

RESOLUTION NO. 2032

CAMPBELL COUNTY COURTHOUSE AND COUNTY FACILITY CLOSURE TO GENERAL PUBLIC

WHEREAS, the Coronavirus Disease 2019 (COVID-19) has presented challenges to our community and the Board of Campbell County Commissioners has closely monitored the recommendations from the Center for Disease Control, Wyoming Department of Health, Campbell County Public Health and the Campbell County Public Health Officer in order to assure the public and our employees that any decision we make, whether it be to close a facility or remain open, is done with profound consideration of both the impact to the health and safety of our community and our employees, as well as the economic impact our decisions will have throughout the entire county; and

WHEREAS, one of the most significant challenges we have faced has been a lack of information specific to the Coronavirus Disease 2019 (COVID-19); and

WHEREAS, the virus that causes COVID-19 is spreading easily from person-to-person. The evidence we have from other countries indicates that 80 percent of the population who contract the disease will have mild to moderate symptoms and will recover without any complications. The evidence is also indicating that older adults are more likely to have severe symptoms. The most affected groups are those aged 65 and older and individuals with underlying health conditions such as heart, respiratory, and renal disease, as well as diabetes; and

WHEREAS, when a decision is made to close a facility, it is done so out of an abundance of caution to protect the most vulnerable of our population and our employees who throughout this epidemic have found ways to continue providing services while observing social distancing recommendations. However, due to recent events and recommendations received from the Campbell County Public Health Officer and the Order issued by the Wyoming State Health Officer, the Board has determined to close the Campbell County Courthouse to the general public and continue to provide services as set out herein;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF CAMPBELL COUNTY COMMISSIONERS THAT:

Effective March 23, 2020, at 5:00 p.m., the Campbell County Courthouse will be closed to the general public. Services will continue to be provided but the general public will not be allowed access into the Courthouse except as set out herein. The external front doors to the Courthouse will remain open from the hours of 8 a.m. to 5 p.m., Monday through Friday, however, access to the Courthouse and individual departments will not be allowed. Entrance into the Courthouse will be limited to those needing to access court proceedings in either Circuit or District Court subject to the restrictions established by orders of those Courts and the Wyoming Supreme Court.

An area just inside the front doors will be available for public access for the sole purpose of utilizing locked and secured drop boxes for departments that are accepting payments, documents and other items for drop off. Care should be taken to ensure that the correct receptacle is used.

Services offered and business with county departments and elected officials may be conducted as set forth below:

Airport:

2000 Airport Road, #108
Gillette, WY 82716
(307) 686-1042

The airport terminal will remain open subject to continued air service. The airport administration office will continue to be staffed; however, contact should be by telephone at the above referenced number.

Assessor:

500 S. Gillette Ave., Ste. 1300
P.O. Box 877
Gillette, WY 82717
(307) 682-7266

Anyone wishing to conduct business with the Campbell County Assessor's Office should do so via the telephone at the above referenced number. Documents and required forms may be mailed to the Campbell County Assessor, P.O. Box 877, Gillette, WY 82717.

Attorney:

500 S. Gillette Ave., Ste. B200
Gillette, WY 82716
(307) 682-4310

Those needing the assistance of the Campbell County Attorney's Office should call the above referenced number. Documents may be left at the drop box specifically identified for County Attorney Office use located in the courthouse lobby.

Children's Developmental Services:

1801 South 4J Road
Gillette, WY 82716
(307) 682-2392

The facility is closed to everyone but staff until at least April 5, 2020. Questions can be answered, or assistance may be obtained by calling (307) 682-2392.

Campbell County Clerk:

500 S. Gillette Ave., Ste 1600
P.O. Box 3010
Gillette, WY 82717
(307) 682-7283

Titles: You may utilize the drop box located in the courthouse lobby. If you have questions pertaining to paperwork that you need processed and/or recorded by the Clerk's Office, please call the number identified or email srg02@ccgov.net (you may send a picture for reference).

Please provide cash or check with your title work. Debit or credit cards will not be accepted. Charges are as follows: Title - \$15.00, Lien Filing - \$20.00 and VIN Inspection - \$10.00.

