



**CITY COUNCIL AGENDA
CITY COUNCIL CHAMBERS
201 E. 5TH ST.
Tuesday, August 19, 2025
6:00 PM**

A. CALL TO ORDER

B. INVOCATION AND PLEDGE OF ALLEGIANCE

1. Invocation and Pledge of Allegiance led by Reverend Philip Jones of Roadway Alliance Church.

C. APPROVAL OF GENERAL AGENDA

D. APPROVAL OF CONSENT AGENDA

Items listed on the Consent Agenda are considered to be routine and will be enacted by one motion in the form listed below. There will be no separate discussion of these items unless a member of Council so requests, in which case, the item will be removed from the Consent Agenda and considered on the Regular Agenda.

1. **Regular Meeting Minutes - August 4, 2025**

Executive Session Meeting Minutes - August 4, 2025

2. **Council Consideration to Memorialize a Special Event Permit including a PA System and Live Music for a Worship Service at Dalbey Park, Edwards Shelter, which occurred on August 17, 2025, requested by Journey Church.**

Staff Reference: Michael H. Cole, City Administrator

3. **ORDINANCE 3RD READING**

Council Consideration of an Ordinance Approving and Authorizing an Amendment to Ordinance 3961 and Associated Amended PUD Final Plat, The Villas at Legacy Ridge to be known as Resubdivision of Lots 6E & 7E, Block 2 of the Villas at Legacy Ridge, Phase 1 P.U.D.; to the City of Gillette, Wyoming, Subject to all Planning Requirements. (Planning Commission Vote: 4/0)

Staff Reference: Ry Muzzarelli, PE, Director of Development Services

4. **ORDINANCE 2ND READING**

Council Consideration of an Ordinance Approving and Authorizing the Partial Vacation of a 20-Foot-Wide General Utility & Water Line Easement Recorded in Book 11 of Plats, Page 241, by the Campbell County Clerk; to the City of Gillette, Wyoming, Subject to all

Planning Requirements. (Planning Commission Vote: 6/0)

Staff Reference: Ry Muzzarelli, P.E., Development Services Director

5. ORDINANCE 2ND READING

Council Consideration of an Ordinance to Amend the Electrical Line Extension Policy for the City of Gillette and to Amend Chapter 17, 17-5 of the Gillette City code to Include Reference to the Amended Electrical Line Extension Policy.

Staff Reference: Joff Pilon, Director of Utilities; Sean Brown, City Attorney.

6. Bills and Claims

Staff Reference: Michelle Henderson, Finance Director

E. APPROVAL OF CONFLICT CLAIMS

F. COMMENTS

Council:

Liaison:

Written:

Other - Comments:

G. PROCLAMATIONS / PRESENTATIONS

- 1. A Proclamation Designating August 23, 2025 as *Guiding Stars: Childcare Appreciation Day.*
~ *Susan Glanzer***

Staff Reference: Michael H. Cole, City Administrator

- 2. Field Use Policy Presentation**

Staff Reference: Sean Brown, City Attorney

H. UNFINISHED BUSINESS

I. PUBLIC HEARINGS AND CONSIDERATIONS

- 1. A Public Hearing for the Issuance of a New Restaurant Liquor License to Prairie Jewelry, LLC, d.b.a. 1892 Wine & Tapas Bar, located at 206 S Gillette Ave.**

Staff Reference: Jennifer Toscana, Public Affairs Director

- 2. Council Consideration of a New Restaurant Liquor License to Prairie Jewelry, LLC, d.b.a. 1892 Wine & Tapas Bar, located at 206 S Gillette Ave.**

Staff Reference: Jennifer Toscana, Public Affairs Director

- 3. A Public Hearing to Consider Amendments to the Gillette City Budget for FY2025-2026.**

Staff Reference: Michelle Henderson, Finance Director

- 4. Council Consideration of a Resolution to Approve Amendments to the Gillette City Budget for FY2025-2026.**

Staff Reference: Michelle Henderson, Finance Director

J. NEW BUSINESS

- 1. Council Consideration of a Special Event including a Street Closure on Wenger Drive for the Annual Marine Corps League 5k, from 4:00 p.m. to 8:00 p.m., on September 11, 2025, Requested by Joseph Bolton.**

Staff Reference: MAP - Jennifer Toscana, Public Affairs Director

- 2. Council Consideration of a Special Event Permit including a Street Closure and P.A. system, on 1st Street from Osborne Ave. to Emerson Ave. on August 29, 2025, from 4:00 PM to 8:00 PM for a Car Show, requested by Under Pressure Wash & Water.**

Staff Reference: MAP - Jennifer Toscana, Public Affairs Director

- 3. Council Consideration of an updated Operation Plan for Olas Tulum Seafood Bar & Grill LP, to amend the hours of operation to 8:00 AM to 12:00 AM Sunday through Thursday, and 8:00 AM to 2:00 AM Friday through Saturday.**

Staff Reference: Jennifer Toscana, Public Affairs Director

- 4. Council Consideration for the Acceptance of Public Improvements for the Cam-Plex Lift Station Capacity Upgrade Constructed by DRM, Inc., in the Amount of \$3,437,975.18 (1% Project).**

Staff Reference: MAP - Ry Muzzarelli, P.E., Development Services Director

- 5. Council Consideration for the Acceptance of Public Improvements for the Hidden Valley Playground Renovations Project, Installed by Powder River Construction, Inc., in the Amount of \$671,867.10 (1% Project).**

Staff Reference: MAP - Ry Muzzarelli, P.E., Development Services Director

- 6. Council Consideration for the Acceptance of Development Improvements for 3000 Powder Basin Avenue, Installed by Melgaard Construction, on behalf of the Developer, NicGen Enterprises, LLC.**

Staff Reference: MAP - Ry Muzzarelli, P.E., Development Services Director

- 7. Council Consideration of a Bid Award for the Pump Station #1 Upgrades Project to S & S Builders, LLC in the Amount of \$4,954,720.00.**

Staff Reference: MAP - Ry Muzzarelli, P.E., Development Services Director

- 8. Council Consideration a Bid Award in the amount of \$1,925,500.00 to Van Ewing Construction Inc. for the Gillette City Hall Space Needs Renovation Project.**

Staff Reference: Sawley Wilde, Public Works Director

9. **Council Consideration of a Contract Amendment to a Professional Services Agreement with Steiner Thuesen, PLLC for Contract Administration and Construction Management Services Associated with the Shoshone Avenue Beautification Phase 1 Project, in the Amount of \$58,617.00 (1% Project).**

Staff Reference: Ry Muzzarelli, P.E. Development Services Director

10. **Council Consideration of a Professional Services Agreement for Contract Services Associated with Third Party Plan Review, with Northwest Code Professionals.**

Staff Reference: Ry Muzzarelli, PE, Development Services Director

11. **Council Consideration of a Resolution Authorizing City Staff to Submit a Grant Request on Behalf of the City of Gillette to the Wyoming Water Development Commission for Replacing the Zone 4 Reservoir 1 (Z4R1) Water Storage Tank.**

Staff Reference: MAP - Ry Muzzarelli, P.E., Development Services Director

K. PUBLIC COMMENT

The purpose of Public Comment is for the Council to receive thoughts, suggestions, and concerns from our citizens. To this end, the Council will not engage in any discussion with individuals presenting Public Comment; nor will the Council engage in discussion amongst itself during the Public Comment Period. The reason for this is to treat each presenter and the ideas presented with due respect. Many of the ideas presented will require time for careful consideration, review, and discussion with City Staff. After such time, the Council may respond to matters raised during Public Comment at an appropriate time and setting.

1. **Council Meeting Safety & Public Meeting Rules.**

Staff Reference: Michael H. Cole, City Administrator

L. ADMINISTRATOR'S REPORT

M. EXECUTIVE SESSION

1. **Executive Session for the purpose of Legal Advice Pursuant to W.S. 16-4-405(a)(ix).**

Staff Reference: Sean Brown, City Attorney

N. ADJOURNMENT



**CITY OF GILLETTE
CITY COUNCIL**

DATE: August 19, 2025

TITLE:

Invocation and Pledge of Allegiance led by Reverend Philip Jones of Roadway Alliance Church.



**CITY OF GILLETTE
CITY COUNCIL**

DATE: August 19, 2025

TITLE:

Regular Meeting Minutes - August 4, 2025
Executive Session Meeting Minutes - August 4, 2025

ATTACHMENTS:

[Minutes 08.04.2025](#)

A Special Meeting of the City Council was held on Tuesday the 4th day of August 2025, in the City Hall Council Chambers.

Present were Councilmembers Smith, McLeland, Gross, Carsrud, Clary, West, and Mayor Lundvall; City Administrator Cole; City Attorney Brown; Chief of Police Deaton; Directors Henderson, Muzzarelli, Pilon, Toscana, and Wasson; Electrical services Superintendent Wolf; Streets Manager Ostlund; Planning Manager Duvall; City Clerk Allen and Deputy City Clerk Clymer.

Invocation and Pledge of Allegiance

The Invocation and Pledge of Allegiance was led by Reverend Cory Young of First United Methodist Church.

Approval of General Agenda

Councilmember West made a motion to approve the General Agenda; seconded by Council President Carsrud. All voted aye. The motion carried.

Approval of Consent Agenda

Minutes

Special Meeting Minutes – July 22, 2025

Ordinance 3rd Reading

ORDINANCE NO. 4066

AN ORDINANCE TO AMEND CHAPTER 18, SECTIONS 18-2 THROUGH 5, 18-7 THROUGH 11, 18-20 THROUGH 22 OF THE GILLETTE CITY CODE

ORDINANCE NO. 4067

AN ORDINANCE TO AMEND CHAPTER 7, SECTIONS 7-1 THROUGH 5, 7-17, 7-18, 7-20 AND 7-29 OF THE GILLETTE CITY CODE

Ordinance 2nd Reading

ORDINANCE NO. 26-03

COUNCIL CONSIDERATION OF AN ORDINANCE APPROVING AND AUTHORIZING AN AMENDMENT TO ORDINANCE 3961 AND ASSOCIATED AMENDED PUD FINAL PLAT, THE VILLAS AT LEGACY RIDGE TO BE KNOWN AS RESUBDIVISION OF LOTS 6E & 7E, BLOCK 2 OF THE VILLAS AT LEGACY RIDGE, PHASE 1 P.U.D.; TO THE CITY OF GILLETTE, WYOMING, SUBJECT TO ALL PLANNING REQUIREMENTS. (PLANNING COMMISSION VOTE: 4/0)

Bills and Claims

Absolute Auto, LLC, 212.91; Alertus Technologies, LLC, 5,500.00; Alliant Insurance Services, 1,008.00; Also, 1,961.22; Altec Industries Inc, 2,210.33; American Welding & Gas Inc, 39.13; Anixter Power Solutions, 5,645.64; Antelope Valley Improvement & Service District, 99.87; April Shippy, 80.00; Architectural Specialties LLC, 6,654.48; Arete Design Group, 74,193.10; Arrow Printing And Graphics Inc, 115.00; Atlas Office Products, 3,967.85; Axon Enterprise Inc, 7,725.30; Balco Uniform Co., Inc, 25.08; Big D Sanitation, 250.00; Big Horn Tire Inc, 979.01; Bighorn Hydraulics Inc, 735.98; BJ Nelson/Nelson Auto Glass, 408.08; Black Hills Energy, 12,627.26; Black Hills Power & Light, 408,772.27; Black Hills Power & Light, 19,496.52; Black Hills Power & Light, 728,054.46; Black Hills Power & Light, 284,779.57; Black Hills Wyoming LLC, 184,480.32; Black Hills Wyoming LLC, 307,387.86; Blue Cross Blue Shield Of Wyoming, 96,489.85; Blue Cross Blue Shield Of Wyoming, 98,851.79; Border States Electric, 70,894.18; Brandon Price, 293.65; Breanna's Bakery, 286.00; C & K Equipment Sales, Inc., 441.48; Campbell County Juvenile, 15,000.00; Campbell County Juvenile Probation, 1,472.32; Campbell County Landfill, 86,984.25; Campbell County Parks And Recreation Dept, 44,388.59; Campbell County Public Health, 65.00; Campbell County Public Land Board Complex, 27,361.50; Campbell County Sheriff, 3,500.00; Carson Stout, 150.00; Central Truck & Diesel Inc, 1,800.00; Charter Media, 1,299.00; Chris Smith, 369.78; City Of Gillette - Petty Cash, 206.71; Collection Professionals Gillette, 426.12; Collins Communications Inc, 299.04; Core & Main, 21,284.75; Courtney Lorraine Fulginiti, 75.00; Craig Furman, 75.00; Crum Electric Supply Company, 2,448.00; Cu Solutions Group, Inc, 8,423.10; Dads Truck And Auto LLC, 1,119.10; Department Of Energy, 63,523.62; Dorn Companies, Ltd, 3,891.75; Dowl LLC, 6,130.00; Edi Mendoza, 850.00; Electro-Test And Maintenance Inc, 79,974.93; Employment Testing Center Of Wyoming, 954.00; Energy Laboratories Inc, 540.80; Entenmann Rovin Company, 325.75; Erika Dike, 3,000.00; Farmer Brothers Company, 1,657.07; Ferguson Enterprises, Inc #1116, 4,538.58; First Class Auto, 3,627.02; Fitness Superstore Inc, 7,901.10; Forrest Rothleutner, 89.25; Frontier Precision Inc, 16,130.26; Galls,

An Aramark Company, 2,761.92; Garney Companies, 56,934.90; Gillette Contractors Supply Inc, 14,520.92; Global Payments Inc, 7,350.00; Governmentjobs.Com, 522.13; Greiner Motor Company, 3,505.59; Grossenburg Implement Incorporated, 2,414.75; Hawkins Inc, 4,482.18; HD Supply Inc, 652.34; HDR Engineering Inc, 60,309.65; HealthEquity, Inc., 1,080.88; HealthEquity, Inc., 1,394.94; HealthEquity, Inc., 2,186.34; Hector Fuentes, 20,408.80; Heidi Gross, 679.19; Heritage Bank, 39,239.01; Homax Oil, 57,017.85; Howard Jones, 187.60; Interstate Power Systems Inc, 3,558.95; Jack's Truck Center Inc, 1,298.87; Jady Dawe, 173.78; Jay Johnson, 194.20; Jenner Equipment Co, 772.36; JLC Sign Systems Inc, 992.00; Joe Johnson Equipment, LLC, 7,775.43; Jose Guerrero, 7,238.00; Karen's Delivery Service, 32.00; KLJ Engineering LLC, 30,084.53; Kone Inc, 610.38; Lundstrom, Brendon, 200.00; Madison Mccolley, 970.00; Manpower Us Inc, 2,743.47; Matt Olson, 1,892.42; Matthew Tonn, 293.52; MCM General Contractors, 12,281.25; Michael Brastup, 200.00; Midland Implement Co Inc, 289.17; Newman Signs Inc, 3,350.24; Norco Inc, 3,592.02; Overhead Door Co Of Gillette, 25,440.00; Paintbrush Sewer & Drain, 13,051.70; Partson LLC, 2,772.84; PCA Engineering Inc, 14,319.00; Postal Pros Southwest Inc, 5,583.75; Powder River Energy Corporation, 5,382.27; Powder River Heating & Conditioning Corporation, 1,541.62; Pro Windmill Inc, 175.00; ProElectric Inc, 13,001.61; Promaac Systems Inc, 88.29; Prospect Construction Inc., 745,541.09; Purvis Industries, LLC, 648.41; Pvs Dx Inc, 8,201.53; RDO Equipment Co, 3,393.85; Rms Instrument & Electrical, LLC, 33,626.04; RSA Security LLC, 945.00; RVE, Inc, 17,621.49; Scott Brothers Inc, 1,333.50; Sherwin Williams, 565.44; Simon Contractors, 680.00; Simpson's Printing, 135.00; Sir Speedy, 1,786.40; Sletten Construction Of Wyoming, Inc, 32,542.50; Spencer Fluid Power, 1,570.36; Stryker Sales, LLC, 425.00; Stuart C. Irby Co, 37,629.00; Terry Sjolin, 425.00; That Embroidery Place, 664.90; Thunder Basin Ford LLC, 149.37; Traffic Parts Inc, 5,160.00; Trugreen Chemlawn, 4,691.00; UMB Bank, 112,232.66; United Central Industrial Supply Co, 159.58; Verdunity, 17,495.00; Verizon Wireless, 9,467.55; Watts Regulator Co, 7,677.20; Wesco Receivables Corp, 9,027.59; Western Stationers, 522.24; Western Waste Solutions Inc, 6,497.00; White's Frontier Motors, 65.63; WWC Engineering, 350.00; WWC Engineering, 22,153.50; Wyoming Association Municipalities, 33,848.00; Wyoming Center For Clinical Excellence, 2,900.00; Wyoming Cooperative Liquid Assets Securities, 49,500.00; Wyoming Cooperative Liquid Assets Securities, 250,000.00; Wyoming Machinery Co, 220.70; Wyoming Water Solutions, 28.00; Xerox Corporation, 108.26

Councilmember Clary made a motion to approve the Consent Agenda; seconded by councilmember West. All voted aye. The motion carried.

Approval of Conflict Claims

Council President Carsrud made a motion to approve a Conflict Claim for Councilmember Smith in the amount of \$369.78; seconded by councilmember McLeland. Council members McLeland, Gross, Carsrud, Clary, West, and Mayor Lundvall voted aye. Councilmember Smith abstained. The motion carried.

Councilmember Smith made a motion to approve a Conflict Claim for Councilmember Gross in the amount of \$679.19; seconded by councilmember McLeland. Council members Smith, McLeland, Carsrud, Clary, West, and Mayor Lundvall voted aye. Councilmember Gross abstained. The motion carried.

Comments

Council

Mayor Lundvall expressed appreciation to the Gillette Police Department for how they escorted the Gillette Rough Riders baseball team and fans through the city after winning the American Legion AA State Baseball Championship in Cheyenne this past weekend.

Liaison Report

Councilmember McLeland stated that the Fire Board created a Community Risk Reduction Division which also includes a Wildlife Fire Mitigation Specialist. McLeland added that an Emergency Management Coordinator position has also been added within the Fire Department that will be funded by the County.

Councilmember Smith gave an update pertaining to the Boys and Girls Club stating that they reviewed their WyoGives funding. Smith shared that the organization received more funding this year than in previous years, along with several grants that will allow for the purchase of new items and upgrades for the Boys and Girls Club. Smith announced an upcoming Save the Date event scheduled for 5:30 p.m. on September 6, 2025, at the Gillette Regional Airport – Hladky Hangar. Additionally, Smith mentioned that the Campbell County Prevention Council will host a fundraiser on September 13, 2025, at 4:00 p.m. at the CAM-PLEX Energy Hall, featuring a Lip Sync Battle.

Councilmember West provided an update on Gillette Main Street, highlighting recent acquired funds from the WyoGives event and upcoming initiatives. Gillette Main Street is preparing funding packages for those interested in supporting and being a part of downtown improvements, including erecting the Edward Gillette statue. West added that a generous community member has already donated \$8,000 toward the statue. Councilmember West also commended the volunteers and the board members for their hard work in the appearance of the downtown area. Lastly, West stated that the Gillette Main Street has submitted their application for consideration of the National Historic Downtown Award.

Written Comments

City Clerk Allen shared that the City Clerk's Office received a written comment from Rolf Arands, who shared appreciation for the replacement of the drainage system at Pintail Dr. and Butler Spaeth Rd.

Proclamations / Presentations

Director Pilon recognized Brian Law, Utilities, for 30 years of service to the City of Gillette.

MaLinda Perry shared upcoming events including Positivity Party in the Park, Esteem Leadership Academy, and a Virtual Summit on the International Day of Happiness. Mayor Lundvall then proclaimed August 27, 2025, as *Happy Girls Don't Do That Day*.

Aaron Lyles, CAM-PLEX Executive Director, shared upcoming activities planned for CAM-PLEX's anniversary celebration, including a movie, fun run, barbecue, and games throughout the three-day event. Mayor Lundvall then proclaimed August 15th & 16th, 2025 as the *40 Year Anniversary Celebration of Cam-Plex*.

Rusty Bell, CEO of Energy Capital Economic Development provided an update focusing on housing in Gillette and the efforts of Energy Capital Economic Development. Bell noted that Non-Disclosure Agreements (NDAs) are sometimes signed during discussions involving large investment projects. These NDAs allow companies to maintain confidentiality while acquiring land and initiating the process with the Industrial Siting Board.

Director Muzzarelli and Amy Smith, Senior Code Compliance Inspector, presented information pertaining to City Code Chapter 13 regarding Nuisance Compliance. Councilmember Clary questioned where the City goes from here to help clean up areas in the community while councilmember Gross expressed her interest in a faster process for abatement of properties.

Director Toscana shared a Things to Know Video for August 2025.

New Business

Minute Action

Council President Carsrud made a motion to approve a Request for Funding for the 2025 Energy Capital Start-up Challenge Pitch Competition in the amount of \$10,000.00; seconded by councilmember West. Dana Miller, Entrepreneurial Ecosystem Coordinator for the Gillette College Office of Economic Transformation and an Energy Capital Economic Development board member, gave a brief history of the Start-Up Challenge. Miller stated that they have not received government funding, but they have received private funding from neighboring counties. Council members McLeland, Gross, Carsrud, West, and Mayor Lundvall voted aye. Councilmembers Smith and Clary voted nay. The motion carried.

Councilmember Gross made a motion to approve a Special Event permit including live music at the City Park on September 14th from 6:00 p.m. to 8:00 p.m. for a Worship Service, requested by the Christian Church of Gillette; seconded by councilmember West. All voted aye. The motion carried.

Councilmember West made a motion to approve a Special Event permit including a partial street closure on the corner of Gillette Ave. and 3rd St. Plaza from 6:00 p.m. on Friday, September 5 until 10:00 a.m. on Saturday, September 6th, for the purpose of setting up a large tent for the Gillette Main Street Brews & Cruise, requested by Gillette Main Street; seconded by Council President Carsrud. All voted aye. The motion carried.

Councilmember Gross made a motion for the Acceptance of Public Improvements for the Providence Crossing Park Irrigation Project, Installed by G & G Landscape, Inc. in the Amount of \$140,000.00 (1% Project); seconded by councilmember Clary. All voted aye. The motion carried.

Councilmember West made a motion for the Acceptance of Public Improvements for the 2025 Asphalt Pothole Repair Project Constructed by Croell, Inc., in the Amount of \$255,506.44 (1% Project); seconded by councilmember Clary. All voted aye. The motion carried.

Councilmember Gross made a motion to approve a Bid Award for the Warren & 5th Street Surfacing Repair Project to S & S Builders, in the Amount of \$72,270.00 (1% Project); seconded by councilmember Smith. Council members Smith, McLeland, Gross, Carsrud, Clary, and West voted aye. Mayor Lundvall abstained. The motion carried.

Councilmember West made a motion to approve a Bid Award for the Foothills Reconstruction Project, to DRM, Inc, in the Amount of \$ 3,715,393.16 (1% Project); seconded by councilmember Gross. All voted aye. The motion carried.

Council President Carsrud made a motion to approve a Bid Award for the Gillette Regional Water Supply Project: Priority 5 for the Gillette Regional Airport and Means ISD to DRM, Inc., in the Amount of \$2,800,148.47; seconded by councilmember Smith. All voted aye. The motion carried.

Councilmember Gross made a motion to approve a Bid Award for the Council of Community Services Renovation Project, to Hladky Construction, Inc, in the Amount of \$1,155,024.91; seconded by councilmember West. Administrator Cole explained that these are grant funds the City is managing on behalf of the Council of Community Services due to the City's status as a governmental entity which allows the City to apply for the grant. All voted aye. The motion carried.

Councilmember West made a motion to approve a Professional Services Agreement for Engineering Services Associated with the Remington Drainage Improvements, with KLJ Engineering LLC, in the Amount of \$50,000.00 (1% Project); seconded by councilmember Gross. Administrator Cole stated that a consultant previously expressed drainage concerns in the Remington Subdivision. Based on the findings, the city addressed the worst of the blocks in the neighborhood and plan to progress from there. All voted aye. The motion carried.

Council President Carsrud made a motion to approve a Professional Services Agreement for Construction Management Services Associated with the Heritage Lift Station Replacement Project, with HDR Engineering Inc, in the Amount of \$330,819.00 (1% Project); seconded by councilmember Clary. All voted aye. The motion carried.

Councilmember West made a motion to approve the Integrated Amended Gillette/Wright/Campbell County Fire Protection Joint Powers Agreement Fifth Amendment -- 2025 D.B.A. Campbell County Fire Department; seconded by councilmember Gross. Attorney Brown explained that the purpose of the amendment is to revise the agreement to better align with how the Fire Board currently manages their policy. All voted aye. The motion carried.

Councilmember McLeland made a motion to approve a Pre-Annexation Agreement between the City of Gillette and Bill Chasteen for property located at 5437 S Douglas Highway; seconded by councilmember Clary. All voted aye. The motion carried.

Council President Carsrud made a motion to approve a Pre-Annexation Agreement between the City of Gillette and Daniel and Debby Ward for Property Located in the Northwest Portion of the Northwest Section 9, Township 49, Range 72 Along West Southern Drive; seconded by councilmember Clary. All voted aye. The motion carried.

Ordinance 1st Reading

ORDINANCE NO. 26-04

AN ORDINANCE APPROVING AND AUTHORIZING THE PARTIAL VACATION OF A 20-FOOT-WIDE GENERAL UTILITY & WATER LINE EASEMENT RECORDED IN BOOK 11 OF PLATS, PAGE 241, BY THE CAMPBELL COUNTY CLERK; TO THE CITY OF GILLETTE, WYOMING, SUBJECT TO ALL PLANNING REQUIREMENTS. (PLANNING COMMISSION VOTE: 6/0)

Councilmember West made a motion to approve the foregoing Ordinance on first reading; seconded by councilmember Clary. Administrator Cole explained that the Easement was created due to access need and water main installation, but now that the subsequent phases are complete, there is no need for the easements original size. All voted aye. The motion carried.

ORDINANCE NO. 26-05

AN ORDINANCE TO AMEND THE ELECTRICAL LINE EXTENSION POLICY FOR THE CITY OF GILLETTE AND TO AMEND CHAPTER 17, 17-5 OF THE GILLETTE CITY CODE TO INCLUDE REFERENCE TO THE AMENDED ELECTRICAL LINE EXTENSION POLICY

Councilmember Gross made a motion to approve the foregoing Ordinance on first reading; seconded by councilmember Smith. Administrator Cole explained that amending this Ordinance will help address changes to design standards by adopting resolutions in the future. All voted aye. The motion carried.

Public Comment

Judy Valencia, Melissa Hayes, Cheryl Rott, and Rick Valencia expressed their concerns regarding Chapter 13 not being enforced. Mrs. Valencia offered the idea of a first and final warning enforcement if issues are not addressed in a timely manner.

Tricia Simonson displayed a gallon sized bag full of firework debris she gathered from her yard while stating her concerns regarding firework laws and Ordinances not being enforced.

Rolf Arands thanked the council for meeting with him regarding nuclear energy. Arands elaborated further on findings and asked the City Council to be transparent pertaining to nuclear energy.

Wanda Lineman expressed her concerns regarding individuals speeding and driving erratically on 12th Street.

Executive Session

Council President Carsrud made a motion to enter Executive Session for the purpose of Potential Litigation Pursuant to W.S. 16-4-405(a)(iii) and Real Estate Pursuant to W.S. 16-4-405(a)(vii); seconded by councilmember Clary. All voted aye. The motion carried.

Adjournment:

There being no further business to come before the Council, the meeting was adjourned at 8:31 p.m. The meeting can be viewed on the City’s website, www.gillettewy.gov/gpa. The next regularly scheduled meeting will be held on Tuesday, August 19, 2025, in the City Hall Council Chambers.

(S E A L)
ATTEST:

Shay Lundvall, Mayor

Alicia Allen, City Clerk
Publication Date: August 12, 2025



**CITY OF GILLETTE
CITY COUNCIL**

DATE: August 19, 2025

TITLE:

Council Consideration to Memorialize a Special Event Permit including a PA System and Live Music for a Worship Service at Dalbey Park, Edwards Shelter, which occurred on August 17, 2025, requested by Journey Church.

CASE BACKGROUND:

On August 6th, the City Clerk's Office received a Special Event permit application from Grant Clark for a worship service which includes speakers and live music, scheduled for Sunday, August 17th. The timing of the request did not align with the next available meeting on August 19, therefore, Administrator Cole provided conditional approval for the permit on behalf of the City. This item is included on the agenda simply to formally acknowledge and document the permit request. Administrator Cole has consulted with both the Public Works and Police Departments, and neither expressed any concerns regarding the proposed event.

STAFF REFERENCE:

Michael H. Cole, City Administrator



**CITY OF GILLETTE
CITY COUNCIL**

DATE: August 19, 2025

TITLE:

ORDINANCE 3RD READING

Council Consideration of an Ordinance Approving and Authorizing an Amendment to Ordinance 3961 and Associated Amended PUD Final Plat, The Villas at Legacy Ridge to be known as Resubdivision of Lots 6E & 7E, Block 2 of the Villas at Legacy Ridge, Phase 1 P.U.D.; to the City of Gillette, Wyoming, Subject to all Planning Requirements. (Planning Commission Vote: 4/0)

SUGGESTED ACTION:

I move for Approval of Ordinance Approving and Authorizing an Amendment to Ordinance 3961 and Associated Amended PUD Final Plat, The Villas at Legacy Ridge to be known as Resubdivision of Lots 6E & 7E, Block 2 of the Villas at Legacy Ridge, Phase 1 P.U.D.; to the City of Gillette, Wyoming, Subject to all Planning Requirements.

APPLICANT/OWNER:

Cassidy and Kylee Graham, Owner

AGENT:

Sheila Slocum, PCA Engineering

CASE BACKGROUND:

ORDINANCE 1ST READING VOTE: 7/0

ORDINANCE 2ND READING VOTE: 7/0

The Villas at Legacy Ridge are located east of the Campbell County Recreation Center along Shoshone Avenue. The owner is seeking to combine two existing lots on Villa Way, Lot 6E and Lot 7E, Block 2, into one lot: proposed Lot 6F.

Planned Unit Development plats with the accompanying Draft Ordinance regulate the zoning components of the development that differ from the adopted Zoning Ordinance. The proposed change to existing Ordinance 3961 is an increase of the Maximum Lot Size. All other aspects of the

ordinance governing the existing developed lots will remain unchanged and continue to follow the two previous ordinances - Ordinance No. 3661 and Ordinance No. 3961.

The Maximum Lot Size in Ordinance No. 3961 is 15,000 square feet; the proposed amendment would increase the Maximum Lot Size to 20,000 square feet. The reason for this amendment is that when the owners combine existing Lots 6E and 7E into Lot 6F, the total square footage is 16,371, which exceeds the allowed Maximum Lot Size of 15,000 square feet by 1,371 square feet.

Proposed Lot 6F has access to city utilities – water, sewer, and electric. All existing easements that run along the front and rear property lines will remain.

Per the Zoning Ordinance, all new Planned Unit Developments, any amendments to existing Planned Unit Developments, or the removal of Planned Unit Developments, must go before both Planning Commission and City Council – with City Council being the final authority in granting, amending, or denying the proposed ordinances.

This case was approved by the Planning Commission during their July 8, 2025, meeting with a vote of 4/0.

CASE REQUIREMENTS:

All comments from the staff review process shall be addressed.

STAFF REFERENCE:

Ry Muzzarelli, PE, Director of Development Services

CASE MANAGER:

Meredith Duvall, City Planning Manager

ATTACHMENTS:

[Planning Requirements](#)

[Vicinity Map](#)

[Resub Villa Way - P.U.D. Plat](#)

[Ordinance](#)

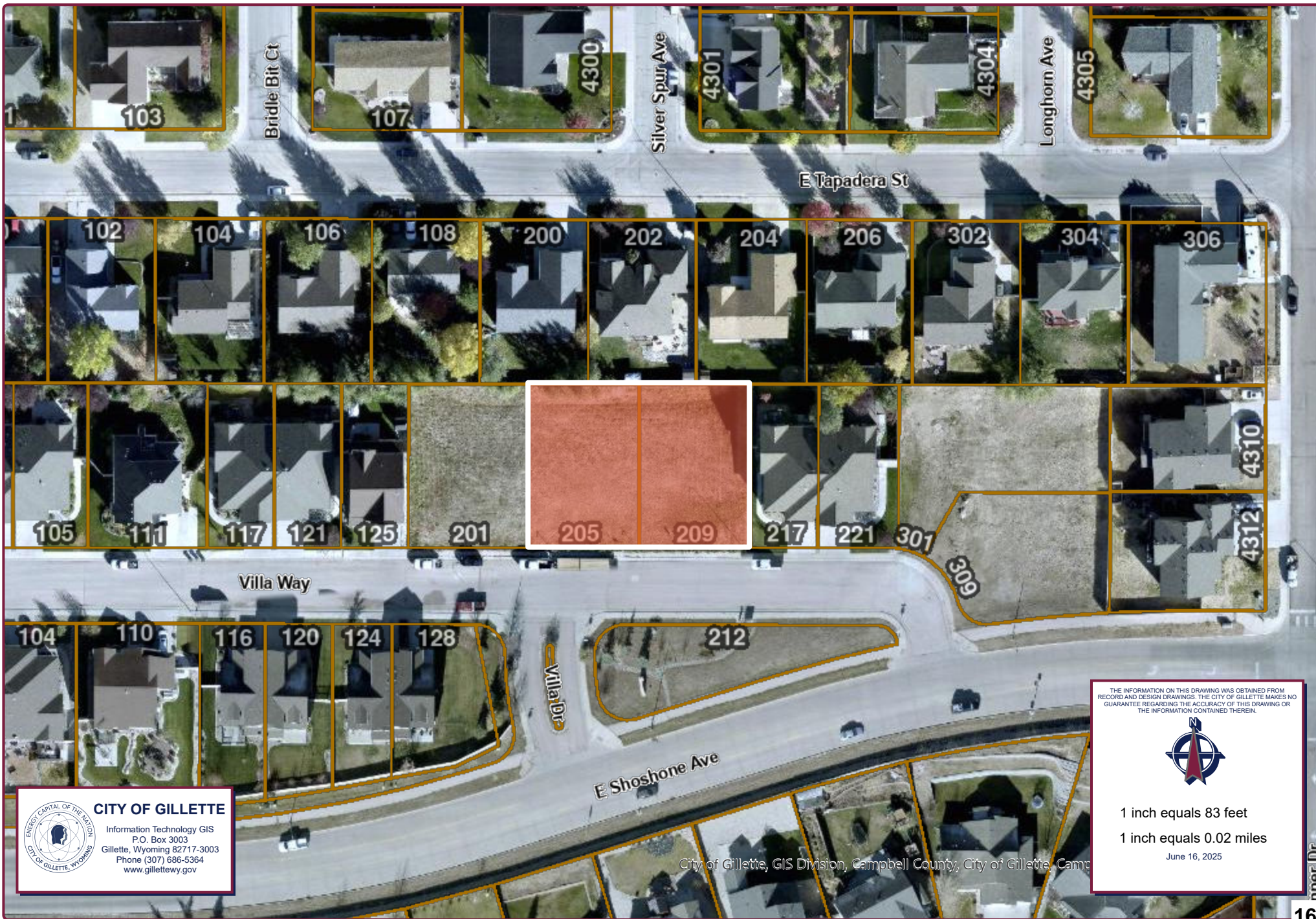
[July 8, 2025 Planning Commission Minutes](#)

PL2025-0023 | Planned Unit Development - Amendment | 205
Villa Way

Planning Requirements

1. All comments from the staff review process shall be addressed.

Vicinity Map - 205 Villa Way



CITY OF GILLETTE

Information Technology GIS
 P.O. Box 3003
 Gillette, Wyoming 82717-3003
 Phone (307) 686-5364
 www.gillettewy.gov

THE INFORMATION ON THIS DRAWING WAS OBTAINED FROM RECORD AND DESIGN DRAWINGS. THE CITY OF GILLETTE MAKES NO GUARANTEE REGARDING THE ACCURACY OF THIS DRAWING OR THE INFORMATION CONTAINED THEREIN.



1 inch equals 83 feet

1 inch equals 0.02 miles

June 16, 2025

City of Gillette, GIS Division, Campbell County, City of Gillette, Camp

RESUBDIVISION OF LOTS 6E & 7E, BLOCK 2 OF THE VILLAS AT LEGACY RIDGE, PHASE 1 P.U.D.

A RESUBDIVISION OF LEGACY RIDGE PHASE I, LOCATED IN SECTION 3, T49N, R72W OF THE 6TH P.M., CAMPBELL COUNTY, WYOMING

CERTIFICATE OF DEDICATION

KNOW ALL MEN BY THESE PRESENTS THAT THE UNDERSIGNED CASSIDY GRAHAM AND KYLEE GRAHAM, BEING THE OWNERS, PROPRIETORS OR PARTIES OF INTEREST IN THE LAND SHOWN ON THIS PLAT, DO HEREBY CERTIFY THAT THE FOREGOING PLAT DESIGNATED AS THE RESUBDIVISION OF LOTS 6E & 7E, BLOCK 2 OF THE VILLAS AT LEGACY RIDGE, PHASE 1 P.U.D., A RESUBDIVISION OF LEGACY RIDGE PHASE I, LOCATED IN SECTION 3, T49N, R72W OF THE 6TH P.M., CAMPBELL COUNTY, WYOMING, AND IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

LOTS 6E & 7E, BLOCK 2 OF THE VILLAS AT LEGACY RIDGE AND CONTAINS AN AREA OF 0.375 ACRES, MORE OR LESS, AND THAT THIS SUBDIVISION, AS IT IS DESCRIBED AND AS IT APPEARS ON THIS PLAT, IS MADE WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNER AND PROPRIETOR; AND THAT THIS IS A CORRECT PLAT OF THE AREA AS IT IS DIVIDED INTO LOTS, BLOCKS, STREETS AND EASEMENTS.

THAT THE UNDERSIGNED OWNER OF THE LAND SHOWN AND DESCRIBED ON THIS PLAT DOES HEREBY DEDICATE TO THE CITY OF GILLETTE AND ITS LICENSEES FOR PERPETUAL PUBLIC USE, ALL STREETS, ALLEYS, EASEMENTS AND OTHER PUBLIC LANDS WITHIN THE BOUNDARY LINES OF THE PLAT, AS INDICATED, AND NOT ALREADY OTHERWISE DEDICATED FOR PUBLIC USE.

UTILITY EASEMENTS, AS DESIGNATED ON THIS PLAT, ARE HEREBY DEDICATED TO THE CITY OF GILLETTE AND ITS LICENSEES FOR PERPETUAL PUBLIC USE, FOR THE PURPOSE OF INSTALLING, REPAIRING, REINSTALLING, REPLACING AND MAINTAINING SEWERS, WATER LINES, GAS LINES, ELECTRIC LINES, TELEPHONE LINES, CABLE TV LINES AND OTHER FORMS AND TYPES OF PUBLIC UTILITIES NOW OR HEREAFTER GENERALLY UTILIZED BY THE PUBLIC.

DRAINAGE EASEMENTS, AS DESIGNATED ON THIS PLAT, ARE HEREBY DEDICATED TO THE CITY OF GILLETTE AND ITS LICENSEES FOR PUBLIC USE, TO ACCOMMODATE THE FLOW OR STORAGE OF STORM WATERS AND SHALL BE KEPT FREE OF ALL STRUCTURES OR OTHER IMPEDIMENTS.

ALL RIGHTS UNDER AND BY VIRTUE OF THE HOMESTEAD EXEMPTION LAWS OF THE STATE OF WYOMING ARE HEREBY WAIVED AND RELEASED.

EXECUTED THIS _____ DAY OF _____ A.D., 20____, BY:

CASSIDY GRAHAM, OWNER

STATE OF WYOMING)
)SS.
CAMPBELL COUNTY)

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____ A.D., 20____, BY CASSIDY GRAHAM, OWNER, AS A FREE AND VOLUNTARY ACT AND DEED. WITNESS MY HAND AND OFFICIAL SEAL.

NOTARY PUBLIC

MY COMMISSION EXPIRES: _____

EXECUTED THIS _____ DAY OF _____ A.D., 20____, BY:

KYLEE GRAHAM, OWNER

STATE OF WYOMING)
)SS.
CAMPBELL COUNTY)

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____ A.D., 20____, BY KYLEE GRAHAM, OWNER, AS A FREE AND VOLUNTARY ACT AND DEED. WITNESS MY HAND AND OFFICIAL SEAL.

NOTARY PUBLIC

MY COMMISSION EXPIRES: _____

CERTIFICATE OF REVIEW OF THE CITY ENGINEER

DATA ON THIS PLAT REVIEWED THIS _____ DAY OF _____ A.D., 20____ BY THE CITY ENGINEER OF GILLETTE WYOMING.

CITY ENGINEER

CERTIFICATE OF APPROVAL BY THE CITY COUNCIL OF THE CITY OF GILLETTE, WYOMING

APPROVED BY THE CITY COUNCIL OF THE CITY OF GILLETTE, WYOMING THIS _____ DAY OF _____ A.D., 20____.

MAYOR

CITY CLERK

CERTIFICATE OF APPROVAL BY THE CITY OF GILLETTE PLANNING COMMISSION

APPROVED BY THE CITY OF GILLETTE PLANNING COMMISSION THIS _____ DAY OF _____ A.D., 20____.

CHAIRMAN

SECRETARY

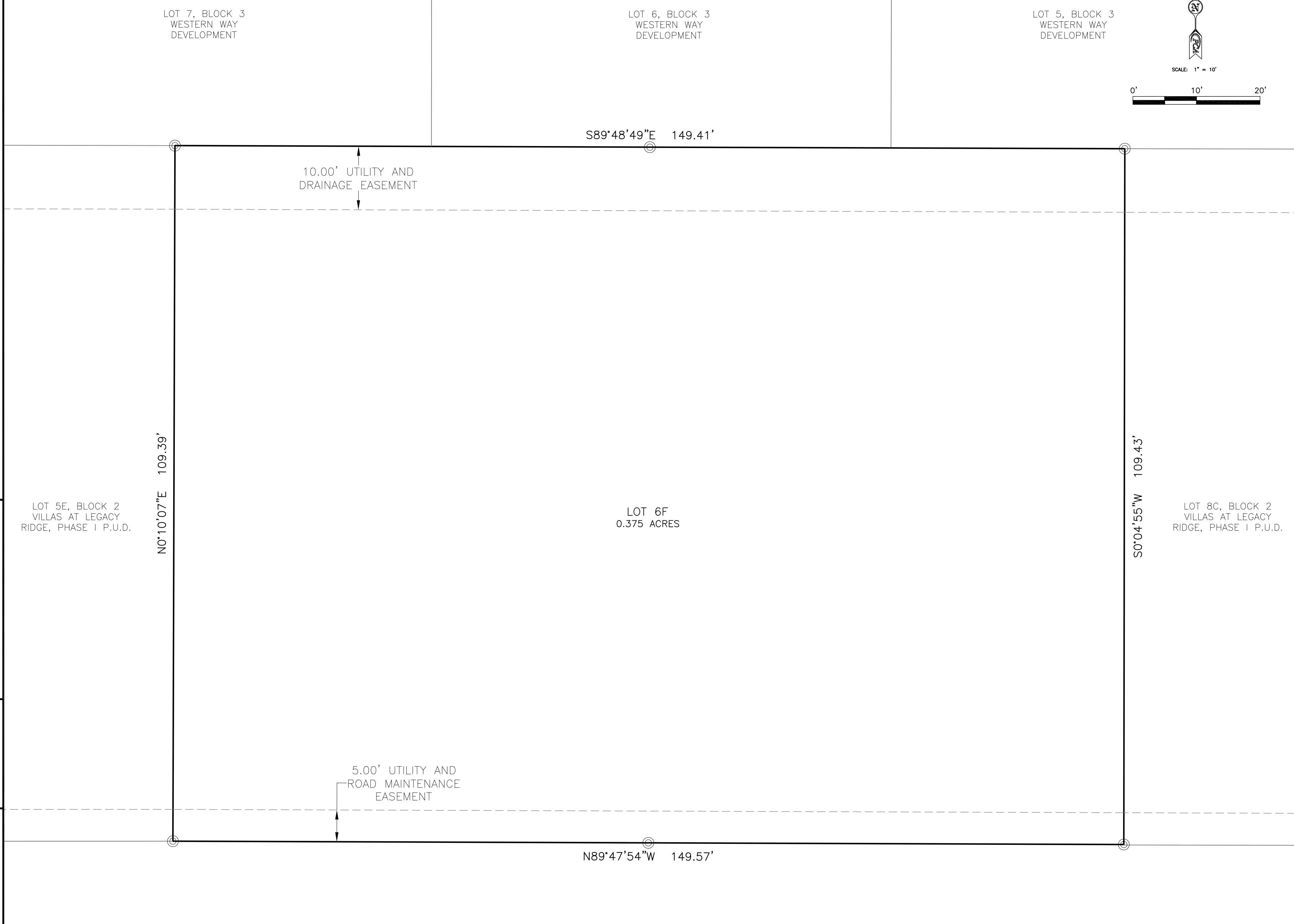
DECLARATION VACATING PREVIOUS PLATTING

THIS PLAT IS THE RESUBDIVISION OF LOTS 6E AND 7E, BLOCK 2 OF THE VILLAS AT LEGACY RIDGE, PHASE I P.U.D., AS RECORDED IN BOOK 11 OF PLATS, PAGE 71 OF THE RECORDS OF THE CAMPBELL COUNTY CLERK. ALL EARLIER PLATS OR PORTIONS THEREOF, ENCOMPASSED BY THE BOUNDARIES OF THIS PLAT ARE HEREBY VACATED.

