$26400.00 and select the Recalculate button. The wage detail for this report will be processed and available in WyUI after 8:00am tomorrow.

Total UI Wages Paid \$8,525,169.45
 UI Wages Paid in Excess of \$26,400 \$ 52,501.45 [Recalculate](#)
 Taxable Wages \$8,472,668.00
 UI Contribution Rate .00000
 Contribution Due \$0.00
 Interest @ 2% If Paid after : \$0.00
 04/30/2020
Total Amount Due for the Reporting Qtr \$0.00

NAICS/Class Code	Workers' Compensation Number of Employees	Total WC Wages(\$)	Premium Rate	Workers' Compensation Premium Due
000010R	189	\$1870290.56	0.002300	\$4301.67
950000V	144	\$55080.00	0.014000	\$771.12
950000R	649	\$6869830.16	0.014000	\$96177.62
Totals:	982	\$8795200.72		
Total Workers' Compensation Premium Due for the Report Qtr:				\$101250.41

Workers' Compensation Interest @ 1% If Paid after 04/30/2020: \$0.00
 Workers' Compensation Late Filing Penalty (after 30 days past Report Due Date): \$0.00
Total Workers' Compensation Amount Due for the Report Qtr: \$101250.41

NOTE: WC Premium may change in the future, contact Workers' Compensation division for the correct amount to be paid if not paid now.

Contribution and Wage Report Yearly Summary

Employer Account Number	09-81685-0-03
Employer Name	CAMPBELL COUNTY
CDS Vendor Name	N/A
Trade Name/Client Name	CAMPBELL COUNTY
Unit Status	ACTV
Status Effective Date	01/01/1993
Current Contribution Rate	0.000%
Current Workers' Compensation Account Number	000003111

Summary	1/2020	2/2020	3/2020	4/2020	Total 2020
UI Wages (\$)					
Total	8,525,169.45				8,525,169.45
UI Wages Paid in Excess of \$26,400	52,501.45				52,501.45
Taxable	8,472,668.00				8,472,668.00
UI Due (\$)					
Contributions	0.00				0.00
Contribution Interest	0.00				0.00
Others	0.00				0.00
Total Due	0.00				0.00
UI Paid (\$)					
Contributions	0.00				0.00
Contribution Interest	0.00				0.00
Others	0.00				0.00
Total Paid	0.00				0.00
UI Balance (\$)					
Contributions	0.00				0.00
Contribution Interest	0.00				0.00
Others	0.00				0.00
Total Balance	0.00				0.00
Workers' Compensation Wages (\$)					
Total Workers' Compensation Wages	8,795,200.72				8,795,200.72
Workers' Compensation Due (\$)					
Premium	101,250.41				101,250.41
Premium Interest	0.00				0.00
Late Filing Penalty	0.00				0.00
Workers' Compensation Amount Due	101,250.41				101,250.41
Workers' Compensation Account Number	000003111				
	Contribution Reports	Contribution Reports	Contribution Reports	Contribution Reports	
	Detailed Wages	Detailed Wages	Detailed Wages	Detailed Wages	

NOTE: Select the Current Account Balance link to see any pending credit amounts.

[Current Account Balance](#) | [Payments](#) | [Reports Due](#)

Back

PAYROLL PAYMENT

FOR THE PAY PERIOD (s) ENDING

April 18, 2020

April 30, 2020

_____, _____

We do hereby approve the County Payroll as presented this 5th day of May, 2020

Member

Member

Member

Member

Chairman

CAMPBELL COUNTY
Request for Change of Capital Purchase

Agency Requesting Change: Road & Bridge _____

Description of Original Purchase Item: Used fuel/lube truck _____

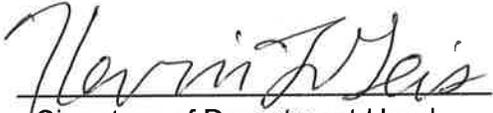
Description of New Purchase Item: Fuel/lube truck body _____

Account Number: 020,7192 _____

Reason for Change: We have been having difficulty finding a used lube/fuel truck that meets our needs and is in good shape. Our existing truck is good, just the fuel/lube body is poor. By getting a new/fuel lube body that meets our needs and putting on our existing truck we will be meeting our needs and will have a known truck. _____

Do you intend to purchase the original capital item later this fiscal year? X yes no

If yes, how do you plan to fund the purchase? Current budgeted funds. _____



Signature of Department Head

4-21-2020

Date

Approved _____ Disapproved _____

County Commissioner

Date

Reason for Disapproval _____

ROUTING:

Originating Department: Complete and submit to Commissioners

Commissioners Office: Review and return to original to requesting Department; Copy to Budget Officer; Copy to File

CAMPBELL COUNTY
Request for Change of Capital Purchase

Agency Requesting Change: Road & Bridge _____

Description of Original Purchase Item: 2 Motorgraders _____

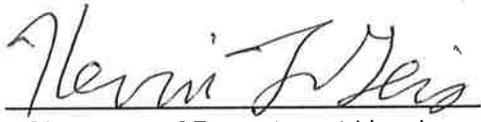
Description of New Purchase Item: 3 Motorgraders _____

Account Number: 020.7195

Reason for Change: With current government pricing, incentives and favorable trade values, we would be able to purchase 3 motor graders _____

Do you intend to purchase the original capital item later this fiscal year? X yes no

If yes, how do you plan to fund the purchase? Current budgeted funds. Possibly from money remaining from other capital purchases if needed/available. _____



Signature of Department Head

4-21-2020

Date

Approved _____ Disapproved _____

County Commissioner

Date

Reason for Disapproval _____

ROUTING:
Originating Department: Complete and submit to Commissioners
Commissioners Office: Review and return to original to requesting Department; Copy to Budget Officer; Copy to File

Emergency Sick Leave Bank Request

TO: Campbell County Board of Commissioners

Requesting Department: Public Works

DATE: 22 Apr 2020

Please consider this request to transfer up to 16 hours of accrued sick leave. No single donation should exceed 100 hrs.

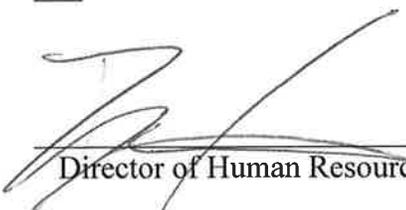
To: 677054

From: ESLB

Employee Number



Department Head Approval



Director of Human Resources

For Commission Office Use Only:

Date - Board of Commissioner Action: _____

Approved _____ Disapproved _____ Pending _____

Routing: Requesting Department: Complete & print form, obtain applicable signatures then forward to HR; HR Department: Review & approve, create copy for file and requesting department indicating the date of Commissioner meeting, forward original to Commissioners for inclusion on consent agenda; Commissioners: include on consent agenda, after Commissioner meeting action file original; Payroll: After approval record transfer from Commissioners meeting minutes; Requesting Department: Check outcome from Commissioners meeting minutes.

For Payroll/HR Only:

Date Used: _____

Employee Number (Requesting employee): _____

Hours Utilized: _____

Emergency Sick Leave Bank Request

18

TO: Campbell County Board of Commissioners

Requesting Department: Public Works

DATE: 28 Apr 2020

Please consider this request to transfer up to 16 hours of accrued sick leave. No single donation should exceed 100 hrs.

To: 549394 From: ESLB
Employee Number


Department Head Approval


Director of Human Resources

For Commission Office Use Only:

Date - Board of Commissioner Action: _____

Approved _____ Disapproved _____ Pending _____

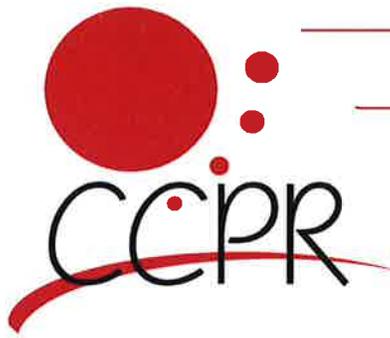
Routing: Requesting Department: Complete & print form, obtain applicable signatures then forward to HR; HR Department: Review & approve, create copy for file and requesting department indicating the date of Commissioner meeting, forward original to Commissioners for inclusion on consent agenda; Commissioners: include on consent agenda, after Commissioner meeting action file original; Payroll: After approval record transfer from Commissioners meeting minutes; Requesting Department: Check outcome from Commissioners meeting minutes.

For Payroll/HR Only:

Date Used: _____

Employee Number (Requesting employee): _____

Hours Utilized: _____



RICK MANSUR • EXECUTIVE DIRECTOR

250 SHOSHONE AVENUE • GILLETTE, WY 82718
PHONE: 307-682-7406 • FAX 307-682-7050
HOME PAGE: www.ccpd.com

April 6, 2020

MEMORANDUM

TO: Campbell County Board of Commissioners

FROM: Kevin Geer, Parks Superintendent

RE: Equipment Transfer

This spring, Newcastle Babe Ruth reached out to see if we had a ballfield groomer that we could possibly donate. As we have purchased a new ballfield groomer during the 2019-2020 budget year, we currently have an old ballfield groomer that was going to auction. This piece of equipment would fit their needs to care for their ballfields.

I would ask to transfer this former parks equipment to the Newcastle Babe Ruth organization.

Equipment Information: 2001 John Deere 1200A Bunker Rake

VIN # TC1200A120111

Former Asset # 20648

ASSIGNMENT OF INTEREST and RELEASE

KNOW ALL MEN BY THESE PRESENTS:

That Campbell County Government, by and through its Board of Commissioners, 500 S. Gillette Ave., Ste. 1100, Gillette, Wyoming 82716, does hereby grant, transfer and convey unto Newcastle Babe Ruth, all its right, title and interest in and to the following goods and chattels:

Vehicle Make / Model
2001 John Deere / 1200A Bunker Rake
VIN # TC1200A120111

To have and to hold the above described goods and chattels for its own use forever.

The goods and chattels conveyed herein are transferred "as is" and "where is" with no warranties, express or implied and disclaims any warranty of merchantability or fitness for a particular purpose.

DATED THIS DAY: 21st of April, 2020.

CAMPBELL COUNTY, WYOMING

By: _____

D.G. Reardon, Chairman

By signing below, I acknowledge receipt of the above referenced equipment in "as is" condition and release and waive Campbell County, Wyoming, from any cost or liability with regard to the motor vehicle by

_____ Dated: _____

Name of Recipient



OFFICE

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

TO: Board of Commissioners
FROM: Wendy Balo, Public Works
DATE: 04/28/20
SUBJECT: Line Item Transfer Request

Please make the following line item transfers:

Transfer From:			Transfer To:	
Amount	Account #	Account Name	Account #	Account Name
\$9,227	020.7085	District Support Grants	020.7085.33	Graceland I&S

Explanation: Applying 4" J-base to Coal Dust Rd and Bull Riding Dr



OFFICE

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

TO: Board of Commissioners
FROM: Wendy Balo, Public Works
DATE: 04/28/20
SUBJECT: Line Item Transfer Request

Please make the following line item transfers:

Transfer From:			Transfer To:	
Amount	Account #	Account Name	Account #	Account Name
\$9,871.00	020.7085	District Support Grants	020.7085.45	Rozet Ranchettes I&S

Explanation: Applying crushed asphalt / concrete blend on Gold Buckle Place



OFFICE

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

TO: Board of Commissioners
FROM: Wendy Balo, Public Works
DATE: 04/28/20
SUBJECT: Line Item Transfer Request

Please make the following line item transfers:

Transfer From:			Transfer To:	
Amount	Account #	Account Name	Account #	Account Name
\$5,448	020.7085	District Support Grants	020.7085.24	Stonegate I&S

Explanation: Applying Mag Chloride and Road Maintenance

2020 - 031 2020 - 032

Position Vacancy Justification

Department:	CCFD	Date:	4/21/2020		
Position Title:	Fire - Engineer (2 Positions)				
Classification Band / Range:	FD2	Budgeted Salary of Incumbent:	\$67,053.48		
Salary Range:	Step 1 \$63,830.79	Mid	Step 6 \$72,218.68		
Justification for Hiring Position:	We have two open positions due to retirement & one left for other employment				
Termed Incumbent:	<div style="background-color: black; width: 200px; height: 20px; margin: 0 auto;"></div>				
Position Originated:					
Funding Source for Position:	County: Yes/No	State: Yes/No	Federal: Yes/No	Other: Yes/No	Explain Other: City of Gillette/Town of Wright
Status Code:	Full-Time Yes/No	Part-Time Yes/No	Number of Annual Hours:		2756
Reason for Vacancy:	Replacement due to Termination: X		Replacement due to Retirement: X		New Position:
Existing Budgeted Position:	Yes or No				
Benefit Eligible:	Yes or No				
Department Head Signature & Date	<i>J. Bender</i> 4-27-20				
Commissioner Approval & Date:					

JC 4/28/2020

2020-030

Position Vacancy Justification

Department:	CCFD	Date:	4/21/2020		
Position Title:	Firefighter (2 Potential Positions)				
Classification Band / Range:	FD1	Budgeted Salary of Incumbent:	\$50,048.96		
Salary Range:	Step 1 \$50,037.68	Mid	Step 10 \$62,490.21		
Justification for Hiring Position:	These positions may be available due to internal promotions to Engineer.				
Termed Incumbent:					
Position Originated:					
Funding Source for Position:	County: Yes/No	State: Yes/No	Federal: Yes/No	Other: Yes/No	Explain Other: City of Gillette/Town of Wright
Status Code:	Full-Time Yes/No	Part-Time Yes/No	Number of Annual Hours:		2756
Reason for Vacancy:	Replacement due to Termination: X	Replacement due to Retirement: X	New Position:		
Existing Budgeted Position:	Yes or No				
Benefit Eligible:	Yes or No				
Department Head Signature & Date	<i>J. Bender</i> 4-27-20				
Commissioner Approval & Date:					

J. Bender 4/28/2020

2020-029

POSITION VACANCY JUSTIFICATION

Department:	Library Board	Date:	4/23/2020		
Position Title: Library Manager					
Classification Band:	27	Current Salary:	\$59,362.45		
Salary Range: 61					
Minimum:	\$50,731.20	Mid-Point:	\$60,881.60	Maximum:	\$71,011.20
Position Justification: : In addition to providing highly responsible assistance to the library executive director, this position is essential to the management, direction and supervision of the Administrative Services Department; this position implements major library projects, is highly involved in library-specific technology, and is vital to the successful implementation of the Tyler financial project.					
Termed incumbent: [REDACTED]					
Position Originated:					
Funding Source for Position:	County	<input checked="" type="checkbox"/>		State	
	Federal			Other	(Please explain)
Classification:	Full Time	<input checked="" type="checkbox"/>	Part Time		Number of Hours
	Exempt	<input checked="" type="checkbox"/>	Non-Exempt		
Reason for Vacancy:	Resigned	<input checked="" type="checkbox"/>	Terminated		New Hire
	Exempt	<input checked="" type="checkbox"/>	Non-Exempt		
Existing Budgeted Position:	Yes	<input checked="" type="checkbox"/>	No		If No, Please explain:
Benefit Eligible:	Yes	<input checked="" type="checkbox"/>	No		Please explain:
Department Head Signature:	<i>Jenni Lesley</i>			4/23/20	
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.

JL 4/23/2020

2020-033

Position Vacancy Justification

Department:	Road & Bridge			Date:	04/27/2020
Position Title:	Equipment Operator II				
Classification Band / Range:	49/22	Current Salary of Incumbent:	\$24.78 per hour		
Salary Range:	Min \$18.15	Mid \$21.77			
Justification for Hiring Position:					
Termed Incumbent:	[REDACTED]				
Position Originated:					
Funding Source for Position:	County: Yes	State: No	Federal: No	Other: No	Explain Other:
Status Code:	Full-Time Yes	Part-Time Yes	Number of Annual Hours:	2,080	
Reason for Vacancy:	Replacement due to Termination: Yes		Replacement due to Retirement:	New Position:	
Existing Budgeted Position:	Yes				
Benefit Eligible:	Yes				
Department Head Signature & Date	<i>Vernon Heis</i> 4-27-2020				
Commissioner Approval & Date:					

[Signature]
4/27/2020

2020-035

Position Vacancy Justification

Department:	Road & Bridge				Date:	04/29/2020
Position Title:	Equipment Operator II					
Classification Band / Range:	49/22	Current Salary of Incumbent:		\$22.21 per hour		
Salary Range:	Min	Mid	21.77			
Justification for Hiring Position:						
Termed Incumbent:						
Position Originated:						
Funding Source for Position:	County: Yes	State: No	Federal: No	Other: No	Explain Other:	
Status Code:	Full-Time Yes	Part-Time Yes	Number of Annual Hours:		2,080	
Reason for Vacancy:	Replacement due to Termination: Yes		Replacement due to Retirement:		New Position:	
Existing Budgeted Position:	Yes					
Benefit Eligible:	Yes					
Department Head Signature & Date	<i>Nevin Weiss 4-28-2020</i>					
Commissioner Approval & Date:						

[Signature]
4/29/2020

Position Vacancy Justification

Department:	Sheriff's Office	Date:	4/28/2020		
Position Title:	Detention Officer – Senior Detention Officer				
Classification Band / Range:	S01 - S02	Current Salary of Incumbent:			
Salary Range:	Min \$24.48	Mid	Max \$35.45		
Justification for Hiring Position:	We are requesting to fill the two new School Resource Officer positions that were approved for next fiscal year now to allow for training replacement officers. We will use available unexpended funds within our budget to cover the cost for this fiscal year.				
Termed Incumbent:	New Positions				
Position Originated:	MOU with School District for fiscal year 2020-2021				
Funding Source for Position:	County: Yes 30%	State:	Federal:	Other: School District 70%	Explain Other:
Status Code:	Full-Time Yes	Part-Time	Number of Annual Hours:	2080	
Reason for Vacancy:	Replacement due to Termination:	Replacement due to Retirement:	New Position: X		
Existing Budgeted Position:	MOU with School District for fiscal year 2020-2021				
Benefit Eligible:	Yes				
Department Head Signature & Date	<i>US [Signature] Reynolds 17-2 4-28-2020</i>				
Commissioner Approval & Date:					

[Signature] 4/28/2020

The following page(s) contain the backup material for Agenda Item: [9:20 National Day of Prayer Proclamation](#)

National Day of Prayer 2020

Resolution #2035

WHEREAS, the history of our nation is indelibly marked with the role that prayer has played in the lives of individual Americans and indeed the United States as a whole; and

WHEREAS, our greatest leaders have always turned to prayer in times of crisis; and

WHEREAS, we acknowledge that prayer is a profoundly personal experience. How it finds expression depends on our individual dispositions, as well as on our religious convictions; and

WHEREAS, the virtues of prayer have a common bond, our hope and aspirations; our sorrows and fears; and most profound remorse and renewed resolve; our thanks and joyful praise; and most importantly our love, all turned toward God; and

WHEREAS, we join with our President and Governors of the United States and invite all citizens of Campbell County to join us in earnest prayer for our Nation and our State.

NOW, THEREFORE, BE IT RESOLVED that the Campbell County Board of Commissioners do hereby proclaim May 7, 2020 as "National Day of Prayer." This year's theme is Pray God's Glory Across the Earth, which is based on Habakkuk 2:14, and reminds us that his promise "*For the earth will be filled with the knowledge of the glory of the Lord as the waters cover the sea.*" is for us today. In observance of the 69th National Day of Prayer, we encourage our fellow citizens to join in prayer, asking that God's light may illuminate the minds and hearts of our people and our leaders, so that we may meet the challenges that lie before us with courage, wisdom and justice.

RESOLVED this 5th day of May 2020.

BOARD OF COUNTY COMMISSIONERS

CAMPBELL COUNTY, WYOMING

D.G. Reardon, Chairman

Rusty Bell

Bob Maul

Del Shelstad

Colleen Faber

ATTEST: _____
Susan F. Saunders, County Clerk

The following page(s) contain the backup material for Agenda Item: [9:25 Early Head Start Continuation Grant Application](#)



Children's
Developmental
Services of CAMPBELL
COUNTY

Children's Developmental Services of Campbell County

· Early Childhood
· Region XIII PDDS
· Early Head Start

1801 South 4-J Road
Gillette, WY 82718

phone 307.682.2392

fax 307.682.8463

<http://www.ccgov.net/cds>

April 24, 2020

Jeffery S. Newton
Regional Grants Officer
Office of Grants Management, Region VIII
Administration for Children and Families
999 18th Street
South Terrace; Suite 499
Denver, Colorado 80202

Dear Mr. Newton,

Please find enclosed our Standard Form (SF) 424, Application for Federal Assistance, and SF-424B, Assurances Non-Construction Programs, for our Early Head Start Program from the Children's Developmental Services of Campbell County.

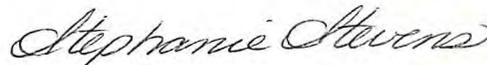
We are requesting funds in the amount of \$329,859 in federal dollars and \$82,465 in applicant dollars for a total request of \$412,324 for 12-month operational costs for September 1, 2020 through August 31, 2021. This program serves 36 infants, toddlers, and pregnant women who meet the Early Head Start criteria.

Thank you for support of our program.

Sincerely,



Robert Tranas
Executive Director



Stephanie Stevens
Early Head Start Coordinator



Campbell County
w y o m i n g



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Compendium of Required Certifications and Assurances (424 B)	Page 8
Continuation Application	
Section I Program Design and Approach to Service Delivery	Page 14
Sub-Section A: Goals	Page 14
Sub-Section B: Service Delivery	Page 23
Sub-Section C: Governance, Organizational, and Management Structures	Page 30
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Organizational Chart	Page 54
Training and Technical Assistance Plan	Page 55
Cost Allocation	Page 60
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Documentation of Policy Council Approval of Grant Application	Page 69
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Certification of Early Head State Administrative Costs	Page 71
Certificate of Exemption from Wyoming Sales Tax	Page 72
Address Information Form	Page 73

Project Summary

Children's Developmental Services of Campbell County (CDS-CC) has established the Early Head Start (EHS) Program in Campbell County Wyoming for 36 low-income/at-risk infants, toddlers and pregnant women to build strong families and a foundation for School Readiness. Through the Community Assessment; poverty, accessible and affordable health and mental health care, substance abuse, family violence, child neglect, and isolation are characteristics of the at-risk population that have been identified in Campbell County. These characteristics substantiate the need for this program that started in September 1999. Long range goals, short term objectives, and expected outcomes have been developed for this program. Beginning with pregnancy and continuing until age three, the CDS-CC Early Head Start Program will provide a home-based program option. Families will receive weekly one and one half (1-1/2) hour home visits a minimum of 48 times a year. Group socializations are offered a minimum of 24 times a year for two-hour sessions. Group socializations provide support, information, and "hands on" parent/child interactive activities. Home visits support the family as the child's primary teacher and will be facilitated in their provision of an optimal environment.

Special emphasis will be placed on assisting parents as they work towards self-sufficiency, fostering parental and extended family member's involvement, assuring family wellness through emotional security and safety, and ensuring children are ready for school.

Five full-time personnel conduct the EHS program. Current CDS-CC personnel will contribute time and resources in supporting the program's staff and families. Community awareness and collaboration will be emphasized throughout the project.

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text"/>	4. Applicant Identifier: <input type="text" value="08CH011225"/>	
5a. Federal Entity Identifier: <input type="text" value="N/A"/>	5b. Federal Award Identifier: <input type="text" value="08CH011225"/>	
State Use Only:		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
8. APPLICANT INFORMATION:		
* a. Legal Name: <input type="text" value="CAMPBELL, COUNTY OF"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="836000103"/>	* c. Organizational DUNS: <input type="text" value="071413140"/>	
d. Address:		
* Street1: <input type="text" value="1801 S 4J Rd"/>	Street2: <input type="text"/>	
* City: <input type="text" value="Gillette"/>	County/Parish: <input type="text" value="Campbell County"/>	
* State: <input type="text" value="WY: Wyoming"/>	Province: <input type="text"/>	
* Country: <input type="text" value="USA: UNITED STATES"/>	* Zip / Postal Code: <input type="text" value="82718-5201"/>	
e. Organizational Unit:		
Department Name: <input type="text"/>	Division Name: <input type="text"/>	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: <input type="text" value="Mr."/>	* First Name: <input type="text" value="Robert"/>	
Middle Name: <input type="text"/>	* Last Name: <input type="text" value="Tranas"/>	
Suffix: <input type="text"/>	Title: <input type="text" value="Executive Director"/>	
Organizational Affiliation: <input type="text"/>		
* Telephone Number: <input type="text" value="(307) 682-2392"/>	Fax Number: <input type="text"/>	
* Email: <input type="text" value="RJT70@ccgov.net"/>		

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

ACF-Head Start

11. Catalog of Federal Domestic Assistance Number:

93.600

CFDA Title:

Head Start

*** 12. Funding Opportunity Number:**

eGrants-N/A

* Title:

N/A

13. Competition Identification Number:

Not Applicable

Title:

Not Applicable

14. Areas Affected by Project (Cities, Counties, States, etc.):

Campbell County - WY including the cities o

*** 15. Descriptive Title of Applicant's Project:**

Early Head Start

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="329,859"/>
* b. Applicant	<input type="text" value="82,465"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text" value="0"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="412,324"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 02/28/2022

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Early Head Start: Program Operations	93.600	\$ <input type="text"/>	\$ <input type="text"/>	\$ 319,859	\$ 82,465	\$ 402,324
2. Early Head Start: TTA	93.600	<input type="text"/>	<input type="text"/>	10,000	0	10,000
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. Totals		\$ 0	\$ 0	\$ 329,859	\$ 82,465	\$ 412,324

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) Early Head Start: Program Operations	(2) Early Head Start: TTA	(3)	(4)	
a. Personnel	\$ 202,133	\$ 0	\$	\$	\$ 202,133
b. Fringe Benefits	95,709	0			95,709
c. Travel	0	3,000			3,000
d. Equipment	0	0			0
e. Supplies	3,775	0			3,775
f. Contractual	0	0			0
g. Construction	0	0			0
h. Other	18,242	7,000			25,242
i. Total Direct Charges (sum of 6a-6h)	319,859	10,000			\$ 329,859
j. Indirect Charges	0	0			\$ 0
k. TOTALS (sum of 6i and 6j)	\$ 319,859	\$ 10,000	\$	\$	\$ 329,859
7. Program Income	\$	\$	\$	\$	\$

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SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program		(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	Early Head Start: Program Operations	\$ 82,465	\$	\$	\$ 82,465
9.	Early Head Start: TTA				0
10.					
11.					
12. TOTAL (sum of lines 8-11)		\$ 82,465	\$ 0	\$ 0	\$ 82,465

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 329,859	\$ 103,081	\$ 103,081	\$ 103,081	\$ 20,616
14. Non-Federal	\$ 82,465			0	82,465
15. TOTAL (sum of lines 13 and 14)	\$ 412,324	\$ 103,081	\$ 103,081	\$ 103,081	\$ 103,081

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program		FUTURE FUNDING PERIODS (YEARS)			
		(b) First	(c) Second	(d) Third	(e) Fourth
16.		\$	\$	\$	\$
17.					
18.					
19.					
20. TOTAL (sum of lines 16 - 19)		\$	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges:		22. Indirect Charges:	
23. Remarks:			

**U.S. DEPARTMENT OF HEALTH AND HUMAN
SERVICES COMPENDIUM OF REQUIRED
CERTIFICATIONS AND ASSURANCES**

Office of Head Start

Updated July 29, 2014

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES COMPENDIUM OF REQUIRED CERTIFICATIONS AND ASSURANCE

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U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES COMPENDIUM OF REQUIRED CERTIFICATIONS AND ASSURANCE

SF424B Assurances – Non-Construction Programs

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES COMPENDIUM OF REQUIRED CERTIFICATIONS AND ASSURANCE

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES COMPENDIUM OF REQUIRED CERTIFICATIONS AND ASSURANCE

Certification Regarding Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Regarding Compliance with Compensation Cap (Level II of the Executive Schedule)

Federal funds will not be used to pay any part of the compensation of an individual employed by a Head Start and/or Early Head Start agency if that individual's compensation exceeds the rate payable for Level II of the Executive Schedule.

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES COMPENDIUM OF REQUIRED CERTIFICATIONS AND ASSURANCE

Certification of Filing and Payment of Federal Taxes

As required by the Departments of Labor, Health and Human Services, and Education and Related Agencies Appropriation Act, 2008 (Public Law 110-161, Division G, Title V, section 523), as a prospective financial assistance recipient entering into a grant or cooperative agreement of more than \$5,000,000, I, as the duly authorized representative of the applicant, do hereby certify to the best of my knowledge and belief, that:

1. The applicant has filed all Federal tax returns required during the three years preceding this certification
2. The applicant has not been convicted of a criminal offense pursuant to the Internal Revenue Code of 1986 (U.S. Code - Title 26, Internal Revenue Code)
3. The applicant has not, more than 90 days prior to this certification, been notified of any unpaid Federal tax assessment for which the liability remains unsatisfied, unless the assessment is the subject of an installment agreement or offer in compromise that has been approved by the Internal Revenue Service and is not in default, or the assessment is the subject of a non-frivolous administrative or judicial proceeding.

Submission Statement

<p>21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)</p> <p><input type="checkbox"/> ** I AGREE</p> <p>** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.</p>	
Authorized Representative:	
Prefix:	Mr. <input type="text"/> * First Name: <input type="text"/> DG
Middle Name:	<input type="text"/>
* Last Name:	<input type="text"/> Reardon
Suffix:	<input type="text"/>
* Title:	<input type="text"/> CDS County Comissioner, Chairman
* Telephone Number:	<input type="text"/> (307) 682-7283 Fax Number: <input type="text"/>
* Email:	<input type="text"/> DGR01@ccgov.net
* Signature of Authorized Representative:	<input type="text"/> * Date Signed: <input type="text"/>
* Submitted by:	<input type="text"/> Date Submitted: <input type="text"/>

SECTION I - Program Design and Approach to Service Delivery

Sub-Section A: Program Goals, Measurable Objectives, and Expected Outcomes

1. *Additions, deletions, or revisions to Program Goals, Measurable Objectives, and Expected Outcomes that have occurred since last year's application.*

The program's long-range goals, short term objectives, and expected outcomes were established through the organization's strategic planning; including on-going analysis of program data and Community Assessment results. The program goals were developed to compliment and support the program's School Readiness Goals, the Head Start Program Performance Standards and the Office of Head Start/Early Head Start priorities. Progress on these short term (Year 1) objectives is identified below. There are no proposed updates or changes to the program goals, objectives or expected outcomes.

2. *For each Program Goal:*
 - a. *Demonstrate your Progress/Outcomes this year toward meeting your Measurable Objectives and Expected Outcomes*
 - b. *Describe any Challenges in achieving progress towards Expected Outcomes and how your program is working to address those Challenges*

The following describes the progress, outcomes, and challenges for the program goals and measurable objectives during year one:

Goal 1: School Readiness – Early Head Start will promote the value of every child by providing comprehensive, quality services to all children and families in order for them to achieve their fullest potential.	
Objective 1a: All enrolled children will make progress towards School Readiness Goals with a minimum of 85% of children meeting or exceeding age level expectations in each area of development as demonstrated by improved child outcomes in all five domains of the Head Start Early Learning Outcomes Framework (Approaches to Learning; Social and Emotional Development; Language and Literacy; Cognition, Perceptual, Motor, and Physical Development).	
Progress/Outcomes	Challenges
The School Readiness Goals for the Early Head Start program at Children's Developmental Services were developed to align with	<ul style="list-style-type: none"> • Supporting families

<p>the Head Start Early Learning Outcomes Framework. Home visitors use this framework with families to develop individual child goals and provide information regarding age appropriate development. Within 45 days of enrollment a personalized curriculum plan is established by the parent and home visitor for each child. All programs at CDS-CC utilize Teaching Strategies Gold as an ongoing assessment to monitor developmental progress for all children. Home visitors work closely with families to complete TSG checkpoints three times per year. Data gathered through this process is analyzed and used to help guide home visits and program planning. The majority of children enrolled in the Early Head Start program are meeting or exceeding age level expectations in each area of development.</p>	<p>experiencing trauma, addiction, or mental health issues in addressing these needs while continuing to support their child’s learning and development</p> <ul style="list-style-type: none"> • Consistent attendance at socializations
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Percent of EHS Children meeting or exceeding Teaching Strategies Gold Widely Held Expectations Snapshot Report	
Domain	Spring 2019/2020
Social-Emotional	97%
Motor	97%
Language	88%
Cognitive	91%
Literacy	94%
Mathematics	82%

Objective 1b: All families will support their child’s learning by engaging in home visits, socializations, and the goal setting process throughout the program year.

Progress/Outcomes	Challenges
<p>Home visitors engage families during weekly home visits to plan in-kind activities for parent-child interactions between visits as well as planning for the next visit. The Head Start Early Learning Outcomes Framework is utilized with parents to develop and update individual goals. Parents are asked to provide feedback for planning socializations. Community partners are invited to socializations based on the interests and needs identified by the parents. Multiple means of communication such as in person,</p>	<ul style="list-style-type: none"> • Consistent attendance at socializations • Engaging parents in taking the lead during planning and when interacting with their child.

<p>phone, and text messages are used to provide education, share information, and connect families to resources.</p> <p>In an effort to increase attendance at socializations, the EHS program is seeking increased parent input in identifying interests and inviting appropriate community partners, scheduling socializations at times that families identify as most convenient for them and providing transportation to and from socializations for those families who have identified lack of transportation as a barrier to participation.</p> <p>To engage parents in taking the lead in planning and during parent-child interactions, EHS home visitors focus on building strong, trusting relationships with parents and children first, then modeling behaviors and interactions while scaffolding supports to work towards parents engaging more independently.</p> <p>Tracking parent in-kind is one of the ways we monitor how engaged families are in working with their children on established goals each month. The first half of the 2019-2020 program year 34 families returned in-kind documentation, demonstrating that they were actively engaged in working on goals with their children.</p>	
<p>Objective 1c: EHS staff will coordinate the transition process to ensure schools are prepared for children by developing a communication system and building relationships with Head Start and other Preschools EHS children will transition to.</p>	
<p>Progress/Outcomes</p>	<p>Challenges</p>
<p>EHS program staff have reviewed current transition practices to determine strengths and areas in need of improvement. The transition checklist and procedure for transitions was reviewed and revised. A transition interview guide has been developed and is available as an option to assist in transition planning with families. We also developed a template for transition plans to ensure that families are provided with a written summary of options discussed and next steps.</p> <p>We are working to develop relationships with new staff in partner programs and collaborate regarding the transition process from EHS to receiving preschools. COVID-19 has slowed this process.</p>	<ul style="list-style-type: none"> • Staff turnover in receiving preschool programs in the community

Goal 2: Health and Wellness: - CDS-CC will create a culture that values and promotes comprehensive health and wellness of families and staff.	
Objective 2a: EHS will educate all families about health literacy and support each family to understand their health information and role in the health of their children.	
Progress/Outcomes	Challenges
<p>A community resource guide was developed to provide families with a list of current medical and dental providers in the community as well as other community resources. A partnership was established with a local dentist to provide access to dental care for enrolled pregnant women who are unable to travel out of Gillette to access Medicaid dental services.</p> <p>EHS home visitors help families access local transportation options, and when those are unavailable, home visitors transport families to visits to receive well child-care and immunizations.</p> <p>Health requirements are tracked on a regular basis. Home visitors provide families with information from the curriculum regarding the importance of well child checks, mental health, and dental care. Families are reminded when dates for health and dental visits are approaching and encouraged to schedule those appointments with their providers in advance in order to complete the requirements according to recommended timelines.</p>	<ul style="list-style-type: none"> • Ongoing prenatal dental care is difficult to access due to low Medicaid reimbursement rates
Objective 2b: Early Head Start will promote a healthy lifestyle, including nutrition, physical activity, and rest, to all families enrolled in the program.	
Progress/Outcomes	Challenges
<p>EHS staff received training on the Healthy Kids, Healthy Future model. Monthly handouts are provided to families regarding the “Harvest of the Month”. This approach is also implemented in the preschool programming at CDS-CC.</p> <p>Through a partnership with Cent\$ible Nutrition, families receive education on budget friendly cooking and nutrition information. CDS-CC education staff work with kitchen staff to improve overall quality and nutrition of food served at EHS socializations through a Nutrition Task Force. In addition, information is provided to families to assist them in accessing programs such as WIC and SNAP in order to supplement their food budget and allow them to purchase nutritious foods. EHS families are also</p>	<ul style="list-style-type: none"> • Mental health issues within families impact motivation to participate and ability to leave the house. • Access to and assumed cost of healthy food

<p>invited to participate in the local Blessings in a Backpack program which provides children with food each weekend. Home visitors deliver food bags weekly to families who have expressed interest in this program.</p> <p>During home visits, families receive age appropriate information from the curriculum related to physical activities, self-care, routines, and quality sleep for children and families. When the weather is nice, home visitors will meet families at local parks for visits and socializations to encourage active outdoor play and interaction.</p> <p>Individualized support is provided to parents to encourage them to incorporate a healthy diet and exercise as a way to support mental health in addition to coordinating with health care providers and counselors for medication and therapy as appropriate.</p>	
<p>Objective 2c: EHS will educate staff on mental health issues, including trauma, resiliency, social-emotional wellness and behavioral concerns to help improve staff’s capacity to identify, refer, and provide services to children and families in need of support or behavioral health services.</p>	
<p>Progress/Outcomes</p>	<p>Challenges</p>
<p>CDS-CC has a strong, ongoing relationship with the YES House, who provides comprehensive services that meet the needs of many of the families we serve. Additionally, we have established MOUs with other mental health providers in the community.</p> <p>A regular schedule has been established with the mental health consultant from the YES House. She meets with staff on a monthly basis to and is available as needed throughout the month for consultation and support related to specific situations. Additionally, the mental health consultant facilitates a parent group once per month to address various mental health topics as identified by participating parents.</p> <p>YES House staff attend socializations throughout the year to share information about resources and the impact of trauma on development.</p> <p>One of the EHS home visitors completed the training to become a trained Love and Logic facilitator. Love and Logic for early childhood classes are offered free of charge three times per year.</p>	<ul style="list-style-type: none"> • Family follow through with referrals, either due to stigma related to mental health or lack of health insurance coverage for mental health services.