Documents delivered by mail or left at the drop box after 3:30 PM will be processed the following business day.

Document Recording: There will be a separate drop box located in the courthouse lobby. If you have questions pertaining to paperwork that you need recorded by our office, please call the (307) 687-6255 or email lrg02@ccgov.net (you may send a picture for reference).

Mailed documents will be processed as usual. Please provide cash or check with your documents. Debit and credit cards will not be accepted. Recording fees can be found at <https://www.ccgov.net/818/Recording>. Documents delivered by mail or left at the drop box after 3:30 PM will be processed the following business day.

DROP BOXES WILL BE CHECKED REGULARLY.

Document Research: The vault will be closed until further notice for onsite research. Most documents "Patent to Present" are available online through the following companies:

WyomingLandRecords.com at 303-502-5009

landdataimages.com at 866-825-0303

bighornimaging.com at 307-683-6800

Marriage Licenses: Please call 682-7285.

Elections and Voter Registration:

Voter registration applications are available online at <http://soswy.state.wy.us/Forms/Elections/General/VoterRegistrationForm.pdf>. Follow the instructions on Page 1 of the application and call the Elections Office at (307) 686-1892 with questions or should you need assistance.

Circuit Court:

Clerk of Circuit Court
500 S. Gillette Ave., Ste. 2200
Gillette, WY 82716
(307) 682-2190

In person proceedings have been suspended with some limited exceptions. Questions should be directed to the Clerk of Circuit Court at the above referenced number.

County Commissioners:

500 S. Gillette Ave., Ste. 1100
Gillette, WY 82716
(307) 682-7283

The Board of Commissioners will continue to conduct their regularly scheduled meetings held on the first and third Tuesday of each month to conduct necessary business. The meetings will be open to the general public via live streaming. Business will be limited to those items requiring attention. Items that can be delayed will be deferred. Those needing to address the Board will be able to do so via tele-conference. Assistance with scheduling and questions may be directed to the above referenced number.

District Court Clerk:

500 S. Gillette Ave., Ste. 2600
Gillette, WY 82716
(307) 682-3424 (phone)
(307) 687-6209 (for fax filings)
districtcv19@ccgov.net

Child support payments, fines and fees may be made by mail. Filings shall be done electronically or by using the drop box located in the courthouse lobby.

Passports are available only upon urgent circumstance by appointment only.

District Court:

500 S. Gillette Ave., Ste. 2400
Gillette, WY 82716
(307) 686-8517

In person proceedings have been suspended with some limited exceptions. Questions should be directed to the District Court Judge's Office at the above referenced number.

Extension Office:

412 S. Gillette Ave.
Gillette, WY 82716
(307) 682-7281
All meetings and face to face contact has been suspended.

Human Resources:

500 S. Gillette Ave., Ste. 1200
Gillette, WY 82716
(307) 687-6355

Persons wishing to apply for employment with Campbell County may access the application on the county website at www.ccgov.net and submitting electronically or via the mail.

Juvenile Probation and Juvenile and Family Drug Court:

500 S. Gillette Ave., Ste. B600
Gillette, WY 82716
(307) 682-0746

Generally, business with the Office of Juvenile Probation will be conducted over the telephone, text message or email. Those who have business with the office should call to discuss how their case will be managed.

Library:

Gillette location:
2101 S. 4J Road
Gillette, WY 82718
(307) 682-3223

Wright location:

305 Wright Blvd.
P.O. Box 600
Wright, WY
(307) 464-0500

The library facilities in both Wright and Gillette are closed to the public at least through April 5, 2020. Assistance or questions may be obtained by calling the above referenced phone number.

Rockpile Museum:

900 W. 2nd Street
Gillette, WY 82716
(307) 682-5723

The Rockpile Museum is closed to the public at least through April 5, 2020. Assistance or questions may be directed to the above referenced phone number.

Parks & Recreation:

Gillette location:
250 Shoshone Ave.
Gillette, WY 82718
(307) 682-8527

Wright location:

225 Wright Blvd.
Wright, WY
(307) 464-0580

The facilities in Wright and Gillette are closed to the public at least through April 5, 2020.

