



# CITY OF GILLETTE

Administration  
P.O. Box 3003 • Gillette, Wyoming 82717-3003  
Phone (307) 686-5203  
www.gillettewy.gov

## MEMORANDUM

**TO:** Mayor and Members of the City Council  
**FROM:** J. Carter Napier, City Administrator *JCN*  
**RE:** General Information  
**DATE:** November 13, 2015

The following meetings are scheduled for the week of **November 14 – November 20:**

### Monday, November 16<sup>th</sup>

#### 5:30 p.m. City Council Special Meeting, agenda attached

- Interviews Ward 2 Council Vacancy
- Executive Session – Appointment of a Public Officer and Confidential Information
- Announcement of Council Member for Ward 2 Vacancy
- City Hall – 3<sup>rd</sup> Floor Conference Room
- Dinner served at 5:30 p.m.

### Tuesday, November 17<sup>th</sup>

#### 6:00 p.m. City Council Pre-Meeting, agenda attached

- Country Club Golf Course Discussion – Steve Crow
- Mobile Technology Presentations – Mike Porter
- Retail Liquor License Discussion – Brent Eischeid
- Executive Session - Personnel
- City Hall – 3<sup>rd</sup> Floor Conference Room
- Dinner served at 5:30 p.m.

#### 6:45 p.m. Reception for New Council Member (Tentative)

- City Hall – Council Chambers

#### 7:00 p.m. City Council Meeting

- City Hall – Council Chambers

1. Attached please find an **email** from **Administrative Director Boger** regarding the **verification of Ward 2 applicants**.
2. Attached please find a **memorandum** from **Chief Hloucal** regarding the **hiring incentives resolution**.
3. Attached please find **two letters** from the **Gillette Golf Club** regarding the **funds** for the **development of the back nine**.
4. Attached please find a **letter** from **Kelly Michael Stone** asking for assistance from the council regarding an **Alcoholics Anonymous/Wellbriety facility**.
5. Attached please find **letters** to the **Joint Powers Public Land Board members** from **Kendra Anderson, Campbell County Commissioner's office**, regarding the **extension of their board term**.
6. Attached please find the **1% Sales Tax Revenue report** provided by **Finance Director Pitlick**.
7. Attached please find a **flyer** for the **Thanksgiving Luncheon** on **November 18, 2015** beginning at **11:30 a.m.**

8. Attached please find a **flyer** from the **City of Gillette's United Way Committee** regarding the **U.W. Campaign Kick-Off Raffle**.

JCN/ale

	<b>Special Meeting</b> <b>Monday, November 16, 2015</b> <b>Meeting: 6:00 p.m.</b> <b>Third Floor Community Room</b>

Dinner served at 5:30 p.m. in the Third Floor Community Room

**Agenda Topics:**

- Interviews for Ward 2 Council Vacancy
- Executive Session
  - Appointment of Public Officer
  - Confidential Information
- Announcement of Council Member for Ward 2 Vacancy (Tentative)



# CITY OF GILLETTE

## Administrative Services Department City Clerk Division

Karlene Abelseth, City Clerk/Print Shop  
P.O. Box 3003 • Gillette, Wyoming 82717-3003  
Phone (307) 686-5210 • Fax (307) 686-4810  
[www.gillettewy.gov](http://www.gillettewy.gov)

**Pre-Meeting – 6:00 p.m.  
City Hall – 3rd Floor Conference Room  
Tuesday, November 17, 2015  
Dinner Served at 5:30 p.m.**

### Pre-Meeting Topic(s):

- Country Club Golf Course Discussion – Steve Crow
- Mobile Technology Presentations – Mike Porter
- Retail Liquor License Discussion – Brent Eischeid
- Review November 17th Agenda
- Executive Session
  - Personnel
- Reception for New Council Member, 6:45 p.m., Council Chambers  
(Tentative)



Afton Evans &lt;aftone@gillettewy.gov&gt;

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**Fwd: Verification of Ward II Applicants**

1 message

Pam Boger &lt;pamb@gillettewy.gov&gt;

Thu, Nov 12, 2015 at 4:01 PM

To: Carter Napier &lt;CarterN@gillettewy.gov&gt;, Patti Davidsmeier &lt;Patti@gillettewy.gov&gt;, Afton Evans &lt;aftone@gillettewy.gov&gt;

This is a corrected email from the previous one. David Yahnel lives in Ward I.