CERTIFICATE FOR RECORDING BY THE COUNTY CLERK AND RECORDER

THIS PLAT WAS FILED FOR RECORD IN THE OFFICE OF THE CLERK AND RECORDER AT _____ O'CLOCK _____ M., THIS _____ DAY OF _____ 20____, AND IS DULY RECORDED IN BOOK NUMBER _____ OF PLATS, PAGE NUMBER _____.

COUNTY CLERK



SUBDIVISION SUMMARY

TOTAL AREA: 0.375 ACRES

TOTAL LOTS: 1 LOT

FLOOD PLAIN DESIGNATION: THIS SUBDIVISION IS LOCATED IN AN "OTHER AREAS" FOUND ON FIRM MAP #56005C1444D. (ZONE X)

BENCHMARK

BASED ON CITY OF GILLETTE VERTICAL CONTROL MONUMENT #102 ELEVATION= 4609.67

BASIS OF BEARING

THE CITY OF GILLETTE HORIZONTAL CONTROL NETWORK.

LEGEND

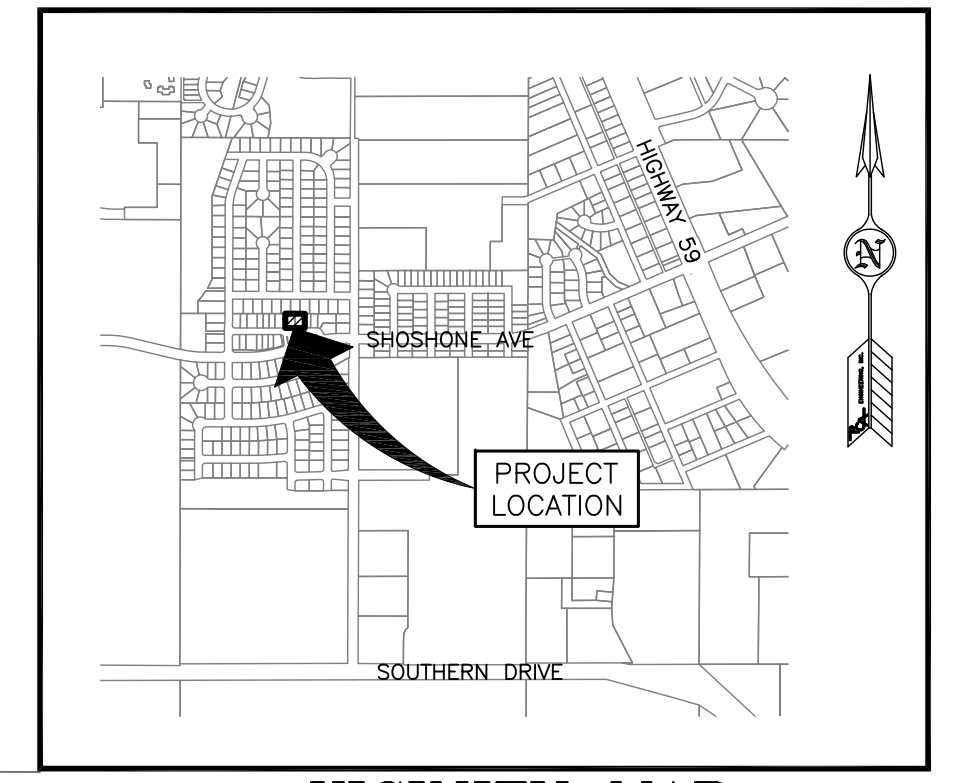
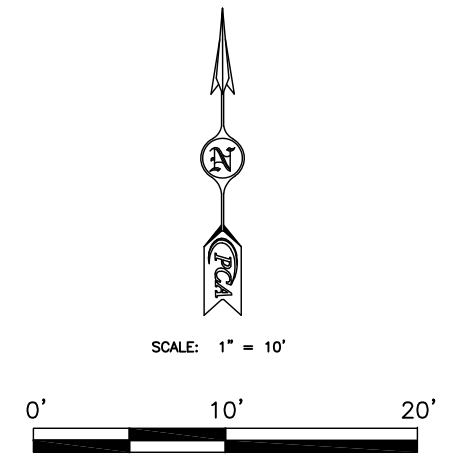
⊙ FOUND REBAR AND CAP RLS 2333

— BOUNDARY

- - - - - EASEMENT

SURVEYOR'S CERTIFICATE

I, SHEILA M. SLOCUM, DO HEREBY CERTIFY THAT I AM A REGISTERED LAND SURVEYOR, LICENSED UNDER THE LAWS OF THE STATE OF WYOMING, THAT THIS SUBDIVISION PLAT IS A TRUE, CORRECT AND COMPLETE PLAT OF THE RESUBDIVISION OF LOTS 6E & 7E, BLOCK 2 OF THE VILLAS AT LEGACY RIDGE, PHASE I P.U.D., A RESUBDIVISION OF LEGACY RIDGE PHASE I, LOCATED IN SECTION 3, T49N, R72W OF THE 6TH P.M., CAMPBELL COUNTY, WYOMING, AS LAID OUT, PLATTED, DEDICATED AND SHOWN HEREON, THAT SUCH PLAT WAS MADE FROM AN ACTUAL SURVEY OF SAID PROPERTY BY ME AND UNDER MY SUPERVISION.



VICINITY MAP

Prepared for:
CASSIDY AND KYLEE GRAHAM
3309 PAINTBRUSH DRIVE
GILLETTE, WYOMING 82718



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Drawn by: SS | Design by: SS | Reviewed by: SS

Revision Date	Revision Description

PCA Project Number: 254058.013
Plot Date: Jun 03, 2025 - 12:56pm
P:\Projects\254058000 - Misc. Survey - 2025\254058 MainP.dwg
Layout: Plat 1
X-Ref: ...

RESUBDIVISION OF LOTS 6E & 7E, BLOCK 2 OF THE VILLAS AT LEGACY RIDGE, PHASE I P.U.D.
A RESUBDIVISION OF LEGACY RIDGE PHASE I, LOCATED IN SECTION 3, T49N, R72W OF THE 6TH P.M., CAMPBELL COUNTY, WYOMING

FINAL PLAT

ORDINANCE NO. _____

AN ORDINANCE APPROVING AND AUTHORIZING AN AMENDMENT TO ORDINANCE 3961 AND ASSOCIATED AMENDED PUD FINAL PLAT, THE VILLAS AT LEGACY RIDGE TO BE KNOWN AS RESUBDIVISION OF LOTS 6E & 7E, BLOCK 2 OF THE VILLAS AT LEGACY RIDGE, PHASE 1 P.U.D.; TO THE CITY OF GILLETTE, WYOMING, SUBJECT TO ALL PLANNING REQUIREMENTS.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF GILLETTE, WYOMING:

SECTION 1. The zoning of the property legally described below will be changed by amending parts of a Planned Unit Development (PUD) overlaying the existing R-4 Multiple Family Residential District for the Property, according to Section 3 and 10 of the Zoning Ordinance of the City of Gillette.

A PARCEL OF PROPERTY LOCATED WITHIN THE CITY OF GILLETTE, CAMPBELL COUNTY, WYOMING DESCRIBED AS FOLLOWS:

RESUBDIVISION OF LOTS 6E & 7E, BLOCK 2 OF THE VILLAS AT LEGACY RIDGE, PHASE 1 P.U.D

SAID PARCELS CONTAIN 0.375 ACRES, MORE OR LESS (the “Property”). Incorporated herein by reference is City of Gillette Ordinance No. 3872, *An Ordinance to approve the Final Plat for The Villas at Tenth Hole Estates, Planned Unit Residential Development in the City of Gillette, Wyoming by changing the zoning classification from R-4 to P.U.D., Planned Unit Development District*, hereinafter referred to herein as “Ordinance No. 3872”.

No changes shall be made to any other property currently authorized under Ordinance No. 3872 and not specifically referenced herein as the “Property”.

SECTION 2. This Planned Unit Development – Amendment zoning overlay was approved by the Gillette City Planning Commission on July 8, 2025.

SECTION 3. In accordance with Section 10.4.c. of the Zoning Ordinance of the City of Gillette, the following Design and Review Criteria shall govern the RESUBDIVISION OF LOTS 6E & 7E, BLOCK 2 OF THE VILLAS AT LEGACY RIDGE, PHASE 1 P.U.D. (the “Neighborhood”) and the Property.

1. Permitted Uses:

Those Permitted Uses provided for in Ordinance No. 3961:

- a. Single family dwelling
- b. Day Care (family childcare home) with appropriate State license and operated from the provider’s home with a special permit
- c. Accessory uses as permitted and defined in the City of Gillette Zoning Ordinance for the R-4 Multiple Family Residential District.

Multiple family dwelling(s) shall be excluded from the Neighborhood.

2. Additional Uses:

Those Additional Uses provided for in Ordinance No. 3961:

- 1. Storm water conveyance and detention facilities
- 2. Utility infrastructure

3. Minimum Lot Size:

That Minimum Lot Size provided for in Ordinance No. 3661:
2,924 sq. ft.

4. Maximum Lot Size:

20,000 sq. ft.

5. Maximum Height of Structure:

That Maximum Height of Structure provided for in Ordinance No. 3872:
Thirty-five feet (35’)

6. Building/Lot Site Coverage:

Those Building/Lot Size Coverage provided for in Ordinance No. 3961:

- a. Maximum size of building footprint:

Existing Structures:	As already approved
Single-Family Detached Home:	4,000 square feet
Single-Family Detached Structure or Townhome:	4,000 square feet
Each Unit:	2,000 square feet
- b. Maximum percent of site coverage occupied by building: 60%

7. Minimum Setbacks on the Front, Side and Rear Yards:

Those Minimum Setbacks on the Front, Side and Rear Yards provided for within Ordinance No. 3661:

- a. Front Yard: Twenty feet (20’); except that on a corner lot, any front yard not directly adjacent to the primary entrance of a main building may be reduced to fifteen feet (15’).
- b. Side Yard: Five feet (5’)

- c. Rear Yard:
 - 1. Structures containing Permitted Uses. Twenty feet (20') or twenty percent (20%) of the lot depth of the zone lot, whichever is smaller.
 - 2. Structures containing Accessory Uses only: Five feet (5') provided however, that a garage entered from an alley shall be located no closer than ten feet (10') from the alley.
- d. Permitted Yard Encroachments:
 - 1. Belt courses, sills, lintels, exterior columns, chimneys, and building accessories may project twenty-four inches (24") into all yards.
 - 2. Open or unwallled porches, terraces, balconies, and exterior stairways may project three and one-half (3 ½') into front and rear yards.
 - 3. Cornices, overhangs, eaves, and gutters may project two feet (2') into all yards.

8. Project Specific Unique Development or Design Standards:

Those Project Specific Unique Development or Design Standards provided for within Ordinance No. 3961:

The Neighborhood provides for the following features:

- Ranch style paired homes
- Attractively designed condominiums and townhomes
- Single-family detached homes
- A variety of housing alternatives to encourage a mix of young families, traditional families, and seniors and those looking to age in place
- Common area maintenance
- Covenant controlled community
- Attractively landscaped common areas which buffer the neighborhood from Shoshone Avenue
- Consistent landscaping design from home to home

Additionally, those Project Specific Unique Development or Design Standards provided for in Ordinance No. 3661:

- A system of parks, trails, and open space connecting The Villas at Legacy Ridge to the surrounding amenities and neighborhoods
- Architectural features of the homes are both attractive and affordable
- Public streets in an alternative right-of-way section so that the HOA is not responsible for street maintenance

9. Landscaping, Buffering and Screening Standards:

Those Landscaping, Buffering and Screening Standards provided for within Ordinance No. 3661:

- a. Exterior:

North: A six-foot (6') high vinyl picket privacy fence will provide a screen between the development and the residents to the north. Private rear and side yard landscaping will enhance the screen.

South: Landscaping is provided in the landscape tract between the lots and the sidewalk along Shoshone Ave.

East: The front yard landscaping of the four-plex homes creates the landscape edge facing Tanner Drive. No fencing will be provided.

West: The fence line along the detention pond will be open rail with scattered trees. Private rear yard landscaping will enhance the separation between the homes and the detention pond.

Entry Features: Enhanced landscaping is provided at the entry monument. The landscaping includes shrubs, ornamental trees, and ornamental grasses that provide season interest.

Open Space: The open space tract provides a variety of landscaping to add interest to the area. Areas of sod maintain an open area for snow storage.

b. Interior:

The developer will provide one tree, sod, irrigation, and between 8 and 10 shrubs per lot. The corner side yard will include one additional tree. The rear yards will include irrigation and hydro-seeding. The homeowner may add additional landscaping as desired upon approval of major improvements by the HOA Design Review Committee. The intent is to provide a tree-lined street through the development although the tree is located outside the easement in the front yard.

c. Interior Lighting:

Interior lighting will consist of downcast porch and garage-mounted lights. Standard City streetlights will be provided along the public streets as required by the City. Low voltage uplighting is permitted at the entry monument and to highlight trees at the entryways.

10. Areas Designed for Common Open Space and Facilities:

Those Area(s) Designated for Common Open Space and Facilities provided for within Ordinance No. 3661:

Title Final Plat- A Resubdivision of Legacy Ridge, Phase: I City of Gillette, Wyoming Legacy Ridge, Phase I Planned Unit Development to be known as the Villas at Legacy Ridge is the first phase of development within Legacy Ridge, which is part of the overall Legacy Master Plan. As part of the entitlement process for Legacy Ridge, a 6.74-acre neighborhood park and 8.2 acres of open space/ trail corridors and landscape buffers were proposed and accepted by the Planning Commission and Parks Board. The residents of the development at will benefit from these amenities which will be accessible not only through the road network, but also through trail connections. The trail corridors will also link the homes to the proposed neighborhood park, proposed elementary school to the east and the new recreation center to the west of the site.

Three open space tracts are proposed within The Final Plat- A Resubdivision of Legacy Ridge, Phase I City of Gillette, Wyoming Legacy Ridge, Phase I Planned Unit Development to be known as the Villas at Legacy Ridge. Tract A will be utilized as a stormwater detention pond. Tract B includes a landscape area and areas for snow storage. Tract C is a landscape tract that parallels Shoshone Ave. Tract D is within the center median of the primary entrance.

Tract A will be owned and maintained by the City of Gillette. Tracts B, C and D will be owned and maintained by the Homeowner's Association, (HOA.)

11. Signage Requirements:

Those Signage Requirements provided for within Ordinance No. 3661:

One entry monument is proposed for the neighborhood in the median at the neighborhood's main entrance.

Monument Height: 5 feet

Monument Width: 8.5 feet

Sign face: 21 square feet

Materials: Stone sign with pinned metal letters

Stone cap on sign face

Natural or faux stone columns to match buildings

12. Parking:

That Parking requirements provided for in Ordinance No. 3961:

Each home shall have a two- or three-car garage and driveway that accommodates at least two cars.

13. Ownership of Common Areas and Facilities:

That Ownership of Common Areas and Facilities provided for within Ordinance No. 3661:

Tract A1: Owned and maintained by the City of Gillette

Tract B1: Owned and maintained by the HOA

Tract C1: Owned and maintained by the HOA

Tract D1: Owned and maintained by the HOA

Yard landscaping: Owned by the homeowner, maintained by the HOA

Medianed entry: Owned and maintained by the HOA

Entry monument: Owned and maintained by the HOA

14. Site Access and Street Standards:

Those Site Access and Street Standards provided for within Ordinance No. 3661, provided however, that all references to the Private Streets referenced therein for the benefit of lands within the Neighborhood shall be struck:

a. Site Access

Access to the site is from Shoshone Avenue, Tanner Drive and Quarter Horse Drive.

b. Public Streets

All internal streets with the exception of Villa Court (north of Villa Way) are public streets.

- Quarter Horse Drive will transition from the existing 50-foot-wide right-of-way north of the site to a 60-foot right-of-way with 32 feet of pavement from top back of curb to top back of curb through the site. This is consistent with the existing Quarter Horse Drive. Four-foot-wide sidewalks are provided on both sides of the street.
- Villa Drive will be constructed as a medianed parkway within 60 feet of right-of-way. The central median is ten feet wide with two eleven-foot travel lanes.

Four-foot wide sidewalks are provided on both sides of the street.

- Villa Way will have a pavement width of 36 feet as measured from top back of curb to top back of curb. The pavement section will be within a 50-foot-wide right-of-way with five-foot wide utility and road maintenance easements located on both sides of the street. Four-foot-wide sidewalks are provided on both sides of the street.

c. Private Streets

Villa Court (north of Villa Way) is a private street that will serve as shared driveway access for Lots 9D-9G. The driveway is located on the private lots and is 20 feet wide. Maintenance of the shared private drive will be by the HOA. The 20-foot-wide private drive is located within a 37-foot-wide access and utility easement servicing lot 9D through 9G.

15. Water and Sewer and Drainage Infrastructure:

Those Water and Sewer and Drainage Infrastructure provided for within Ordinance No. 3661:

a. Drainage

The total site consists of approximately 83 acres of residential development including large open space areas. This development consists of approximately 9.82 acres of the site located north of Shoshone Avenue. The drainage system consists of streets, gutters, inlets, storm sewers, culverts, natural grass swales and one detention pond. The offsite South Donkey Creek Tributary drainageway flows south to north along the west property line. The on-site runoff will flow to the detention pond designed to contain the developed runoff from this site. The pond attenuates developed runoff prior to release into Donkey Creek. No irrigation ditches exist onsite. The detention pond release will be directed into Donkey Creek. The Phase II Drainage Report prepared for Legacy Ridge Subdivision, Phase I and utilized by The Final Plat- A Resubdivision of Legacy Ridge, Phase I City of Gillette, Wyoming Legacy Ridge, Phase I Planned Unit Development to be known as the Villas at Legacy Ridge prepared by Peak Civil Consultants dated September 2008 provides details of the drainage system for the development.

b. Utilities

Water System

The Final Plat- A Resubdivision of Legacy Ridge, Phase I City of Gillette, Wyoming Legacy Ridge, Phase I Planned Unit Development to be known as the Villas at Legacy Ridge water distribution system will consist of 8-inch water mains. The connection points will be at the two entrances to Shoshone Avenue and to the northern access to Quarter Horse Drive. This water system will be looped within the site to provide adequate water supply and fire protection.

Sanitary Sewer System

The Final Plat- A Resubdivision of Legacy Ridge, Phase I City of Gillette, Wyoming Legacy Ridge, Phase I Planned Unit Development to be known as the Villas at Legacy Ridge sanitary sewer system is entirely a gravity system. The majority of the site connects into the existing sanitary sewer main

located within Quarter Horse Drive. The units along Tanner Drive will connect into the existing Tanner Drive sanitary sewer system. Sewage flows are conveyed within the existing sanitary sewer system to the City treatment plant. The sanitary sewer system will be designed according to the City of Gillette Standards.

Gas and Electric

Gas service is provided by SourceGas and Electric service is provided by the City of Gillette. Both are located in the existing adjacent streets and along the property's northern border for service to the site.

Street-Lights

All street-lights shall be downcast.

16. Phasing Plan:

There are no plans for phasing

SECTION 4. The **RESUBDIVISION OF LOTS 6E & 7E, BLOCK 2 OF THE VILLAS AT LEGACY RIDGE, PHASE 1 P.U.D.**, in the City of Gillette is approved for filing with Campbell County Clerk and Ex-Officio Recorder of Deeds.

SECTION 5. This ordinance shall be in full force and effect upon its publication.

PASSED, APPROVED AND ADOPTED this day _____ of _____, 2025.

Shay Lundvall, Mayor

(Seal)
ATTEST:

Alicia Allen, City Clerk
Publish Date:

CITY OF GILLETTE PLANNING COMMISSION
MINUTES OF THE REGULAR MEETING
Community Room ~ City Hall ~ July 8, 2025 ~ 5:15 pm

PRESENT

Commission Members Present: Chair Shaun Hottell, Richard Cone, Matthew Nelson, and Brian Rozier.

Commission Members Absent: Ian Scott, Jack Colson, and Lance Walker

Staff Present: Meredith Duvall, Planning Manager; Shannon Stefanick, City Planner; Jill McCarty, Administrative Coordinator.

CALL TO ORDER

Chair Shaun Hottell called the meeting to order at 5:15 p.m.

APPROVAL OF THE MINUTES

A motion was made by Richard Cone to approve the meeting minutes of June 24, 2025. Matthew Nelson seconded the motion. Motion carried 3/0/1 Abstention.

ADENDUM TO MEETING AGENDA

Brian Rozier made a motion to add election of a Vice-Chair to the meeting agenda. Matthew Nelson seconded. Motion carried 4/0.

NOMINATION OF VICE-CHAIR

Chair Hottell made a motion to nominate Richard Cone as Vice-Chair. Brian Rozier seconded. Motion carried 3/1.

Matthew Nelson nominated Ian Scott for the position of Vice-Chair. Chair Hottell seconded. Motion failed 1/3.

Case No. PL2025-0023 – PLANNED UNIT DEVELOPMENT – AMENDMENT - 205 Villa Way

The owner is seeking to combine two existing lots on Villa Way, Lot 6E and Lot 7E, Block 2, into one lot: proposed Lot 6F.

Planned Unit Development plats with the accompanying Draft Ordinance regulate the zoning components of the development that differ from the adopted Zoning Ordinance. The proposed change to existing Ordinance 3961 is an increase of the Maximum Lot Size. All other aspects of the ordinance governing the existing developed lots will remain unchanged and continue to follow the two previous ordinances - Ordinance No. 3661 and Ordinance No. 3961. The Maximum Lot Size in Ordinance No. 3961 is 15,000 square feet; the proposed amendment would increase the Maximum Lot Size to 20,000 square feet.

The reason for this amendment is that when the owners combine existing Lots 6E and 7E into Lot 6F, the total square footage is 16,371, which exceeds the allowed Maximum Lot Size of 15,000 square feet by 1,371 square feet. Proposed Lot 6F has access to city utilities – water, sewer, and electric. All existing easements that run along the front and rear property lines will remain.

Meredith Duvall said the only proposed change the Commission will be voting on for this case is the change to increase the allowable square footage by 5,000 square feet.

Chair Hottell asked if there were any comments or questions by the public or the Commission.

Matthew Nelson asked if the change of square footage would apply to any of the other lots nearby and Ms. Duvall said the proposed amendment was for lots 6E and 7E only, and if any of the other lots wanted an amendment they could apply for one.

Sheila Slocum, agent for the case, was present and asked if the lot line removal was accomplished within the Planned Unit Development Amendment, or if a separate case would be needed to remove the lot line. Ms. Duvall said it was part of the PUD Amendment because of the newly accepted Zoning Ordinance, and a separate case would not be needed.

Richard Cone asked what the purpose of the proposed PUD Amendment was, and if a house being built on either lot wouldn't fit as it was. Ms. Duvall said the two lots were purchased to build a larger home on them in the middle of the two, and there would be room for the house with the PUD Amendment.

Shannon Stefanick said the Planning Division received a few calls from area residents on the case but had no issues with it when they were told what the PUD Amendment was for.

Ms. Duvall said all existing ordinances governing the neighboring properties still applies to the proposed amended lots.

There being no further comments or questions, Richard Cone made a motion to approve the case, and Matthew Nelson seconded. The Motion carried 4/0.

OLD BUSINESS None.

NEW BUSINESS Meredith Duvall said the next regular meeting will be July 22, 2025, and the meeting for August 12 will be canceled.

ADJOURNMENT The meeting was adjourned at 5:29 p.m.

Minutes taken and prepared by Jill McCarty, Administrative Coordinator.



**CITY OF GILLETTE
CITY COUNCIL**

DATE: August 19, 2025

TITLE:

ORDINANCE 2ND READING

Council Consideration of an Ordinance Approving and Authorizing the Partial Vacation of a 20-Foot-Wide General Utility & Water Line Easement Recorded in Book 11 of Plats, Page 241, by the Campbell County Clerk; to the City of Gillette, Wyoming, Subject to all Planning Requirements. (Planning Commission Vote: 6/0)

SUGGESTED ACTION:

I move to Approve an Ordinance Approving and Authorizing the Partial Vacation of a 20-Foot-Wide General Utility & Water Line Easement Recorded in Book 11 of Plats, Page 241, by the Campbell County Clerk; to the City of Gillette, Wyoming, Subject to all Planning Requirements.

APPLICANT/OWNER:

C&J Real Estate LLC, Owner

AGENT:

Cevin Imus, Land Surveying Incorporated

CASE BACKGROUND:

ORDINANCE 1ST READING VOTE: 7/0

The applicant is requesting the vacation of the western 15 feet of an existing 20-foot Utility and Water Line Easement located entirely within the property at 75 Saint Andrews Lane. The portion proposed for vacation measures approximately 74 feet in length and encompasses a total area of 1,111 square feet.

The easement was originally established to provide utility access during the development of the Tenth Hole Estates Phase 1 & 2 and The Villas at Tenth Hole Estates subdivisions, specifically while Phases 3 & 4 of Tenth Hole Estates were being developed. Since that time, all phases of the subdivisions have been fully built out, and the utilities that once occupied the easement area have been permanently rerouted to accommodate the final subdivision layout.

As required, the applicant submitted an 811 utility locate ticket with the easement vacation request. The utility locate confirms that no active utilities are present within the area proposed for vacation. Additionally, City staff have not received any objections from internal utility divisions or external utility providers regarding the proposed vacation.

This case was approved by the Planning Commission during their July 22, 2025, meeting with a vote of 6/0.

CASE REQUIREMENTS:

All comments from the staff review process shall be addressed.

STAFF REFERENCE:

Ry Muzzarelli, P.E., Development Services Director

ATTACHMENTS:

[Partial Easement Vacation Exhibit](#)

[Vicinity Map](#)

[Utility Locate Ticket](#)

[75 Saint Andrews Ln Planning Requirements](#)

[75 Saint Andrews Ln Ordinance](#)

[Planning Commission Minutes July 22, 2025](#)

LEGAL DESCRIPTION:

THE FOLLOWING METES AND BOUNDS DESCRIPTION IS FOR A PARTIAL EASEMENT VACATION SITUATED IN A PORTION OF LOT 3, BLOCK 4 OF TENTH HOLE ESTATES PHASE IV, CITY OF GILLETTE, CAMPBELL COUNTY, WYOMING AS OFFICIALLY RECORDED IN BOOK 11 OF PLATS, PAGE 241, FOLDER 66 OF THE CAMPBELL COUNTY CLERK AND RECORDERS OFFICE, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF LOT 3 OF SAID SUBDIVISION, SAID CORNER BEING MONUMENTED WITH AN ALUMINUM CAP, RLS 2333; THENCE S 0°13'39" E ALONG THE EASTERLY BOUNDARY OF OF SAID SUBDIVISION AND LOT 3 FOR A DISTANCE OF 94.24 FEET TO THE SOUTHEAST CORNER OF SAID LOT 3, SAID CORNER BEING MONUMENTED WITH AN ALUMINUM CAP, PLS 18548; THENCE N 26°47'42" W FOR A DISTANCE 11.18 FEET AND BEING THE POINT OF BEGINNING:

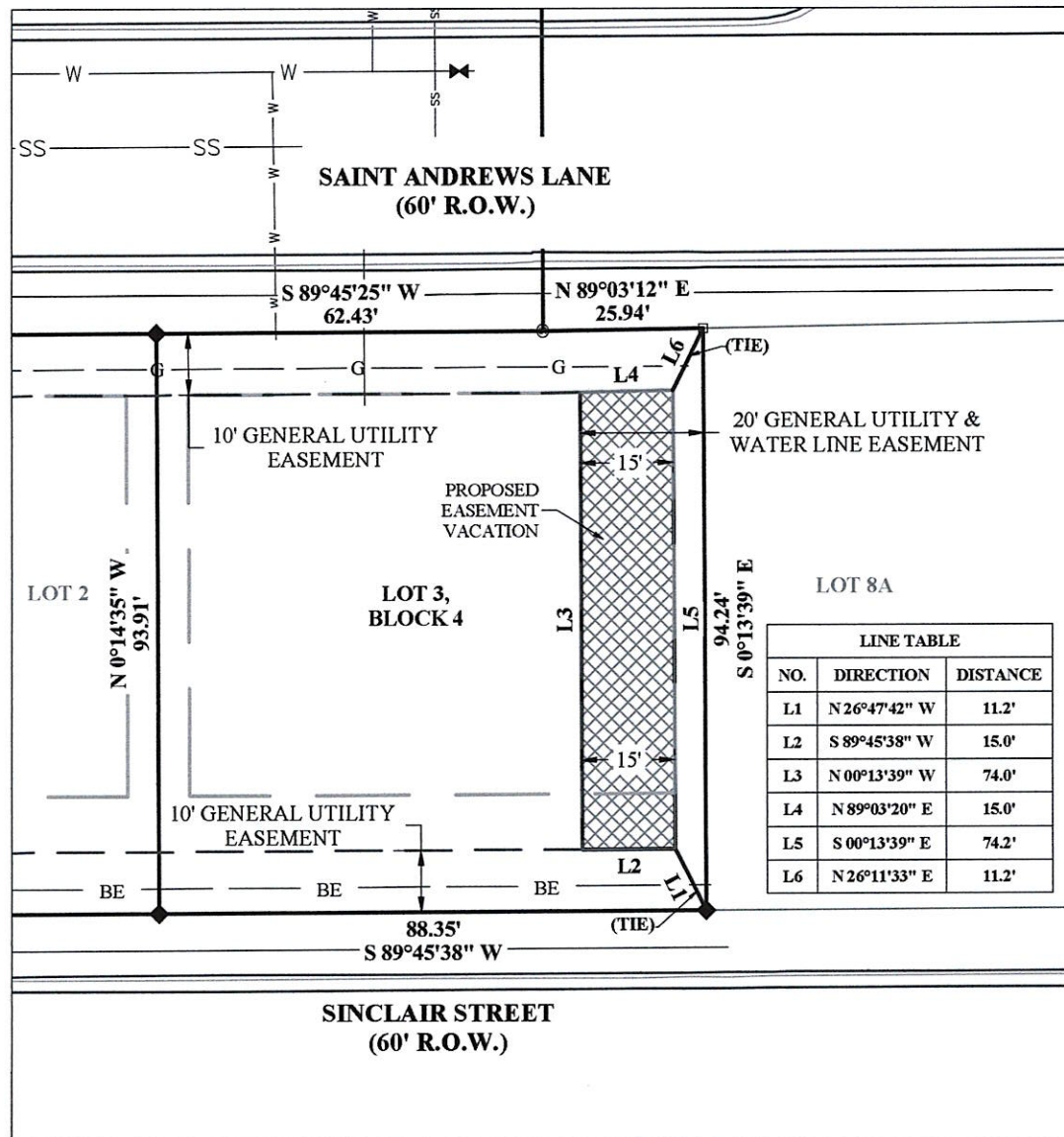
THENCE S 89°45'38" W FOR A DISTANCE OF 15.00 FEET TO A POINT; THENCE N 00°13'39" W FOR A DISTANCE OF 73.99 FEET TO A POINT; THENCE N 89°03'12" E FOR A DISTANCE OF 15.00 FEET TO A POINT, FROM WHICH THE NORTHEAST CORNER OF SAID LOT 3 BEARS N 26°11'33" E FOR A DISTANCE OF 11.23 FEET, SAID CORNER BEING MONUMENTED WITH AN ALUMINUM CAP, RLS 2333; THENCE S 0°13'39" E FOR A DISTANCE OF 74.18 FEET TO THE POINT OF BEGINNING:

SAID PARTIAL EASEMENT VACATION HAVING A TOTAL AREA OF 1,111.2 SQ. FT., MORE OR LESS.

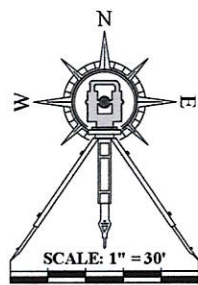
SUBJECT TO ALL PRIOR COVENANTS, RESERVATIONS, EASEMENTS, CONDITIONS AND RIGHTS APPEARING OF RECORD.

PARTIAL EASEMENT VACATION

BEING SITUATED IN A PORTION OF
**LOT 3, BLOCK 4 OF
 TENTH HOLE ESTATES PHASE IV
 CITY OF GILLETTE,
 CAMPBELL COUNTY, WYOMING**



I, President Cevin C. Imus, of Gillette Wyoming, hereby certify that this plat was made from notes taken during an actual survey performed by Gavin Koelsch on JUNE 2, 2025, and that the said "PARTIAL EASEMENT VACATION" is accurately represented on this plat detailing the corners accepted and set out on the ground as shown hereon.



LEGEND

- ◆ =(FOUND) ALUMINUM CAP, PLS 18548
- =(FOUND) ALUMINUM CAP, RLS 2333
- Ⓞ =(FOUND) BARE REBARE, NO CAP

- W — =WATER LINE
- SS — =SANITARY SEWER
- BE — =BURIED ELECTRIC
- G — =GAS LINE

Prepared For:
WEST CONSTRUCTION
 1403 E. 7TH STREET
 GILLETTE, WY 82716

Prepared By:
LAND SURVEYING INCORPORATED
 209 N. WORKS AVENUE
 GILLETTE, WY 82716



Location:
 PARTIAL EASEMENT VACATION
 BEING SITUATED IN A PORTION OF
 LOT 3, BLOCK 4 OF
 TENTH HOLES ESTATES PHASE IV
 CITY OF GILLETTE
 CAMPBELL COUNTY, WYOMING

P:\2025\WEST CONSTRUCTION\25-097\ADRAFTING\25-097A_ROS.DWG		
CREATED BY: CIMUS	CREATED DATE: 6/6/2025	LSI - NEW GILLETTE CITY
REVIEWER: CCI	APPROVED DATE: 6/7/2025	
REVISION HISTORY		

Vicinity Map




Partial Easement Vacate
Saint Andrews Ln

Oakmont Ave

E Sinclair St

Triton Ave

 **CITY OF GILLETTE**
Information Technology GIS
P.O. Box 3003
Gillette, Wyoming 82717-3003
Phone (307) 686-5364
www.gillettewy.gov

THE INFORMATION ON THIS DRAWING WAS OBTAINED FROM RECORD AND DESIGN DRAWINGS. THE CITY OF GILLETTE MAKES NO GUARANTEE REGARDING THE ACCURACY OF THIS DRAWING OR THE INFORMATION CONTAINED THEREIN.



1 inch equals 42 feet

1 inch equals 0.01 miles

June 13, 2025

City of Gillette, GIS Division, Campbell County, City of Gillette, Camp



Ticket No: 20252301129

Excavator Details

Caller Id: 17715
Contact: cory west
Company: west construction llc

Phone: 307-682-2104
Mobile: 307-682-2104
Email: westconstruction@vcn.com

Dig Site and Ticket Details



[Open Map](#)

trying to see if any utilities under payment

Ticket Medium	Web
Ticket Status	Original
Ticket Type	Regular
Previous Ticket No.	Not Supplied
User Reference	west construction
Ticket Date (MTZ)	06/03/2025 09:49 AM
Work Start Date (MTZ)	06/05/2025 09:49 AM
Work Expire Date (MTZ)	06/25/2025 09:49 AM
Address	75 St Andrews Ln, Gillette, 82718
Nearest Cross Street	oakmount ave
Type of work	Groundwork
Activity	Grading
Excavation Method	Grading
Excavation Depth	>48in
Public Property	None
Private Property	Private Property
Onsite Contact	cory west
Onsite Phone	3076608536
Municipality	Not Supplied
Nearest Community	Not Supplied
Rural Subdivision	Not Supplied

Your Responsibilities

- Do not proceed with any excavation until all notified utility owners have responded by providing clearance, OR by identifying the location of their facilities with maps OR by placing locate marks on the ground.
- Pothole to establish the exact location of all underground utilities using soft digging methods, before using heavy machinery.
- If you damage an underground utility, you MUST advise the utility owner directly and immediately.
- By using the One-Call of Wyoming, Inc. service, you agree to our privacy policy and the terms and conditions set out on our web site.
- **For more information, visit www.onecallofwyoming.com**

Utility Owner Details

The public utility owners listed below with a Status of "Notification Sent" have been requested to respond to your request. They may contact you directly for clarification of your request details.

Station Code	Authority Name	Phone	Status
KM7	BLACK HILLS ENERGY (KM7)	1-888-890-5554	Notification Sent
QL1	CENTURLINK (QL1)	877-366-8344	Notification Sent
AB1	CHARTER COMMUNICATIONS (Gillette AB1)	3076824303	Notification Sent
COG	CITY OF GILLETTE (COG)	307-686-5276	Notification Sent
VCI	VISIONARY COMMUNICATIONS INC (VCI)	3076855485	Notification Sent

END OF UTILITIES LIST

Request Utility Locates Online at www.onecallofwyoming.com – 24 hours a day, 7 days a week

PL2025-0024 | Easement Vacation | 75 Saint Andrews Ln

Planning Requirements

1. All comments from the staff review process shall be addressed.

ORDINANCE NO.

AN ORDINANCE PROVIDING FOR THE PARTIAL VACATION OF A 20-FOOT-WIDE GENERAL UTILITY & WATER LINE EASEMENT RECORDED IN BOOK 11 OF PLATS, PAGE 241, BY THE CAMPBELL COUNTY CLERK; TO THE CITY OF GILLETTE, WYOMING, SUBJECT TO ALL PLANNING REQUIREMENTS.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF GILLETTE, WYOMING:

SECTION ONE.

Pursuant to the petition of the City of Gillette and with the permission of the property owner of Lot 3, Block 4 of Tenth Hole Estates Phase IV, and the authority of W.S. 15-6-104 and W.S. 34-12-106 through W.S. 34-12-110, the City Council finds that the partial vacation of the westerly 15-foot of the 20-foot-wide utility & water line easement, as contained entirely within of Lot 3, Block 4 of Tenth Hole Estates Phase IV, the easement being recorded by the Campbell County Clerk in Book 11 of Plats, Page 241, will not abridge or destroy any of the rights and privileges of the other landowners in the vicinity of the vacation, and further finds that the vacation is in the best interest of the City of Gillette. For a more detailed location of the vacation see the attached "Partial Easement Vacation" exhibit.

SECTION TWO.

(a) The Ordinance and "Partial Easement Vacation" exhibit shall be recorded at the Campbell County Clerk's Office upon approval of the Vacation by City Council.

SECTION THREE. This ordinance shall be in full force and effect on its effective date, _____, 2025.

PASSED, APPROVED AND ADOPTED THIS ____ day of _____, 2025.

Shay Lundvall, Mayor

(S E A L)
ATTEST:

Alicia Allen, City Clerk
Publication Date: _____, 2025

STATE OF WYOMING)
)ss.
County of Campbell)

On this ____ day of _____, 2025, before me personally appeared Shay Lundvall, to me personally known, who being by me duly sworn, did say that he is the Mayor of the City of Gillette, and that the seal affixed to said instrument is the Corporate Seal of said corporation, and that said instrument was signed and sealed on behalf of said corporation by authority of its City Council, and said Shay Lundvall acknowledged said instrument to be a free act and deed of said corporation.

Witness my hand and official seal.

Notary Public

My Commission Expires: _____

CITY OF GILLETTE PLANNING COMMISSION
MINUTES OF THE REGULAR MEETING
Community Room ~ City Hall ~ July 22, 2025 ~ 5:15 pm

PRESENT

Commission Members Present: Chair Shaun Hottell, Richard Cone, Matthew Nelson, Ian Scott, Brian Rozier and Lance Walker.

Commission Members Absent: Jack Colson

Staff Present: Meredith Duvall, Planning Manager; Shannon Stefanick, City Planner; Jill McCarty, Administrative Coordinator.

CALL TO ORDER

Chair Shaun Hottell called the meeting to order at 5:15 p.m.

APPROVAL OF THE MINUTES

A motion was made by Vice-Chair Cone to approve the meeting minutes of July 8, 2025. Matthew Nelson seconded the motion. Motion carried 5/0/1 Abstention.

Case No.
PL2025-0024 –
EASEMENT
VACATION – 75
Saint Andrews
Lane

The applicant, C&J Real Estate LLC, is requesting the vacation of the western 15 feet of an existing 20-foot utility and water line easement located entirely within the property at 75 Saint Andrews Lane.

The easement was originally established to provide utility access during the development of the Tenth Hole Estates Phase 1 & 2 and The Villas at Tenth Hole Estates subdivisions, specifically while Phases 3 & 4 of Tenth Hole Estates were being developed. Since that time, all phases of the subdivisions have been fully built out, and the utilities that once occupied the easement area have been permanently rerouted to accommodate the final subdivision layout.

Chair Hottell asked if city staff received any comments or calls from the public on the case. Shannon Stefanick said the city received no calls on this case.

Chair Hottell asked if there were any comments or questions by the public or the Commission.

Cevin Imus with Land Surveying Incorporated, agent for the case, was present and said there was an oversight when the plat was filed, and this utility easement 'slipped through the cracks'. Mr. Imus said the utility easement vacation will allow for a larger size home to be built on the lot.

There being no further comments or questions, Matthew Nelson made a motion to approve the case, and Ian Scott seconded. The Motion carried 6/0.

OLD BUSINESS

None.

NEW BUSINESS

Meredith Duvall said the August 12, 2025, meeting will be canceled and the next regular meeting will be August 26, 2025.

ADJOURNMENT

The meeting was adjourned at 5:19 p.m.

Minutes taken and prepared by Jill McCarty, Administrative Coordinator.



**CITY OF GILLETTE
CITY COUNCIL**

DATE: August 19, 2025

TITLE:

ORDINANCE 2ND READING

Council Consideration of an Ordinance to Amend the Electrical Line Extension Policy for the City of Gillette and to Amend Chapter 17, 17-5 of the Gillette City code to Include Reference to the Amended Electrical Line Extension Policy.

SUGGESTED ACTION:

I move for approval of the Ordinance to Amend the Electrical Line Extension Policy for the City of Gillette and to Amend Chapter 17, 17-5 of the Gillette City code to Include Reference to the Amended Electrical Line Extension Policy.

CASE BACKGROUND:

ORDINANCE 1ST READING VOTE: 7/0

In 2017, the Gillette City Council passed an ordinance establishing the Electrical Line Extension Policy. The purpose of this policy is to regulate the design and extension of the City's electrical distribution and service line system.

This ordinance proposes amendments to that policy. Attached is both the ordinance and a redline of the policy showing requested changes.

This amendment has been reviewed by the Public Works/Utilities Advisory Committee.

STAFF REFERENCE:

Joff Pilon, Director of Utilities; Sean Brown, City Attorney.