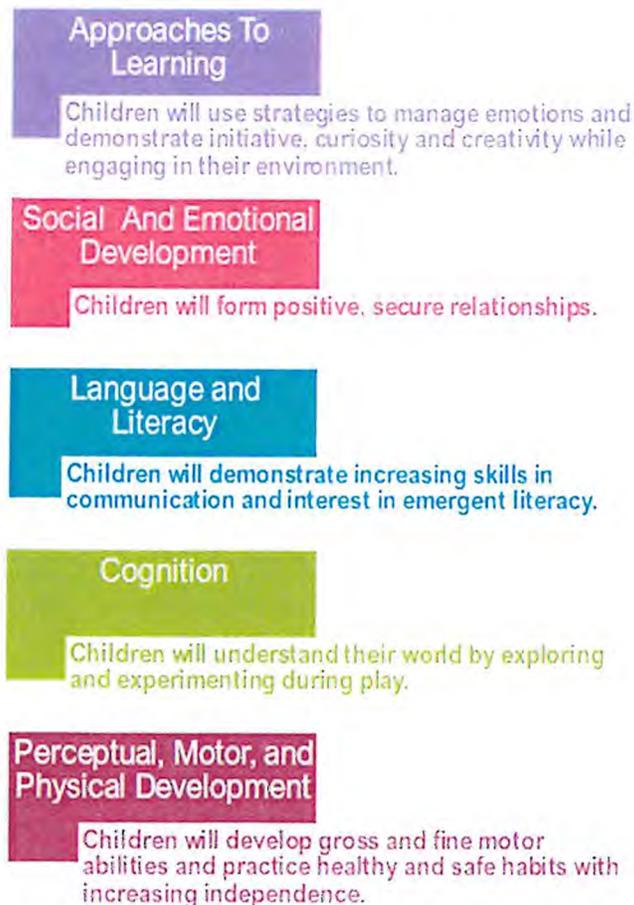
<p>All EHS parents are invited and encouraged to register and attend the class.</p> <p>The EHS home visitors regularly share information from the curriculum regarding ACEs and the impact of trauma with families. They support families in identifying resiliency factors and ways support their child’s development in a positive way, as well as encouraging parents and supporting them in accessing appropriate services. During this program year, twelve of our EHS families have accessed mental health services through counseling and/or medication to address underlying mental health issues and trauma within the family.</p>	
<p>Objective 2d: EHS will provide training to staff and families on how to work with families impacted by opioid/drug addiction.</p>	
<p>Progress/Outcomes</p>	<p>Challenges</p>
<p>EHS staff attended the Regional Head Start Conference in Billings, MT in October. Several of the sessions attended were related to substance abuse issues and trauma. Regular meetings with our mental health consultant often focus on how to best support families impacted by substance abuse and misuse.</p> <p>We have several EHS families who report self -medicating for depression and anxiety. In one family, the mother regularly smoked marijuana to cope with her mental health issues. She was initially resistant to the idea of seeking counseling or medical treatment. The home visitor worked to develop a strong relationship with this mother and provided education and resources for mental health treatment. This mother eventually chose to consult with her physician and take prescribed medications on a trial basis. She now reports no use of illegal drugs for the past three months, as well as self-reporting of increased confidence in her ability to parent successfully.</p> <p>Another mother with a history of substance abuse and addiction issues recently had to have a surgical procedure. She and her home visitor discussed opioid abuse and misuse. She was able to bring her concerns to her doctor and they developed a plan to be proactive in preventing abuse issues following surgery while still managing her post-surgical pain effectively.</p>	<ul style="list-style-type: none"> • Accessibility of quality addiction treatment • Untreated mental health issues leading to self-medication through the use and abuse of substances

Goal 3: Engagement - EHS will empower families to understand the importance of and prioritize family engagement within their home and community.	
Objective 3a: EHS will educate families on the importance of limiting the amount of time infants are in containers (car seats, strollers, bumbo seats, bouncy swings, rockers, bouncer seats, nursing cushions, vibrating chairs, jumpers, exersaucers, activity gyms/centers).	
Progress/Outcomes	Challenges
<p>Home visitors provide ongoing education from the curriculum and other resources about the benefits of tummy time, holding your baby, and floor time. Daily tummy time for infants is emphasized at each home visit, and this often becomes a child goal. The physical therapist at CDS-CC is available to provide consultation and education to home visitors and families as needed regarding the impact of containers on typical motor development.</p> <p>EHS home visitors have begun to collaborate with the local interagency coordinating council to develop an educational campaign related to Container Baby Syndrome prevention. This is an ongoing process and the ICC is currently prioritizing next steps.</p>	<ul style="list-style-type: none"> • Containers are marketed to families as a way to promote optimal development • Identifying the most effective way to share information with families
Objective 3b: EHS will introduce and implement strategies with families during home visits to impact parent engagement with their child during and in between the visits.	
Progress/Outcomes	Challenges
<p>Home visitors collaborate with parents to identify child goals to support each child’s individual learning. These goals are aligned with in-kind activities to encourage parents to utilize specific strategies and interactions between home visits.</p> <p>Home visitors complete “bagless” visits and focus on using items found around the house and homemade toys to illustrate to parents that they can work on goals with their children at any time. Families are provided with a book each week that they are able to keep until they are ready to exchange it for a new book. Additionally, emphasis is placed on establishing consistent routines that work for each individual child and family, and how to make learning experiences a part of everyday routines.</p> <p>Monthly attendance reports are completed and analyzed by the EHS Coordinator and EHS home visitors for each individual</p>	<ul style="list-style-type: none"> • Parents are often used to an “expert” model and do not always take ownership of their role as their child’s first and most important teacher.

<p>family. When attendance becomes inconsistent or changes significantly, home visitors partner with families to identify barriers and create a plan to increase engagement in the program.</p>	
<p>Objective 3c: EHS will implement strategies to increase parent, parent-child and child engagement during socializations.</p>	
<p>Progress/Outcomes</p>	<p>Challenges</p>
<p>In an effort to increase attendance at socializations, the EHS home visitors seek increased parent input in identifying interests and inviting appropriate community partners, scheduling socializations at times that families identify as most convenient for them and providing transportation to and from socializations for those families who have identified lack of transportation as a barrier to participation. Community partners are invited to socializations based on the interests and needs identified by the parents.</p> <p>Home visitors bring information from socializations to home visits with families who did not attend in an effort to maintain a feeling of connectedness and increase interest in attending socializations in the future. Parent groups facilitated by the mental health consultant have been regularly attended by 3-5 families. Topics have included ways to cope with and overcome social anxiety. Since several families are actively engaging in these meetings, home visitors plan to incorporate this format into one of the regularly offered socialization opportunities in an attempt to further engage more families in socializations.</p> <p>During socializations, home visitors maintain and consistent routine, plan age appropriate activities, and update the room each month with new and relevant opportunities for engagement. During activities, home visitors facilitate interactions between parents and children using PIWI strategies.</p>	<ul style="list-style-type: none"> • Inconsistent attendance at socializations • Many of the EHS parents have social anxiety and avoid group activities

3. *If additions, deletions, or revisions were made to your programs **School Readiness Goals** since last year's application, then describe how the revised goals align with the **Head Start Early Learning Outcomes Framework: Ages Birth to Five**, state and tribal early learning guidelines, as appropriate, and requirements and expectations of the local schools where children will transition.*

There have been no additions, deletions, or revisions to the School Readiness Goals for the children enrolled in EHS at CDS-CC. The **program's school readiness goals** are currently aligned with the Head Start Early Learning Outcomes Framework: Ages Birth to Five, Wyoming's Birth to Three Early Learning Guidelines, and the expectations of the Head Start and Children's Developmental Services of Campbell County preschool programs. The color bands are also aligned with the HSELOF for easy reference for both staff and families. A committee comprised of CDS staff, Policy Council members, and representatives from Head Start worked with Regional T.TA to develop these school readiness goals.



As an agency, we have also aligned our goals with Campbell County School District. The chart below demonstrates this alignment.

CDS –CC Goals Aligned with School District Goals

CDS-CC Goals	Campbell County School District Goals
<ul style="list-style-type: none"> • Promote skills of attention, memory, problem solving, creativity, language, and literacy • Gain skills to appropriately regulate and express emotions 	<ul style="list-style-type: none"> • Improve student achievement
<ul style="list-style-type: none"> • Provide opportunities for wellness to allow children to live a healthy active lifestyle 	<ul style="list-style-type: none"> • Improve wellness of students and staff
<ul style="list-style-type: none"> • Partner with families to provide supports, services, information, and resources • Partner with community resources to advocate in meeting the needs of children and families 	<ul style="list-style-type: none"> • Ensure efficient and effective operations

4. *If additions, deletions, or revisions were made to your **Program Goals** since last year’s application, then include information on how parents and the governing body were involved in those changes.*

There were no additions, deletions, or revisions made to the Program Goals since last year’s application.

Sub-Section B: Service Delivery

1. Service and Recruitment Area

The proposed **Service and Recruitment Area** continues to be Campbell County. There are no proposed changes to the service area.

2. Needs of Children and Families

The **needs of children and families** eligible for Head Start in Campbell County was determined by analyzing the 2019 Community Needs Assessment. While overall poverty rates in Campbell County are below the national average, rates have risen in the last two years for which

data are available. Poverty rates for children under age 18 increased by 3.1% from 2016 to 2017. As of 2017, there were approximately 700 children under the age of 5 living in poverty in Campbell County. Multigenerational poverty, accessible and affordable health, dental and mental health care, substance abuse, family violence, and isolation continue to be characteristics of the at-risk population that have been identified in Campbell County. The **Needs of Children and Families** in Campbell County have remained consistent from last year's findings; therefore, no updates or changes have occurred.

3. Chosen Program Option and Funded Enrollment Slots

The **home-based program option and proposed funded enrollment** will remain unchanged for the next year. The **Early Head Start program option** will continue to be the home-based model for all 36 enrollment slots. Through the home-based option all enrolled children and their families will receive weekly home visits, a minimum of 48 visits a year will be offered, each visit lasting a minimum of one and one-half hours (1-1/2). Each family will also be offered a minimum of 24 Socializations distributed over the course of the program year, lasting a minimum of two hours each. There are no proposed changes to the program option or funded enrollment.

4. Centers and Facilities

There are no additions, deletions, or changes to service locations. Early Head Start will continue to be a home-based model. The physical location of the Early Head Start program is 416 Juniper Lane, Gillette, WY. The facility has an occupancy license through the City of Gillette. Safety checks are completed regularly.

5. Eligibility, Recruitment, Selection, Enrollment, and Attendance

Recruitment and selection will continue to focus on reaching the population who meet the need for EHS services, as determined by community assessments and Federal eligibility requirements. The program uses a weighted criterion ranking to establish and maintain a waiting list for potential enrollment in the Early Head Start program. All thirty-six (36) of the enrolled children and families for this Early Head Start Program will meet the Head Start enrollment criteria established by the Head Start Act of 2007. At least 90% of the enrollment spots will be from families who meet the income guidelines, children with disabilities will make up at least 10% of the enrollment, and there will be a minimum of one slot reserved for pregnant women.

Regular attendance is promoted by each home visitor as they work with families to reschedule cancelled or missed visits and encourage attendance at socializations. Information is provided to the families and discussions are had with each family regarding the benefits and importance of home visit attendance and attendance at socializations. Attendance data is analyzed monthly. If home visit attendance for any family falls below 80%, an individualized attendance plan is developed based on family needs. Efforts include offering alternative visit times, updating contact information, and developing a plan to remind families of scheduled home visits.

Regular attendance at socializations is encouraged and has been identified as a challenge. The Early Head Start program has gathered parent input regarding preferred time of day, parent interests and challenges. EHS staff invite appropriate community partners relevant to identified interests, schedule socializations at times that families identify as most convenient for them and provide transportation to and from socializations for those families who have identified lack of transportation as a barrier to participation. Early Head Start staff plan to work closely with

parent group in the upcoming year to identify more strategies to increase attendance at socializations.

6. Education and Child Development

There are no updates or proposed changes to the Early Head Start program's approach to education and child development from the previous year.

The EHS program will continue to address the educational and developmental needs of each individual child through a variety of learning opportunities while focusing on the individual child's development in the following areas: cognition and general knowledge, language and literacy, physical development and health, and social/emotional development.

The home-based curriculum used by Early Head Start is, *FSU Partners for a Healthy Baby, Prenatal to Three (Partners)*. It is a research-based curriculum designed to support a systematic approach to planning and conducting effective home visits. The Pyramid Model's Parents Interacting with Infants Model (PIWI) continues to be the only curriculum enhancement currently used to support school readiness. Key experiences, identified by the family's routines, are used by parents in their interaction with children to explore and experiment at their own level of knowledge.

Each enrolled child and family are offered 24 group socializations per year, each lasting a minimum of 2 hours. Socializations are planned jointly with families with a focus on parent education and enhancing parent-child relationships. *Parents Interacting with Infants* is used to plan group socializations.

All children enrolled in EHS services will continue to receive a comprehensive screening within forty-five days of enrollment which includes screening hearing, vision, and development using the Brigance Early Childhood Screen III, 0 – 35 months. Results of the screening are

reviewed with the parent. **Ongoing assessment** of the child's development will continue to be collected utilizing Teaching Strategies Gold, a research based on-going child assessment tool, along with a routines-based conversation with the family. Checkpoints using Teaching Strategies Gold are completed three times per year by the EHS Home Visitor and the family.

7. Health

Comprehensive **health services**, including preventative health, oral health, nutrition, mental health, and prenatal health care will continue to be addressed as during the previous program year. There are no adult dental providers in Campbell County who currently accept Medicaid, creating a barrier to accessing dental care for pregnant women enrolled in EHS. A partnership has been established with a local dental provider who is willing to donate a dental examination for enrolled pregnant women in need. There is the potential for this partnership to expand to local dental hygienists for necessary cleaning, as well.

8. Family and Community Engagement

CDS-CC/EHS continues to use a family growth tracking tool, Life Skills Progression (LSP), along with our Family Partnership Plans to support families in their efforts to become self-sufficient. The data demonstrates the amount of growth each family has made during their time in the program. Aggregated program data from the LSP is reviewed by each home visitor and during reflective supervision with their supervisor for program and individual planning. The Home Visitor shares the LSP data with the family as they review and develop family partnership agreements with the family.

As part of the Family Partnership Services, a family assessment is completed during enrollment. Families develop a Family Partnership Agreement with the home visitor and are provided with the framework needed to complete their individual goals to obtain self-sufficiency.

The family goals/outcomes are aligned with the Parent, Family, and Community Engagement Framework. Family goals are developed through the Routines Based Conversation (RBC) process, which is used to find areas within the family routines that pose challenges for the development of the family and child, while identifying strengths within the family. This allows the home visitor and family to establish goals specific for the family that will not only support the family's development, but also the efforts of everyone involved to ensure each child is school ready.

The data used to track the child's development and the family's efforts toward self-sufficiency is analyzed to guide the program's ongoing improvement efforts. Individual child assessment data is used by EHS staff and parents to determine where growth and continued support for the child should be focused. The staff and parents will then use this information to develop individual child goals and strategies to support those goals.

The Early Head Start program at CDS-CC has many strong community partnerships with agencies which provide needed services to the children and families enrolled in the Early Head Start program. Access to dental care for enrolled pregnant women has been an ongoing challenge in our community, therefore, a partnership was established with a local dentist through which enrolled pregnant women are able to receive a dental examination during pregnancy when they are not able to access covered services. At this time, we have not identified any challenges to necessary partnerships as collaborating with other agencies is a strength in our community.

9. Services for Children with Disabilities

There are no proposed changes in disability services. The needs of children with disabilities in Campbell County are addressed through programming at Children's Developmental Services of Campbell County. CDS-CC is committed to providing a fully

inclusive program for children, which means that children with disabilities will be educated within the regular education environment, in the home for home-based programming, and during socializations. Early Head Start continues to ensure at least **10%** of the enrollment opportunities are available for infants and toddlers with disabilities. Both the EHS program and the Part C program are located, coordinated and collaborated at the same facility. A referral to the Part C program will be made, with parental consent, due to results of a screening, ongoing assessment results, or parent concerns. The EHS home visitor will collaborate with and support the family through the referral, evaluation, and after an IFSP is developed. The EHS home visitor will work closely with the family to help carry over intervention strategies.

10. Transition

Transitions will continue to be a priority of the program, as they are necessary to support successful experiences for the families participating in EHS. There have been no changes in the program plan for transitions and there are no anticipated changes for the upcoming year.

11. Services to Enrolled Pregnant Women

Services, for pregnant women, are focused on their identified needs and subsequent goals. Services, length and frequency of visits, are determined based on those needs. Pregnant women will typically be seen on a weekly basis for 1.5 hours and they are also invited to the infant Socialization.

Ongoing prenatal dental care is difficult to access in Campbell County due to low Medicaid reimbursement rates. The Early Head Start program has established a partnership with a local dental provider who is willing to donate dental examinations for enrolled pregnant women, as well as help facilitate access to treatment needs identified during this examination. There is

the potential to expand this partnership to include dental hygienists who would be willing to donate dental cleanings to enrolled pregnant women.

12. Transportation

The transportation needs of Early Head Start children and families will be addressed on an individual basis. Public transportation is limited in the community. Transportation will be provided in county owned vehicles as necessary to ensure parent participation in the program, such as to and from Policy Council meetings, Parent Meetings, and Socializations.

Transportation will also be provided to and from appointments as needed. All county provided transportation is determined on an individualized basis, dependent on family needs. There are no proposed changes in transportation.

Sub-Section C: Governance, Organizational and Management Structures

1. Governance

The program is proposing no changes to the roles and responsibilities of the Board of Directors or Policy Council. The **Governing Body structure** will continue to consist of the Board of County Commissioners, who has legal and fiduciary responsibilities. The Board of County Commissioners is an elected Board. The **Board of Directors** membership is a political appointment by the County Commissioners and consists of five individuals interested in early childhood education and early intervention services. Board Members are exempt from the requirements of the Head Start Act, as they are political appointments. Although the Board is exempt from Section 642(c)(B-D) of the Head Start Act, the Board does have expertise in each of the required areas.

The Board of Directors meet monthly. During these monthly meetings, they communicate with the Executive Director, program staff and the Policy Council Liaison. Most of

the key-program information and on-going monitoring occurs during these monthly meetings. The Board receives monthly reports on finances, statistics, nutrition, and other programmatic topics which allow them to monitor services on an on-going basis. They receive ongoing monitoring results and data on school readiness goals as the information is available, currently that information is generated three times a year. Policy Council meets prior to the Board meeting, so decisions made by the Policy Council are available and shared with the Board by either the Executive Director, EHS Coordinator, and/or the Policy Council Liaison.

The Policy Council meets monthly and consists of five members and two alternate members. Policy Council Members are elected annually by the Parent Committee through an application process and Policy members can serve up to five, consecutive one-year terms.

Three of the members are parents in the EHS program, one from each of the home visitor's caseload and two members are from the community, also elected by the Parent Committee. Efforts are made to involve community members who have a passion or interest for serving the families in our community. There are two alternate members, one representing the Community who is the Board of Directors Liaison and one parent, elected by the Parent Committee. The alternate members attend all meetings and can vote when there is an absence of a full-time member. Responsibilities include the following: approving policies concerning ERSEA, school readiness goals, selection of curriculum, program goals, grant applications, budget, Policy Council By-Laws, and policy for electing members to Policy Council. Policy Council receives and reviews monthly reports on finances, statistics, nutrition, and other programmatic topics which allow them to monitor services on an on-going basis. An EHS Policy Council member participates in the CDS-CC Board of Directors meeting and a CDS-CC Board of Director Member participates in the EHS Policy Council meeting.

2. Human Resources Management

There are no proposed changes to the management and staffing structure. The Organizational Structure for the EHS program is fully integrated into the entire CDS-CC organization. The structure establishes clear lines of communication, supervision, and positions. Each staff position has a job description outlining the work duties, supervision received and exercised, examples of important and essential duties, job related and essential qualifications, experience and training guidelines, licenses, certificates or registrations and working conditions. Policies and Procedures for Succession Planning have been established by the Board of Directors. Succession plans are established for key positions in the organization, to ensure we have highly qualified individuals in place should a vacancy occur. Prior to employment, all EHS staff, consultants, and contracted individuals must complete and receive a clean criminal background check report from the Department of Family Services and Division of Criminal Investigations, as written in CDS-CC Policy.

CDS-CC provides intensive pre-service training, in-services, and out of area training opportunities to all staff. Staff development occurs in several phases including orientation, ongoing training and evaluation for further training. Training occurs in a myriad of methods including practice-based coaching, group training onsite, group technical assistance, individual technical assistance, workshops, peer training, visitation to sites for observation, research and article reviews, and mentorships. To ensure there is direction to the staff development program, a training plan is developed annually, implemented, and evaluated. The plan is developed to reflect staff needs, results of the annual-self assessment, annual staff performance appraisals, OHS priorities, School Readiness data, annual Community Assessment, Board of Directors Annual Strategic Plan, on-going monitoring and annual PIR data. Training hours are tracked to ensure

that each staff member completes a minimum of 15 hours of professional development per year and meets the requirements in the Performance Standards. There are no proposed changes to the program's approach to staff training and professional development. The proposed plan for the upcoming fiscal year addresses currently identified training needs (See Attachment).

3. Program Management and Quality Improvement

Children's Developmental Services has a system in place; one which ensures on-going monitoring, accountability, efficiency and leadership are occurring simultaneously. CDS-CC has implemented an organizational structure focused on systems and on the patterns of interrelationships among key components of the system which include organizational workflow, process, attitudes, perceptions, quality of work, decision making process and other factors. The systems and services are interrelated, and the cause and effect are closely identified by self-assessment/monitoring, planning, strategic planning, addressing the identified needs for continuous improvement and quality of services which strengthens services to very young children, their families, the community and staff who provide services within the system.

There are no previously identified areas of non-compliance/deficiency, safety incidents, or audit finding.

The annual self-assessment process was completed during the past program year. The annual review consisted of reviewing aggregated data from ongoing assessment, individual files, forms, policies and procedures, preparation for monitor reviews, ERSEA data, MOU's and records. During the review, EHS staff used multiple sources of data to assess how the systems work together to provide quality services. The 2019 Annual Self-Assessment identified the following three areas for program improvement: developing an ongoing file review system, increasing the number of enrolled pregnant women receiving dental care, and increasing the number of children

receiving lead screenings as recommended.

The EHS Coordinator reviews ERSEA data, financial reports, statistical reports, on-going child and family data, lesson plans, socialization plans, and progress towards meeting individual goals on a monthly basis. This data is discussed during reflective supervision meetings with home visitors and during twice monthly EHS team meetings. Through these meetings, areas in need of improvement and opportunities for professional development are identified.

Staff training hours are tracked and monitored to ensure each staff member completes a minimum of 15 hours of professional development per year and meets the requirements in the Performance Standards. Training occurs in a myriad of methods including group training onsite, group technical assistance, individual technical assistance, workshops, peer training, visitation to sites for observation, research and article reviews, and mentorships. Time for staff to participate in training is prioritized.

Early Head Start staff receive a competitive salary, excellent benefits, opportunities for staff to identify areas for professional growth and incorporate individual interests and needs into their annual performance appraisal. Continuing education opportunities are paid for and ample time for training to attend trainings is provided. As an organization we strive to promote a positive work environment with low staff turnover which allows the development of long-term relationships between families and home visitors.

Section II. Budget and Budget Justification Narrative/Early Head Start Line-Item Budget

Object Class Categories	A EHS Costs for Program Operations	B EHS T/TA CANG 084121	C Non-Federal Contribution	D Number of Persons FT PT	
a) PERSONNEL					
Administrative					
Executive Director (Administrative-100%)			\$5,793		.05
Financial Specialist (Administrative- 100%)			\$7,101		.10
Coordination					
EHS Coordinator (Administrative-20%)	\$40,301		\$10,075	.9	
Early Intervention Coordinator			\$4,655		.05
Early Childhood Coordinator			\$3,625		.05
Administrative Assistant/Family Services Technician (Administrative-25%)	\$25,974		\$8,658	.9	
Education					
Home Visitor (3)	\$135,858		\$20,962	3	
Total Personnel	\$202,133		\$60,869	4.8	.65

Early Head Start Line-Item Budget

	A EHS Program Operations Budget	B EHS T/TA CANG 084121	C Non-Federal Contribution
b) FRINGE BENEFITS			
Social Security	\$11,473		\$6,919
Worker's Compensation	\$3,531		\$0
Health/Dental/Life Insurance	\$54,164		\$53,054
Retirement	\$26,011		\$17,808
Flexible Benefits	\$530		\$3,750
Total Fringe Benefits	\$95,709		\$81,531
d) EQUIPMENT \$ -0-			
e) SUPPLIES			
Office Supplies	\$1,300		
Child and Family Service Supplies	\$1,775		
Other Supplies Program/Copying/Postage	\$700		
Total Supplies	\$3,775		
f) CONTRACTUAL \$ -0-			
g) CONSTRUCTION \$ -0-			
h) OTHER			
Utilities	\$6,393		
Child Liability Insurance	\$171		
Total Occupancy	\$6,564		

Early Head Start Line-Item Budget

	A EHS Program Operations Budget	B EHS T/TA CAN 084121	C Non-Federal Contribution
Local Travel			
Vehicle Maintenance/ Repair	\$900		
Vehicle Operating Expenses	\$2,500		
Total Local Travel	\$3,400		
Nutrition Services			
Children's food (80% reimbursed USDA)	0		
Adult food	0		
Consultation	\$300		
Total Nutrition and Food	\$300		
Child Services – Consultants			
Child Care/Translation	\$1,400		
Health Services	\$3,000		
Family Enrichment (Counseling)	\$2,026		
Total Child Services- Consultants	\$6,426		
OTHER PARENT SERVICES			
Parent Activities/Parent Travel	\$250		
Parent In-Kind			\$11,183
Parent Books and Resources	\$150		
Total Parent Services	\$400		\$11,183
Publications/Advertising/Printing			
Program Printing	\$600		
Advertising	0		

Early Head Start Line-Item Budget

	A EHS Costs for Program Operations	B EHS T/TA CAN 084121	C Non-Federal Contribution
Training/Travel or Staff Development			
Training/Travel and Staff Development		\$10,000	
Other			
Association Dues	\$552		
Total Other (h)	\$18,242		\$11,183
TOTAL DIRECT CHARGES	\$319,859	\$10,000	\$153,583
INDIRECT COSTS	-0-	-0-	-0-
TOTALS - ALL BUDGET CATEGORIES	\$319,859	\$10,000	\$153,583
TOTAL BUDGET A. Program Funds \$319,859 B. T & TA Funds \$10,000 C. TOTAL FEDERAL SHARE \$329,859 (Columns A+B+C below) TOTAL NON-FEDERAL <u>\$153,583</u> TOTAL \$483,442			

Budget Justification of “Federal Resources”

CDS-CC has been operating and serving the children and families of Campbell County, Wyoming for 51 years. The agency provides a variety of programs utilizing local, state and federal funds for the benefit of children and families. It is the belief of this agency that when resources can be combined, yet allocated appropriately, it is a more cost efficient and people efficient way of doing business. CDS-CC fulfills the function of being able to provide an array of services through one provider, utilizing a team of professionals. This is collaboration in its truest sense. CDS-CC currently operates programs which complement the EHS program with personnel, facility, playground, kitchen, equipment and supplies already in place. Thus, the EHS

program is not the sole support of all the operational costs. CDS-CC operates on sound budget principles, including equitable allocations to all funding sources. CDS-CC will collaborate and access funds from local government, CDS-CC Foundation, and others when necessary.

Justification of each expenditure category follows:

Personnel

Staff compensation levels are fair and appropriate as determined by the Campbell County Personnel Committee and County Policy. Each position is evaluated on a schedule to establish a consistent basis for measuring and ranking the relative work and job requirements of each job. Each of the positions for the EHS program have been evaluated as well, the last wage comparability study completed by Campbell County was completed in September 2019. All staff receive comparable wages with others in the community and region. The Wage Comparability Study completed by Campbell County Human Resources office compared staff from the Children's Developmental Services to other staff in the community and geographic region. The three criteria used to determine the labor market survey included; employer size, geographic proximity, and nature of services provided.

Early Head Start Staff were compared with others in our community who are required to have comparable education levels, work experience, and job-related duties. The following is a breakdown with requirements for each position in Early Head Start:

All staff who are in management level positions at Children's Developmental Services are required to have five to six years of work experience in early childhood programs with progressively responsible supervisory experience and a bachelor's or master's degree in Early Childhood Education or closely related field.

The Early Head Start Home Visitor requires three to four years of experience in early

childhood and a bachelor's or master's degree in Early Childhood Education or closely related field.

It remains our program goal to ensure the Early Head Start program can retain well trained, qualified staff to maintain high quality comprehensive services.

The compensation levels are fair and appropriate and ensure the continuity of staff who meet the needs of families in this program. Staff compensation is fair and equitable based on the Campbell County Pay Scale, which places all staff in a "Range and Band". The Range and Band **does not allow for a staff person to receive compensation more than Level II of the Executive Schedule.** Staff compensation levels, including salary and benefits, **will not be more than \$187,100.** EHS Staff members include five full-time employees; these positions are employed 12 months a year:

EHS Coordinator – The Coordinator coordinates services provided by the EHS program, this is a full-time position of 40 hours per week, 36 hours or 90% of time is dedicated to EHS while the remaining four hours are used to supervise the Part C Early Interventionists. Federal funds, in the amount of **\$40,301** are used to pay for coordinating Early Head Start. The total salary and benefits for the Early Head Start Coordinator total \$95,460. The federal dollars used to support the EHS Coordinator position equal **\$60,240** or 64% of the total salary and benefits.

EHS Home Visitors (3) - These full-time positions, 40 hours/week, provide home-based services for 36 families, totaling **\$135,858** of Federal ACF funds.

Administrative Assistant/Family Services - This position provides 90% or 36 hours a week to the EHS program for administrative support and family services totaling **\$25,974** of Federal ACF funds.

Total Personnel: \$202,133

Fringe Benefits

All full-time employees are provided with Social Security (FICA at 7.65%), Workers Compensation at 1.46% and Wyoming Retirement at 18.12%. Health, Life, and Dental Insurance is provided to full-time employees, at an individual rate of \$2,821 a month. Currently we offer two health plans for employees to choose from. A Low Deductible Health Plan (LDHP) and a High Deductible Health Plan (HDHP). Employees pay a portion of the premium for the LDHP, which for a family is \$315 per month. There is no employee premium for the HDHP. A Health Savings Account benefit of up to \$1,000 per family for full-time employees is also offered. A prorated amount equal to the number of hours is reflected in this budget.

Fringe Benefits total: \$95,709

Equipment - There are no costs for equipment.

Supplies - Included in this budget category are costs for program office supplies (\$1,300), copying and postage (\$700), and operational supplies totaling **\$2,000**. Supplies for Home Visit and Discovery Times which includes diapers for enrolled children during socialization total \$1,175, and Teaching Strategies Gold online tracking system slots are at \$600, for a total of **\$1,775**. A per child cost is determined for these expenditures. These costs are reasonable and appropriate.

These costs total \$3,775

Contractual

There is no contractual cost reflected in this category.

Construction

There is no construction cost reflected in this category.

Other

Occupancy - Costs included are utility costs, telephone, child liability insurance, and maintenance/custodial. Included in the utilities cost category are electric, water, sewer, gas, and garbage costs based on per square footage use. Approximately 3,000 square feet are dedicated towards the EHS program, representing 30% of total square footage. The total estimated cost of utilities is \$21,310 with **\$6,393** allocated for utilities for the EHS program, amounting to \$533 per month. This is a reasonable expense for utilities. Child Liability Insurance reflects the cost of pre-school accident insurance for 36 children in the EHS program totaling **\$171**, for a total "Occupancy" Cost of: **\$6,564**.

Local Travel - Included in this category are vehicle operating expenses and vehicle maintenance expenses. Vehicle operating expenses consist of staff transportation for home visits. Due to the long distances in Campbell County and the high cost of gas, each Home Visitor (3) is allocated \$69.50 per month for travel expenses to and from home visits for a total of **\$2,500**. Vehicle maintenance/repair reflects the cost of vehicle maintenance expenses for the vehicles operated by EHS Home Visitors, including repairs and general maintenance as needed, **\$900**. The total for local travel is **\$3,400**.

Nutrition and Food- The Children's Developmental Services Board of Directors decided to discontinue the USDA, CACFP Program in January 2015. This decision was based on the administration of USDA requirements outweighing the financial return. The EHS Home Based program would be eligible to receive approximately \$500 a year for reimbursement for the children's meals provided at socializations. The reimbursement amount does not cover the administrative requirements of the program, let alone the cost of food and staff time to prepare the meals. The cost of the participating parent's and children's food will be covered by Campbell

County. **Consultation** for the review of USDA approved menus by a Clinical Dietician is budgeted at **\$300**. The total for nutrition and food is **\$300**.

Child Services - Included in this category are translation services and childcare. Childcare expenses are budgeted for parents attending Parent Meetings, Policy Council meetings, Discovery Times and Health Services Advisory Committee meetings. Parents are reimbursed \$2.00 an hour for their first child and \$1.00 an hour for each additional child. Translating services are budgeted and provided through this line item, at \$40.00/hour, for our non-English speaking families. These services total: **\$1,400**. The **Health Services** line item is a contract with a Registered Nurse. The RN's responsibilities include monitoring and tracking each enrolled child's and pregnant woman's health care. This is calculated at \$30.00/hour for two (2.0) hours per week. Total not to exceed **\$3,000**.

Mental Health services are provided for the program in the **Family Enrichment** line item, through a contract with the Y.E.S. House. The agreement provides consistent on-site mental health services for enrolled families and consultation with EHS staff. This contract is paid based on two and one half (2.5) hours a month X \$67.50/hour. Total for this line item is **\$2,026**. The total for child services is **\$6,426**.

Parent Services include funding for activities/travel and books and resources. **Parent Activities and Travel**- Parents are encouraged to transport themselves and their children in private autos for the group interactions and to attend parent meetings, Policy Council and Parent Committee meetings. They will be reimbursed at the standard mileage rate \$0.585 per mile totaling **\$250**. There is also **\$150** for the program to purchase books and resources to be shared with families throughout home visits and socialization. Total line item for Parent Resources is **\$400**.

Publications/Advertising/Printing include the costs for Program Printing and Program Advertising. **Program Printing** - This category reflects cost for printing EHS forms, brochures, and public awareness materials for a total of **\$600**. **Program Advertising** – This category has been reduced to \$0.00 due to mandated budget cuts. The total for this line is **\$600**

Training/Travel and Technical Assistance- These funds are used for training to address the needs for staff, parents, and volunteers, including travel costs for out of town training opportunities and meetings. Travel costs include meals, lodging, and transportation and are actual costs. The cost of the Training and Technical Assistance totals **\$10,000**.

Association Dues - These funds will be used to pay program dues to Regional and State Head Start Associations, totaling **\$552**.

Total for "Other"= **\$18,242**

Total T&TA Funds = **\$10,000**

Total Direct Charges= \$329,859

NON-FEDERAL RESOURCES

Item descriptions included in the Non-Federal In-Kind Budget are described below:

PERSONNEL

Administrative

Executive Director – Robert Tranas dedicates 5% of time directly to administering the EHS program and budget totaling \$5,793. The total salary and benefits for the Executive Director total **\$179,567**. There are no Federal dollars allocated to this position.

Administrative Specialist - Carol Curtis dedicates 10% of time directly to perform accounting procedures and fiscal management of the EHS program totaling **\$7,101**.

Coordination

Early Intervention Coordinator - Trena Bauder dedicates 5% of her time to assure coordination between the EHS program and the Part C and Part B programs totaling **\$4,655**.

Early Childhood Coordinator – Tausha Edmonds dedicates 5% of time coordinating required training for EHS staff, parents, and care givers totaling \$3,625.

Early Head Start Coordinator – Stephanie Stevens coordinates services provided by the EHS Program. Campbell County provides **\$10,075** towards this salary, which is considered in-kind. The supervision of Part C Services total 10% or \$5,597.

Administrative Assistant/Family Services – Ashley Salmon provides administrative support and works on family involvement activities for EHS. In-kind donations of **\$8,658** are provided by Campbell County towards this salary.

Education

Home Visitor - These three positions provide home visits to EHS enrolled families. These three positions receive a total of **\$20,962** from Campbell County because of salary market adjustments put into effect by Campbell County Board of Commissioners.

FRINGE BENEFITS

This includes fringe benefits and related payroll cost for the staff positions described above, based on the applicable percentages to the wages discussed above.

Social Security - calculated at .0765 (federal rate)	\$ 6,919
Health/Dental/Life Insurance-calculated at \$16.28/hr.	\$53,054
Retirement - calculated at .1812	\$17,808
Health Savings Account	<u>\$ 3,750</u>
Total personnel and fringe Benefits-Non-Federal	\$81,531

OTHER

Volunteers - Parent/Volunteer Time for Meetings - This includes the cost of time for parents to attend monthly policy council meetings (3 parent member @ 2 hrs./mo.), and parent

meetings (8 parents at 1 hour per month) at \$15.08/hour. These costs total \$2,662. Parent's volunteer time working with their children on individual child goals (36 parents at one and one-half hours per month) at Instructional Assistant rate of \$15.08 for a total of \$8,521.

Total Parent In-kind is \$11,183.

TOTAL NON-FEDERAL BUDGET - \$153,583

Administrative Costs incurred through personnel and fringe benefits include twenty percent (20%) of the EHS Coordinator duties and twenty-five percent (25%) of the Administrative Assistant/Family Services Technician duties, which are administrative in nature. The in-kind positions of the Executive Director and Administrative Specialist are 100% administrative.