----- Forwarded message -----

From: **Karlene Abelseth** <karlene@gillettewy.gov>

Date: Thu, Nov 12, 2015 at 12:56 PM

Subject: Verification of Ward II Applicants

To: Pam Boger &lt;PamB@gillettewy.gov&gt;

Pam,

The clerk was asked to verify the addresses of the Ward II applicants. After verifying each applicant's address, it was found that all are located in Ward II except for David Yahnel, he lives in Ward I. Please pass this information onto Carter. Thank you.

**Karlene Abelseth**  
City Clerk  
307-686-5210  
karlene@gillettewy.gov

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**Pamela L. Boger**  
Administrative Services Director  
City of Gillette  
PO Box 3003  
Gillette, WY 82717  
307-686-5230

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GILLETTE POLICE DEPARTMENT  
MEMORANDUM

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**TO:** Carter Napier, City Administrator *JCN*  
**FROM:** Jim Hloucal, Chief of Police  
**SUBJECT:** Hiring incentives resolution  
**DATE:** 11-13-2015  
**CC:**

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Carter,

In 2002 the City Council passed Resolution No. 1060, which allowed for hiring and recruitment incentives for Police Officers. The intention was to allow for reimbursement of some of the travel costs for the testing process and to reimburse some moving costs for successful applicants.

The current resolution allows for up to \$750.00 in reimbursement for travel costs associated with the hiring process. Often there are at least 2 trips to Gillette which can place a financial burden on candidates. Additionally we can reimburse up to \$1500.00 for reasonable moving expenses for anyone we hire from outside of Gillette.

The request to amend this resolution is to clarify the time frame that a successful applicant has to request reimbursement within. Recently we successfully recruited and hired an applicant from outside the area who requested the reimbursement and provided the required documentation. After that, another officer who has worked here for several years but who had moved to Gillette from another state, also came forward and requested the reimbursement.

Since the incentive was intended to help attract quality candidates and assist them financially in moving to Gillette, we obviously denied the second request.

The revised resolution provides for an adequate time frame to assist those recruits who need the financial benefit to aid their transition to Gillette while resolving the issue with getting requests that may fall outside of the intended purpose of the incentive.

Please let me know if you need further information on this topic.

Respectfully,

  
\_\_\_\_\_  
Jim Hloucal  
Chief of Police



GILLETTE  
GOLF CLUB

1800 Country Club Rd

Gillette, WY 82718

November 1, 2015

Carter Napier, City Administrator  
City of Gillette  
PO Box 3003  
Gillette, WY 82717

Re: Gillette Golf Club back nine matching funds.

Mr. Napier,

The Gillette Golf and Country Club would like to request \$262,083 (attached statement) of the \$500,000 matching funds approved by the Gillette City Council for the development of the back nine.

Phase one of the project is to begin with construction of the practice facility and holes located on the north side of Garner Lake Road. The practice facility driving range will be assessable from both Gillette Golf Club and the Energy Capital Sports Complex.

We would again like to thank the City of Gillette for the support of the back 9 development. The matching funds is a large part of getting this project moving forward. Enabling the Gillette Golf and Country Club to expand the existing amount of golf holes in our community, and offer quality recreation to the citizens of Gillette and the surrounding area.

Sincerely,

A handwritten signature in black ink that reads "K Chrans".

Keith Chrans  
Gillette Golf Club Board President



1800 Country Club Rd  
Gillette, WY 82718

November 4, 2015

**RE: Matching Funds Request #1 Gillette Golf Club**

Dear Mr. Pitlick,

We are submitting this letter to inform you of our clubs activities for 2015 to raise monies for our back nine. We respectfully submit this information for your approval for the matching funds, and we would like to thank you in advance for your participation for making the Gillette Golf Club's back nine project a resounding success for our community. We have come a long way in a short time and with the continued help and support of our community we will realize this goal and open it to the area residents very soon. Our fundraising activities are ongoing and we expect to complete this project in the next couple of years, and with unprecedented support, collaboration, and cooperation between our club, our fellow citizens, our city and county officials, and our local business. We are looking forward to breaking ground as soon as the spring of 2016. Thank you all for your continued support and vision which is immensely helping us realize this goal for our community.