ATTACHMENTS:

[Ordinance Amending Chp 17 re Line Extension Policy](#)
[City of Gillette Electrical Services Division Line Extension Policy_Redline](#)

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE ELECTRICAL LINE EXTENSION POLICY FOR THE CITY OF GILLETTE AND TO AMEND CHAPTER 17, SECTION 17-5 OF THE GILLETTE CITY CODE TO INCLUDE REFERENCE TO THE AMENDED ELECTRICAL LINE EXTENSION POLICY.

RECITALS

A. On January 17, 2017, the City of Gillette (“City”) approved Ordinance No. 3911, which enacted the City’s Electrical Line Extension Policy (“Policy”) and revised Chapter 17 of the Gillette City Code to incorporate the Policy into the Gillette City Code.

B. The Governing Body of the City now wishes to update and amend the Policy and re-incorporate the policy into Chapter 17 of the Gillette City Code.

THEREFORE, be it ordained by the governing body of the City of Gillette:

SECTION ONE. The Electrical Line Extension Policy attached as **Exhibit A** is enacted into the Gillette City Code and incorporated herein as if fully set out in this Ordinance.

SECTION TWO. Chapter 17, Section 17-5, of the Gillette City Code is amended and replaced in its entirety with the following:

§17-5. Adoption of the Electrical Line Extension Policy.

The City of Gillette Electrical Line Policy is incorporated herein as if set out in full. This policy may be amended from time to time by the Gillette City Council through resolution. The purpose of this policy is to regulate the design and extension of the City’s electrical distribution and service line system within the City of Gillette. Copies of this policy are available for inspection at the Electrical Engineering Division and Office of the City Clerk during normal business hours. The policy may be viewed on the City of Gillette’s website. The Electrical Engineering Division will also provide copies for sale at a reasonable charge to cover the cost of the preparation of the volume.

First Reading: August 4, 2025.

Second Reading: _____, 2025.

PASSED AND APPROVED on Third and Final Reading this _____ day of _____ 2025.

Shay Lundvall, Mayor

(S E A L)
ATTEST:

Alicia Allen, City Clerk

Published: Gillette News Record

Date: _____

Signed: _____

EXHIBIT A

**Electrical Line
Extension Policy**



Amended by City Ordinance No. _____ on _____, 2025.

City of Gillette - Electrical Services Division
611 N. Exchange Avenue
Gillette, WY 82716

TELEPHONE: (307)686-5277
FAX: (307)686-6564
www.gillettewy.gov

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Section I - General Information

General Additions:

1. Purpose

These standards have been prepared for the design and extension of the City's electrical distribution and service line system. It will set forth requirements, obligations and financial responsibilities for the Utility and the Customer. The City of Gillette Electrical Engineering Division will be responsible for all designs that affect the extension or modification of the electrical distribution and service line system. The City of Gillette encourages all customers in need of assistance to contact the City of Gillette Electrical Engineering Division at 307-686-5277.

2. Definitions

- *Utility*: The responsible department within the City of Gillette acting in its capacity to serve the citizens of Gillette electric power.
- *Customer*: Citizen or entity requiring electrical service. This may be a developer, contractor or the actual end user.
- *Distribution System*: Shall be that portion of the electrical utility infrastructure that serves more than one customer or distributes primary voltage.
- *Service Line System*: Shall be that portion of the utility or customer infrastructure that serves customer(s) or distributes secondary voltage.
- *NEC*: Current edition of the National Electric Code as adopted by the City of Gillette.
- *NESC*: Current edition of the National Electric Safety Code.
- *Point of Service*: Shall be the point where the customer owned equipment attaches to the utilities owned equipment. The exact point of service will be defined in these standards. All designs, installation and costs that are past the point of service are the customer's responsibility.
- *Final Established Grade*: Shall be the staked elevation determined by a licensed Land Surveyor.
- *IEEE*: SI Electrical units will be used for abbreviations
- *Nominal Primary Voltage*: 25kV
- *Nominal Secondary Voltage*: Single Phase 120/240V, 120/208V. Three Phase 120/208V, 277/480V
- *Class A Voltage*: $\pm 5\%$ of nominal secondary voltage

3. City of Gillette – Contact Information

Electrical Engineering Division
611 N Exchange Ave
Gillette, WY 82716
307-686-5277 (Main Office)
307-687-2530 (Field Inspection)

City of Gillette Central Warehouse
800 N Burma Ave
Gillette, WY 82716
307-686-5263 (Main Office)

Planning Division
201 E 5th Street, 2nd Floor
Gillette, WY 82716
307-686-5281 (Main Office)

Building Inspection
201 E 5th Street, 2nd Floor
Gillette, WY 82716
307-686-5260 (Main Office)

4. Applicable Regulations

- a. *NEC*: All new, remodeled, or modified construction requiring electrical service within the City of Gillette shall conform to applicable provisions of the NEC.
- b. *NESC*: All extensions of the City's electrical distribution system shall be installed to meet the minimum requirements of the NESC.
- c. *City of Gillette Code*: All new, remodeled, or modified construction requiring electrical service within the City of Gillette shall conform to applicable provisions of the City of Gillette Code.
- d. *City of Gillette Standard Construction Specifications*: All extensions and modifications of the City's electrical distribution system shall be installed following the latest version of the City of Gillette Standard Construction Specifications (i.e., warranty, safety, etc.).
- e. *Conflicts in Regulations*: These standards are issued with the intent of complying with all applicable codes, ordinances, and standards; however, in the case of a conflict, the most stringent code, ordinance or standard will supersede. If there is a conflict between the applicable regulations contact the City of Gillette Electrical Engineering Division for clarification.

5. Application for Electrical Distribution System Extension

- a. All electrical service system extensions or upgrades require an application submitted through the Planning Division.
- b. It is also important that the Electrical Engineering Division be provided as much information as early as possible so all provisions required by the customer can be met.

6. Application for Electrical Service Line System Extension

- a. All electrical service line system extensions or upgrades require a permit submitted through Building Inspection.
- b. All new services or modifications of existing services shall be coordinated with the Electrical Engineering Division.

7. Permitting, Inspection and Acceptance

- a. *Electrical Permits*: service line extensions and upgrades are under NEC jurisdiction and permits shall be obtained from Building Inspection.
- b. *Electrical Permit to Construct*: prior to the installation of any portion of the electrical distribution system, the customer shall obtain an "Electrical Permit to Construct" from the Electrical Engineering Division. This permit shall be required for the release of City material issued from the City's Warehouse.
- c. *Electrical Service System Inspection*: All new or upgraded services lines shall be inspected by an Electrical Engineering Division representative prior to the acceptance of the installation. Call the Electrical Engineering field inspection line to schedule necessary inspections.
- d. *Electrical Service Line Extension Acceptance*: Building Inspection shall issue a "green tag" when all aspects of the service have been installed to meet the NEC. The Electrical Services Division will be notified that the service has passed inspection and is ready for connection to the Utility System.
- e. *Electrical Distribution System Inspection*: All installations or modifications on the electrical distribution system shall be inspected by an Electrical Engineering Division representative prior

to the acceptance of the installation. Call the Electrical Engineering field inspection line to schedule necessary inspections.

- f. *Electrical Distribution Extension Acceptance:* The customer must submit compaction test results and any other data relevant to the installation of the distribution system as required by the Electrical Engineering Division. A final inspection will be completed by the Electrical Engineering Division with the customer to ensure all design criteria have been met.
- g. *Variations to Design:* When conditions are encountered during construction which require changes to the provided system design, changes shall be approved by an Electrical Engineering Division representative.
- h. After project acceptance, the Distribution Extension will be completed by the Electrical Services Division.

8. Customer Equipment Compatibility & Protection

- a. The Customer's electrical equipment and devices are required to have characteristics such that the Utility's distribution system is efficiently utilized and shall not interfere with the Utility's service or power quality to other customers (i.e. harmonics, power factor, etc.).
- b. The Utility reserves the right to inspect and test any equipment connected to its distribution system and to require any information necessary to determine the operational characteristics of the equipment.
- c. The Customer's equipment shall be designed to perform adequately within the standard voltage ranges and frequency provided on the Utility System.
- d. Prior to the installation of any large, motorized equipment over 75 horsepower, the Customer shall submit specifications to the Utility regarding this equipment.
- e. Prior to the installation of sensitive computerized equipment, the Customer shall submit specifications to the Utility regarding this equipment (this does not pertain to normal household appliances or personal computers).
- f. Electric Service provided by the Utility may be subject to voltage disturbances which will not normally affect the performance of typical electrical equipment; however, voltage sensitive equipment may be impacted by these voltage disturbances. It is the Customer's responsibility to provide power conditioning devices necessary for protection of their equipment.
- g. Electric Service provided by the Utility may be subject to a "loss of phase" type of disturbance. It is the Customers responsibility to provide protective devices for their equipment.

9. Easements

- a. All utility owned equipment, with the exception of the customer's service line, shall be installed in a recorded easement, platted easement or in a dedicated right-of-way.
- b. It is the customer's responsibility to provide all required easements to the Utility at no cost. All required easements shall be provided to Electrical Engineering and verified prior to the customer receiving a Certificate of Occupancy.
- c. Minimum width of easements shall be ten (10) feet unless otherwise determined by the Electrical Engineering Division.

10. Access & Right of Way

- a. The Customer shall grant free access to the customer's premises for the Utility to complete all projects and to maintain continuity of service, at times this may be without notice.

Section II - Distribution Systems

1. General Information

- a. The Utility will provide electrical capacity to new developments for all electrical distribution system extensions. Distribution capacity up to 1MW will be provided, capacity over 1MW and its shared cost will be evaluated on a case-by-case basis.
- b. All electrical distribution system extensions will be designed by the Electrical Engineering Division and installed underground.
- c. All electrical underground distribution system extensions shall be installed in conduit.
- d. The Customer responsibilities for new developments are outlined in the section titled 'Customer Responsibilities'.
- e. The Utility responsibilities for new developments are outlined in the section titled 'Utility Responsibilities'.
- f. The Customer shall be responsible for notifying affected property owners prior to the beginning of construction.
- g. Any exceptions to the Utility design shall be approved by the Electrical Engineering Division and paid for by the customer including all design, material, Utility labor and Utility equipment costs.
- h. Trenches 8" and less in width shall follow the City of Gillette Standard Construction Specifications Section 16000.
- i. Trenches larger than 8" in width shall follow City of Gillette Standard Construction Specifications Section 02220.
- j. Backfill and compaction of trenches larger than 8" in width shall follow City of Gillette Standard Construction Specifications Section 02225.
- k. Seeding and surface restoration shall follow City of Gillette Standard Construction Specifications Section 02900.
- l. As a utility, we operate a looped Distribution System to maintain reliability. The Customer shall be required to extend conduit to adjacent property(ies) according to Utility Design.
- m. New residential developments shall have all equipment installed in the front of lots, unless otherwise approved by Electrical Engineering.
- n. It is the Utility's responsibility to deliver Class A voltage to a Utility owned meter.
- o. In the instance of a Utility owned meter being beyond the point of service, it shall be the customer's responsibility to ensure that Class A voltage is delivered to the Utility owned meter.
- p. There shall be no decorations on Utility owned electrical equipment. Examples include painting, decorative stickers, signage, etc.
- q. There shall be no customer building on or over Utility owned electrical equipment.
- r. Payment for Distribution System invoices shall be paid in full before obtaining Certificate of Occupancy and/or power being delivered.

2. Distribution System Upgrades

- a. Customers may request modifications of the system to the Electrical Engineering Division.

- b. The Customer will be responsible for all costs associated with the requested modifications including Utility labor, vehicle and equipment costs.
- c. City will provide transformers up to 1MW. Anything exceeding 1MW will be evaluated on a case-by-case basis.

3. Distribution System Extensions

a. Customer Responsibilities

- Customer shall provide and install per project design:
 - Trench to required depth
 - Backfill and compact trench
 - Required conduit
 - Ground rods
 - Street light conductors and connectors
 - Compaction test(s), as required
 - Other components, as required
 - Conduit extension to adjacent property(ies).
- Customer shall purchase from the City of Gillette Warehouse and install:
 - Equipment pads
 - Primary junction boxes
 - Secondary pedestals
 - Street light pedestals, poles, luminaires and photo eyes
 - Other components, as required
- Customer shall be invoiced from the Utility:
 - Primary cable
 - Secondary conductors
 - Grounding wire
 - Terminations and connectors
 - Other components, as required

b. Utility Responsibilities

- Utility shall provide and install the following:
 - Project design and inspection
 - All transformers up to 1MW and switch cabinets within the development
 - Labor to install conductors, components and connectors
 - Equipment and vehicles associated with the installation of distribution system extensions

4. Conduit Specifications

- a. PVC conduit shall be schedule 40 grade.
- b. P.E. conduit shall be SDR 13.5. (Note: only Utility approved connectors shall be used when transitioning from P.E. conduit to any other type of conduit.)
- c. Horizontal sweeps shall be 48" radius GRC (Galvanized Rigid Conduit) conduit for primary cable installations.

- d. Any transition from GRC to PE or PVC conduit shall have only approved connectors per specs. Acceptable conduit sizes are: 1", 2", 2.5", 4", and 6".
- e. All sweeps shall be a standard factory 90 degree radius PVC conduit.
- f. All sweeps shall be 12" radius 1" PVC conduit for street light conduit.
- g. Sweeps shall be 24" inch radius GRC with 10' length of GRC attached horizontally for primary voltage junction boxes and transformer box pads.
- h. The following sizes of conduit shall be required for the corresponding installations:
 - o Three-Phase primary - 4/0 cable: 6" conduit
 - o Three-Phase primary - 1/0 cable: 4" conduit
 - o Single-Phase primary - 1/0 cable: 2.5" conduit
 - o Secondary distribution – 350 mcm triplex in 2.5" conduit
 - o Secondary distribution - 350 mcm quad in 4" conduit
 - o Secondary distribution – 4/0 triplex in 2.5" conduit
 - o Secondary distribution - 4/0 quad in 4" conduit
 - o Service runs: minimum 2" conduit (depending on service size)
 - o Street Lighting circuits: 1" conduit

5. Conduit Installation

- a. All trenching and backfill shall be in accordance with the latest edition of the City of Gillette Standard Construction Specifications.
- b. All conduit installed by the Customer shall be inspected by the Utility after installation and prior to backfill.
- c. Conduit for primary voltage cable shall be installed with a minimum of 48 inches of cover based on the Final Established Grade.
- d. Conduit for secondary voltage cable shall be installed with a minimum of 24 inches of cover based on the Final Established Grade.
- e. All conduit systems shall have a nylon pull string with a minimum tensile strength of 200 pounds installed. The pull string shall not be installed prior to the complete conduit system being installed. The Utility shall be contacted by the Customer prior to the installation of pull string
- f. Quality of conduit installation must be proofed using a rigid foam mouse while installing string.

6. Riser Poles

- a. The Customer shall furnish all conduit material necessary, including conduit straps, for the Utility to construct the riser. The first 10 feet above the ground line on all risers shall be GRC, the remaining conduit for the riser shall be schedule 40 PVC. This includes both primary and secondary voltage risers.
- b. A weather head shall be provided by the Customer for all secondary riser applications.

7. Primary Voltage Junction Boxes and Switch Cabinet Bases

- a. The Customer shall provide excavation, backfill, compaction and installation of junction boxes and switch bases
- b. Compaction testing shall be in accordance with the latest version of the City of Gillette Standard Construction Specifications.

- c. The Customer shall have a minimum of one compaction test over the compacted trench at all equipment pad and junction box locations. Additional compaction tests may be required at the discretion of Electrical Engineering.
- d. The top of all conduit risers shall not extend more than 4" above the bottom of the ground sleeve. Sweeps shall not be cut off without prior approval of Electrical Engineering.
- e. Extreme caution must be exercised during compaction so as not to damage or deform the ground sleeve or junction box during construction, wheel compaction using a backhoe or trencher shall not be permitted.
- f. Drawings will be provided to the Customer with the detailed Electrical Engineering design for conduit and ground rod(s) placement in equipment pads/bases.
- g. All installed equipment pads shall be a minimum of 4' from fire hydrants.
- h. Gravel shall be installed in the bottom of equipment. Consisting of 1-1/2" minus crushed limestone, at a depth of 4".
- i. Burial depth of equipment to be determined in the field by Electrical Engineering based on the Final Established Grade.

8. Transformer Pads

- a. The Customer shall provide excavation, backfill, compaction and installation of transformer pads.
- b. Compaction testing shall be in accordance with the latest version of the City of Gillette Standard Construction Specifications.
- c. The Customer shall have a minimum of one compaction test over the compacted trench at equipment pad location. Additional compaction tests may be required at the discretion of Electrical Engineering.
- d. The Customer may incorporate the transformer pad as an integral portion of a total equipment pad with the approval of the Electrical Engineering Division.
- e. Transformer pads shall be located a minimum of 3' from any obstructions on the sides and the back. The front of the transformer will require a minimum of 10' of unobstructed area.
- f. Drawings will be provided to the Customer with the detailed Electrical Engineering design for conduit and ground rod placement in transformer pads.
- g. All installed transformer pads shall be a minimum of 4' from fire hydrants.
- h. The top of transformer pads shall be installed at 6" above the Final Established Grade.

9. Utility Equipment Protection

- a. Bollards, when required by Electrical Engineering, shall be provided and installed by Customer for utility equipment to protect from physical harm.
- b. A standard drawing for bollards will be provided with the detailed Electrical Engineering design.

10. Secondary Voltage Pedestals

- a. Adequate compaction at each pedestal location shall be completed by the Customer.
- b. All pedestals shall be above ground style and installed so the locking mechanism is 4" above Final Established Grade as per engineered drawings, with the exception of installation in concrete or asphalt.
- c. Pedestals installed in concrete or asphalt shall be set flush with the top of the surface and shall be incidental drive over rated.

- d. Drawings will be provided to the Customer with the detailed Electrical Engineering design for conduit placement.

11. Street Lights

- a. Drawings will be provided to the Customer with the detailed Electrical Engineering design for street light and pedestal locations, conduit size and route, and conductor size and type.
- b. All street light poles shall be installed such that centerline of the pole is plumb.
- c. Customer shall compact soil around the pole as it is backfilled to ensure it remains plumb.
- d. Street light foundation design shall be provided by the Electrical Engineering Division.
- e. Any Sonotube used to install street light bases shall be removed from the concrete base on the portion above ground.

12. Joint Use of Trench

- a. Dry utility conduits and cables may be placed in the same trench with the Utility conduits and cables.
- b. In a joint use trench, a minimum of 12” of vertical separation shall be maintained between conduits owned by the Utility and any other installed conduit owned by another entity.
- c. Non wire utilities such as gas, water and sewer shall not be installed in a joint trench with electrical and communication conduits.
- d. There shall be a 3’ radial clearance between electric and gas lines.

13. Surface Restoration

- a. After installation is complete, the Customer is responsible for all surface restoration within their development and any other areas of disturbance associated with their project.

Section III - Customer Service Line Extension

General:

1. General Information

- a. Trenches 8” and less in width shall follow the City of Gillette Standard Construction Specifications Section 16000.
- b. Trenches larger than 8” in width shall follow City of Gillette Standard Construction Specifications Section 02220.
- c. Backfill and compaction of trenches larger than 8” in width shall follow City of Gillette Standard Construction Specifications Section 02225.
- d. Seeding and surface restoration shall follow City of Gillette Standard Construction Specifications Section 02900.
- e. All service lines shall reside on their respective lot or in an electrical easement.

2. Utility Provided Service Line

- a. The Utility shall provide and install one single phase residential service up to 320 amps per lot.
- b. The route of the service line shall be mutually agreed upon between the Customer and the Utility.
- c. The route shall be as short as practical and shall avoid all obstructions.
- d. No permanent structure shall be constructed over any Utility owned electrical line.

- e. The Point of Service for all underground service lines shall be the line side of the Customer owned meter socket.
- f. The Point of Service for all overhead service lines shall be the connections at the weather head.
- g. All overhead service lines shall properly anchored. No screw in house knobs or eye screws allowed.
- h. The Customer shall provide and install the appropriate size meter base with a main breaker built in for single phase services.
- i. The Utility shall consult with the Customer to determine a mutually agreed upon location of the Customer owned meter socket.
- j. The Customer shall provide the Utility access at all times as may be required for maintenance or service restoration, at times this may be without notice.
- k. The Customer is responsible for all permit fees and Capital Contribution Fees at the time of obtaining a permit from the Building Inspection Division.
- l. At its discretion, the Utility may elect to install an overhead service within an overhead service area.

3. Customer Provided Residential Underground Service Line

- a. The Customer is responsible for service 400-amp service and above for single phase residential service.
- b. Access and availability for residential 3 phase service is extremely limited and at the discretion of Electrical Engineering.
- c. The Customer is responsible for all three phase services and self-contained meter bases.

4. Customer Provided Commercial and Industrial Underground Service Line

- a. Services 200 amps and below shall be installed to Utility design by the customer and maintained by the Utility for lots with only one service.
- b. All services 320 amps and above shall be installed per NEC requirements and maintained by the Customer.
- c. An address with multiple suites shall have individual Utility-owned meters.
- d. The Customer shall install the three-phase meter base along with an NEC approved disconnect.
- e. The Point of Service for all Customer owned services shall be the secondary connections at the Utility transformer or secondary pedestal, as determined by Electrical Engineering.
- f. The Customer shall provide the Utility access at all times as may be required for maintenance or service restoration.
- g. The Customer is responsible for permit fees and Capital Contribution Fees at the time of obtaining a permit from the Building Inspection Division.

5. Service Line Upgrades, Modifications & Relocations

- a. All service line upgrades, modifications or relocations are the Customer's responsibility and shall be coordinated through Electrical Engineering.
- b. The Customer is responsible for permit fees and any additional Capital Contribution Fees at the time of obtaining a permit from the Building Inspection Division.

6. Multiple Services per Lot

- a. The Customer is responsible for all services for lots with more than one meter (i.e. a strip mall, four-plex or larger apartment buildings).

- b. The Point of Service for all Customer owned services shall be the secondary connections at the Utility transformer or secondary pedestal, as determined by Electrical Engineering.
- c. Any project requiring more than 6 meters/disconnects shall be installed to meet NEC and be inspected and approved by the City of Gillette Building Inspection Division.
- d. All communication towers will be installed with a multi-gang meter base.

7. Disconnection & Reconnection of Service

- a. Only authorized Utility employees shall make connections or disconnections for all electric services.

8. Temporary Service

- a. The Customer is responsible for all costs to install temporary service(s) to the Utility point of service.
- b. A location usable throughout the construction period shall be selected.
- c. The Customer shall be responsible for stubbing into Utility equipment, as well as all removal and restoration.
- d. Should relocation become necessary, it shall be treated as a separate temporary service and require an additional fee.
- e. Temporary service for construction sites shall be located such that the meter is protected from physical damage.
- f. Permit for temporary service shall be obtained from Building Inspection.
- g. An account for temporary service shall be opened with Customer Service.
- h. Customer shall pay the current temporary service fee(s) to Customer Service.

Section IV - Mobile Home Parks (MHP)

1. New Mobile Home Parks

- a. The Customer shall install electrical systems in compliance with Utility construction standards following design provided by Electrical Engineering.
- b. The Customer shall install all service lines from transformer to meter pedestals.
- c. The Utility shall maintain service to each individual meter in the MHP. The point of service shall be the line side of the Customer owned meter pedestal.
- d. The Customer shall provide meter pedestals for each lot and this meter pedestal must comply with NEC.
- e. The Customer shall provide service from meter pedestal to the mobile home.
- f. The Customer owned meter pedestals and service line to the home shall be inspected by Building Inspection.
- g. The entire electrical system including meter pedestals shall be installed in permanent recorded easements.

2. Existing Mobile Home Parks

- a. All upgrades to existing MHP services shall be in compliance with current Utility construction standards.
- b. In the instance of a Utility owned meter being beyond the point of service, it shall be the customer's responsibility to ensure that Class A voltage is delivered to the Utility owned meter.

Section V - Metering

1. General

- a. The Utility's tariff, rate schedule and the NEC require the delivery of each type and class of electrical service through one meter to one customer at one location.
- b. Customers are not authorized to relocate any meter belonging to the Utility or interfere in any way with the meter, its connections, or operation. This shall include removal or tampering with meter seals.
- c. All metering equipment must be installed outdoors at a location that is readily accessible to Utility employees.
- d. All metering equipment shall be accessible and shall not be installed over window wells, under stairways, under decks, inside enclosed porches, behind doors, or in other unsafe locations.
- e. The meter and metering equipment shall be at least 36" horizontally from a gas meter.
- f. Minimum space shall be maintained in front of all metering in accordance with the NEC
- g. The Customer shall consult with the Utility to find the best location for the meter that will facilitate meter reading, testing and replacement of meters.
- h. If a meter is made inaccessible by the installation of a fence, enclosure or other obstruction, the Customer shall, at their expense, move the meter to an accessible location approved by the Utility or remove the obstruction.
- i. All meter installations shall utilize the latest Utility metering technology. (i.e., AMI)

2. Meter Sockets

- a. Customer shall provide and install the meter socket for single phase service up to 320 amps. The meter socket shall have a main breaker built into the assembly.
- b. Customer shall purchase from the City of Gillette Warehouse and install meter sockets for single or three phase services 400 amps and above.
- c. Ringed or ringless meter socket types shall be permitted.

3. Mounting of Meter Sockets

- a. The meter shall have a mounting height such that the center of the meter is not less than 4' or more than 5' above the Final Established Grade immediately in front of the meter location.
- b. Meter sockets must be plumb and level in all directions and securely mounted to a rigid structure.
- c. Meter sockets mounted on a building must be secured to wall studs. Where it is not possible to mount to wall studs, blocking between wall studs of at least two 2x4's shall be used.
- d. Conductors shall be securely fastened to their respective terminals and must be installed in a manner that will not interfere with the installation of the meter cover.
- e. Metering equipment shall not be installed on or in Utility owned transformers.
- f. Installation of finish surfaces (i.e., siding, brick, etc.) shall not interfere with the use of the factory knock-outs.

4. Instrument Rated Metering

- a. This type of metering applies to services 400 amps and above single phase and 400 amps and above three phase.

- b. The Utility shall provide the current transformers to the Customer for all instrument rated services.
- c. The Customer shall provide and install an enclosure to house the current transformers.
- d. Minimum size required for current transformer enclosure shall be:
 - o 36" x 36" x 8" for three phase services 400 amps and above
 - o 24" x 24" x 8" for single phase services 400 amps and above.
- e. A larger size current transformer enclosure may be substituted if determined by the Customer's electrical professional.
- f. The Utility shall provide only window type current transformers. Customer provided current transformer enclosure shall accept only window type current transformers.
- g. Current transformers shall not be installed in Customer owned indoor switch gear.
- h. Current transformers must be installed outdoors at a location that is readily accessible to Utility employees.
- i. Current transformers shall not be installed in Utility owned transformers.
- j. Meter sockets shall not be installed on Utility owned transformers.
- k. The Utility shall be responsible for meter circuit wiring of all instrument rated meter installations.

5. Utility Approved Current Transformer Enclosure Alternatives

- a. Alternative 1:
 - o The Customer shall provide a transition cabinet rated for the service. Customer shall install Utility provided current transformers over the bus inside the transition cabinet. Customer shall install the meter socket purchased from the Utility on the transition cabinet.
 - o The utility shall be responsible for meter circuit wiring within the transition cabinet.
- b. Alternative 2:
 - o The Customer shall provide outdoor rated switchgear with a Utility compartment included to house Utility provided current transformers. Customer shall install the meter socket purchased from the Utility on the outside of the Customer provided outdoor rated switchgear.
 - o The utility shall be responsible for meter circuit wiring within the outdoor rated switchgear.

Appendix 1

Standard Drawings

- Typical Trenching Detail
- Secondary Pedestal Installation
- Drive Over Secondary Pedestal Installation
- Single Phase Fiberglass Transformer Pad
- Three Phase Fiberglass 20' Transformer Pad
- Nordic Junction Box Ground Installation
- Switch Cabinet Base Installation
- Pad Mounted Equipment Clearances
- Equipment Placement – Front Lot Lines
- Equipment Placement – Rear Lot Lines
- Fire Hydrant Clearances
- Street Light Detail - Direct Bury – Residential
- Street Light & Foundation Detail – Highway
- Street Light & Foundation Detail – Shakespeare Acorn
- Typical Bollard Detail
- Meter Socket Installation
- CT Can Installation

Appendix 2

Available Fault Current Data

Approximate Available Fault Current Tables

Single Phase	Voltage		Bay-O-Net	
	kVA	120/240V	240/480V	Manufacturer
10	4.8 kA	2.4 kA	Cooper	C04
15	6.0 kA	3.0 kA	Cooper	C04
25	10.0 kA	5.0 kA	Cooper	C04
37.5	12.8 kA	6.4 kA	Cooper	C04
50	18.4 kA	9.2 kA	Cooper	C04
75	29.9 kA	15.0 kA	Cooper	C06
100	36.9 kA	18.4 kA	Cooper	C08
167	61.6 kA	30.8 kA	Cooper	C10

Three Phase	Voltage		Bay-O-Net	
	kVA	120/208V	277/480V	Manufacturer
45	9.0 kA	3.0 kA	Cooper	C04
75	21.8 kA	7.4 kA	Cooper	C04
112.5	25.7 kA	11.1 kA	Cooper	C04
150	43.5 kA	18.9 kA	Cooper	C06
225	51.3 kA	25.9 kA	Cooper	C06
300	63.8 kA	31.9 kA	Cooper	C08
500	88.7 kA	38.4 kA	Cooper	C10
750	44.3 kA	21.6 kA	Cooper	C12
1000	59.1 kA	24.7 kA	Cooper	C12
1500	90.3 kA	38.4 kA	Cooper	C14
2500	137.6 kA	59.6 kA	Cooper	C16

Fault currents shown are approximations for estimating purposes only. Values shown are at the secondary connections of transformers. Some values may vary significantly from those shown. As transformers may be replaced, source and transformer impedances shall not be provided. Customers requiring more detail information should contact the City of Gillette's Electrical Services Division at (307) 686-5277.

Appendix 3

Net Metering

This rate is applicable for electrical customer owned parallel generation facilities of less than 25 kW. Generation equipment will be designed to be compatible with the characteristics of the service that the customer receives from the utility.

For each month, the City will record both the energy delivered to the customer and the energy received from the customer. If the energy delivered to the customer is greater than the energy received from the customer, the customer will be billed for the difference under the rate applicable to that electrical customer.

If the energy delivered by the City electrical system is less than the energy received from the customer, the customer will not be billed for energy in that billing period and the surplus energy will be carried forward to the next billing period. In the first billing period of each year, if the customer's account has a credit for energy received from that customer, the customer will be compensated for the surplus at a rate not less than the City's average avoided cost for energy for the previous calendar year.

The City will supply and install an electric meter that will record the power flow delivered to the customer and received from the customer. The customer will supply all other equipment needed to ensure operation of customer owned generation. A separate lockable disconnect is required for all service applicable to this rate. The disconnect shall be accessible to City electrical utility personnel at all times.

The customer will install and maintain a separate disconnecting means for the generator(s). This disconnect shall be located where it is accessible to City electrical utility personnel. The disconnect shall have provisions to be padlocked in the open position and provisions to allow its use in the Utility's energy control plans. The disconnect shall be labeled. If the generator disconnect is not located within sight of the utility supply disconnect, a plaque showing the location of all disconnects shall be placed by each disconnect serving the facility.

The Customer will maintain a Power Factor for the generation equipment between .9 leading and .9 lagging at all times. For purposes of this requirement, the Power Factor for the generator will be measured at the generation disconnect. If the customer fails to maintain the Power Factor within this range, the City may require the customer to disconnect the generation equipment from interconnection with the City's system until the customer can demonstrate compliance.

The Customer is responsible for compliance with all applicable codes and standards, including but not limited to the National Electrical Code, the National Electric Safety Code, IEEE standard 1547 and the City of Gillette's Electrical Distribution Standards. The Electrical Services Division will review the generation equipment and its installation to ensure that it will be compatible with the City electrical distribution system and their approval is required before the generation equipment shall be connected to the City electrical distribution system and energized. The Customer will allow utility access to the generator's disconnecting means to allow utility staff to perform measurements to independently verify compliance with the above referenced codes and standards. In accordance with IEEE Standard 1547, the generation equipment shall automatically

disconnect from the utility's system in the event of loss of utility supply to the customer's meter. (Ord. 3745, 12-19-2011)

Appendix 4

Capital Contribution Fee

Anyone who requires connection to the City of Gillette’s electrical distribution system shall pay a Capital Contribution Fee. This Capital Contribution Fee is intended to be a contribution to the capital cost of providing electrical distribution services. In the case of an expansion of an existing service, the Capital Contribution Fee shall only be for the amount by which the service is expanded from the existing service. The amount of the Capital Contribution Fee shall be adjusted by the City of Gillette from time to time, taking into account the current cost of material, equipment, labor and overhead expenses. In case of multiple services per building, the service entrance size shall be based on total service disconnect sizing. The Capital Contribution Fee is based on the total service disconnect size.

All Capital Contribution Fees shall be paid prior to the issuance of a Building Permit for this project or an Electrical permit if no Building Permit is issued. Capital Contribution Fees may not be transferred and may not be paid by Plant Investment Fee Credits. (Ord. 3497, 7-2-2007; Ord. 3538, 3-3-2008).

Electrical Utility System Service Size Capital Contribution Schedule

Service Size	Voltage	Fee for each 100 amps of service or part thereof
Single Phase	120/240	\$175.00
	120/208	\$180.00
Three Phase	120/208	\$315.00
	277/480	\$727.00

Electrical Line Extension Policy



Adopted by City Ordinance No. 3911 on January 17, 2017

City of Gillette - Electrical Services Division
611 N. Exchange Avenue
Gillette, WY 82716

TELEPHONE: (307)686-5277
FAX: (307)686-6564
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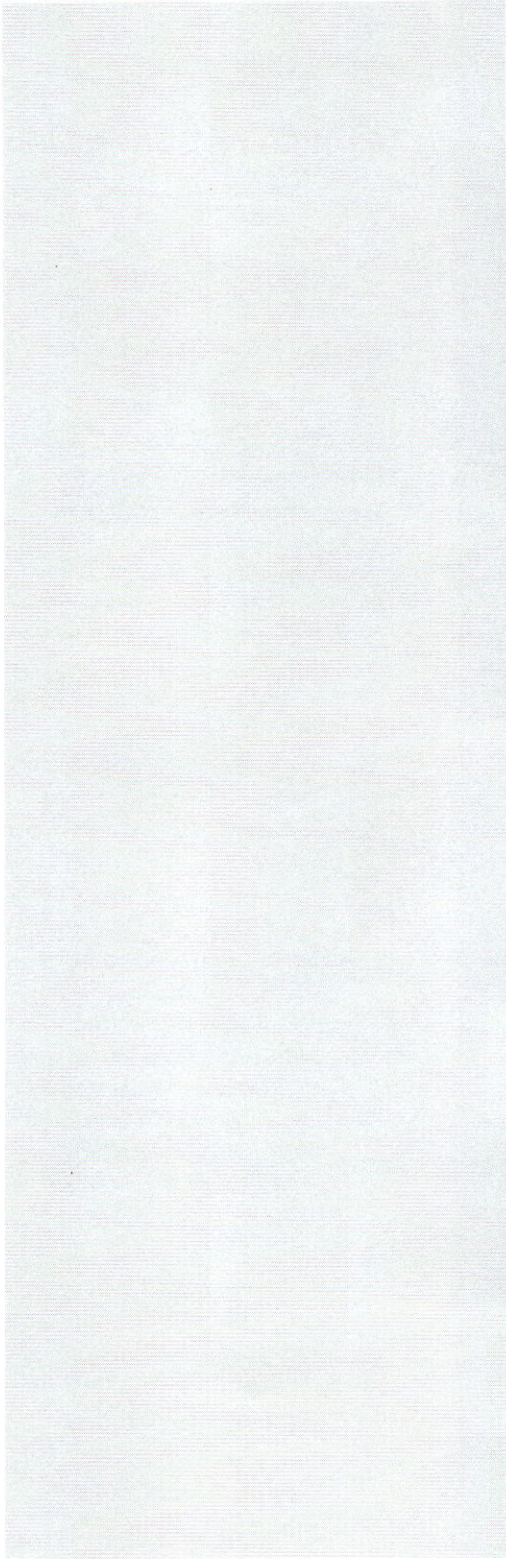
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Section I - General Information

General Additions:

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Purpose

These standards have been prepared for the design and extension of the City's electrical distribution and service line system. It will set forth requirements, obligations and financial responsibilities for the Utility and the Customer. The City of Gillette Electrical Engineering Division will be responsible for all designs that affect the extension or modification of the electrical distribution and service line system. The City of Gillette encourages all customers in need of assistance to contact the City of Gillette Electrical Engineering Division at 307-686-5277.

Definitions

- Utility: The responsible department within the City of Gillette acting in its capacity to serve the citizens of Gillette electric power.
- Customer: Citizen or entity requiring electrical service. This may be a developer, contractor or the actual end user.
- Distribution System: Shall be that portion of the electrical utility infrastructure that serves more than one customer or distributes primary voltage.
- Service Line System: Shall be that portion of the utility or customer infrastructure that serves customer(s) or distributes secondary voltage.
- NEC: Current edition of the National Electric Code as adopted by the City of Gillette.
- NESC: Current edition of the National Electric Safety Code.
- Point of Service: Shall be the point where the customer owned equipment attaches to the utilities owned equipment. The exact point of service will be defined in these standards. All designs, installation and costs are past the point of service are the customer's responsibility.
- Final Established Grade: Shall be the staked elevation determined by a licensed Land Surveyor.
- IEEE-SI Electrical units will be used for abbreviations
- Nominal primary voltage: 25kV
- Nominal secondary voltage: Single Phase 120/240V, 120/208V. Three Phase 120/208V, 277/480V.
- Class A voltage: ±5% of nominal secondary voltage

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City of Gillette – Contact Information

Electrical Engineering Division

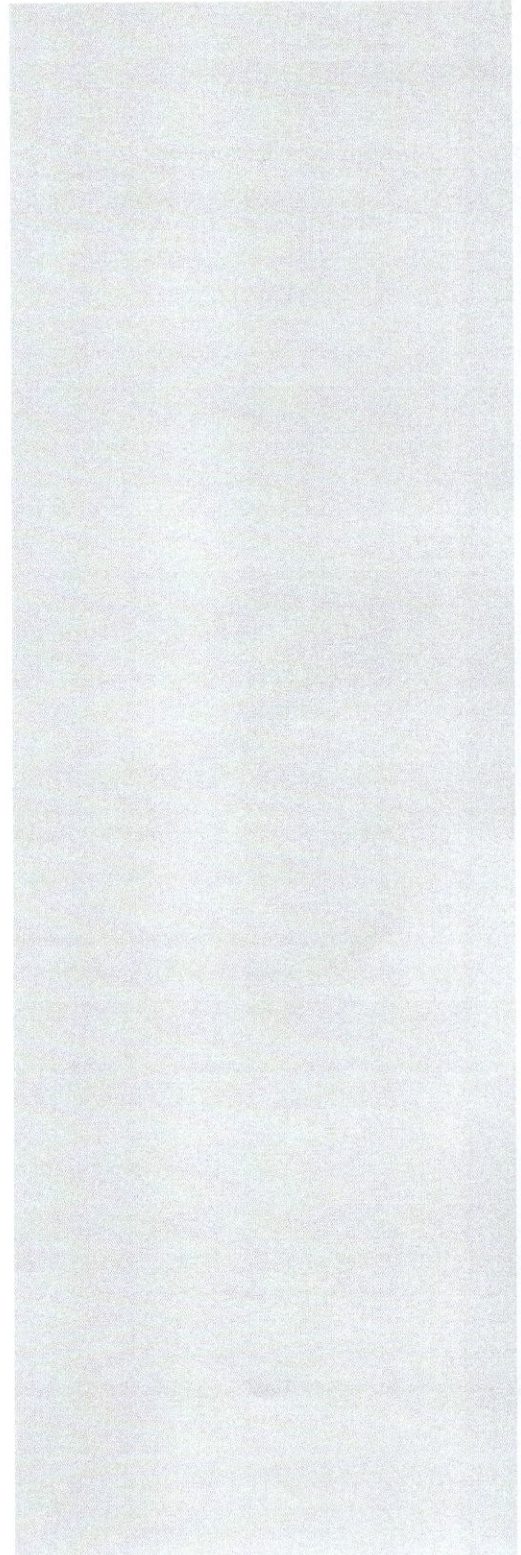
611 N Exchange Ave

Gillette, WY 82716
307-686-5277 (Main Office)
307-687-2530 (Field Inspection)
eeprojects@gillettewy.gov

City of Gillette Central Warehouse
800 N Burma Ave
Gillette, WY 82716
307-686-5263 (Main Office)

Planning Division
201 E 5th Street, 2nd Floor
Gillette, WY 82716
307-686-5281 (Main Office)

Building Inspection
201 E 5th Street, 2nd Floor
Gillette, WY 82716
307-686-5260 (Main Office)



Applicable Regulations

- NEC: All new, remodeled, or modified construction requiring electrical service within the City of Gillette shall conform to applicable provisions of the NEC.
- NESC: All extensions of the City's electrical distribution system shall be installed to meet the minimum requirements of the NESC.
- City of Gillette Code: All new, remodeled, or modified construction requiring electrical service within the City of Gillette shall conform to applicable provisions of the City of Gillette Code.
- City of Gillette Standard Construction Specifications: All extensions and modifications of the City's electrical distribution system shall be installed following the latest version of the City of Gillette Standard Construction Specifications (i.e., warranty, safety, etc.).
- Conflicts in Regulations: These standards are issued with the intent of complying with all applicable codes, ordinances, and standards; however, in the case of a conflict, the most stringent code, ordinance, or standard will supersede. If there is a conflict between the applicable regulations contact the City of Gillette Electrical Engineering Division for clarification.

Application for Electrical Distribution System Extension

- All electrical service system extensions or upgrades require an application submitted through the Planning Division.
- It is also important that the Electrical Engineering Division be provided as much information as early as possible so all provisions required by the customer can be met.

Application for Electrical Service Line System Extension

- All electrical service line system extensions or upgrades require an ~~application permit~~ submitted through Building Inspection ~~or the Planning Division.~~
- ~~It is also important that the Electrical Engineering Division be provided as much information as early as possible so all provisions required by the customer can be met.~~
- All new services or modifications of existing services shall be coordinated with the Electrical Engineering Division.

Permitting, Inspection and Acceptance

- Electrical Permits: service line extensions and upgrades are under NEC jurisdiction and permits shall be obtained from Building Inspection.
- Electrical Permit to Construct: prior to the installation of any portion of the electrical distribution system, the customer shall obtain an "Electrical Permit to Construct" from the Electrical Engineering Division. This permit shall be required for the release of City material issued from the City's Warehouse.
- ~~Electrical Service System Inspection: All new or upgraded services lines shall be inspected by an Electrical Engineering Division representative prior to the acceptance of the installation. Call the Electrical Engineering field inspection line to schedule necessary inspections. inspected by Building Inspection.~~

- Electrical Service Line Extension Acceptance: Building Inspection shall issue a “green tag” when all aspects of the service have been installed to meet the NEC. The Electrical Services Division will be notified that the service has passed inspection and is ready for connection to the Utility System.
- Electrical Distribution System Inspection: All installations or modifications on the electrical distribution system shall be inspected by an Electrical Engineering Division representative prior to the acceptance of the installation. Call the Electrical Engineering field inspection line to schedule necessary inspections.
- Electrical Distribution Extension Acceptance: The customer must submit compaction test results and any other data relevant to the installation of the distribution system as required by the Electrical Engineering Division. A final inspection will be completed by the Electrical Engineering Division with the customer to ensure all design criteria have been met.
- Variations to Design: -When conditions are encountered during construction which require changes to the provided system design, changes shall be approved by an Electrical Engineering Division representative.
- After project acceptance, the Distribution Extension will be completed by the Electrical Services Division.