Following is a breakdown of the salary and fringe benefit costs of administrative positions:

Administrative Costs							
	Social Security .0765	Workers Comp 1.46	Health/ Dental \$2,821/mo	Retire- ment .1812	Salaries	HSA Benefit	Total
EHS Coordinator (.20)	\$771	\$147	\$6,093	\$1,826	\$10,073	\$180	\$19,090
Administrative Assistant (.25)	\$662	\$127	\$7,618	\$1,569	\$8,658	\$180	\$18,814
Executive Director (.5)	\$443	\$85	\$1,693	\$1,050	\$5,793	0	\$9,064
Financial Specialist (.10)	\$543	\$104	\$2,414	\$1,287	\$7,101	0	\$11,449
Totals	\$2,419	\$463	\$17,818	\$5,732	\$31,625	\$360	\$58,417

EHS Paid Positions:

EHS Coordinator (20%) - **\$19,090**

EHS Administrative Assistant/Family Services (25%) - **\$18,814**

In-Kind Administrative Positions:

Executive Director (15%) - **\$9,064**

Administrative Specialist (10%) - **\$11,149**

Percent of Administrative Personnel to Total EHS Program Budget is 12.1% of the total program cost.

Children’s Developmental Services of Campbell County

Early Head Start Self-Assessment Report

2018-2019 Program Year

Introduction

Program Description

Children’s Developmental Services of Campbell County/Early Head Start (CDS-CC/EHS) began providing EHS Home Based Services to 36 pregnant women and children birth to three years of age in September 1999. CDS-CC also provides disability services for children from birth until public school, child care for children 3 years until they enter public school, as well as parenting classes for the community. All programs are supported by numerous funding sources which include Federal, State, and local governments.

Program Goals

The Early Head Start program established four program goals for the 5-Year project period ending August 31, 2019. These include:

- **Goal 1:** CDS-CC will establish collaborative relationships with all families and community partners in order for families to reach self-sufficiency.
- **Goal 2:** CDS-CC/EHS families will lead healthy and active lives, which will increase their children’s abilities to be “ready for school”.
- **Goal 3:** A foundation of School Readiness will be established, for all children, by the Early Head Start program.
- **Goal 4:** CDS-CC/EHS management system will operate seamlessly, in a manner that proactively manages risk while meeting all needs of the program.

Context for Self-Assessment

Prior to completing this year’s self-assessment, the team began by reviewing last year’s self-assessment report. A review of data indicated sufficient progress was made on the following goals for program improvement which were included in last year’s self-assessment:

- **Goal 1:** Early Head Start will develop a system to ensure parent information and emergency care information is up to date, is distributed to kitchen staff, and readily available during socializations.
- **Goal 2:** Early Head Start will secure a contract with a Mental Health consultant.
- **Goal 3:** Early Head Start will update identified forms, completed within the first 45 days, to comply with the performance standards and the most recent community assessment.
- **Goal 4:** Increase the number of children receiving their first dental visit at 12 months.

At an initial planning meeting, the team decided to focus on the Focus Area 1 monitoring protocol to ensure compliance with the Head Start Program Performance Standards. Team members were assigned areas to review, and a timeline was established.

Methodology

Self-Assessment Team Members

Program Design and Management

Stephanie Stevens, Bob Tranas

Fiscal

Stephanie Stevens, Bob Tranas, Carol Curtis

Education and Child Development

Cassie Sapp and Kristina Tyler

Health Program

Heather Zahn, Cassie Sapp, Di Ohman

Family and Community Engagement

Heather Zahn, Stephanie Stevens

ERSEA

Kristina Tyler, Heather Zahn, Stephanie Stevens, Jimmi Snyder

Home Visit Observations

Heather Zahn- Michelle Pierce, Policy Council Member

Kristina Tyler- Shelly Hagen, Policy Council Member

Cassie Sapp- Cindy Reardon, Board Member

Timeframe and data collection tools

The annual self-assessment was conducted from August 1 to September 30, 2019. A review of files was completed on August 16, 2019. Individual teams scheduled meeting times to review assigned areas.

The following data sources were utilized during this review:

- FY 2019 Focus Area One Monitoring Protocol
- 2017-2018 Annual Self-Assessment
- PIR data
- Individual Files
- Program goals
- Community Assessment
- Financial reports
- Policies and Procedures
- Head Start Early Learning Outcomes Framework

- Parent, Family, and Community Engagement Framework
- School Readiness Goals
- Health tracking logs
- Discovery lesson plans
- CACFP logs
- Emergency preparedness plans
- Enrollment forms

Key Insights

Program Strengths

Program Design and Management

- Home based program option. Most working families in our community do not qualify for Early Head Start. Typically, families who are eligible for our program are not working, making a home-based option most appropriate.
- System for ongoing monitoring includes regular review of attendance, Teaching Strategies GOLD, child and family goals, financial reports, home visit and socialization observations, files, and nutrition reports
- Staffing ratio- EHS home visitors also serve as Family Service Coordinators. Each home visitor maintains a caseload of 12 families.
- Shared governance among County Commissioners and Board of Directors. Executive Director maintains communication with the commissioners to request that they seek appointments for the Board of Directors that fulfill all required areas.

Fiscal

- Senior Financial Specialist with 34 years of experience
- Policy Council and the Board of Directors review monthly financial reports
- Policy Council and the Board of Directors approve the budget
- 95% of the budget goes to personnel, with the remaining 5% to operating expenses

Education and Child Development

- School Readiness Goals are aligned with the HSELOF.
- New curriculum was chosen with parent input. It is research based, aligns with HSELOF and school readiness goals, and supports child and family outcomes
- All EHS staff have been trained in implementing the Partners for a Healthy Baby curriculum with fidelity
- Translators are utilized when working with Spanish speaking families.
- Collaboration with Part C and Part B service providers for additional family support and ease of transitions between programs
- EHS home visitors completed online certificate program for partnering with families
- Learning environment/learning experiences in Discovery- activities planned in each area of development.

Health Programs

- Follow CACFP for Discovery meals and accommodate feeding needs for each child.
- Mental health consultant/services.
- Compliance with safety standards. Checklists are used to continuously monitor safety. Good emergency preparedness plans. Basic 8 training yearly for all staff.
- Defensive driving completed before transporting clients. Car seat safety/installation training.
- Majority of families have and maintain medical homes. Adherence to 30 and 45-day requirements for health and developmental screenings.
- Timely referral and follow-through with Part C and Part B services. Consultation with families not yet referred or enrolled.
- All staff have thorough back ground checks.

Family and Community Engagement

- Needs assessment and LSP data are used to identify and prioritize the needs of enrolled families
- Parents were involved in selection of the new curriculum
- Develop and maintain relationships with community agencies through presentations, referrals, and MOUs.
- Participation in ICC

ERSEA

- Community Assessment data is used to guide recruitment efforts, criteria ranking and selection
- Eligibility interviews are completed in person. When unable to complete in person, the reason is clearly documented.
- Eligibility is verified through review of applications and verification documents by 3 staff members
- Program maintained full enrollment for the program year
- Over 10% of enrolled children were also eligible for and receiving services through the Part C program
- Monthly reports generated and shared with Policy Council and Board of Directors. These reports include information on enrollment and attendance. Attendance data is reviewed with home visitors during reflective supervision and strategies to increase family engagement and attendance are discussed.

Areas for Program Improvement

Program Management- Currently, EHS files are reviewed for completion at the end of each program year. The annual review team identified this process as an area in need of improvement in order to utilize file reviews throughout the year as an ongoing monitoring tool.

Health Services- Currently, there are no adult dental providers who accept Medicaid in our community. This is a barrier to meeting the dental health needs of enrolled pregnant women in our program. We will seek guidance and support from our HSAC and the state collaboration

office on this matter. An additional need in this area is completion of required lead screenings at 12 and 24 months. We will start by contacting our HSAC to begin to address this need.

Progress in meeting goals and objectives

- **Goal 1:** Early Head Start will develop a system to ensure parent information and emergency care information is up to date, is distributed to kitchen staff, and readily available during socializations.
Progress: A procedure was developed for updating parent and emergency care information. All information is consolidated into a binder which is available during socializations. Nutrition related needs are shared with kitchen staff as needed.
- **Goal 2:** Early Head Start will secure a contract with a Mental Health consultant.
Progress: A mental health contract was secured. Currently, the Mental Health consultant will meet with staff one time per month and facilitate a mental health group for parents one time per month. The Mental Health consultant is also available on an as needed basis for guidance related to individual mental health related situation.
- **Goal 3:** Early Head Start will update identified forms, completed within the first 45 days, to comply with the performance standards and the most recent community assessment.
Progress: All identified forms were updated to reflect the most recent community assessment and comply with performance standards.
- **Goal 4:** Increase the number of children receiving their first dental visit at 12 months.
Progress: Reminders to schedule at 10 months are increasing the number of children who receive their first dental visit at 12 months. Home visitors are following up with families, and the community resource guide was updated.

Recommendations for program improvement

Goal 1: Early Head Start will develop an ongoing file review system to ensure that all paperwork is up to date, included in the file, and completed within the required timelines.

- Action Steps:**
- Review current file review system and checklist
 - Develop tracking form and system for ongoing reviews throughout the year
 - Get feedback from EHS Home Visitors and Administrative Assistant on process

Goal 2: Increase the number of enrolled pregnant women who receive required dental screenings and treatment and establish a dental home.

- Action Steps:**
- Contact Head Start State Collaboration office
 - Contact HSAC dentist for guidance

Based on information gathered, establish a plan to meet short term dental needs as well as ongoing treatment needs.

Goal 3: Increase the number of children receiving required lead screening at 12 and 24 months.

Action Steps: Consult with HSAC

Reach out to local pediatric providers to share information regarding EHS requirements

Review EPSDT

CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY
Region XIII/Early Childhood Care Care/Early Head Start
Organizational Structure
County Commissioners

Board of Directors

Early Head Start: Policy Council,
 Health Services Advisory Committee,
 Parent Committee

CDS-CC Foundation Board

***1. Executive Director: Bob Tranas**

***3. Early Childhood Coordinator**
 Tausha Edmonds

***2. Early Intervention Coordinator**
 Trena Bauder

***4. Early Head Start Coordinator**
 Stephanie Stevens

Senior Financial Specialist
 Carol Curtis

Early Childhood Instructors (8)
 Instructional Assistant I, II, III

Speech Language Pathologist (4.5)
 Occupational Therapist (2)
 Physical Therapist
 Early Intervention Inclusion Supervisor
 Early Intervention Instructors (8)

Early Head Start Home Visitors (3)
 EHS Administrative Assistant II

Financial Specialist
 Administrative Assistant II
 Senior Administrative Assistant

Food Service Supervisor
 Food Service Assistant

Bus Drive II & Bus Driver I
 Bus Assistant

Part C
 Family Service Coordinators/Infant
 Instructors (3)

*Contract: Nurse & Mental Health
 Consultant*

Early Intervention/Early Childhood/Full Day Preschool (4)

Early Intervention/Early Childhood/Half Day Preschool (5)

<i>Pandas</i>	<i>Otters</i>	<i>Rascals</i>	<i>Honeybees</i>	<i>Amazon</i>	<i>Meadow</i>	<i>Arctic</i>	<i>Outback</i>	<i>Sea</i>
Early Childhood Instructor	Speech Language Pathologist (2)							
Early Intervention Instructor (M/W)	Early Childhood Instructor (2)							
(2) Instructional Assistants	Early Intervention Instructor (T/TH) (2) Instructional Assistants							
Instructional Assistant DD		Instructional Assistant DD						

Nurse: Contracted with Public Health

**Chain of Command*

EHS Training and Technical Assistance Plan

	A	B	C	D	E	F	G	H
1	Training Need (Justification)	T/TA Resources	Target Audience	Expected Outcomes	Responsible Staff	Timeline	Estimated Cost Allocation	
2	Creating a workplace culture for learning where all staff and programs collaboratively work towards a commitment to learning.	CC4L Committee	CDS Staff	Participants will focus on data and using data to inform instruction, scaffold learning, and plan for professional development.	CC4L Staff Members	Monthly meetings throughout the 2020-2021 year	EHS: \$	-
3							EI: \$	-
4							Childcare: \$	-
5							Admin: \$	-
6	Orientation for Board of Directors and Policy Council members on their responsibilities. This need is a program requirement and OHS initiative.	CDS Staff	Members of Policy Council and Board of Directors	Members will gain knowledge of Shared Governance, the requirements of the HS Act 2007, and on their responsibilities in Governance and Management of Early Childhood programming.	Executive Director and EHS Coordinator	July 2020	EHS: \$	-
7							EI: \$	-
8							Childcare: \$	-
9							Admin: \$	-
10	OHS regulations on Early Head Start Eligibility will be reviewed with participants in order to stay compliant.	EHS Policies/Procedures and OHS Webinar	All staff who determines eligibility and all governance members.	Participants will understand the eligibility determination process and the ramifications for not abiding by those procedures.	EHS Coordinator	October 2020	EHS: \$	-
11							EI: \$	-
12							Childcare: \$	-
13							Admin: \$	-
14	Region 8 Head Start Conference	Regional TTA Network	EHS Staff	Participants will attend the annual Regional Conference to learn about Performance Standards, Best Practice, how to improve socialization, etc.	EHS Coordinator	October 2020	EHS: \$	1,200.00
15							EI: \$	-
16							Childcare: \$	-
17							Admin: \$	-

EHS Training and Technical Assistance Plan

	A	B	C	D	E	F	G	H
18	Training Need (Justification)	T/TA Resources	Target Audience	Expected Outcomes	Responsible Staff	Timeline	Estimated Cost Allocation	
19	Pedestrian Safety training is a Performance Standard requirement for enrolled families.	EHS Staff	EHS enrolled families	Participants will learn safe riding practices, boarding and leaving the vehicle, crossing the street, and danger zones around the vehicle.	EHS Home Visitors	October 2020	EHS:	
20							EI: \$ -	
21							Childcare: \$ -	
22							Admin: \$ -	
23	Writing Family and Individual Child Goals/Outcomes	Regional T.TA Network	EHS Home Visitors	Participants will learn about writing functional child and family goals	EHS Coordinator	Fall 2020	EHS: \$ -	
24							EI: \$ -	
25							Childcare: \$ -	
26							Admin: \$ -	
27	Practice Based Coaching/ TLC	ECLKC Resources/Coaching Corner Regional T. TA Staff	EHS Coordinator	Participants will be provided support as we continue to implement the PBC model. Participants will receive further training in the TLC model.	EHS Coordinator	Throughout the 2020-2021 program year.	EHS: \$ -	
28							EI: \$ -	
29							Childcare: \$ -	
30							Admin: \$ -	
31	Supporting families and children through transitions	ECLKC Resources/Teacher Time	EHS Coordinator	Participants will learn what they need to know to make transitions successful for children and families.	EHS Coordinator	Spring or Fall of 2020/2021	EHS: \$ -	
32							EI: \$ -	
33							Childcare: \$ -	
34							Admin: \$ -	

EHS Training and Technical Assistance Plan

	A	B	C	D	E	F	G	H
35	Training Need (Justification)	T/TA Resources	Target Audience	Expected Outcomes	Responsible Staff	Timeline	Estimated Cost Allocation	
36	WHSA	Regional Office, Regional T.TA Staff, WHSA Members	EHS Coordinators	Opportunity to network and collaborate with other Head Start Organizations in the state and participate in trainings provided by Regional T.A. and Region 8 Staff, based on needs of members.	EHS Coordinator	Meet 4 times a year	EHS: \$	600.00
37							EI: \$	-
38							Childcare: \$	-
39							Admin: \$	-
40	Region 8 Leadership Institute	Regional T.TA Network	EHS Coordinator/ Executive Director/ Fiscal	Regional training focusing on data, leadership, oversight, etc.	EHS Coordinator	Summer 2021	EHS: \$	800.00
41							EI: \$	-
42							Childcare: \$	-
43							Admin: \$	-
44	CPR/First Aid Recertification	Red Cross Material, Ready Reference Cards & Website Access	EHS Home visitors who's CPR/First Aid certification expires this year	To maintain CPR/First Aid certification required by state licensing and NAEYC	CDS-CC Red Cross Instructors	January 2021	EHS: \$	112.00
45							EI: \$	-
46							Childcare: \$	-
47							Admin: \$	-
48	The required DFS training	Early Childhood Coordinator	EHS Home Visitors	To maintain knowledge in the following areas: Safety and health of children, Fire Safety, Sanitation procedures, medication administration, Sudden Infant Death Syndrome (SIDS), Safe sleep practices, blood borne pathogens, recognition and reporting of suspected child abuse or neglect, shaken baby syndrome, nutrition, transportation of children.	Early Childhood Coordinator	August 2021	EHS:	
49							EI:	
50							Childcare: \$	-
51							Admin: \$	-

EHS Training and Technical Assistance Plan

	A	B	C	D	E	F	G	H
	Training Need (Justification)	T/TA Resources	Target Audience	Expected Outcomes	Responsible Staff	Timeline	Estimated Cost Allocation	
52	Container Baby Syndrome Training	Physical Therapist	EHS Home Visitors	Participants will be provided with information on Container Baby Syndrome, what it is and how to prevent it as well as the benefits of tummy time, holding your baby and floor time.	EHS Coordinator	Fall 2020	EHS:	
53							EI: \$ -	
54							Childcare: \$ -	
55							Admin:	
56								
57	Hearing Screening Training: Obtaining, Interpreting, Referring, and Following-up on Hearing Screening Results for Infants, Toddlers, and Preschoolers	EHDI-Wyoming/CDS-CC Audiologist	EHS and Part C Home Visitors, EI's, and Classroom Staff	Participants will be trained on how to use the the Otoacoustic Emissions (OAE) and pure tone hearing screening.	Early Intervention Inclusion Supervisor/EHS Coordinator	Fall 2020	EHS:	
58							EI: \$ -	
59							Childcare: \$ -	
60							Admin: \$ -	
61	Volunteer Training	EHS	Volunteers	Training to ensure volunteers are trained on the program including: goals/program philosophy, safety, and program operations.	EHS Coordinator	As needed	EHS:	
62							EI: \$ -	
63							Childcare: \$ -	
64							Admin: \$ -	
65	Parent Training: Topics include: School Readiness, health, engagement, discipline, behaviors, etc.	Florida State University: Center for Prevention and Early Intervention Policy	EHS Parents and families	Prepare parents with the knowledge and skills needed to become their child's first teacher. Provide information and activities to parents/caregivers support all aspects of their child's development, including school readiness.	EHS Home Visitors	Throughout the 2019-20 program year.	EHS: \$ 1,200.00	
66							EI: \$ -	
67							Childcare: \$ -	
68							Admin: \$ -	

EHS Training and Technical Assistance Plan

	A	B	C	D	E	F	G	H
69	Training Need (Justification)	T/TA Resources	Target Audience	Expected Outcomes	Responsible Staff	Timeline	Estimated Cost Allocation	
70	Health Services Management	T/TAS at WKU	EHS Coordinator EHS Admin. Assistant	Increase understanding of regulations related to the provision of comprehensive health services.	EHS Coordinator	December 2020	EHS: \$ 3,188.00	
71							EI: \$ -	
72							Childcare: \$ -	
73							Admin: \$ -	
74	LSP - Life Skills Progression		EHS Staff	Increase ability to collect and analyze LSP data for use in ongoing monitoring and outcomes.	EHS Coordinator		EHS: \$ 2,900.00	
75							EI: \$ -	
76							Childcare: \$ -	
77							Admin: \$ -	
78							EHS: \$10,000	
79							EI: \$	
80							Childcare: \$	
81							Admin: \$	

Children's Developmental Services of Campbell County Cost Allocation Plan

Direct Charging of Shared Costs

Purpose/General Statements

The purpose of this cost allocation plan is to summarize, in writing, the methods and procedures that Children's Developmental Services of Campbell County (CDS-CC) will use to allocate costs to various programs, grants, contracts and agreements.

All goods and services purchased solely and specifically for any program shall be direct charged to that program.

CDS-CC has the internal policy of using all monies funded to this program in a responsible and ethical manner, as stated in CDS-CC's Vision, Mission, Goals and Value Statement, within the realms of Head Start, County, State and Federal guidelines.

General Approach

The general approach of CDS-CC in allocating costs to particular grants and contracts is as follows:

- All goods and services purchased solely and specifically for any program shall be direct charged to that program.
- Allowable direct costs that can be identified to more than one program are prorated individually as direct costs using a base most appropriate to the particular cost being prorated.
- All other allowable general and administrative costs (costs that benefit all programs and cannot be identified to a specific program) are allocated to programs, grants, etc. using a base that results in an equitable distribution.

Allocation of Costs

- The expenses of Children's Developmental Services of Campbell County are shared by the following cost centers/programs: Administrative, Early Intervention, Early Childhood, and Early Head Start, all funded by: private pay, reimbursement funding (Medicaid and DFS reimbursement) county government and/or state and federal grants. CDS-CC may receive other supplemental funding from other sources at various times. These restricted supplemental funds may be granted for a specific project or expense and will only reflect costs which are allowable and approved by each specific grant.
- CDS-CC organizational projected budgets are prepared to reflect all funding sources, goods and services to be purchased, personnel costs based on all employed staff, and the projected percentage of time or actual hours and fringe benefits to be paid by each program for the program period. The projected budget shall be based on the relative benefits received by each program. Documentation will include multi program cost allocation spreadsheets, automated financial reports, and Personnel Action Reports (Kronos). (See Methodology 1)

- Compensation for Personal Services – Documented in each individual’s calendar, showing time distribution based on time spent on each program. Salaries and wages are charged directly to the program for which work has been done.
 - Fringe benefits (FICA, Wyoming Retirement and Worker’s Compensation) are allocated in the same manner as salaries and wages. Health, life, and dental insurance are allocated in the same manner as salaries and wages.
 - Vacation, holiday, and sick pay are allocated in the same manner as salaries and wages.
- Travel Costs – Allocated based on purpose of travel. All travel costs (local and out-of-town) are charged directly to the program for which the travel has incurred. Travel costs that benefit more than one program will be allocated to those programs based on the ratio of each program’s salaries to the total of such salaries. Travel costs that benefit all programs will be allocated based on the ratio of each program’s salaries to total salaries.
- Professional Services Costs (such as consultants)- Allocated to the program benefiting from the service. All professional services costs are charged directly to the program for which the service was incurred. Costs that benefit more than one program will be allocated to those programs based on the ratio of each program’s expenses to the total of such expenses. Costs that benefit all programs will be allocated based on the ratio of each program’s expenses to total expenses.
- Office Expense and Supplies (including office supplies and postage) – Allocated based on usage as well as a monthly expense to rent and maintain the postage machine. Expenses used for a specific program will be charged directly to the cost center. Postage expenses are charged directly to cost centers. Costs that benefit more than one program will be allocated to those programs based on the ratio of each program’s expenses to the total of such expenses. Costs that benefit all programs will be allocated based on the ratio of each program’s expenses to total expenses. (See Methodology 2)
- Equipment – CDS-CC depreciates equipment when the initial acquisition cost exceeds \$1,000. Depreciation is recorded at ½ the annual calculated straight-line amount. Items below \$1,000 are reflected in the supplies category and expensed in the current year. Unless allowed by the awarding agency, equipment purchases are recovered through depreciation. Depreciation costs for allowable equipment used solely by one program are charged directly to the program using the equipment. If more than one program uses the equipment, then an allocation of the depreciation costs will be based on the ratio of each program’s expenses to the total of such expenses. Costs that benefit all programs will be allocated based on use.
- Printing (including supplies, maintenance and repair) – Expenses are charged directly to programs that benefit from the service. Expenses that benefit more than one program are allocated based on the ratio of the costs to total expenses. Costs that benefit more than one program will be allocated to those programs based on use.

- Insurance – Insurance needed for a particular program is charged directly to the program requiring the coverage.
- Telephone/Communications – Cell phone usage is charged directly to program using them.
- Facilities Expenses – Allocated based upon usable square footage. The ratio of total square footage used by all personnel to total square footage is calculated. Facilities costs related to general and administrative activities are allocated to program based on the ratio of program square footage to total square footage. (See Methodology 3)
- Training/Conferences/Seminars – Allocated to the program benefiting from the training, conferences or seminars. Costs that benefit more than one program will be allocated to those programs based on the ratio of each program’s salaries to the total of such salaries. Costs that benefit all programs will be allocated based on the ratio of each program’s salaries to total salaries.
- Other costs (including dues, license, fees, etc.) – Dues, fees, or other expenses are charged directly to the programs with the needed reimbursable requirements.

Allocation Methodology

Methodology 1

EHS Coordinator coordinates services provided by the EHS program, this is a full-time position of 40 hours per week, 36 hours or 90% of time is dedicated to EHS while the remaining four hours are used to supervise the Part C Early Interventionists. Federal funds, in the amount of **\$48,543**, are used to pay for coordinating Early Head Start. The total salary and benefits for the Early Head Start Coordinator total \$110,922. **Administrative Assistant/Family Services** - This position provides 90% or 36 hours a week to the EHS program for administrative support and family services totaling **\$28,881** of Federal ACF funds. These percentages are documented on individual calendars.

	Shared Personnel Costs	%	Amount Allocated EHS	%	Amount Allocated Part C	Total
EHS Coord	\$ 111,507.32	90%	\$100,356.59	10	\$11,150.73	\$111,507.32
EHS Admin	\$ 72,106.41	90%	\$64,895.26	10	\$7,211.15	\$72,106.41
Total	\$183,613.73	100%	\$165,251.85		\$ 18,361.88	\$183,613.73

Methodology 2

Paper, office supplies, postage, and child accident insurance- a per child cost is used to determine Early Head Start 36 children 7%, Part C 83 children 16%, Part B 217 children 42% and Paying Preschool 180 children 35%.

Grant	Shared Costs benefiting all programs	%
EHS	\$ 7,000	7%
Part B	\$42,000	42%
Part C	\$16,000	16%
Paying Preschool	\$35,000	35%
Total	\$100,000	100%

Methodology 3

Facilities Expense Amount = \$10,000

Utility costs are allocated based on square footage. Square footage for each program and general and administrative activity is considered in the analysis.

Program	Square Footage	%	Amount Allocated
EHS	300	30%	\$ 5,359
EIEP	700	70%	\$ 12,502
Total	10,000	100%	\$17,861

CRITERIA RANKING CHECKLIST

Date: _____

Client's Name: _____

Birth Date: _____

Pregnant Woman	3
Birth to 12 months	2
13 Months to 24 Months	1
25 Months to 36 Months	0

INCOME

75 % of poverty or less	4
At or below income guidelines, being a foster child, or homeless	4
Slightly over income guidelines, up to 130% of guideline	2
130% to 185% of income guidelines	1
Over 185% of income guidelines	0

Number of Family Household Members _____

Yearly Income: \$ _____

FAMILY COMPOSITION

First Child in Family	2
Under 21, More Than One Child	2
Minor With Spouse/Significant Other	2
Minor Living Alone	2
Foster Family	2
Single Parent	1
Single Parent w/Significant Other	1
Multi-Generational Family	1
Two Parents	0
Other: _____	(0 - 2) _____

FAMILY EDUCATION

Father Did Not Complete High School	3
Mother Did Not Complete High School	3
Father/Mother unknown education level	3
Father Completed GED	2
Mother Completed GED	2
Father Completed High School	1
Mother Completed High School	1
Father Completed College	0
Mother Completed College	0

SPECIAL NEEDS

- IFSP in 1 or more areas 2
- Suspected Disability/at risk 1

FAMILY SERVICES

- Family Receiving No Services at this Time 2
- Family Receiving Services from One or Two Agencies 1
- Family Receiving Services from Three or More Agencies 0

OTHER NEEDS

- Homeless 2
- Isolation (lives in a rural area of Campbell County) 1
- Isolation (new in town) 1
- English as a Second Language 1
- Referred by Other Agency Reason: _____ 1

FAMILY BACKGROUND

Please award one point for each box checked

- Family Stress (1-9) ____
- Social Service Needs (1-5) ____
- Environmental Concerns (1-4) ____
- Health Concerns (1-4) ____

Criteria Checklist Total _____

COMMENTS:

Staff Initials: _____ Date: _____

Staff Initials: _____ Date: _____

Staff Initials: _____ Date: _____

Policies for the Early Head Start Criteria Ranking Checklist

CFR. 1305.6

Procedures

1. After the Waiting List is filled out, staff should complete the Criteria Ranking Checklist. It is very important to have more than one person complete the ranking to help insure objectivity and fair consideration of all relevant factors. This will be completed by the EHS Coordinator, Administrative Assistant, and a Home Visitor.
2. Information used to award points must be able to be documented and not based on something you “know”. Please document the source and/or the concern on the Waiting List (weighing your words carefully) and on the Criteria Ranking (being more specific).
3. Points are then totaled. Additional comments can be written in the “comment” section. It is important to initial the form, date and site where indicated. Rankings can be updated as appropriate, such as if a family moves to another center or additional information is obtained.
4. Although family dynamics are included in the ranking, each child needs to be ranked individually. CDS-CC prioritizes by the individual child’s ranking, not by the family ranking. Therefore, siblings may end up with different rankings. A sibling of an enrolled child will only be enrolled if he/she is the next child on the waiting list.
5. Use the comment section to note any additional pertinent information, or any program preference indicated by the family.
6. The Criteria Ranking on each client, on the waiting list, needs to be updated every six months to ensure that the information is accurate and reflects the family’s current status. Update the form in a different color of ink and re-date the form.

SPECIFIC CRITERIA

Income A family’s income is determined at enrollment, although we do ask for an accurate report at this time. Acceptable forms used to determine income include: Individual Income Tax Form 1040, W-2 forms, pay stubs, pay envelopes, written statements from employers, child support receipt, or documentation showing current status as recipients of public assistance. Children, who are categorically eligible, regardless of income, include foster children, homeless children, and those receiving Public Assistance (TANF or SSI). Appropriate documentation

Revised 2019

shall be collected and documented by the staff person verifying eligibility.

A child's whose family's income is below poverty line or who is categorically eligible would automatically have priority over an over-income child to be served under the new 130% authority regardless of the child's age (provided that they are age eligible) or score on an agency's priority point system. However, CDS-CC/EHS can still serve up to 10% of children from incomes above the poverty line.

Family Composition (Points may be awarded for more than one category)

- *First Child in Family - if this is the first child in the family.
- *Minor Living Alone - if person is not living with parents or spouse/significant other.
- *Multi-Generational Family - if there is more than one generation living under the same roof.
- *Foster/Other - if the primary guardian is anyone other than the biological/adoptive parents, such as the grandparents, aunt/uncle, sibling, and the State.
- *Two Parents - both in home.

Family Education

*Select the highest level of education for both parents. In the event that the education is unknown – select father/mother unknown educational level

Special Needs

- *IFSP in 1 or more areas: This indicates that a child has an active IFSP. This area would be the one marked if the child was being served for articulation concerns and was referred for assessment in another area. As long as there is an active IFSP, regardless of other concerns or referrals, this item is marked.
- *Suspected Disability/At Risk: This indicates that the child has been referred for testing or there is a concern about a disability that has not been diagnosed. This child is not on an IFSP in any area.

DO NOT MARK BOTH DISABILITY SUSPECTED AND IFSP IN ONE OR MORE AREAS!

Other Needs

- *Homeless - if the parent/guardian is of legal age and doesn't have a permanent address of his/her own and is dependent upon others to meet their **temporary** housing needs or is living out of a car, box, etc.
- *Isolation - if the child or family lives in a rural area of Campbell County or family is new to area.
- *Referred by Other Agency - if the child is referred to EHS by another agency such as DFS, Public Health, CDS-CC, etc. The type of referral should be noted, and points given accordingly.

Family Background

- *Maternal Depression - Documented from a mental health provider or medical doctor, if possible.

Revised 2019

- *Serious/Chronic Health Concerns - A condition that affects the child's or parent's ability to participate in the program or regular activity, such as severe asthma, cancer, seizures, diabetes, lead poisoning, heart conditions, severe allergies, etc., not already noted under disability.
 - *Family Stress - A terminal illness or death of an immediate family member, parent incarcerated, job loss (primary income), change in number of children in the home, divorce, marriage, etc.
 - *Social Service Needs - Includes disabled parent, mental illness in immediate family, prenatal drug or alcohol exposure, parent in rehab/addiction program, child abuse, family violence, court mandated services, drug and alcohol abuse, etc.
 - *Environmental Concerns - Includes chaotic home environment, inconsistent and/or numerous adults in the home, neglect, lack of adequate housing or safety issues, lack of proper supervision, lack of appropriate nutrition, lack of affordable licensed child care, etc.
- *Points are awarded for each at-risk factor identified **one (1) point per checked box.***

POLICY COUNCIL SIGN OFF SHEET

FOR: EARLY HEAD START GRANT APPLICATION 2020-2021

GRANTEE NAME: CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY

MAILING ADDRESS: 1801 S. 4-J ROAD, GILLETTE, WY 82718

DATE: April 23, 2020

AMOUNT: \$412,324

I, _____, Policy Council Chairperson, along with the Policy Council members participated in the development of this application through discussion during the monthly Policy Council Meetings, participation on the budget committee, and Community Assessment review. The final review and approval of the Early Head Start Grant Application for the Program Year beginning on September 1, 2020 through August 31, 2021 was completed on this day.

Policy Council Chairperson

Date





Children's Developmental Services of Campbell County

- Early Childhood
- Region XIII PDDS
- Early Head Start

1801 South 4-J Road
Gillette, WY 82718

phone 307.682.2392
fax 307.682.8463
<http://www.ccgov.net/cds>

CDS-CC BOARD OF DIRECTORS SIGN OFF SHEET

FOR: EARLY HEAD START GRANT APPLICATION 2020-2021

GRANTEE NAME: CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY

MAILING ADDRESS: 1801 S. 4-J ROAD, GILLETTE, WY 82718

DATE: April 29, 2020

AMOUNT: \$ 412,324

I, _____, CDS-CC Board of Directors Chairperson, along with the CDS-CC Board of Directors members participated in the development of this application through discussion during the monthly Board of Directors Meetings, participation on the budget committee, and Community Assessment review. The final review and approval of the Early Head Start Grant Application for the Program Year beginning on September 1, 2020 through August 31, 2021 was completed on this day.

CDS-CC BOD Chairperson

Date



Campbell County
w y o m i n g





Children's Developmental Services of Campbell County

- Early Childhood
- Region XIII PDDS
- Early Head Start

1801 South 4-J Road
Gillette, WY 82718

phone 307.682.2392
fax 307.682.8463
<http://www.ccgov.net/cds>

CERTIFICATION OF EARLY HEAD START ADMINISTRATIVE COSTS

We, Children's Developmental Services of Campbell County, have reviewed 45 CFR Part 1303.5, and certify that the development and administration costs to administer the Children's Developmental Services of Campbell County Early Head Start Program for the program year September 1, 2020 through August 31, 2021 will not exceed 15 percent of \$412,324.

Documents substantiating administrative costs are available in our files for review by auditor and Office of Human Development Services/Health and Human Services Personnel.

Robert Tranas
Executive Director

Date



Campbell County
Wyoming



This is a multistate form. Not all states allow all exemptions listed on this form. Purchasers are responsible for knowing if they qualify to claim exemption from tax in the state that would otherwise be due tax on this sale. The seller may be required to provide this exemption certificate (or the data elements required on the form) to a state that would otherwise be due tax on this sale.

The purchaser will be held liable for any tax and interest and possibly civil and criminal penalties imposed by the member state, if the purchaser is not eligible to claim this exemption. A seller may not accept a certificate of exemption for an entity-based exemption on a sale made at a location operated by the seller within the designated state, if the state does not allow such an entity-based exemption.

1 Check if you are attaching the Multistate Supplemental form.

W Y If not enter the two-letter postal abbreviation for the state under whose laws you are claiming exemption

2 Check if this certificate is for a single purchase and enter the related invoice/purchase order# _____

3

Please Print

Name of purchaser
CAMPBELL COUNTY GOVERNMENT (Various Departments-see attached)

Business Address City State Zip code

500 S GILLETTE AVE GILLETTE WY 82716

Purchasers tax ID number State of issue Country of issue

83-6000103

If no tax ID number FEIN Driver's license number/State issued ID number Foreign diplomat number

Enter one of the following: state of issue number

Name of seller from whom you are purchasing, leasing or renting

Seller's address City State Zip code

4 Type of business. Circle the number that describes your business.

- 01 Accommodation and food services
02 Agriculture, forestry, fishing, hunting
03 Construction
04 Finance and insurance
05 Information, publishing and communications
06 Manufacturing
07 Mining
08 Real Estate
09 Rental and leasing
10 Retail trade
11 Transportation and warehousing
12 Utilities
13 Wholesale trade
14 Business services
15 Professional services
16 Education and health-care services
17 Nonprofit organization
18 Government
19 Not a business
20 Other (explain)

5 Reason for exemption. Circle the letter that identifies the reason for the exemption.

- A Federal government (department)
B State or local government (name) CAMPBELL COUNTY
C Tribal Government (name)
D Foreign diplomat#
F Religious or educational organization#
G Resale #
H Agriculture production#
I Industrial production/manufacturing#
J Direct pay permit#
K Multiple points of use (services, digital goods, or computer software delivered electronically)
L Direct mail #
M Other (explain)

6 Sign here. I declare that the information on this certificate is correct and complete to the best of my knowledge and belief.