Our fundraising activities that we are requesting matching funds for at this time.

\$ 240,000	Sale of our liquor license
\$ 207	Interest on savings account related to fundraising activities
\$ 1,000	Donation from member
\$ 5,173	Gun Board Raffle
<u>\$ 15,700</u>	Back nine tournament
\$ 262,083	Total funds raised for back nine.

Thank you for your consideration in this matter. We look forward to continuing to working with you on this project in the near future.

Sincerely,

Gillette Golf Club Board of Directors

Jeremy Guernsey  
Treasurer  
Gillette Golf Club



11.5.15

Dear esteemed members of the Gillette City Council,

My name is Kelly Stone and today I am writing to you in regards to a growing and urgent problem facing our community today. As an active member of the Alcoholics Anonymous organization and the Founder of a new and growing twelve-step group known as Wellbriety, I am approaching you in aspiring to develop a facility which would be able to host our life saving meetings. As you all know Alcohol and drug addiction is a major issue facing our community and the only medication for this disease is the fellowship and steps that these twelve-step programs provide. With predominant backing from and by all the addiction recovery counseling centers here in Gillette, along with the Campbell County Adult and Youth Drug court programs showing their utmost support, we ask of you today for your consideration in helping us in the search for these organizations to find a place to call home. Currently Narcotics Anonymous, Wellbriety (which is a native American twelve-step group opened to all nationalities) and several Alcoholic Anonymous groups are without or have been vacated from their prior residence do to various issues at no fault of their own but victim to a change of management. We are here to offer you the divine opportunity to help our community in a positive and productive way for those of us in recovery. I personally would love to see a place where all recovery based groups could share in the commonality of bettering their lives not only for themselves but for their families, communities, and in the world. I am not sure what there is as far as vacant buildings or lots that the city could rent or donate to make this dream a reality but would appreciate any type of assistance in which you might be able to provide. I think that a great example of one such facility is the 12 24 club located in Casper, WY. Although this organization has taken time to develop, it has proved that its purpose produced grand results and would be a spectacular addition to a community such as ours that struggles with drug and alcohol addiction. I feel that it would be beneficial to community leaders to step up and take a stand in the well-being and proactive fight against this issue. It would show a working example to aspiring new businesses and families entering our community that we will not lie down and let this problem define us but rise above to overcome in the face of these challenging problems. The facility would also be open to youth programs and help those that might be struggling with parents practicing drug and alcohol use. Thus becoming a sort of hub for any recovery based foundation which would like to partake. I understand that such a facility would take time to shine, but have a dream that God will find a way to make it a reality. In the meantime, we ask that a temporary location might be thought upon while we build upon this goal. We want to thank you from the bottom of our hearts along with our families in this consideration as I feel it would be a monumental step in the right direction for our town.

Sincerely,  
Kelly Michael Stone.



**OFFICE**

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

Robert P. Palmer, Commissioners  
Administrative Director

**BOARD OF COMMISSIONERS**

G. Matthew Avery, Chairman  
Rusty Bell  
Garry G. Becker, M.D.  
Micky Shober  
Mark A. Christensen

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November 4, 2015

Mr. L.D. Gilbertz  
Joint Powers Public Land Board  
174 Black & Yellow Road  
Gillette, WY 82718

RE: Joint Powers Public Land Board Term Extension

Dear Mr. Gilbertz,

On November 3, 2015, the Campbell County Board of Commissioners extended your appointment to the Joint Powers Public Land Board to fulfill a three year term, ending June 30, 2016. In accordance with your October 2<sup>nd</sup> letter, this extension will create more time for new board member orientation and training before the next budget is due.

L.D., should you have any questions, I would invite you to call our office.