Customer Equipment Compatibility & Protection

- The Customer’s electrical equipment and devices are required to have characteristics such that the Utility’s distribution system is efficiently utilized and shall not interfere with the Utility’s service or power quality to other customers (i.e. harmonics, power factor, etc.).
- The Utility reserves the right to inspect and test any equipment connected to its distribution system and to require any information necessary to determine the operational characteristics of the equipment.
- The Customer’s equipment shall be designed to perform adequately within the standard voltage ranges and frequency provided on the Utility System.
- Prior to the installation of any large, motorized equipment over 75 horsepower, the Customer shall submit specifications to the Utility regarding this equipment.
- Prior to the installation of sensitive computerized equipment, the Customer shall submit specifications to the Utility regarding this equipment (this does not pertain to normal household appliances or personal computers).
- Electric Service provided by the Utility may be subject to voltage disturbances which will not normally affect the performance of typical electrical equipment; however, voltage sensitive equipment may be impacted by these voltage disturbances. It is the Customer’s responsibility to provide power conditioning devices necessary for protection of their equipment.
- Electric Service provided by the Utility may be subject to a “loss of phase” type of disturbance. It is the Customers responsibility to provide protective devices for their equipment.

Easements

- All utility owned equipment, excepting with the exception of the customer’s service line, shall be installed in a recorded easement, platted easement or in a dedicated right-of-way.

- It is the customer's responsibility to provide all required easements to the Utility at no cost. ~~All required easements shall be recorded at the Campbell County Clerk's office. Documentation of this recorded easement must be provided to the Electrical Engineering Division. All required easements shall be provided to Electrical Engineering and verified prior to the Utility providing service to the customer. customer receiving a Certificate of Occupancy.~~
- Minimum width of easements shall be ten (10) feet ~~unless otherwise determined by the Electrical Engineering Division. with the exception of a street light circuit secondary voltage circuits which may be five (5) feet. Larger easements may be required if determined by the Electrical Engineering Division.~~
- Access & Right of Way
- The Customer shall grant free access to the customer's premises for the Utility to complete all projects and to maintain continuity of service, ~~at times this may be without notice.~~

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Section II - Distribution Systems

General Information

- The Utility will provide electrical capacity to new developments for all electrical distribution system extensions. Distribution capacity up to 1MW will be provided, capacity over 1MW and its shared cost will be evaluated on a case-by-case basis.
- All electrical distribution system extensions will be designed by the Electrical Engineering Division and installed underground.
- All electrical underground distribution system extensions shall be installed in conduit.
- The Customer responsibilities for new developments are outlined in the section titled 'Customer Responsibilities'.
- The Utility responsibilities for new developments are outlined in the section titled 'Utility Responsibilities'.
- The Customer shall be responsible for notifying affected property owners prior to the beginning of construction.
- Any exceptions to the Utility design shall be approved by the Electrical Engineering Division and paid for by the customer including all design, material, Utility labor and Utility equipment costs.
- Trenches 8" and less in width shall follow the City of Gillette Standard Construction Specifications Section 16000.
- Trenches larger than 8" in width shall follow City of Gillette Standard Construction Specifications Section 02220.
- Backfill and compaction of trenches larger than 8" in width shall follow City of Gillette Standard Construction Specifications Section 02225.
- Seeding and surface restoration shall follow City of Gillette Standard Construction Specifications Section 02900.
- As a utility, we maintain a looped Distribution System to maintain reliability. The Customer shall be required to extend conduit to adjacent properties(s) according to Utility Design.

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- New residential developments shall have all equipment installed in the front of lots, unless otherwise approved by Electrical Engineering.
- It is the Utility's responsibility to deliver Class A voltage to a Utility owned meter.
- In the instance of a Utility owned meter being beyond the point of service, it shall be the customer's responsibility to ensure that Class A voltage is delivered to the Utility owned meter.
- There shall be no decorations on Utility owned electrical equipment. Examples include painting, decorative stickers, signage, etc.
- There shall be no customer building on or over Utility owned electrical equipment.

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Distribution System Upgrades

- Customers may request modifications of the system to the Electrical Engineering Division.
- The Customer will be responsible for all costs associated with the requested modifications including Utility labor, vehicle and equipment costs.
- City will provide transformers up to 1MW. Anything exceeding 1MW will be evaluated on a case-by-case basis.

Distribution System Extensions

Customer Responsibilities

- Customer shall provide and install per project design:
 - Trench to required depth
 - Backfill and compact trench
 - Required conduit
 - Ground rods
 - Street light conductors and connectors
 - Compaction test(s), as required
 - Other components, as required
 - Conduit extension to adjacent property(ies).
- Customer shall purchase from the City of Gillette Warehouse and install:
 - Equipment pads
 - Primary junction boxes
 - Secondary pedestals
 - Street light pedestals, poles, luminaires and photo eyes
 - Other components, as required
- Customer shall be invoiced from the Utility:
 - Primary cable
 - Secondary conductors
 - Grounding wire
 - Terminations and connectors
 - Other components, as required

Utility Responsibilities

- Utility shall provide and install the following:
 - Project design and inspection
 - All transformers [up to 1MW](#) and switch cabinets within the development
 - Labor to install conductors, components and connectors
 - Equipment and vehicles associated with the installation of distribution system extensions

Conduit Specifications

- PVC conduit shall be schedule 40 grade.
- P.E. conduit shall be SDR 13.5. (Note: only Utility approved connectors shall be used when transitioning from P.E. conduit to any other type of conduit.)
- [Horizontal sweeps shall be 48" radius GRC \(Galvanized Rigid Conduit\) conduit for primary cable installations.](#)
- [Any transition from GRC to PE or PVC conduit shall have only approved connectors per specs](#)
- [Acceptable conduit sizes are: 1", 2", 2.5", 4", and 6"](#)
- All sweeps shall be [a standard factory 90 degree 24" radius 2.5" PVC conduit, for secondary conductor,](#)
- All sweeps shall be 12" radius 1" PVC conduit for street light conduit.
- Sweeps shall be 24" inch radius GRC with 10' length of GRC attached horizontally for primary voltage junction boxes and transformer box pads.
- [Conduit into primary voltage vaults shall be installed into the provided knockouts of the vault. Exception; as approved by the Electrical Engineering Division, a 24" GRC sweep with a 10' length of GRC conduit may be used in place of primary vault knockouts.](#)
- The following sizes of conduit shall be required for the corresponding installations:
 - Three-Phase primary - 4/0 cable: 6" conduit
 - Three-Phase primary - 1/0 cable: 4" conduit
 - Single-Phase primary - 1/0 cable: 2.5" conduit
 - [Secondary distribution - 350 mcm triplex cable in 2.5" conduit](#)
 - [Secondary distribution - 350 mcm quad in 4" conduit](#)
 - [Secondary distribution - 4/0 triplex in cable 2.5" conduit](#)
 - [Secondary distribution - 4/0 quad in 4" conduit](#)
 - Service runs: [minimum 2" conduit](#) (depending on service size)
 - Street Lighting circuits: 1" conduit

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Conduit Installation

- All trenching and backfill shall be in accordance with the latest edition of the City of Gillette Standard Construction Specifications.
- All conduit installed by the Customer shall be inspected by the Utility after installation and prior to backfill.
- Conduit for primary voltage cable shall be installed with a minimum of 48 inches of cover based on the Final Established Grade.

- Conduit for secondary voltage cable shall be installed with a minimum of 24 inches of cover based on the Final Established Grade.
- All conduit systems shall have a nylon pull string with a minimum tensile strength of 200 pounds installed. The pull string shall not be installed prior to the complete conduit system being installed. The Utility shall be contacted by the Customer prior to the installation of pull string
- Quality of conduit installation must be proofed using a rigid foam mouse while installing string.

Riser Poles

- The Customer shall furnish all conduit material necessary, including conduit straps, for the Utility to construct the riser. The first 10 feet above the ground line on all risers shall be GRC, the remaining conduit for the riser shall be schedule 40 PVC. This includes both primary and secondary voltage risers.
- A weather head shall be provided by the Customer for all secondary riser applications.

Primary Voltage Junction Boxes and Switch Cabinet Bases

- The Customer shall provide excavation, backfill, compaction and installation of junction boxes and switch bases
- Compaction testing shall be in accordance with the latest version of the City of Gillette Standard Construction Specifications.
- The Customer shall have a minimum of one compaction test over the compacted trench at all equipment pad and junction box locations. Additional compaction tests may be required at the discretion of Electrical Engineering.
- The top of all conduit risers sweeps shall not extend more than 4" above the bottom of the ground sleeve. Sweeps shall not be cut off without prior approval of Electrical Engineering.
- Extreme caution must be exercised during compaction so as not to damage or deform the ground sleeve or junction box during construction, wheel compaction using a backhoe or trencher shall not be permitted.
- Drawings will be provided to the Customer with the detailed Electrical Engineering design for conduit and ground rod(s) placement in equipment pads/bases.
- All installed equipment pads shall be a minimum of 45' from fire hydrants.
- Gravel shall be installed in the bottom of equipment. Consisting of 1-1/2" minus crushed limestone, at a depth of 4".
- Burial depth of equipment to be determined in the field by Electrical Engineering based on the Final Established Grade.

Transformer Pads

- The Customer shall provide excavation, backfill, compaction and installation of transformer pads.
- Compaction testing shall be in accordance with the latest version of the City of Gillette Standard Construction Specifications.

- The Customer shall have a minimum of one compaction test over the compacted trench at equipment pad location. Additional compaction tests may be required at the discretion of Electrical Engineering.
- The Customer may incorporate the transformer pad as an integral portion of a total equipment pad with the approval of the Electrical Engineering Division.
- Transformer pads shall be located a minimum of 3' from any obstructions on the sides and the back. The front of the transformer will require a minimum of 10' of unobstructed area.
- Drawings will be provided to the Customer with the detailed Electrical Engineering design for conduit and ground rod placement in transformer pads.
- All installed transformer pads shall be a minimum of 4' 5' from fire hydrants.
- The top of transformer pads shall be installed at 6" above the Final Established Grade.

Utility Equipment Protection

- Bollards, when required by Electrical Engineering, shall be provided and installed by Customer for utility equipment to protect from physical harm.
- A standard drawing for bollards will be provided with the detailed Electrical Engineering design.

Secondary Voltage Pedestals

- Adequate compaction at each pedestal location shall be completed by the Customer.
- All Pedestals shall be above ground style and installed so the locking mechanism is above 4" above Final Established Grade as per engineered drawings, with the exception of installation in concrete or asphalt.
- Pedestals installed in concrete or asphalt shall be set flush with the top of the surface and shall be incidental drive over rated.
- Drawings will be provided to the Customer with the detailed Electrical Engineering design for conduit placement.

Street Lights

- Drawings will be provided to the Customer with the detailed Electrical Engineering design for street light and pedestal locations, conduit size and route, and conductor size and type.
- All street light poles shall be installed such that centerline of the pole is plumb.
- Customer shall compact soil around the pole as it is backfilled to ensure it remains plumb.
- Street light foundation design shall be provided by the Electrical Engineering Division.
- Any Sonotube used to install street light bases shall be removed from the concrete base on the portion above ground.

Joint Use of Trench

- Dry utility conduits and cables may be placed in the same trench with the Utility conduits and cables.
- In a joint use trench, a minimum of 12" of vertical separation shall be maintained between conduits owned by the Utility and any other installed conduit owned by another entity.

- Non wire utilities such as gas, water and sewer shall not be installed in a joint trench with electrical and communication conduits.
- There shall be a 3' radial clearance between electric and Gas lines, shall have a minimum 2' radial clearance from dry utilities.

Surface Restoration

- After installation is complete, the Customer is responsible for all surface restoration within their development and any other areas of disturbance associated with their project.

Section III - Customer Service Line Extension

General:

Payment for Distribution System invoices shall be paid in full before obtaining Certificate of Occupancy and/or Power being delivered.

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General Information

- Trenches 8" and less in width shall follow the City of Gillette Standard Construction Specifications Section 16000.
- Trenches larger than 8" in width shall follow City of Gillette Standard Construction Specifications Section 02220.
- Backfill and compaction of trenches larger than 8" in width shall follow City of Gillette Standard Construction Specifications Section 02225.
- Seeding and surface restoration shall follow City of Gillette Standard Construction Specifications Section 02900.
- All service lines shall reside on their respective lot or in an electrical easement.

Utility Provided Service Line

- The Utility shall provide and install one single phase residential service up to 320 amps per lot.
- The route of the service line shall be mutually agreed upon between the Customer and the Utility.
- The route shall be as short as practical and shall avoid all obstructions.
- No permanent structure shall be constructed over any Utility owned electrical line
- The Point of Service for all underground service lines shall be the line side of the Customer owned meter socket.
- The Point of Service for all overhead service lines shall be the connections at the weather head.
- All overhead service lines shall properly anchored. No screw in house knobs or eye screws allowed.
- The Customer shall provide and install the appropriate size meter base with a main breaker built in for single phase services.
- The Utility shall consult with the Customer to determine a mutually agreed upon location of the Customer owned meter socket.

- The Customer shall provide the Utility access at all times as may be required for maintenance or service restoration, ~~at times this may be without notice.~~
- The Customer is responsible for all permit fees and Capital Contribution Fees at the time of obtaining a permit from the Building Inspection Division.
- At its discretion, the Utility may elect to install an overhead service within an overhead service area.

Customer Provided Residential Underground Service Line—Underground

- The Customer is responsible for service ~~400-amp service and above 320 amps in size~~ for single phase residential service.
- ~~Access and availability for residential 3 phase service is extremely limited and at the discretion of Electrical Engineering.~~
- The Customer is responsible for all three phase services and ~~self-contained~~ meter bases.

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Customer Provided Commercial and Industrial Underground Service Line

- ~~Services 200 amps and below shall be installed to Utility design by the customer and maintained by the Utility for lots with only one service.~~
- ~~All services 320 amps and above shall be installed per NEC requirements and maintained by the Customer.~~
- ~~An address with multiple suites shall have individual Utility-owned meters.~~
- The Customer shall install the ~~three-phase~~ meter base along with an NEC approved disconnect.
- The Point of Service for all Customer owned services shall be the secondary connections at the Utility transformer or secondary pedestal, as determined by Electrical Engineering.
- The Customer shall provide the Utility access at all times as may be required for maintenance or service restoration.
- ~~Service above 320 amps single phase and all three phase services shall be under the jurisdiction of the City of Gillette Building Inspection Division and shall be installed to NEC.~~
- The Customer is responsible for permit fees and Capital Contribution Fees at the time of obtaining a permit from the Building Inspection Division.

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Service Line Upgrades, Modifications & Relocations

- All service line upgrades, modifications or relocations are the Customer's responsibility and shall be coordinated through Electrical Engineering.
- The Customer is responsible for permit fees and any additional Capital Contribution Fees at the time of obtaining a permit from the Building Inspection Division.

Multiple Services per Lot

- The Customer is responsible for all services for lots with more than one meter (i.e. a strip mall, fourplex or larger apartment buildings).
- The Point of Service for all Customer owned services shall be the secondary connections at the Utility transformer or secondary pedestal, as determined by Electrical Engineering.

- Any project requiring more than 6 meter/disconnects shall be installed to meet NEC and be inspected and approved by the City of Gillette Building Inspection Division.
- [All communication towers will be installed with a multi-gang meter base.](#)

Disconnection & Reconnection of Service

- Only authorized Utility employees shall make connections or disconnections for all electric services.

Temporary Service

- The Customer is responsible for all costs to install temporary service(s) to the Utility point of service.
- [A location usable throughout the construction period shall be selected.](#)
- [The Customer shall be responsible for stubbing into Utility equipment, as well as all removal and restoration.](#)
- Should relocation become necessary, it shall be treated as a separate temporary service and require an additional fee.
- Temporary service for construction sites shall be located such that the meter is protected from physical damage.
- Permit for temporary service shall be obtained from Building Inspection.
- An account for temporary service shall be opened with Customer Service.
- Customer shall pay the current temporary service fee(s) to Customer Service.

Section IV - Mobile Home Parks (MHP)

New Mobile Home Parks

- The Customer shall install electrical systems in compliance with Utility construction standards following design provided by Electrical Engineering.
- The Customer shall install all service lines from transformer to meter pedestals.
- The Utility shall maintain service to each individual meter in the MHP. The point of service shall be the line side of the Customer owned meter pedestal.
- The Customer shall provide meter pedestals for each lot and this meter pedestal must comply with NEC.
- The Customer shall provide service from meter pedestal to the mobile home.
- The Customer owned meter pedestals and service line to the home shall be inspected by Building Inspection.
- The entire electrical system including meter pedestals shall be installed in permanent recorded easements.

Existing Mobile Home Parks

- All upgrades to existing MHP services shall be in compliance with current Utility construction standards.

- In the instance of a Utility owned meter being beyond the point of service, it shall be the customer's responsibility to ensure that Class A voltage is delivered to the Utility owned meter.

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Section V - Metering

General

- The Utility's tariff, rate schedule and the NEC require the delivery of each type and class of electrical service through one meter to one customer at one location.
- Customers are not authorized to relocate any meter belonging to the Utility or interfere in any way with the meter, its connections, or operation. This shall include removal or tampering with meter seals.
- ~~The meter~~ All metering equipment must be installed outdoors at a location that is readily accessible to Utility employees.
- ~~The meter~~ All metering equipment shall be accessible and shall not be installed over window wells, under stairways, under decks, inside enclosed porches, behind doors, or in other unsafe locations.
- The meter and metering equipment shall be at least 36" horizontally from a gas meter.
- Minimum space shall be maintained in front of all metering in accordance with the NEC
- The Customer shall consult with the Utility to find the best location for the meter that will facilitate meter reading, testing and replacement of meters.
- If a meter is made inaccessible by the installation of a fence, enclosure or other obstruction, the Customer shall, at their expense, move the meter to an accessible location approved by the Utility or remove the obstruction.
- All meter installations shall utilize the latest Utility metering technology. (i.e. AMI)

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Meter Sockets

- Customer shall provide and install the meter socket for single phase service up to 320 amps. The meter socket shall have a main breaker built into the assembly.
- Customer shall purchase from the City of Gillette Warehouse and install meter sockets for single or three phase services 400 amps and above.
- ~~Customer shall purchase from the City of Gillette Warehouse and install meter sockets for all three phase services.~~
- Ringed or ringless meter socket types shall be permitted.

Mounting of Meter Sockets

- The meter shall have a mounting height such that the center of the meter is not less than 4' or more than 5' above the Final Established Grade immediately in front of the meter location.
- Meter sockets must be plumb and level in all directions and securely mounted to a rigid structure.
- Meter sockets mounted on a building must be secured to wall studs. Where it is not possible to mount to wall studs, blocking between wall studs of at least two 2x4's shall be used.

- Conductors shall be securely fastened to their respective terminals and must be installed in a manner that will not interfere with the installation of the meter cover.
- Metering equipment shall not be installed on or in Utility owned transformers.
- Installation of finish surfaces (i.e. siding, brick, etc.) shall not interfere with the use of the factory knock-outs.

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Instrument Rated Metering

- This type of metering applies to services over 320-400 amps and above single phase and 320-400 amps and above three phase.
- The Utility shall provide the current transformers to the Customer for all instrument rated services.
- The Customer shall provide and install an enclosure to house the current transformers.
- Minimum size required for current transformer enclosure shall be:
 - 36" x 36" x 8" for three phase services over 200-400 amps and above
 - 24" x 24" x 8" for single phase services over 320-400 amps and above.
- A larger size current transformer enclosure may be substituted if determined by the Customer's electrical professional.
- The Utility shall provide only window type current transformers. Customer provided current transformer enclosure shall accept only window type current transformers.
- Current transformers shall not be installed in Customer owned indoor switch gear.
- Current transformers must be installed outdoors at a location that is readily accessible to Utility employees.
- Current transformers shall not be installed in Utility owned transformers.
- Meter sockets shall not be installed on Utility owned transformers.
- The Utility shall be responsible for meter circuit wiring of all instrument rated meter installations.

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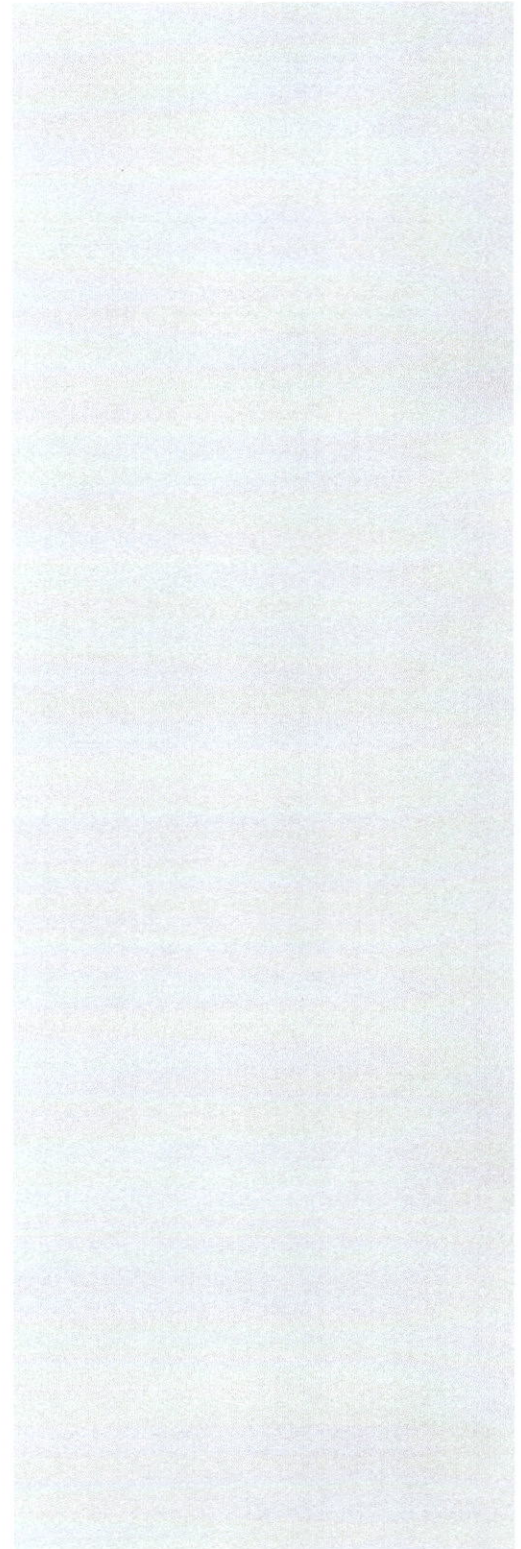
Utility Approved Current Transformer Enclosure Alternatives

- Alternative 1:
 - The Customer shall provide a transition cabinet rated for the service. Customer shall install Utility provided current transformers over the bus inside the transition cabinet. Customer shall install the meter socket purchased from the Utility on the transition cabinet.
 - The utility shall be responsible for meter circuit wiring within the transition cabinet.
- Alternative 2:
 - The Customer shall provide outdoor rated switchgear with a Utility compartment included to house Utility provided current transformers. Customer shall install the meter socket purchased from the Utility on the outside of the Customer provided outdoor rated switchgear.
 - The utility shall be responsible for meter circuit wiring within the outdoor rated switchgear.

Appendix 1

Standard Drawings

- Typical Trenching Detail
- Secondary Pedestal Installation
- Drive Over Secondary Pedestal Installation
- Single Phase Fiberglass Transformer Pad
- Three Phase Fiberglass 20" Transformer Pad
- Nordic Junction Box Ground Installation
- Switch Cabinet Base Installation
- Pad Mounted Equipment Clearances
- Equipment Placement – Front Lot Lines
- Equipment Placement – Rear Lot Lines
- Fire Hydrant Clearances
- Street Light Detail - Direct Bury – Residential
- Street Light & Foundation Detail – Highway
- Street Light & Foundation Detail – Shakespeare Acorn
- Typical Bollard Detail
- Meter Socket Installation
- CT Can Installation



Appendix 2 OLD VERSION. PDF CONTAINS UPDATED

Available Fault Current Data

Approximate Available Fault Current Tables

Single Phase	Voltage		Bay-O-Net	
	kVA	120/240V	240/480V	Manufacturer
10	4.8 kA	2.4 kA	Cooper	C04
15	6.0 kA	3.0 kA	Cooper	C04
25	10.0 kA	5.0 kA	Cooper	C04
37.5	12.8 kA	6.4 kA	Cooper	C04
50	18.4 kA	9.2 kA	Cooper	C04
75	29.9 kA	15.0 kA	Cooper	C06
100	36.9 kA	18.4 kA	Cooper	C08
167	61.6 kA	30.8 kA	Cooper	C10

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Three Phase	Voltage		Bay-O-Net	
	kVA	120/208V	277/480V	Manufacturer
45	9.0 kA	3.0 kA	Cooper	C04
75	21.8 kA	7.4 kA	Cooper	C04
112.5	25.7 kA	11.1 kA	Cooper	C04
150	43.5 kA	18.9 kA	Cooper	C06
225	51.3 kA	25.9 kA	Cooper	C06
300	63.8 kA	31.9 kA	Cooper	C08
500	88.7 kA	38.4 kA	Cooper	C10
750	44.3 kA	21.6 kA	Cooper	C12
1000	59.1 kA	24.7 kA	Cooper	C12
1500	90.3 kA	38.4 kA	Cooper	C14
2500	137.6 kA	59.6 kA	Cooper	C16

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Fault currents shown are approximations for estimating purposes only. Values shown are at the secondary connections of transformers. Some values may vary significantly from those shown. [As transformers may be replaced, source and transformer impedances shall not be provided.](#) Customers requiring more detail information should contact the City of Gillette's Electrical Services Division at (307) 686-5277.

Appendix 3

Net Metering

This rate is applicable for electrical customer owned parallel generation facilities of less than 25 kW. Generation equipment will be designed to be compatible with the characteristics of the service that the customer receives from the utility.

For each month, the City will record both the energy delivered to the customer and the energy received from the customer. If the energy delivered to the customer is greater than the energy received from the customer, the customer will be billed for the difference under the rate applicable to that electrical customer.

If the energy delivered by the City electrical system is less than the energy received from the customer, the customer will not be billed for energy in that billing period and the surplus energy will be carried forward to the next billing period. In the first billing period of each year, if the customer's account has a credit for energy received from that customer, the customer will be compensated for the surplus at a rate not less than the City's average avoided cost for energy for the previous calendar year.

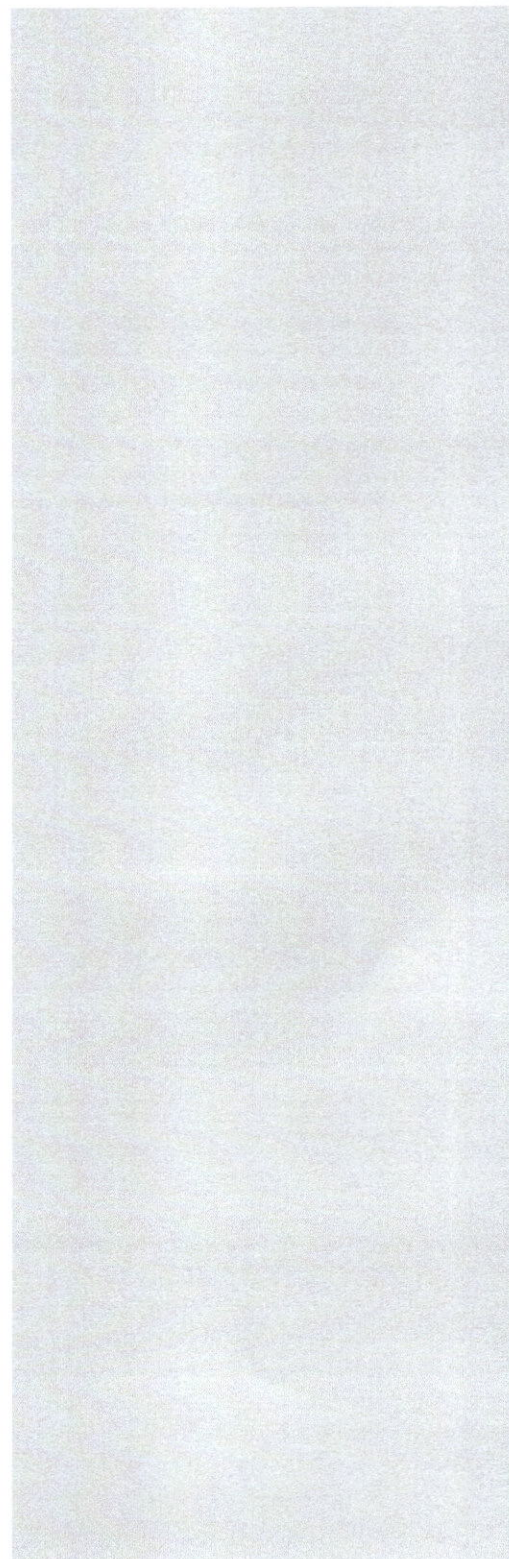
The City will supply and install an electric meter that will record the power flow delivered to the customer and received from the customer. The customer will supply all other equipment needed to ensure operation of customer owned generation. A separate lockable disconnect is required for all service applicable to this rate. The disconnect shall be accessible to City electrical utility personnel at all times.

The customer will install and maintain a separate disconnecting means for the generator(s). This disconnect shall be located where it is accessible to City electrical utility personnel. The disconnect shall have provisions to be padlocked in the open position and provisions to allow its use in the Utility's energy control plans. The disconnect shall be labeled. If the generator disconnect is not located within sight of the utility supply disconnect, a plaque showing the location of all disconnects shall be placed by each disconnect serving the facility.

The Customer will maintain a Power Factor for the generation equipment between .9 leading and .9 lagging at all times. For purposes of this requirement, the Power Factor for the generator will be measured at the generation disconnect. If the customer fails to maintain the Power Factor within this range, the City may require the customer to disconnect the generation equipment from interconnection with the City's system until the customer can demonstrate compliance.

The Customer is responsible for compliance with all applicable codes and standards, including but not limited to the National Electrical Code, the National Electric Safety Code, IEEE standard 1547 and the City of Gillette's Electrical Distribution Standards. The Electrical Services Division will review the generation equipment and its installation to ensure that it will be compatible with the City electrical distribution system and their approval is required before the generation equipment shall be connected to the City electrical distribution system and energized. The Customer will allow utility access to the generator's disconnecting means to allow utility staff to perform measurements to independently verify compliance with the above referenced

codes and standards. In accordance with IEEE Standard 1547, the generation equipment shall automatically disconnect from the utility's system in the event of loss of utility supply to the customer's meter. (Ord. 3745, 12-19-2011)



Appendix 4

Capital Contribution Fee

Anyone who requires connection to the City of Gillette's electrical distribution system shall pay a Capital Contribution Fee. This Capital Contribution Fee is intended to be a contribution to the capital cost of providing electrical distribution services. In the case of an expansion of an existing service, the Capital Contribution Fee shall only be for the amount by which the service is expanded from the existing service. The amount of the Capital Contribution Fee shall be adjusted by the City of Gillette from time to time, taking into account the current cost of material, equipment, labor and overhead expenses. In case of multiple services per building, the service entrance size shall be based on total service disconnect sizing. The Capital Contribution Fee is based on the total service disconnect size.

All Capital Contribution Fees shall be paid prior to the issuance of a Building Permit for this project or an Electrical permit if no Building Permit is issued. Capital Contribution Fees may not be transferred and may not be paid by Plant Investment Fee Credits. (Ord. 3497, 7-2-2007; Ord. 3538, 3-3-2008).

**Electrical Utility System Service Size
Capital Contribution Schedule**

Service Size	Voltage	Fee for each 100 amps of service or part thereof
Single Phase	120/240	\$175.00
	120/208	\$180.00
Three Phase	120/208	\$315.00
	277/480	\$727.00

Costs for service voltages other than those shown above will be calculated on a dollar per kVA basis by the Gillette Utility Department.



**CITY OF GILLETTE
CITY COUNCIL**

DATE: August 19, 2025

TITLE:

Bills and Claims

SUGGESTED ACTION:

I move that the bills and claims, excepting any and all conflict claims, be approved.

STAFF REFERENCE:

Michelle Henderson, Finance Director

ATTACHMENTS:

[Bills and Claims](#)

[Bills and Claims Prepaids](#)

[Wire Transfers](#)

Expenditure Approval Report
Check Approval Date of 08/19/2025



	Invoice Number	Invoice Description	Amount
001-GENERAL FUND			
00-UNDEFINED			
00-UNDEFINED			
4555-ATLAS OFFICE PRODUCTS			
	194257	OFFICE SUPPLY INVENTORY	22.51
	194258	OFFICE SUPPLY INVENTORY	987.23
	194259	OFFICE SUPPLY INVENTORY	1,437.55
	194260	OFFICE SUPPLY INVENTORY	465.45
	194261	OFFICE SUPPLY INVENTORY	77.76
	194262	OFFICE SUPPLY INVENTORY	134.88
	194263	OFFICE SUPPLY INVENTORY	119.95
		VENDOR TOTAL:	3,245.33
1511-NORCO INC			
	194303	OFFICE SUPPLY INVENTORY	299.95
	194305	OFFICE SUPPLY INVENTORY	671.09
	194307	OFFICE SUPPLY INVENTORY	518.91
	194308	OFFICE SUPPLY INVENTORY	113.58
	194309	OFFICE SUPPLY INVENTORY	358.74
	194311	OFFICE SUPPLY INVENTORY	211.84
	194312	OFFICE SUPPLY INVENTORY	214.25
		VENDOR TOTAL:	2,388.36
2437-STATE OF WYOMING OFFICE OF THE ATTORNEY GENERAL			
	194176	JULY 2025 OFFICER TRAINING FEES	35.00
		VENDOR TOTAL:	35.00
2300-WESTERN STATIONERS			
	194344	OFFICE SUPPLY INVENTORY	8.50
	194345	OFFICE SUPPLY INVENTORY	0.95
	194346	OFFICE SUPPLY INVENTORY	8.55
	194347	OFFICE SUPPLY INVENTORY	49.20
	194348	OFFICE SUPPLY INVENTORY	39.32

Expenditure Approval Report
Check Approval Date of 08/19/2025



	Invoice Number	Invoice Description	Amount
001-GENERAL FUND			
00-UNDEFINED			
00-UNDEFINED			
2300-WESTERN STATIONERS			
	194349	OFFICE SUPPLY INVENTORY	123.60
		VENDOR TOTAL:	230.12
		DIVISION TOTAL:	5,898.81
		DEPARTMENT TOTAL:	5,898.81

Expenditure Approval Report
Check Approval Date of 08/19/2025



	Invoice Number	Invoice Description	Amount
001-GENERAL FUND			
10-ADMINISTRATION			
02-ADMINISTRATION			
2431-WYOMING ASSOCIATION MUNICIPALITIES			
	194024	FALL WORKSHOP REGISTRATION - M COLE	125.00
		VENDOR TOTAL:	125.00
		DIVISION TOTAL:	125.00
04-SPECIAL PROJECTS			
1381-CITY OF GILLETTE			
	194355	ECSC OUTDOOR WORKOUT FACILITY	11,753.72
		VENDOR TOTAL:	11,753.72
1864-FIRST NATIONAL BANK OF GILLETTE			
	194220	ENZI PRACTICE FIELDS IMPROVEME	7,452.00
		VENDOR TOTAL:	7,452.00
4422-INTERSTATE ENGINEERING, INC			
	194228	CITY POOL RECONSTRUCTION	5,539.10
		VENDOR TOTAL:	5,539.10
1958-PCA ENGINEERING INC			
	194237	ENZI PRACTICE FIELD IMPROVEMEN	16,414.23
		VENDOR TOTAL:	16,414.23
2033-POWDER RIVER CONSTRUCTION			
	194219	ENZI PRACTICE FIELDS IMPROVEME	141,587.94
		VENDOR TOTAL:	141,587.94
2050-PRIME RIB RESTAURANT			
	194173	EMPLOYEE /FAMILY PICNIC	4,737.00
		VENDOR TOTAL:	4,737.00
5141-RON TURLEY ASSOCIATES INC			
	194094	FLEET ANALYSIS	26,043.00
		VENDOR TOTAL:	26,043.00
2212-VAN EWING CONSTRUCTION			
	194354	ECSC OUTDOOR WORKOUT FACILITY	223,320.62
		VENDOR TOTAL:	223,320.62
		DIVISION TOTAL:	436,847.61
		DEPARTMENT TOTAL:	436,972.61

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	Invoice Number	Invoice Description	Amount
001-GENERAL FUND			
15-ATTORNEY			
15-ATTORNEY			
2583-BEST BEST & KRIEGER LLP			
	194172	CHARTER RENEWAL	9,151.50
		VENDOR TOTAL:	9,151.50
2070-SOUTHERN COMPUTER WAREHOUSE			
	194317	NEW & REPLACEMENT IPADS	1,355.84
	194318	NEW & REPLACEMENT IPADS	478.08
		VENDOR TOTAL:	1,833.92
		DIVISION TOTAL:	10,985.42
		DEPARTMENT TOTAL:	10,985.42

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	Invoice Number	Invoice Description	Amount
001-GENERAL FUND			
20-HUMAN RESOURCES			
20-HUMAN RESOURCES			
4908-COOPERATIVE PERSONNEL SERVICES			
	194108	EMPLOYEE HANDBOOK CONSULTANT	1,645.00
		VENDOR TOTAL:	1,645.00
4458-EMPLOYMENT TESTING CENTER OF WYOMING			
	194084	POPH1	350.00
	194109	RTW, URN45	610.00
		VENDOR TOTAL:	960.00
5143-RYAN SCHROCK			
	194086	DRUG AND ALCOHOL TESTING	279.00
	194113	DRUG AND ALCOHOL TESTING	38.00
		VENDOR TOTAL:	317.00
2070-SOUTHERN COMPUTER WAREHOUSE			
	194317	NEW & REPLACEMENT IPADS	677.92
	194318	NEW & REPLACEMENT IPADS	239.04
		VENDOR TOTAL:	916.96
		DIVISION TOTAL:	3,838.96
21-SAFETY			
1821-IT OUTLET INC			
	194298	REPLACEMENT SCANNERS	1,079.00
		VENDOR TOTAL:	1,079.00
2070-SOUTHERN COMPUTER WAREHOUSE			
	194317	NEW & REPLACEMENT IPADS	677.92
	194318	NEW & REPLACEMENT IPADS	239.04
		VENDOR TOTAL:	916.96
4930-VIA680, LLC			
	194112	BI-ANNUAL LICENSE	7,660.62
		VENDOR TOTAL:	7,660.62
		DIVISION TOTAL:	9,656.58
		DEPARTMENT TOTAL:	13,495.54

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	Invoice Number	Invoice Description	Amount
001-GENERAL FUND			
25-FINANCE			
25-FINANCE			
1158-BENNETT WEBER & HERMSTAD LLP			
	194133	FY25 COMPLIANCE TESTING	8,750.00
		VENDOR TOTAL:	8,750.00
1606-DELL MARKETING LP			
	194290	REPLACEMENT MONITORS	1,533.50
		VENDOR TOTAL:	1,533.50
4583-KATIE J GOLINVAUX			
	194025	FINANCE TEAM STRENGTHS TRAINING	1,150.00
		VENDOR TOTAL:	1,150.00
		DIVISION TOTAL:	11,433.50
26-CUSTOMER SERVICE			
1821-IT OUTLET INC			
	194298	REPLACEMENT SCANNERS	1,079.00
		VENDOR TOTAL:	1,079.00
5555-MISC EMPLOYEE VENDOR			
	194198	TRAVEL REIMBURSEMENT	354.50
		VENDOR TOTAL:	354.50
1898-ONLINE UTILITY EXCHANGE			
	194068	UTILITY EXCHANGE REPORT	323.04
		VENDOR TOTAL:	323.04
3369-POSTAL PROS SOUTHWEST INC			
	194016	PRINT & MAIL UTILITY BILLS, REMINDS, DISCONNECTS	2,436.72
	194067	PRINT & MAIL UTILITY BILLS, REMINDS, DISCONNECTS	1,985.87
		VENDOR TOTAL:	4,422.59
		DIVISION TOTAL:	6,179.13
34-INFORMATION TECHNOLOGY			
4025-AGOSTO HOLDINGS, LLC			
	194115	GOOGLE VOICE	3,527.48
		VENDOR TOTAL:	3,527.48

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	Invoice Number	Invoice Description	Amount
001-GENERAL FUND			
25-FINANCE			
34-INFORMATION TECHNOLOGY			
4555-ATLAS OFFICE PRODUCTS			
	194117	COPIER REPAIR	443.20
		VENDOR TOTAL:	443.20
1358-CENTURYLINK			
	194114	TELEPHONE SERVICE	3,014.80
		VENDOR TOTAL:	3,014.80
1522-CUES INC			
	194289	IT* GRANITE SOFTWARE	3,060.00
		VENDOR TOTAL:	3,060.00
5148-GE VERNOVA ELECTRIFICATION SOFTWARE LLC			
	194295	GE IFIX, HISTORIAN AND DREAM REPORT	39,023.79
		VENDOR TOTAL:	39,023.79
3984-KASEYA US LLC			
	194119	BACKUPIFY	7,687.88
		VENDOR TOTAL:	7,687.88
3916-SHI INTERNATIONAL CORP			
	194315	SILVERFORT AD MFA	32,996.66
		VENDOR TOTAL:	32,996.66
4993-SMARSH INC.			
	194120	SMS ARCHIVING	29.56
		VENDOR TOTAL:	29.56
2070-SOUTHERN COMPUTER WAREHOUSE			
	194316	ORIGINAL PO 2251434 * CITY RSA HARDWARE TOKENS	2,170.02
		VENDOR TOTAL:	2,170.02
4424-TMMI, LLC			
	194326	IT * EMERSON SUPPORT * MIKE	4,176.00
		VENDOR TOTAL:	4,176.00
2222-VERIZON WIRELESS			
	194118	AVL DATA	1,840.95
		VENDOR TOTAL:	1,840.95

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	Invoice Number	Invoice Description	Amount
001-GENERAL FUND			
25-FINANCE			
34-INFORMATION TECHNOLOGY			
2247-VISIONARY COMMUNICATIONS			
	194116	INTERNET SERVICE	1,092.96
		VENDOR TOTAL:	1,092.96
		DIVISION TOTAL:	99,063.30
		DEPARTMENT TOTAL:	116,675.93

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	Invoice Number	Invoice Description	Amount
001-GENERAL FUND			
40-POLICE DEPARTMENT			
40-PD ADMINISTRATION			
1606-DELL MARKETING LP			
	194290	REPLACEMENT MONITORS	1,863.98
		VENDOR TOTAL:	1,863.98
1821-IT OUTLET INC			
	194298	REPLACEMENT SCANNERS	2,158.00
		VENDOR TOTAL:	2,158.00
2053-PRO FORCE LAW ENFORCEMENT			
	194313	ORIGINAL PO 2251054	400.90
		VENDOR TOTAL:	400.90
1808-SIR SPEEDY			
	194023	NATIONAL NIGHT OUT BANNER	466.19
		VENDOR TOTAL:	466.19
2070-SOUTHERN COMPUTER WAREHOUSE			
	194318	NEW & REPLACEMENT IPADS	3,333.98
		VENDOR TOTAL:	3,333.98
		DIVISION TOTAL:	8,223.05
45-ANIMAL SHELTER			
1572-ARETE DESIGN GROUP			
	194105	TND ADDITION	1,466.80
		VENDOR TOTAL:	1,466.80
		DIVISION TOTAL:	1,466.80
		DEPARTMENT TOTAL:	9,689.85