Signature of authorized purchaser: Lucinda L. Ewing
Print name here: Lucinda L. Ewing
Title: Accounts Payable Clerk

ADDRESS INFORMATION FORM

GRANT NUMBER: 08CH01125

GRANT NAME: Children's Developmental Services of Campbell County

- 1. HEAD START DIRECTOR:** Stephanie Stevens
1801 South 4-J Road
Gillette, WY 82718
Telephone Number: (307)682-2392
Fax Number: (307)682-8463
Email: sss70@ccgov.net
Website: <https://www.ccgov.net/139/Childrens-Developmental-Services>
- 2. EXECUTIVE DIRECTOR:** Bob Tranas
1801 South 4-J Road
Gillette, WY 82718
Telephone Number: (307)682-2392
Fax Number: (307)682-8463
Email: rjt70@ccgov.net
Website: <https://www.ccgov.net/139/Childrens-Developmental-Services>
- 3. BOARD CHAIRPERSON:** Wendy Balo
1401 Hwy 50
Gillette, WY 82718
Telephone Number: (307)689-2245
Email: WML08@ccgov.net
- 4. POLICY COUNCIL CHAIRPERSON**
Jessica Meade
325 Sunflower Lane
Gillette, WY 82716
Telephone Number: (307)299-3400
Email: jessicameade1414@gmail.com
- 5. FISCAL OFFICER:** Carol Curtis
1801 South 4-J Road
Gillette, WY 82718
Telephone Number: (307)682-2392
Fax Number: (307)682-8463
Email: clc70@ccgov.net
Website: <https://www.ccgov.net/139/Childrens-Developmental-Services>

The following page(s) contain the backup material for Agenda Item: [9:30 Early Head Start COLA & Quality Improvement Grant Application](#)



Children's Developmental Services of Campbell County

· Early Childhood
· Region XIII PDDS
· Early Head Start

1801 South 4-J Road
Gillette, WY 82718

phone 307.682.2392
fax 307.682.8463
<http://www.ccgov.net/cds>

April 24, 2020

Jeffery S. Newton
Regional Grants Officer
Office of Grants Management, Region VIII
Administration for Children and Families
999 18th Street
South Terrace; Suite 499
Denver, Colorado 80202

Dear Mr. Newton,

Please find enclosed our Standard Form (SF)424 and the Supplement- Cost-of-Living Adjustment (COLA) and Quality Improvement Funds application. Children's Developmental Services of Campbell County/Early Head Start Program is applying for these funds according to the letter received from your office on March 13, 2020.

We are requesting COLA funds in the amount of \$41,397 in federal funds, and \$10,350 in applicant dollars for a total request of \$51,747 to help offset the increase in premiums for staff health, dental and life insurance benefits as well as fund ongoing quality improvement efforts.

Thank you for your continued support of our program.

Sincerely,

Handwritten signature of Bob Tranas in black ink.

Bob Tranas
Executive Director

Handwritten signature of Stephanie Stevens in black ink.

Stephanie Stevens
Early Head Start Coordinator



Campbell County
WYOMING



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Documentation of Board of Directors Approval of Grant Application	Page 14

Application for Federal Assistance SF-424											
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application			* 2. Type of Application: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input checked="" type="checkbox"/> Revision			* If Revision, select appropriate letter(s): Increase Award * Other (Specify): 					
* 3. Date Received: 			4. Applicant Identifier: 08CH011225								
5a. Federal Entity Identifier: N/A			5b. Federal Award Identifier: 08CH011225								
State Use Only:											
6. Date Received by State: 			7. State Application Identifier: 								
8. APPLICANT INFORMATION:											
* a. Legal Name: CAMPBELL, COUNTY OF											
* b. Employer/Taxpayer Identification Number (EIN/TIN): 836000103			* c. Organizational DUNS: 071413140								
d. Address:											
* Street1:		1801 S 4J Rd									
Street2:											
* City:		Gillette									
County/Parish:		Campbell County									
* State:		WY: Wyoming									
Province:											
* Country:		USA: UNITED STATES									
* Zip / Postal Code:		82718-5201									
e. Organizational Unit:											
Department Name: 			Division Name: 								
f. Name and contact information of person to be contacted on matters involving this application:											
Prefix: Mr.		* First Name: Robert									
Middle Name:											
* Last Name: Tranas											
Suffix:											
Title: Executive Director											
Organizational Affiliation: 											
* Telephone Number: (307) 682-2392			Fax Number:								
* Email: RJT70@ccgov.net											

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

ACF-Head Start

11. Catalog of Federal Domestic Assistance Number:

93.600

CFDA Title:

Head Start

*** 12. Funding Opportunity Number:**

eGrants-N/A

* Title:

N/A

13. Competition Identification Number:

Not Applicable

Title:

Not Applicable

14. Areas Affected by Project (Cities, Counties, States, etc.):

Campbell County - WY including the cities o

*** 15. Descriptive Title of Applicant's Project:**

Early Head Start

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="41,397"/>
* b. Applicant	<input type="text" value="10,350"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text" value="0"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="51,747"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

- Yes
- No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 02/28/2022

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Early Head Start: Program Operations	93.600	\$	\$	\$ 41,397	\$ 10,350	\$ 51,747
2. Early Head Start: TTA	93.600			0	0	0
3.						
4.						
5. Totals		\$	\$	\$ 41,397	\$ 10,350	\$ 51,747

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) Early Head Start: Program Operations	(2) Early Head Start: TTA	(3)	(4)	
a. Personnel	\$ 5,369	\$ 0	\$	\$	\$ 5,369
b. Fringe Benefits	6,397	0			6,397
c. Travel	0	0			0
d. Equipment	6,617	0			6,617
e. Supplies	0	0			0
f. Contractual	0	0			0
g. Construction	0	0			0
h. Other	23,014	0			23,014
i. Total Direct Charges (sum of 6a-6h)	41,397	0			\$ 41,397
j. Indirect Charges	0	0			\$ 0
k. TOTALS (sum of 6i and 6j)	\$ 41,397	\$ 0	\$	\$	\$ 41,397
7. Program Income	\$	\$	\$	\$	\$

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Standard Form 424A (Rev. 7- 97)
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SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program		(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	Early Head Start: Program Operations	\$ 10,350	\$	\$	\$ 10,350
9.	Early Head Start: TTA				0
10.					
11.					
12. TOTAL (sum of lines 8-11)		\$ 10,350	\$ 0	\$ 0	\$ 10,350

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 41,397	\$ 18,613	\$ 7,595	\$ 7,595	\$ 7,594
14. Non-Federal	\$ 10,350	2,588	2,588	2,587	2,587
15. TOTAL (sum of lines 13 and 14)	\$ 51,747	\$ 21,201	\$ 10,183	\$ 10,182	\$ 10,181

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTAL (sum of lines 16 - 19)	\$	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges: 22. Indirect Charges:

23. Remarks:

COLA Narrative

Children's Developmental Services of Campbell County (CDS-CC) reviewed ACF-PI-HS-20-02 and the Funding Guidance Letter to help determine the direction for the use of the Cost of Living Adjustment (COLA) funds. CDS-CC is allocated \$6,397 for the 2020 FY cost of living adjustment. Campbell County Government hired Segal Waters Consulting to conduct a Classification & Total Compensation Study, which was completed in September 2019. To complete this study, Segal Waters reviewed pay range information, pay practices, paid leave, health benefits, and retirement to complete a competitive market analysis comparing compensation competitiveness to similar positions within the local market. The results of this study show that compensation and benefits at CDS-CC are currently at 104% of the market average.

Based on this compensation information, CDS-CC proposes to utilize COLA funds to offset the rising costs of health insurance. Each employee will receive an equal prorated amount of COLA funds to cover the increase in premiums for the next fiscal year. Currently, employees have the option to choose between a Low Deductible Health Plan (LDHP) at a cost to the employee of \$315 per month for a family, and a High Deductible Health Plan (HDHP) at no cost to the employee. Applying the COLA funds towards the 8 % increase in health insurance premiums will assist CDS-CC in keeping health insurance premiums to a minimum.

COLA Budget

COLA				
EHS Personnel	Current Health Premium Cost	8% Increase to premium	COLA	Non-Federal Share
EHS Coordinator	\$26,730	\$2,128	\$1,151	\$977
EHS Administrative Assistant	\$26,730	\$2,128	\$1,151	\$977
Home Visitor	\$29,700	\$2,364	\$1,365	\$999
Home Visitor	\$29,700	\$2,364	\$1,365	\$999
Home Visitor	\$29,700	\$2,364	\$1,365	\$999
Totals	\$142,560	\$11,348	\$6,397	\$4,951

Quality Improvement Narrative

Following review of the Funding Guidance Letter, attachments, and relevant sections of the Head Start Act, Children’s Developmental Services of Campbell County proposes the following quality improvement investments for the Early Head Start program.

Staff compensation

Results of the recent compensation study completed by Campbell County Government show that Early Head Start staff compensation levels are currently fair and appropriate in comparison with others in the community who are required to have comparable education levels, work experience, and job-related duties. It remains our goal to ensure the Early Head Start County employees receive annual pay increases on a merit-based system. Children’s

Developmental Services of Campbell County proposes allocating **\$5369** towards the annual merit increase.

Equipment

Vision screening will be improved through upgrading the vision screening equipment to increase accuracy and speed of measurement when working with young children. The cost to upgrade vision screening equipment is \$6317. Workflow efficiency will be enhanced through the purchase of a computer monitor for the EHS Administrative Assistant/Family Services technician in the amount of \$300. Total costs for **Equipment: \$6617.**

Trauma Informed Approaches

Expand Mental Health Services

Children's Developmental Services of Campbell County currently has an established mental health contract for 2.5 hours per month to provide mental health consultation for enrolled families and EHS staff. Quality funds in the amount of **\$6600** will be used to expand the **mental health contract** to enhance consultation services for staff and families, integrate supports for families recovering from trauma, and improve staff knowledge and awareness of signs and symptoms of trauma in young children. This cost is calculated based on 8 additional hours per month at \$67.50/hour.

Strengthen Family Services

Educational support provided by an Instructional Assistant or other qualified CDS staff member may include preparation prior to home visits and socializations as well as care for siblings during socializations, parent group, and other program activities. **Substitute** staff may

also provide support for sibling engagement during challenging home visits to allow home visitors to focus on interactions between the parent and enrolled child. In order to promote more regular participation as well as increase the program's ability to support families in accessing healthcare and nutrition services, a substitute may be utilized to ensure adequate staffing to more effectively allow for transportation to be provided for those families in need. This cost is calculated at the substitute pay rate of \$15.12/hour based on 8 hours per month for a total of **\$1452.**

Communication with families will be enhanced by purchasing smartphones and data for each Early Head Start home visitor. Services will be purchased through a prepaid format. Early Head Start home visitors do not currently have a consistent means of communication with families while out of the office for extended periods during the day providing services in homes and the community. Additionally, there are many effective web-based resources that are useful in providing families with education and information regarding resources. Home visitors will be able to access these resources to share with families during home visits, which will increase availability to families who do not currently have access to internet through other means. The total cost for communication is budgeted at **\$1860.**

Support a Trauma-Informed Workforce

Trust-Based Relational Intervention (TBRI) is an attachment-based, trauma-informed intervention designed to meet the needs of vulnerable children. This model trains adults to provide effective support for at-risk children. The goals of TBRI emphasize creating an environment of physical, social, and psychological safety, recognizing and meeting children's physiological needs, structuring experiences to enhance self-regulation, enhancing caregiver

awareness and ability to be mindful while caregiving, developing secure attachments, and increasing resilience in caregivers and children.

Initial training in the TBRI model consists of 4 full day trainings and will be provided to all EHS staff, Part C early intervention staff, and preschool staff at Children's Developmental Services. Staff from community partner programs such as the YES House and the local Head Start preschool program will be invited to attend all trainings in an effort to increase community wide access to trauma informed approaches as children and families transition out of the Early Head Start program and into preschool programs and other programs within the community. The total budget for the initial TBRI training and associated materials is **\$2800**.

Create a Program-Wide Trauma-Informed Environment

Following completion of the initial TBRI training, additional funds in the amount of **\$9300** will be allocated for **implementation support**, TBRI specific coaching, and regular follow-up with staff to ensure that TBRI principles continue to be implemented with fidelity. This is calculated based on 5 hours per month at \$155/hour. Collected data will be reviewed regularly and the implementation plan will be adjusted accordingly.

Program improvements related to integrating a trauma informed approach over time will be tracked using a variety of measures including Teaching Strategies Gold data, the Life Skills Progression tool, and family outcomes data as well as through the ongoing self- assessment process. Currently, the Early Head Start program uses a variety of locally designed systems for data tracking but does not have a centralized system for tracking program data. To improve the quality of data management and analysis, **\$1002** will be budgeted to purchase **Child Plus software**.

Non-Federal Match

In-kind donation in the amount of \$2612 is provided by ChildPlus Software through donation of implementation training and an in-kind discount. The remaining \$6031 non-federal funds will be met through personnel salary and benefits paid for by Campbell County.

Quality Improvement Budget

Quality Improvement Investment	EHS Costs
Staff Compensation	\$5,369
Equipment	\$6,617
Mental Health Consultation	\$6,600
TBRI 4-Day Training and materials	\$2,800
TBRI Implementation support, coaching and follow up	\$9,300
Substitute	\$1,452
Communication	\$1,860
Child Plus	\$1,002
Total	\$35,000

POLICY COUNCIL SIGN OFF SHEET

FOR: EARLY HEAD START COLA and QUALITY IMPROVEMENT
GRANT APPLICATION 2020-2021

GRANTEE NAME: CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL
COUNTY

MAILING ADDRESS: 1801 S. 4-J ROAD, GILLETTE, WY 82718

DATE: April 23, 2020

AMOUNT: \$51,747

I, _____, Policy Council Chairperson, along with the Policy Council members participated in the development of this application through discussion during the monthly Policy Council Meetings, participation on the budget committee, and Community Assessment review. The final review and approval of the Early Head Start Grant Application for the Program Year beginning on September 1, 2020 through August 31, 2021 was completed on this day.

Policy Council Chairperson

Date



CDS-CC BOARD OF DIRECTORS SIGN OFF SHEET

FOR: EARLY HEAD START COLA and QUALITY IMPROVEMENT
GRANT APPLICATION 2020-2021

GRANTEE NAME: CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL
COUNTY

MAILING ADDRESS: 1801 S. 4-J ROAD, GILLETTE, WY 82718

DATE: April 29, 2020

AMOUNT: \$ 51,747

I, _____, CDS-CC Board of Directors Chairperson, along with the CDS-CC Board of Directors members participated in the development of this application through discussion during the monthly Board of Directors Meetings, participation on the budget committee, and Community Assessment review. The final review and approval of the Early Head Start Grant Application for the Program Year beginning on September 1, 2020 through August 31, 2021 was completed on this day.

CDS-CC BOD Chairperson

Date



The following page(s) contain the backup material for Agenda Item: [9:35 Cyber Security Grant Application, Elections Office](#)

**Office of
Campbell County Clerk
P.O. Box 3010
Gillette, WY 82717-3010
Phone (307) 682-7285 Fax (307) 687-6455**

MEMORANDUM

TO: Board of Campbell County Commissioners

FROM: Charity D. Stewart
Campbell County Elections Coordinator

DATE: April 28, 2020

RE: Election Department Cyber Security Grant Application

The Clerk's Office Elections Department would like to submit grant applications to the Wyoming Secretary of State and Department of Homeland Security.

Both online applications are requesting \$17,000 to \$20,000 for physical security upgrades to the election office and storage room. The upgrades would include adding three cameras to tie into the courthouse's current CCTV system, adding key fob access to four doors and additional door hardware to the downstairs election equipment storage area.

Please add this item to the Commissioner's May 5, 2020 meeting agenda. Susan will have copies of the applications to answer any questions during the meeting. Please contact me if you need more information.

WYSOS Physical and Cyber Security Funding Request

This funding request is being submitted to the Wyoming Secretary of State's Office (WYSOS) for consideration of funding assistance to the county making application for physical and/or cyber security improvement funds.

Counties requesting WYSOS funding assistance must commit to implementing the related project prior to August 1, 2020.

Incomplete requests may not be considered.

* Required

1. County *

2. Mailing Address *

PO Box 3010



3. Point of Contact Name *

Charity Stewart

4. Point of Contact Telephone *

307-686-1892

5. Point of Contact Email Address *

cds02@ccgov.net

6. Are you requesting funding assistance for physical security improvements or cyber security improvements? *

- Physical Security Improvements
- Cyber Security Improvements
- Both

7. If your project involves physical security improvements, please tell us which recommendations from the assessment report you are implementing.

Add Key fob access to 2 doors in the elections office and 2 doors to the election equipment storage room located in the basement of the courthouse.

Add a total of 3 cameras to both locations and tie them in to the already existing CCTV system at the courthouse.

Increase the physical security to the double door in the basement, including top and bottom bolts.

8. If your project involves cyber security improvements, please describe the project and how it supports elections and cyber security.

Your answer

9. How will your project increase the capability or reduce vulnerabilities in protecting, preventing, responding, or recovering from an act of terrorism in relation to elections as critical infrastructure? *

These measures will further limit access to secure areas where both information and equipment are stored. Adding key fob entry provides a record of who enters the space and cameras provide further evidence, if needed.

10. What is the funding amount you are requesting? *

Supporting documentation such as quotes or bid information needs to be submitted to Andrea.Byrne@wyo.gov.

\$20,000

11. Milestones: Please submit a minimum of three (3) milestones. *

Milestones should represent a logical progression of the project to allow for realistic monitoring and management. Please include target dates for completion of each milestone.

1. Purchase necessary electronic equipment.
2. Add hardware to basement double door.
3. Schedule install of key fob entry and cameras.

Due to the current COVID-19 pandemic, we are unable to provide a proper timetable for the steps to be completed.



12. Are you currently utilizing, or have you utilized, any of the free DHS election cyber security services? *

Yes

No

13. If yes, describe which services and when those services started in your county.

Campbell County has signed up to receive regular updates and also plans to utilize the free cyber security review in the future.

14. Email Address of Respondent *

cds02@ccgov.net

Page 1 of 1

Submit

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Wyoming Office of Homeland Security (WOHS) Elections/Cybersecurity Funding Request

* Required

County *

Campbell

Mailing Address *

PO Box 3010

DUNS Number *

Your answer



This is a required question

Point of Contact Name *

Charity Stewart



Point of Contact Phone Number *

307-686-1892

Point of Contact Email *

cds02@ccgov.net

Will you accept partial funding? *

Yes

No

If no, why *

Your answer

Briefly describe the project and how it supports elections and cybersecurity. *

Adding key fob access to a total of 4 doors will allow for accurate monitoring of who enters the locations where both voter data and election equipment are stored. Adding cameras to those same areas will provide additional security evidence, if needed.



How will this project increase the capability or reduce vulnerabilities in protecting, preventing, responding, or recovering from an act of terrorism in relation to elections and cybersecurity? *

More secure access point to the county's election data and equipment will make it less likely that anyone would be able to enter those areas and physically access the information. In the recovery from an act, key fob access and camera footage would help identify the particular threat or breach.

Amount of funding being requested *

Please submit supporting documentation (such as quotes) to ashley.paulsrud@wyo.gov.

\$20,000

Does this project focus on building new capabilities or sustaining existing? *

- Build
- Sustain

Milestones: Submit a minimum of three milestones. *

Milestones should represent a logical progression of the project to allow for realistic monitoring and management of grant funding. Please include target dates for completion of each milestone.

1. Purchase necessary electronic equipment.
2. Add hardware to basement double door.
3. Schedule install of key fob entry and cameras.

Due to the current COVID-19 pandemic, we are unable to provide a proper timetable for the steps to be completed.



Are you an EI-SAC member? *

- Yes
- No

If yes, since what date? *

Date

mm/dd/yyyy

Are you currently utilizing, or have you utilized, any of the free DHS cybersecurity services? *

- Yes
- No

If yes, what services have you used? *

Campbell County has signed up to receive regt

Are your cybersecurity services provided by county IT or a vendor? *

- Vendor
- County IT



If a vendor, what is the name of the company? *

Your answer

 This is a required question

Submit

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The following page(s) contain the backup material for Agenda Item: [9:40 2020 Primary Election Resolutions](#)

Office of
Campbell County Clerk
P.O. Box 3010
Gillette, WY 82717-3010
Phone (307) 682-7285 Fax (307) 687-6455

MEMORANDUM

TO: Board of Campbell County Commissioners

FROM: Charity D. Stewart
Campbell County Elections Coordinator

DATE: April 28, 2020

RE: 2020 Primary Election Resolutions

Attached to this memo are three resolutions pertaining to the 2020 Primary Election as required per Wyoming Statute: determining polling places and establishing precinct boundaries and the number of precinct people.

The fourth resolution establishes an absentee polling place at the courthouse, due to the COVID-19 pandemic.

Please add this item to the Commissioner's May 5, 2020 meeting agenda.

Please contact me if you need more information.

RESOLUTION DETERMINING PUBLIC CONVENIENCE OF
POLLING PLACES OUTSIDE OF PRECINCT BOUNDARIES

Resolution # _____

WHEREAS, W.S. 22-12-101 provides that polling places may be located outside of precincts if the Board of County Commissioners determines and records in its minutes the reasons that it is required by the public convenience; and

WHEREAS, the CAM-PLEX Wyoming Center, 4101 Maverick Drive, Gillette, Wyoming, is a public facility of sufficient size to accommodate polling places for all voters residing in District 01, Precincts 01-27, and is centrally and conveniently located for all voters residing in these precincts with easy accessibility. The public convenience and efficiencies will be met by locating the polling places for all precincts located in District 01 within the CAM-PLEX Wyoming Center; and

WHEREAS, there are no public facilities of sufficient size, with public conveniences to accommodate a polling place within District 02, Precinct 01; District 03, Precinct 01; District 09, Precinct 01; District 18, Precinct 01; District 19, Precinct 01; District 22, Precinct 01; District 23, Precinct 01; District 24, Precinct 01 or District 26, Precinct 01, while the CAM-PLEX Wyoming Center, 4101 Maverick Drive, Gillette, Wyoming, is easily accessible to the public, and adequate in size; and

WHEREAS, the Wright Town Hall, 395 Lariat Way, Wright, Wyoming, is a public facility of sufficient size to accommodate polling places for all voters residing in District 14, Precincts 01 and 02 and is centrally and conveniently located for all voters residing in these precincts, is easily accessible to the public, and adequate in size; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of County Commissioners of Campbell County hereby determines that the location of the polling place for District 01, Precincts 01-27; District 02, Precinct 01; District 03, Precinct 01; District 09, Precinct 01; District 18, Precinct 01; District 19, Precinct 01; District 22, Precinct 01; District 23, Precinct 01; District 24, Precinct 01 and District 26, Precinct 01, shall be at the CAM-PLEX Wyoming Center, 4101 Maverick Drive, Gillette, Wyoming, District 14, Precincts 01 and 02 shall be at the Wright Town Hall, 395 Lariat Way, Wright, Wyoming, as required by the public convenience.

Resolved this 5th day of May 2020.

CAMPBELL COUNTY BOARD OF COUNTY COMMISSIONERS

DG Reardon, Chairman

Rusty Bell

Del Shelstad

Robert Maul

ATTEST:

Susan F. Saunders, Clerk

Colleen Faber

RESOLUTION FOR ELECTION PRECINCT BOUNDARIES

Resolution # _____

WHEREAS, W.S. 22-7-101 provides that the Board of County Commissioners shall divide the county into election districts no later than its first meeting in May in every general election year; and

WHEREAS, the County Clerk has recommended no changes to the election districts;

NOW, THEREFORE, BE IT RESOLVED that the following election districts are established in Campbell County for the 2020 election year.

PRECINCT	HOUSE	SENATE	WARD	POLLING PLACE
01-01	53	24	1	Cam-Plex Wyoming Center
01-03	53	24	3	“ “
01-05	53	24	3	“ “
01-07	53	24	2	“ “
01-09	53	24	2	“ “
01-11	32	24	1	“ “
01-12	52	1	1	“ “
01-14	32	24	1	“ “
01-15	32	24	3	“ “
01-16	32	24	3	“ “
01-17	31	23	1	“ “
01-18	31	23	2	“ “
01-19	32	24	3	“ “
01-20	32	24	3	“ “
01-21	52	1	2	“ “
01-22	31	23	2	“ “
01-23	31	23	2	“ “
01-24	31	23	1	“ “
01-25	32	24	1	“ “
01-26	32	24	3	“ “

01-27	31	23	2	“	“
02-01	52	1		“	“
03-01	3	23		“	“
04-01	52	1		Rozet School	
06-01	52	1		Rawhide School	
07-01	52	1		Recluse Community Hall	
08-01	52	1		Little Powder School	
09-01	32	24		Cam-Plex Wyoming Center	
13-01	3	23		4-J School	
14-01	3	23		Wright Town Hall	
14-02	3	23		Wright Town Hall	
18-01	52	1		Cam-Plex Wyoming Center	
19-01	3	23		“	“
22-01	52	1		“	“
23-01	3	23		“	“
24-01	31	23		“	“
26-01	53	24		“	“

Resolved this 5th day of May, 2020

CAMPBELL COUNTY BOARD OF COUNTY COMMISSIONERS

DG Reardon, Chairman

Rusty Bell

Del Shelstad

Robert Maul

Colleen Faber

ATTEST:

Susan F. Saunders, Clerk

RESOLUTION DETERMINING NUMBER OF
COMMITTEEMEN AND COMMITTEEWOMEN IN PRECINCTS

Resolution # _____

WHEREAS, W.S. 22-4-101(b) provides that each political party in each precinct shall elect one (1) committeeman and one (1) committeewoman for each two hundred fifty (250) votes or major fractions thereof cast for the party's candidate for representative in congress in the last general election, but provided that no precinct shall be entitled to less than one (1) precinct committeeman and precinct committeewoman; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of County Commissioners for Campbell County hereby determines that the following precincts are entitled to the number of committeemen and committeewomen as indicated below:

	Republican	Democrat
01-01	1	1
01-03	1	1
01-05	1	1
01-07	2	1
01-09	1	1
01-11	1	1
01-12	1	1
01-14	1	1
01-15	2	1
01-16	2	1
01-17	1	1
01-18	1	1
01-19	2	1
01-20	1	1
01-21	1	1
01-22	1	1
01-23	2	1
01-24	1	1
01-25	2	1
01-26	1	1
01-27	2	1
02-01	1	1
03-01	2	1
04-01	2	1
06-01	1	1
07-01	1	1
08-01	1	1

	Republican	Democrat
09-01	1	1
13-01	1	1
14-01	1	1
14-02	1	1
18-01	1	1
19-01	1	1
22-01	1	1
23-01	2	1
24-01	1	1
26-01	1	1

Resolved this 5th day of May, 2020.

CAMPBELL COUNTY BOARD OF COUNTY COMMISSIONERS

DG Reardon, Chairman

Rusty Bell

Del Shelstad

Robert Maul

Colleen Faber

ATTEST:

Susan F. Saunders, Clerk

RESOLUTION ESTABLISHING A LOCATION FOR AN ABSENTEE
POLLING PLACE FOR CAMPBELL COUNTY, WYOMING

Resolution # _____

WHEREAS, W.S. 22-9-125(a) the Board of County Commissioners may elect to adopt one or both of the alternate procedures for casting, collecting and counting absentee ballots; and

WHEREAS, the County Clerk wishes to establish an absentee polling place in the Campbell County Courthouse due to the COVID-19 pandemic. Said polling place will be equipped to accommodate voters from all districts and precincts within the county, and such a polling place shall be open the same hours as the Courthouse on normal business days during the time period allowed for absentee voting, all in compliance with W.S. 22-9-125(a); and

WHEREAS, said polling place shall use electronic voting systems to tabulate such absentee ballots cast;

NOW, THEREFORE, BE IT RESOLVED, that the Board of County Commissioners for Campbell County hereby determines that an absentee polling place be established in the Campbell County Courthouse, such polling place to be equipped with an electronic voting machine that will accommodate voters from all districts and precincts within the county, and such polling place shall be open the same hours as the Courthouse on normal business days during the time period allowed for absentee voting.

RESOLVED this 5th day of May, 2020.

CAMPBELL COUNTY BOARD OF COUNTY COMMISSIONERS

DG Reardon, Chairman

Rusty Bell

Del Shelstad

Robert Maul

ATTEST:

Colleen Faber

Susan F. Saunders, Clerk

The following page(s) contain the backup material for Agenda Item: [9:45 District Support Grant, Rustic Hills](#)



Department of Public Works - Engineering Division

Kevin C. King, P.E., Director

500 S. Gillette Avenue, Suite 1400 Gillette, WY 82716 | 307-685-8061 Office | 307-687-6468 Fax

DISTRICT SUPPORT GRANT MEMORANDUM

FROM: Kevin C. King, P.E., Public Works Executive Director **KCK**
TO: Board of County Commissioners
SUBJECT: District Support Grant Application From: Rustic Hills I&S
DATE: 4/28/2020
 Rustic Hills I&S has submitted a District Support Grant application in the amount of \$5,262 for installation of two new culverts (intersection of Barefoot Drive and Rustic Hills Road West, and on Rustic Hills Road), placing 414 tons of Limestone W base, and installing limestone riprap

Grant Type and Priority >>> **Gravel Road, Priority 6**

Costs and Eligibility

Total Estimated Project Cost:	<u>\$16,629</u>			
Total Number of District Lots:	39			
Total allowable grant over a 5-yr period:	39	lots	@	\$ 1,500 \$ 58,500
Total amount of Grants approved over current 5-yr period:				\$ 14,007
Total amount not subject to \$1500/lot limitation				\$ 1,200
Remaining Grant eligibility this current 5-yr period:				\$ 45,693
Current Fiscal Year Awards	<u>\$ -</u>			O.K.
Remaining Eligibility this Fiscal Year	\$ 50,000		O.K.	

Compliance

Rustic Hills I&S District is in compliance with the elections office per a 3/19/2020 memo

Analysis

Gravel Road, Priority 6

(PR-6) 50% up to \$50,000 drainage, 33% up to \$50,000 connecting roads, 25% up to \$50,000 gravel

%	Total	Grant	Item
100		\$ -	
50	\$ 4,420.00	\$ 2,210.00	Crown/ditch/culverts
33		\$ -	
25	\$ 12,209	\$ 3,052	Gravel and rip-rap
Totals	\$ 16,629	\$ 5,262	

Quotes Received

	Company	Total
1	Quality Agg	\$ 16,629
2	Fuller Construction	\$ 17,852
3	Terry Mastellar*	\$ 18,800
4		

*Notes: Mastellar's bid did not include the limestone rip-rap

Recommendation

I recommend the Board approve the District Support Grant request from Rustic Hills I&S Improvement and Service District in an amount not to exceed \$ 5,262 for installation of two new culverts (intersection of Barefoot Drive and Rustic Hills Road West, and on Rustic Hills Road), placing 414 tons of Limestone W base, and installing limestone riprap

Funding History

5 year	\$14,007
10 year	\$14,007
Since 1993	\$16,431

Board Approval? \$ Date Approved



DISTRICT SUPPORT GRANT APPLICATION

District Name: Rustic Hills ISD Requested Amount: \$5,262.22 (25% & 50%)

Mailing Address: #1 Rustic Hills Road, Rozet, WY 82727

Contact Person: Ron Schabot, President

Day Time Phone: 307-680-2459

Application is requesting financial assistance to form a District? Yes No

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

Is the project anticipated to be complete in the next 18 months? Yes No

Description of proposed project: (Include engineering reports, portion to be funded by grant, etc.)
Grant request is 50% for drainage (culverts, crowning and ditching) and 25% for rock.

- 60' culvert at intersection of Barefoot Drive & Rustic Hills Road West
- 40' culvert in Rustic Hills Rd approximately 100' north of Rustic Hills Road West

Deliver and spread limestone W Base on approximately 1,000 feet of Rustic Hills Road West, starting at Rustic Hills Road. Install limestone rip/rap.
Crowning and ditching that same 1,000 feet of Rustic Hills Road West.

Total project cost (estimated) (itemize on separate sheet: \$16,628.86

Projected start date: May 1, 2020 Projected completion date: November 30, 2020

Briefly describe why the project is needed:

The two culverts, crowning and ditching will improve drainage in these areas. The limestone is needed as rock has deteriorated in this area.

Governing Board members: Ron Schabot, President / Pat Ranum, Vice President / Jane Datisman, Secretary/Treasurer

Acreage (approximate) of district or proposed district: 960 +/- acres

Date of district formation (if applicable) July 30, 1992

Number of lots: 39 lots (35 lots assessed – per owner assessment)

Population of District: 74 (approximately)

Ratio of Developed and undeveloped land: 33 to 1

Is area legally platted? Yes

District boundary map included? On file

Is District Zoned? No If so, what is it zoned? _____

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

FINANCIAL INFORMATION

Current Mill Levy for the Subdivision \$ 28,700.00

Current Assessed Valuation (County Assessor's Office) \$ 777,956

Current Indebtedness \$ 0.00

Current Income statement and balance sheet \$ \$16,235.49 (Bank Balance) - \$11,070 in assessments due.

Water and sewer rates, tap fees, plant investment fees, association or district dues (Describe)

District maintains roads - \$820.00 per owner assessed per year through County Assessments.

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,

Don Schuch

(SEAL)

Title: President

Attest:

Jane Datsman

Secretary/Treasurer

2:15 PM

Rustic Hills Improvement & Service District

04/13/20

Balance Sheet

Accrual Basis

As of April 13, 2020

	<u>Apr 13, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
First National Bank Checking	16,235.49
Total Checking/Savings	16,235.49
Accounts Receivable	
Accounts Receivable	11,070.00
Total Accounts Receivable	11,070.00
Total Current Assets	27,305.49
TOTAL ASSETS	<u>27,305.49</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,880.00
Total Accounts Payable	1,880.00
Total Current Liabilities	1,880.00
Total Liabilities	1,880.00
Equity	
Opening Balance Equity	36,217.05
Unrestricted Net Assets	-27,798.32
Net Income	17,006.76
Total Equity	25,425.49
TOTAL LIABILITIES & EQUITY	<u>27,305.49</u>

Rustic Hills District Support Grant - March/April, 2020																
1,000 feet of Rustic Hills West, 24' wide X 4" thick																
Company	Limestone - W Base			Rip/Rap - 4" X 6"			Crowning/Ditching			18" Culvert			18" Culvert			TOTAL
	Tons	\$/Ton	Total	Tons	\$/Ton	Total	Hrs	\$/Hr	Total	LF	\$/LF	Total	LF	\$/LF	Total	
Fuller Construction	414	28.75	\$11,902.50	23	\$41.30	\$949.90	10	\$150.00	\$1,500.00	40	35	\$1,400.00	60	\$35.00	\$2,100.00	\$17,852.40
Quality Agg	414	26.35	\$10,908.90	23	\$56.52	\$1,299.96	12	\$135.00	\$1,620.00	40	28	\$1,120.00	60	\$28.00	\$1,680.00	\$16,628.86
Terry Masteller	414		\$10,800.00	23		\$0.00			\$4,900.00	40		\$1,180.00	60		\$1,920.00	\$18,800.00
Low Bid - Quality Agg & Construction			\$16,628.86													
50% Grant Request (Crowning/Ditching & culverts)									\$4,420.00							\$2,210.00
25% Grant Request (W-Base limestone & rip/rap)									\$12,208.86							\$3,052.22
									\$16,628.86							\$5,262.22

District Support Grant Roadway Cost Estimate Template

ROADWAY PROJECT INFORMATION										
District	Rustic Hills ISD							Submit one form for each road		
	Surfacing			Blading		Drainage/Ditch		Dust Control		
Road Name	Len (Ft)	Wid (Ft)	Thick (In)	Len (Ft)	Wid (Ft)	Len (Ft)	Deep (Ft)	Culverts?	Len (Ft)	Wid (Ft)
Rustic Hills Rd West	1,000	24'	4"							

Contractor Name/Address: FULLER CONSTRUCTION, INC. - PO BOX 640, MOORCROFT WY 82721

CONTRACTOR PRICING

Check if Apply	Surfacing	Tons	\$/Ton *	Total \$	
X	W Base Limestone (J, W, L)	414	\$28.75	\$11,902.50	*includes aggregate, delivery and placement of aggregate. If mixing two aggregates (ie concrete/asphalt), fill out both rows. If cost does not include placement of aggregate, please state and then include it under blading below. Scoria is often in cubic yards instead of tons. If this is the case, mark out tons and put in CY
	Scoria (2" max)				
	Crushed Concrete				
	Crushed Asphalt				
	4"x6" Limestone(Rip/Rap)	23	\$41.30	\$949.90	
Surfacing Subtotal				\$12,852.40	

Check if Apply	Blading	Hrs	\$/Hr *	Total \$	
X	Crowning/Ditching	10	150	\$1,500	* includes cost of water and application of water to road surface. May also include blading shoulders for drainage to ditches
	Water Truck				
Blading Subtotal				\$1,500	

Check if Apply	Drainage	LF	\$/LF *	Total \$	
					* includes materials and installation of culverts. For ditches, cost includes cutting ditches, disposing of excess material if applicable, and any erosion protection measures necessary
1 - each	Install 18" culvert	40	35	\$1,400	
1 - each	Install 18" culvert	60	35	\$2,100	
	Cut Ditches				
Drainage Subtotal				\$3,500	

Check if Apply	Dust Control	Gallons	\$/Gallon *	Total \$	
	Mag Chloride				* includes product and application of product to roadway
	Other (Specify)				
Dust Control Subtotal				\$0	
Total Cost Estimate				\$17,852.40	

S:\ENG_\Shar\Dist Support Grants\All Templates\Roadway Cost Estimate Template

60' culvert at intersection of Barefoot Drive & Rustic Hills Road West
 40' culvert in Rustic Hills Rd approximately 100' north of Rustic Hills Road West

Deliver and spread limestone W Base on approximately 1,000 feet of Rustic Hills Road West, starting at Rustic Hills Road
 Crowning and ditching that same 1,000 feet of Rustic Hills Road West.