Public Defender:

500 S. Gillette Ave., Ste. 2700
Gillette, WY 82716
(307) 686-1490

Please call the office at the above referenced number to determine how your case will be handled.

Public Health

2301 S. 4J Road
Gillette, WY 82718
(307) 682-7275

The Public Health Office is open but is limiting its services to the general public until further notice. Persons needing assistance or questions regarding services should contact the office at the above referenced number.

Public Works (Building, Facilities Maintenance, Landfill, Engineering, Surveying/GIS and Planning and Zoning):

500 S. Gillette Ave., Ste. 1400
Gillette, WY 82716
(307) 685-8061 (general inquiries and facilities maintenance)
(307) 682-1970 (building)
(307) 682-1153 (landfill)

Building Division:

Permits will be processed via email or by telephone at the phone number listed above. For information regarding email contact, please go to the county website at www.ccgov.net.

Inspections will continue by calling the building division and scheduling an appointment.

Staff review meetings for development projects will be conducted via phone or video conference, with notes emailed to the applicant.

For those who do use online tools, forms may be mailed to the office at the above referenced address.

Forms and instructions may be viewed on the county website at www.ccgov.net.

Engineering Division:

Projects will continue to be advertised for bid via the County List-Serve system and/or newspaper depending on the size of the contract. Bids will be accepted via email instead of public bid openings, with results posted on the County website.

Surveying/GIS Division:

All services can be accessed on the County website or by calling the general office phone.

Planning Division:

Zoning Certificates may be obtained via mail or email. Nuisance complaints, planning and zoning questions, subdivision cases, address assignments, etc. will all be processed online or by telephone.

Solid Waste and Recycle Division:

The landfill is closed to the general public and will be accepting waste from commercial haulers only.

Until further notice, the landfill will no longer accept cash. Commercial haulers must use a credit card or have a credit account set up with the landfill.

The CARE Recycling Center is closed to the general public and will be accepting recyclables via appointment only from commercial haulers. Call 682-1153 to schedule an appointment.

Treasurer:

500 S. Gillette Ave., Ste. 1700
P.O. Box 1700
Gillette, WY 82717
(307) 682-7268

Both the Campbell County Courthouse and Town of Wright locations will be closed to the public. Payments may be made either online, mail or by using the drop box located in the lobby of the courthouse. Receipts (and motor vehicle renewals or new plates, if applicable) will be mailed at no cost. Any questions may be directed to the above referenced number.

Adult Treatment Court:

500 S. Gillette Ave., 2500
Gillette, WY 82716
(307) 687-6470

Please contact the office to determine how your case will be managed.

Road and Bridge

1704 S. 4J Road
Gillette, WY 82716
(307) 682-4411

The Road and Bridge Department will continue to maintain county roads. Please call the office with questions, concerns or before coming to the office.

Campbell County Sheriff

600 W. Boxelder Road
Gillette, WY 82716
(307) 687-6160


The Campbell County Sheriff's Office will continue to provide services to the public. Non-person to person contact with office administration is encouraged and citizens are asked to call the office for assistance.

Campbell County's website may be utilized to obtain further information at www.ccgov.net.

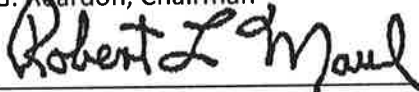
BE IT FURTHER RESOLVED THAT this Resolution shall remain in effect until further notice. We encourage everyone to continue to follow the recommendations of the Wyoming Department of Health, Campbell County Health and the Center for Disease Control by practicing social distancing, frequent washing of hands with soap and water, cover coughs and sneezes with arm or elbow and remain at home if you feel ill or are in an “at risk” category.

ADOPTED AND APPROVED THIS 23 day of March, 2020.

**BOARD OF COUNTY COMMISSIONERS
IN AND FOR CAMPBELL COUNTY**



D.G. Beardon, Chairman



Robert Maul, Member



Colleen Faber, Member



Rusty Bell, Member



Del Shelstad, Member

ATTEST:

Susan Saunders, Campbell County Clerk



By: Kendra Anderson, Chief Deputy Clerk