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	Invoice Number	Invoice Description	Amount
001-GENERAL FUND			
50-PUBLIC WORKS			
33-CITY HALL BUILDING MAINTENANCE			
1040-ALSCO			
	193981	RUG CLEANING	19.82
	193983	RUG CLEANING	46.10
		VENDOR TOTAL:	65.92
1397-COLLINS COMMUNICATIONS INC			
	194184	FIRE, SECURITY, ACCESS CONTROL	275.00
	194185	FIRE, SECURITY, ACCESS CONTROL	308.00
	194186	FIRE, SECURITY, ACCESS CONTROL	308.00
	194187	FIRE, SECURITY, ACCESS CONTROL	308.00
	194188	FIRE, SECURITY, ACCESS CONTROL	451.00
	194189	FIRE, SECURITY, ACCESS CONTROL	308.00
	194190	FIRE, SECURITY, ACCESS CONTROL	30,072.00
		VENDOR TOTAL:	32,030.00
1844-FARMER BROTHERS COMPANY			
	194107	COFFEE	161.66
		VENDOR TOTAL:	161.66
1527-HIGH GLASS WINDOW CLEANERS INC			
	194106	WINDOW CLEANING AT CITY HALL	2,330.00
		VENDOR TOTAL:	2,330.00
1590-KONE INC			
	194191	ELEVATOR QUARTERLY MAINTENANCE	1,525.98
	194196	ELEVATOR QUARTERLY MAINTENANCE	325.00
		VENDOR TOTAL:	1,850.98
		DIVISION TOTAL:	36,438.56
50-PUBLIC WORKS ADMIN			
1821-IT OUTLET INC			
	194298	REPLACEMENT SCANNERS	2,158.00
		VENDOR TOTAL:	2,158.00
		DIVISION TOTAL:	2,158.00

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	Invoice Number	Invoice Description	Amount
001-GENERAL FUND			
50-PUBLIC WORKS			
51-PARKS			
1040-ALSCO			
	193971	UNIFORM CLEANING	44.80
	193978	UNIFORM CLEANING	45.24
		VENDOR TOTAL:	90.04
3926-ANTELOPE VALLEY IMPROVEMENT & SERVICE DISTRICT			
	194100	JULY 2025 ANTELOPE VALLEY PARK WATER	388.73
		VENDOR TOTAL:	388.73
5166-BEGG BOROUGH STEEL, LLC			
	194064	WEED EATERS	1,823.96
		VENDOR TOTAL:	1,823.96
3909-CRESTVIEW IMPROVEMENT & SERVICE DISTRICT			
	194101	JULY 2025 CRESTVIEW PARK WATER	24.41
		VENDOR TOTAL:	24.41
1606-DELL MARKETING LP			
	194290	REPLACEMENT MONITORS	2,406.04
		VENDOR TOTAL:	2,406.04
1758-KAREN'S DELIVERY SERVICE			
	194134	DELIVER PARTS	80.00
		VENDOR TOTAL:	80.00
2400-WYOMING WATER SOLUTIONS			
	194097	DRINKING WATER AT DALBEY PARK	28.00
		VENDOR TOTAL:	28.00
		DIVISION TOTAL:	4,841.18
53-FORESTRY			
5166-BEGG BOROUGH STEEL, LLC			
	194144	PARTS	455.99
		VENDOR TOTAL:	455.99
1606-DELL MARKETING LP			
	194290	REPLACEMENT MONITORS	601.51
		VENDOR TOTAL:	601.51
		DIVISION TOTAL:	1,057.50

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	Invoice Number	Invoice Description	Amount
001-GENERAL FUND			
50-PUBLIC WORKS			
54-STREETS			
1040-ALSCO			
	193970	UNIFORM CLEANING	70.28
	193976	UNIFORM CLEANING	70.28
		VENDOR TOTAL:	140.56
4239-JOSE GUERRERO			
	194089	HYDROVAC	5,690.00
		VENDOR TOTAL:	5,690.00
2033-POWDER RIVER CONSTRUCTION			
	194170	REPAIR GRAVEL ON RAYMOND AND HITT BLVD	15,500.85
		VENDOR TOTAL:	15,500.85
1802-SIMON CONTRACTORS			
	194104	ROCK	340.00
	194111	ROCK	350.00
		VENDOR TOTAL:	690.00
4135-TEAM LABORATORY CHEMICAL, LLC			
	194110	TAR BUSTER	190.00
		VENDOR TOTAL:	190.00
		DIVISION TOTAL:	22,211.41
		DEPARTMENT TOTAL:	66,706.65

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	Invoice Number	Invoice Description	Amount
001-GENERAL FUND			
60-ENGINEERING & DEV SERVICES			
60-ENGINEERING			
1606-DELL MARKETING LP			
	194290	REPLACEMENT MONITORS	601.51
		VENDOR TOTAL:	601.51
1821-IT OUTLET INC			
	194298	REPLACEMENT SCANNERS	2,499.00
		VENDOR TOTAL:	2,499.00
2070-SOUTHERN COMPUTER WAREHOUSE			
	194317	NEW & REPLACEMENT IPADS	677.92
	194318	NEW & REPLACEMENT IPADS	239.04
		VENDOR TOTAL:	916.96
2406-XEROX CORPORATION			
	194085	METER REAT	50.14
	194350	ORIGINAL PO 2250989 * REPLACEMENT ENGINEERING MULT	2,908.50
		VENDOR TOTAL:	2,958.64
		DIVISION TOTAL:	6,976.11
61-BUILDING INSPECTION			
1606-DELL MARKETING LP			
	194290	REPLACEMENT MONITORS	601.51
		VENDOR TOTAL:	601.51
2070-SOUTHERN COMPUTER WAREHOUSE			
	194317	NEW & REPLACEMENT IPADS	1,355.84
	194318	NEW & REPLACEMENT IPADS	478.08
		VENDOR TOTAL:	1,833.92
3827-TAMI WALDNER			
	194096	BOE LUNCH	135.00
		VENDOR TOTAL:	135.00
		DIVISION TOTAL:	2,570.43
62-TRAFFIC SAFETY			
1381-CITY OF GILLETTE			
	194359	TRAFFIC SAFETY STORAGE * RETAI	5,898.34
		VENDOR TOTAL:	5,898.34

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	Invoice Number	Invoice Description	Amount
001-GENERAL FUND			
60-ENGINEERING & DEV SERVICES			
62-TRAFFIC SAFETY			
1616-EJ COLLINS, PE			
	194177	THERMOPLASTIC MARKINGS ON BURMA AVE	3,483.00
		VENDOR TOTAL:	3,483.00
1560-HLADKY CONSTRUCTION			
	194358	TRAFFIC SAFETY STORAGE	112,068.50
		VENDOR TOTAL:	112,068.50
1479-NEWMAN SIGNS INC			
	194090	SIGN BLANKS FOR WATER DEPT	42.32
		VENDOR TOTAL:	42.32
4228-RMS INSTRUMENT & ELECTRICAL, LLC			
	194013	SIGNAL MAINTENANCE	450.00
	194014	HYDROVAC HOLES	1,420.00
	194027	GREEN BALL CHANGED OUT	175.00
	194028	SIGNAL MAINTENANCE	493.75
	194248	PUT UP AND REWIRE SCHOOL LIGHT ON 7TH	1,115.00
	194251	BROOKS RAILROAD NOT SHUTTING OFF	1,917.50
	194252	7TH STREET 120V SCHOOL LIGHT REPAIRS	1,037.50
		VENDOR TOTAL:	6,608.75
		DIVISION TOTAL:	128,100.91
63-PLANNING			
1606-DELL MARKETING LP			
	194290	REPLACEMENT MONITORS	601.51
		VENDOR TOTAL:	601.51
2070-SOUTHERN COMPUTER WAREHOUSE			
	194317	NEW & REPLACEMENT IPADS	5,423.36
	194318	NEW & REPLACEMENT IPADS	1,912.32
		VENDOR TOTAL:	7,335.68
		DIVISION TOTAL:	7,937.19

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	Invoice Number	Invoice Description	Amount
001-GENERAL FUND			
60-ENGINEERING & DEV SERVICES			
64-CODE COMPLIANCE			
1908-DALE HELSPER			
	194079	MOW AND WEED EAT AT 5 GARDEN CIRCLE	228.00
	194080	MOWING AND WEED EATING AT 1102 ELON	255.00
	194081	MOWING AND WEED EATING AT 3001 Foothills	225.00
	194082	MOWING AND WEED EATING AT 12 KETTLE SAN	160.00
	194083	MOWING AND WEED EATING AT 2600 LEDOUX	1,280.00
		VENDOR TOTAL:	2,148.00
1821-IT OUTLET INC			
	194298	REPLACEMENT SCANNERS	2,499.00
		VENDOR TOTAL:	2,499.00
		DIVISION TOTAL:	4,647.00
		DEPARTMENT TOTAL:	150,231.64

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	Invoice Number	Invoice Description	Amount
001-GENERAL FUND			
65-PUBLIC AFFAIRS DEPARTMENT			
31-CITY CLERK/PRINT SHOP			
1821-IT OUTLET INC			
	194298	REPLACEMENT SCANNERS	1,079.00
		VENDOR TOTAL:	1,079.00
1482-NEWS RECORD			
	194128	JULY 2025 LEGAL ADVERTISING	6,070.65
		VENDOR TOTAL:	6,070.65
		DIVISION TOTAL:	7,149.65
32-JUDICIAL			
1821-IT OUTLET INC			
	194298	REPLACEMENT SCANNERS	2,158.00
		VENDOR TOTAL:	2,158.00
		DIVISION TOTAL:	2,158.00
65-PUBLIC AFFAIRS ADMINISTRATION			
1482-NEWS RECORD			
	194127	JULY 2025 ADVERSITING	1,473.40
		VENDOR TOTAL:	1,473.40
1804-SIMPSON'S PRINTING			
	194007	NATIONAL NIGHT OUT POSTERS	114.00
		VENDOR TOTAL:	114.00
		DIVISION TOTAL:	1,587.40
		DEPARTMENT TOTAL:	10,895.05
		FUND TOTAL:	821,551.50

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	Invoice Number	Invoice Description	Amount
201-1% FUND			
10-ADMINISTRATION			
05-1% OPTIONAL SALES TAX			
1381-CITY OF GILLETTE			
	194207	2025 RC RANCH M&O * RETAINAGE	26,270.72
	194209	FORCE ROAD M&O * RETAINAGE	3,553.50
		VENDOR TOTAL:	29,824.22
1415-CONSOLIDATED ENGINEERS INC			
	194233	HIDDEN VALLEY PLAYGROUND RENOV	839.25
	194236	NORTHLAND VILLAGE DRAINAGE REC	1,530.50
	194239	DESERT HILLS CIRCLE FDR - DESI	10,014.75
		VENDOR TOTAL:	12,384.50
1559-DOWL LLC			
	194224	TRAFFIC INTERSECTION EVALUATIO	573.75
		VENDOR TOTAL:	573.75
1684-DRM INC			
	194356	2023 WATER MAIN INTERCONNECT P	46,998.01
		VENDOR TOTAL:	46,998.01
1616-EJ COLLINS, PE			
	194125	THERMOPLASTIC MARKINGS BOXELDER/59	13,392.00
		VENDOR TOTAL:	13,392.00
1864-FIRST NATIONAL BANK OF GILLETTE			
	194212	HIDDEN VALLEY PLAYGROUND RENOV	342.20
	194218	CENTRAL CONTROL PHASE 2 * RETA	3,528.92
	194361	FOX PARK WATER MONITORING BUIL	8,145.93
		VENDOR TOTAL:	12,017.05
1866-FIRST NORTHERN BANK OF WYOMING			
	194357	2023 WATER MAIN INTERCONNECT P	2,473.58
		VENDOR TOTAL:	2,473.58
5056-FIRST STATE BANK, DIVISION OF GLACIER BANK			
	194216	ALLEN AVE IMPROVEMENTS * RETAI	22,047.33
		VENDOR TOTAL:	22,047.33

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	Invoice Number	Invoice Description	Amount
201-1% FUND			
10-ADMINISTRATION			
05-1% OPTIONAL SALES TAX			
1560-HLADKY CONSTRUCTION			
	194217	CENTRAL CONTROL PHASE 2	67,049.45
	194360	FOX PARK WATER MONITORING BUIL	154,772.66
		VENDOR TOTAL:	221,822.11
1589-HOT IRON			
	194204	DESERT HILLS CIRCLE FDR	203,716.13
	194213	640 N HWY 14-16 SEWER IMPROVEM	160,681.70
		VENDOR TOTAL:	364,397.83
1754-KLJ ENGINEERING LLC			
	194226	ALLEN AVENUE RECONSTRUCTION *	33,406.01
	194229	COTTONWOOD PARK DRAINAGE REPOR	1,027.21
	194243	KILLARNEY WATER MAIN IMPROVEME	1,539.53
		VENDOR TOTAL:	35,972.75
5155-KSLA CORP			
	194363	HERITAGE VILLAGE PLAYGROUND RE	3,750.00
		VENDOR TOTAL:	3,750.00
1264-MCM GENERAL CONTRACTORS			
	194174	FOX PARK MONITORING STATION	2,668.50
		VENDOR TOTAL:	2,668.50
1312-MORRISON MAIERLE INC			
	194225	640 N HWY 14-16 SEWER IMPROVEM	11,310.00
	194245	2023 WATER MAIN INTERCONNECT	8,758.10
	194364	FOX PARK WATER MONITORING BUIL	26,314.89
		VENDOR TOTAL:	46,382.99
4226-NATHAN G STEINER			
	194244	ANTELOPE VALLEY PLAYGROUND	3,365.90
	194362	SHOSHONE AVE BEAUTIFICATION	1,772.00
		VENDOR TOTAL:	5,137.90

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	Invoice Number	Invoice Description	Amount
201-1% FUND			
10-ADMINISTRATION			
05-1% OPTIONAL SALES TAX			
1958-PCA ENGINEERING INC			
	194221	2025 CHIP SEAL PROJECT	2,696.80
	194222	RC RANCH MILL AND OVERLAY	16,492.65
	194227	ECHETA ROAD RECONSTRUCTION	10,745.50
	194235	IRRIGATION CENTRAL CONTROL PHA	2,789.95
		VENDOR TOTAL:	32,724.90
2033-POWDER RIVER CONSTRUCTION			
	194210	HIDDEN VALLEY PLAYGROUND RENOV	6,501.80
		VENDOR TOTAL:	6,501.80
4228-RMS INSTRUMENT & ELECTRICAL, LLC			
	194015	INSTALL NEW LOCK ON NEW CABINET	880.00
	194249	WIRED NEW SIDE OF POLE TERMINATION BOXES	3,745.52
		VENDOR TOTAL:	4,625.52
5064-RVE, INC			
	194240	DALBEY IMPROVEMENTS STUDY	15,408.67
		VENDOR TOTAL:	15,408.67
1779-SECURITY STATE BANK			
	194205	DESERT HILLS CIRCLE FDR * RETA	10,721.90
	194214	640 N HWY 14-16 SEWER IMPROVEM	8,456.93
		VENDOR TOTAL:	19,178.83
1802-SIMON CONTRACTORS			
	194206	2025 RC RANCH M&O	499,143.59
	194208	FORCE ROAD M&O	67,516.51
		VENDOR TOTAL:	566,660.10
4738-STEVEN GERBER			
	194215	ALLEN AVE IMPROVEMENTS	418,899.27
		VENDOR TOTAL:	418,899.27
2432-WYOMING DEPT OF TRANSPORTATION			
	194171	SINCLAINT EXTENSION BUTLER SPAETH TO MIRANDA	393.52
		VENDOR TOTAL:	393.52

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	Invoice Number	Invoice Description	Amount
201-1% FUND			
10-ADMINISTRATION			
		DIVISION TOTAL:	1,884,235.13
		DEPARTMENT TOTAL:	1,884,235.13
		FUND TOTAL:	1,884,235.13

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	Invoice Number	Invoice Description	Amount
301-MADISON WATERLINE			
70-UTILITIES			
72-MADISON WATER LINE			
1684-DRM INC			
	194246	GRWSP PHASE III	162,118.09
		VENDOR TOTAL:	162,118.09
1866-FIRST NORTHERN BANK OF WYOMING			
	194247	GRWSP PHASE III - RETAINAGE	8,532.53
		VENDOR TOTAL:	8,532.53
1450-HDR ENGINEERING INC			
	194242	GILLETTE REGIONAL WATER SUPPLY	18,293.45
		VENDOR TOTAL:	18,293.45
4992-HERITAGE BANK			
	194201	GILLETTE MADISON PROJECT- CONT	27,178.90
		VENDOR TOTAL:	27,178.90
1589-HOT IRON			
	194202	GILLETTE REGIONAL WATER SUPPLY	201,574.78
		VENDOR TOTAL:	201,574.78
1821-IT OUTLET INC			
	194297	ORIGINAL PO 2251532 * WATER SITE NETWORK HARDWARE	15,579.00
		VENDOR TOTAL:	15,579.00
1264-MCM GENERAL CONTRACTORS			
	194192	ANNUAL TRENCHING AND BORING AG	12,337.00
		VENDOR TOTAL:	12,337.00
1312-MORRISON MAIERLE INC			
	194230	GILLETTE REGIONAL WATER SUPPLY	5,449.30
	194234	GRWSP - PH 5 DISTRICT EXT	3,100.50
		VENDOR TOTAL:	8,549.80
4991-PROSPECT CONSTRUCTION INC.			
	194200	GILLETTE MADISON PIPELINE PROJ	516,399.10
		VENDOR TOTAL:	516,399.10
2118-RAZOR CITY LOCKSMITH LLC			
	194253	LOCK TUMBLERS	2,520.00
		VENDOR TOTAL:	2,520.00

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	Invoice Number	Invoice Description	Amount
301-MADISON WATERLINE			
70-UTILITIES			
72-MADISON WATER LINE			
1779-SECURITY STATE BANK			
	194203	GILLETTE REGIONAL WATER SUPPLY	10,609.20
		VENDOR TOTAL:	10,609.20
		DIVISION TOTAL:	983,691.85
		DEPARTMENT TOTAL:	983,691.85
		FUND TOTAL:	983,691.85

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	Invoice Number	Invoice Description	Amount
501-UTILITIES ADMINISTRATION FUND			
70-UTILITIES			
70-UTILITIES ADMINISTRATION			
1821-IT OUTLET INC			
	194298	REPLACEMENT SCANNERS	1,079.00
		VENDOR TOTAL:	1,079.00
1482-NEWS RECORD			
	194128	JULY 2025 LEGAL ADVERTISING	1,409.10
		VENDOR TOTAL:	1,409.10
2406-XEROX CORPORATION			
	194129	METER READ	42.30
		VENDOR TOTAL:	42.30
		DIVISION TOTAL:	2,530.40
76-SCADA			
1447-ANIXTER POWER SOLUTIONS			
	194254	SCADA - FR T-SHIRTS	4,059.39
	194255	SCADA-FR JEANS	74.41
		VENDOR TOTAL:	4,133.80
1606-DELL MARKETING LP			
	194290	REPLACEMENT MONITORS	931.99
		VENDOR TOTAL:	931.99
		DIVISION TOTAL:	5,065.79
		DEPARTMENT TOTAL:	7,596.19
		FUND TOTAL:	7,596.19

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	Invoice Number	Invoice Description	Amount
502-SOLID WASTE FUND			
00-UNDEFINED			
00-UNDEFINED			
88888-MISC UTILITY OVERPAYMENTS			
	193901	UE 11684 30 CHINOOK	553.87
		VENDOR TOTAL:	553.87
		DIVISION TOTAL:	553.87
		DEPARTMENT TOTAL:	553.87

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	Invoice Number	Invoice Description	Amount
502-SOLID WASTE FUND			
50-PUBLIC WORKS			
55-SOLID WASTE			
1040-ALSCO			
	193977	UNIFORM CLEANING	20.14
		VENDOR TOTAL:	20.14
2434-AMERICAN WELDING & GAS INC			
	194103	CYLINDER RENT	39.86
		VENDOR TOTAL:	39.86
2303-WESTERN WASTE SOLUTIONS INC			
	194123	JULY 2025 RECYCLING	6,330.00
	194124	3 YARD DUMPSTER	97.00
		VENDOR TOTAL:	6,427.00
		DIVISION TOTAL:	6,487.00
		DEPARTMENT TOTAL:	6,487.00
		FUND TOTAL:	7,040.87

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	Invoice Number	Invoice Description	Amount
503-WATER FUND			
00-UNDEFINED			
00-UNDEFINED			
88888-MISC UTILITY OVERPAYMENTS			
	193968	UE 554 506 PUMPHOUSE	132.26
		VENDOR TOTAL:	132.26
		DIVISION TOTAL:	132.26
		DEPARTMENT TOTAL:	132.26

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	Invoice Number	Invoice Description	Amount
503-WATER FUND			
70-UTILITIES			
73-WATER			
5161-ADVANCED PUMP & EQUIPMENT, INC			
	194006	EQUIPMENT	8,110.37
		VENDOR TOTAL:	8,110.37
1029-AIR TECH INC			
	194073	A/C REPAIR AT WATER STATION	137.00
		VENDOR TOTAL:	137.00
1197-BORDER STATES ELECTRIC			
	194271	MAGNETIC LOCATOR	2,700.00
		VENDOR TOTAL:	2,700.00
2677-CENTRAL TRUCK & DIESEL INC			
	194021	RENTAL	4,790.00
		VENDOR TOTAL:	4,790.00
2852-CORE & MAIN			
	194287	WATER - HACH DR 900 * COOPER	2,318.40
		VENDOR TOTAL:	2,318.40
1792-ENERGY LABORATORIES INC			
	194019	TESTING	69.00
	194020	TESTING	1,575.00
	194072	TESTING	34.50
	194078	TESTING	37.20
	194132	TESTING	69.00
		VENDOR TOTAL:	1,784.70
4895-HD SUPPLY INC			
	194074	PARTS	304.58
		VENDOR TOTAL:	304.58
1450-HDR ENGINEERING INC			
	194241	30" MADISION TRANSMISSION LINE	11,652.50
		VENDOR TOTAL:	11,652.50

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	Invoice Number	Invoice Description	Amount
503-WATER FUND			
70-UTILITIES			
73-WATER			
3907-INLAND POTABLE SEVICES, INC			
	194026	CLEAN AND INSPECT 5 TANKS	9,450.00
		VENDOR TOTAL:	9,450.00
1290-MID WEST PEST MANAGEMENT			
	194069	VEGIATION CONTROL	6,727.75
		VENDOR TOTAL:	6,727.75
1312-MORRISON MAIERLE INC			
	194131	SEO REVIEW OF FOR UNION WELLS	1,500.00
		VENDOR TOTAL:	1,500.00
1424-MUNICIPAL TREATMENT EQUIPMENT			
	194076	PARTS	1,719.14
		VENDOR TOTAL:	1,719.14
1919-PAINTBRUSH SEWER & DRAIN			
	194018	SEPTIC PUMPING	1,072.50
		VENDOR TOTAL:	1,072.50
2005-PETE LIEN & SONS INC			
	194017	CONCRETE	1,606.50
	194075	CONCRETE	1,786.50
		VENDOR TOTAL:	3,393.00
2035-POWDER RIVER ENERGY CORPORATION			
	193987	ELECTRIC - FORCE RD STORAGE BLDG	51.52
	193988	ELECTRIC - CPS #2	50.55
	193990	ELECTRIC - CPS #3	51.02
	193991	ELECTRIC - MADISON REHAB CPS #4	45.18
	193992	ELECTRIC - MADISON REHAB CPS #7	55.62
	193993	ELECTRIC - BENNOR ESTATES	47.28
	193994	ELECTRIC - OVERBROOK	45.65
	193995	ELECTRIC - RAFTER D	45.27
	193996	ELECTRIC - COOK D	61.57

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	Invoice Number	Invoice Description	Amount
503-WATER FUND			
70-UTILITIES			
73-WATER			
2035-POWDER RIVER ENERGY CORPORATION			
	193997	ELECTRIC - FORCE RD JOINT POWERS BOAD	43.93
	193998	ELECTRIC - SERVICE CONTROL BUILDING	51.59
	193999	ELECTRIC - 8 MILE WATER SYSTEM	45.94
	194000	ELECTRIC - ROZET RANCHETTES WATER SYSTEM	46.03
	194001	ELECTRIC - WATER CONTROL BLDG/MEADOW SPRINGS	40.00
	194002	ELECTRIC - WATER CONTROL BLDG/AMERICAN RD	40.67
	194003	ELECTRIC - WATER CONTROL BLDG/FREEDOM HILLS	42.59
	194004	ELECTRIC - WATER CONTROL BLDG/RED TAIL FOX TAIL	44.31
	194005	ELECTRIC - SOUTHFORK	45.84
		VENDOR TOTAL:	854.56
3929-PURVIS INDUSTRIES, LLC			
	194022	PARTS	1,713.27
		VENDOR TOTAL:	1,713.27
4164-STITCH LLC			
	194130	COAT FOR BRAILEY HOLDEN	60.00
		VENDOR TOTAL:	60.00
2198-STUART C. IRBY CO			
	194325	ORIGINAL PO 2251102 * WATER - 1/4 BRASS FITTINGS *	492.60
		VENDOR TOTAL:	492.60
3827-TAMI WALDNER			
	194070	REGIONAL WATER PANEL MEETING	129.00
		VENDOR TOTAL:	129.00
1748-THAT EMBROIDERY PLACE			
	194077	EMBROIDERY	18.00
		VENDOR TOTAL:	18.00
2731-WATERWORKS INDUSTRIES			
	194332	WATER - ANALOG PLUS KIT * ELI	3,040.00
		VENDOR TOTAL:	3,040.00
		DIVISION TOTAL:	61,967.37

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	Invoice Number	Invoice Description	Amount
503-WATER FUND			
70-UTILITIES			
77-SWIMMING POOL			
1999-HAWKINS INC			
	194009	CHEMICALS	2,030.93
	194010	CHEMICALS	1,467.74
	194011	CHEMICALS	4,772.84
	194012	CHEMICALS	1,704.93
		VENDOR TOTAL:	9,976.44
		DIVISION TOTAL:	9,976.44
		DEPARTMENT TOTAL:	71,943.81
		FUND TOTAL:	72,076.07

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	Invoice Number	Invoice Description	Amount
504-POWER FUND			
00-UNDEFINED			
00-UNDEFINED			
88888-MISC UTILITY OVERPAYMENTS			
	193902	UE 39348 2703 KIRK	113.12
	193903	UE 16915 39 TOWN CENTER	34.69
	193904	UE 18753 39 TOWN CENTER	51.09
	193905	UE 4758 2417 DOGWOOD	1.70
	193906	UE 35174 705 EXPRESS	10.90
	193907	UE 35082 701 EXPRESS	110.63
	193908	UE 39822 3923 ARIEL	151.55
	193909	UE 33512 820 GURLEY	29.14
	193910	UE 35058 701 EXPRESS	159.28
	193911	UE 25198 20 MERCANTILE	0.44
	193912	UE 32918 4536 RUNNING W	147.46
	193913	UE 6768 1101 VANSCOY	7.66
	193914	UE 18248 1024 CHURCH	160.14
	193915	UE 32762 4530 RUNNING W	96.35
	193916	UE 24364 1801 WARLOW	9.96
	193917	UE 35156 705 EXPRESS	22.06
	193918	UE 33694 824 GURLEY	92.15
	193919	UE 19512 904 9TH	25.32
	193920	UE 26924 4525 WILSON	200.00
	193921	UE 12224 297 LILLOCT	77.82
	193922	UE 12310 340 NOGALES	36.41
	193923	UE 11568 2404 FOOTHILLS	143.07
	193924	UE 35134 703 EXPRESS	0.04
	193925	UE 11848 110 FOX	24.06
	193926	UE 28858 7600 ROBIN	125.44
	193927	UE 17299 1302 ARLYN	152.19
	193928	UE 17303 1302 ARLYN	224.51
	193929	UE 27582 1101 DESERT HILLS	110.45
	193930	UE 4464 2509 EMERSON	129.45

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	Invoice Number	Invoice Description	Amount
504-POWER FUND			
00-UNDEFINED			
00-UNDEFINED			
88888-MISC UTILITY OVERPAYMENTS			
	193931	UE 13778 309 BROOKS	165.02
	193932	UE 12886 3414 Foothills	105.36
	193933	UE 13320 911 HEMLOCK	61.30
	193934	UE 12924 3506 Foothills	174.43
	193935	UE 9828 114 WESTHILLS	101.18
	193936	UE 11360 805 MOUNTAIN VIEW	146.00
	193937	UE 42336 204 MACALLAN	78.09
	193938	UE 9142 103 7TH	132.40
	193939	UE 17852 1305 12TH	94.89
	193940	UE 4732 2417 DOGWOOD	107.77
	193941	UE 25200 21 MERCANTILE	155.10
	193942	UE 11186 3201 ECHETA	121.38
	193943	UE 33692 824 GURLEY	112.16
	193944	UE 24978 600 GARNER LAKE	150.28
	193945	UE 7564 2527 ROSE CREEK	81.42
	193946	UE 3082 434 PRAIRIEVIEW	88.89
	193959	UE 43216 5804 ALEXIS	453.40
	193960	UE 4362 2205 EMERSON	113.08
	193961	UE 35322 713 EXPRESS	140.14
	193962	UE 32812 4532 RUNNING W	58.88
	193963	UE 32884 4536 RUNNING W	131.40
	193964	UE 32516 4520 RUNNING W	114.83
	193965	UE 35214 707 EXPRESS	124.40
	193966	UE 11344 805 MOUNTAIN VIEW	168.29
	193967	UE 33912 5602 GLOCK	92.96
	193969	UE 19280 413 DOUGLAS	358.48
		VENDOR TOTAL:	6,078.61
		DIVISION TOTAL:	6,078.61
		DEPARTMENT TOTAL:	6,078.61

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	Invoice Number	Invoice Description	Amount
504-POWER FUND			
70-UTILITIES			
74-POWER			
1447-ANIXTER POWER SOLUTIONS			
	194256	ELECTRICAL * SIGN * ROLLIN	306.92
		VENDOR TOTAL:	306.92
4292-CAR-KNACK INC			
	194038	TRUCK BOX	110.00
		VENDOR TOTAL:	110.00
1264-MCM GENERAL CONTRACTORS			
	194193	ANNUAL TRENCHING AND BORING AG	885.00
	194194	ANNUAL TRENCHING AND BORING AG	36,912.23
	194195	ANNUAL TRENCHING AND BORING AG	48,815.75
		VENDOR TOTAL:	86,612.98
2035-POWDER RIVER ENERGY CORPORATION			
	194175	ANNUAL POLE LEASE 7/1/25-6/30/26	192.00
		VENDOR TOTAL:	192.00
1786-SHERWIN WILLIAMS			
	194314	ELECTRICAL * GRACO SPRAYER * MICK	5,286.84
		VENDOR TOTAL:	5,286.84
2289-WESCO DISTRIBUTION INC			
	194341	FIRESHHELL UTILITY GUARD PAINT SS1475-5 COLOR BROWN	27,216.00
		VENDOR TOTAL:	27,216.00
		DIVISION TOTAL:	119,724.74
		DEPARTMENT TOTAL:	119,724.74
		FUND TOTAL:	125,803.35

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	Invoice Number	Invoice Description	Amount
505-SEWER FUND			
70-UTILITIES			
75-SEWER			
1040-ALSCO			
	193974	UNIFORM CLEANING	147.18
	193984	UNIFORM CLEANING	147.79
		VENDOR TOTAL:	294.97
1165-BIG D SANITATION			
	194121	PORTA TOILET	250.00
		VENDOR TOTAL:	250.00
1182-BLACK CAT CONSTRUCTION LLC			
	194088	MANHOLE REPAIR	4,104.40
		VENDOR TOTAL:	4,104.40
1211-BRENNTAG PACIFIC, INC			
	194098	CHEMICALS	19,022.20
		VENDOR TOTAL:	19,022.20
3904-CBH CO-OP			
	194273	WW DIESEL RESTOCK	1,856.93
		VENDOR TOTAL:	1,856.93
1755-ENDRESS & HAUSER			
	194291	ORIGINAL PO 2251482 * SCADA * FLOWMETER * JEFF W	6,724.88
		VENDOR TOTAL:	6,724.88
1792-ENERGY LABORATORIES INC			
	194066	TESTING	425.50
		VENDOR TOTAL:	425.50
1892-FRANDSON SAFETY INC			
	194122	MULTI-GAS MONITOR CALIBRATION	105.00
		VENDOR TOTAL:	105.00
1977-GREG'S WELDING CORPORATION			
	194168	FABRICATE 14" SPOOL	2,097.37
		VENDOR TOTAL:	2,097.37
1450-HDR ENGINEERING INC			
	194231	WWTF HEADWORKS IMPROVEMENTS PR	26,322.60

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	Invoice Number	Invoice Description	Amount
505-SEWER FUND			
70-UTILITIES			
75-SEWER			
1450-HDR ENGINEERING INC			
	194232	WWTP PHASE II PROJECTS	8,925.24
		VENDOR TOTAL:	35,247.84
1549-HILLCREST SPRING WATER INC			
	194092	DISTILLED WATER	162.50
		VENDOR TOTAL:	162.50
3695-IDEXX DISTRIBUTION INC			
	194091	PARTS	1,235.45
		VENDOR TOTAL:	1,235.45
1919-PAINTBRUSH SEWER & DRAIN			
	194087	HYDROVAC	1,740.00
		VENDOR TOTAL:	1,740.00
1958-PCA ENGINEERING INC			
	194126	WWTP HEADWORKS MISC MATERIALS TESTING	3,791.50
		VENDOR TOTAL:	3,791.50
2035-POWDER RIVER ENERGY CORPORATION			
	193985	ELECTRIC - GIL SEWAGE MTR STA	81.98
	193986	ELECTRIC - GIL EASTSIDE GURLEY LIFT	1,090.57
		VENDOR TOTAL:	1,172.55
2036-POWDER RIVER HEATING & CONDITIONING CORPORATION			
	194093	WATER HEAT & SINK REPLACEMENT	2,230.00
	194095	ICE MACHINE REPAIRS	601.09
		VENDOR TOTAL:	2,831.09
2114-RAILROAD MANAGEMENT CO LLC			
	194099	LICENSE FEES - 12" SEWER PIPELINE ENROACHMENT	794.62
		VENDOR TOTAL:	794.62
2263-WASTE CONNECTIONS OF WYOMING			
	194169	DUMP ROLLOFF AND DISPOSAL	882.40
		VENDOR TOTAL:	882.40

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	Invoice Number	Invoice Description	Amount
505-SEWER FUND			
70-UTILITIES			
75-SEWER			
2406-XEROX CORPORATION			
	194350	ORIGINAL PO 2250989 * REPLACEMENT ENGINEERING MULT	2,908.50
		VENDOR TOTAL:	2,908.50
		DIVISION TOTAL:	85,647.70
		DEPARTMENT TOTAL:	85,647.70
		FUND TOTAL:	85,647.70

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	Invoice Number	Invoice Description	Amount
601-CITY WEST FUND			
50-PUBLIC WORKS			
39-CITY WEST BUILDING MAINT			
1040-ALSCO			
	193972	RUG CLEANING	42.89
	193973	RUG CLEANING	46.10
	193975	RUG CLEANING	57.75
	193982	RUG CLEANING	45.05
		VENDOR TOTAL:	191.79
4434-MANPOWER US INC			
	194102	TEMP HELP AT CITY WEST	361.28
		VENDOR TOTAL:	361.28
		DIVISION TOTAL:	553.07
		DEPARTMENT TOTAL:	553.07
		FUND TOTAL:	553.07

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	Invoice Number	Invoice Description	Amount
603-WAREHOUSE FUND			
00-UNDEFINED			
00-UNDEFINED			
2594-BOMGAARS SUPPLY			
	194264	VEHICAL MAINTENANCE WAREHOUSE INVENTORY	155.70
		VENDOR TOTAL:	155.70
1197-BORDER STATES ELECTRIC			
	194265	ELECTRICAL INVENTORY	1,548.65
	194266	ELECTRICAL INVENTORY	1,753.82
	194267	ELECTRICAL INVENTORY	70.04
	194268	ELECTRICAL INVENTORY	1,005.00
	194269	ELECTRICAL INVENTORY	939.52
	194270	ELECTRICAL INVENTORY	70.04
	194272	ELECTRICAL INVENTORY	400.86
		VENDOR TOTAL:	5,787.93
2852-CORE & MAIN			
	194283	WATER INVENTORY	2,234.00
	194284	WATER INVENTORY	68,109.30
	194285	WATER INVENTORY	4,620.00
	194286	WATER INVENTORY	1,604.10
		VENDOR TOTAL:	76,567.40
1519-CRUM ELECTRIC SUPPLY COMPANY			
	194288	ELECTRICAL INVENTORY	118.73
		VENDOR TOTAL:	118.73
1870-FLAGSHOOTER LLC			
	194292	PARKS INVENTORY	167.07
	194293	ELECTRICAL INVENTORY	730.55
		VENDOR TOTAL:	897.62
1422-GILLETTE CONTRACTORS SUPPLY INC			
	194274	WATER INVENTORY	4,304.20
	194275	WATER INVENTORY	1,415.04
	194276	PARKS INVNETORY	67.48
	194277	WATER INVENTORY	686.96

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	Invoice Number	Invoice Description	Amount
603-WAREHOUSE FUND			
00-UNDEFINED			
00-UNDEFINED			
1422-GILLETTE CONTRACTORS SUPPLY INC			
	194278	PARKS INVNETORY	1,510.20
	194279	WATER INVENTORY	56.10
	194280	WATER INVENTORY	1,593.90
	194281	PARKS INVNETORY	824.52
	194282	WATER INVENTORY	3,294.00
		VENDOR TOTAL:	13,752.40
1424-MUNICIPAL TREATMENT EQUIPMENT			
	194300	WATER INVENTORY	559.82
		VENDOR TOTAL:	559.82
1479-NEWMAN SIGNS INC			
	194301	TRAFFIC SAFETY INVENTORY	772.00
	194302	TRAFFIC INVENTORY	134.20
		VENDOR TOTAL:	906.20
1511-NORCO INC			
	194304	ELECTRICAL INVENTORY	44.07
	194306	ELECTRICAL INVENTORY	15.38
	194310	ELECTRICAL INVENTORY	122.72
		VENDOR TOTAL:	182.17
2198-STUART C. IRBY CO			
	194320	ELECTRICAL INVENTORY	2,250.00
	194321	ELECTRICAL INVENTORY	5,800.00
	194322	ELECTRICAL INVENTORY	2,016.00
	194323	ELECTRICAL INVENTORY	2,840.00
	194324	ELECTRICAL INVENTORY	1,800.00
		VENDOR TOTAL:	14,706.00
2336-TRAFFIC & PARKING CONTROL COMPANY			
	194327	TRAFFIC INVENTORY	958.00
		VENDOR TOTAL:	958.00

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	Invoice Number	Invoice Description	Amount
603-WAREHOUSE FUND			
00-UNDEFINED			
00-UNDEFINED			
	2175-TWO M COMPANY INC		
	194328	PARKS INVNETORY	723.66
		VENDOR TOTAL:	723.66
	3014-UNITED CENTRAL INDUSTRIAL SUPPLY CO		
	194329	WATER INVENTORY	67.38
	194330	WATER INVENTORY	137.83
	194331	ELECTRICAL INVENTORY	15.05
		VENDOR TOTAL:	220.26
	2289-WESCO DISTRIBUTION INC		
	194333	ELECTRICAL INVENTORY * WESTERN TIE PROJECT * MICK	38,067.52
	194334	ELECTRICAL INVENTORY	152.48
	194335	ELECTRICAL INVENTORY	38.12
	194336	WATER INVENTORY	167.04
	194337	ELECTRICAL INVENTORY	15.95
	194338	WATER INVENTORY	175.23
	194339	WATER INVENTORY	207.09
	194340	WATER INVENTORY	281.00
	194342	ELECTRICAL INVENTORY	1,120.00
	194343	ELECTRICAL INVENTORY	8.00
		VENDOR TOTAL:	40,232.43
		DIVISION TOTAL:	155,768.32
		DEPARTMENT TOTAL:	155,768.32

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	Invoice Number	Invoice Description	Amount
603-WAREHOUSE FUND			
25-FINANCE			
28-WAREHOUSE FUND			
	1040-ALSCO		
	193980	RUG CLEANING	28.69
		VENDOR TOTAL:	28.69
2263-WASTE CONNECTIONS OF WYOMING			
	194065	WARLOW YARD TRASH	393.48
		VENDOR TOTAL:	393.48
		DIVISION TOTAL:	422.17
		DEPARTMENT TOTAL:	422.17
		FUND TOTAL:	156,190.49

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	Invoice Number	Invoice Description	Amount
604-VEHICLE MAINTENANCE FUND			
00-UNDEFINED			
00-UNDEFINED			
	1575-HOMAX OIL		
	194296	VM INVENTORY	612.00
		VENDOR TOTAL:	612.00
	3398-JACK'S TRUCK CENTER INC		
	194294	VM INVENTORY	96.00
		VENDOR TOTAL:	96.00
	4462-JOE JOHNSON EQUIPMENT, LLC		
	194299	VM INVENTORY	171.87
		VENDOR TOTAL:	171.87
	2190-SPENCER FLUID POWER		
	194319	VM INVENTORY	199.15
		VENDOR TOTAL:	199.15
	2385-WYOMING MACHINERY CO		
	194351	VM INVENTORY	302.72
	194352	VM INVENTORY	243.26
	194353	VM INVENTORY	292.49
		VENDOR TOTAL:	838.47
		DIVISION TOTAL:	1,917.49
		DEPARTMENT TOTAL:	1,917.49

Expenditure Approval Report
Check Approval Date of 08/19/2025



	Invoice Number	Invoice Description	Amount
604-VEHICLE MAINTENANCE FUND			
50-PUBLIC WORKS			
36-VEHICLE MAINTENANCE			
3622-ABSOLUTE AUTO, LLC			
	194137	PARTS	32.92
	194138	PARTS	19.95
		VENDOR TOTAL:	52.87
1040-ALSCO			
	193979	UNIFORM CLEANING	151.41
		VENDOR TOTAL:	151.41
1167-BIG HORN TIRE INC			
	194041	TIRE	125.00
	194147	TIRES	878.00
	194150	TIRES	878.00
	194151	PARTS	261.98
		VENDOR TOTAL:	2,142.98
1171-BIGHORN HYDRAULICS INC			
	194141	PARTS	114.51
		VENDOR TOTAL:	114.51
1197-BORDER STATES ELECTRIC			
	194153	PARTS	115.10
		VENDOR TOTAL:	115.10
2677-CENTRAL TRUCK & DIESEL INC			
	194050	PARTS	11.67
		VENDOR TOTAL:	11.67
3862-DADS TRUCK AND AUTO LLC			
	194061	TOW	560.00
		VENDOR TOTAL:	560.00
2645-GREINER MOTOR COMPANY			
	194045	PARTS	116.68
	194140	PARTS	657.64
	194146	PARTS	952.31
		VENDOR TOTAL:	1,726.63

Expenditure Approval Report
Check Approval Date of 08/19/2025



	Invoice Number	Invoice Description	Amount
604-VEHICLE MAINTENANCE FUND			
50-PUBLIC WORKS			
36-VEHICLE MAINTENANCE			
5050-HUGHES FIRE EQUIPMENT, INC.			
	194062	PARTS	1,398.10
		VENDOR TOTAL:	1,398.10
3398-JACK'S TRUCK CENTER INC			
	194047	PARTS	175.20
	194048	RETURN PARTS	-45.04
	194139	PARTS	118.92
		VENDOR TOTAL:	249.08
5130-JENNER EQUIPMENT CO			
	194051	PARTS	49.86
	194145	PARTS	18.34
		VENDOR TOTAL:	68.20
4462-JOE JOHNSON EQUIPMENT, LLC			
	194042	PARTS	155.87
		VENDOR TOTAL:	155.87
1291-MIDLAND IMPLEMENT CO INC			
	194043	PARTS	226.04
		VENDOR TOTAL:	226.04
1511-NORCO INC			
	194063	CYLINDER RENT	43.71
		VENDOR TOTAL:	43.71
5078-PARTSONE LLC			
	194030	PARTS	156.42
	194031	PARTS	50.95
	194032	PARTS	3.23
	194033	PARTS	98.18
	194035	PARTS	98.84
	194036	PARTS	78.18
	194037	PARTS	407.11