District Support Grant Roadway Cost Estimate Template

ROADWAY PROJECT INFORMATION										
District	Rustic Hills ISD							Submit one form for each road		
Road Name	Len (Ft)	Wid (Ft)	Thick (In)	Len (Ft)	Wid (Ft)	Len (Ft)	Deep (Ft)	Culverts?	Len (Ft)	Wid (Ft)
Rustic Hills Rd West	1,000	24'	4"							

Contractor Name/Address: **Quality AG**

CONTRACTOR PRICING

Check if Apply	Surfacing	Tons	\$/Ton *	Total \$	
X	W Base Limestone (J, W, L)	414	\$26.35	\$10,908.90	*includes aggregate, delivery and placement of aggregate. If mixing two aggregates (ie concrete/asphalt), fill out both rows. If cost does not include placement of aggregate, please state and then include it under blading below. Scoria is often in cubic yards instead of tons. If this is the case, mark out tons and put in CY
	Scoria (2" max)				
	Crushed Concrete				
	Crushed Asphalt				
	4"x6" Limestone(Rip/Rap)	23	\$56.52	\$1,311.00	1299.96
Surfacing Subtotal				\$12,219.90	

Check if Apply	Blading	Hrs	\$/Hr *	Total \$	
X	Crowning/Ditching	12	135	\$1,620	* includes cost of water and application of water to road surface. May also include blading shoulders for drainage to ditches
	Water Truck				
Blading Subtotal				\$1,620	

Check if Apply	Drainage	LF	\$/LF *	Total \$	
1 - each	Install 18" culvert	40	28	\$1,120	* includes materials and installation of culverts. For ditches, cost includes cutting ditches, disposing of excess material if applicable, and any erosion protection measures necessary
1 - each	Install 18" culvert	60	28	\$1,680	
	Cut Ditches				
Drainage Subtotal				\$2,800	

Check if Apply	Dust Control	Gallons	\$/Gallon *	Total \$	
	Mag Chloride				* includes product and application of product to roadway
	Other (Specify)				
Dust Control Subtotal				\$0	
Total Cost Estimate				\$16,639.90	

S:\FNG_Shar\Dist Support Grants\All Templates\Roadway Cost Estimate Template

60' culvert at intersection of Barefoot Drive & Rustic Hills Road West
 40' culvert in Rustic Hills Rd approximately 100' north of Rustic Hills Road West

Deliver and spread limestone W Base on approximately 1,000 feet of Rustic Hills Road West, starting at Rustic Hills Road
 Crowning and ditching that same 1,000 feet of Rustic Hills Road West.

16,639.90

District Support Grant Roadway Cost Estimate Template

ROADWAY PROJECT INFORMATION										
District	Rustic Hills ISD							Submit one form for each road		
Road Name	Surfacing			Blading		Drainage/Ditch			Dust Control	
	Len (Ft)	Wid (Ft)	Thick (In)	Len (Ft)	Wid (Ft)	Len (Ft)	Deep (Ft)	Culverts?	Len (Ft)	Wid (Ft)
Rustic Hills Rd West	1,000	24'	4"							

Contractor Name/Address: Terry Masteller/po Box 195, Rozet Wy 82727

CONTRACTOR PRICING

Check if Apply	Surfacing	Tons	\$/Ton *	Total \$	
X	Limestone (J, W, L)			\$10,800	* includes aggregate, delivery and placement of aggregate. If mixing two aggregates (ie concrete/asphalt), fill out both rows. If cost does not include placement of aggregate, please state and then include it under blading below. Scoria is often in cubic yards instead of tons. If this is the case, mark out tons and put in CY
	Scoria (2" max)				
	Crushed Concrete				
	Crushed Asphalt				
4"x6"	Limestone(Rip/Rap)	23			
Surfacing Subtotal				\$10,800	

Check if Apply	Blading	Hrs	\$/Hr *	Total \$	
X	Crowning/Ditching			\$4,900	* includes cost of water and application of water to road surface. May also include blading shoulders for drainage to ditches
	Water Truck				
Blading Subtotal				\$4,900	

Check if Apply	Drainage	LF	\$/LF *	Total \$	
1 - each	Install 18" culvert	40		\$1,180	* includes materials and installation of culverts. For ditches, cost includes cutting ditches, disposing of excess material if applicable, and any erosion protection measures necessary
1 - each	Install 18" culvert	60		\$1,920	
	Cut Ditches				
Drainage Subtotal				\$3,100	

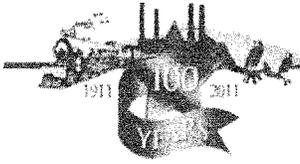
Check if Apply	Dust Control	Gallons	\$/Gallon *	Total \$	
	Mag Chloride				* includes product and application of product to roadway
	Other (Specify)				
Dust Control Subtotal				\$0	
Total Cost Estimate				\$18,800	

S:\ENG_Sha\Dist Support Grants\All Templates\Roadway Cost Estimate Template

60' culvert at intersection of Barefoot Drive & Rustic Hills Road West
 40' culvert in Rustic Hills Rd approximately 100' north of Rustic Hills Road West

Deliver and spread limestone W Base on approximately 1,000 feet of Rustic Hills Road West, starting at Rustic Hills Road
 Crowning and ditching that same 1,000 feet of Rustic Hills Road West.

Campbell County
CENTENNIAL



Office of
COUNTY CLERK

500 S. Gillette Avenue, Suite 1600 • P.O. Box 3010 • Gillette, Wyoming 82717-3010
Phone: 307.682.7285 • Fax: 307.687.6455

March 19, 2020

To: Helenanne Cathey

RE: Rustic Hills Improvement and Service District

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

Notice of Board – 04/30/2019

Final Budget – 06/26/2019

Public Records – 07/19/2019

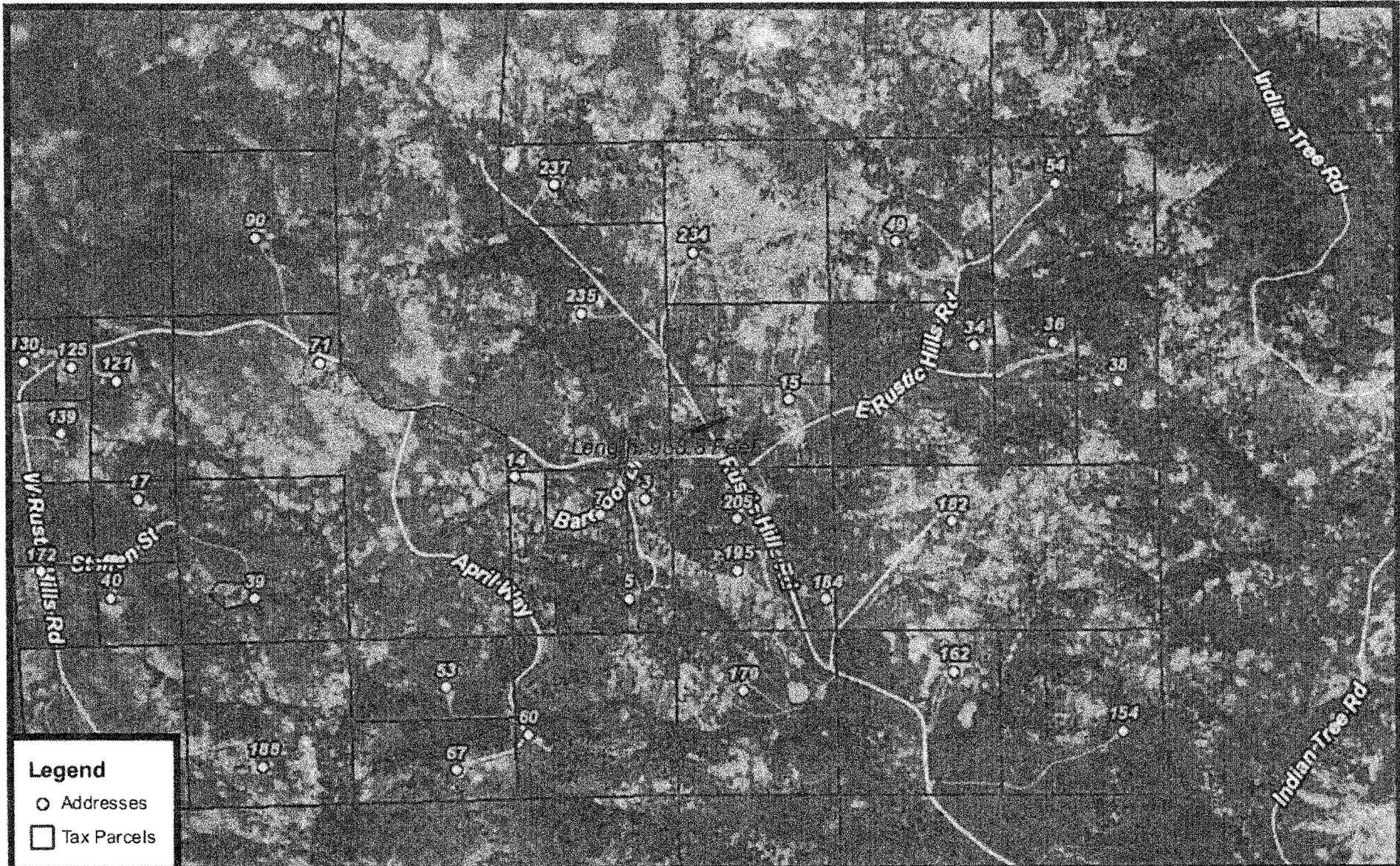
Map - YES

Department of Audit - YES

Department of Revenue - YES

Sincerely,

Charity D. Stewart
Elections Coordinator



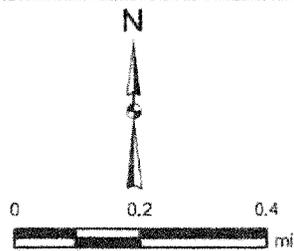
Legend

- Addresses
- Tax Parcels

2 culverts



Date: 3/18/2020
Time: 4:34:19 PM



CAMPBELL COUNTY, WYOMING

DEPARTMENT
OF PUBLIC WORKS

500 S. Gillette Ave. Gillette, Wyoming 82716
Phone # 307 685-8061
Fax # 307 687-6349

RUSTIC HILLS I & S DISTRICT
 020.7085.15
 39 Lots

	Award	Priority 1	Priority 2	Priority 3	Priority 4	Priority 5	Priority 6 25%	Priority 6 33%	Priority 6 50%	Priority 7	Priority 8	Disburse	Balance	Project Cost
2/2/1993 District Formation	1,423.83												\$ 1,423.83	
2/17/1993 Pay Req 1-Final												1423.83	\$ -	
5/19/2009 Award - Scoria for Roads	1,000.00												\$ 1,000.00	
6/19/2009 Pay Req #1-Final												999.34	\$ 0.66	
8/4/2015 DSG 2015.08 Drainage/Rock to Rt	6,238.00						5,038.00		1,200.00				6,238.00	
8/18/2016 Pay Req 1-Final												5,862.50	375.50	
2/20/2018 DSG 2017.12 Road Maintenance	7,769.00						7,769.00						7,769.00	
12/18/2018 Pay req-final												7,768.75	0.25	

5 year totals	14,007.00						12,807.00		1,200.00			21,400.25		
10 Year totals	14,007.00													
Since Formation	16,430.83													

not subject to \$1500/lot limitation	
Eligible	58,500.00
Awards	14,007.00
Disbursements	21,400.25
Subject to 1500.	12,807.00
Not subject to 1500.	1,200.00
Remaining current 5-yr period	45,693.00

FY 19-20 District Support Grant Master List

Meeting Date	District Name	Project Cost	Grant Award	Budget Remaining	Project Description
Beginning Approved Budget				\$ 275,000.00	
08/06/19	Pineview	\$ 680,000.00	\$ 44,601.00	\$ 230,399.00	Design/Construction of Water Project
12/17/19	Central Campbell County	\$ 136,393.00	\$ 34,098.00	\$ 196,301.00	Emergency repair to pump #6
12/17/19	Brunsen Road	\$ 12,395.00	\$ 3,099.00	\$ 193,202.00	Road Maintenance
04/07/20	Fox Ridge	\$ 14,502.00	\$ 3,626.00	\$ 189,576.00	Road Maintenance
04/07/20	Central Campbell	\$ 5,750.00	\$ 2,875.00	\$ 186,701.00	Street Sweeping
04/07/20	Means, Carter, N. Hannum	\$ 11,900.00	\$ 2,975.00	\$ 183,726.00	Mag Chloride Application
04/07/20	Prairievew Champion Ventures	\$ 3,600.00	\$ 1,800.00	\$ 181,926.00	Street Sweeping
04/07/20	Central Campbell	\$ 16,301.00	\$ 4,075.00	\$ 177,851.00	Sewer Line Jetting
04/07/20	Eight Mile	\$ 8,500.00	\$ 2,683.00	\$ 175,168.00	Mag Chloride Application
04/07/20	Bennor Estates	\$ 6,800.00	\$ 1,700.00	\$ 173,468.00	Mag Chloride Application
04/07/20	Box n Ranch	\$ 9,643.00	\$ 2,411.00	\$ 171,057.00	Roadway Surfacing
04/21/20	Rozet Ranchettes	\$ 39,482.00	\$ 9,871.00	\$ 161,186.00	Roadway Surfacing
04/21/20	Graceland	\$ 36,906.00	\$ 9,227.00	\$ 151,959.00	Roadway Surfacing
04/21/20	Stonegate	\$ 21,790.00	\$ 5,448.00	\$ 146,511.00	Road Maint/Dust Control
Total Awards to Date		\$ 1,003,962.00	\$ 128,489.00	12.80%	
Budget Remaining			\$ 146,511.00	53% Budget Remaining	

Breakdown of FY19-20 District Support Grant Awards		
Grant Type	Total	Percentage
Meters/water	\$ 34,098.00	26.5%
Road Maintenance	\$ 41,040.00	31.9%
Engineering/grant requests	\$ 44,601.00	34.7%
Street Sweeping	\$ 4,675.00	3.6%
Sewer Jetting	\$ 4,075.00	3.2%
District Formation	\$ -	0.0%
Total	\$ 128,489.00	100.0%

The following page(s) contain the backup material for Agenda Item: [9:50 Piper Acres Subdivision Zoning](#)



Memorandum Department of Public Works

TO: Campbell County Board of Commissioners

FROM: Megan Nelms, AICP, Planner and Zoning Administrator

DATE: April 28, 2020

SUBJECT: Piper Acres Subdivision – Zoning Request
W $\frac{1}{2}$ SW $\frac{1}{4}$, Section 13, the SE $\frac{1}{4}$ SW $\frac{1}{4}$, the S $\frac{1}{2}$ SE $\frac{1}{4}$, and NE $\frac{1}{4}$ SE $\frac{1}{4}$, Section 14, the N $\frac{1}{2}$ NE $\frac{1}{4}$, Section 23 and a portion of the NW $\frac{1}{4}$ NW $\frac{1}{4}$, Section 24, T49N, R73W

Case Number: 20.01 COZ

Summary: The applicant is proposing to subdivide and zone approximately 364 acres into approximately 100 residential lots. The development is anticipated to occur in phases of approximately 30 lots each.

The R-S (Residential Suburban) district is the County's most restrictive residential zoning district. It allows only single-family dwellings that are stick-built or factory built modular homes constructed to the International Residential Code (IRC).

Current Zoning: Unzoned

Proposed Zoning: R-S (Residential Suburban)

Planning Commission Recommendation: On April 16, 2020 the Planning Commission recommended APPROVAL of the zoning request.

Staff Recommendation: Staff recommends APPROVAL of the zoning request.



Application for Zoning Amendment

Permit Cost: \$200.00

Primary Code Reference: Chapter 7, Sections 10.60 and 10.5

Applicant Information

Name of Applicant: Thomas Civin dba TLC Developments, LLC	
Applicant Phone Number: (307) 752-3200	Applicant Fax Number:
Applicant Mailing Address: 1461 Thomas Drive, Sheridan, WY 82801	
Applicant Email Address: tomcivin@gmail.com	
Relationship of Applicant to Property:	<input checked="" type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Lessee <input type="checkbox"/> Other
Name of Authorized Agent (if applicable): n/a	
Agent Phone Number:	Agent Fax Number:
Agent Mailing Address:	
Agent Email:	

Property and Use Information

Property Address (if different from applicant): Piper Acres Subdivision off Hwy 50 south of Red Hills	
Current Zoning: None	Current Use: Vacant land
Proposed Zoning: R-S Residential Suburban	Proposed Use: Single Family Dwellings
Legal Description(s): Lengthy, see below	

Project Information

Description of Amendment: *Please describe your project/use in as much detail as you feel necessary. Use extra sheets if required.*

363 acres of vacant land being subdivided into 100 lots of 3.36 acres average size with single family dwellings to be constructed

Legal description:

A TRACT OF LAND BEING THE W $\frac{1}{2}$ SW $\frac{1}{4}$ OF SECTION 13, THE SE $\frac{1}{4}$ SW $\frac{1}{4}$, THE S $\frac{1}{2}$ SE $\frac{1}{4}$, AND NE $\frac{1}{4}$ SE $\frac{1}{4}$ OF SECTION 14, THE N $\frac{1}{2}$ NE $\frac{1}{4}$, SECTION 23, AND A PORTION OF THE NW $\frac{1}{4}$ NW $\frac{1}{4}$ OF SECTION 24, T.49N., R.73W. OF THE 6TH P.M. CAMPBELL COUNTY, WYOMING

FOR USE BY COUNTY STAFF – DO NOT WRITE HERE

Case Name/No.:	Date Received: 2-13-20
Fee/Amount Paid: 20.01 COZ	
Planning Comm. Date: 3-19-20	PC Recommendation: <input type="checkbox"/> Approve <input type="checkbox"/> Modify <input type="checkbox"/> Deny
County Comm. Date:	CC Decision: <input type="checkbox"/> Approve <input type="checkbox"/> Deny
Chairman:	Date Signed:



The following items shall be submitted along with this application. Please review Chapter 7, Section 10.60 and/or Section 10.5 for the procedures and approvals required for a Zoning Amendment.

Required Materials:

- a) A written narrative indicating the requested change in designation and/or the modification of any zoning language, pursuant to the requirements of Section 10.60 or 10.5 and adequate to allow the County Commission to make the findings required by Section 10.60 or 10.5.
- b) A depiction of the subject property, showing all structures, landscaping, signage, fencing, road access, and other pertinent features, as well as all access points and adjacent roadways.
- c) The names, addresses, and phone numbers of all property owners within 1,000 feet of the subject property.

Acknowledgement of Right to Appeal

The Applicant herein, or his/her authorized Agent, hereby acknowledges that he/she has been advised of the fact that decisions by the County Commission cannot be administratively appealed and that any appeal must be brought before the District Court, according to the requirements of Section 10.70 of the Zoning Regulations.

Applicant Signature: Thomas [Signature] Authorized Agent: _____

Agent Authorization and Request for Notification of Changes

The applicant, if signed below, grants the above noted authorized agent the authority to act on the property owners behalf regarding all matters of this application. Please also check YES if the Applicant requests to receive correspondence from the Planning Division regarding any submittals received or changes made during this application.

Applicant Signature: _____ Date: _____

Yes, I request to receive notification of submittal changes made during the application review process.

500 South Gillette Avenue
Suite 1500
Gillette, Wyoming 82716
(307) 682-1970
(307) 687-6468 Fax



Piper Acres

Zoning

April 27, 2020

Planning Commission Meeting
April 16, 2020

Board of Commissioners Meeting
May 5, 2020

Applicant: Tom Civin – TLC Developments

Case Number: 20.01 COZ

Agent: Anthony MacDonald, P.E., KLJ Engineering

Summary: The applicant is proposing to subdivide and zone approximately 364 acres into approximately 100 residential lots. The development is anticipated to occur in phases of approximately 30 lots each.

Legal Description: The W¹/₂SW¹/₄, Section 13, the E¹/₂SE¹/₄, the SW¹/₄SE¹/₄, and SE¹/₄SW¹/₄, Section 14, the N¹/₂NE¹/₄, Section 23 and a portion of the NW¹/₄NW¹/₄, Section 24, T49N, R73W

Location: The property is located south of Gillette, on the west side of Highway 50. It is adjacent to and connecting into Red Hills Subdivision and Fox Ridge Subdivision.

Current Zoning: Unzoned

Proposed Zoning: R-S (Residential Suburban)

Existing Land Use: Undeveloped

Adjacent Land Use: North: Red Hills Subdivision (R-S)

South: Residences on large acreage (unzoned)

East: Residences on large acreage (unzoned)

West: Fox Ridge Subdivision & vacant lands (R-R & unzoned)

Zoning Considerations:

The request is in conformance with the Comprehensive Plan. The 2013 County Future Land Use Map designates this area as Residential and Rural General.

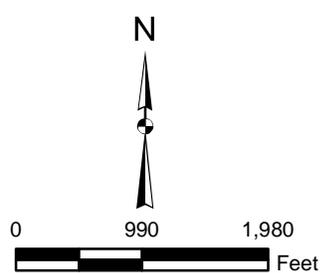
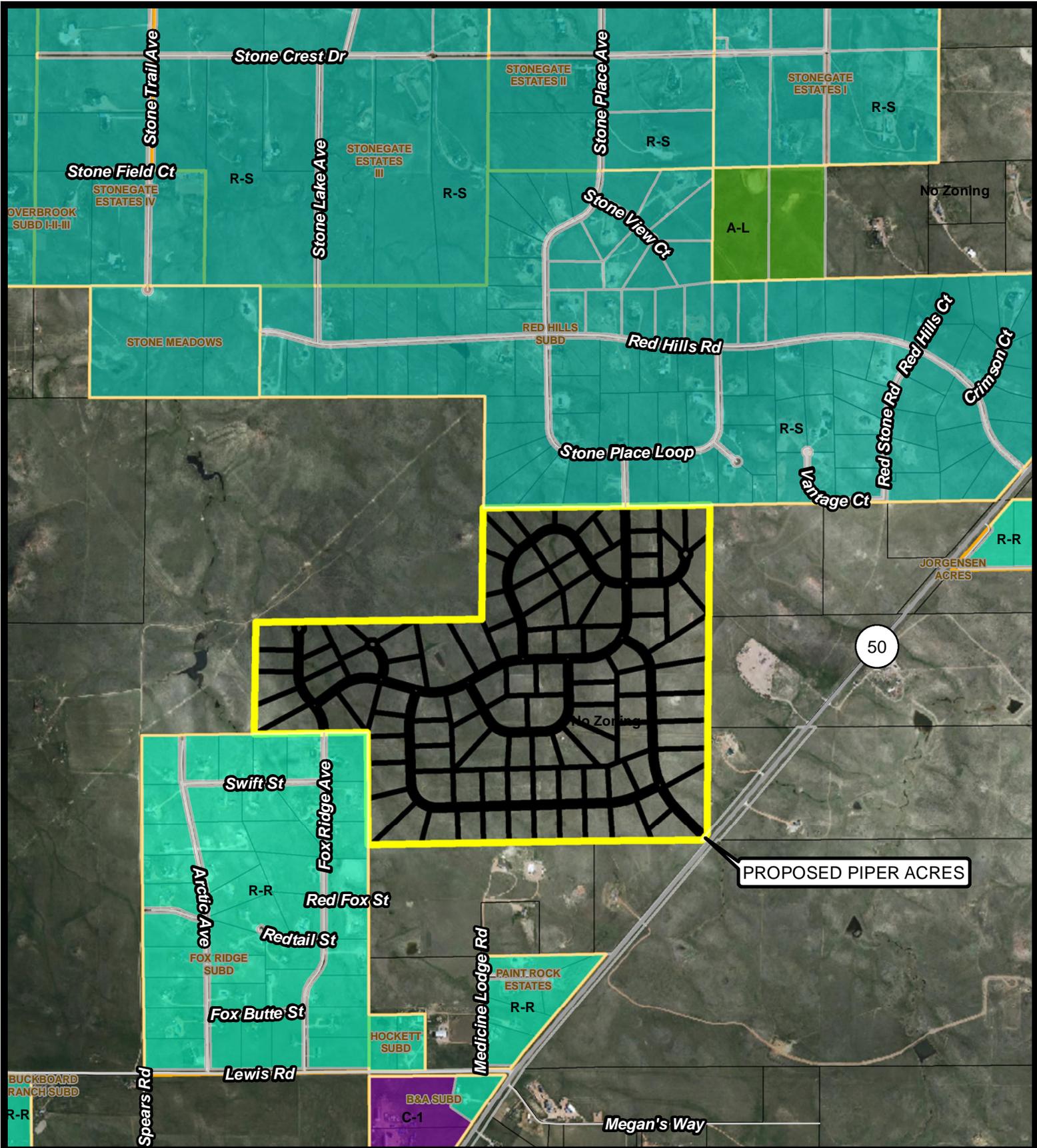
The property shall be developed in conformance with the R-S (Residential Suburban) zoning district regulations. The R-S district does not allow manufactured homes, only stick-built or factory built modular homes, constructed to the IRC (International Residential Building Code).

Staff Recommendation:

Staff recommends APPROVAL of the zoning request.

Planning Commission Recommendation: On April 16, 2020, the Planning Commission recommended APPROVAL of the zoning request.

Board of Commissioners' Decision:



CAMPBELL COUNTY
 DEPARTMENT OF PUBLIC WORKS
 500 S. Gillette Ave. Gillette, Wyoming 82716
 Phone # 307 685-8061
 Fax # 307 687-6349

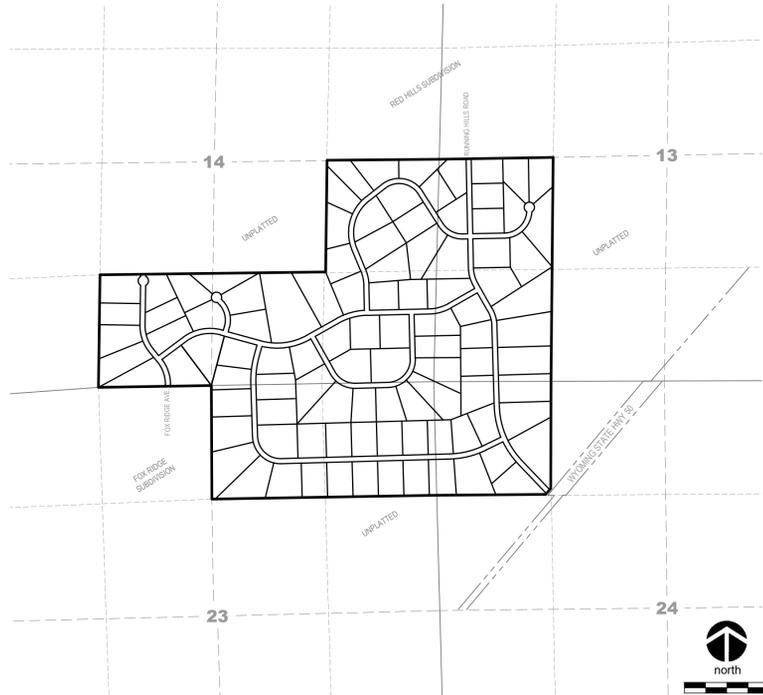
PROPOSED PIPER ACRES

DATE: 2/14/2020 DRAWN BY: crn08

PRELIMINARY PLAT OF PIPER ACRES

A TRACT OF LAND BEING THE W $\frac{1}{2}$ SW $\frac{1}{4}$ OF SECTION 13,
THE SE $\frac{1}{4}$ SW $\frac{1}{4}$, THE S $\frac{1}{2}$ SE $\frac{1}{4}$, AND NE $\frac{1}{4}$ SE $\frac{1}{4}$ OF SECTION 14,
THE N $\frac{1}{2}$ NE $\frac{1}{4}$, SECTION 23, AND A PORTION OF THE NW $\frac{1}{4}$ NW $\frac{1}{4}$ OF SECTION 24,
T.49N., R.73W. OF THE 6TH P.M.
CAMPBELL COUNTY, WYOMING

SHEET 1 of 2



1 VICINITY MAP - T.49N., R.73W., 6th P.M.
SCALE: 1" = 1000'

LEGAL DESCRIPTION

A TRACT OF LAND BEING THE W $\frac{1}{2}$ SW $\frac{1}{4}$ OF SECTION 13, THE SE $\frac{1}{4}$ SW $\frac{1}{4}$, THE S $\frac{1}{2}$ SE $\frac{1}{4}$, AND NE $\frac{1}{4}$ SE $\frac{1}{4}$ OF SECTION 14, THE N $\frac{1}{2}$ NE $\frac{1}{4}$ OF SECTION 23, AND A PORTION OF THE NW $\frac{1}{4}$ NW $\frac{1}{4}$ OF SECTION 24, TOWNSHIP 49 NORTH, RANGE 73 WEST OF THE SIXTH PRINCIPAL MERIDIAN, CAMPBELL COUNTY, WYOMING. SAID TRACT OF LAND BEING DESCRIBED MORE PARTICULARLY AS FOLLOWS:

BEGINNING AT A THE COMMON ONE QUARTER SECTION CORNER BETWEEN SAID SECTIONS 13 AND 14;
THENCE N89°01'05"E ALONG THE NORTH BOUNDARY OF THE SAID W $\frac{1}{2}$ SW $\frac{1}{4}$ OF SECTION 13 A DISTANCE OF 1335.60 FEET TO THE NORTHEAST CORNER OF THE SAID W $\frac{1}{2}$ SW $\frac{1}{4}$ OF SECTION 13;
THENCE S00°33'22"W ALONG THE EAST BOUNDARY OF THE SAID W $\frac{1}{2}$ SW $\frac{1}{4}$ OF SECTION 13 A DISTANCE OF 2625.13 FEET TO THE SOUTHEAST CORNER OF THE SAID W $\frac{1}{2}$ SW $\frac{1}{4}$ OF SECTION 13;
THENCE S00°08'54"W ALONG THE EAST BOUNDARY OF THE SAID NW $\frac{1}{4}$ NW $\frac{1}{4}$ OF SECTION 24 A DISTANCE OF 1261.85 FEET TO THE NORTHERLY RIGHT OF WAY OF WYOMING STATE HIGHWAY NUMBER 50;
THENCE S40°37'19"W ALONG THE SAID NORTHERLY RIGHT OF WAY OF WYOMING STATE HIGHWAY NUMBER 50 A DISTANCE OF 92.27 FEET TO THE SOUTH BOUNDARY OF THE SAID NW $\frac{1}{4}$ NW $\frac{1}{4}$ OF SECTION 24;
THENCE S89°34'53"W ALONG THE SAID SOUTH BOUNDARY OF THE SAID NW $\frac{1}{4}$ NW $\frac{1}{4}$ OF SECTION 24 A DISTANCE OF 1277.30 FEET TO THE SOUTHWEST CORNER OF THE SAID NW $\frac{1}{4}$ NW $\frac{1}{4}$ OF SECTION 24;
THENCE S89°01'02"W ALONG THE SOUTH BOUNDARY OF THE SAID N $\frac{1}{2}$ NE $\frac{1}{4}$ OF SECTION 23 A DISTANCE OF 2659.54 FEET TO THE SOUTHWEST CORNER OF THE SAID N $\frac{1}{2}$ NE $\frac{1}{4}$ OF SECTION 23;
THENCE N00°14'48"W ALONG THE WEST BOUNDARY OF THE SAID N $\frac{1}{2}$ NE $\frac{1}{4}$ OF SECTION 23 A DISTANCE OF 1332.57 FEET TO THE NORTHWEST CORNER OF THE SAID N $\frac{1}{2}$ NE $\frac{1}{4}$ OF SECTION 23;
THENCE S89°08'07"W ALONG THE SOUTH BOUNDARY OF THE SAID SE $\frac{1}{4}$ SW $\frac{1}{4}$ OF SECTION 14 A DISTANCE OF 1331.82 FEET TO THE SOUTHWEST CORNER OF THE SAID SE $\frac{1}{4}$ SW $\frac{1}{4}$ OF SECTION 14;
THENCE N00°46'23"E ALONG THE WEST BOUNDARY OF THE SAID SE $\frac{1}{4}$ SW $\frac{1}{4}$ OF SECTION 14 A DISTANCE OF 1201.94 FEET TO THE NORTHWEST CORNER OF THE SAID SE $\frac{1}{4}$ SW $\frac{1}{4}$ OF SECTION 14;
THENCE N89°17'42"E ALONG THE NORTH BOUNDARY OF THE SAID SE $\frac{1}{4}$ SW $\frac{1}{4}$ OF SECTION 14 A DISTANCE OF 2662.16 FEET TO THE NORTHEAST CORNER OF THE SAID SE $\frac{1}{4}$ SW $\frac{1}{4}$ OF SECTION 14;
THENCE N00°42'56"E ALONG THE WEST BOUNDARY OF THE SAID NE $\frac{1}{4}$ SE $\frac{1}{4}$ OF SECTION 14 A DISTANCE OF 1311.71 FEET TO THE NORTHWEST CORNER OF THE SAID NE $\frac{1}{4}$ SE $\frac{1}{4}$ OF SECTION 14;
THENCE N89°30'05"E ALONG THE NORTH BOUNDARY OF THE SAID NE $\frac{1}{4}$ SE $\frac{1}{4}$ OF SECTION 14 A DISTANCE OF 1331.09 FEET TO THE EAST ONE QUARTER SECTION CORNER OF SAID SECTION 14 TO THE POINT OF BEGINNING.

SAID TRACT OF LAND CONTAINS 363.186 ACRES, MORE OR LESS, SUBJECT TO ALL RIGHTS, RESTRICTIONS, RESERVATIONS, AND/OR EASEMENTS OF SIGHT AND RECORD.

SUBDIVISION SUMMARY

TOTAL AREA: 363.186 ACRES
TOTAL BLOCKS: 7
TOTAL LOTS: 100
AVERAGE LOT SIZE: 145907.907 S.F. (3.350 ACRES)
ZONING: R-S (RURAL SUBURBAN)
FLOOD PLAIN DESIGNATION: ZONE X
RIGHT-OF-WAY: 28.227 ACRES

GAS WELL INFORMATION

API NUMBER	COMPANY	WELL NAME	SECTION	18th SECTION	LOCATION	STATUS
49-05-3819	LORAL OPERATING LLC	SWANSONG 12-13-49-73 A	13	NW SW	1940 FSL AND 649 FWL	PERMANENTLY ABANDONED
49-05-3823	LORAL OPERATING LLC	SWANSONG 13-13-49-73 A	13	SW SW	637 FSL AND 676 FWL	PERMANENTLY ABANDONED
49-05-3826	LORAL OPERATING LLC	SWANSONG 14-14-49-73 A	14	SE SW	840 FSL AND 2007 FWL	PERMANENTLY ABANDONED
49-05-3827	LORAL OPERATING LLC	SWANSONG 15-14-49-73 A	14	SW SE	657 FSL AND 2063 FWL	PERMANENTLY ABANDONED
49-05-3828	LORAL OPERATING LLC	SWANSONG 16-14-49-73 A	14	SE SE	674 FSL AND 665 FWL	PERMANENTLY ABANDONED
49-05-3829	LORAL OPERATING LLC	SWANSONG 9-14-49-73 A	14	NE SE	1979 FSL AND 691 FWL	PERMANENTLY ABANDONED
49-05-32315	LORAL OPERATING LLC	SWANSONG 1-23-49-73 A	23	NE NE	666 FSL AND 665 FWL	PERMANENTLY ABANDONED
49-05-32317	LORAL OPERATING LLC	SWANSONG 2-23-49-73 A	23	NW NE	666 FSL AND 1997 FWL	PERMANENTLY ABANDONED
49-05-3832	LORAL OPERATING LLC	SWANSONG 4-24-49-73 A	24	NW NW	666 FSL AND 674 FWL	PERMANENTLY ABANDONED

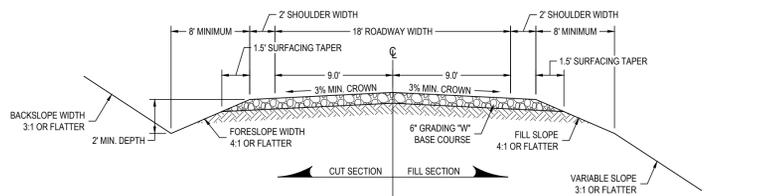
*NOTE - FOR INFORMATIONAL PURPOSES ONLY. INFORMATION PRESENTED HERE WAS SOURCED FROM THE WYOMING OIL AND GAS COMMISSION WEBSITE.