Sincerely,

Kendra Anderson  
Senior Administrative Assistant

xc: Paul Foster, General Manager  
City of Gillette



**OFFICE**

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Mark A. Christensen

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November 4, 2015

Ms. Mary Silvernell  
Joint Powers Public Land Board  
81 Jersey Trail  
Recluse, WY 82725

RE: Joint Powers Public Land Board Term Extension

Dear Ms. Silvernell,

On November 3, 2015, the Campbell County Board of Commissioners extended your appointment to the Joint Powers Public Land Board to fulfill a three year term, ending June 30, 2017. In accordance with Chairman Gilbertz's October 2<sup>nd</sup> letter, this extension will create more time for new board member orientation and training before the next budget is due.

Mary, should you have any questions, I would invite you to call our office.

Sincerely,

Kendra Anderson  
Senior Administrative Assistant

xc: Paul Foster, General Manager  
City of Gillette



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Micky Shober  
Mark A. Christensen

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November 4, 2015

Ms. Marilyn Mackey  
Joint Powers Public Land Board  
8466 Hwy 14-16  
Gillette, WY 82716

RE: Joint Powers Public Land Board Term Extension

Dear Ms. Mackey,

On November 3, 2015, the Campbell County Board of Commissioners extended your appointment to the Joint Powers Public Land Board to fulfill a three year term, ending June 30, 2017. In accordance with Chairman Gilbertz's October 2<sup>nd</sup> letter, this extension will create more time for new board member orientation and training before the next budget is due.

Marilyn, should you have any questions, I would invite you to call our office.

Sincerely,

A handwritten signature in cursive script that reads "Kendra Anderson".

Kendra Anderson  
Senior Administrative Assistant

xc: Paul Foster, General Manager  
City of Gillette



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Administrative Director

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Rusty Bell  
Garry G. Becker, M.D.  
Micky Shober  
Mark A. Christensen

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November 4, 2015

Mr. Shilo Lundvall  
Joint Powers Public Land Board  
P.O. Box 2558  
Gillette, WY 82717

RE: Joint Powers Public Land Board Term Extension

Dear Mr. Lundvall,

On November 3, 2015, the Campbell County Board of Commissioners extended your appointment to the Joint Powers Public Land Board to fulfill a three year term, ending June 30, 2017. In accordance with Chairman Gilbertz's October 2<sup>nd</sup> letter, this extension will create more time for new board member orientation and training before the next budget is due.

Shilo, should you have any questions, I would invite you to call our office.

Sincerely,

Kendra Anderson  
Senior Administrative Assistant

xc: Paul Foster, General Manager  
City of Gillette



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Robert P. Palmer, Commissioners  
Administrative Director

**BOARD OF COMMISSIONERS**

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Mark A. Christensen

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November 4, 2015

Mr. Don Hamm  
Joint Powers Public Land Board  
1686 Adon Road  
Rozet, WY 82727

RE: Joint Powers Public Land Board Term Extension

Dear Mr. Hamm,

On November 3, 2015, the Campbell County Board of Commissioners extended your appointment to the Joint Powers Public Land Board to fulfill a three year term, ending June 30, 2018. In accordance with Chairman Gilbertz's October 2<sup>nd</sup> letter, this extension will create more time for new board member orientation and training before the next budget is due.

Don, should you have any questions, I would invite you to call our office.