Expenditure Approval Report
Check Approval Date of 08/19/2025



	Invoice Number	Invoice Description	Amount
604-VEHICLE MAINTENANCE FUND			
50-PUBLIC WORKS			
36-VEHICLE MAINTENANCE			
5078-PARTSONE LLC			
	194154	PARTS	72.07
	194155	PARTS	53.01
	194156	PARTS	415.52
	194157	PARTS	144.46
	194158	PARTS	173.51
	194159	PARTS	229.99
	194160	PARTS	47.96
	194161	PARTS	11.46
	194162	PARTS	20.99
	194163	PARTS	51.71
	194164	PARTS	1.75
	194165	PARTS	54.99
	194166	PARTS	8.99
	194167	PARTS	22.79
		VENDOR TOTAL:	2,202.11
4967-RDO EQUIPMENT CO			
	194046	PARTS	303.00
	194143	PARTS	306.71
		VENDOR TOTAL:	609.71
1500-SAFETY-KLEEN SYSTEMS INC			
	194029	SOLVENT FOR TANKS	193.07
		VENDOR TOTAL:	193.07
2070-SOUTHERN COMPUTER WAREHOUSE			
	194317	NEW & REPLACEMENT IPADS	677.92
	194318	NEW & REPLACEMENT IPADS	239.04
		VENDOR TOTAL:	916.96
4851-SYN-TECH SYSTEMS, INC			
	194044	FUEL UPGRADE	2,995.00
		VENDOR TOTAL:	2,995.00

Expenditure Approval Report
Check Approval Date of 08/19/2025



	Invoice Number	Invoice Description	Amount
604-VEHICLE MAINTENANCE FUND			
50-PUBLIC WORKS			
36-VEHICLE MAINTENANCE			
2315-THUNDER BASIN FORD LLC			
	194148	PARTS	492.27
	194149	PARTS	191.37
	194152	PARTS	258.30
		VENDOR TOTAL:	941.94
		DIVISION TOTAL:	14,874.96
		DEPARTMENT TOTAL:	14,874.96
		FUND TOTAL:	16,792.45

Expenditure Approval Report
Check Approval Date of 08/19/2025



	Invoice Number	Invoice Description	Amount
702-LIABILITY INSURANCE FUND			
25-FINANCE			
38-LIABILITY INSURANCE			
3622-ABSOLUTE AUTO, LLC			
	194040	PARTS	114.95
	194049	PARTS	97.40
		VENDOR TOTAL:	212.35
3023-HUB INTERNATIONAL MOUNTAIN STATES LIMITED			
	194008	BOND RENEWAL - M HENDERSON FINANCE DIRECTOR	100.00
		VENDOR TOTAL:	100.00
5130-JENNER EQUIPMENT CO			
	194142	PARTS	384.95
		VENDOR TOTAL:	384.95
1758-KAREN'S DELIVERY SERVICE			
	194136	DELIVER PARTS	93.00
		VENDOR TOTAL:	93.00
5078-PARTSONE LLC			
	194034	PARTS	26.09
		VENDOR TOTAL:	26.09
		DIVISION TOTAL:	816.39
		DEPARTMENT TOTAL:	816.39
		FUND TOTAL:	816.39
		GRAND TOTAL:	4,161,995.06

ACCOUNTS PAYABLE CHECK RUN REPORT

Detail Invoice List

CHECK RUN: 250801 08/01/2025
 DUE DATE: 08/01/2025

CASH ACCOUNT: 000-00-00-101-00-10100-			POOLED CAS						
VENDOR	REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	VOUCHER	CHECK	
77777 SHERIDAN COUNTY SHERI	0000		INV	08/01/2025	193899		190110		
ACCOUNT DETAIL					LINE AMOUNT				
1	001-40-40-421-50-45810-			TRAIN/EDUC		400.00			
						CHECK TOTAL		400.00	
2968 ADMIRAL BEVERAGE CORP	0001		INV	08/01/2025	193900		190111		
ACCOUNT DETAIL					LINE AMOUNT				
1	001-40-40-421-90-49010-			GENCOMMTY		288.00			
						CHECK TOTAL		288.00	
2 INVOICES		WARRANT TOTAL			688.00	688.00			
CASH ACCOUNT BALANCE								16,674,440.50	

Expenditure Approval Report
Check Approval Date of 08/05/2025



	Invoice Number	Invoice Description	Amount
001-GENERAL FUND			
10-ADMINISTRATION			
04-SPECIAL PROJECTS			
1285-CAMPBELL COUNTY PUBLIC LAND BOARD CAMPLEX			
	193893	FY25 CAPITAL FUNDING REQUEST #5	199,078.35
		VENDOR TOTAL:	199,078.35
		DIVISION TOTAL:	199,078.35
		DEPARTMENT TOTAL:	199,078.35
		FUND TOTAL:	199,078.35

Expenditure Approval Report
Check Approval Date of 08/05/2025



	Invoice Number		Invoice Description		Amount
301-MADISON WATERLINE					
70-UTILITIES					
72-MADISON WATER LINE					
5056-FIRST STATE BANK, DIVISION OF GLACIER BANK					
	193896		GRWSP - PHASE IV FOX RIDGE ROA		4,920.30
				VENDOR TOTAL:	4,920.30
4738-STEVEN GERBER					
	193894		GRWSP - PHASE IV FOX RIDGE ROA		93,485.75
				VENDOR TOTAL:	93,485.75
				DIVISION TOTAL:	98,406.05
				DEPARTMENT TOTAL:	98,406.05
				FUND TOTAL:	98,406.05
				GRAND TOTAL:	297,484.40

Expenditure Approval Report
Check Approval Date of 08/07/2025



	Invoice Number	Invoice Description	Amount
001-GENERAL FUND			
40-POLICE DEPARTMENT			
40-PD ADMINISTRATION			
	5165-WESLEY JOHNSON		
	193957	TENTS FOR NATIONAL NIGHT OUT	1,450.00
		VENDOR TOTAL:	1,450.00
		DIVISION TOTAL:	1,450.00
		DEPARTMENT TOTAL:	1,450.00

Expenditure Approval Report
Check Approval Date of 08/07/2025



	Invoice Number	Invoice Description	Amount
001-GENERAL FUND			
50-PUBLIC WORKS			
33-CITY HALL BUILDING MAINTENANCE			
	1919-PAINTBRUSH SEWER & DRAIN		
	193949	20 YARD ROLL OUT FM YARD	137.50
		VENDOR TOTAL:	137.50
		DIVISION TOTAL:	137.50
51-PARKS			
	3909-CRESTVIEW IMPROVEMENT & SERVICE DISTRICT		
	193947	CRESTVIEW PARK WATER	45.04
		VENDOR TOTAL:	45.04
		DIVISION TOTAL:	45.04
		DEPARTMENT TOTAL:	182.54
		FUND TOTAL:	1,632.54

Expenditure Approval Report
Check Approval Date of 08/07/2025



	Invoice Number	Invoice Description	Amount
201-1% FUND			
10-ADMINISTRATION			
05-1% OPTIONAL SALES TAX			
2484-CAMPBELL COUNTY TREASURER			
	193950	APPLICATION FOR DEED	17.83
		VENDOR TOTAL:	17.83
		DIVISION TOTAL:	17.83
		DEPARTMENT TOTAL:	17.83
		FUND TOTAL:	17.83

Expenditure Approval Report
Check Approval Date of 08/07/2025



	Invoice Number	Invoice Description	Amount
301-MADISON WATERLINE			
70-UTILITIES			
72-MADISON WATER LINE			
1228-BURNS AND MCDONNELL CORPORATION			
	193958	GILLETTE MADISON PIPELINE PROJ	208.50
		VENDOR TOTAL:	208.50
		DIVISION TOTAL:	208.50
		DEPARTMENT TOTAL:	208.50
		FUND TOTAL:	208.50

Expenditure Approval Report
Check Approval Date of 08/07/2025



	Invoice Number	Invoice Description	Amount
604-VEHICLE MAINTENANCE FUND			
50-PUBLIC WORKS			
36-VEHICLE MAINTENANCE			
3398-JACK'S TRUCK CENTER INC			
	193948	PARTS	397.82
		VENDOR TOTAL:	397.82
		DIVISION TOTAL:	397.82
		DEPARTMENT TOTAL:	397.82
		FUND TOTAL:	397.82
		GRAND TOTAL:	2,256.69

Expenditure Approval Report
Check Approval Date of 07/31/2025



	Invoice Number	Invoice Description	Amount
701-HEALTH INSURANCE FUND			
20-HUMAN RESOURCES			
22-HEALTH INSURANCE			
1349-CAMPBELL COUNTY HOSPITAL DISTRICT			
	193774	JUNE 2025 WELLNESS	3,515.00
		VENDOR TOTAL:	3,515.00
2503-DELTA DENTAL OF WYOMING			
	193771	JUNE 2025 ADMIN FEES AND CLAIMS	32,351.70
		VENDOR TOTAL:	32,351.70
1912-GALLAGHER BENEFIT SERVICES, INC			
	193775	JULY 2025 SHORT TERM DISABILITY ADMIN FEES	157.50
	193776	JULY-SEPTEMBER 2025 CONSULTING SERVICES	9,125.00
		VENDOR TOTAL:	9,282.50
3687-OPTUM HEALTH FINANCIAL SERVICES			
	193772	JUNE 2025 HSA MONTHLY MAINTENANCE FEE	222.75
	193773	JUNE 2025 COBRA PARTICIPANT FEE	140.80
		VENDOR TOTAL:	363.55
		DIVISION TOTAL:	45,512.75
		DEPARTMENT TOTAL:	45,512.75
		FUND TOTAL:	45,512.75
		GRAND TOTAL:	45,512.75

Expenditure Approval Report
Check Approval Date of 07/31/2025



	Invoice Number	Invoice Description	Amount
001-GENERAL FUND			
00-UNDEFINED			
00-UNDEFINED			
5051-HEALTHEQUITY, INC.			
	193897	HRS/FSA DEDUCTION	1,080.88
	193898	WEEKLY CLAIMS	3,585.51
		VENDOR TOTAL:	4,666.39
		DIVISION TOTAL:	4,666.39
		DEPARTMENT TOTAL:	4,666.39
		FUND TOTAL:	4,666.39

Expenditure Approval Report
Check Approval Date of 07/31/2025



	Invoice Number	Invoice Description	Amount
701-HEALTH INSURANCE FUND			
20-HUMAN RESOURCES			
22-HEALTH INSURANCE			
2557-BLUE CROSS BLUE SHIELD OF WYOMING			
	193951	JULY 2025 ADMIN FEES AND STOP/LOSS	106,070.98
	193952	PRESCRIPTION DRUG COSTS, WEEKLY CLAIMS, COTIVITI	136,034.17
		VENDOR TOTAL:	242,105.15
		DIVISION TOTAL:	242,105.15
		DEPARTMENT TOTAL:	242,105.15
		FUND TOTAL:	242,105.15
		GRAND TOTAL:	246,771.54

Expenditure Approval Report
Check Approval Date of 08/11/2025



	Invoice Number	Invoice Description	Amount
001-GENERAL FUND			
00-UNDEFINED			
00-UNDEFINED			
	5051-HEALTHEQUITY, INC.		
	194179	WEEKLY CLAIMS	449.82
		VENDOR TOTAL:	449.82
2435-WYOMING STATE			
	194181	JULY 2025 SALES AND USE TAX	4.25
		VENDOR TOTAL:	4.25
		DIVISION TOTAL:	454.07
		DEPARTMENT TOTAL:	454.07
		FUND TOTAL:	454.07

Expenditure Approval Report
Check Approval Date of 08/11/2025



	Invoice Number	Invoice Description	Amount
504-POWER FUND			
00-UNDEFINED			
00-UNDEFINED			
2435-WYOMING STATE			
	194181	JULY 2025 SALES AND USE TAX	135,493.47
		VENDOR TOTAL:	135,493.47
		DIVISION TOTAL:	135,493.47
		DEPARTMENT TOTAL:	135,493.47

Expenditure Approval Report
Check Approval Date of 08/11/2025



	Invoice Number	Invoice Description	Amount
504-POWER FUND			
70-UTILITIES			
74-POWER			
	2697-BLACK HILLS WYOMING LLC		
	194178	AUGUST 2025 CTII GROUND LEASE	4,505.36
		VENDOR TOTAL:	4,505.36
	2365-WYODAK RESOURCES DEVELOPMENT CORP		
	194180	AUGUST 2025 WYGEN III GROUND LEASE	45,396.56
		VENDOR TOTAL:	45,396.56
		DIVISION TOTAL:	49,901.92
		DEPARTMENT TOTAL:	49,901.92
		FUND TOTAL:	185,395.39

Expenditure Approval Report
Check Approval Date of 08/11/2025



	Invoice Number	Invoice Description	Amount
505-SEWER FUND			
00-UNDEFINED			
00-UNDEFINED			
2435-WYOMING STATE			
	194181	JULY 2025 SALES AND USE TAX	173.00
		VENDOR TOTAL:	173.00
		DIVISION TOTAL:	173.00
		DEPARTMENT TOTAL:	173.00
		FUND TOTAL:	173.00

Expenditure Approval Report
Check Approval Date of 08/11/2025



	Invoice Number	Invoice Description	Amount
701-HEALTH INSURANCE FUND			
20-HUMAN RESOURCES			
22-HEALTH INSURANCE			
	2557	BLUE CROSS BLUE SHIELD OF WYOMING	
	194182	PRESCRIPTION DRUG COSTS, WEEKLY CLAIMS, COTIVITI	61,770.85
		VENDOR TOTAL:	61,770.85
	5051	HEALTHEQUITY, INC.	
	194183	AUGUST 2025 ADMIN FEES	250.25
		VENDOR TOTAL:	250.25
		DIVISION TOTAL:	62,021.10
		DEPARTMENT TOTAL:	62,021.10
		FUND TOTAL:	62,021.10
		GRAND TOTAL:	248,043.56



**CITY OF GILLETTE
CITY COUNCIL**

DATE: August 19, 2025

TITLE:

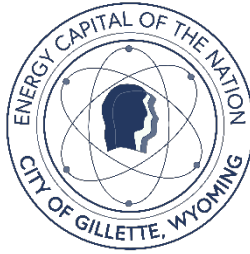
A Proclamation Designating August 23, 2025 as *Guiding Stars: Childcare Appreciation Day*.
~ Susan Glanzer

STAFF REFERENCE:

Michael H. Cole, City Administrator

ATTACHMENTS:

[Childcare Appreciation Day.pdf](#)



Proclamation

WHEREAS, childcare providers are the heart of our children’s daily lives—guiding, nurturing, and protecting Wyoming’s youngest generation with love, dedication, and skill; and

WHEREAS, these extraordinary individuals contribute to the healthy development, safety, and well-being of children, building a strong foundation for future learning and success; and

WHEREAS, quality childcare supports working families, strengthens communities, and contributes to the economic vitality of Gillette; and

WHEREAS, August 23, 2025, is designated to celebrate and acknowledge the positive impact of “Guiding Stars: Childcare Appreciation Day”; and

WHEREAS, on this day, we recognize and honor the commitment, compassion, and professionalism of our local childcare providers and the vital role they play in shaping our community’s future;

NOW, THEREFORE, I, Shay Lundvall, Mayor, proclaim August 23, 2025, as

"Guiding Stars: Childcare Appreciation Day"

in the city of Gillette and encourage all residents to join in recognizing and thanking our childcare providers for their invaluable service.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Gillette to be affixed this Fourth day of August 2025.

Shay Lundvall, Mayor

Alicia Allen, City Clerk
(Attest)



**CITY OF GILLETTE
CITY COUNCIL**

DATE: August 19, 2025

TITLE:

Field Use Policy Presentation

STAFF REFERENCE:

Sean Brown, City Attorney



**CITY OF GILLETTE
CITY COUNCIL**

DATE: August 19, 2025

TITLE:

A Public Hearing for the Issuance of a New Restaurant Liquor License to Prairie Jewelry, LLC, d.b.a. 1892 Wine & Tapas Bar, located at 206 S Gillette Ave.

STAFF REFERENCE:

Jennifer Toscana, Public Affairs Director


ATTACHMENTS:

[Public Hearing Notice](#)

NOTICE OF APPLICATION FOR A NEW RESTAURANT LIQUOR LICENSE

Notice is hereby given that on the 23rd day of July 2025, Prairie Jewelry, LLC, filed an application for a new Restaurant liquor license in the office of the City Clerk of the City of Gillette to the following described place, 206 S Gillette Avenue, Gillette, WY 82716, and protests if any there be against the approval will be heard at the hour of 6:00 p.m., August 19, 2025, or as soon thereafter as so ordered by the City Council of Gillette, Wyoming, in the City Council Chambers of the City of Gillette, located at 201 East 5th Street, Gillette, Wyoming.

Dated this 23rd day of July 2025



Alicia Allen, City Clerk

Publish: August 5, 2025
August 12, 2025



**CITY OF GILLETTE
CITY COUNCIL**

DATE: August 19, 2025

TITLE:

Council Consideration of a New Restaurant Liquor License to Prairie Jewelry, LLC, d.b.a. 1892 Wine & Tapas Bar, located at 206 S Gillette Ave.

SUGGESTED ACTION:

I move to approve the New Restaurant Liquor License to Prairie Jewelry, LLC, d.b.a. 1892 Wine & Tapas Bar, located at 206 S Gillette Ave.

CASE BACKGROUND:

Prairie Jewelry, LLC submitted an application for a new Restaurant Liquor License to the City Clerk's Office. The application and correlating documents were submitted to and approved by the Wyoming Liquor Division. A Public Hearing was published in the Gillette News Record on August 5, 2025 and August 12, 2025. If approved, the newly issued license would expire on March 31, 2026 in conjunction with all Gillette Liquor Licenses. Upon approval of the new license, the applicant will submit a renewal application to the City Clerk's Office, for consideration with the annual liquor license renewals in February 2026.

STAFF REFERENCE:

Jennifer Toscana, Public Affairs Director

ATTACHMENTS:

[Application](#)
[Sales Tax](#)
[Food License Application](#)
[Operation Plan](#)
[Dispensing Diagram](#)

NEW OR TRANSFER LIQUOR LICENSE OR PERMIT APPLICATION

FOR LIQUOR DIVISION USE ONLY		
Customer #:	_____	
Trf from:	_____	
Reviewer:	Initials	Date
Agent:	_____	/ /
Mgr:	_____	/ /

To be completed by City / Town / County Clerk Local License #: RST-13

License Fees
 Annual Fee: \$ _____
 Prorated Fee: \$ 733.15
 Transfer Fee: \$ _____
 Publishing Fee: \$ 90.00

Date filed with clerk: 07 / 23 / 2025
 Advertising Dates: (2 Consecutive Weeks Prior to Hearing) 08/05/2025 & 08/12/2025
 Public Hearing Date: 08 / 19 / 2025

Publishing Fee Direct Billed to Applicant:

License Term: 08 / 20 / 2025 Through 03 / 31 / 2026
 Month Day Year Month Day Year

LICENSING AUTHORITY: Begin publishing promptly. As W.S. 12-4-104(d) specifies: **NO LICENSING AUTHORITY SHALL APPROVE OR DENY THE APPLICATION UNTIL THE LIQUOR DIVISION HAS CERTIFIED THE APPLICATION IS COMPLETE.**

Applicant (Business Name): Prairie Jewelry LLC

Doing Business As (DBA) / Trade Name: 1892 Wine & Tapas Bar

Building to be licensed / Building Address: 206 S Gillette Ave
 (Address Number, and Suite or Unit Number, and Street or Road Name)
Gillette WY 82716 Campbell
 City State Zip County

Local Mailing Address: 1 Jack Ct
 (Address Number or PO Box, and Suite or Unit Number, and Street or Road Name)
Gillette WY 82718 Campbell
 City State Zip County

Local Business Telephone Number: (307) 670-5324 Fax Number: N/A

Business E-Mail Address: 1892winetapasbar@gmail.com

Business Primary Contact: Tara Rodrigue Z
 First Name Last Name

FILING FOR	FILING IN (CHOOSE ONLY ONE)	FILING AS (CHOOSE ONLY ONE)
<input checked="" type="checkbox"/> NEW LICENSE	<input checked="" type="checkbox"/> CITY / TOWN OF: <u>Gillette</u>	<input type="checkbox"/> INDIVIDUAL
<input type="checkbox"/> TRANSFER OF LOCATION	<input type="checkbox"/> COUNTY OF: <u>Campbell</u>	<input type="checkbox"/> PARTNERSHIP
<input type="checkbox"/> TRANSFER OF OWNERSHIP <input type="checkbox"/> ASSIGNMENT LETTER MUST BE ATTACHED		<input type="checkbox"/> LP <input type="checkbox"/> LLP <input type="checkbox"/> LLLP
FORMERLY HELD BY: _____		<input checked="" type="checkbox"/> LLC <input type="checkbox"/> LC
		<input type="checkbox"/> CORPORATION (INC)
		<input type="checkbox"/> POLITICAL SUBDIVISION
		<input type="checkbox"/> ORGANIZATION
		<input type="checkbox"/> OTHER _____

TYPE OF LICENSE OR PERMIT (CHOOSE ONLY ONE)

<input type="checkbox"/> RETAIL LIQUOR LICENSE	<input checked="" type="checkbox"/> RESTAURANT LIQUOR LICENSE	<input type="checkbox"/> MICROBREWERY PERMIT
PRIMARY BUSINESS TYPE (CHOOSE ONLY ONE)	<input type="checkbox"/> BAR AND GRILL LIQUOR LICENSE	<input type="checkbox"/> WINERY PERMIT
<input type="checkbox"/> ON-PREMISE BAR	<input type="checkbox"/> RESORT LIQUOR LICENSE	<input type="checkbox"/> MANUFACTURER SATELLITE PERMIT
<input type="checkbox"/> OFF-PREMISE PACKAGE STORE	LIMITED RETAIL LIQUOR LICENSE (CLUB)	<input type="checkbox"/> WINERY SATELLITE PERMIT
<input type="checkbox"/> ON & OFF PREMISE BAR & PACKAGE STORE	<input type="checkbox"/> VETERANS CLUB	<input type="checkbox"/> COUNTY MALT BEVERAGE PERMIT
	<input type="checkbox"/> FRATERNAL CLUB	<input type="checkbox"/> SPECIAL MALT BEVERAGE PERMIT
	<input type="checkbox"/> GOLF CLUB	
	<input type="checkbox"/> SOCIAL CLUB	

SPECIAL STATUTORY DESIGNATIONS (CHOOSE ONLY ONE)

<input type="checkbox"/> COMMERCIAL AIRPORT (W.S. 12-4-201(d)(iv))	<input type="checkbox"/> RESORT (W.S. 12-4-401(iv) / 12-5-201(f))
<input type="checkbox"/> GOLF CLUB (W.S. 12-5-201(f))	<input type="checkbox"/> GOLF CLUB-POLIT. SUBDIVISION (W.S. 12-4-301(e) / 12-5-201(f))
<input type="checkbox"/> GUEST RANCH (W.S. 12-5-201(f))	<input type="checkbox"/> Other: _____

OPERATIONAL STATUS (To Assist the Liquor Division with scheduling inspections (W.S. 12-1-101(a)(xxi) / 12-2-301(c) / 12-4-103(a)(iv)))

<input checked="" type="checkbox"/> FULL TIME	MONTHS OF OPERATION from <u>Jan</u> to <u>Dec</u> <input checked="" type="checkbox"/> All Year (Jan-Dec)
<input type="checkbox"/> SEASONAL	DAYS OF WEEK OF OPERATION from <u>TuS</u> to <u>SaX</u> <input type="checkbox"/> Every Day (Mon-Sun)
<input type="checkbox"/> NON-OPERATIONAL / PARKED	HOURS OF OPERATION from <u>11</u> to <u>3</u> <input type="checkbox"/> 24 Hours a Day

4 to 9

ALL APPLICANTS MUST COMPLETE QUESTIONS 1-3

1. BUILDING OWNERSHIP: W.S. 12-4-103(a)(iii)

Does the Applicant own or lease the licensed building?

- (a) The Applicant **OWNS** the licensed building. YES (own)
- (b) The Applicant **LEASES** the licensed building. YES (lease)

If the building is leased, please submit a copy of the lease and indicate:

(i) Lease term expiration date; located on page 2 paragraph 2.

Note: The lease term **MUST** continue at least through the term of the liquor license or permit

(ii) **Sales** provision for alcoholic or malt beverages: located, on page 2 paragraph 6.

Note: The lease **MUST** contain a provision for **SALE OF ALCOHOLIC or MALT BEVERAGES**.

2. LIQUOR BUSINESS CONTROL: W.S. 12-4-601(b)

- (a) To operate the liquor business, has the business or license/permit been assigned, leased, transferred or contracted with any other person (entity) to operate and assert total or partial control of the license or permit or the licensed building? YES NO

(b) If the answer was **YES** to 2(a) above, explain fully and submit any documents in connection there within.

3. INTEREST IN LICENSE OR PERMIT: W.S. 12-5-401, 12-5-402, 12-5-403 -

Does any alcohol manufacturer, brewer, rectifier, wholesaler, or through a subsidiary affiliate, officer, director or member of any such firm:

- (a) Hold any interest in the license/permit applied for? YES NO
- (b) Furnish by way of loan or any other money or financial assistance for purposes hereof in the business? YES NO
- (c) Furnish, give, rent or loan any equipment, fixtures, interior decorations or signs other than standard brewery or manufacturer's signs? YES NO
- (d) If the answer was **YES** to any of the above, explain fully and submit any documents in connection there within.

4. RETAIL LIQUOR LICENSE-COUNTY LOCATIONS ONLY: W.S. 12-4-201(f)(ii)

Is the licensed building within five (5) miles of an incorporated town or city? YES NO

5. RETAIL LIQUOR LICENSE-COMMERCIAL SERVICE AIRPORTS ONLY: W.S. 12-4-201(m)

- (a) Will food and beverage services be contracted or subcontracted? YES NO
- 1. If **YES**, is a copy of the food and beverage contract or lease attached? YES NO

6. BAR AND GRILL LICENSE OR RESTAURANT LIQUOR LICENSE ONLY: 12-4-413(a) / W.S. 12-4-407(a)

Is a copy of the valid food service permit or the approved permit application attached? YES NO

7. RESORT LIQUOR LICENSE: W.S. 12-4-401 through W.S. 12-4-403(b)

Does the resort complex:

- (a) Have an actual valuation of at least one million dollars, or have committed or expended at least one million dollars (\$1,000,000.00) on the complex, excluding the value of the land? W.S. 12-4-401(b)(i) YES NO
- (b) Include a restaurant and a convention facility; a convention facility that will seat at least one hundred (100) persons? W.S. 12-4-401(b)(ii) YES NO
- (c) Include motel, hotel or privately owned condominium, town house or home accommodations approved for short term occupancy with at least one hundred (100) sleeping rooms? W.S. 12-4-401(b)(iii) YES NO
- (d) If no on question (c), have a ski resort facility open to the general public in which has been committed or expended not less than 10 million dollars (\$10,000,000.00)? W.S. 12-4-401(b)(iv) YES NO
- (e) Will food and beverage services be contracted or subcontracted? W.S. 12-4-403(b) YES NO
- 1. If **YES** to (e), is a copy of the food and beverage contract or lease attached? YES NO

8. MICROBREWERY PERMIT ONLY: WHOLESALE DISTRIBUTION: W.S. 12-2-201(a)

- (a) Will the microbrewery self-distribute its products or distribute through a licensed wholesaler? YES NO

If **YES**, a wholesale malt beverage license from the Liquor Division will be required.

9. LIMITED RETAIL (CLUB) LIQUOR LICENSE:

(7/23)

FRATERNAL CLUBS W.S. 12-1-101(a)(iii)(B)

- (a) Has the fraternal organization been actively operating in at least thirty-six (36) states? YES NO
- (b) Has the fraternal organization been actively in existence for at least twenty (20) years? YES NO

10. LIMITED RETAIL (CLUB) LIQUOR LICENSE:

VETERANS CLUBS W.S. 12-1-101(a)(iii)(A):

- (a) Does the Veteran's organization hold a charter by the Congress of the United States? YES NO
- (b) Is the membership of the Veteran's organization comprised only of Veterans and its duly organized auxiliary? YES NO

11. LIMITED RETAIL (CLUB) LIQUOR LICENSE:

GOLF CLUBS W.S. 12-1-101(a)(iii)(D) / W.S. 12-4-301(e):

- (a) Does the golf club have more than fifty (50) bona fide members? YES NO
- (b) Does the Applicant, maintain, or operate a bona fide golf course together with a clubhouse? YES NO
- (c) Is the Applicant a Political Subdivision of the state that owns, maintains, or operates this golf course? YES NO
 - 1. Will food and beverage services be contracted or subcontracted? W.S. 12-4-301(e) YES NO
 - 2. If YES, is a copy of the food and beverage contract or lease attached? YES NO

12. LIMITED RETAIL (CLUB) LIQUOR LICENSE:

SOCIAL CLUBS W.S. 12-1-101(a)(iii)(E) / W.S. 12-4-301(b):

- (a) Does the club have more than one hundred (100) bona fide members who are residents of the county in which the club is located? YES NO
- (b) Is the club incorporated and operating solely as a nonprofit organization under the laws of this state? YES NO
- (c) Is the club qualified as a tax-exempt organization under the Internal Revenue Service? YES NO
- (d) Has the club been in continuous operation for a period of not less than one (1) year? YES NO
- (e) Has the club received twenty-five dollars (\$25.00) from each bona fide member as recorded by the secretary of the club and are club members at the time of this application in good standing by having paid at least one (1) full year in dues? YES NO
- (f) Does the club hold quarterly meetings and have an actively engaged membership carrying out the objectives of the club? YES NO
- (g) Is a true copy of the club bylaws attached to this application? YES NO
- (h) Has at least fifty one percent (51%) of the membership signed a petition indicating a desire to secure a Limited Retail Liquor License? (Petition(s) Attached) YES NO

13. Applicant is Filing As Individual, Partnership, Political Subdivision, Organization or Other: W.S. 12-4-102(a)(ii) & (iii)

Each individual, partner or officer (as applicable) must complete all of the information below. (If more information is required, list on a separate piece of paper and attach to this application.)

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip DO NOT LIST PO BOXES	Residence Phone Number	Have you been a DOMICILED resident for at least 1 year and not claimed residence in any other state in the last year?	Have you been convicted within the previous 10 years of:	
					a Felony Violation Relating to Alcoholic Liquor or Malt Beverages?	any Violation Relating to Alcoholic Liquor or Malt Beverages?
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
				YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

14. Applicant is Filing As a Corporation, Limited Company, Limited Liability Company, Limited Liability Partnership or Limited Partnership: W.S. 12-4-102(a)(iv) & (v)

Each stockholder holding, either jointly or severally, ten percent (10%) or more of the outstanding and issued capital stock

or ownership of the corporation, limited liability company, limited liability partnership, or limited partnership.

Each Officer, Director or LLC member must complete all of the information below.
(If more information is required, list on a separate piece of paper and attach to this application)

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip DO NOT LIST PO BOXES	Residence Phone Number	No. of Years in Corp or LLC	% of Corporate Stock or Ownership Held	Have you been convicted within the previous 10 years of:	
						a Felony Violation Relating to Alcoholic Liquor or Malt Beverages?	any Violation Relating to Alcoholic Liquor or Malt Beverages?
Taraann Rodriguez	11-2- 1985	1 Jack Ct Gillette WY 82718	307-670- 1448	3	100	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

REQUIRED ATTACHMENTS:

- A statement indicating the financial condition and financial stability of the Applicant. W.S. 12-4-102(a)(vi).
- If transferring a license or permit to another Applicant, attach a form of assignment from the current licensee to the new Applicant authorizing the transfer. W.S. 12-4-601(b).
- A copy of any lease agreements. W.S. 12-4-103(a)(iii)
- Bar & Grill and Restaurant liquor license Applicants: attach a copy of the current Food Service Permit or the approved permit application for the Applicant and for the licensed building location. 12-4-413(a) / W.S. 12-4-407(a)
- If food and beverage services will be contracted or subcontracted attach a copy of the contract or lease agreement W.S. 12-4-201(m) / W.S. 12-4-301(e) / W.S. 12-4-403(b)
- If filing for a Golf Club or Social Club liquor license attach a copy of the club's bylaws W.S. 12-4-301(c)

OATH OR VERIFICATION

Requires signatures by **ALL** Individuals, **ALL** Partners, **ONE (1)** LLC Member, or **TWO (2)** Corporate Officers or Directors except that if all the stock of the corporation is owned by **ONE (1)** individual then that individual may sign and verify the application upon his oath, or **TWO (2)** Club Officers. W.S. 12-4-102(b)

Under penalty of perjury, and the possible revocation or cancellation of the license, I swear the above stated facts, are true and accurate.

STATE OF WYOMING)
COUNTY OF Campbell) SS.

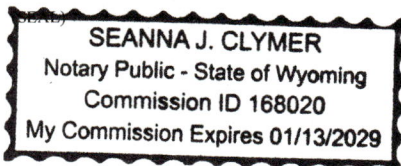
Signed and sworn to before me on this 23rd day of July, 2025, that the facts alleged in the foregoing instrument are true by the following:

- 1) [Signature] Taraann Rodriguez owner
(Signature) (Printed Name) Title
- 2) _____
(Signature) (Printed Name) Title
- 3) _____
(Signature) (Printed Name) Title
- 4) _____
(Signature) (Printed Name) Title
- 5) _____
(Signature) (Printed Name) Title

Witness my hand and official seal:

[Signature]
Signature of Notary Public

My commission expires: 01.13.2029



State of Wyoming

Department of Revenue

Excise Tax Division

WY Revenue ID No:
367669

Sales/Use Tax License No:
17007986

Business Start Date :
04/01/2022

The vendor shown below has registered with the Department of Revenue and has been authorized to collect the sales/use tax imposed by the sales/use Tax Act of 1937, as amended and to furnish receipts therefore. This license shall be valid and effective until canceled or revoked and is not transferable.

Location: **206 S GILLETTE AVE**
GILLETTE WY 82716-3703
UNITED STATES



Issued To: **1892**
PRAIRIE JEWELRY LLC
1 JACK CT
GILLETTE WY 82718-9118
UNITED STATES

Display Conspicuously at the Place of Business for Which Issued

APPLICATION FOR FOOD LICENSE

FOOD LICENSE: \$200.00 Initial Fee; \$100.00 Annual Renewal Fee.
(Licenses shall expire one year after date of issuance)

Cheyenne Office Use Only

LICENSE ACCOUNT NUMBER _____

ACTIVATION DATE _____

CHECK NO/CASH _____

LICENSE APPLICATION INFORMATION (to be completed by applicant)

Type of Application:

New Change of Location Change of Owner

If change of owner or location, previous establishment name/location: _____

- Establishment Information -

Trade/Business Name (dba): 1892 Wine & Tapas Bar

Applicant Name: Tara Rodriguez

Physical Address: 200 S Billette Ave

Will a Liquor License Be Applied For?

City: Billette State: WY Zip: 82710

Yes No

Mailing Address: 1 Jack Ct

City: Billette State: WY Zip: 82710

Business Phone Number: 307-670-1418

Person in Charge on Site Phone: Tara Rodriguez

Email: 1892tapas@gmail.com

Fax: N/A

- Owner Information -

Name of Owner: Tara Rodriguez

Form of Organization:

Name of Company (if applicable): Proper Jewelry LLC

Individual Co-Op Corporation

Parent Company (if applicable): N/A

Partnership LLC Non-Profit

Address: 1 Jack Ct

Other Entity _____

City: Billette State: WY Zip: 82710

Owner Phone Number: 307-670-1418

INDICATE WHERE TO MAIL RENEWAL FORMS 2 (1=ESTABLISHMENT; 2=OWNER)

Type of Establishment (please check applicable box)

Food Service Grocery Convenience Meat Plant Distributor Warehouse Dietary Supplement Processor Institution

Guest Ranch Dairy Bulk Water Bar Mobile Mobile/Commissary Dependent Retail Processor

Retail Pre-Packaged Retail Pre-Packaged License Only School Hotel Bed and Breakfast Seasonal Facility

Manufactured Food Processor; Type of Food: _____

I ATTEST TO THE ACCURACY AND INFORMATION PROVIDED IN THIS APPLICATION. I AGREE TO COMPLY WITH ALL APPLICABLE WYOMING LAWS AND REGULATIONS AND I UNDERSTAND THAT EACH SECTION OF THE LAWS AND REGULATIONS IS SEPARATELY AND COLLECTIVELY ENFORCEABLE. I AGREE TO ALLOW THE REGULATORY AUTHORITY ACCESS TO MY ESTABLISHMENT. LATE RENEWAL PAYMENTS WILL RESULT IN DEACTIVATION.

Tara Rodriguez
SIGNATURE OF APPLICANT

7/21/20
DATE

[Signature]
APPROVING OFFICIAL

17
COUNTY

Make Checks Payable to:

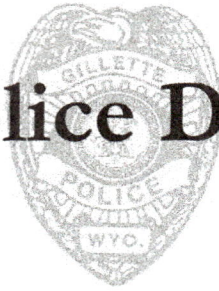
WYOMING DEPARTMENT OF AGRICULTURE
CONSUMER HEALTH SERVICES SECTION
2219 CAREY AVE.
CHEYENNE, WY 82002
(307) 777-7211
State Relay Service at 7-1-1 or 1 800 877-9965

Instructions: A plan review must be submitted before this application can be considered, unless this is a change of ownership. Submit this application to your inspector of the WY Department of Agriculture or local County Health Dept. Complete all sections. If a section is not applicable enter "N/A". If additional space is needed for any item, attach additional sheet.

This application shall serve as receipt of payment.

EQUAL OPPORTUNITY IN EMPLOYMENT AND SERVICES

Gillette Police Department



P.O. Box 518
Gillette, WY 82717
Website: www.gillettewy.gov

Administration: (307) 686-5232
Non-Emergency: (307) 682-5155
Administration Fax: (307) 686-0396

Chief of Police
Chuck Deaton

LIQUOR LICENSE OPERATION PLAN

Name as it appears on license: Prairie Jewelry LLC

Common name (doing business as): 1892

Street address: 206 S Gillette Ave, Gillette WY 82716

Phone #: 3047-670-1448

Type of license: Retail Limited Restaurant Bar & Grill Delivery

Hours of Operation

Our planned hours of operation are: M-S 11am to 9pm one Sunday a month 11am-3pm
Closed Sunday, except one Sunday a month for brunch service.

Last call will be 30 minutes before closing and last service will be 10 minutes before closing.

Format

The premises will be operated as: 1892 Wine and Tapas Bar. We are a restaurant. We will hold a brunch 1 Sunday a month.

Include:	<u>Nature of business</u>	<u>Regular Events</u>	<u>Special Events</u>
	Bar	Happy hour	Competitions of strength
	Package Liquor	Live Entertainment	Sexually oriented entertainment
	Restaurant		Other special events

(All outside events require a malt beverage or catering permit.)

Productivity Service With P.R.I.D.E. Enthusiasm
Responsibility Integrity Dedication

Security / Crowd Control / Capacity Limits

The official capacity limit for our business is: 50

In order to comply with our capacity limits we shall: _____

Maintain our capacity with having the set amount of tables. Taking reservations.

We shall maintain peace and order in and around our business by: _____

Setting a standard from the beginning when our guests walk into our door.

We will require checking of ID's with every guest. We will not serve to anyone who is visibly intoxicated.

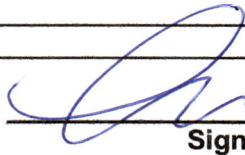
Rules of the establishment shall be enforced by: By owner and management staff.

Alcohol Management

To comply with laws regarding alcoholic and malt beverages, including the use of eighteen to twenty year old servers in restaurants if applicable, our establishment will: _____

Require every waitstaff and manager to take the TIPS training. No persons under the age of 21 will be allowed to serve or pour any alcoholic drinks of any kind.

If you retain full retail license, do you plan on alcohol delivery? Yes or No
What is your operational plan to ensure compliance with state statute if you answered yes? N/A



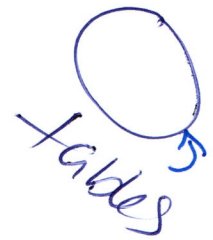
Signature of License Holder

7-23-25

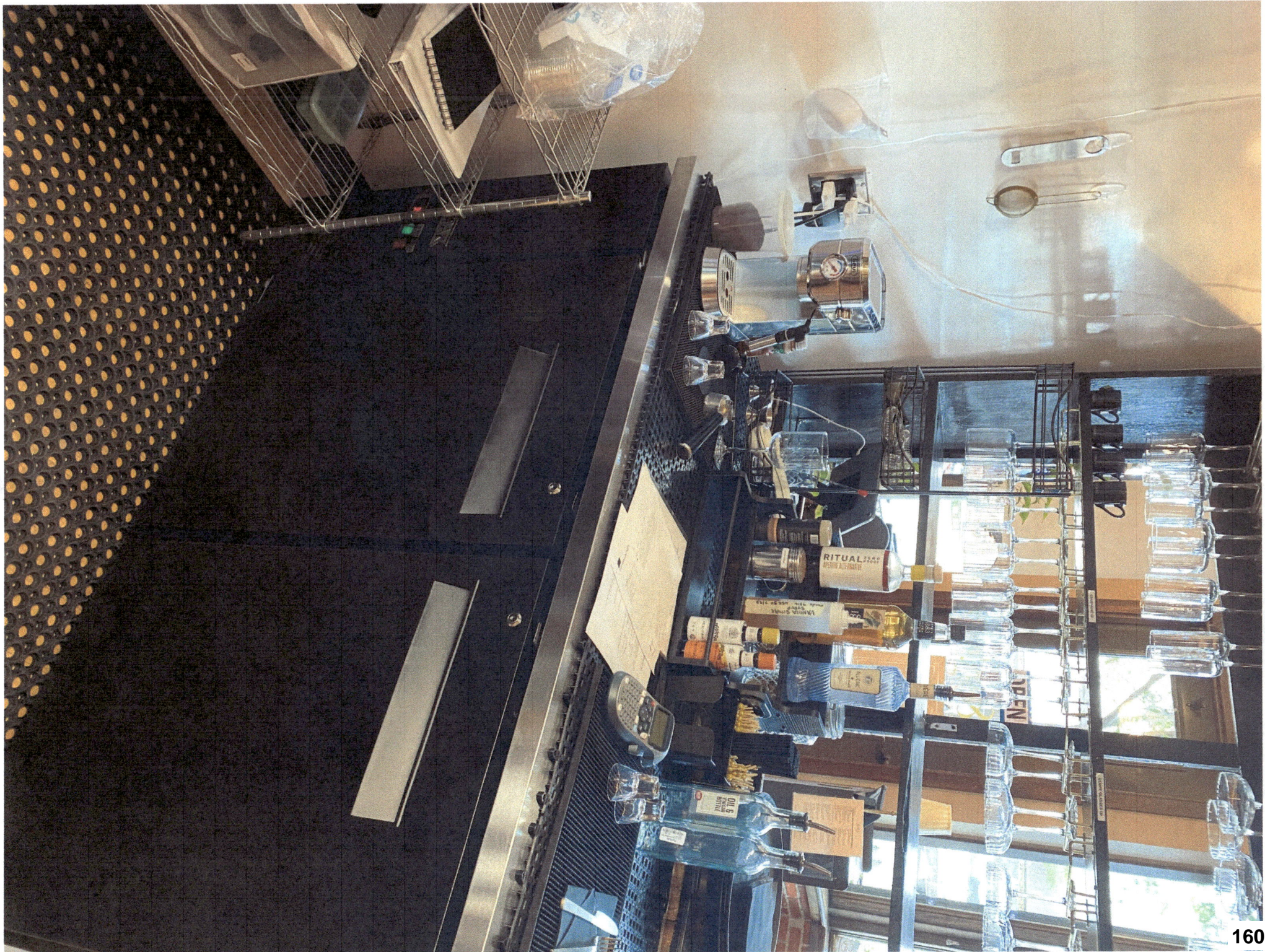
Date

Taraann Palviquez

Printed Name









**CITY OF GILLETTE
CITY COUNCIL**

DATE: August 19, 2025

TITLE:

A Public Hearing to Consider Amendments to the Gillette City Budget for FY2025-2026.