STOCK DAM INFORMATION

WYOMING SEQ PERMIT NUMBER	NAME OF FACILITY	BOOK & PAGE	SECTION	18th SECTION	STATUS
137816	GALLIES	BOOK 83 OF STOCK DAMS, PAGE 14 WATER DIVISION 2, DISTRICT 10	14	SW SE (LOT 15)	ACTIVE, TO BE ABANDONED
137820	MKE	BOOK 83 OF STOCK DAMS, PAGE 15 WATER DIVISION 2, DISTRICT 10	14	SE SW (LOT 14)	ACTIVE, TO BE ABANDONED

PLAT NOTES

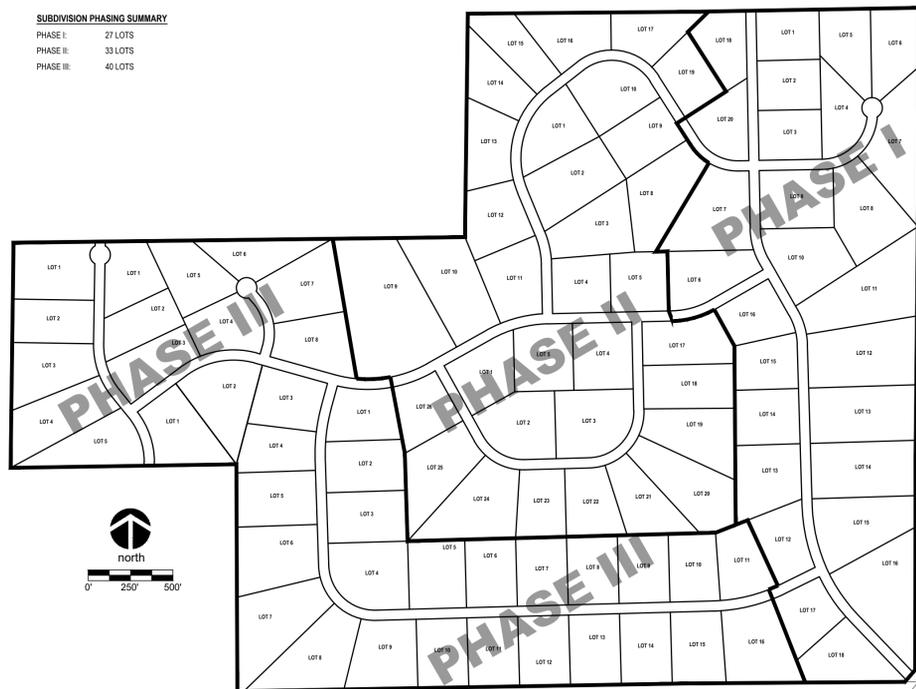
- NO PUBLIC CENTRALIZED SEWAGE SYSTEM.
- NO PUBLIC MAINTENANCE OF STREETS OR ROADS.
- FIRE HYDRANT, VALVES, SERVICES, AND BEND LOCATIONS TO BE SHOWN ON FINAL CONSTRUCTION PLANS.
- UNLESS OTHERWISE NOTED, WATERLINES SHALL BE TEMPORARILY DEAD-ENDED WITH A VALVE, TEMPORARY FLUG, BLOW-OFF, AND THRUST BLOCK AT FUTURE ADJACENT PHASE LINES. SEPTIC SYSTEM SHALL BE INDIVIDUALLY DESIGNED PER LOT DEVELOPMENT.
- FINAL STORM SEWER MATERIALS AND SIZED WILL BE DETERMINED AT FINAL DESIGN.
- EXISTING STOCK DAMS TO BE VACATED. EXISTING CULVERTS REMOVED, AND DAMS BREACHED. DAMS AND PONDED AREA TO BE INCORPORATED INTO IMPROVEMENTS AS NECESSARY ON SITE.
- ALL SIGNAGE AND STRIPING FOR PUBLIC AND/OR PRIVATE ROADWAY, WALKWAYS OR BICYCLE TRAILS OPEN TO PUBLIC TRAVEL SHALL CONFORM TO THE MOST RECENT ALL SIGNAGE AND STRIPING FOR PUBLIC AND/OR PRIVATE ROADWAY. WALKWAYS OR BICYCLE TRAILS OPEN TO PUBLIC TRAVEL SHALL CONFORM TO THE MOST RECENT VERSION OF THE FEDERAL MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD).
- ALL PAVEMENT MARKINGS ARE SUBJECT TO MATERIAL CHANGES DUE TO SEASON AND/OR WEATHER. TEMPORARY MARKINGS MATERIALS MAY BE REQUIRED. SPECIFIED FINAL PAVEMENT MARKINGS ARE SUBJECT TO MATERIAL CHANGES DUE TO SEASON AND/OR WEATHER. TEMPORARY MARKINGS MATERIALS MAY BE REQUIRED. SPECIFIED FINAL PAVEMENT MARKINGS MATERIALS SHALL BE INSTALLED WHEN SEASON/WEATHER ALLOW.
- ALL STREET NAMES SHOWN ARE FOR INFORMATIONAL PURPOSES ONLY. FOR ACCEPTED STREET NAMES, REFER TO THE RECORDED FINAL PLAT FOR THIS SUBDIVISION.
- NO FORMAL TRAFFIC CONTROL PLAN IS PROPOSED AS TEMPORARY FENCING AT PROJECT EXTENTS WILL SUFFICE FOR CONSTRUCTION. FENCING TO REMAIN UNTIL NO FORMAL TRAFFIC CONTROL PLAN IS PROPOSED AS TEMPORARY FENCING AT PROJECT EXTENTS WILL SUFFICE FOR CONSTRUCTION. FENCING TO REMAIN UNTIL CONSTRUCTION IS COMPLETE.



2 TYPICAL SUBDIVISION ROADWAY SECTION
NOT TO SCALE

SUBDIVISION PHASING SUMMARY

PHASE I: 27 LOTS
PHASE II: 33 LOTS
PHASE III: 40 LOTS



3 PIPER ACRES PHASING EXHIBIT
SCALE: 1" = 500'

Curve Table					
Curve #	Length	Radius	Delta	Chord Direction	Chord Length
C1	106.10	60.00	101.32	N09°29'57"E	92.81
C2	52.22	60.00	49.87	N66°05'40"W	50.59
C3	46.02	60.00	43.95	S66°59'43"W	44.90
C4	109.66	60.00	104.72	S07°20'22"E	95.02
C5	263.92	330.00	45.82	N36°33'04"E	256.94
C6	398.40	270.00	84.54	S46°40'15"W	363.23
C7	163.40	330.00	28.37	N63°38'53"E	161.74
C8	63.99	330.00	11.11	N83°23'17"E	63.89
C9	184.96	330.00	32.11	S15°00'03"E	182.55
C10	275.14	270.00	58.39	S61°51'49"E	263.39
C11	151.33	330.00	26.27	S45°48'26"E	150.00
C12	66.59	330.00	11.56	S38°27'04"E	66.48
C13	448.85	270.00	95.25	S80°17'41"E	398.92
C14	266.07	330.00	46.20	S67°19'49"E	258.92
C15	215.93	330.00	37.49	N07°49'34"E	212.10
C16	65.51	530.00	7.08	N48°32'24"E	65.47
C17	540.17	470.00	65.85	N19°09'22"E	510.93
C18	189.85	530.00	20.52	N04°44'14"E	188.84
C19	353.77	530.00	38.24	N05°21'11"E	347.24
C20	81.56	530.00	8.82	N18°10'40"W	81.48
C21	72.33	470.00	8.82	N18°10'40"W	72.26
C22	174.42	470.00	21.26	N11°57'19"W	173.42
C23	165.91	530.00	17.94	N13°37'08"W	165.23
C24	30.78	530.00	3.33	N02°59'16"W	30.77
C25	232.88	470.00	28.39	S14°28'53"W	230.50
C26	90.67	430.00	12.08	N23°41'11"W	90.50
C27	123.73	430.00	16.49	N09°24'09"W	123.30
C28	184.48	370.00	28.57	S15°26'36"E	182.58
C29	149.81	430.00	19.96	N19°44'47"W	149.05
C30	108.37	370.00	16.78	N21°20'11"W	107.98

4 PARCEL CURVE TABLE
SCALE: NONE

Curve Table					
Curve #	Length	Radius	Delta	Chord Direction	Chord Length
C31	60.37	430.00	8.04	N05°44'39"W	60.32
C32	72.48	370.00	11.22	N07°20'02"W	72.36
C33	419.38	970.00	24.77	N14°06'29"W	416.12
C34	371.94	1030.00	20.69	N12°04'01"W	369.92
C35	294.99	970.00	17.42	N35°12'23"W	293.85
C36	283.17	1030.00	15.75	N33°37'41"W	282.28
C37	43.40	1030.00	2.41	N42°42'40"W	43.40
C38	20.07	970.00	1.19	N64°32'17"E	20.07
C39	82.59	1030.00	4.59	S66°14'32"W	82.56
C40	352.15	970.00	20.80	N75°31'52"E	350.22
C41	312.66	1030.00	17.39	S77°14'07"W	311.46
C42	42.31	970.00	2.50	N87°10'53"E	42.31
C43	44.93	1030.00	2.50	S87°10'53"W	44.93
C44	422.74	270.00	89.71	S46°42'55"E	380.86
C45	88.35	330.00	15.34	N83°53'58"W	88.09
C46	185.15	330.00	32.15	N60°09'21"W	182.74
C47	176.30	330.00	30.61	N28°46'38"W	174.21
C48	66.87	330.00	11.61	N07°40'00"W	66.76
C49	96.31	970.00	5.69	S00°58'59"W	96.27
C50	157.67	1030.00	8.77	N02°31'26"E	157.52
C51	152.65	1030.00	8.49	N11°09'18"E	152.51
C52	195.93	970.00	11.57	S09°36'51"W	195.60
C53	150.52	330.00	26.13	S11°44'34"W	149.22
C54	422.96	270.00	89.75	N43°33'12"E	381.02
C55	128.90	330.00	22.38	S35°59'58"W	128.08
C56	144.44	330.00	25.08	S59°43'40"W	143.29
C57	93.10	330.00	16.16	S80°20'55"W	92.79
C58	28.98	330.00	5.03	N89°03'11"W	28.97
C59	293.95	270.00	62.38	S60°22'47"E	279.65
C60	223.66	330.00	38.83	N67°07'15"W	219.40

Curve Table					
Curve #	Length	Radius	Delta	Chord Direction	Chord Length
C61	106.63	330.00	18.51	N38°26'51"W	106.17
C62	262.60	530.00	28.39	S14°28'55"W	259.92
C63	206.92	720.00	16.47	S80°26'34"W	206.21
C64	253.70	780.00	18.64	N77°09'14"E	252.58
C65	95.65	780.00	7.03	N64°19'22"E	95.59
C66	143.26	720.00	11.40	S66°30'35"W	143.02
C67	431.85	720.00	34.37	N77°59'32"E	425.41
C68	250.81	780.00	18.42	S70°01'16"W	249.73
C69	326.23	780.00	23.96	N88°47'07"W	323.86
C70	128.50	720.00	10.23	S79°42'43"E	128.33
C71	144.74	330.00	25.13	S02°50'09"W	143.58
C72	179.73	330.00	31.21	S25°19'57"E	177.52
C73	52.44	60.00	50.08	S05°58'34"E	50.79
C74	113.55	60.00	108.43	S85°13'56"E	97.35
C75	69.03	60.00	65.92	N07°35'30"E	65.29
C76	79.13	60.00	75.57	N63°09'07"W	73.52
C77	265.48	270.00	56.34	N12°46'03"W	254.91
C78	341.14	530.00	36.88	N86°57'42"E	335.28
C79	425.41	470.00	51.86	S79°28'14"W	411.04
C80	138.59	530.00	14.98	N61°01'52"E	138.19
C81	314.24	480.00	37.51	S18°57'22"E	308.66
C82	284.41	420.00	38.80	N19°36'04"W	279.01
C83	185.08	420.00	25.25	S26°22'36"E	183.58
C84	144.35	480.00	17.23	N30°23'07"W	143.81
C86	107.48	420.00	14.66	S06°25'18"E	107.18
C87	125.66	60.00	120.00	S00°54'33"W	103.92
C88	125.66	60.00	120.00	N00°54'33"E	103.92

LEGEND

- ◇ RECOVERED BRASS CAP
- ⊙ RECOVERED ALUMINUM CAP
- RECOVERED REBAR
- SET ALUMINUM CAP (DURING FINAL PLAT EFFORTS)
- SUBDIVISION BOUNDARY
- - - PROPOSED LOT LINE
- - - PROPOSED EASEMENT LINE
- - - EXISTING EASEMENT LINE
- - - ADJACENT PROPERTY LINES

Curve Table

Curve #	Length	Radius	Delta	Chord Direction	Chord Length
C89	49.72	720.00	3.96	N62°47'17"E	49.71
C90	20.03	780.00	1.47	N61°32'43"E	20.03
C91	89.50	270.00	18.99	N61°34'39"E	89.09
C92	47.21	1030.00	2.63	N03°02'07"W	47.21
C93	100.40	970.00	5.93	N04°41'15"W	100.36

5 DRAINAGE EASEMENT CURVE TABLE
SCALE: NONE

ENGINEER:
KLJ
1900 West Warlow Drive, Suite B
Gillette, WY 82716

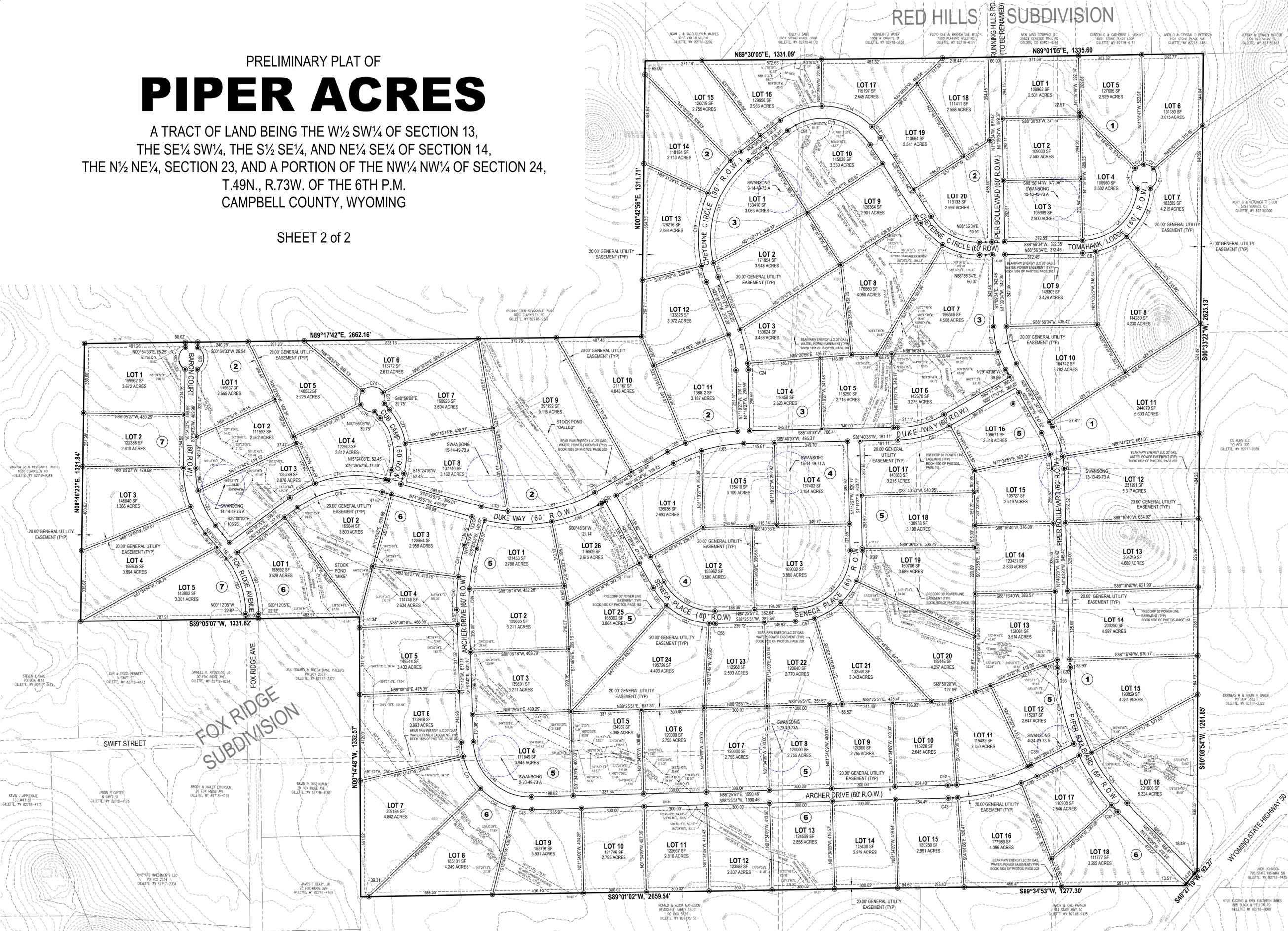
OWNER:
TLC Developments
1461 Thomas Drive
Sheridan, WY 82801



PRELIMINARY PLAT OF PIPER ACRES

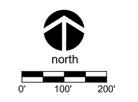
A TRACT OF LAND BEING THE W $\frac{1}{2}$ SW $\frac{1}{4}$ OF SECTION 13,
THE SE $\frac{1}{4}$ SW $\frac{1}{4}$, THE S $\frac{1}{2}$ SE $\frac{1}{4}$, AND NE $\frac{1}{4}$ SE $\frac{1}{4}$ OF SECTION 14,
THE N $\frac{1}{2}$ NE $\frac{1}{4}$, SECTION 23, AND A PORTION OF THE NW $\frac{1}{4}$ NW $\frac{1}{4}$ OF SECTION 24,
T.49N., R.73W. OF THE 6TH P.M.
CAMPBELL COUNTY, WYOMING

SHEET 2 of 2



RED HILLS SUBDIVISION

FOX RIDGE SUBDIVISION



SCALE: 1" = 200'
MINOR CONTOUR INTERVAL: 5'
MAJOR CONTOUR INTERVAL: 25'

ENGINEER:
KLJ
1900 West Warlow Drive, Suite B
Gillette, WY 82716

OWNER:
TLC Developments
1461 Thomas Drive
Sheridan, WY 82801



MEMBERS PRESENT

Todd Hildebrand, Chairman
Bob Jordan, Vice Chair
Miles Williams, Member
Kurt Siebenaler, Member

MEMBERS ABSENT

Marc Matlick, Member

STAFF MEMBERS PRESENT

Megan Nelms, Planner and Zoning Administrator
Clark Melinkovich, Staff Engineer & County Recorder

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 November 21, 2019 County Planning Commission meeting. Kurt Siebenaler motioned; Bob Jordan seconded. All voted aye. Motion carried.

**Case No. 20.01 COZ – Piper Acres Subdivision, Zoning Request
Tom Civin/Tony MacDonald, KLJ Engineering**

Chairman Hildebrand introduced the case and asked staff to present. Megan Nelms presented the case, and recommended approval of the zoning request.

Chairman Hildebrand asked if there were any public comments received for the case? Megan stated that surrounding property owners were provided notice of this virtual meeting and that all comments were due by 3 p.m. today however she received no written comments or phone inquiries.

The chairman asked if any of the Commissioners had questions or comment on the case? Commissioner Williams asked what types of uses are allowed in the R-S District? Megan stated that the Residential Suburban District is the county's most restrictive residential district in terms of use. It also does not allow HUD mobile/manufactured homes. Only stick-built homes or factory modular built to the International Residential Code (IRC) are allowed.

Commissioner Jordan inquired about the preliminary plat design and the pipeline easements running across the property, as well as the many drainage easements. He stated that he felt with the 3-acre lot sizes, there may be many lots where putting a home and septic may be a challenge. Megan responded that at final plat, if there are lots that appear to be encumbered by large easements or topographical challenges, staff will require that a site plan showing placement of a home, shop, septic, leach field and replacement leach field be submitted. Commissioner Jordan asked what would happen if an acceptable site

plan couldn't be provided. Megan stated that the developer would then be required to re-configure the lots to provide adequate development area. Engineer Melinkovich also stated that at plat review, if a lot doesn't have at least 1-acre of ground that is less than 10% slope and that is out of any easements that restrict development, then a site plan is required. Approval of the plat is contingent on approval of that site plan. He said there are a couple lots on the preliminary plat that may need a site plan because of topographical issues. Megan then asked Mr. Civin to comment as well, but she recalls previous discussions with Mr. Civin and his engineer on the potential for some over-lot grading in the subdivision for some of the lots that have topographical challenges, prior to final approval.

Mr. Civin stated that, yes, that is part of that package, that they must give purchasers buildable sites on the lots. Regarding the pipeline easements, he stated that most are abandoned and are showing on the plat because the easements are still recognized by title. He stated he has been working to find the companies who have gone out of business now, to sign documents to officially vacate the easements, however it has been difficult. He stated that the wells have all been plugged and abandoned and for all intents and purposes, they are just lines on the plat. With the preliminary plat, the drainage currently shown is the natural drainage and topography, and as they move into the final plat phases, the contouring and on-site detention that needs to be done will be completed as part of the engineering process.

Commissioner Jordan pointed out that, although unlikely because they were used for methane, someone could always come along and reactivate the pipelines. Mr. Civin agreed and said that strange things can always happen, however, he has consulted with his attorneys and feels confident that all of the easements have been extinguished by operation of law because the companies with rights to the easements have gone out of business and they do not automatically pass on to any new purchaser, but that the easements stay with the land unless they have been specifically deeded to new owners. For all practical purposes, Mr. Civin feels confident that the old pipelines will not affect the development or subsequent lot owners.

Chairman Hildebrand asked if there were any other questions. There were none. With that, Chairman Hildebrand asked for a motion. Commissioner Siebenaler moved to approve case number 20.01 COZ, Piper Acres subdivision zoning request. Commissioner Jordan seconded.

Voting was as follows:

Bob Jordan	Yes
Todd Hildebrand	Yes
Kurt Siebenaler	Yes
Miles Williams	Yes

Motion Carried	4/0.
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Adjournment

There being no further business to come before the Board, Chairman Hildebrand adjourned the meeting at 7:41 p.m.

Chairman Hildebrand, Planning Commission Chairman
mn

NOTE: Campbell County Planning Commission meeting minutes contain a summary of discussions and are not intended to be verbatim.

Name	Mailing Address	Mailing City	Mailing St	Mailing Zip
Joshua K Pallas	1 Red Fox St	Gillette	WY	82718
Clarence J Rohbock	1 Redtail St	Gillette	WY	82718
Kevin J Applegate	10 Swift St	Gillette	WY	82718
Geer Virginia Revocable Trust	1027 Clarkelen Rd	Gillette	WY	82718
Randy W & Victoria L Brisko	13 Swift St	Gillette	WY	82718
Jeremiah J Wolski	18 Fox Ridge Ave	Gillette	WY	82718
Dustin & Tanya Harden	P.O. Box 2486	Gillette	WY	82717
Vineyard Investments LLC	P.O. Box 2334	Gillette	WY	82717
E James Jr Beaty	25 Fox Ridge Ave	Gillette	WY	82718
Brody & Hailey Erickson	26 Fox Ridge Ave	Gillette	WY	82718
David P Rosenbaum	29 Fox Ridge Ave	Gillette	WY	82718
Darrell V Jr Reynolds	30 Fox Ridge Ave	Gillette	WY	82718
Thomas D & Jana L Donaghe	31 Medicine Lodge Rd	Gillette	WY	82718
Jan Edward & Frieda Diane Phillips	P.O. Box 2377	Gillette	WY	82717
Steve Sundberg	38 Arctic Ave	Gillette	WY	82718
Levi & Tessa Bennett	5 Swift St	Gillette	WY	82718
Ronald & Alicia Family Rev Trus Matheson	PO Box 5136	Gillette	WY	82717
City Of Gillette Attn Accounts Payable	PO Box 3003	Gillette	WY	82717
New Land Company LLC	25528 Genesee Trail Rd	Golden	CO	80401
Jason P Carter	6 Swift St	Gillette	WY	82718
Kelly D & Kathy J Heying	6001 Vantage Ct	Gillette	WY	82718
Stanley M IV & Tanya L Pzinski	P.O. Box 4261	Gillette	WY	82717
Andy D & Crystal D Peterson	6401 Stone Place Ave	Gillette	WY	82718
Layne Evans	6500 Stone Place Loop	Gillette	WY	82718
Clinton G & Catherine L Haskins	6501 Stone Place Loop	Gillette	WY	82718
Jessica M Roswadowski	6700 Stone Place Loop	Gillette	WY	82718
Jayd Cw & Tara M Larive	6800 Stone Place Loop	Gillette	WY	82718
Billy J Sabo	6901 Stone Place Loop	Gillette	WY	82718
Jeremy & Brandy Harder	7400 Red Vista Ct	Gillette	WY	82718
Jay D Johnson	7401 Red Vista Ct	Gillette	WY	82718
Floyd Dee & Brenda Lee Wilson	7500 Running Hills Rd	Gillette	WY	82718
Douglas W & Robin R Baker	P.O. Box 3322	Gillette	WY	82717
Nick Johnson	795 State Highway 50	Gillette	WY	82718
Randy & Gail Parker	814 State Hwy 50	Gillette	WY	82718
Kyle Eugene & Erin Elizabeth Innes	888 Black & Yellow Rd	Gillette	WY	82718
Steven E Cape	P.O. Box 4414	Gillette	WY	82717
CS Ruby LLC	P.O. Box 339	Gillette	WY	82717



500 South Gillette Avenue
Suite 1500
Gillette, Wyoming 82716
(307) 682-1970
(307) 687-6468 Fax

Department of Building and Zoning

ZONING NOTICE

A public hearing will be held by the Campbell County Commissioners on Tuesday, May 5, 2020, at 10:15 A.M. in the Campbell County Courthouse, Commissioners' Chambers, at 500 South Gillette Avenue, Gillette, Wyoming for the purpose of hearing a zoning request for the proposed Piper Acres Subdivision, which is located in the W $\frac{1}{2}$ SW $\frac{1}{4}$, Section 13, the E $\frac{1}{2}$ SE $\frac{1}{4}$, the SW $\frac{1}{4}$ SE $\frac{1}{4}$, and SE $\frac{1}{4}$ SW $\frac{1}{4}$, Section 14, the N $\frac{1}{2}$ NE $\frac{1}{4}$, Section 23 and a portion of the NW $\frac{1}{4}$ NW $\frac{1}{4}$, Section 24, T49N, R73W. The applicant has requested the currently unzoned property to be zoned to R-S (Residential Suburban) in conjunction with the proposed subdivision development.

Anyone having an interest in the property should attend the meeting.

Megan Nelms, AICP
Planner and Zoning Administrator

Publish: April 15, 2020



500 South Gillette Avenue
Suite 1500
Gillette, Wyoming 82716
(307) 682-1970
(307) 687-6468 Fax

Department of Building and Zoning

AMENDED ZONING NOTICE

Due to the COVID-19 Pandemic crisis, the Campbell County Commission meetings are being held telephonically. Meetings can be viewed on GPA Cable Channel 192 or by streaming online at www.ccgov.net. The following notice for a public hearing was previously advertised, however, it is being advertised again to provide details on how to submit public comment for the hearing.

A public hearing will be held by the Campbell County Commissioners on Tuesday, May 5, 2020, at 10:15 A.M. for the purpose of hearing a zoning request for the proposed Piper Acres Subdivision, which is located in the W $\frac{1}{2}$ SW $\frac{1}{4}$, Section 13, the E $\frac{1}{2}$ SE $\frac{1}{4}$, the SW $\frac{1}{4}$ SE $\frac{1}{4}$, and SE $\frac{1}{4}$ SW $\frac{1}{4}$, Section 14, the N $\frac{1}{2}$ NE $\frac{1}{4}$, Section 23 and a portion of the NW $\frac{1}{4}$ NW $\frac{1}{4}$, Section 24, T49N, R73W. The applicant has requested the currently unzoned property to be zoned to R-S (Residential Suburban) in conjunction with the proposed subdivision development.

Anyone having an interest in the property and desiring to make comment to the County Commission may do so online at www.ccgov.net/publicworks or by mailing your comment to County Planning & Zoning, 500 S. Gillette Ave., Suite 1500, Gillette, WY 82716. The deadline to submit comments is **5:00 p.m. on Monday, May 4, 2020**. All comments will be read verbatim into the record.

Megan Nelms, AICP
Planner and Zoning Administrator

Publish: April 29, 2020

The following page(s) contain the backup material for Agenda Item: [9:55 Piper Acres Subdivision Preliminary Plat](#)



Memorandum Department of Public Works

TO: Campbell County Board of Commissioners

FROM: Megan Nelms, Planner & Zoning Administrator

DATE: April 28, 2020

½

SUBJECT: Piper Acres Subdivision - Preliminary Plat

W½SW¼, Section 13, the SE¼SW¼, the S½SE¼, and NE¼SE¼, Section 14, the N½NE¼, Section 23 and a portion of the NW¼NW¼, Section 24, T49N, R73W

Case Number: 19.02 COSP

Summary: The applicant is proposing to subdivide and zone approximately 364 acres into approximately 100 residential lots. The Preliminary Plat is to allow review of the entire development concept prior to final platting. The applicant has indicated that development and final platting will occur in phases of approximately 30 lots each.

Current Zoning: Unzoned

Proposed Zoning: R-S (Residential Suburban)

Planning Commission Recommendation: On May 16, 2019 Planning Commission recommended APPROVAL of the preliminary plat upon all planning considerations being met.

Staff Recommendation: Staff recommends APPROVAL of the preliminary plat and recommends the applicant be allowed to proceed to the final plat upon completion of all preliminary planning considerations.

CAMPBELL COUNTY PLANNING COMMISSION
SUBDIVISION APPLICATION

(FOR OFFICE USE ONLY)

CASE NAME/NO. 19.02 COSP Piper Acres
 DATE RECEIVED: 4.11.19 FEE/AMOUNT PAID: 200.00

INFORMATION REGARDING SUBDIVISION REQUIRED FOR REVIEW:

Applications shall be complete and turned in at the time of subdivision submittal. Incomplete applications will be returned to the subdivider.

Applicant Information

Name of Applicant: Thomas Civin - TLC Developments	
Applicant Phone Number: 307.674.6447	Applicant Fax Number:
Applicant Mailing Address: 1461 Thomas Drive, Sheridan, Wyoming 82801	
Applicant Email Address: tomcivin@gmail.com	
Relationship of Applicant to Property:	<input checked="" type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Lessee <input type="checkbox"/> Other

Agent Information

Name of Authorized Agent (if applicable): Anthony MacDonald, PE - KLJ Engineering	
Agent Phone Number: 307.682.9500	Agent Fax Number:
Agent Mailing Address: 640 N. Highway 14-16, Unit K, Gillette, Wyoming 82716	
Agent Email: anthony.macdonald@kljeng.com	

Type of Subdivision Proposed

Subdivision Name: Piper Acres	
Type of Subdivision:	<input type="checkbox"/> Administrative <input type="checkbox"/> Minor Plat <input checked="" type="checkbox"/> Major Preliminary <input type="checkbox"/> Major Subdivision Plat

Property and Use Information

Legal Description: W1/2 SW1/4 of Sec 13; SE1/4 SW1/4, S1/2 SE1/4 and NE1/4 SE1/4 of Sec 14; the N1/2 NE1/4 of Sec 23 (cont'd below)	
Total Acreage of Subdivision: 364.284 AC	Acreage of Dedicated ROW: 28.22 AC
Number of Lots: 100	Average Lot Size: 3.36 AC
Legal Description(s): (cont'd) and a portion of the NW1/4 NW1/4 of Sec 24, T49N, R73W of the Sixth Principal Meridian, Campbell County, Wyoming	

Infrastructure Information

What will be your source of domestic water? COG Regional Connection via Red Hills Subdivision	
Type of System: <input checked="" type="checkbox"/> Public <input type="checkbox"/> Shared Well(s)	<input type="checkbox"/> Community <input type="checkbox"/> No Water Provided Well Permit Number (If Applicable):
What will be your wastewater disposal method?: <input checked="" type="checkbox"/> On Lot Septic <input type="checkbox"/> Centralized Sewage	
The applicant requests to receive correspondence from the Planning Department regarding any submittals received or changes made regarding this application? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	

Digital Plat Copy

A digital copy of the plat shall be submitted that shall only contain the lot lines and the subdivision boundary, including bearings, distances and curve data (Autocad version 2000 or later) or any .dwg, or .shp format. This must be submitted with is the application (via disc or email) or the application will not be accepted.

The above information is true and correct to my knowledge. I understand that any incomplete applications and submittals shall be returned and must be re-submitted at the next subdivision permit submittal date.

Thomas Cini
Applicant

4-11-19
Date

500 South Gillette Avenue
Suite 1400
Gillette, Wyoming 82716



Public Works Department
(307) 685-8061
(307) 687-6349 Fax

**Piper Acres
Subdivision**

Preliminary Plat

April 28, 2020

Planning Commission Meeting

Preliminary Plat: May 16, 2019
March 19, 2020

Board of Commissioners Meeting

Preliminary Plat:

Applicant: Tom Civin – TLC Developments

Case Number: 19.02 COSP

Agent: Anthony MacDonald, P.E., KLJ Engineering

Summary: The applicant is proposing to subdivide approximately 364 acres into 100 residential lots. This submittal is the Preliminary Plat, to allow review of the entire development concept prior to final platting. The applicant has indicated that development and final platting will occur in phases of approximately 30 lots per phase.

Legal Description: W $\frac{1}{2}$ SW $\frac{1}{4}$, Section 13, the SE $\frac{1}{4}$ SW $\frac{1}{4}$, the S $\frac{1}{2}$ SE $\frac{1}{4}$, and NE $\frac{1}{4}$ SE $\frac{1}{4}$, Section 14, the N $\frac{1}{2}$ NE $\frac{1}{4}$, Section 23 and a portion of the NW $\frac{1}{4}$ NW $\frac{1}{4}$, Section 24, T49N, R73W

Location: The property is located south of Gillette, on the west side of Highway 50. It is adjacent to and connects to Red Hills Subdivision and Fox Ridge Subdivision.

Current Zoning: Unzoned

Proposed Zoning: R-S (Residential Suburban)

Existing Land Use: Undeveloped

Adjacent Land Use: North: Red Hills Subdivision (R-S)

South: Residences on large acreage (unzoned)

East: Residences on large acreage (unzoned)

West: Fox Ridge Subdivision & vacant lands (R-R & unzoned)

Water Source: It is anticipated that the subdivision will connect to the regional water system.

Wastewater: Individual septic systems.

PLANNING CONSIDERATIONS – Preliminary Plat:

1. Discuss water supply. Provide an approved water service agreement from the City of Gillette.
 - a. Apply for a Permit to Construct the water system and complete all requirements
 - b. Discuss who will permit the system (DEQ, County, City, etc)
 - c. Discussion formation of Improvement & Service District
 - d. Discuss placement of flushing hydrants – make them a color other than red
 - e. Discuss looping of the water system
2. Subdivision Roads:
 - a. Road slopes may not be greater than 8%. Review & consider requirements prior to road design
3. Obtain a permit from WYDOT for the access to Highway 50 and submit a copy of the approved permit.
 - a. WYDOT has indicated a Traffic Impact Study will be required
4. Discuss re-alignment of Running Hills Road and Piper Blvd to encourage interior traffic to utilize the access to Highway 50.
 - a. Discuss process of changing name of Running Hills Rd, if applicable.
5. The Drainage Report for the entire development has been reviewed and found adequate by Engineering
 - a. Per the current Drainage Report, detention will be required in several phases upon development
 - b. Individual phases may require additional drainage analysis.
6. Submit a Preliminary Disclosure Statement.
7. Standard Planning Considerations:
 - a. Provide evidence of publication and a publisher's affidavit
 - b. Submit an Ownership and Encumbrance report (Less than 3 months old)

Time Consuming Final Activities:

Road Plans, Profiles & Cross sections are required, followed by as built construction plans

Approved Access Permit from WYDOT

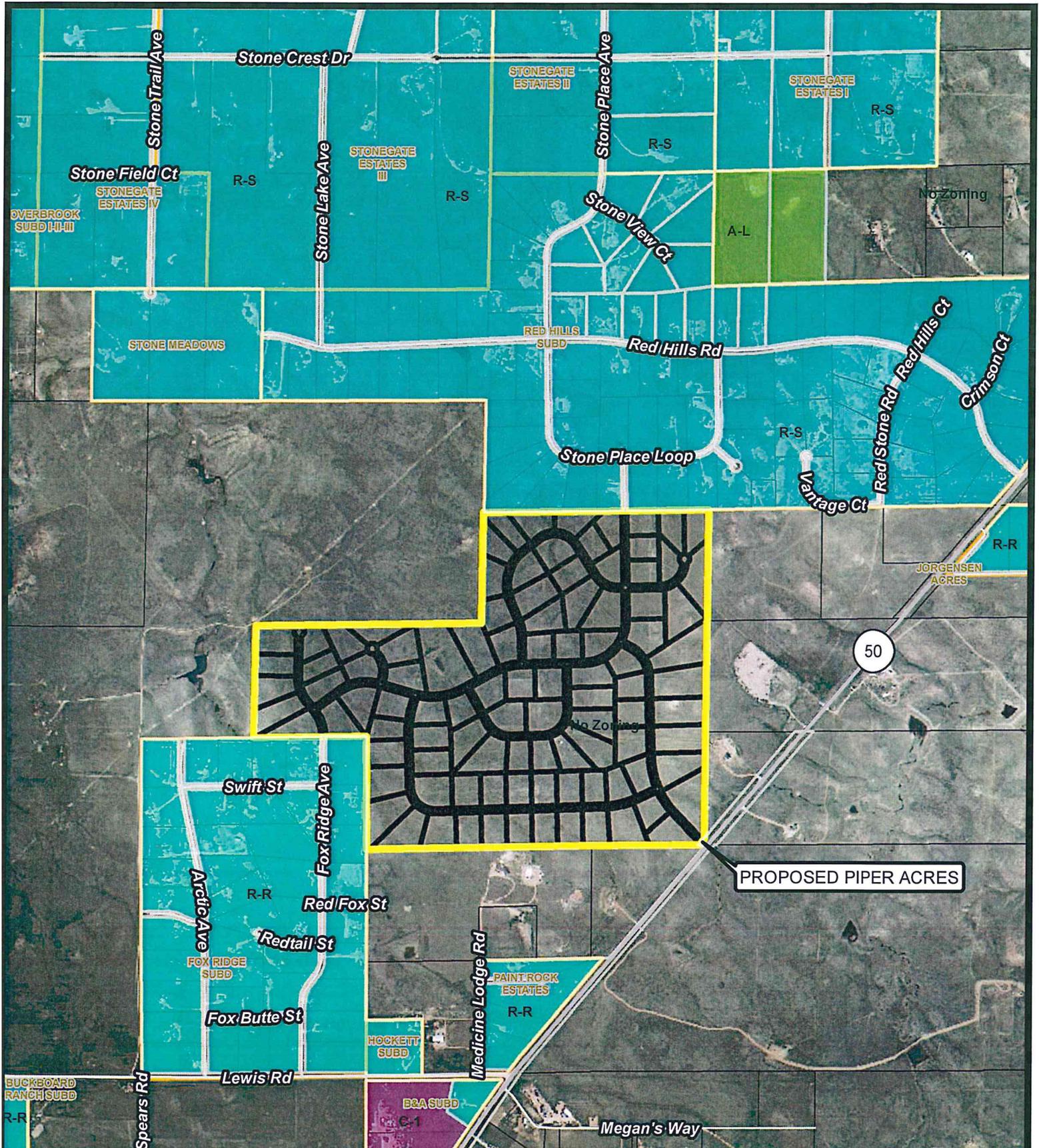
Soils Report – *Under review by County Engineering*

PRECorp – submit receipt of payment to provide electricity to each lot line

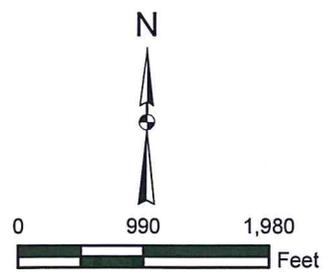
Submit a consent to subdivide, if applicable

Staff Recommendation:

Staff recommends the applicant move forward with submittal of a final plat for phase I upon the preliminary planning considerations being met.