Sincerely,

Kendra Anderson  
Senior Administrative Assistant

xc: Paul Foster, General Manager  
City of Gillette

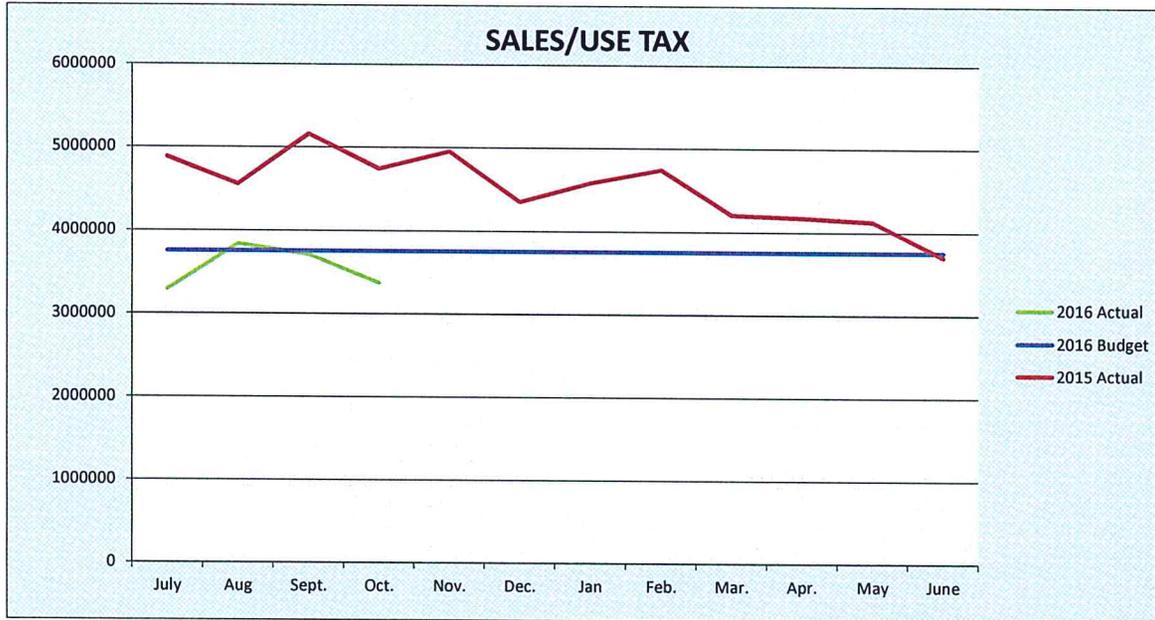
1% SALES/USE TAX REVENUE

MONTH	2014 Actual	2015 Actual	2015 BUDGET	2016 Actual	2016 BUDGET	YTD BUDGET
July	\$1,848,465	\$2,193,961	\$1,750,000	\$1,482,243	\$1,666,667	
Aug	\$1,644,080	\$2,047,500	\$1,750,000	\$1,727,561	\$1,666,667	
Sept.	\$1,692,767	\$2,319,150	\$1,750,000	\$1,670,260	\$1,666,667	
Oct.	\$1,886,332	\$2,133,732	\$1,750,000	\$1,518,716	\$1,666,667	
Nov.	\$1,752,144	\$2,224,851	\$1,750,000		\$1,666,667	
Dec.	\$1,782,737	\$1,956,419	\$1,750,000		\$1,666,667	
Jan	\$2,094,728	\$2,059,551	\$1,750,000		\$1,666,667	
Feb.	\$1,719,078	\$2,131,287	\$1,750,000		\$1,666,667	
Mar.	\$1,727,604	\$1,888,193	\$1,750,000		\$1,666,667	
Apr.	\$1,963,305	\$1,873,713	\$1,750,000		\$1,666,667	
May	\$1,971,668	\$1,853,014	\$1,750,000		\$1,666,667	
June	\$2,002,323	\$1,662,976	\$1,750,000		\$1,666,667	
	\$22,085,232	\$24,344,347	\$21,000,000	\$6,398,780	\$20,000,000	\$6,666,667

GENERAL FUND SALES/USE TAX

MONTH	2014 Actual	2015 Actual	2015 BUDGET	2016 Actual	2016 BUDGET	YTD BUDGET
July	\$2,258,515	\$2,683,648	\$2,133,333	\$1,808,457	\$2,083,333	
Aug	\$2,007,150	\$2,503,543	\$2,133,333	\$2,110,093	\$2,083,333	
Sept.	\$2,064,998	\$2,835,751	\$2,133,333	\$2,037,999	\$2,083,333	
Oct.	\$2,303,016	\$2,606,081	\$2,133,333	\$1,852,973	\$2,083,333	
Nov.	\$2,144,723	\$2,724,609	\$2,133,333		\$2,083,333	
Dec.	\$2,181,749	\$2,392,974	\$2,133,333		\$2,083,333	
Jan	\$2,563,565	\$2,518,115	\$2,133,333		\$2,083,333	
Feb.	\$2,099,104	\$2,608,989	\$2,133,333		\$2,083,333	
Mar.	\$2,115,571	\$2,311,830	\$2,133,334		\$2,083,333	
Apr.	\$2,403,364	\$2,294,055	\$2,133,334		\$2,083,333	
May	\$2,415,385	\$2,270,969	\$2,133,334		\$2,083,333	
June	\$2,450,969	\$2,034,346	\$2,133,334		\$2,083,333	