STAFF REFERENCE:

Michelle Henderson, Finance Director

ATTACHMENTS:

[Public Hearing Notice](#)

LEGAL NOTICE

Notice is hereby given that a Public Hearing will be held for the purpose of amending the City of Gillette's budget for the Fiscal Year 2025-26 budget year. Said hearing will be held on Tuesday, the 19th day of August, 2025, in the City Council Chambers at the hour of 6:00 p.m. or as soon thereafter as the City Council may order. The proposed adjustments are as follows:

SUMMARY OF BUDGET

ESTIMATED REVENUES:

General Fund		
Taxes	\$	28,415,855
License and Permits		865,079
State & Federal Shared Revenues		4,870,384
Grants & Loans		320,949
Charges for Services		5,714,461
Other Revenues		3,961,959
Application of Unassigned Cash		158,000
One Percent Tax		27,668,687
LID 652 - Interstate Industrial		106,945
Madison Water Line		1,679,000
Utilities Administration		3,223,514
Solid Waste		3,873,089
Water		18,944,899
Power		39,118,963
Sewer		12,032,438
Fiber		462,296
City West Operations		887,863
City Warehouse		218,069
Vehicle Maintenance		3,435,401
Health Insurance		7,335,224
Insurance		1,796,333
Grand Total	\$	165,089,408

ESTIMATED EXPENSES:

Mayor and Council, General	\$	185,814
Administration, General		615,660
Special Projects, General		3,046,864
City Attorney, General		748,876
Human Resources, General		806,892
Safety and Risk Management, General		223,484
Finance, General		1,195,283
Customer Service, General		1,497,205

Purchasing, General	324,838
Information Technology, General	5,843,678
Police, General	12,190,531
Dispatch, General	1,430,892
Victims Advocate, General	271,029
Animal Control, General	497,317
Animal Shelter Operations, General	456,614
City Hall Maintenance, General	829,311
Public Works Administration, General	497,473
Parks, General	3,426,282
Forestry, General	390,890
Streets, General	3,439,161
Traffic Safety, General	751,973
Engineering, General	1,543,778
Building Inspection, General	890,262
Planning, General	621,241
Code Compliance, General	195,614
Gillette Public Access, General	371,459
City Clerk, General	333,529
Judicial/Parking Control, General	480,136
Public Affairs, General	340,912
One Percent Tax, Capital Projects	27,668,687
LID 652 - Interstate Industrial	106,945
Madison Water Line, Enterprise	32,000
Utilities Administration, Enterprise	803,705
Electrical Engineering, Enterprise	983,766
SCADA, Enterprise	1,436,043
Solid Waste, Enterprise	3,873,089
Water, Enterprise	18,356,371
Swimming Pool, Enterprise	304,917
Power, Enterprise	38,051,665
Sewer, Enterprise	12,032,438
Fiber, Enterprise	405,287
City West Operations, Intergovernmental	883,627
City Warehouse Operations, Intergovernmental	218,069
Vehicle Maintenance, Intergovernmental	3,435,401
Health Fund, Insurance	7,335,224
Insurance, Insurance	1,624,236
Grand Total	<u>\$ 160,998,468</u>

Publish: August 9, 2025



**CITY OF GILLETTE
CITY COUNCIL**

DATE: August 19, 2025

TITLE:

Council Consideration of a Resolution to Approve Amendments to the Gillette City Budget for FY2025-2026.

SUGGESTED ACTION:

I move to approve the Resolution to amend the City of Gillette budget for the 2025-2026 Fiscal Year.

CASE BACKGROUND:

This is the first budget amendment to the FY2025-2026 Council approved budget, which was approved by Council on June 17, 2025. This amendment adds an additional \$10,001,378 in expenditure authority. The amendment includes:

1. Carryover requests funded by grant funding and application of unassigned cash totaling \$3,778,562 in the Water Fund for Pump Station #1 Upgrades
2. New/Additional funding requests funded by application of unassigned cash and/or offsetting revenue totaling \$6,222,816, distributed as follows:
 - a. General Fund - Increase of \$8,000 to the Mayor and Council Travel Budget; Increase of \$10,000 for the 2025 Energy Capital Start-up Challenge Pitch Competition Funding; Increase of \$140,000 for Integration of DigEplan into Energov
 - b. 1% Fund - Increase of \$1,601,158 for transfer into the Water Fund for Pump Station #1 Upgrades
 - c. Water Fund - Increase of \$2,512,500 for additional funds for the 30" Madison Water Transmission Main Repair Project; Increase of \$1,601,158 for Pump Station #1 Upgrades (offset by transfer in from 1% Fund)
 - d. Property/Liability Insurance Fund - Increase of \$350,000 to replace the City West Roof, which was damaged by hail

A detailed itemization of the budget amendment requests is attached. All requests included for consideration have been reviewed and recommended for approval by the Finance Department and Administration.

STAFF REFERENCE:

Michelle Henderson, Finance Director

ATTACHMENTS:

Resolution

FY26 Budget Amendment #1 Summary

RESOLUTION NO.

A RESOLUTION AMENDING THE GILLETTE CITY BUDGET FOR THE 2025-26 FISCAL YEAR PURSUANT TO W.S. 16-4-113.

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF GILLETTE, WYOMING THAT:

THE CITY BUDGET, AS SO REVISED, ALTERED AND OUTLINED BELOW, BE ADOPTED AS THE OFFICIAL CITY BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2026.

ESTIMATED REVENUES:

General Fund		
Taxes	\$	28,415,855
License and Permits		865,079
State & Federal Shared Revenues		4,870,384
Grants & Loans		320,949
Charges for Services		5,714,461
Other Revenues		3,961,959
Application of Unassigned Cash		158,000
One Percent Tax		27,668,687
LID 652 - Interstate Industrial		106,945
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Water		18,944,899
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Insurance		1,796,333
Grand Total	\$	<u>165,089,408</u>

ESTIMATED EXPENSES:

Mayor and Council, General	\$	185,814
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Animal Shelter Operations, General	456,614
City Hall Maintenance, General	829,311
Public Works Administration, General	497,473
Parks, General	3,426,282
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City Warehouse Operations, Intergovernmental	218,069
Vehicle Maintenance, Intergovernmental	3,435,401
Health Fund, Insurance	7,335,224
Insurance, Insurance	1,624,236
Grand Total	\$ 160,998,468

PASSED, APPROVED AND ADOPTED THIS 19TH DAY OF AUGUST, 2025.

Shay Lundvall, Mayor

(S E A L)

ATTEST:

Alicia Allen, City Clerk

Publish:

Revenue Budget Amendment Adjustments:

General Fund:

Application of Unassigned Cash for Additional Items - General Fund

158,000

Total General Fund Revenue Adjustments:

158,000

Other Funds:

Application of Unassigned Cash for Additional Items - Transfer to Water Fund for Pump Station #1 - 1% Funding

1,601,158

State Grants - Carryover Mineral Royalty Grant Pump Station #1 - Water Fund

181,212

Application of Unassigned Cash - Pump Station #1 Carryover - Water Fund

3,597,350

Application of Unassigned Cash - Water Fund

12,500

Transfer in from 1% Fund to Water Fund - Pump Station #1

1,601,158

Federal Loan - DWSRF Loan - 30" Madison Water Transmission Main Repair - Water Fund

2,500,000

Application of Unassigned Cash - Property/Liability Insurance Fund

350,000

Total Other Fund Revenue Adjustments:

9,843,378

Total Revenue Adjustments:

\$ 10,001,378

Expenditure Budget Amendment Adjustments:

Budget Amendment Requests for Carryover Items:

Water Fund:		
Water - Carryover Pump Station #1 Upgrades	3,778,562	
		<u>3,778,562</u>
Total General Fund Carryover Expenditure Adjustments:		<u>3,778,562</u>
		<u>\$ 3,778,562</u>

Requests for Additional Funds:

General Fund:		
General Fund - Mayor & Council - Travel Budget	8,000	
General Fund - Special Projects - 2025 Energy Capital Start-up Challenge Pitch Competition Funding	10,000	
General Fund - Engineering - Integration of DigEplan into Energov	140,000	
		<u>158,000</u>
Total General Fund Additional Expenditure Adjustments:		<u>158,000</u>

1%, Power, Sewer, Other Funds:		
1% Fund - Transfer out to Water Fund - Pump Station #1	1,601,158	
Water Fund - Additional Funds for 30" Madison Water Transmission Main Pipeline Repair Project (offset by DWSRF Loan)	2,500,000	
Water Fund - Additional Funds for DWSRF Loan Origination fee for Madison Water Transmission Main Project	12,500	
Water Fund - Pump Station #1 Upgrade - Additional Funds (offset by transfer from 1% Fund)	1,601,158	
Property/Liability Insurance - Replace City West Roof, which was damaged by hail	350,000	
		<u>6,064,816</u>
Total Other Funds Additional Expenditure Adjustments:		<u>6,064,816</u>
Total Additional Funding Requests		<u>\$ 6,222,816</u>
Total Expenditure Adjustments:		<u>\$ 10,001,378</u>

Revenues Over/(Under) Expenditures -



**CITY OF GILLETTE
CITY COUNCIL**

DATE: August 19, 2025

TITLE:

Council Consideration of a Special Event including a Street Closure on Wenger Drive for the Annual Marine Corps League 5k, from 4:00 p.m. to 8:00 p.m., on September 11, 2025, Requested by Joseph Bolton.

SUGGESTED ACTION:

I move to approve the foregoing Special Event permit.

STAFF REFERENCE:

MAP - Jennifer Toscana, Public Affairs Director

ATTACHMENTS:

[MAP](#)

[2025 Flyer](#)

[Cert of Liability](#)

[Street Closure Notification Form](#)

Marine Corp League 5K Run Sept. 11, 2025 4:00 pm to 8:00 pm



\\gis01.cog.wy.gov\GIS\Work\Projects\CHRS\Proj\Projects\Council\Projects\Council\Projects.aprx

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August 05, 2025
CITY OF GILLETTE
Information Technology GIS
P.O. Box 3003
Gillette, Wyoming 82717-3003
Phone (307) 686-5364
www.gillettewy.gov

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Productivity Responsibility Integrity Dedication

Annual Marine Corps League September 11th Memorial Run



5K/Run/Walk/Wheel Event

Sponsored by the LCpl Jacob Ross Detachment #1425

Thursday, 11 SEPTEMBER 2025

Fire Station 3 @ 3 Wenger Drive

(Across from Rec Center on South Enzi Drive)

Team/Large group discount available with pre-registration

Registration form required for each individual entrant

Pre-registration by 1 September 2025

Pre-registration \$25.00 w/shirt, \$10.00 w/o shirt

Pre-registered entrants will receive gift bag

Mail Pre-registration with check to LCpl Jacob Ross Detachment #1425 PO

Box 7225, Gillette, WY. 82717-7225

Race Day Registration 4:00 – 5:30 pm

Race Day \$30.00 w/shirt, \$15.00 w/o shirt

Opening Ceremonies at 5:45pm

Run at 6:00 pm

For Registration Forms or more Information, contact:

Shawn McKenney, Commandant, (307) 689-4734, shawnbagfillermc@gmail.com Joe

Bolton, Adjutant/Paymaster (830) 660-1330, josephwbolton@yahoo.com

Registration Form Can be downloaded at: mclgillette.org

MARINE CORPS LEAGUE, INC.
MARINE CORPS LEAGUE AUXILIARY, INC.
MILITARY ORDER OF DEVIL DOGS AND DEVIL DOG FLEAS
NATIONAL HEADQUARTERS, DEPARTMENTS, AND DETACHMENTS

SUMMARY OF COVERAGES

JULY 1, 2025 To JULY 1, 2026

COMMERCIAL GENERAL LIABILITY

Travelers Insurance Company, Policy No.660918X5830

\$2,000,000. General Aggregate (Other than Products/Completed Operations)
\$2,000,000. Products/Completed Operations Aggregate Limit
\$1,000,000. Personal and Advertising Injury Limit
\$1,000,000. Each Occurrence Limit
\$ 500,000. Fire Damage Limit (any one fire)
\$ 5,000. Medical Expense Limit (any one person)

Including:

- Host Liquor Liability - Members & Volunteers as Additional Insured
- Convention/Meeting Liability - Temporary Landlord as Additional Insured

Excluding:

- Professional Liability - Sports/Athletic Contests or Exhibitions - Employment Related Practices
- Liquor Liability/Parades - Mechanically Operated Amusement Devices - Workers' Compensation
- Abuse or Molestation - Nuclear Energy/Pollution/Asbestos - Automobile Liability
- Contractual Liability - Bike-a-Thons/Fairs/Carnivals/Concerts/Firearms* - Water Activities

IMPORTANT: *The Certificate of Insurance issued to you should be retained permanently in your files as evidence of your coverage. If you are required to provide evidence of insurance and/or add another party as "Additional Insured" in the policy, please complete the "Special Event Questionnaire/Certificate of Insurance Request Form" and return to Rust Insurance Agency. Any contracts you sign must be reviewed for their insurance requirement – adding an Additional Insured require underwriting approval.*

NOTES:

1. The limit of liability is **shared** by all departments, detachments and the National Headquarters.
2. Medical Expense coverage does not extend to members and volunteers nor does Members and Volunteers as Additional Insureds covers bodily injury to these individuals.
3. Certificate of Insurance should be obtained from anyone providing services to you (caterers, bus charters, contractors and other professional service providers). Request that the Marine Corps League is listed as an Additional Insured.
4. **NO** business contents or property coverage is provided to the departments & detachments.
5. This is a summary of the coverages provided. The actual coverage descriptions, conditions, and exclusions are in the original policy on file at the National Headquarters.
6. ***Firearms Exclusion:** *Events involving guns/firearms, ammunition, etc. used for demonstrations, competitions, exhibitions, or display.*
7. **Events Automatically covered up to 150 attendees:** Birthday Ball/Dinner Dances (1 per year per Detachment), Toys for Tots Collections, Member/Family Picnics, selling food at ball games/stadiums, Art/Craft Shows, Fairs/Antique Shows, Casino Night/Wine Tasting and events near the water.

EXCLUDED Events: *MCL Sponsored Parades, Motorcycle Rides, Shooting and Athletic Events (including Golf Tournament). We can procure other insurance for these events for a \$175 minimum premium.*

FOR QUESTIONS OR ASSISTANCE, PLEASE CONTACT:

RUST INSURANCE AGENCY, LLC
Please note our new mailing address:
2200 N. George Mason Drive, Box 7065
Arlington, VA 22207-9998
Attn: William P. Simons, IV, President
E-mail: wsimons@rustinsurance.com
Tel: 202 776-5013
Toll Free: 1-800-235-1889, ext. 5013
Fax: (202) 776-5035



**CITY OF GILLETTE
CITY COUNCIL**

DATE: August 19, 2025

TITLE:

Council Consideration of a Special Event Permit including a Street Closure and P.A. system, on 1st Street from Osborne Ave. to Emerson Ave. on August 29, 2025, from 4:00 PM to 8:00 PM for a Car Show, requested by Under Pressure Wash & Water.

SUGGESTED ACTION:

I move to approve the foregoing Special Event Permit.

CASE BACKGROUND:

Barricades requested, 0 roll-outs needed for this event.

STAFF REFERENCE:

MAP - Jennifer Toscana, Public Affairs Director

ATTACHMENTS:

[MAP](#)

[Street Closure Notification Form](#)

[Liability Insurance](#)

Car Show for Under Pressure Wash & Water Aug. 29, 2025 4:00 pm to 8:00 pm



S Emerson Ave

E 1st St

S Osborne Ave

E 2nd St



August 11, 2025
CITY OF GILLETTE
Information Technology GIS
P.O. Box 3003
Gillette, Wyoming 82717-3003
Phone (307) 686-5364
www.gillettewy.gov



Productivity Service With P.R.I.D.E. Endurance
Responsibility Integrity Dedication



**CITY OF GILLETTE
CITY COUNCIL**

DATE: August 19, 2025

TITLE:

Council Consideration of an updated Operation Plan for Olas Tulum Seafood Bar & Grill LP, to amend the hours of operation to 8:00 AM to 12:00 AM Sunday through Thursday, and 8:00 AM to 2:00 AM Friday through Saturday.

STAFF RECOMMENDATION:

Olas Tulum Seafood Bar & Grill LP applied for a new Bar & Grill Liquor License on March 7, 2025. The license and Operation Plan was approved by City Council on April 1, 2025, with operation hours of 7:00 AM to 12:00 AM daily. From April to August, Olas Tulum has been calling the Clerk's Office to notify us that they will be open until 2:00 AM on certain Fridays and Saturdays for 18+ events that include a DJ, dancing, alcoholic beverages, and food. As requested by the Police Department, a new Operation Plan with updated operation hours was submitted on July 10, 2025 to be formally accepted or denied by City Council.

STAFF REFERENCE:

Jennifer Toscana, Public Affairs Director

ATTACHMENTS:

[Operation Plan UPDATED 7/10/2025](#)

[Operation Plan ORIGINAL 3/7/2025](#)

Olas tulum seafood bar and grill

806 e second street gillette

307-682-3120

July 10,2025

Dear police department of gillette:

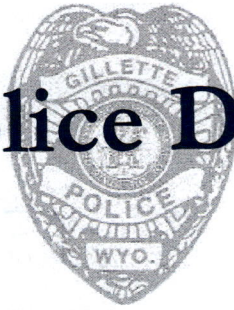
We are submit our operation plan for our special event permit from olas tulum seafood bar and grill as requested, all our special events will be and fridays and saturday nights starting at 10 pm ending at 2am this events will be 18+ will be having security checking their ID people who are 21+ will have a special bracelet to difference who will be consuming alcohol while for people who are under 21 will be serving drinks such as red bulls, pepsi products (in cans to prevent any accidents) fresh waters like jamaica and horchata,for this events the food served will be tacos,nachos,chips and salsa.

We are requesting this change because our customers are asking if we can keep doing it, because is something different here in town, said this the police department is welcome to stop anytime to the restaurant making sure we are following the rules when we have the special events, Thank you for letting us submit our operation plan and requesting this change. For any further questions you can give us a call at 307-299-6785 or 307-299-1193.

Olas tulum seafood bar and grill

Angel Estu Chupo

Gillette Police Department



P.O. Box 518
Gillette, WY 82717
Website: www.gillettewy.gov

Administration: (307) 686-5232
Non-Emergency: (307) 682-5155
Administration Fax: (307) 686-0396

Chief of Police
Chuck Deaton

LIQUOR LICENSE OPERATION PLAN

Name as it appears on license: Olas tulum Seafood bar and grill LP

Common name (doing business as): Olas tulum Seafood bar and grill

Street address: 806 e second street gillette wyo 82716

Phone #: 307-682 3120

Type of license: Retail Limited Restaurant Bar & Grill Delivery

Hours of Operation

Our planned hours of operation are: Monday - Thursday 8am - 12pm
Saturday and Friday 8am - 2am

Last call will be 20 minutes before closing and last service will be 20 minutes before closing.

Format

The premises will be operated as: Bar and grill seafood mexican style seafood, we will have regular tables and booths for everyone and a bar area for zit folks, we will serve food, beer and malt beverages, happy hours and live events such as concerts, dances and Karaoke
Football events, soccer, boxing, MMA, UFC.

Include:	<u>Nature of business</u>	<u>Regular Events</u>	<u>Special Events</u>
	Bar	Happy hour	Competitions of strength
	Package Liquor	Live Entertainment	Sexually oriented entertainment
	Restaurant		Other special events

(All outside events require a malt beverage or catering permit.)

Productivity Service With P.R.I.D.E. Enthusiasm
Responsibility Integrity Dedication

Security / Crowd Control / Capacity Limits

The official capacity limit for our business is: 137

In order to comply with our capacity limits we shall: ensure a safe environment work with the host on turn to move people / tables so don't get stuck and keep tables moving

We shall maintain peace and order in and around our business by: Committing to ensuring a safe and peaceful environment both within business premises and surrounding area, maintaining order, code of conduct, conflict, resolution, security measures

Rules of the establishment shall be enforced by: Everyone who is working at the premises at the same time.

Alcohol Management

To comply with laws regarding alcoholic and malt beverages, including the use of eighteen to twenty year old servers in restaurants if applicable, our establishment will: enforce our servers/waitress to take the same liquor

serve, pass the test, and train with the best of our abilities, use camera to have more acknowledge of place when no

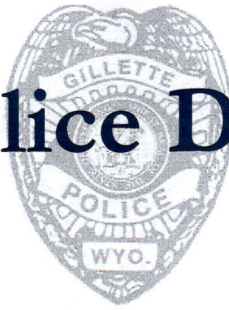
If you retain full retail license, do you plan on alcohol delivery? Yes or (No) present.
What is your operational plan to ensure compliance with state statute if you answered yes? _____

Angelista Open
Signature of License Holder

July 10, 2025
Date

Angel Chuta Pol
Printed Name

Gillette Police Department



P.O. Box 518
Gillette, WY 82717
Website: www.gillettewy.gov

Administration: (307) 686-5232
Non-Emergency: (307) 682-5155
Administration Fax: (307) 686-0396

Chief of Police
Chuck Deaton

LIQUOR LICENSE OPERATION PLAN

Name as it appears on license: Olas Tulum Seafood Bar and Grill ~~LLP~~ LP

Common name (doing business as): Olas Tulum Seafood Bar and Grill

Street address: 806 E 2nd Street

Phone #: _____

Type of license: Retail Limited Restaurant Bar & Grill Delivery

Hours of Operation

Our planned hours of operation are: Every day from 7am to 12am

Last call will be 10 minutes before closing and last service will be 10 minutes before closing.

Format

The premises will be operated as: Bar and Grill Seafood Mexican style Seafood. We will have regular tables and booths for everyone and a bar area for 21+ folks. We will serve food, beer and malt beverages, happy hours and live events such as concerts, dances, and Karaoke football events, Soccer, MMA, UFC.

Include:	<u>Nature of business</u>	<u>Regular Events</u>	<u>Special Events</u>
	Bar	Happy hour	Competitions of strength
	Package Liquor	Live Entertainment	Sexually oriented entertainment
	Restaurant		Other special events

(All outside events require a malt beverage or catering permit.)

Productivity Service With P.R.I.D.E. Enthusiasm
Responsibility Integrity Dedication

Security / Crowd Control / Capacity Limits

The official capacity limit for our business is: 110

In order to comply with our capacity limits we shall: ensure a safe environment work with the host on turn to move people/tables so don't get stuck and keep the tables moving

- We shall maintain peace and order in and around our business by: committing to ensuring a safe and peaceful environment both within business premises and surrounding Area, Maintaining order, Code of Conduct, Conflict Resolution, security measures;

Rules of the establishment shall be enforced by: Everyone who is working at the premises at the time

Alcohol Management

To comply with laws regarding alcoholic and malt beverages, including the use of eighteen to twenty year old servers in restaurants if applicable, our establishment will: Enforce our servers/waitress to take the server license class, pass the test, and train with the best of our abilities, use cameras to have more acknowledge of the place when no present.

If you retain full retail license, do you plan on alcohol delivery? Yes or No
What is your operational plan to ensure compliance with state statute if you answered yes?

Argeta Chry
Signature of License Holder

_____ Date

_____ Printed Name



**CITY OF GILLETTE
CITY COUNCIL**

DATE: August 19, 2025

TITLE:

Council Consideration for the Acceptance of Public Improvements for the Cam-Plex Lift Station Capacity Upgrade Constructed by DRM, Inc., in the Amount of \$3,437,975.18 (1% Project).

SUGGESTED ACTION:

I move for Approval of the Acceptance of Public Improvements for the Cam-Plex Lift Station Capacity Upgrade, constructed by DRM, Inc., in the Amount of \$3,437,975.18 (1% Project).

PROJECT NUMBER:

22EN19

CASE BACKGROUND:

The project consisted of replacing the existing Cam-Plex Lift Station and constructed a new gravity fed sewer main from the Fox Park lift station area to the new Cam-Plex lift station (see attached map). The existing Cam-Plex Lift Station was a vacuum prime type station that had reached the end of its useful life; it frequently lost prime, required an increasing amount of maintenance, and needed increased pumping capacity to eliminate overflows and meet the capacity demands of potential service area growth. The new gravity fed sewer main that connects the Fox Park subdivision to the new Cam-plex lift station will allow for the removal of the existing Fox Park lift station. This will help save millions of dollars by not needing to operate, maintain or replace the old lift station.

The existing Cam-Plex lift station also experienced periodic plugging as a result of PVC cleanout caps that entered the sewer at the RV Campground near the Cam-Plex Multi-Event Facilities. The project also included a sewer grinding unit in a precast structure so that PVC cleanout caps and other debris were reduced in size before entering the new lift station.

The original bid was in the amount of \$3,315,386.37. There were three total monetary change orders as follows:

Change Order #1 - decrease of (\$3,002.00) - changed the insulation method for the control building.
Change Order #2 - increase of \$343,968.16 - added a new gravity main from the existing Fox Park lift

station.

Change Order #9 - decrease of (\$218,377.35) - liquidated damages impacts and final quantity adjustments.

The total project construction cost was \$3,437,975.18 and was fully funded with the Optional 1% Sales Tax Fund.

ACTUAL COST VS BUDGET:

Actual Cost: \$3,437,975.18 ; Budget: \$3,753,158.18

STAFF REFERENCE:

MAP - Ry Muzzarelli, P.E., Development Services Director

ATTACHMENTS:

[Certificate of Final Completion](#)

[Certificate of Substantial Completion](#)

[Warranty](#)

[map](#)

CITY OF GILLETTE CERTIFICATE OF FINAL COMPLETION

Project: Cam-Plex Wastewater Lift Station and Force Main – 22EN19

Project No.: 22EN19

Date of Contract: May 2, 2023

Owner: City of Gillette

Contractor: DRM, Inc.

Engineer: HDR Engineering, Inc.

This Certificate of Final Completion applies to:

X All Work under the Contract Documents:

The following specified portions:

April 22, 2025
Date of Final Completion

CITY OF GILLETTE CERTIFICATE OF SUBSTANTIAL COMPLETION

Project: Cam-Plex Wastewater Lift Station and Force Main – 22EN19

Project No.: 22EN19

Owner: City of Gillette

Date of Contract: May 2, 2023

Contractor: DRM, Inc.

This Certificate of Substantial Completion applies to:

 X All Work under the Contract Documents:

 The following specified portions:

April 22, 2025
Date of Substantial Completion

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor and Engineer, and found to be complete.

The responsibilities between OWNER and CONTRACTOR for security, operation, safety, maintenance, heat, utilities, insurance and warranties shall be as provided in the Contract Documents except as amended as follows:

 X Amended Responsibilities
 Not Amended

Owner’s Amended Responsibilities: N/A

Contractor’s Amended Responsibilities:
Correction period for the Factory Built Pump Station will be as stated on the
attached Notice of Special Correction Period.

The following documents are attached to and made part of this Certificate:
Notice of Special Correction Period

This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents nor is it a release of Contractor's obligation to complete the Work in accordance with the Contract Documents.

DATED this 15 day of July, 2025

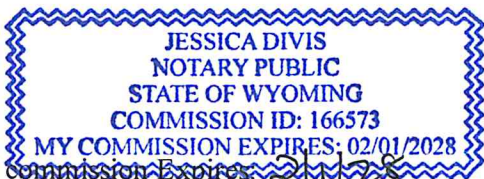
DRM, Inc.
CONTRACTOR (COMPANY NAME)

Don McKillop Sec - Treas.
SIGNATURE (TITLE)

STATE OF WYOMING }
 } SS
COUNTY OF CAMPBELL }

The foregoing instrument was acknowledged before me by Don McKillop,
this 15 day of July, 2025

Witness my hand and official seal



Jessica Divis
Notary Public

CITY OF GILLETTE

Shay Lundvall, Mayor

Date

(S E A L)
ATTEST:

Alicia Allen, City Clerk

WARRANTY

(Contractor)

DRM, Inc. hereinafter the CONTRACTOR, does expressly affirm, promise and guarantee all project improvements including materials, equipment and workmanship on the Cam-Plex Wastewater Lift Station and Force Main – 22EN19 (project) FOR A PERIOD OF One Year FROM THE DATE OF SUBSTANTIAL AND FINAL COMPLETION.

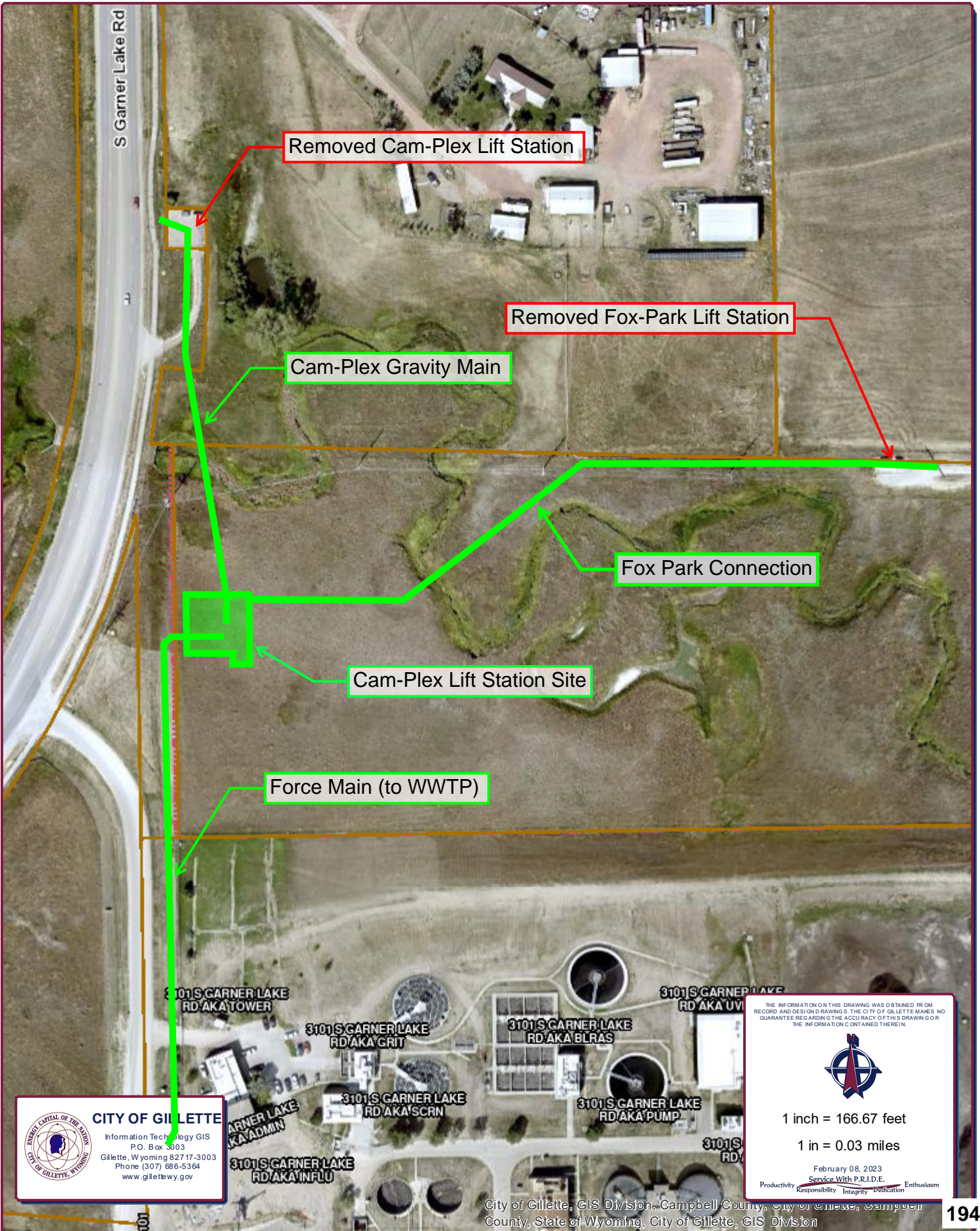
CONTRACTOR further agrees in the event that any or all of the Project improvements fail to conform to the Contract Documents or require any rebuilding, construction or reconstruction to keep Project improvements in conformity with the Contract Documents or to bring Project improvements up to the Contract Document Specifications that CONTRACTOR will pay all necessary, reasonable and normal costs whatsoever, incurred by the City of Gillette in repairing, construction, reconstruction, or rebuilding any of the Project improvements which at any time within the above mentioned period of ONE YEAR is not in conformity with the Contract Documents.

Provided, however: That the City of Gillette shall give written notice to CONTRACTOR that the City of Gillette intends to perform work on the Project improvements and that said notice shall specify the improvement, its location and the cause or kind of non-conformity with reference to the relevant Contract Documents. Said notice shall be sent to CONTRACTOR by registered mail before the City begins any work or incurs any cost unless an emergency situation occurs. The occurrence of an emergency shall be determined in the reasonable discretion of the City Engineer of the City of Gillette, and is declared to be an event which renders advance notice contrary to the health, safety or welfare of the residents of the City of Gillette. In case the City Engineer finds the existence of an emergency requiring immediate action he shall serve notice to CONTRACTOR in the form above mentioned as soon as practical and shall include an explanation of the state of affairs requiring emergency action.

Provided, further: That the obligation of CONTRACTOR shall be to compensate the City of Gillette for bringing any improvements up to the Contract Documents Specifications and this obligation shall cover all work necessary to bring the improvement into conformity, even if the work occurs after the expiration of the one year period specified above if the City sent notice as provided above within the one year period or, in the case of any emergency as provided above if the City actually began work on the improvement within the one year period.

Exceptions: See attached Notice of Special Correction Period for Factory Built Pump Station.

Cam-Plex Lift Station Map



CITY OF GILLETTE
 Information Technology GIS
 P.O. Box 3003
 Gillette, Wyoming 82717-3003
 Phone (307) 686-5364
 www.gillettewy.gov

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1 inch = 166.67 feet

1 in = 0.03 miles

February 08, 2023
 Service With P.R.I.D.E.
 Productivity Responsibility Integrity Dedication Enthusiasm



**CITY OF GILLETTE
CITY COUNCIL**

DATE: August 19, 2025

TITLE:

Council Consideration for the Acceptance of Public Improvements for the Hidden Valley Playground Renovations Project, Installed by Powder River Construction, Inc., in the Amount of \$671,867.10 (1% Project).

SUGGESTED ACTION:

I move for Approval of the Acceptance of Public Improvements for the Hidden Valley Playground Renovations Project, Installed by Powder River Construction, Inc., in the Amount of \$671,867.10 (1% Project).

PROJECT NUMBER:

24EN13

CASE BACKGROUND:

The Hidden Valley Playground Renovations Project represented the third phase of the Park Playgrounds Master Plan developed with Russell + Mills Studios and provided a complete removal and replacement of the existing playground and surrounding landscape at Hidden Valley Park located at 4303 Hidden Valley Road.

WHEN CONSTRUCTED: The playground and surrounding park had not been significantly updated since 1993. The previously existing playground and play equipment were not compliant with current safety and playground industry standards.

WHY NEEDED: This park was selected as a priority for replacement due to the age of the play equipment and the general condition of the surrounding park landscape. The previous play equipment was maintenance intensive and lacking in diverse play opportunities. Further, the existing playground features/access are non-ADA compliant, and non-compliant with current playground safety standards. The project is consistent with objectives outlined in the Parks and Pathways Master Plan, Playgrounds Master Plan as well as recent other playground renovations in the City.

The improved playground features age separated play, all new playground equipment, updated

landscaping and irrigation and a “Bottle-Filler” style drinking fountain. Other unique site features include a boulder seating wall and a working sundial sand-blasted into a small concrete circle adjacent to the playground.

SCHEDULE: Work began under the contract documents in July of 2024. A winter shut down was issued in order to allow for certain plant material to be installed in the spring of 2025, a more optimal planting period. Substantial Completion was achieved in June of 2025 with final punch-list items completed in July.

FUNDING: This project was fully funded through the Optional 1% Sales Tax Fund and a \$250,000.00 grant from the Land and Water Conservation Fund.

ACTUAL COSTS VS BUDGET: This project was awarded to Powder River Construction, Inc. in the amount of \$651,666.55 on April 16th, 2024. Four (4) change orders were approved for this project,

1. Change Order #1 - (additional days only) provided additional playground and site drainage infrastructure and fill material for the "Sundial Hill."
2. Change Order #2 - (additional days only) provided for Contractor Provided Engineering services related to the foundations and footings for the playground equipment and Part-A-Let Enclosure.
3. Change Order #3 - (additional days only) removal of buried demolished concrete foundation and provided wiring conduit for the irrigation system.
4. Change Order #4 - increase \$20,200.25. Reconciled final quantities.

The total construction cost is \$671,867.10. The overage of (\$19,1975.95) is covered through savings on other projects in the 1% Optional Sales Tax Fund. The project is fully funded.

ACTUAL COST VS BUDGET:

\$700,174.95 Actual: \$680,999.00 Budgeted (Overage covered through Savings on other Projects in the 1% Fund)

STAFF REFERENCE:

MAP - Ry Muzzarelli, P.E., Development Services Director

ATTACHMENTS:

[Reference Map \(Before\)](#)

[Reference Map \(After\)](#)

[Affidavit](#)

[Certificate of Final Completion](#)

[Certificate of Substantial Completion](#)

[Warranty](#)

Hidden Valley Park Before

Hidden Valley Rd

THE INFORMATION ON THIS DRAWING WAS OBTAINED FROM RECORDS AND FIELD DRAWINGS. THE CITY OF GILLETTE MAKES NO GUARANTEE REGARDING THE ACCURACY OF THIS DRAWING OR THE INFORMATION CONTAINED THEREIN.

August 06, 2025
CITY OF GILLETTE
Information Technology GIS
P.O. Box 3003
Gillette, Wyoming 82717-3003
Phone (307) 686-5364
www.gillettewy.gov

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Productivity Service With P.R.I.D.E. Enthusiasm
Responsibility Integrity Publication

Hidden Valley Park After

Hidden Valley Rd



THE INFORMATION ON THIS DRAWING WAS OBTAINED FROM RECORDS AND DESIGN DRAWINGS. THE CITY OF GILLETTE MAKES NO GUARANTEE REGARDING THE ACCURACY OF THIS DRAWING OR THE INFORMATION CONTAINED THEREIN.

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0 10 20
Feet

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Responsibility Integrity Dedication

AFFIDAVIT ON BEHALF OF CONTRACTOR

STATE OF: Wyoming

CITY: Gillette

COUNTY: Campbell

DATE: 7-30-25

I certify to the best of my knowledge and belief that all work has been performed and materials supplied in strict accordance with the terms and conditions of the correspondence contract documents between the City of Gillette the Owner, and Powder River Construction, Inc. the Contractor, dated May 7th, 2024

For the **24EN13-Hidden Valley Playground Renovations Project**
Project

And further declare that all bills, for materials, supplies, utilities and for all other things furnished or caused to be furnished by the above named contractor and used in the execution of the above contract have been fully paid, and that there are no unpaid claims or demands of State Agencies, sub-contractors, material men, mechanics, laborers or any other resulting from or arising out of any work done or ordered to be done by said contractor under the above identified contact.

In consideration of the prior and final payments made and all payments made for authorized changes, the contractor releases and forever discharges the Owner from any and all obligations and liabilities arising by virtue of said contract and authorized changes between the parties hereto, either verbal or in writing, and any and all claims and demands of every kind and character whatsoever against the Owner, arising out of or in any way relating to said contract and authorized changes.

This statement is made for the purpose of inducing the Owner to make FINAL PAYMENT under the terms of the contract, relying on the truth and statements contained therein.

Powder River Construction, Inc.
Contactor
4001 E. Collins Rd.
Address
Gillette
City
Wyoming
State
82718
Zip Code

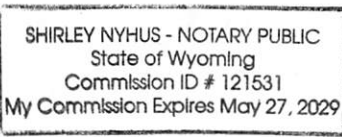
7-30-25
Date

Zak Fiebo
Signed by
Estimator
Title

Subscribed and sworn to before me this 30 day of July, 2025

Shirley Nyhus
Notary Public

My Commission Expires: 5.27.29



CITY OF GILLETTE CERTIFICATE OF FINAL COMPLETION

Project: Hidden Valley Playground Renovations

Project No.: 24EN13

Owner: City of Gillette

Date of Contract: May 7, 2024

Contractor: Powder River Construction, Inc.

Engineer: Consolidated Engineers, Inc.

This Certificate of Final Completion applies to:

X All Work under the Contract Documents:

The following specified portions:

July 18, 2025
Date of Final Completion

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor and Engineer, and found to be complete in accordance with the Contract Documents.

The project will be advertised according to W.S. 16-6-116, and the Affidavit on Behalf of the Contractor is attached and made part of this Certificate.

DATED this 30 day of July , 2025

Powder River Construction, Inc.
CONTRACTOR (COMPANY NAME)

Zack Yields Estimator
SIGNATURE (TITLE)

CERTIFICATE OF SUBSTANTIAL COMPLETION

Project: Hidden Valley Playground Renovations

Project No.: 24EN13

Owner: City of Gillette

Date of Contract: May 7, 2024

Contractor: Powder River Construction, Inc.

Engineer: Consolidated Engineers, Inc.

This Certificate of Substantial Completion applies to:

X All Work under the Contract Documents:

The following specified portions:

June 13, 2025
Date of Substantial Completion

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor and Engineer, and found to be complete.

The responsibilities between OWNER and CONTRACTOR for security, operation, safety, maintenance, heat, utilities, insurance and warranties shall be as provided in the Contract Documents except as amended as follows:

Amended Responsibilities
 X Not Amended

Owner's Amended Responsibilities:

Contractor's Amended Responsibilities:

WARRANTY

(Contractor)

Powder River Construction, Inc. hereinafter the CONTRACTOR, does expressly affirm, promise and guarantee all project improvements including materials, equipment and workmanship on the **Hidden Valley Playground Renovations Project (24EN13)** FOR A PERIOD OF **One Year** FROM THE DATE THE PROJECT IMPROVEMENTS ARE ACCEPTED BY FORMAL ACTION OF THE GILLETTE CITY COUNCIL. In the event that a particular item of equipment or major element of the total project improvements was placed into continuous service prior to Substantial Completion of the total project, an Attachment A may be attached to this Warranty to designate the separate warranty periods. Attachment A shall only be used when the requirements of Supplementary Condition 13.07 have been met.

CONTRACTOR further agrees in the event that any or all of the Project improvements fail to conform to the Contract Documents or require any rebuilding, construction or reconstruction to keep Project improvements in conformity with the Contract Documents or to bring Project improvements up to the Contract Document Specifications that CONTRACTOR will pay all necessary, reasonable and normal costs whatsoever, incurred by the City of Gillette in repairing, construction, reconstruction, or rebuilding any of the Project improvements which at any time within the above mentioned period of **ONE YEAR** is not in conformity with the Contract Documents.

Provided, however: That the City of Gillette shall give written notice to CONTRACTOR that the City of Gillette intends to perform work on the Project improvements and that said notice shall specify the improvement, its location and the cause or kind of non-conformity with reference to the relevant Contract Documents. Said notice shall be sent to CONTRACTOR by registered mail before the City begins any work or incurs any cost unless an emergency situation occurs. The occurrence of an emergency shall be determined in the reasonable discretion of the City Engineer of the City of Gillette, and is declared to be an event which renders advance notice contrary to the health, safety or welfare of the residents of the City of Gillette. In case the City Engineer finds the existence of an emergency requiring immediate action he shall serve notice to CONTRACTOR in the form above mentioned as soon as practical and shall include an explanation of the state of affairs requiring emergency action.

Provided, further: That the obligation of CONTRACTOR shall be to compensate the City of Gillette for bringing any improvements up to the Contract Documents Specifications and this obligation shall cover all work necessary to bring the improvement into conformity, even if the work occurs after the expiration of the one year period specified above if the City sent notice as provided above within the one year period or, in the case of any emergency as provided above if the City actually began work on the improvement within the one year period.



**CITY OF GILLETTE
CITY COUNCIL**

DATE: August 19, 2025

TITLE:

Council Consideration for the Acceptance of Development Improvements for 3000 Powder Basin Avenue, Installed by Melgaard Construction, on behalf of the Developer, NicGen Enterprises, LLC.

SUGGESTED ACTION:

I move for Approval of the Acceptance of Development Improvements for 3000 Powder Basin Avenue, Installed by Melgaard Construction, on behalf of the Developer, NicGen Enterprises, LLC.