PROPOSED PIPER ACRES



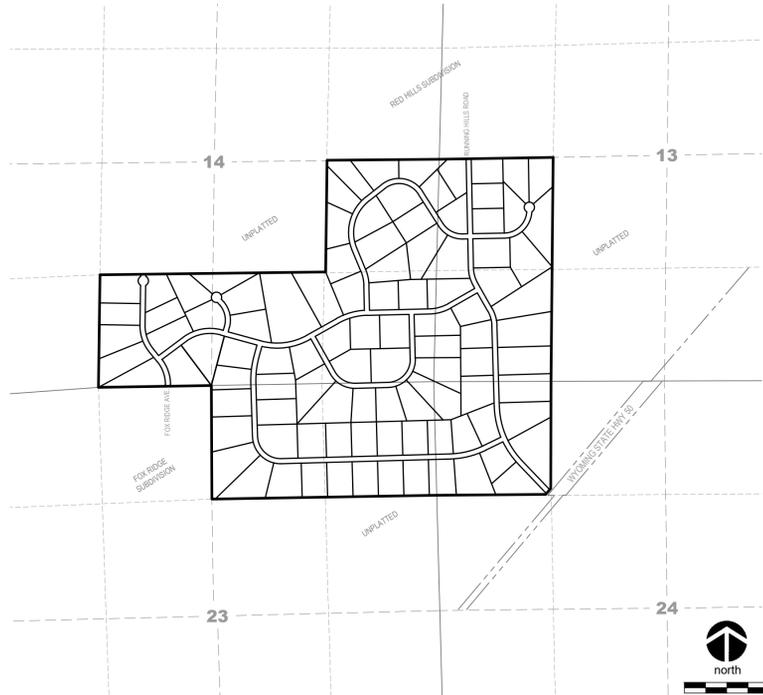
CAMPBELL COUNTY
 DEPARTMENT OF PUBLIC WORKS
 500 S. Gillette Ave. Gillette, Wyoming 82716
 Phone # 307 685-8061
 Fax # 307 687-6349

PROPOSED PIPER ACRES
 DATE: 2/14/2020 DRAWN BY: cm08

PRELIMINARY PLAT OF PIPER ACRES

A TRACT OF LAND BEING THE W $\frac{1}{2}$ SW $\frac{1}{4}$ OF SECTION 13,
THE SE $\frac{1}{4}$ SW $\frac{1}{4}$, THE S $\frac{1}{2}$ SE $\frac{1}{4}$, AND NE $\frac{1}{4}$ SE $\frac{1}{4}$ OF SECTION 14,
THE N $\frac{1}{2}$ NE $\frac{1}{4}$, SECTION 23, AND A PORTION OF THE NW $\frac{1}{4}$ NW $\frac{1}{4}$ OF SECTION 24,
T.49N., R.73W. OF THE 6TH P.M.
CAMPBELL COUNTY, WYOMING

SHEET 1 of 2



1 VICINITY MAP - T.49N., R.73W., 6th P.M.
SCALE: 1" = 1000'

LEGAL DESCRIPTION

A TRACT OF LAND BEING THE W $\frac{1}{2}$ SW $\frac{1}{4}$ OF SECTION 13, THE SE $\frac{1}{4}$ SW $\frac{1}{4}$, THE S $\frac{1}{2}$ SE $\frac{1}{4}$, AND NE $\frac{1}{4}$ SE $\frac{1}{4}$ OF SECTION 14, THE N $\frac{1}{2}$ NE $\frac{1}{4}$ OF SECTION 23, AND A PORTION OF THE NW $\frac{1}{4}$ NW $\frac{1}{4}$ OF SECTION 24, TOWNSHIP 49 NORTH, RANGE 73 WEST OF THE SIXTH PRINCIPAL MERIDIAN, CAMPBELL COUNTY, WYOMING. SAID TRACT OF LAND BEING DESCRIBED MORE PARTICULARLY AS FOLLOWS:

BEGINNING AT A THE COMMON ONE QUARTER SECTION CORNER BETWEEN SAID SECTIONS 13 AND 14;
THENCE N89°01'05"E ALONG THE NORTH BOUNDARY OF THE SAID W $\frac{1}{2}$ SW $\frac{1}{4}$ OF SECTION 13 A DISTANCE OF 1335.60 FEET TO THE NORTHEAST CORNER OF THE SAID W $\frac{1}{2}$ SW $\frac{1}{4}$ OF SECTION 13;
THENCE S00°33'22"W ALONG THE EAST BOUNDARY OF THE SAID W $\frac{1}{2}$ SW $\frac{1}{4}$ OF SECTION 13 A DISTANCE OF 2625.13 FEET TO THE SOUTHEAST CORNER OF THE SAID W $\frac{1}{2}$ SW $\frac{1}{4}$ OF SECTION 13;
THENCE S00°08'54"W ALONG THE EAST BOUNDARY OF THE SAID NW $\frac{1}{4}$ NW $\frac{1}{4}$ OF SECTION 24 A DISTANCE OF 1261.85 FEET TO THE NORTHERLY RIGHT OF WAY OF WYOMING STATE HIGHWAY NUMBER 50;
THENCE S40°37'19"W ALONG THE SAID NORTHERLY RIGHT OF WAY OF WYOMING STATE HIGHWAY NUMBER 50 A DISTANCE OF 92.27 FEET TO THE SOUTH BOUNDARY OF THE SAID NW $\frac{1}{4}$ NW $\frac{1}{4}$ OF SECTION 24;
THENCE S89°34'53"W ALONG THE SAID SOUTH BOUNDARY OF THE SAID NW $\frac{1}{4}$ NW $\frac{1}{4}$ OF SECTION 24 A DISTANCE OF 1277.30 FEET TO THE SOUTHWEST CORNER OF THE SAID NW $\frac{1}{4}$ NW $\frac{1}{4}$ OF SECTION 24;
THENCE S89°01'02"W ALONG THE SOUTH BOUNDARY OF THE SAID N $\frac{1}{2}$ NE $\frac{1}{4}$ OF SECTION 23 A DISTANCE OF 2659.54 FEET TO THE SOUTHWEST CORNER OF THE SAID N $\frac{1}{2}$ NE $\frac{1}{4}$ OF SECTION 23;
THENCE N00°14'48"W ALONG THE WEST BOUNDARY OF THE SAID N $\frac{1}{2}$ NE $\frac{1}{4}$ OF SECTION 23 A DISTANCE OF 1332.57 FEET TO THE NORTHWEST CORNER OF THE SAID N $\frac{1}{2}$ NE $\frac{1}{4}$ OF SECTION 23;
THENCE S89°08'07"W ALONG THE SOUTH BOUNDARY OF THE SAID SE $\frac{1}{4}$ SW $\frac{1}{4}$ OF SECTION 14 A DISTANCE OF 1331.82 FEET TO THE SOUTHWEST CORNER OF THE SAID SE $\frac{1}{4}$ SW $\frac{1}{4}$ OF SECTION 14;
THENCE N00°46'23"E ALONG THE WEST BOUNDARY OF THE SAID SE $\frac{1}{4}$ SW $\frac{1}{4}$ OF SECTION 14 A DISTANCE OF 1201.94 FEET TO THE NORTHWEST CORNER OF THE SAID SE $\frac{1}{4}$ SW $\frac{1}{4}$ OF SECTION 14;
THENCE N89°17'42"E ALONG THE NORTH BOUNDARY OF THE SAID SE $\frac{1}{4}$ SW $\frac{1}{4}$ OF SECTION 14 A DISTANCE OF 2662.16 FEET TO THE NORTHEAST CORNER OF THE SAID SE $\frac{1}{4}$ SW $\frac{1}{4}$ OF SECTION 14;
THENCE N00°42'56"E ALONG THE WEST BOUNDARY OF THE SAID NE $\frac{1}{4}$ SE $\frac{1}{4}$ OF SECTION 14 A DISTANCE OF 1311.71 FEET TO THE NORTHWEST CORNER OF THE SAID NE $\frac{1}{4}$ SE $\frac{1}{4}$ OF SECTION 14;
THENCE N89°30'05"E ALONG THE NORTH BOUNDARY OF THE SAID NE $\frac{1}{4}$ SE $\frac{1}{4}$ OF SECTION 14 A DISTANCE OF 1331.09 FEET TO THE EAST ONE QUARTER SECTION CORNER OF SAID SECTION 14 TO THE POINT OF BEGINNING.

SAID TRACT OF LAND CONTAINS 363.186 ACRES, MORE OR LESS, SUBJECT TO ALL RIGHTS, RESTRICTIONS, RESERVATIONS, AND/OR EASEMENTS OF SIGHT AND RECORD.

SUBDIVISION SUMMARY

TOTAL AREA:	363.186 ACRES
TOTAL BLOCKS:	7
TOTAL LOTS:	100
AVERAGE LOT SIZE:	145907.907 S.F. (3.350 ACRES)
ZONING:	R-S (RURAL SUBURBAN)
FLOOD PLAIN DESIGNATION:	ZONE X
RIGHT-OF-WAY:	28.227 ACRES

GAS WELL INFORMATION

API NUMBER	COMPANY	WELL NAME	SECTION	18th SECTION	LOCATION	STATUS
49-05-3819	LORAL OPERATING LLC	SWANSONG 12-13-49-73 A	13	NW SW	1940 FSL AND 649 FWL	PERMANENTLY ABANDONED
49-05-3823	LORAL OPERATING LLC	SWANSONG 13-13-49-73 A	13	SW SW	637 FSL AND 676 FWL	PERMANENTLY ABANDONED
49-05-3826	LORAL OPERATING LLC	SWANSONG 14-14-49-73 A	14	SE SW	840 FSL AND 2007 FWL	PERMANENTLY ABANDONED
49-05-3827	LORAL OPERATING LLC	SWANSONG 15-14-49-73 A	14	SW SE	657 FSL AND 2063 FWL	PERMANENTLY ABANDONED
49-05-3828	LORAL OPERATING LLC	SWANSONG 16-14-49-73 A	14	SE SE	674 FSL AND 665 FWL	PERMANENTLY ABANDONED
49-05-3829	LORAL OPERATING LLC	SWANSONG 9-14-49-73 A	14	NE SE	1979 FSL AND 691 FWL	PERMANENTLY ABANDONED
49-05-32315	LORAL OPERATING LLC	SWANSONG 1-23-49-73 A	23	NE NE	666 FSL AND 665 FWL	PERMANENTLY ABANDONED
49-05-32317	LORAL OPERATING LLC	SWANSONG 2-23-49-73 A	23	NW NE	666 FSL AND 1997 FWL	PERMANENTLY ABANDONED
49-05-3832	LORAL OPERATING LLC	SWANSONG 4-24-49-73 A	24	NW NW	666 FSL AND 674 FWL	PERMANENTLY ABANDONED

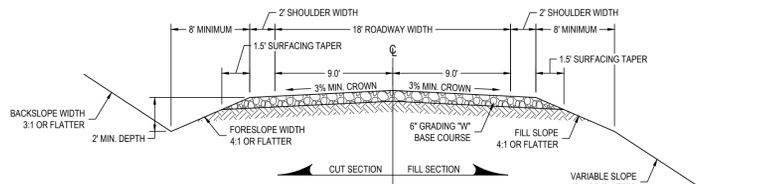
*NOTE - FOR INFORMATIONAL PURPOSES ONLY. INFORMATION PRESENTED HERE WAS SOURCED FROM THE WYOMING OIL AND GAS COMMISSION WEBSITE.

STOCK DAM INFORMATION

WYOMING SEQ PERMIT NUMBER	NAME OF FACILITY	BOOK & PAGE	SECTION	18th SECTION	STATUS
137816	GALLIES	BOOK 83 OF STOCK DAMS, PAGE 14 WATER DIVISION 2, DISTRICT 10	14	SW SE (LOT 15)	ACTIVE, TO BE ABANDONED
137820	MKE	BOOK 83 OF STOCK DAMS, PAGE 15 WATER DIVISION 2, DISTRICT 10	14	SE SW (LOT 14)	ACTIVE, TO BE ABANDONED

PLAT NOTES

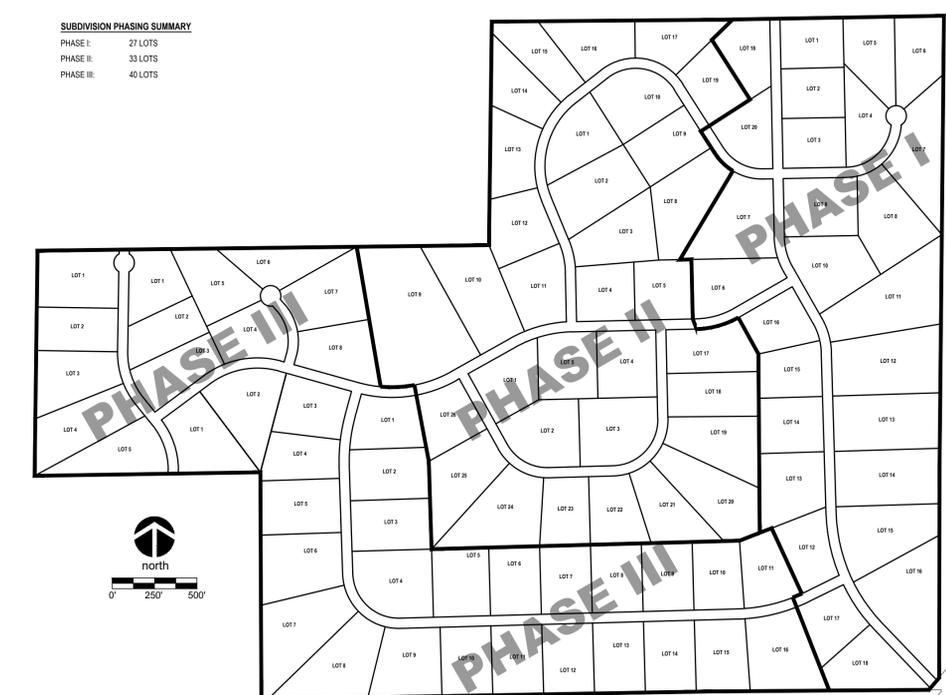
- NO PUBLIC CENTRALIZED SEWAGE SYSTEM.
- NO PUBLIC MAINTENANCE OF STREETS OR ROADS.
- FIRE HYDRANT, VALVES, SERVICES, AND BEND LOCATIONS TO BE SHOWN ON FINAL CONSTRUCTION PLANS.
- UNLESS OTHERWISE NOTED, WATERLINES SHALL BE TEMPORARILY DEAD-EENDED WITH A VALVE, TEMPORARY FLUG, BLOW-OFF, AND THRUST BLOCK AT FUTURE ADJACENT PHASE LINES. SEPTIC SYSTEM SHALL BE INDIVIDUALLY DESIGNED PER LOT DEVELOPMENT.
- FINAL STORM SEWER MATERIALS AND SIZED WILL BE DETERMINED AT FINAL DESIGN.
- EXISTING STOCK DAMS TO BE VACATED. EXISTING CULVERTS REMOVED, AND DAMS BREACHED. DAMS AND PONDED AREA TO BE INCORPORATED INTO IMPROVEMENTS AS NECESSARY ON SITE.
- ALL SIGNAGE AND STRIPING FOR PUBLIC AND/OR PRIVATE ROADWAY, WALKWAYS OR BICYCLE TRAILS OPEN TO PUBLIC TRAVEL SHALL CONFORM TO THE MOST RECENT ALL SIGNAGE AND STRIPING FOR PUBLIC AND/OR PRIVATE ROADWAY. WALKWAYS OR BICYCLE TRAILS OPEN TO PUBLIC TRAVEL SHALL CONFORM TO THE MOST RECENT VERSION OF THE FEDERAL MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD).
- ALL PAVEMENT MARKINGS ARE SUBJECT TO MATERIAL CHANGES DUE TO SEASON AND/OR WEATHER. TEMPORARY MARKINGS MATERIALS MAY BE REQUIRED. SPECIFIED FINAL PAVEMENT MARKINGS ARE SUBJECT TO MATERIAL CHANGES DUE TO SEASON AND/OR WEATHER. TEMPORARY MARKINGS MATERIALS MAY BE REQUIRED. SPECIFIED FINAL PAVEMENT MARKINGS MATERIALS SHALL BE INSTALLED WHEN SEASON/WEATHER ALLOW.
- ALL STREET NAMES SHOWN ARE FOR INFORMATIONAL PURPOSES ONLY. FOR ACCEPTED STREET NAMES, REFER TO THE RECORDED FINAL PLAT FOR THIS SUBDIVISION.
- NO FORMAL TRAFFIC CONTROL PLAN IS PROPOSED AS TEMPORARY FENCING AT PROJECT EXTENTS WILL SUFFICE FOR CONSTRUCTION. FENCING TO REMAIN UNTIL NO FORMAL TRAFFIC CONTROL PLAN IS PROPOSED AS TEMPORARY FENCING AT PROJECT EXTENTS WILL SUFFICE FOR CONSTRUCTION. FENCING TO REMAIN UNTIL CONSTRUCTION IS COMPLETE.



2 TYPICAL SUBDIVISION ROADWAY SECTION
NOT TO SCALE

SUBDIVISION PHASING SUMMARY

PHASE I:	27 LOTS
PHASE II:	33 LOTS
PHASE III:	40 LOTS



3 PIPER ACRES PHASING EXHIBIT
SCALE: 1" = 500'

Curve Table

Curve #	Length	Radius	Delta	Chord Direction	Chord Length
C1	106.10	60.00	101.32	N09°29'57"E	92.81
C2	52.22	60.00	49.87	N66°05'40"W	50.59
C3	46.02	60.00	43.95	S66°59'43"W	44.90
C4	109.66	60.00	104.72	S07°20'22"E	95.02
C5	263.92	330.00	45.82	N36°33'04"E	256.94
C6	398.40	270.00	84.54	S46°40'15"W	363.23
C7	163.40	330.00	28.37	N63°38'53"E	161.74
C8	63.99	330.00	11.11	N83°23'17"E	63.89
C9	184.96	330.00	32.11	S15°00'03"E	182.55
C10	275.14	270.00	58.39	S61°51'49"E	263.39
C11	151.33	330.00	26.27	S45°48'26"E	150.00
C12	66.59	330.00	11.56	S38°27'04"E	66.48
C13	448.85	270.00	95.25	S80°17'41"E	398.92
C14	266.07	330.00	46.20	S67°19'49"E	258.92
C15	215.93	330.00	37.49	N07°49'34"E	212.10
C16	65.51	530.00	7.08	N48°32'24"E	65.47
C17	540.17	470.00	65.85	N19°09'22"E	510.93
C18	189.85	530.00	20.52	N04°44'14"E	188.84
C19	353.77	530.00	38.24	N05°21'11"E	347.24
C20	81.56	530.00	8.82	N18°10'40"W	81.48
C21	72.33	470.00	8.82	N18°10'40"W	72.26
C22	174.42	470.00	21.26	N11°57'19"W	173.42
C23	165.91	530.00	17.94	N13°37'08"W	165.23
C24	30.78	530.00	3.33	N02°59'16"W	30.77
C25	232.88	470.00	28.39	S14°28'53"W	230.50
C26	90.67	430.00	12.08	N23°41'11"W	90.50
C27	123.73	430.00	16.49	N09°24'09"W	123.30
C28	184.48	370.00	28.57	S15°26'36"E	182.58
C29	149.81	430.00	19.96	N19°44'47"W	149.05
C30	108.37	370.00	16.78	N21°20'11"W	107.98

4 PARCEL CURVE TABLE
SCALE: NONE

Curve Table

Curve #	Length	Radius	Delta	Chord Direction	Chord Length
C31	60.37	430.00	8.04	N05°44'39"W	60.32
C32	72.48	370.00	11.22	N07°20'02"W	72.36
C33	419.38	970.00	24.77	N14°06'29"W	416.12
C34	371.94	1030.00	20.69	N12°04'01"W	369.92
C35	294.99	970.00	17.42	N35°12'23"W	293.85
C36	283.17	1030.00	15.75	N33°37'41"W	282.28
C37	43.40	1030.00	2.41	N42°42'40"W	43.40
C38	20.07	970.00	1.19	N64°32'17"E	20.07
C39	82.59	1030.00	4.59	S66°14'32"W	82.56
C40	352.15	970.00	20.80	N75°31'52"E	350.22
C41	312.66	1030.00	17.39	S77°14'07"W	311.46
C42	42.31	970.00	2.50	N87°10'53"E	42.31
C43	44.93	1030.00	2.50	S87°10'53"W	44.93
C44	422.74	270.00	89.71	S46°42'55"E	380.86
C45	88.35	330.00	15.34	N83°53'58"W	88.09
C46	185.15	330.00	32.15	N60°09'21"W	182.74
C47	176.30	330.00	30.61	N28°46'38"W	174.21
C48	66.87	330.00	11.61	N07°40'00"W	66.76
C49	96.31	970.00	5.69	S00°58'59"W	96.27
C50	157.67	1030.00	8.77	N02°31'26"E	157.52
C51	152.66	1030.00	8.49	N11°09'18"E	152.51
C52	195.93	970.00	11.57	S09°36'51"W	195.60
C53	150.52	330.00	26.13	S11°44'34"W	149.22
C54	422.96	270.00	89.75	N43°33'12"E	381.02
C55	128.90	330.00	22.38	S35°59'58"W	128.08
C56	144.44	330.00	25.08	S59°43'40"W	143.29
C57	93.10	330.00	16.16	S80°20'55"W	92.79
C58	28.98	330.00	5.03	N89°03'11"W	28.97
C59	293.95	270.00	62.38	S60°22'47"E	279.65
C60	223.66	330.00	38.83	N67°07'15"W	219.40

5 DRAINAGE EASEMENT CURVE TABLE
SCALE: NONE

Curve Table

Curve #	Length	Radius	Delta	Chord Direction	Chord Length
C61	106.63	330.00	18.51	N38°26'51"W	106.17
C62	262.60	530.00	28.39	S14°28'55"W	259.92
C63	206.92	720.00	16.47	S80°26'34"W	206.21
C64	253.70	780.00	18.64	N77°09'14"E	252.58
C65	95.65	780.00	7.03	N64°19'22"E	95.59
C66	143.26	720.00	11.40	S66°30'35"W	143.02
C67	431.85	720.00	34.37	N77°59'32"E	425.41
C68	250.81	780.00	18.42	S70°01'16"W	249.73
C69	326.23	780.00	23.96	N88°47'07"W	323.86
C70	128.50	720.00	10.23	S79°42'43"E	128.33
C71	144.74	330.00	25.13	S02°50'09"W	143.58
C72	179.73	330.00	31.21	S25°19'57"E	177.52
C73	52.44	60.00	50.08	S05°58'34"E	50.79
C74	113.55	60.00	108.43	S85°13'56"E	97.35
C75	69.03	60.00	65.92	N07°35'30"E	65.29
C76	79.13	60.00	75.57	N63°09'07"W	73.52
C77	265.48	270.00	56.34	N12°46'03"W	254.91
C78	341.14	530.00	36.88	N86°57'42"E	335.28
C79	425.41	470.00	51.86	S79°28'14"W	411.04
C80	138.59	530.00	14.98	N61°01'52"E	138.19
C81	314.24	480.00	37.51	S18°57'22"E	308.66
C82	284.41	420.00	38.80	N19°36'04"W	279.01
C83	185.08	420.00	25.25	S26°22'36"E	183.58
C84	144.35	480.00	17.23	N30°23'07"W	143.81
C86	107.48	420.00	14.66	S06°25'18"E	107.18
C87	125.66	60.00	120.00	S00°54'33"W	103.92
C88	125.66	60.00	120.00	N00°54'33"E	103.92

- ### LEGEND
- ◇ RECOVERED BRASS CAP
 - ⊙ RECOVERED ALUMINUM CAP
 - RECOVERED REBAR
 - SET ALUMINUM CAP (DURING FINAL PLAT EFFORTS)
 - SUBDIVISION BOUNDARY
 - - - PROPOSED LOT LINE
 - - - PROPOSED EASEMENT LINE
 - - - EXISTING EASEMENT LINE
 - - - ADJACENT PROPERTY LINES

Curve Table

Curve #	Length	Radius	Delta	Chord Direction	Chord Length
C89	49.72	720.00	3.96	N62°47'17"E	49.71
C90	20.03	780.00	1.47	N61°32'43"E	20.03
C91	89.50	270.00	18.99	N61°34'39"E	89.09
C92	47.21	1030.00	2.63	N03°02'07"W	47.21
C93	100.40	970.00	5.93	N04°41'15"W	100.36

5 DRAINAGE EASEMENT CURVE TABLE
SCALE: NONE

ENGINEER:
KLJ
1900 West Warlow Drive, Suite B
Gillette, WY 82716

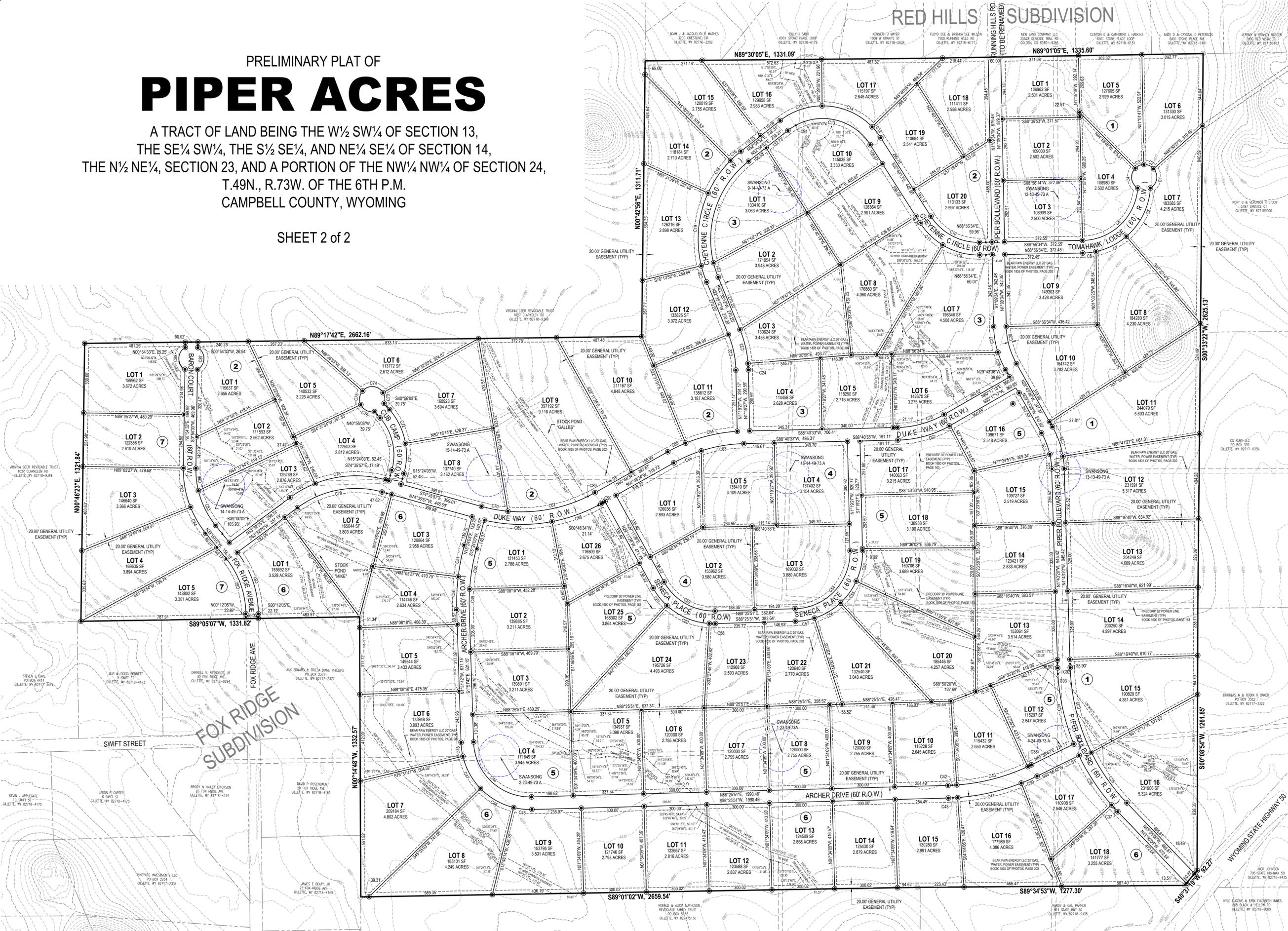
OWNER:
TLC Developments
1461 Thomas Drive
Sheridan, WY 82801



PRELIMINARY PLAT OF PIPER ACRES

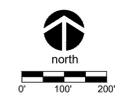
A TRACT OF LAND BEING THE W $\frac{1}{2}$ SW $\frac{1}{4}$ OF SECTION 13,
THE SE $\frac{1}{4}$ SW $\frac{1}{4}$, THE S $\frac{1}{2}$ SE $\frac{1}{4}$, AND NE $\frac{1}{4}$ SE $\frac{1}{4}$ OF SECTION 14,
THE N $\frac{1}{2}$ NE $\frac{1}{4}$, SECTION 23, AND A PORTION OF THE NW $\frac{1}{4}$ NW $\frac{1}{4}$ OF SECTION 24,
T.49N., R.73W. OF THE 6TH P.M.
CAMPBELL COUNTY, WYOMING

SHEET 2 of 2



RED HILLS SUBDIVISION

FOX RIDGE SUBDIVISION



SCALE: 1" = 200'
MINOR CONTOUR INTERVAL: 5'
MAJOR CONTOUR INTERVAL: 25'

ENGINEER:
KLJ
1900 West Warlow Drive, Suite B
Gillette, WY 82716

OWNER:
TLC Developments
1461 Thomas Drive
Sheridan, WY 82801



MEMBERS PRESENT

Todd Hildebrand, Chairman
Bruce Brown, Vice-Chair
Bob Jordan, Member
Marc Matlick, Member

MEMBERS ABSENT

Miles Williams, Member

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 April 18, 2019 County Planning Commission meeting. Marc Matlick motioned, Bruce Brown seconded. All voted Aye. Motion carried.

Case No. 19.01 COMP- Double Tree Estates Subdivision Phase II, Final Plat Jeffrey and Michele Swaney/Doyle Surveying

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

Chairman Hildebrand asked if there were any questions from the audience. There were none. He 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 19.01 COMP, Double Tree estates Subdivision Phase II, Final Plat, pending completion of all planning considerations. Voting was as follows:

Todd Hildebrand	Yes
Bob Jordan	Yes
Marc Matlick	Yes
Bruce Brown	Yes
Motion Carried	4/0.

Case No. 19.02 COZ- Double Tree Estates Subdivision Phase II, Zoning Jeffrey and Michele Swaney/Doyle Surveying

Bob Jordan made a motion to hear the case and recommend approval, pending filing of the final plat. Marc Matlick seconded the motion. Megan Nelms presented the case, and recommended approval of the zoning request to R-R (Rural Residential), pending filing of the final plat.

Chairman Hildebrand asked if there were any questions from the audience. There were none. He 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 19.02 COZ, Double Tree estates Subdivision Phase II, Zoning, pending filing of the final plat. Voting was as follows:

Todd Hildebrand	Yes
Bob Jordan	Yes
Marc Matlick	Yes
Bruce Brown	Yes
Motion Carried	4/0.

Case No. 19.02 COSP- Piper Acres Subdivision, Preliminary Plat Tom Civin-TLC Developments/Anthony MacDonald, P.E., KLJ Engineering

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

Megan also gave a brief overview of the preliminary final plat process and the timeline. She stated the preliminary plat was meant to be a more “global” overview of the entire development and then each phase of the subdivision would come back to the Planning Commission as a final plat, with additional review and comment.

Chairman Hildebrand asked if there were any questions from the audience. Diane Phillips, 303 Fox Ridge Avenue, approached the Board. She stated she has concerns regarding the anticipated 100 lots coming to the area. She doesn’t believe 100 homes in that area will be considered rural residential living. She is also concerned with 100 septic tanks and leach fields. She believes it will bring at least 200 more people and 200 vehicles, which will bring more traffic to the Fox Ridge and Red Hills subdivisions as well as Highway 50. She is afraid the roads in Fox Ridge will suffer, as well as the country living feel they are accustomed to. She is worried about covenants not being

enforced and aesthetics of the area going downhill. She said her lot would back up to seven of the proposed lots if it goes as planned, and with that many lots, it would feel like they're stacked up on each other.

DJ Reynolds, 30 Fox Ridge Avenue, approached the Board. DJ stated he has the same concerns as Diane Phillips but feels the country living feel of their subdivision and their safety is at stake with the proposed growth of Piper Acres. He said he thinks the extra traffic going through their subdivision is going to tear up their roads and make it unsafe as well.

Jessica Roswadowski, 6700 Stone Place Loop, approached the Board. She presented photos of her home in proximity to Stone Place Loop and the extension of the road, Running Hills Rd., into the new proposed subdivision. Her driveway is approximately 30' from where the road is so she is afraid of someone blowing through the road and driving into her garage. She is also concerned with the value of homes in Red Hills Subdivision declining if they allow R-R (Rural Residential District) zoning in Piper Acres. She feels the 100 houses on small lots will feel like downtown Gillette.

Tom Civin, TLC Developments, approached the Board. He responded to the comments regarding Piper Acres Subdivision becoming a "downtown Gillette." He reported the subdivision would be 364 acres with the smallest lots being 2.50 acres and the largest around 8 acres. The primary access is going to come off Highway 50, with the roads being built with a high-quality limestone. He doesn't believe anyone will access Fox Ridge to get to Piper Acres because the distance is too far, and he doesn't think people will go through Red Hills to get there either. He is working with WYDOT to get an approved access off Highway 50. Tom is also working with the city on a water service agreement to share the water tank with Red Hills which is a win-win for both subdivisions due to the flow issues they sometimes have with the tank capacity and usage now. His vision for the subdivision is nice, stick-built homes with quality gravel roads on smaller acreages. There will be covenants, governed by a board, an HOA and a design committee to ensure the vision remains high quality.

Commissioner Bruce Brown asked Tom to expand on the covenants he will be presenting. Tom responded they have not been written yet, but he's done them before and knows what needs to be included.

Commissioner Bob Jordan asked Tom what his plans are for road maintenance. He responded the HOA would take care of that.

Chairman Hildebrand asked Tom where the funding would come from for the road maintenance? He responded the HOA assessment fees will fund it. Chairman Hildebrand asked if there were going to be cost projections for the road maintenance before the roads are put in and the final plat is presented to them? Tom believes he will have some by that time with construction bids. Chairman Hildebrand asked Tom if he's going to have an HOA or Improvement & Service District. Tom responded that he is in the process of working with Red Hills to come together for an Improvement & Service District. It will

be easy sharing the water, but they'll have to figure the road situation out since Red Hills has paved roads and Piper Acres will have gravel. If working with Red Hills doesn't work out he will move forward to create the Improvement & Service District, just for Piper Acres.

Commissioner Bob Jordan commented that he is concerned Fox Ridge Avenue could get congested if commuters use that route to get into Piper Acres. Tom responded he doesn't think there will be a problem with that area. That route will be the last to be developed with Phase III and he believes the other homeowners will already be using the access off Highway 50.

Chairman Hildebrand commented that he does believe traffic will be an issue. He lives in Stone Gate Subdivision where homeowners and visitors from Red Hills drive through daily.

Commissioner Bob Jordan asked Tom to describe the access he is applying for from WYDOT. He wants to know if it's like the access into Red Hills. Tom anticipates it will be similar, however, the engineering is not yet complete, so he really can't say for sure. Megan reminded everyone WYDOT is requiring a traffic impact study for that access. Bob asked Tom at what time in the process of the subdivision would he create the Improvement & Service District? Tom asked when the best time would be. Megan commented the best time would be while Tom still owns all the property.

Megan asked Tom if he had approached Fox Ridge about joining their Improvement & Service District? He responded that he has not, as he feels they have nothing in common. Piper Acres would share water with Red Hills, so it makes sense to connect with them.

Chairman Hildebrand commented that if the water agreement did not work with Red Hills maybe he should consider a road only District with both Red Hills and Fox Ridge. Tom said he isn't opposed to anything that will work.

Diane Phillips, 33 Fox Ridge Avenue, approached the Board. Diane asked what Tom's definition of affordable homes is? She stated that the last meeting she watched, it was said the cost of the homes would start at \$300,000, she is wondering if that is still true? She stated that she still believes 100 homes on 364 acres is too many. She's still concerned with safety within Fox Ridge and the additional traffic on Highway 50 if all the homes do go in. She also disagrees with Tom on the use of roads in Fox Ridge to get into Piper Acres. She also asked if WYDOT would do a traffic study for Fox Ridge? Megan responded that Tom is paying for the traffic study for Piper Acres, but Fox Ridge would have to request and pay for one in Fox Ridge.

Jessica Roswadowski, 6700 Stone Place Loop, approached the Board. She believes the majority of Piper Acres will use the access at Red Hills Road not Highway 50 as Tom has said.

Nevets Bronson, 6401 Stone Place Loop, approached the Board. Nevets stated he echoes the concerns expressed before him regarding traffic and safety. He stated Tom has a large challenge in front of him as far as sharing water with Red Hills and working to maintain his vision for the subdivision with covenants. He believes those are advantageous to everyone in the area. He questioned whether the homes in Red Hills will lose value with the smaller lots in Piper Acres next to them. He would like clarity on what type of homes will go into Piper Acres. Nevets stated that in the Red Hills HOA meeting last week what was discussed then is different than what Tom is saying tonight. Tom reiterated he is going to build stick-built homes. He also stated that he was not at that Red Hills HOA meeting.

Commissioner Bob Jordan asked Tom Civin to clarify his definition of stick built. He wants to know if it's basement up, timber to timber. Tom said his intention is to build stick-built, basement up. Bob asked if there are going to be 4 or 5 designs or can people design their own. Tom responded that people can design their own, but there will be design standards.

DJ Reynolds, 30 Fox Ridge Avenue, approached the Board. He asked Tom if he knew the mileage from the access road to the proposed north west lots. Tom stated he believes its about three miles. DJ then asked if Tom was going to live on site to enforce the covenants? Tom responded that the HOA Board would do that. DJ then asked Tom how long before he expects the third phase to be built out? Tom said he would like everything to be built within 3 to 5 years, but that is dependent on the market and other factors.