	\$27,008,109	\$29,784,910	\$25,600,000	\$7,809,522	\$25,000,000	\$8,333,333
<b>TOTAL SALES/USE TAX</b>						<b>YTD BUDGET</b>
July	\$4,106,980	\$4,877,609	\$3,883,333	\$3,290,700	\$3,750,000	
Aug	\$3,651,230	\$4,551,043	\$3,883,333	\$3,837,654	\$3,750,000	
Sept.	\$3,757,766	\$5,154,901	\$3,883,333	\$3,708,259	\$3,750,000	
Oct.	\$4,189,348	\$4,739,813	\$3,883,333	\$3,371,689	\$3,750,000	
Nov.	\$3,896,867	\$4,949,460	\$3,883,333	\$0	\$3,750,000	
Dec.	\$3,964,486	\$4,349,393	\$3,883,333	\$0	\$3,750,000	
Jan	\$4,658,293	\$4,577,666	\$3,883,333	\$0	\$3,750,000	
Feb.	\$3,818,182	\$4,740,276	\$3,883,333	\$0	\$3,750,000	
Mar.	\$3,843,175	\$4,200,023	\$3,883,334	\$0	\$3,750,000	
Apr.	\$4,366,669	\$4,167,768	\$3,883,334	\$0	\$3,750,000	
May	\$4,387,053	\$4,123,983	\$3,883,334	\$0	\$3,750,000	
June	\$4,453,292	\$3,697,322	\$3,883,334	\$0	\$3,750,000	
	\$49,093,341	\$54,129,257	\$46,600,000	\$14,208,302	\$45,000,000	\$15,000,000
Jan	\$4,577,666					
Feb.	\$4,740,276					
Mar.	\$4,200,023					
Apr.	\$4,167,768					
May	\$4,123,983					
June	\$3,697,322					
July	\$3,290,700					
Aug	\$3,837,654					
Sept.	\$3,708,259					
Oct.	\$3,371,689					
Nov						
Dec						