CASE BACKGROUND:

The 3000 Powder Basin Avenue project includes extension of water and sanitary sewer mains for a commercial site (see attached map). The City will take over the water main to the new fire hydrant south of Powder Basin Avenue and the sanitary sewer main to the cleanout. All drainage improvements completed with the development shall be owned and maintained by the property owner.

The developer, NicGen Enterprises, LLC, is requesting the City to accept the improvements and take over ownership and maintenance of the water and sewer infrastructure. These improvements have been verified and all punch list items have been completed by the Developer.

ACTUAL COST VS BUDGET:

N/A

STAFF REFERENCE:

MAP - Ry Muzzarelli, P.E., Development Services Director

ATTACHMENTS:

[Map](#)



**CITY OF GILLETTE
CITY COUNCIL**

DATE: August 19, 2025

TITLE:

Council Consideration of a Bid Award for the Pump Station #1 Upgrades Project to S & S Builders, LLC in the Amount of \$4,954,720.00.

SUGGESTED ACTION:

I move for Approval of the Bid Award for the Pump Station #1 Upgrades Project to S & S Builders, LLC in the Amount of \$4,954,720.00.

PROJECT NUMBER:

20UT01

CASE BACKGROUND:

BACKGROUND: The Pump Station #1 (PS1) Upgrades project was originally started (five years ago) to remove using chlorine gas for disinfecting water treatment located at PS1. Staff wanted to utilize a much safer process for water treatment and selected generating onsite sodium hypochlorite for water treatment. For a temporary solution last year, the chlorine gas was removed from the facility and a pre-mixed sodium hypochlorite delivery treatment was utilized within the PS1 facility. This current project will remove the temporary bulk fed system and allow for permanent onsite generation of sodium hypochlorite for water treatment.

Sodium Hypochlorite is a critical water treatment additive that, after being injected into production water, provides a chlorine residual for disinfection as required by Federal and State regulations for public water supplies. Pump Station #1 provides the collection, disinfection treatment, storage and pumping for all potable water wells located within Gillette City Limits and represents a critical water source for the community.

WHY NEEDED: The current temporary system relies on bulk delivery of Sodium Hypochlorite to be stored on site in holding tanks and injected into the production water at the PS1 facility. The bulk delivery of premanufactured Sodium Hypochlorite is vulnerable to degradation, fluctuations in water demand and supply chain disruptions.

The PS1 Upgrades project will replace the existing bulk delivery system with an On-Site Sodium Hypochlorite Generation System, similar to the system operating at the Pine Ridge Facility on the Madison Water Line. This will allow the Water Division to create this critical treatment material on site as needed. The generation system will be housed in a new facility constructed to the immediate southwest of the existing PS1 facility (see attached map). Additionally, the new facility will provide much needed vehicle, equipment and other material storage for Water Division assets. The project will also provide significant earthwork, grading, storm drainage and utility improvements to the facility as a whole. Finally, the facility will serve as an IT and SCADA hub which will accommodate future improvements to the greater Pump Station #1 facility as they arise.

FUNDING: This project is fully funded through three funding sources. The funding sources include a Mineral Royalty Grant (MRG) carried forward with a remaining amount of \$181,212, a Water Fund allocation of \$3,778,662 and the Optional 1% Sales Tax Fund with an allocation of \$1,601,158.

BIDS RECIEVED: A total of three (3) responsive and responsible bids were received as summarized below in Low Bidder Order:

Bidder	Base Bid	Additive Alternative 1 (Additional Man Door Between Pump Room and HCl Storage Room in existing PS #1 facility)	Total Bid (Base Bid + Add/Alt #1)
S & S Builders, LLC	\$4,948,505.00	\$6,215.00	\$4,954,720.00
Van Ewing Construction, Inc.	\$5,106,705.42	\$4,400.00	\$5,111,105.42
Hladky Construction, Inc.	\$6,084,215.74	\$15,941.88	\$6,100,157.62
<i>Engineer's Estimate (HDR, Inc.)</i>	<i>\$3,823,603.00</i>	<i>\$9,500.00</i>	<i>\$3,833,103.00</i>

All bidders submitted the required documentation and completed the appropriate forms. Reconciliation of minor arithmetic errors caused no change in low bid or bidder order.

ANTICIPATED SCHEDULE: The contract time allows 300 working days to complete the project. Due to anticipated lead times, construction is anticipated to begin over the winter of 2025 with completion in the fall of 2026.

ANTICIPATED COSTS VS BUDGET: Total project costs in the amount of \$5,279,720 include Construction and Construction Management and other miscellaneous project costs. These costs are fully funded through the funding package described above. The engineer's construction estimate was low due to many factors including unexpected tariff increases on some materials, higher than expected underground utility installation costs, older cost estimates for the structure and not taking into consideration the up-front costs to get the materials and equipment into production.

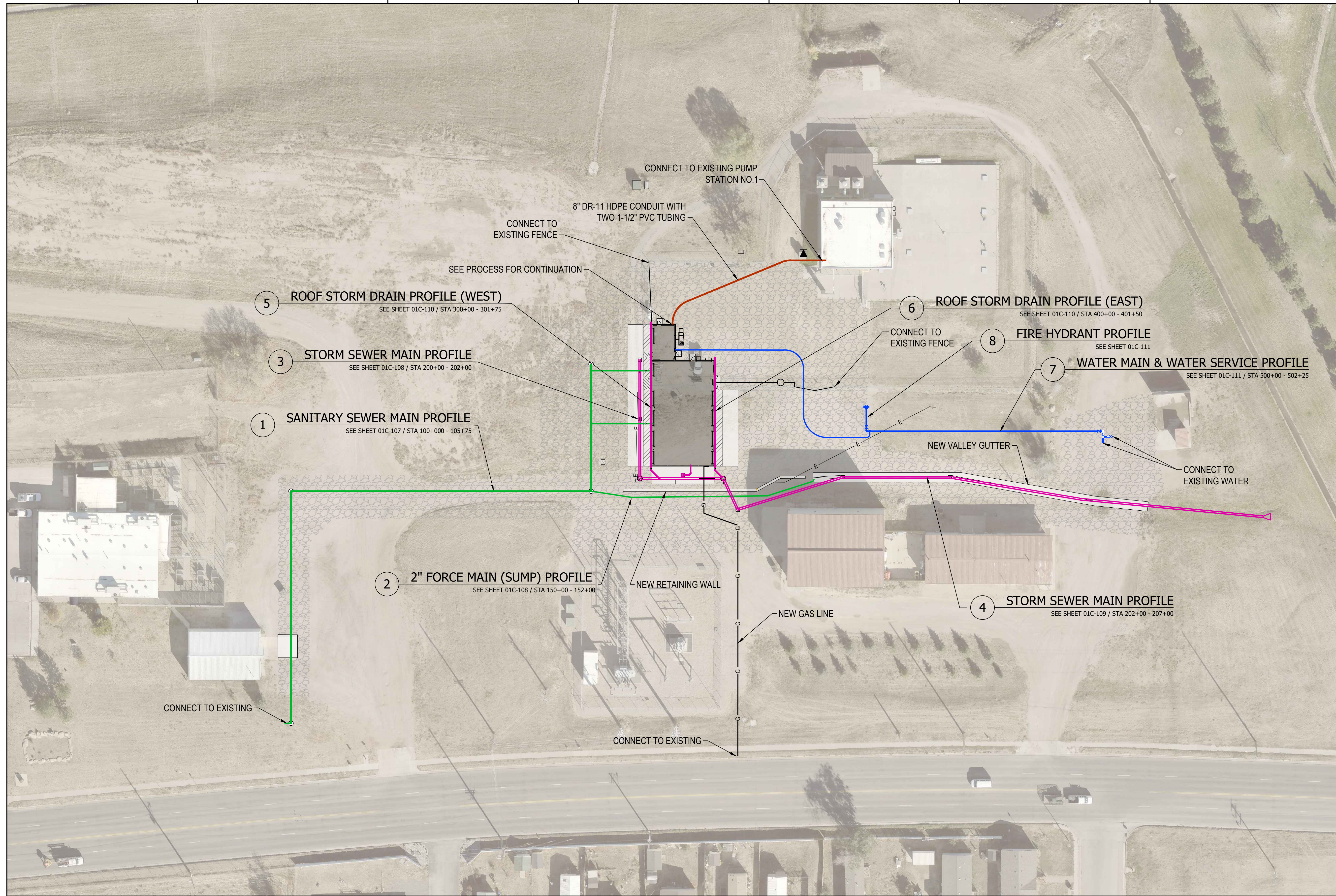
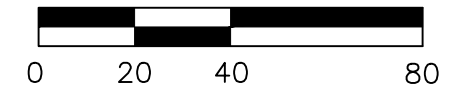
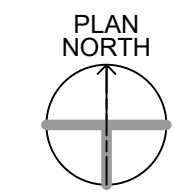
ACTUAL COST VS BUDGET:

Projected: \$5,279,720; Budget: \$5,379,720

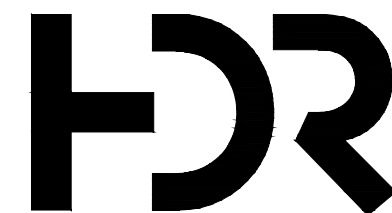
STAFF REFERENCE:

MAP - Ry Muzzarelli, P.E., Development Services Director

ATTACHMENTS:
Reference Map



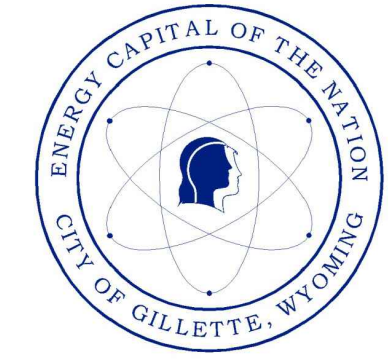
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10/17/2023 8:27:10 AM



ISSUE	DATE	DESCRIPTION
A	06/05/2025	ISSUED FOR BIDS

PROJECT MANAGER	J. HONNER
CIVIL	J. STARCK
STRUCTURAL	R. CURTIS
ARCHITECTURAL	K. TOUREK
PROCESS	J. HONNER
MECHANICAL	D. DONAHOE
ELECTRICAL	J. MURPHY
INSTRUMENTATION	P. BUNKERS
PROJECT NUMBER	10399177

**PRELIMINARY
NOT FOR
CONSTRUCTION OR
RECORDING**



**CITY OF GILLETTE
PUMP STATION 1 UPGRADE**

REFERENCE PLAN



SHEET
01C-106



**CITY OF GILLETTE
CITY COUNCIL**

DATE: August 19, 2025

TITLE:

Council Consideration a Bid Award in the amount of \$1,925,500.00 to Van Ewing Construction Inc. for the Gillette City Hall Space Needs Renovation Project.

SUGGESTED ACTION:

I move for approval of a Bid Award in the amount of \$1,925,500.00 to Van Ewing Construction Inc. for the Gillette City Hall Space Needs Renovation Project.

PROJECT NUMBER:

25FM01

CASE BACKGROUND:

The Gillette City Hall Renovation Project Includes:

Partial Renovations to all 4 floors of the City Hall Facility. Moving and adding walls and offices. Updating HVAC, Plumbing, Lighting, Flooring, Ceilings, etc.

Budget:

Funds for this project were approved in the 2024/2025 CIP Budget in the amount of \$4,089,020.00.

Design- \$435,800.00

Chiller Plant Project- \$550,564.00

City Hall Renovation- \$1,925,500.00

Estimated Start Date: September of 2025

Estimated Completion Date: December of 2026

STAFF RECOMMENDATION:

I move for approval of a bid award in the amount of \$1,925,500.00 to Van Ewing Construction Inc. for the Gillette City Hall Renovation Project.

STAFF REFERENCE:

Sawley Wilde, Public Works Director



**CITY OF GILLETTE
CITY COUNCIL**

DATE: August 19, 2025

TITLE:

Council Consideration of a Contract Amendment to a Professional Services Agreement with Steiner Thuesen, PLLC for Contract Administration and Construction Management Services Associated with the Shoshone Avenue Beautification Phase 1 Project, in the Amount of \$58,617.00 (1% Project).

SUGGESTED ACTION:

I move to Approve the Contract Amendment to the Professional Services Agreement with Steiner Thuesen, PLLC for Contract Administration and Construction Management Services Associated with the Shoshone Avenue Beautification Phase 1 Project, in the Amount of \$58,617.00 (1% Project).

PROJECT NUMBER:

24EN19

CASE BACKGROUND:

The Shoshone Ave Beautification Project will provide a complete overhaul of the existing streetscaping and associated irrigation system along Shoshone Avenue from Enzi Drive to Tate Avenue in the RC Ranch Subdivision. The existing streetscaping consists primarily of extended lengths of shrub and perennial beds irrigated with subsurface drip line as well as extended lengths of river rock. These existing conditions represent an extreme maintenance load on the Parks Division and cannot be reasonably maintained to an acceptable level. The redesign of the streetscaping will eliminate the existing conditions in favor of select areas of boulevard trees, irrigated turf boulevards between the street and sidewalk as well as an overhaul of the planted medians to reduce the maintenance load.

The construction project is broken into two (2) phases. The work associated with this amendment represents Phase 1 from Enzi Drive to Heart X Ave. The construction documents associated with this phase are currently being advertised for bid. The services associated with this amendment will provide typical construction observation, management and contract administration services to ensure the work is performed according to City of Gillette specifications, the contract documents and industry standards.

ACTUAL COST VS BUDGET:

\$58,617.00 Proposed; \$65,000.00 Allocated Budget

STAFF REFERENCE:

Ry Muzzarelli, P.E. Development Services Director

ATTACHMENTS:

[Contract Amendment](#)

This is **EXHIBIT K**, consisting of [2] pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated [February 28, 2024].

AMENDMENT TO OWNER-ENGINEER AGREEMENT
Amendment No. 3

The Effective Date of this Amendment is: July 28, 2025.

Background Data

Effective Date of Owner-Engineer Agreement: February 28, 2024

Owner: City of Gillette

Engineer: STEINER THUESEN PLLC

Project: 24EN19-Shoshone Ave Beautification

Nature of Amendment: [Check those that are applicable and delete those that are inapplicable.]

X Additional Services to be performed by Engineer

Description of Modifications:

Additional Services per the attached proposal for construction period services.

Agreement Summary:

Original agreement amount:	<u>\$39,957.00</u>
Net change for prior amendments:	<u>\$5,579.00</u>
This amendment amount:	<u>\$58,617.00</u>
Adjusted Agreement amount:	<u>\$104,153.00</u>

Change in time for services (days or date, as applicable): N/A

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

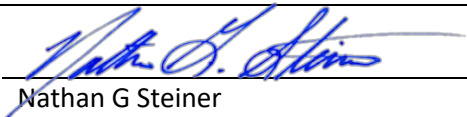
OWNER: City of Gillette

ENGINEER: STEINER THUESEN PLLC

By: _____
Print
name: Shay Lundvall

Title: Mayor

Date Signed: _____

By: 
Print
name: Nathan G Steiner

Title: Owner

Date Signed: July 28, 2025

July 9, 2025

Mr. Kerwin Burton
City of Gillette
Engineering Division
201 E. 5th Street
Gillette WY 82716

RE: 24EN19-Shoshone Avenue Beautification: Phase 1 Construction Period Services Fee Proposal (Rev 01)

Dear Kerwin,

We appreciate the opportunity to provide a fee proposal to provide construction period services for the initial phase of construction of the Shoshone Avenue Beatification project. We have included Consolidated Engineers, Inc. (CEI) to provide Resident Project Representative (RPR) services in conjunction with our construction administration services. PCA Engineering, Inc. will provide as-built mapping of major irrigation equipment.

PHASE 2 – CONSTRUCTION PERIOD SERVICES:

This effort will be comprised of several tasks to assist in Contractor selection, monitor the progress of construction, interpret the documents with respect to conditions discovered during the course of construction, and to assure completion of the project as we have envisioned.

We suggest continued involvement of our firm during construction to speed construction and assure quality. Our involvement provides you with the expertise needed to build the project correctly initially, eliminating potential major maintenance difficulties later. The following services are recommended. Our services will be listed first followed by CEI and then PCA so that there is a clear understanding of which firm will be providing which services.

STEINER THUESEN PLLC

1. Bidding Period Services (**Included in current contract**)
 - a. The City will handle all plan distribution and planholders list maintenance.
 - b. Contractor questions pertaining to technical sidewalk replacement, planting and irrigation design and system component issues will be reviewed and addenda will be drafted and sent to you for distribution.
 - c. Participate in one pre-bid conference in Gillette. These meetings are held to inform all bidders of the job conditions and requirements. They are an effective way to assure comparable and responsible bids for construction.
 - d. Your office will handle the bid opening. A representative of CEI will be in attendance.
 - e. Following the bid opening we will tabulate and check the bids, consider possible alternative bid items, and issue a letter of award recommendation to you for action.
 - f. The City will handle issuing the Notice of Award.
 - g. We will assist as needed with finalizing the Contract for Construction and complete all necessary documentation to permit construction activities to begin.
2. PreConstruction Meeting
 - a. We will prepare and issue the Notice to Proceed to the Contractor.

- b. We will schedule and attend a preconstruction meeting on-site with the Contractor, City personnel, CEI, and a Calsense Representative prior to the work beginning. During this meeting, all aspects of the project will be reviewed with the Contractor to ensure that all requirements and procedures are understood.
3. Shop Drawings and Submittals
 - a. Review shop drawings and submittals and determine compliance with documents.
 - b. Substitution requests will be reviewed.
 - c. Written response will be submitted to the Contractor.
4. Project Administration
 - a. This effort will be coordinated with CEI with CEI being the primary contact with the Contractor.
 - b. Assist you with administration of the contract by providing guidance and review of issues pertaining to technical design and system component issues.
 - c. Document any necessary change orders. We do anticipate change orders due to conditions that may not have been evident during design or a need to adjust the scope of work.
 - d. Review of Contractor pay requests and accompanying incremental as-built drawing as needed in conjunction with CEI.
5. Periodic Construction Inspection
 - a. Periodic inspections during the construction period are performed to check on installation methods, make any judgments necessary for field adjustments, and to monitor work in progress.
 - b. Two site visits will be made during construction.
 - c. Digital reports will be filed with copies to you and the Contractor. Inspection reports may include graphic materials as necessary for clarity.
 - d. Depending on Contractor performance, the number of inspection trips can be adjusted. Additional trips will not be made without prior approval of the City.
6. Substantial Completion
 - a. Upon notification of project substantial completion, we will conduct one substantial completion inspection on the job site to determine if the project is ready for occupancy by the Owner.
 - b. Prepare "Punch List" of deficiencies in the work and submitted to the Contractor for completion with a copy to the Owner.
 - c. Provide supplemental graphic materials for clarity.
 - d. A Certificate of Substantial Completion will also be prepared to legally transfer ownership of the project from the Contractor to the Owner.
7. Final Inspection
 - a. After the Contractor feels all "Punch List" items have been satisfactorily addressed, a final completion inspection will be conducted to be sure the job is 100% complete as specified before issuance of final payment to the Contractor.
 - b. Advertisement for Final Payment will be coordinated.
8. Record Drawings and Operations & Maintenance Manuals
 - a. Draft the as-built drawings from the Contractor's field drawings using CAD methods. This will be augmented with the survey as-built mapping provided by PCA.
 - a. Both hard and digital copies of the Record Drawings will be provided.
 - b. Our office will retain permanent electronic copies of the record drawings in our project files.
 - c. Review Contractor provided Operations & Maintenance Manuals to determine compliance with documents. Copies of the approved manuals will be provided at the completion of the project.
9. Control System Programming
 - a. We will coordinate with CEI to populate the City's WaterMaster spreadsheet.
 - b. Formal programming of the Calsense Central Irrigation Control System will be provided by the Owner and Manufacturer.
10. 11 Month Warranty Walkthrough
 - a. We will participate in a warranty walkthrough approximately 1 – month prior to the end of the warranty period. Representatives of the City and the Contractor will participate.

- b. The City will provide a list of known deficiencies prior to the meeting.

Consolidated Engineers, Inc.

A. Bidding Phase Services

1. Attend a Pre-Bid Conference arranged by Architect and /or City.
2. Assist the Architect in answering the bidders' questions.

B. Construction Phase Services

1. Receive the Contractor's shop drawings, schedules, and submittals and transmit to Architect for his review and approval.
2. Architect shall supply the Contractor with an AutoCAD file of the site layout for his use in construction staking by Contractor if the requested.
3. Attend the pre-construction conference that is arranged for and conducted by Architect. Review notes of the conference prepared by Architect.
4. Provide basic part-time Resident Project Representative (RPR) services with such duties and responsibilities as set forth in the EJCDC E-500 document as appropriate and as requested by the Architect.
 - i. Through Substantial Completion: It is assumed that daily one and one-half (1.5) hour construction observation tours per day for a period of no more than sixty (60) days will be sufficient for the project. It is assumed that a second one and one-half (1.5) hour construction observation tours per day will be required on eight (8) days when critical construction items are scheduled, such as the pressure testing of the irrigation systems.
 - ii. Substantial Completion through Final Completion: It is assumed that daily one and one-half (1.5) hour construction observation tours per day for a period of no more than ten (10) days will be sufficient for the Project.
(Additional visits as requested by the City will be on a time and material basis.)
5. Prepare electronic Daily Construction Reports of the visits and submit them to Architect, City, and the Contractor on Monday following the previous week's work. These reports will include construction photographs with commentary.
6. Receive and review material testing reports as received from the Contractor.
7. Provide clarification on questions from the Contractor as related to the site work (with assistance of Architect, if needed). This includes questions via telephone and on-site. Assist Architect with preparation of RFI's, Change Orders, and similar documents.
8. Arrange for and attend up to eight (8) biweekly construction progress meetings with the Owner and the Contractor to determine compliance with schedules and to discuss construction related concerns. The meetings will have notes taken to document items that were discussed that will be typed up and distributed to all in attendance. These meetings will be in conjunction with site visits.
9. Review a total of no more than five (5) applications for payment from the Contractor. This includes the review of stored materials submitted for payment.
10. Participate in a Substantial Completion review of the work arranged by the Architect to check the conformance of the work with the contract documents. Prepare notes of the site-related items from the review.
11. Architect will arrange for and conduct a Final Completion review of the work to check the conformance of the work with the contract documents on his own.
12. Receive the as-built information prepared by the Contractor and transmit the data to Architect for their use in creating the Record Drawings.

PCA Engineering, Inc.

C. As-Built Mapping

1. The following major irrigation components will be surveyed.
 - a. Mainline and control cable routing.
 - b. Isolation valves.
 - c. Quick coupling valves
 - d. Electric control valves

- e. Drip control zone valves
- f. Soil moisture sensor.
- g. Sleeve locations (field located by contractor).
- h. Ground rod locations.

CAD drawings will be provided along with a CSV file that can be imported into the City’s GIS system.

FEE PROPOSAL:

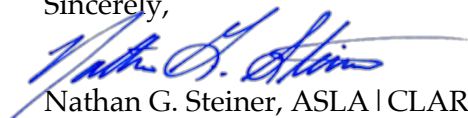
The following lump sum fee structure is proposed for the scope of work outlined above. These fees will be honored for a period of 60 calendar days following the date of this proposal. After that period, we reserve the right to renegotiate fees and schedules.

PHASE 2 – CONSTRUCTION PERIOD SERVICES:		FEE:
1	Bidding Period Services	\$ -
2	PreConstruction Meeting	\$ 2,160.00
3	Shop Drawings and Submittals	\$ 819.00
4	Project Administration	\$ 3,648.00
5	Periodic Construction Observation (2 Trips)	\$ 4,902.00
6	Substantial Completion	\$ 3,497.00
7	Final Inspection	\$ 2,522.00
8	Record Drawings and Operations & Maintenance Manuals	\$ 2,016.00
9	Control System Programming	\$ 696.00
10	11 Month Warranty Walkthrough	\$ 2,707.00
A	CEI - Bidding Phase Services	\$ 575.00
B	CEI - Construction Phase Services	\$ 31,050.00
C	PCA - As-Built Mapping	\$ 4,025.00
Total		\$ 58,617.00

Should Contractor performance require additional project administration, site visits, etc. beyond what is reasonably expected, we will provide these efforts on a time and materials basis. This will not be done without prior approval of the City.

Thank you for consideration of our scope of work and proposal. I am confident that you will find our work creative, thorough and professional in every respect. We look forward to working with you on this exciting project and seeing both of our efforts come to fruition.

Sincerely,



Nathan G. Steiner, ASLA | CLARB | CGIA
Landscape Architect



**CITY OF GILLETTE
CITY COUNCIL**

DATE: August 19, 2025

TITLE:

Council Consideration of a Professional Services Agreement for Contract Services Associated with Third Party Plan Review, with Northwest Code Professionals.

SUGGESTED ACTION:

I move for Approval of a Professional Services Agreement for Contract Services Associated with Third Party Plan Review, with Northwest Code Professionals.

CASE BACKGROUND:

State Statute requires the City of Gillette to have a certified Plans Examiner to continue having 'Home Rule' on commercial projects. Until we locate and employ a qualified individual for Commercial Plan Review, we will be enlisting the services of a third-party plan review company, Northwest Code Professionals. This is an extension of the original contract dated July 11, 2023.

STAFF REFERENCE:

Ry Muzzarelli, PE, Development Services Director

ATTACHMENTS:

[2025-27 NWCP Contract](#)

CONTRACT FOR SERVICES

City of Gillete, Wyoming (CITY) and Northwest Code Professionals (CONTRACTOR).

The parties agree as follows:

EFFECTIVE DATE AND TERMINATION DATE: The effective date of this contract shall be July 28th 2025, or the date on which each party has signed this contract, whichever is later. The contract shall expire on July 28th, 2027.

STATEMENT OF WORK: The CONTRACTOR's work will be limited to the projects described below when requested by City. Work on any additional projects will require written authorization from the CITY. CONTRACTOR will be working on the following projects on call as needed by:

1. Perform Commercial Structural, Electrical and Mechanical plan review utilizing the City of CITY adopted building codes and ordinances, Reviews will be completed within 10 business days of receipt of complete detailed plans on an as need basis. All plan reviews to be done by ICC Certified Staff or for electrical review, a Supervising Electricians/Master Electricians with a minimum of 25 years' experience at the journeyman level or greater and 5 years minimum experience in plan review.
2. Ensure review of application includes required COMCHECK forms in accordance with Gillette City Code (Ord. 3630, 6-15-2009 effective 7-1-2009; Ord. 3691, 9-7-2010; Ord. 3771, 8-20-2012; Ord. 3873, 11-2-2015)
3. Perform residential plan review utilizing the CITY adopted building codes, performed off-site on an as needed basis. Reviews will be completed within 7 business days of receipt.
4. CONTRACTOR shall work directly with the applicant, CONTRACTOR, design, architect or engineer to resolve any issues or non-compliance written letters for plan review deficiencies will be sent to CITY for use on CITY letter head and distribution by CITY upon request.
5. Any correspondence or correction notices and letters sent to any persons by CONTRACTOR shall be copied to the CITY Building Official or designated City staff in the Building Officials absence.

City Obligations: CITY agrees to ensure CONTRACTOR has been notified of any unique site conditions such as Flood Hazard Zones, unique soil classifications and any pertinent requirements for geotechnical evaluation or soils testing requirement of the city prior to CONTRACTOR plan review in accordance with Sections 7-10 thru 7-15 of the Gillette City Code.

PAYMENT FOR WORK: CITY shall pay CONTRACTOR:

- A. A flat rate of \$88.00 per hour plan review fee for all requested plan review services. CONTRACTOR will include up to one re-review of permits/plans not approved on the initial plan review. Any additional reviews or revised plan revisions will be charged at the hourly rate of \$88.00 per hour.
- B. All costs for shipping of plans and permit documents where applicable will be billed to the CITY at actual shipping costs only and only when paper review is requested by CITY.

Insurance: NWCP will provide insurance in accordance with the certificate of insurance attached and incorporated herein as if fully set forth.

Assignment: NWCP may not assign this contract without the consent of the Municipality which consent shall not be unreasonably withheld. However, NWCP is permitted to subcontract portions of the services to be provided. NWCP

CONTRACT FOR SERVICES

PAYMENTS: Payments shall be made within 45 days of receipt of the Invoice. In the event that a dispute arises regarding the CONTRACTOR's billing, CITY shall pay any amounts it agrees it owes and shall only withhold payment of disputed amounts pending resolution of those disputes. Contractor shall provide any necessary documentation to support its billing to CITY.

CITY shall pay for additional services to include: Preconstruction meetings, Building Official meetings, and any other in person meetings requested by the CITY where applicable. The CITY shall pay actual travel costs or mileage at the government rate plus \$90.00 per hour while travelling to and attending these additional services **only when requested** and approved by the CITY. This charge excludes any meetings performed to initiate the original services contract. CONTRACTOR will not charge for virtual meetings with CITY staff.

COMPLIANCE WITH LAWS: CONTRACTOR shall comply with all federal, state, and local laws and ordinances applicable to public contracts and the work to be performed under this Agreement.

CONFIDENTIAL INFORMATION: During the course of this Agreement CONTRACTOR may have access to confidential information of CITY and may participate in confidential discussions with CITY. CONTRACTOR shall not disclose confidential CITY information to any third party during the term of this Agreement or after its termination except as required by a court of competent jurisdiction or with the consent of CITY.

INDEPENDENT CONTRACTOR: CONTRACTOR, for the purpose of this Agreement, shall be considered an independent contract. As an independent CONTRACTOR, CONTRACTOR agrees they will be solely responsible for payment of Federal or State taxes as required as a result of this Agreement; they are not entitled to any benefits generally granted to CITY employees; CONTRACTOR is solely liable for any Worker's Compensation coverage under this contract. CONTRACTOR is not carrying out a function on behalf of CITY, and CITY does not have the right of direction or control of manner in which CONTRACTOR delivers services under this contract or exercise any control over the activities of CONTRACTOR. CONTRACTOR is not an officer, employee, or agent of CITY as those terms are used in State law and not intended to entitle the CONTRACTOR nor any of its Agents to any benefits generally granted to CITY employees. CITY is not, by virtue of this contract, a partner or joint venture with CONTRACTOR. In connection with activities carried out under this contract and shall have obligation with respect to CONTRACTOR's debts or any other liabilities of each and every nature. CONTRACTOR is an agent of the CITY for the purpose of building code enforcement.

IDEMNIFICATION HOLD HARMLESS: CONTRACTOR shall defend, save, hold harmless and indemnify the CITY and its officers, directors, agents, employees, and volunteers from and against all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature resulting from or arising out of, or relating to the activities of CONTRACTOR.

DELEGATION, SUBCONTRACTS AND ASSIGNMENTS: CONTRACTOR shall not delegate or subcontract any of the work required by this Contract or assign or transfer any of its interest in this Contract, without the prior written consent of the CITY.

AVAILABILITY OF FUNDS: Each payment obligation of City is conditioned upon the availability of government funds which are appropriated or allocated for the payment of this obligation. If funds are not allocated and available for the continuance of the services performed by Contractor, the Agreement may be terminated by City at the end of the period for which the funds are available. City shall notify Contractor at the earliest possible time of the services which will or may be affected by a shortage of funds. No penalty shall accrue to City in the event this provision is exercised, and City shall not be obligated or liable for any future payments due or for any damages as a result of termination under this section. This provision shall not be construed to permit City to terminate this Contract to acquire similar services from another party.

CONTRACT FOR SERVICES

TERMINATION: This Agreement may be terminated at any time by mutual consent of both parties. CITY or CONTRACTOR may terminate this Agreement, in whole or in part, upon thirty (30) days' notice, in writing and delivered mail or in person.

OWNERSHIP OF WORK: All work of CONTRACTOR that results from this Contract (the "Work Product") is the exclusive property of CITY. CITY and CONTRACTOR intend that such Work product be deemed "work made for hire" of which CITY shall be deemed author. CITY Shall have final administrative authority and oversight of the building program, permit fees, and administrative responsibility for discretionary decision making, appeals and compliance with Oregon Building Codes Division rules applicable to program administration.

GOVERNING LAW: The construction, interpretation, and enforcement of this Agreement shall be governed by the laws of the State of Wyoming. The Courts of the State of Wyoming shall have jurisdiction over this Agreement and the parties, and the venue shall be the Sixth Judicial District, Campbell County, Wyoming.

INSURANCE: CONTRACTOR shall have Commercial General Liability Insurance with minimum limits of \$1,000,000 per occurrence, naming the CITY of Gillette, its officers, agents, and employees as an additional insured.

Professional services, if provided, under this agreement, also required Professional, Errors/Omissions coverage with the minimum limits of \$1,000,000 per occurrence.

Services under this agreement which include use of vehicles to deliver scope of services require Automobile coverage with a minimum combined single-limit of \$500,000.

All CONTRACTORS must comply with Worker's Compensation insurance requirements under Wyoming laws, requiring CONTRACTOR and all Subcontractors to provide workers' compensation coverage for all subject workers, or provide certification of exempt status. Employers' Liability insurance with coverage limits of not less than \$500,000 must be included.

Scope of services contract not to exceed \$100,000.00 for the fiscal year. Maximum amount may be exceeded with written addendum Signed by CITY and CONTRACTOR

Insurance certificates meeting insurance requirements will be submitted upon request prior to commencement of services under this agreement and after contract has been signed by CITY.

GOVERNMENTAL IMMUNITY: GOVERNMENTAL IMMUNITY: City does not waive governmental immunity by entering into this Agreement and specifically retains all immunities and defenses available to it pursuant to W.S. 1 39 101 through 120 and all other applicable law. Designations of venue, choice of law, enforcement actions, dispute resolution force majeure, and similar provisions should not be construed as a waiver of governmental immunity. The parties agree that any ambiguity in this Agreement shall not be strictly construed, either against or for either party, except that any ambiguity as to governmental immunity shall be construed in favor of governmental immunity.

CONTRACT FOR SERVICES

CONTRACTOR DATA AND SIGNATURE

CONTRACTOR Mailing Address (remit payment and notices):

Northwest Code Professionals

144 East 14th Avenue
Eugene, Oregon 97401

Federal Tax Id: 93-1283986

Business Designation: Corporation-for Profit

I have read this Contract. I understand this Contract and agree to be bound by its terms.

Northwest Code Professionals

Signature: 

Title: President / CEO

Name **Jack E Applegate**, CBO, CPI, CHI

Date 7/28/2025

City of Gillette, Wyoming

Name: _____ (please print name) Date: _____

Signature: _____ Title: _____

CONTRACT FOR SERVICES

Scope of Work Provide by Northwest Code Professionals

CONTRACTOR will perform the following Scope of Work:

- Perform Commercial; Electrical, Plumbing, Structural, and Mechanical, and other adopted code related plan review utilizing the CITY adopted Codes, CITY Ordinances and other laws and regulations as outlined by CITY. Reviews will be completed within 10 business days of receipt of complete detailed plans. CONTRACTOR will perform reviews based upon the provisions of the CITY Adopted International and Uniform Codes known as “**Adopted Construction Codes**” adopted by **sections 5-2 through 5-10** of the Gillette City Code.
- Perform residential plan review utilizing the CITY adopted building codes, performed off-site on an as needed basis. Reviews will be completed within 7 business days of receipt.
- CONTRACTOR will work directly with the permit applicants, CONTRACTORS, designers, architect or engineer to resolve any issues. All non-compliance items will be detailed in written letters for plan review deficiencies with code sections identified for every line item. Letters will be sent to the CITY for use on CITY letterhead and distribution by CITY upon request.
- Any correspondence or correction notices and letters sent to any persons by CONTRACTOR shall be copied to the CITY Building Official or designated CITY staff in the Building Officials absence. Where differences occur in interpretation of the Codes the CITY BUILDING OFFICIAL will make the final technical and discretionary decision in writing and CITY will be responsible for those decisions and interpretations.
- CONTRACTOR will perform all functions noted above to the highest industry standards and ensure the customer of the CITY is treated respectfully and is provided with outstanding customer service levels to ensure projects are completed and approved as quickly as possible and in compliance with applicable CITY adopted Codes.
- CONTRACTOR will be available 7 days per week to answer emergency calls from the CITY by calling 800-358-8034 during normal business hours and President, Jack Applegate’s (541-729-7791) cell phone and email (Japplegate@nwcodepros.com) is available 7 days per week for customer or CITY permit holder urgent customer service concerns.



**CITY OF GILLETTE
CITY COUNCIL**

DATE: August 19, 2025

TITLE:

Council Consideration of a Resolution Authorizing City Staff to Submit a Grant Request on Behalf of the City of Gillette to the Wyoming Water Development Commission for Replacing the Zone 4 Reservoir 1 (Z4R1) Water Storage Tank.

SUGGESTED ACTION:

I move for Approval of a Resolution Authorizing City Staff to Submit a Grant Request on Behalf of the City of Gillette to the Wyoming Water Development Commission for Replacing the Zone 4 Reservoir 1 (Z4R1) Water Storage Tank.

PROJECT NUMBER:

NA

CASE BACKGROUND:

This Wyoming Water Development Commission (WWDC) grant application is being requested to help provide additional water storage for the southwestern portions of the city and surrounding areas. The existing Zone 4 Reservoir 1 (Z4R1) was constructed in the 2007 era and was initially designed and constructed to serve the Red Hills Subdivision area. This area has seen a good amount of residential growth in recent years. For this area to continue to be able to provide growth with residential housing, the Z4R1 tank needs to be upsized to meet water demands and helps provide much needed storage.

In August of 2022, a WWDC Level II study was completed for the City. This study looked at potential population projections, water demands, hydraulic modeling, age of water modeling and storage sizing. Based on the review of the system, it was identified that the city has a deficiency in regards to water storage. Several locations around town were identified to help locate where suitable water storage tanks could be placed to continue to meet the demands of economic growth. One of these locations is located at the Z4R1 tank site.

The Z4R1 tank site has many benefits for constructing a new tank on it. Due to its elevation, the existing site has the ability to provide enough water pressure (due to its height) for all of the surrounding area to be fed from. The existing site is already owned by the City of Gillette, which

expedites the construction of any tank. The engineer will also be able to size the tank appropriately to maximize the tanks ability to serve future development.

The WWDC grant would help with 50% of the overall construction and construction administration of the project. Based on preliminary costs, this would equate to approximately \$3 million dollars based on the Level II study costs. The remaining 50% of costs would be from the Capital Facilities Tax Fund that has already been collected.

SCHEDULE: The full application is to be submitted before Aug 31, 2025. It will then go to the WWDC meeting in early November and then to legislation for final approval in the spring of 2026. Construction for this project is anticipated to completed in 2027.

ACTUAL COST VS BUDGET:

NA

STAFF REFERENCE:

MAP - Ry Muzzarelli, P.E., Development Services Director

ATTACHMENTS:

[Map](#)

[RESOLUTION](#)

ArcGIS Web Map



**Zone 4 Reservoir 1
(Z4R1 tank)**

**City owned
property**

THE INFORMATION ON THIS DRAWING WAS OBTAINED FROM RECORD AND DESIGN DRAWINGS. THE CITY OF GILLETTE MAKES NO GUARANTEE REGARDING THE ACCURACY OF THIS DRAWING OR THE INFORMATION CONTAINED THEREIN.



1 inch equals 333 feet
1 inch equals 0.06 miles

August 12, 2025



CITY OF GILLETTE
Information Technology GIS
P.O. Box 3003
Gillette, Wyoming 82717-3003
Phone (307) 686-5364
www.gillettewy.gov

City of Gillette, GIS Division, Campbell
County, State of Wyoming

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING CITY STAFF TO SUBMIT A GRANT REQUEST ON BEHALF OF THE CITY OF GILLETTE TO THE WYOMING WATER DEVELOPMENT COMMISSION FOR REPLACING THE ZONE 4 RESERVOIR 1 (Z4R1) WATER STORAGE TANK.

WHEREAS, the City of Gillette conducted a Level II Study which evaluated the capacity and condition of the existing water system, identified system deficiencies and developed recommendations to meet our long term water supply needs.

WHEREAS, the City of Gillette had, in 2008, applied for and was approved funding from the State Legislature for Phase I of the Gillette Regional Water Supply Project.

WHEREAS, the City of Gillette, with assistance from Campbell County, completed a May 2010 Regional System Potential Participant Connections (Level II) Study which provided detailed construction budget cost estimates to extend regional water service to existing Water Districts surrounding Gillette.

WHEREAS, the City of Gillette and Campbell County, with assistance from the Wyoming Water Development Commission, executed a December 21, 2010 Regional Water Joint Powers Agreement that identifies a Designated Service Area, Organization Structure, Financial Strategies and Governance Methods for future management of the Gillette Regional Water Supply System.

WHEREAS, the City of Gillette, is in need of additional storage to support both the City of Gillette and Regional Water Connections during peak day demands.

WHEREAS, the City of Gillette is committed to request and prioritize Level III Project Grant Funding from the Wyoming Water Development Commission for the construction and construction engineering costs funding for 50% of the costs necessary to construct a new water tank.

WHEREAS, the City of Gillette will own, operate and maintain the proposed water tank. The City of Gillette will also pay for all preconstruction costs associated with the engineering design, permitting, easement and bidding processes.

WHEREAS, \$2.655 million in revenues was received through a Specific Purpose Excise Tax (Capital Facilities Tax) to pay for the 50% local match to provide up to a one-million gallon water storage tank.

WHEREAS, through execution of the Project Agreement with the WWDC, WWDC is committing to fund 50% of the estimated \$5,310,000.00, or \$2,655,000.00 project cost, and the City of Gillette is committing to paying the remaining 50% with

Capital Facilities Tax funding for construction and construction engineering of the Gillette Z4R1 Water Tank Expansion Project.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF GILLETTE that the Mayor sign the Project Agreement with the Wyoming Water Development Commission for the Gillette Z4R1 Water Tank Expansion Project for the City of Gillette and anticipated users of their system.

PASSED, APPROVED AND ADOPTED THIS 19TH DAY OF August 2025.

Shay Lundvall, Mayor

(SEAL)
ATTEST:

Alicia Allen, City Clerk



**CITY OF GILLETTE
CITY COUNCIL**

DATE: August 19, 2025

TITLE:

Council Meeting Safety & Public Meeting Rules.

CASE BACKGROUND:

The purpose of these rules is to allow Council Meetings open to all viewpoints germane to City government business. The rules provide a safe environment for the public, Council, and City staff while preserving order, decorum and minimizing any potential disruption.

STAFF REFERENCE:

Michael H. Cole, City Administrator

ATTACHMENTS:

[Meeting Safety & Public Meeting Rules](#)



CITY CLERK'S OFFICE

CITY COUNCIL MEETING SAFETY & PUBLIC MEETING RULES

The purpose of these rules is to allow Council Meetings open to all viewpoints germane to City government business. The rules provide a safe environment for the public, Council, and City staff while preserving order, decorum and minimizing any potential disruption.

Speakers

- Persons seeking to be recognized for public comment must, without exception:
 - State their name
 - State their physical address
 - If speaking on behalf of an organization, identify their position or affiliation
- The public comment period will be limited to ten (10) minutes total.
- Speakers must remain behind the podium/lectern.
- Speakers shall refrain from making comments of a personal nature that reflect upon the character of a Councilperson, the Mayor, City staff, or another speaker. Personal criticism, ridicule, intimidating behavior, and name calling is forbidden.
- Speakers shall refrain from the use of indecent or obscene language, "fighting words" or other language which is disruptive to the orderly discussion at the meeting.

Audience Members

- Audience members will refrain from distracting side conversations or speaking out when another person is talking.
- Audience members will refrain from shouting, booing, or other similar unruly behavior that impedes or disrupts the orderly conduct of the meeting.

Enforcement of Meeting Rules

- The Governing Body will request that a person violating any Meeting Rules cease the violation.
- Failure to comply with the Governing Body's warning may result in removal from the Council Chambers, criminal prosecution pursuant to Gillette City Code Section 14-5, recess of the meeting, or any remedy available under Wyoming law.



**CITY OF GILLETTE
CITY COUNCIL**

DATE: August 19, 2025

TITLE:

Executive Session for the purpose of Legal Advice Pursuant to W.S. 16-4-405(a)(ix).

STAFF REFERENCE:

Sean Brown, City Attorney