Chairman Hildebrand reminded everyone this is a preliminary plat. The final plat will come later so there will be time for additional comment.

Megan also stated that now is the time for the Planning Commission to give Mr. Civin feedback on the preliminary plat, based on their review and public comment, as he moves forward to final plat stage.

Chairman Hildebrand asked if there were any other comments or questions from the board. There were none.

Chairman Hildebrand asked that the Commission be polled on the motion to approve case number 19.02 COSP, Piper Acres Subdivision, Preliminary Plat, pending completion of all planning considerations. Voting was as follows:

Todd Hildebrand	Yes
Bob Jordan	Yes
Marc Matlick	Yes
Bruce Brown	Yes
Motion Carried	4/0.

**Case No. 19.01 COZ - Schaan Re-Zoning
Mike Schaan/MAD Towing**

Marc Matlick made a motion to hear the case and recommend approval of the re-zoning request. Bob Jordan seconded the motion. Megan Nelms presented the case, and recommended approval of the re-zoning request to I-2 (Heavy Industrial District).

Chairman Hildebrand asked if there were any questions from the audience. There were none. He 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 19.01 COMP, Schaan Re-Zoning as presented. Voting was as follows:

Todd Hildebrand	Yes
Bob Jordan	Yes
Marc Matlick	Yes
Bruce Brown	Yes
Motion Carried	4/0.

Adjournment

There being no further business to come before the Board, Chairman Hildebrand adjourned the meeting at 8:03 p.m.

Todd Hildebrand, Planning Commission Chairman
mk

NOTE: Campbell County Planning Commission meeting minutes contain a summary of discussions and are not intended to be verbatim.



1900 West Warlow Drive, Suite B
Gillette, WY 82716-2582
307 682 9500
KLJENG.COM

February 11, 2020

Ms. Megan Nelms
Campbell County
500 South Gillette Avenue
Suite 1400
Gillette, WY 82716

**Re: Preliminary Plat Subdivision Review - Piper Acres Subdivision Revise and Resubmit Information
Case Number: 19.02 COSP**

Dear Ms. Nelms:

Attached to this letter are the updated Preliminary Plat, Site Plan, and supporting documentation, as necessary for the Preliminary Plat, which are also provided electronically. These edited plat and site plan sheets incorporate the comments received from Campbell County review through the Case Sheet Revise and Resubmit Letter dated April 29, 2019. There were a number of email and verbal conversations on these topics since the date the letter was provided that we attempted to incorporate as noted below.

Please note that through various items detailed below, the outer subdivision boundary and road names have been revised. This boundary revision alters the overall property area, acreage and layout of numerous lots within Block 2 and Block 7, average lot sizes, the overall right-of-way area, and the right-of-way for the north end of Fox Ridge Avenue (now Baron Court). Please review and advise if this will not be acceptable.

For ease of review we attempted to replicate the items with corresponding responses as they were presented in the case letter.

PLANNING CONSIDERATIONS – PRELIMINARY PLAT:

- Discuss water supply. Provide an approved water service agreement from the City of Gillette. *Owner is working on this effort right now with the City of Gillette. This is currently being addressed and will be completed during the Final Plat efforts.*
 - a. Apply for a Permit to Construct the water system and complete all requirements.
 - *This is being addressed but will be completed during the Final Plat efforts.*
 - b. Discuss who will permit the system (DEQ, County, City, etc).
 - *Lots of discussion on this item. To summarize, the Owner is working to incorporate with the Red Hills ISD that is still in the process of being formed. We understand that Campbell County would have home rule for the review of an expansion to existing water system as we are anticipating; otherwise the lengthy WDEQ process would review an independent "new" system. The*



Owner is working with the City of Gillette and Red Hills on the agreement for providing and metering the water source via the existing City tank in Red Hills, with Piper Acres maintaining their own distribution system to mirror the current approach in Red Hills. The City would also have interest in a limited portion of the system where we anticipate connection to the Red Hills system for our source, anticipated to be downstream of the City maintained water tank, which may be handled by the existing meter by Red Hills based on current discussions. Metering would then be handled between Red Hills and Piper Acres for actual usage.

- c. Discussion formation of Improvement & Service District.
 - *Lots of discussion on this item and discussed above. The Owner is working to incorporate with the Red Hills ISD that is still in the process of being formed. It would benefit the Owner to be incorporated into an existing ISD for expedited home rule County review of the water distribution system. It is understood that Piper Acres would operate independently of Red Hills outside of the shared water source.*

- Discuss Road Names:
 - a. Provide road names for final plat for review.
 - *We adjusted names as requested through the letter, and have also updated road names provided by Owner.*
 - b. Road slopes may not be great(er) than 8%. Review & consider requirements prior to road design.
 - *This is being addressed but will be completed during the Final Plat efforts. We did a preliminary layout of the roads and lots to review overall feasibility with respect to earthwork balance, expected grading impacts, and buildable areas all to adhere to recommended road design standards and general buildability of the subdivision with very favorable results. The various alignments attempt to disturb the least amount of existing property while maintaining said requirements. We did find that due to increased existing grades there are portions of O'Bryan Avenue (Archer Drive) and MacDonald Avenue (Piper Boulevard) generally to the south of the property that will require expanded grading within the proposed road right-of-way in order to maintain acceptable slopes.*

- Obtain a permit from WYDOT for the access to Highway 50 and submit a copy of the approved permit.
 - a. WYDOT has indicated a Traffic Impact Study will be required.
 - *This is being addressed but will be completed during the Final Plat efforts. We spoke with them previously to see if they had any issues with the various*



sight distances and minimum spacing for approaches to which they had no objections. We will be providing a Traffic Impact Study for Final Plat design efforts. Doyle has worked through the property line discrepancies where the WYDOT right-of-way changes exactly where we are intending on installing the new approach.

- Discuss re-alignment of Running Hills Rd. and MacDonald Ave. to encourage interior traffic to utilize the access to Highway 50.
 - *We have been reviewing the intersection of Running Hills Road and MacDonald Avenue (now Piper Boulevard) and in short it is not feasible to re-align this intersection. We did convert the intersection into a 3-way stop control to reduce unobstructed traffic flow. However the current plat layout incorporates the existing topography with various nobbs and valleys, while attempting to disturb the least amount of property to maintain natural drainage patterns, maintain acceptable roadway and lot grading requirements, and tie to various existing roadway right-of-way. Any redesign of this intersection that we reviewed would reduce the number of lots, complicate roadway design, interrupt natural drainage patterns, and reduce buildable areas of the remaining lots.*
 - *To address the public comment we don't feel that it's feasible that someone will be "directed" through Red Hills subconsciously or otherwise simply due to the additional distance required to get to Highway 50, the additional intersections and stop conditions, and contending with the additional traffic from the developed Red Hills Subdivision. From the intersection in question at MacDonald Avenue (now Piper Boulevard) and Running Hills Road it is approximately 2,700 feet along MacDonald Avenue (now Piper Boulevard) through one intersection and no additional stops to our proposed WYDOT approach. Alternately, from the same target intersection it is approximately 8,900 feet through five intersections and two additional stops within Red Hills, all the while contending with 50+ established lots worth of existing Red Hills traffic to their existing WYDOT approach. We really struggle to see this as being a legitimate concern as it is over 3x the distance with additional stops and existing traffic. To be honest, a more accurate concern would be portions of Red Hills utilizing the Piper Acres roadway as an alternate approach to Highway 50 especially during early undeveloped phases of Piper Acres. Nonetheless we will address this further with the Final Plat Traffic Impact Study as we'll have to assume the worst-case scenarios where portions of the Piper Acres traffic could travel through the Red Hills and Fox Ridge Subdivisions and vice versa, based on connectivity. This is being addressed but will be completed during the Final Plat efforts.*



- Submit a Zoning Application for the entire property.
 - *Owner to provide.*

- Submit a Preliminary Disclosure Statement.
 - *Owner to provide.*

- Provide contour elevations on the preliminary plat
 - *Existing ground contour elevations are provided for both the Preliminary Plat and Site Plan at the minimum 5' intervals to avoid confusion due to relief on the property.*
 - a. Discuss lots at final plat that will require site plans to show adequate buildable area.
 - *This is being addressed but will be completed during the Final Plat efforts. As discussed above, we did a preliminary layout of the roads and lots to review overall feasibility with respect to earthwork balance, maintaining natural drainage patterns, expected grading impacts, and buildable areas all to adhere to recommended road design standards and general buildability of the subdivision with very favorable results. The Final Plat will fine tune this effort to provide existing and finished ground information, references to various easements, and typical setbacks. We can provide our assumptions for building locations for any lots requested to show more detail on buildable areas.*

- Standard Planning Considerations:
 - a. Provide evidence of publication and a publisher's affidavit
 - *Owner to provide.*
 - b. Submit an Ownership and Encumbrance report (Less than 3 months old)
 - *Owner to provide.*

- Various cosmetic changes to the plat:
 - a. Discuss Hahn Ct. and Hahn Circle – name the cul-de-sac something different
 - *All the road names were updated as provided by the Owner, we renamed Hahn Court to Tomahawk Lodge to avoid any possible confusion per your request. We also renamed O'Bryan Court to Cub Camp for similar reasons.*
 - b. All lots need 5' easements on side and rear property lines
 - *We discussed that this was not a request by the County to reduce the previously provided typical 20' easements to only 5', but to make sure these were clearly visible on the plat. We realized that the linework showed through on the Site Plan, but it was too light on the Preliminary Plat. This has*



been corrected and the previously provided typical 20' easements or 10' to either side of common property line resulting in 20' total, are shown.

- c. Number all lots in each block in the same direction (clockwise or counterclockwise)
- We corrected this on Blocks 3, 4, 5, 6, and 7 to generally start at the Northwest extent of the block and moving down/south first, and then right/east wherever possible. This will better match the more set numbering of Blocks 1 and 2 that move in this manner to accommodate the cul-de-sacs. Please review and advise if this will not be acceptable.*

- Surveying Verifications:

- a. In Block 3, the internal lots of 7, 8 & 9 have a mis-closure. Verify the bearings & distances. *Please note that due to R&R item 9.c above these lots have been renumbered so both previous and updated references are provided.*
- Generally, where the easterly extent of Lot 7 (now Lot 3) met the northerly extent of Lot 9 (now Lot 5) there was a parcel line described as $N88^{\circ} 56' 34''E$, 3.26' that wasn't labeled. This has been corrected and we have also provided the attached Civil3D mapcheck analysis for Lot 7 (now lot 3), Lot 8 (now lot 4), and Lot 9 (now lot 5) to justify adequate closure error. The missing line has been highlighted in the mapcheck analysis for ease of review.*
- b. Verify the bearings and distances on Lots 11 & 12, Block 6
- Generally, near the southwest corner of Lot 12 (now Lot 7) there was a line described as $S89^{\circ} 01' 02''W$, 39.31' that wasn't labeled. This has been corrected and we have also provided the attached Civil3D mapcheck analysis for Lot 12 (now Lot 7) and the adjacent Lot 11 (now Lot 8) and to justify adequate closure error. The missing line has been highlighted in the mapcheck analysis for ease of review.*
- c. The bearing needs to be verified in the NW corner of Block 2. *This was clarified through additional correspondence to concern the bearing break of the outer property boundary line generally running east/west along the north extent of Block 2 at the west extent of Block 2 of the subdivision. More particularly the bearing break point in question was described as the northeast corner of SE1/4 SW1/4 of Section 14 in the legal description, also known as the center south sixteenth corner.*
- While we assumed this bearing break at the center south sixteenth corner of Section 14 would be justified by Doyle who performed the boundary work and section breakdown, they instead provided KLJ with an alternate outer property boundary for the subdivision with this bearing break PI simply removed. We did not receive information on a breakdown of Section 14 based on field survey, however. The revised boundary line appears to be an extension of two rebar found along the sixteenth line to the east of the point in question, resulting in a new bearing and distance for the property*



boundary line. Please review the revised Preliminary Plat with the bearing break removed, which altered the outer property boundary due to this new information.

- This revised outer boundary alters the overall property area, acreage and layout of numerous lots within Block 2 and Block 7, average lot sizes, the overall right-of-way area, and the right-of-way for the north end of Fox Ridge Avenue (now Baron Court). Please review and advise if this will not be acceptable.
- Tony Knievel, L.S. informally reviewed this information on or around January 23, 2020 who generally stated via email (see attached) that he is satisfied with the revised outer boundary based solely on review of record information and not field survey. However, he did state:

“the Professional Land Surveyor stamping this survey will need to file a corner recordation on all PLSS corners described that do not already have a record, per State Statute. If this came from Doyle, I assume he broke down the entire section and has record of his survey, to come up with the location of these 1/16 corners.”

KLJ has not been provided this Section 14 breakdown based on field survey to justify this revision and would please ask the County to provide information if it is received. Without this information we anticipate we will need to perform more research and field survey to justify this line.

- d. Provide a section breakdown and/or corner recordations for the 1/16 corner recordations.
- *See information above. We anticipated Doyle would justify the previous boundary and provide subsequent corner recordation for the breakdown of Section 14 etc., however KLJ was provided an alternate outer property boundary without any additional information.*
 - *This revised outer boundary alters the overall property area, acreage and layout of numerous lots within Block 2 and Block 7, average lot sizes, the overall right-of-way area, and the right-of-way for the north end of Fox Ridge Avenue (now Baron Court). Please review and advise if this will not be acceptable.*
 - *Tony Knievel, L.S. informally reviewed this information on or around January 23, 2020 who generally stated via email (see attached) that he is satisfied with the revised outer boundary based on record information but not field survey. However, he did state:*

“the Professional Land Surveyor stamping this survey will need to file a corner recordation on all PLSS corners described that do not already have a record, per State Statute. If this came from Doyle, I assume he broke down the entire



section and has record of his survey, to come up with the location of these 1/16 corners.”

- *KLJ has not been provided this Section 14 breakdown based on field survey to justify this revision and would please ask the County to provide information if it is received. Without this information we anticipate we will need to perform more research and field survey to justify this line.*

Time Consuming Final Activities:

Road Plans, Profiles & Cross sections are required, followed by as built construction plans.

- *This is being addressed but will be completed during the Final Plat efforts.*

Approved Access Permit from WYDOT.

- *This is being addressed but will be completed during the Final Plat efforts.*

Soils Report – *Under review by County Engineering.*

Drainage Report, including 100-year flood data – *Under review by Engineering.*

- Review/Discuss the reservoir on Lot 9, Block 2
 - *Refer to the Drainage Report for more detailed information. This stock pond “Galles” is technically active and has been discussed with the Owner, who will be releasing the rights and failing the dam. If the new landowner would like to renew this they will need to review where the water would back up on the R.O.W. for Running Hills Road or lower the overflow point on the berm substantially based on our analysis, which is the primary reason we are discouraging maintaining it.*
 - *We are also releasing the rights to the “Mike” stock pond, except that we are incorporating this berm into a road crossing with culverts to bypass the flow instead of retaining it as it is currently designed. We reviewed this with the Clark Melinkovich, P.E. to determine how to approach potential roadway overflow with improved surfacing etc.. These items are being addressed but will be completed during the Final Plat efforts*
- *After the submission of the R&R letter dated April 29, 2019 there were multiple discussions with Clark Melinkovich, P.E. on the Preliminary Plat Drainage Report on or around May 20, 2019 (see attached Tech Memo). While Clark provided all the existing drainage report information the County had on file for the various downstream existing subdivisions, there is still a large amount of drainage analysis to be performed out of our current project scope if we elected to go with the “second option” per the Tech Memo. We anticipate selecting the “first option” for Final Plat efforts where we will justify over detention within our property to offset increased developed flow rates. These items are being addressed but will be completed during the Final Plat efforts.*



PRECorp – submit receipt of payment to provide electricity to each lot line

- *An exhibit has been submitted to the Owner to provide to PRECorp to discuss their agreement, required easements etc.. This is being addressed but will be completed during the Final Plat efforts.*

Submit a consent to subdivide, if applicable

- *Owner to provide. This is being addressed but will be completed during the Final Plat efforts.*

We appreciate your time and effort, and if you have any further questions, please don't hesitate to contact us.

Sincerely,

KLJ

A handwritten signature in black ink, appearing to read 'Anthony P. MacDonald'. The signature is fluid and cursive, with a large, stylized initial 'A'.

Anthony P. MacDonald, P.E.

Project Engineer

Enclosure(s): Revised Preliminary Plat; Revised Site Plan; Mapcheck analysis items; email correspondence with Tony Knievel L.S.; County Drainage Study Tech Memo provided by Clark Melinkovich, P.E

Project #: 1816-00992

cc: Tom Civin

Adrienne Hahn, P.E.

Dick Doyle, L.S.



Department of Environmental Quality

To protect, conserve, and enhance the quality of Wyoming's environment for the benefit of current and future generations.



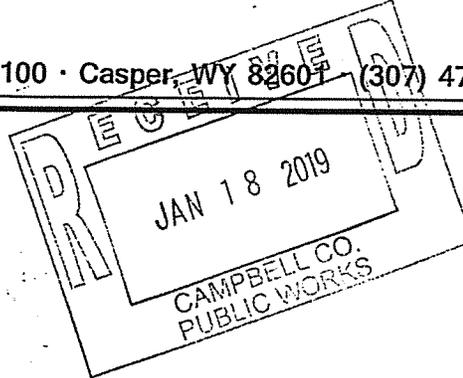
Mark Gordon, Governor

152 N. Durbin St., Suite 100 • Casper, WY 82601 (307) 473-3450

Todd Parfitt, Director

January 15, 2019

Chairman
Campbell County Board of Commissioners
500 South Gillette Ave, Suite 212
Gillette, WY 82716



RE: Piper Acres Subdivision, WDEQ Application 18-431
Wyoming DEQ has - **NO ADVERSE** - Recommendations

Dear Commissioners

The Wyoming Department of Environmental Quality has completed the review of the proposed Piper Acres Subdivision, located in the W ½ SW ¼ Section 13, E ½ SE ¼, SW ¼ SE ¼, SE ¼ SW ¼ Section 14, N ½ NE ¼ Section 23 and NW ¼ NW ¼ Section 24, Township 49 North, Range 73 West, Campbell County, and further located approximately 4 ½ miles southwest of the City of Gillette. The proposed 364 acre subdivision includes the creation of 99 residential lots with sizes of 2.35 acres or larger. The information was submitted by Engineering Associates, and prepared and signed by John Wetstein, PE/PG, a Wyoming Licensed Professional. This letter represents the recommendations of the Wyoming Department of Environmental Quality as required by W.S. §18-5-306 (c).

Findings as to the safety and adequacy of the proposed sewage system:

The proposed sewage system is the use of individual on-site septic tanks and leach fields permitted and constructed to Campbell County and the Wyoming Department of Environmental Quality Water Quality Rules and Regulations. Soil investigations including percolations tests, and reviews of existing Natural Resource Conservation Service (NRCS) data and septic systems permitted within adjacent subdivisions were done to determine the suitability of the soils within the Piper Acres subdivision area. These tests and reviews show that overall the proposed subdivision has suitable soil and sufficient depth to groundwater for on-lot small wastewater systems; however, some systems could be located in soils that have a percolation rate faster than 5 minutes per inch (mpi). These systems will be required to be designed by a Wyoming Licensed Professional Engineer. In addition, each proposed septic systems will need to be separately evaluated for both soil percolation rates and depths to groundwater and/or impermeable layers as part of the permitting process for a septic system.

The information submitted adequately addresses the safety and adequacy of the proposed sewage system.

Findings as to the safety and adequacy of the proposed water system:

The proposed water system for the subdivision is proposed to be supplied by the City of Gillette Regional Water system. The consultant states that the water system will be designed by a Wyoming licensed Professional Engineer and will be reviewed and authorized for construction by the Campbell County Engineering Division. The Piper Acres water system will be a consecutive system to the Regional Water system and therefore will need to obtain the services of a certified water operator licensed in the State of Wyoming.



Cheyenne
200 West 17th St., 4th Floor 82002

Lander
510 Meadowview Drive 82520

Sheridan
2100 W 5th St 82801



The information submitted adequately addresses the safety and adequacy of the proposed water system.

State Engineer's Office (SEO) Comments:

The State Engineer's Office (SEO) has provided comments pertaining to this proposed subdivision. The SEO has provided information which states that they are **GENERALLY SUPPORTIVE** of the development at this time. We have attached the comments from the SEO to this document.

Conclusions:

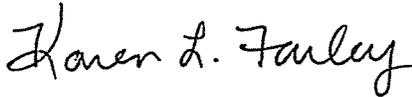
The Wyoming Department of Environmental Quality has a "Non-Adverse" recommendation applicable to the Piper Acres Subdivision.

Disclaimer:

The **Non-Adverse** recommendation provided above has nothing to do with, nor has any bearing on the water rights associated with the Piper Acres Subdivision. Any questions or concerns about the water rights for the subdivision should be directed to the State Engineer's Office.

Nothing in Wyoming Department of Environmental Quality recommendations or comments regarding the Engineering Associates proposal for the Piper Acres Subdivision shall be construed to relieve the subdivider, TLC Developments, LLC, of the obligation to obtain any permits or additional approval from any local, state, or federal agencies as required by law, rules, regulations, or ordinances. Nothing in these recommendations commits the Wyoming Department of Environmental Quality, SEO, City of Gillette, or Campbell County to the issuance of required permits for construction, operation, or modification of septic systems or water supply.

Sincerely,



Karen L. Farley, P.E.

Northeast District Supervisor

Water and Wastewater Program, Wyoming Water Quality Division

cc: Thomas Civin, TLC Developments, LLC, 1461 Thomas Drive, Sheridan, WY 82801
John Wetstein, PE/PG, Engineering Associates, P.O. Box 2202, Laramie, WY 82073
Kevin King, PE, Campbell County Public Works, 500 S. Gillette Ave., Suite 1400, Gillette, WY 82716
Levi Jensen, P.E., City of Gillette, P.O. Box 3003, Gillette, WY 827173003
Megan Nelms, AICP, Campbell County Planning Office, 500 S. Gillette Ave., Suite 1500, Gillette, WY 82716
WDEQ Subdivision file (electronic)
IPS (Cheyenne)



State Engineer's Office

MATTHEW H. MEAD
GOVERNOR

PATRICK TYRRELL
STATE ENGINEER

HERSCHLER BUILDING, 4-E CHEYENNE, WYOMING 82002
(307) 777-7354 FAX (307) 777-5451
seoleg@seo.wyo.gov

January 2, 2019

Chairman
Campbell County Board of Commissioners
500 South Gillette Ave, Suite 212
Gillette, WY 82716

RE: Piper Acres Subdivision, Campbell County, WDEQ Application #18-431

Dear Commissioners:

The State Engineer's Office – Ground Water Division received application material related to the Piper Acres Subdivision from the Wyoming Department of Environmental Quality, requesting information and advice to the Water Quality Division. Our office reviewed the referenced submittal in compliance with W.S. 18-5-306(c)(i).

The proposed subdivision is to be located in parts of Section 13, Section 14, Section 23, and Section 24, T49N, R73W, Campbell County, Wyoming. Water supply is proposed to be provided by the Gillette Regional Water Supply System. Based upon the review of both the subdivision application and a preliminary search of the agency's water rights database, the State Engineer's Office offers the following:

1. If any new wells are proposed, they must be constructed in accordance with the State Engineer's Office Rules and Regulations, Part III, Water Well Minimum Construction Standards. An approved permit from the Wyoming State Engineer's Office is required prior to the drilling of any water well.
2. The procurement of the necessary and appropriate State Engineer water right permit allows the applicant to attempt to develop a water supply adequate to meet the proposed needs, and is no guarantee that any water will be physically available.
3. Any well not to be used must be properly plugged and abandoned as outlined in the above referenced rules and regulations.
4. Any wells developed for uses that do NOT fall within the definition of domestic or stock use require adjudication by the Board of Control.
5. The area proposed for the subdivision appears to be part of the service area of the Gillette Regional Water Supply System on file with our office.

Surface Water
(307) 777-6475

Ground Water
(307) 777-6163

Board of Control
(307) 777-6178

6. The water right search revealed that there are no subject existing water rights of record that attach to the subdivision lands. If this is the case, further action on the part of the subdivider or his agent in addressing Wyoming Statute 18-5-306 (a) (xi) would not be required.

In summary, the State Engineer's Office is generally supportive of approving the development of the proposed action.

In all correspondence regarding this application, please reference "State Engineer Subdivision Review Number 2018-25-17".

If you have any questions, please feel free to contact me at (307) 777-6166, or if you prefer email, at markus.malessa@wyo.gov. Thank you for the opportunity to comment on the subdivision application.

Sincerely,



Markus Malessa
Natural Resources Analyst

Cc: Karen L. Farley, P.E., Northeast District Engineer, DEQ, 152 N. Durbin St., Suite 100, Casper, WY 82601
John Wetstein, P.E., Engineering Associates, PO Box 2202, Laramie, WY 82073
Lisa Lindemann, Administrator, Ground Water Division
Lee Arrington, Administrator, Surface Water Division
Cheryl Timm, Administrator, Board of Control Division
David Schroeder, Superintendent, Water Division II
Kody Steinbrecher, Hydrographer/Commissioner, Water Division II, District 10

OWNERSHIP & ENCUMBRANCE REPORT

Attn: Megan B Nelms
Company: Campbell County
Address: County Planning and Zoning
Phone: 307-685-8061

File No: 2939TSG
Effective Date: March 26, 2019

Ownership according to the last conveyance:

TLC Developments, LLC, a Wyoming limited liability company

Conveyance Information:

Deed from New Land Company, LLC, a Wyoming Limited Liability Company to TLC Developments, LLC, a Wyoming Limited Liability Company, vesting fee simple title, recorded July 16, 2018 in Book 3155 of Photos, page 201.

Property Address: TBD, Gillette, WY

Legal Description:

See attached LAND DESCRIPTION

Recorded Deeds of Trusts, Mortgages and Liens:

Mortgage from TLC Developments, LLC, a Wyoming limited liability company, to Pinnacle Bank Wyoming, dated July 18, 2018 and recorded July 19, 2018 in Book 3155 of Photos, page 633 of the records of Campbell County, Wyoming, securing a note in the original principal sum of \$500,000.00 and other obligations described therein.

Judgments:

None

Exceptions:

Dependent Resurvey of Township 49 North, Range 73 West of the 6th P.M., Wyoming, by the United States Department of the Interior, Bureau of Land Management, recorded November 17, 1997 as Instrument No. 725952 of the records of Campbell County, Wyoming.

Right of Way Easement unto US West Communications dated November 26, 1996 and recorded June 6, 1997 in Book 1432 of Photos, page 451 of the records of Campbell County, Wyoming.

Right of Way Easement unto Powder River Energy Corporation dated April 13, 2000 and recorded May 3, 2000 in Book 1600 of Photos, page 163 of the records of Campbell County, Wyoming.

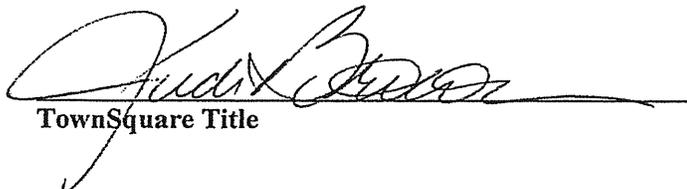
Surface Use Agreement dated October 31, 2000 and recorded November 15, 2000 in Book 1632 of Photos, page 50 of the records of Campbell County, Wyoming.

Memorandum of Right of Way Agreement unto Bear Paw Energy LLC dated January 9, 2003 and recorded January 28, 2003 in Book 1835 of Photos, page 202 of the records of Campbell County, Wyoming.

Taxes:

Taxes are current and a new Parcel Number has been assigned – see attached tax printouts

NOTE: This report is for the applicant's sole use and benefit. The information contained in this report has been taken from the public records without reference to, or examination of, instruments which purport to affect the real property. The Company's liability under this report is limited to the fee paid. No other representations or indemnities are made.



Handwritten signature of Judith Brown in black ink, written over a horizontal line.

TownSquare Title

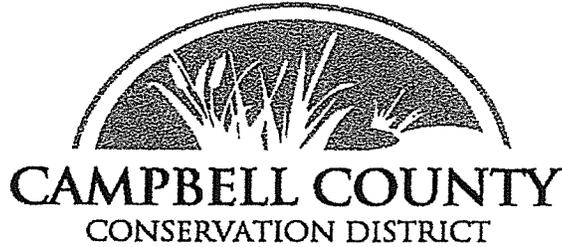
LAND DESCRIPTION

A tract of land being the W1/2 SW1/4 of Section 13; SE1/4 SW1/4, S1/2 SE1/4 and NE1/4 SE1/4 of Section 14; the N1/2 NE1/4 of Section 23 and a portion of the NW1/4 NW1/4 of Section 24, Township 49 North, Range 73 West of the Sixth Principal Meridian, Campbell County, Wyoming. Said tract of land being described more particularly as follows:

Beginning at a the common one quarter section corner between said Sections 13 and 14;
thence N89°01'05"E along the North boundary of the said W1/2 SW1/4 of Section 13 a distance of 1335.60 feet to the Northeast corner of the said W1/2 SW1/4 of Section 13;
thence S00°33'22"W along the East boundary of the said W1/2 SW1/4 of Section 13 a distance of 2625.13 feet to the Southeast corner of the said W1/2 SW1/4 of Section 13;
thence S00°08'54"W along the East boundary of the said NW1/4 NW1/4 of Section 24 a distance of 1261.58 feet to the Northerly right of way of Wyoming State Highway Number 50;
thence S40°37'19"W along the said Northerly right of way of Wyoming State Highway Number 50 a distance of 92.27 feet to the South boundary of the said NW1/4 NW1/4 of Section 24;
thence S89°34'53"W along the said South boundary of the said NW1/4 NW1/4 of Section 24 a distance of 1277.30 feet to the Southwest corner of the said NW1/4 NW1/4 of Section 24;
thence S89°01'02"W along the South boundary of the said N1/2 NE1/4 of Section 23 a distance of 2659.54 feet to the Southwest corner of the said N1/2 NE1/4 of Section 23;
thence N00°14'48"W along the West boundary of the said N1/2 NE1/4 of Section 23 a distance of 1332.57 feet to the Northwest corner of the said N1/2 NE1/4 of Section 23;
thence S89°05'07"W along the South boundary of the said SE1/4 SW1/4 of Section 14 a distance of 1331.82 feet to the Southwest corner of the said SE1/4 SW1/4 of Section 14;
thence N00°46'23"E along the West boundary of the said SE1/4 SW1/4 of Section 14 a distance of 1321.84 feet to the Northwest corner of the said SE1/4 SW1/4 of Section 14;
thence N87°44'52"E along the North boundary of the said SE1/4 SW1/4 of Section 14 a distance of 1331.68 feet to the Northeast corner of the said SE1/4 SW1/4 of Section 14;
thence S89°09'28"E along the North boundary of the SW1/4 SE1/4 of said Section 14 a distance of 1331.45 feet to the Northeast corner of the said SW1/4 SE1/4 of Section 14;
thence N00°42'56"E along the West boundary of the said NE1/4 SE1/4 of Section 14 a distance of 1311.71 feet to the Northwest corner of the said NE1/4 SE1/4 of Section 14;
thence N89°30'07"E along the North boundary of the said NE1/4 SE1/4 of Section 14 a distance of 1331.80 feet to the East one quarter section corner of said Section 14 to the POINT OF BEGINNING.

Said tract of land contains 364.284 acres, more or less, subject to all rights, restrictions, reservations, and/or easements of sight and record.

OFFICE
601 4J Court, Suite D
PO Box 2577
Gillette, WY 82717-2577
Phone: 307-682-1824
Fax: 307-682-3813
www.cccdwy.net



BOARD OF SUPERVISORS
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BJ Clark
Richard Hauber

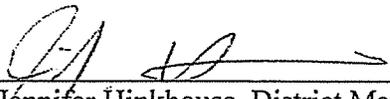
Piper Acres

The Campbell County Conservation District has reviewed the site plan prepared by KLJ, as required by the Memorandum of Understanding between the Campbell County Conservation District and the Campbell County Department of Public Works and Wyoming State Statute 18-5-306(xii)(e)(b). This document will serve as our review prior to receiving the Soils Report.

- The District supports an aggressive weed control program in conjunction with the Campbell County Weed & Pest, including an early detection system to control outbreaks and spread of noxious weeds.
- The District supports management of erosion during and after construction and monitoring of sedimentation. Also supporting, dust control measures during construction and a vegetation reclamation plan.
- The District supports an adequate storm drain system to be implemented for any potential drainage problems.
- The District will review the soil report for suitability of sanitary facilities, septic systems, and building site development upon receipt.
- The District also would like to acknowledge Piper Acres is within the Donkey Creek Watershed and sections of Donkey Creek/Stonepile Creek are included on WDEQ's 303(d) List of Impaired Waters.

A copy of this review will be sent to the Campbell County Department of Public Works Planning Division. A copy will also be retained in our files and will be available to the public upon request.

It is our recommendation that these concerns be considered during development.



Jennifer Hinkhouse, District Manager

4/18/19

date

Name	Mailing Address	Mailing City	Mailing St	Mailing Zip
Joshua K Pallas	1 Red Fox St	Gillette	WY	82718
Clarence J Rohbock	1 Redtail St	Gillette	WY	82718
Kevin J Applegate	10 Swift St	Gillette	WY	82718
Geer Virginia Revocable Trust	1027 Clarkelen Rd	Gillette	WY	82718
Randy W & Victoria L Brisko	13 Swift St	Gillette	WY	82718
Jeremiah J Wolski	18 Fox Ridge Ave	Gillette	WY	82718
Dustin & Tanya Harden	P.O. Box 2486	Gillette	WY	82717
Vineyard Investments LLC	P.O. Box 2334	Gillette	WY	82717
E James Jr Beaty	25 Fox Ridge Ave	Gillette	WY	82718
Brody & Hailey Erickson	26 Fox Ridge Ave	Gillette	WY	82718
David P Rosenbaum	29 Fox Ridge Ave	Gillette	WY	82718
Darrell V Jr Reynolds	30 Fox Ridge Ave	Gillette	WY	82718
Thomas D & Jana L Donaghe	31 Medicine Lodge Rd	Gillette	WY	82718
Jan Edward & Frieda Diane Phillips	P.O. Box 2377	Gillette	WY	82717
Steve Sundberg	38 Arctic Ave	Gillette	WY	82718
Levi & Tessa Bennett	5 Swift St	Gillette	WY	82718
Ronald & Alicia Family Rev Trus Matheson	PO Box 5136	Gillette	WY	82717
City Of Gillette Attn Accounts Payable	PO Box 3003	Gillette	WY	82717
New Land Company LLC	25528 Genesee Trail Rd	Golden	CO	80401
Jason P Carter	6 Swift St	Gillette	WY	82718
Kelly D & Kathy J Heying	6001 Vantage Ct	Gillette	WY	82718
Stanley M IV & Tanya L Pzinski	P.O. Box 4261	Gillette	WY	82717
Andy D & Crystal D Peterson	6401 Stone Place Ave	Gillette	WY	82718
Layne Evans	6500 Stone Place Loop	Gillette	WY	82718
Clinton G & Catherine L Haskins	6501 Stone Place Loop	Gillette	WY	82718
Jessica M Roswadowski	6700 Stone Place Loop	Gillette	WY	82718
Jayd Cw & Tara M Larive	6800 Stone Place Loop	Gillette	WY	82718
Billy J Sabo	6901 Stone Place Loop	Gillette	WY	82718
Jeremy & Brandy Harder	7400 Red Vista Ct	Gillette	WY	82718
Jay D Johnson	7401 Red Vista Ct	Gillette	WY	82718
Floyd Dee & Brenda Lee Wilson	7500 Running Hills Rd	Gillette	WY	82718
Douglas W & Robin R Baker	P.O. Box 3322	Gillette	WY	82717
Nick Johnson	795 State Highway 50	Gillette	WY	82718
Randy & Gail Parker	814 State Hwy 50	Gillette	WY	82718
Kyle Eugene & Erin Elizabeth Innes	888 Black & Yellow Rd	Gillette	WY	82718
Steven E Cape	P.O. Box 4414	Gillette	WY	82717
CS Ruby LLC	P.O. Box 339	Gillette	WY	82717



500 South Gillette Avenue
Suite 1500
Gillette, Wyoming 82716
(307) 682-1970
(307) 687-6468 Fax

Department of Building and Zoning

PLANNING COMMISSION MEETING NOTICE

Due to the COVID-19 Pandemic crisis, the regularly scheduled County Planning Commission meeting for April 16, 2020 at 7:00 p.m. will be conducted telephonically. You can watch the meeting on GPA Cable Channel 192 and streaming online at www.gillettewy.gov.

The Planning Commission will be reviewing the Zoning request & Preliminary Plat for the proposed Piper Acres Subdivision, located in portions of the W $\frac{1}{2}$ SW $\frac{1}{4}$, Section 13, T49N, R73W, the E $\frac{1}{2}$ SE $\frac{1}{4}$, the SW $\frac{1}{4}$ SE $\frac{1}{4}$, the SE $\frac{1}{4}$ SW $\frac{1}{4}$ of Section 14, T49N, R73W, the N $\frac{1}{2}$ NE $\frac{1}{4}$, Section 23, T49N, R73W, the NW $\frac{1}{4}$ NW $\frac{1}{4}$, Section 24, T49N R73W. The applicant has requested the currently unzoned property to be zoned to R-S (Residential Suburban) in conjunction with the proposed subdivision development.

Anyone having an interest in the property and desiring to make comment to the Planning Commission may do so online at www.ccgov.net/publicworks or by mailing your comment to County Planning & Zoning, 500 S. Gillette Ave., Suite 1500, Gillette, WY 82716. The deadline to submit comments is **3:00 p.m. on the day of the scheduled meeting**. All comments will be read verbatim into the record.

Megan Nelms, AICP
Planner and Zoning Administrator

Publish: April 10 & 14