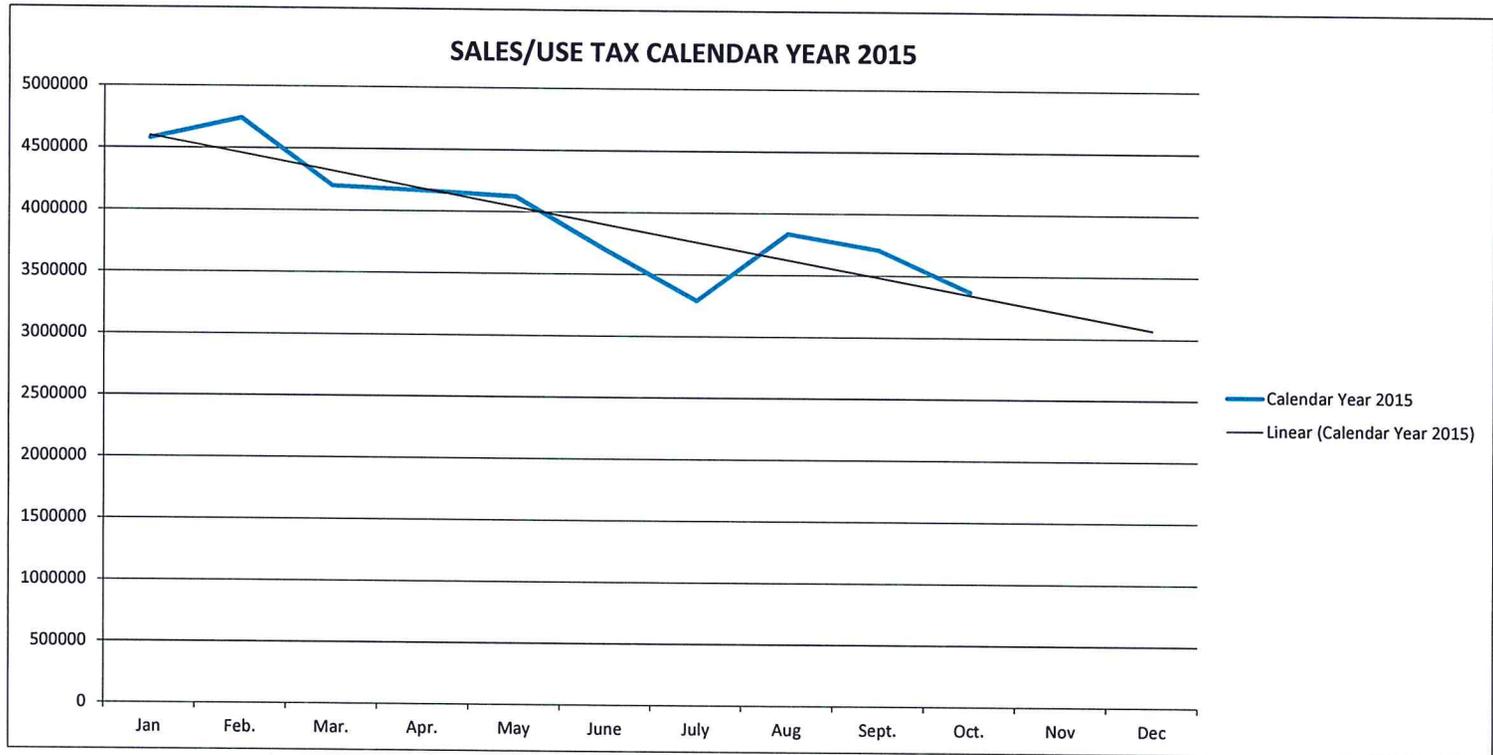
	FY 2015 ACTUAL	FY 2016 ACTUAL	% CHANGE
July	\$4,877,609	\$3,290,700	-32.53%
Aug	\$4,551,043	\$3,837,654	-15.68%
Sept.	\$5,154,901	\$3,708,259	-28.06%
Oct.	\$4,739,813	\$3,371,689	-28.86%
Nov.	\$4,949,460	\$0	-100.00%
Dec.	\$4,349,393	\$0	-100.00%
Jan.	\$4,577,666	\$0	-100.00%
Feb.	\$4,740,276	\$0	-100.00%
Mar.	\$4,200,023	\$0	-100.00%
Apr.	\$4,167,768	\$0	-100.00%
May	\$4,123,983	\$0	-100.00%
June	\$3,697,322	\$0	-100.00%
TOTAL	\$54,129,257	\$14,208,302	-73.75%

YEAR TO DATE SALES TAX RECEIPTS (July-October):

FY 2014	FY 2015	FY 2016
\$15,705,324	\$19,323,366	\$14,208,302

YTD BUDGET  
\$15,000,000

% Over/(Under) Budget:                    -5.28%



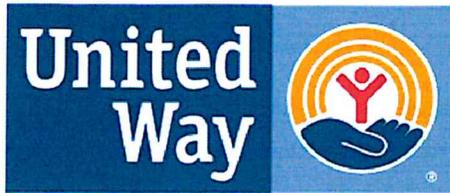
*THE MAYOR & CITY COUNCIL  
INVITES YOU TO THE*

*Thanksgiving Luncheon*

*Wednesday, November 18*

*11:30 a.m. - 1:30 p.m.*

*CW Breakroom*



# LIVE UNITED

## United Way Campaign

### Kickoff Raffle!



Purchase **YOUR** Raffle Ticket from ANY Member of the **City of Gillette United Way Committee** for chance at a

**RESERVED PARKING SPOT**

**City West AND City Hall LOCATIONS!**

**From December 1<sup>st</sup> through March 31<sup>st</sup>!**

Tickets go on Sale **Monday, November 9th**

\$1/1 Ticket or \$5/6 Tickets

Drawing will be held on November 30th! **BUY YOUR TICKETS TODAY!**

**Local People Helping Local People!**

As Always, **THANK YOU** for your attention and support, and for your care for our local Gillette People

United Way Committee Members: Geno Palazzari, Lara Miller, Erin Lile, Janie Kuntz, Tom Pitlick, & Sandy Lenz